



OFFICE OF THE DISTRICT ATTORNEY COUNTY OF LASSEN

VICTIM/WITNESS ASSISTANCE PROGRAM

Stacey L. Montgomery
District Attorney

Government Center Building
2950 Riverside Drive, Suite 102
Susanville, California 96130

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

MEMORANDUM

TO : Honorable Lassen County Board of Supervisors
FROM : Stacey L. Montgomery
Lassen County District Attorney
DATE : November 7, 2017
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 the Lassen County Administrative Officer to execute any and all documents necessary in order to continue the grant funding for the Victim/Witness Assistance Program for grant year 2017/2018.

Summary: The Lassen County District Attorney's Victim/Witness Assistance Program has been in existence since 1991. Grant year 2017/2018 will be our 25th year of operation. 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 in order to lessen the trauma that they experience while the case in which they are involved makes its way through the criminal justice system. For 2017/2018 the program will be staffed with (2) two full time equivalent (FTE) positions and one part-time non-benefited position. The Victim/Witness Program Coordinator will devote 100% of their time to the Victim/Witness Assistance Program and undertake any of the coordinator duties that are required by the grant; the Victim/Witness Advocate I will devote 100% of her time to the Victim/Witness Assistance Program; and the part-time, non-benefited Victim/Witness Advocate will devote 20-28 hours a week to the Victim/Witness Assistance Program.


It is the District Attorney's philosophy to attempt to isolate grant funding as much to salaries and benefits as possible and devote the least amount of the funding to operational expenses. Therefore, we are requesting the minimum amounts in operating expenses necessary to support the program, including funds required to be set aside for mandatory and continuing training. Our grant budget includes the maximum amount allowable under the grant for the amounts charged to the program for office space, Workers Compensation Insurance, Unfunded Pers Liability and Liability Insurance. We have set aside a small amount for the costs of office supplies and postage expenses.

Financial Impact: The costs of the District Attorney's Victim/Witness Assistance Program are reimbursed to Lassen County through the grant administered by the California Office of Emergency Services, Criminal Justice, Emergency Management & Victim Services Grant Programs Division. The Victim/Witness allocation to Lassen County for fiscal/grant year 2017/2018 will be \$182,894.

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

Attachments: A copy of the proposed Resolution is attached as well as a copy of the entire grant application

Dated: November 7, 2017



Stacey L. Montgomery
Lassen County 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 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 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 2017/2018, October 1, 2017 through September 30, 2018, 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 2017/2018 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 _____, 2017, 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 _____, 2017.

MICHELE YDERRAGA
Deputy Clerk of the Board of Supervisors

EDMUND G. BROWN JR.
GOVERNOR

MARK S. GHILARDUCCI
DIRECTOR



Cal OES
GOVERNOR'S OFFICE
OF EMERGENCY SERVICES

Application Cover Sheet

RFA PROCESS

VICTIM/WITNESS ASSISTANCE (VW) PROGRAM

Submitted by:
Michelle Latimer
2950 Riverside Drive, Suite 102, Susanville, CA 96130-4754
(530) 251-8284

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

CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES

GRANT SUBAWARD FACE SHEET

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

1. **Subrecipient:** County of Lassen 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 Lassen 96130-4754
City County Zip+4
5. **Disaster/Program Title:** Victim/Witness Assistance Program 6. **Performance Period:** 10/01/2017 to 09/30/2018
7. **Indirect Cost Rate:** ☐ N/A; ☒ 10% de minimis; ☐ Federally Approved ICR _____ %

Grant Year	Fund Source	A. State	B. Federal	C. Total	D. Cash Match	E. In-Kind Match	F. Total Match	G. Total Project Cost
2017	8. VOCA		\$ 146,315				\$ 0	\$ 146,315
2017	9. VWA0	\$ 36,579					\$ 0	\$ 36,579
Select	10. Select						\$ 0	\$ 0
Select	11. Select						\$ 0	\$ 0
Select	12. Select						\$ 0	\$ 0
	TOTALS	\$ 36,579	\$ 146,315	\$ 182,894	\$ 0	\$ 0	\$ 0	12. G Total Project Cost: \$ 182,894

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:** Stacey L. Montgomery 16. **Federal Employer ID Number:** 946000517
- Name: Stacey L. Montgomery Title: Lassen County District Attorney
- Telephone: (530) 251-8283 FAX: (530) 251-2692 Email: smontgomery@co.lassen.ca.us
(area code) (area code)
- Payment Mailing Address: 2950 Riverside Drive, Suite 102 City: Susanville Zip+4: 96130-4754
- Signature: *Michelle Statter* Date: November 7, 2017

(FOR CAL OES USE ONLY)

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

Cal OES Fiscal Officer	Date	Cal OES Director (or designee)	Date
------------------------	------	--------------------------------	------

PROJECT CONTACT INFORMATION

Subrecipient: County of Lassen

Subaward #: VW17250180

Provide the name, title, address, telephone number, and e-mail address for the project contacts named below. **NOTE: If you use a PO Box address, a street address is also required for package delivery and site visit purposes.**

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

Name: Stacey L. Montgomery Title: Lassen County District Attorney
Telephone #: (530) 251-8283 Fax#: (530) 251-2692 Email Address: smontgomery@co.lassen.ca.us
Address/City/Zip: 2950 Riverside Drive, Suite 102, Susanville, CA 96130

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

Name: Diana Wemple Title: Lassen County Auditor
Telephone #: (530) 251-8236 Fax#: (530) 251-2663 Email Address: dwemple@co.lassen.ca.us
Address/City/Zip: 221 South Roop Street, Suite 4, Susanville, CA 96130

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

Name: Latoya Salas Title: Lassen County Victim/Witness Coordinator
Telephone #: (530) 251-8281 Fax#: (530) 251-2692 Email Address: lsalas@co.lassen.ca.us
Address/City/Zip: 2950 Riverside Drive, Suite 102, Susanville, CA 96130

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

Name: Michelle Latimer Title: Lassen County District Attorney Program Coordinator
Telephone #: (530) 251-8284 Fax#: (530) 251-2692 Email Address: mlatimer@co.lassen.ca.us
Address/City/Zip: 2950 Riverside Drive, Suite 102, Susanville, CA 96130

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: Stacey L. Montgomery Title: Lassen County District Attorney
Telephone #: (530) 251-8283 Fax#: (530) 251-2692 Email Address: smontgomery@co.lassen.ca.us
Address/City/Zip: 2950 Riverside Drive, Suite 102, Susanville, CA 96130

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 14 of the Grant Subaward Face Sheet:

Name: Stacey L. Montgomery Title: Lassen County District Attorney
Telephone #: (530) 251-8283 Fax#: (530) 251-2692 Email Address: smontgomery@co.lassen.ca.us
Address/City/Zip: 2950 Riverside Drive, Suite 102, Susanville, CA 96130

7. The **chair** of the **Governing Body** of the subrecipient:

Name: Aaron Albaugh Title: Chairman, Lassen County Board of Supervisors
Telephone #: (530) 251-8333 Fax#: (530) 251-2664 Email Address: aalbaugh@co.lassen.ca.us
Address/City/Zip: 221 South Roop Street, Susanville, CA 96130

SIGNATURE AUTHORIZATION

Subaward #: VW17250180

Subrecipient: County of Lassen

Implementing Agency: Lassen County District Attorney

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

*Project Director: Stacey L. Montgomery

*Financial Officer: Diana Wemple

Signature: _____

Signature: _____

Date: _____

Date: _____

The following persons are authorized to sign for the
Project Director

Signature

Michelle Latimer

Print Name

Signature

Latoya Salas

Print Name

Signature

Print Name

Signature

Print Name

Signature

Print Name

The following persons are authorized to sign for the
Financial Officer

Signature

Lori Pearce

Print Name

Signature

Print Name

Signature

Print Name

Signature

Print Name

Signature

Print Name

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

I, Stacey L. Montgomery hereby certify that
(official authorized to sign Subaward; same person as Section 15 on Subaward Face Sheet)

SUBRECIPIENT: County of Lassen

IMPLEMENTING AGENCY: Lassen County District Attorney

PROJECT TITLE: Victim/Witness Assistance Program

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

I. Federal Grant Funds

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

☐ The above named Subrecipient receives \$750,000 or more in federal grant funds annually.

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

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

It is the public policy of the State of California to promote equal employment opportunity (EEO) by prohibiting discrimination or harassment in employment because of ancestry, age (over 40), color, disability (physical and mental, including HIV and AIDS), genetic information, gender, gender identity, gender expression, marital status, medical condition (genetic characteristics, cancer or a record or history of cancer), military, veteran status, national origin, race, religion (includes religious dress and grooming practices), sex (includes pregnancy, childbirth, breastfeeding and/or related medical conditions) sexual orientation, or request for family medical leave. Cal OES-funded projects certify that they will comply with all state and federal requirements regarding equal employment opportunity, nondiscrimination and civil rights.

Please provide the following information:

Equal Employment Opportunity Officer: Richard Egan
Title: Lassen County Administrative Officer
Address: 221 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

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

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

VIII. Civil Rights Compliance

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

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

1. Applicability of Part 200 Uniform Requirements

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

2. Compliance with DOJ Grants Financial Guide

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

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

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

The details of the Subrecipient's obligations regarding prohibited conduct related to trafficking in persons are posted on the OJP website at: <http://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm> (Award condition: Prohibited conduct by Subrecipients related to trafficking in persons (including reporting requirements and OJP authority to terminate award)), and are incorporated by reference here.

4. Compliance with Applicable Rules Regarding Approval, Planning, and Reporting of Conferences, Meetings, Trainings, and Other Events

The Subrecipient agrees to comply with all applicable laws, regulations, policies, and official DOJ guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (as that term is defined by DOJ), including the provision of food and/or beverages at such conferences, and costs of attendance at such conferences.

Information on the pertinent DOJ definition of conferences and the rules applicable to this award appears in the DOJ Grants Financial Guide (currently, as section 3.10 of "Postaward Requirements" in the "2015 DOJ Grants Financial Guide").

5. Effect of Failure to Address Audit Issues

The Subrecipient understands and agrees that the DOJ awarding agency (OJP or OVW, as appropriate) may withhold award funds, or may impose other related requirements, if (as determined by the DOJ awarding agency) the Subrecipient does not satisfactorily and promptly address outstanding issues from audits required by the Part 200 Uniform Requirements (or by the terms of this award), or other outstanding issues that arise in connection with audits, investigations, or reviews of DOJ awards.

6. Reporting Potential Fraud, Waste, Abuse, and Similar Misconduct

The Subrecipient agrees to promptly refer to the DOJ Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, contractor, subcontractor, or other person has, in connection with funds under this award (1) submitted a claim that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct.

Potential fraud, waste, abuse, or misconduct involving or relating to funds under this award should be reported to the OIG by:

- Mail: Office of the Inspector General,
U.S. Department of Justice, Investigations Division,
950 Pennsylvania Avenue, N.W. Room 4706,
Washington, DC 20530;
- E-mail: oig.hotline@usdoj.gov;
- DOJ OIG hotline (contact information in English and Spanish): (800) 869-4499; and/or
- DOJ OIG hotline fax: (202) 616-9881.

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

7. Compliance with General Appropriations-Law Restrictions on the Use of Federal Funds

The Subrecipient agrees to comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions, including from various "general provisions" in the Consolidated Appropriations Act, 2016, are set out at <http://ojp.gov/funding/Explore/FY2016-AppropriationsLawRestrictions.htm>, and are incorporated by reference here.

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

The Subrecipient understands and agrees that no Subrecipient under this award, or entity that receives a procurement contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

The foregoing is not intended, and shall not be understood by the agency making this award, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

a. In accepting this award, the Subrecipient:

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

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

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

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

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

9. Encouragement of Policies to Ban Text Messaging while Driving

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

10. Additional DOJ Awarding Agency Requirements

The Subrecipient agrees to comply with any additional requirements that may be imposed by the DOJ awarding agency (OJP or OVW, as appropriate) during the period of performance for this award, if the Subrecipient is designated as "high-risk" for purposes of the DOJ high-risk grantee list.

11. OJP Training Guiding Principles

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

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

The Subrecipient agrees to comply with all applicable requirements to obtain specific advance approval to use a non-competitive approach in any procurement contract that would exceed the Simplified Acquisition Threshold (currently, \$150,000). This condition applies to agreements that, for purposes of federal grants administrative requirement, OJP considers a procurement "contract" (and therefore does not consider a subaward).

The details of the requirement for advance approval to use a noncompetitive approach in a procurement contract under an OJP award are posted on the OJP web site at <http://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 \$150,000)] and are incorporated by reference here.

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

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

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

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

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

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

15. Demographic Data

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

16. Performance Reports

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

17. Computer Network Requirements

The Subrecipient understands and agrees that:

- a. No award funds may be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography; and
- b. Nothing in the previous subsection limits the use of funds necessary for any federal, state, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecutions, or adjudication activities.

18. Prohibit Use of Funds for Association of Community Organizations for Reform Now (ACORN) and its Subsidiaries

The Subrecipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of any contract of subaward to either the ACORN or its subsidiaries, without the expressed prior written approval of OJP.

19. Access to Records

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

20. Nondiscrimination in Programs Involving Students

The Subrecipient understands and agrees that award funds may not be used to discriminate against or denigrate the religious or moral beliefs or students who participate in programs for which financial assistance is provided from those funds, or of the parents or legal guardians of such students.

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

CERTIFICATION

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

Authorized Official's Signature:

Stacey L. Montgomery

Authorized Official's Typed Name:

Stacey L. Montgomery

Authorized Official's Title:

Lassen County District Attorney

Date Executed:

November 7, 2017

Federal Employer ID #:

94-6000517

Federal DUNS #

120401992

Current System for Award Management (SAM) Expiration Date:

07/26/2018

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

Project Narrative

Problem Statement / Introduction: Victims of crime suffer tremendous loss, both physically and psychologically navigating the complex criminal justice system. Often victims are not aware of resources available for support during a critical point in their lives. Additionally, many victims feel the length of time it takes to prosecute a case, coupled with a lack of accountability for offenders, creates re-victimization and results in lack of faith in the judicial system. Lassen County Victim Witness' mission is to provide the advocacy, support and education to address victims needs and concerns to alleviate trauma and help guide victims to toward a safe and productive future.

Lassen County is a rural community encompassing over 4,720 square miles. According to the 2016 census, the area contains a population of 30,870. The city of Susanville, the county seat, (often described as "Prison Town USA") has a population of 17,974 which includes the general population as well individuals incarcerated within the local jail. As of November 1, 2017, the California Department of Corrections and Federal Bureau of Prisons state approximately 8,875 or 25 percent of the Lassen County population are incarcerated. Inmates are housed within two California Department of Corrections and Rehabilitation high and moderate security facilities, in addition to one medium to low level federal penitentiary. Although the population of the county continues to shrink, from Prop 47 inmate releases and relocation, the Victim/Witness program continues to see the number of victims served increase.

Government, whether local, state or federal, are the primary sources of local employment, after agriculture. Additionally, because of the close proximity to Reno, Nevada, the largest city 80 miles from the seat of the county, Susanville; Lassen County has become a thoroughfare to interstate 5 and Northern California resulting in a higher number of gang related crimes, human

trafficking and drug distribution. Though the county is rural, and in some areas, Pioneer, Lassen County is far from the ideal of rolling farm land of milk and honey. Isolated, especially during the harsh winter, travel is often treacherous or even impossible. Crime continues rampant, and disparate to the larger cities, differentiated by large concentrations of land verses isolated pockets in urban areas of the state. Land spread provides an ideal area for the illegal cultivation of marijuana, a challenge for local law enforcement. Travel to the service area in Susanville can be difficult, if not impossible in winter from the outlying areas of the county. However, during good weather, clients in the far reaching areas travel up to two hours, one way, to the city center, to receive services.

History: The Lassen County District Attorney's Office, which houses the Victim/Witness Program, in partnership with the community we serve, is dedicated to ensuring public safety through the vigorous, ethical and professional prosecution of crime while protecting the rights of victims and witnesses. The mission of the Victim Witness Assistance Program is to support victims and witnesses, when applicable, with services which help them cope with the aftermath of victimization and make the victim's participation in the system less burdensome. The Lassen County District Attorney's Victim Witness Program (LCVW) was first established and supported by CalOES in 1991. The program began as one .5 FTE within a fledgling office with limited resources, but grew to support the critical need of assisting victims on a full time basis. The LCVW Program became a full-time program in 1995 and continues to grow as, unfortunately, the need for services increases. As with many CalOES programs, the dedicated LCVW staff carry a caseload and provide direct services to victims of crime. Currently, the program employs two (2) FTE and one part-time staff.

Volunteers: The Victim Witness program utilizes volunteers primarily in office work and in conjunction with yearly special events. Two volunteers help with logging-in victim related case information, sending contact letters to victims and provide support to the full-time staff. Additionally, volunteers help with yearly events such as the Children's Fair, Walk-a-mile and Safe & Sane Halloween. During the 2016-2017 fiscal year seventeen volunteers provided 117 hours of service. The time invested by volunteers at 117 hours at a rate of \$15.30 is over \$1,790.00 worth of in-kind match. The Victim Witness program has limited human capital by way of interns and volunteers, the lack of which results in challenges to recruiting and maintaining a broad volunteer pool. Individuals qualified or willing to give their time, to this difficult and sometimes frustrating field, are few and the numbers available can be inadequate to address demonstrated need. However, we have not given up hope and intend to continue outreach and education to garner interest and support.

Demographics: Interestingly, Lassen County demographics reflect primarily Caucasian but the area sees a significant fluctuation in the Hispanic and Pacific Islander populations during the year. Migrant farm workers are employed by local agriculture during strawberry season. Palau representatives come to the area on sports scholarships to attend the local community college. In the past we rarely saw crime within these communities, unfortunately, in the last year, there have been multiple assaults and other crimes committed against these groups. Lassen County also boasts a thriving Native American population comprised of Paiute and Maidu tribes within the local Rancheria. Moreover, inmate's families relocate to the area to be near their loved ones resulting in a large transient population bringing its own unique challenges to the community and the Victim/Witness Program. Poverty, substance abuse and a lack of affordable housing is characteristic not only to inmate families, but to our rural victims and families as a whole. Lassen

County Victim/Witness has been fortunate in that it has not had to confront the challenge of locating interpreters for victims, often, but when called upon to provide services to non-English speaking clients, qualified translators are scarce and the program has had to utilize private contractors, Google Translator, TTY and the court.

Plan / Services: As stated within the LCVW quarterly reports, the primary services provided to victims of crime are: distributing information regarding the criminal justice system, providing case status and disposition updates, court support and escort, assistance with victim compensation program and providing resource and referrals.

To demonstrate, the following shows Victim/Witness provided the following services to victims: Of the 232 total clients served during the 2015-2016 fiscal year, the majority of victims reside in the city of Susanville, and 132 of those clients were new. Of the clients that chose to self-report during the 2016-2017 fiscal year, 127 were female, 54 males. The average age of victims served was between 25-59 years of age; 144 Caucasian, 6 Native American, 6 African American, 18 Hispanic or Latino, 2 Pacific Islander and 5 chose not to report. Numbers increased during the 2016-2017 year due to the change in the grant fiscal year, indicating 181 new victims and 332 victims total during the period. We find the top five primary victimization types include:

- Domestic Violence - 94
- Adult Physical Assault - 41
- Child Sexual Abuse - 25
- Child Physical Abuse - 25
- Burglary - 18

In 2016-2017, 60% of all LCVW clients were comprised of these five crime types.

Addressing Need: LCVW addresses the needs of victims and witnesses throughout the entire Criminal Justice system including, but not limited to: misdemeanor, felony, and juvenile cases. Providing comprehensive services to special needs victims in our jurisdiction is a priority; the physically and mentally challenged, sight and/or hearing impaired and the elderly are vulnerable populations with a heightened need for advocacy. Fortunately, to support our aims, the District Attorney hired a new Chief Investigator with specialized experience in elder abuse and financial crime to aid and support victims within the program.

Often it is necessary to refer victims to agencies and organizations outside the county for service. Lassen County struggles to provide professional, client centered support programs and need continues to exist. For example, complications develop for victims that lack resources to travel. Providing assistance with relocation and travel cost is an important provision of victim witness programs to aid individuals to move from victim to survivor.

Referrals to the program are made in numerous ways; internally within the District Attorney's Office, after crime reports are received. An increasing number of victims come to the Program through law enforcement referrals prior to the matter being formally referred to the District Attorney's Office, others are referred to the program through our participation in the Crisis Intervention and Response Team or from the local domestic violence and sexual assault center. Contact is made with the victim(s) by program staff in one of three main ways: In person, by telephone, or by mail. Once the victim has been made aware of our program and services, no viable request or need is rejected.

Collaboration: Through participation in the MDIT or Multidisciplinary Investigative Team, (which includes members of law enforcement, child protective services, community based non-profits, deputy district attorneys and others) Victim/Witness offers a critical component of

support to families struggling when a child family member discloses sexual or physical abuse. The Lassen County District Attorney's Office and Victim/Witness moved into a refurbished county building in April of 2017. Within the office we have designated space for a victim interview room, team viewing conference room and private office space for Victim Witness staff to meet with the victim and their family prior to, during and after the interview. Currently, interviews of child victims take place at the police department in a suspect interview room. The victim's family and our staff must wait in the public lobby which is neither heated nor cooled. Because of public access, Victim Advocates cannot discuss services or offer meaningful, confidential support during the interview process. A safe, comfortable, victim centered space is desperately needed for child victims in our community. Within our current application to Cal OES, we are requesting to incorporate funding to establish a MDI room and conference center to more effectively address the needs of child victims. Private foundation and alternative grant funding for the audio/visual and recording equipment is limited and difficult to obtain.

Moreover, Victim/Witness collaborates with a variety of agencies within the criminal justice system, community service organizations and social service agencies to help meet the needs of victims. Within the last four years LCVW has participated in the Crisis Intervention Response Team (CIRT) – a joint venture between hospital, social services, law enforcement and other victim service agencies to provide open dialog to increase victim service effectiveness and maximize best practice.

Working closely with the Sheriff's Department and Police Department, our advocacy staff remains available to respond with law enforcement, day or night, to assist with victim issues should the need arise. Our Program maintains formal Operational Agreements with the following agencies and organizations within Lassen County:

- Lassen County Sheriff's Department
- Susanville Police Department
- California Highway Patrol, Susanville Area Office
- Lassen Family Services, Domestic Violence Program
- Lassen Family Services, Sexual Assault Program
- Lassen Family Services, Child Abuse Treatment Program

Outreach: Lassen County has a number of one-stop offices in the outlying areas of the County (i.e. Westwood, Bieber, Doyle, and Herlong) which provide services to clients in mental health treatment and drug and alcohol services. The new LCVW staff will work collaboratively and share space to meet clients in outlying areas to distribute materials in multiple languages and in large print, for the elderly and those whose first language is not English. Finally, the program will continue with outreach and education projects and participate in community events, facilitate educational opportunities with community organizations, the public and law enforcement. Lassen County Victim/Witness does not discriminate against any individual regardless of sex, gender, age, sexual orientation, religious or political affiliation. The LCVW program is committed to providing the greatest number of comprehensive services, both mandatory and optional, to every victim served. We strive to provide trauma informed individualized assistance with compassion and care.

Budget Narrative

We have prepared our 2017/2018 grant year budget to accomplish the following goals:

- Support the Program's objectives and activities;
- In a manner to minimize administrative costs and support direct services;
- To support the duties of project staff.

We do anticipate some mid-year salary adjustments in the program for the full-time Victim/Witness Advocate I at 1FTE, as well as the mid-year salary adjustment for .05 FTE with the Lassen County District Attorney Program Coordinator to handle all of the grant fiscal responsibilities. We are in the process of hiring our .5 FTE Victim/Witness Advocate and anticipate them starting the end of November/ beginning of December 2017.

PERSONAL SERVICES**TOTAL ALLOCATED FOR PERSONAL SERVICES: \$153,392.00**

The budget has been calculated to cover the salaries and benefits of the following staff members, in the following full-time equivalent percentages as well as the following amounts for PERS Unfunded Retirement Liability and Worker Compensation Insurance attributable to the Lassen County Victim/Witness Assistance Program:

- **Victim Witness Coordinator– Latoya Salas**: The Victim Witness Coordinator will be a 100% full-time equivalent position within our program. The Victim Witness Coordinator is compensated at the Lassen County UPEC Range 18, Step D. The base salary for this position is \$3,939 for the entire 12 month grant year of October 1, 2017 through September 30, 2018. Therefore, the total salary for the Coordinator will be **\$47,268.00**. The Victim Witness Coordinator receives a longevity increase of 5% which will amount to **\$2,364.00** for the year. The Victim Witness Coordinator receives the following benefits from Lassen County:

California Public Employees Retirement System	\$ 3,976.00
Social Security	\$ 3,077.00
Medicare	\$ 720.00
Health Insurance	\$ 2,880.00
Lassen County Flexible Benefit	\$ 7,428.00
Dental Insurance	\$ 884.00
Life Insurance	\$ 175.00
OPEB Health Insurance	\$ 557.00
Vision Insurance	\$ 130.00
TOTAL BENEFITS FOR COORDINATOR	\$19,827.00

The job description for the Victim Witness Coordinator is attached and it describes the qualifications for and the duties of the position.

The Victim Witness Coordinator/ Advocate will be responsible for the day-to-day administration of the Victim/Witness grant project, supervise the Victim Advocates and Volunteers within the program and will carry an advocacy case load, which will provide direct advocacy services to the victims of crime who request services from our program. Administrative duties shall include, but are not limited to, the responsibility for project reporting; overseeing the grant project, including compliance issues; overseeing the delivery of services; coordination of community outreach projects; overseeing training of staff and the training of outside agencies; provide direct services to victims of crime pursuant to California Penal Code 13835.5 and Penal Code 679-680 and other administrative duties as they arise.

The salaries and benefits for this position will be paid 100% utilizing VOCA17 funds.

The total salaries and benefits for the Victim Witness Coordinator position will be \$69,459.00.

➤ **District Attorney Program Coordinator/ Fiscal – Michelle Latimer:** The District

Attorney Program Coordinator/ Fiscal will be a 5% full-time equivalent position within our

program (2 hours a week). The District Attorney Program Coordinator/ Fiscal is compensated at the Lassen County Mid-Management Range 22, Step C for 5 months and then move to Step D for 7 months. The base salary for this position is \$4,311 for the first five months and will increase to \$4,516 for the remainder seven months of the grant year. Therefore, the total salary for the Coordinator will be **\$2,658.00**. The District Attorney Program Coordinator/ Fiscal receives the following benefits from Lassen County:

California Public Employees Retirement System	\$ 215.00
Social Security	\$ 165.00
Medicare	\$ 39.00
Health Insurance	\$ 99.00
Lassen County Flexible Benefit	\$ 362.00
Dental Insurance	\$ 22.00
Life Insurance	\$ 9.00
OPEB Health Insurance	\$ 28.00
Vision Insurance	\$ 0.00
TOTAL BENEFITS FOR COORDINATOR	\$ 939.00

The job description for the District Attorney Program Coordinator/ Fiscal is attached to our Project Narrative and it describes the qualifications for and the duties of the position.

The District Attorney Program Coordinator/ Fiscal will be responsible for the fiscal responsibilities of the Victim Witness grant project. Duties shall include, but are not limited to, for receiving/ depositing 2-201 funds; preparing Victim/ Witness invoices (travel expenses, postage expenses and 2-201's); assisting with the Victim/Witness RFA; reconciling the Victim/Witness emergency fund bank account; monitor the grant and county budget; and other administrative duties as they arise.

The salaries and benefits for this position will be paid 100% utilizing VWA017 funds.

**The total salaries and benefits for the District Attorney Program Coordinator/
Fiscal position will be \$ 3,597.00.**

- **Victim/Witness Advocate I – Krystal Dodge**: The Victim Advocate I will be a 100% full time equivalent in this program. The Advocate is compensated at the Lassen County UPEC union Range 13, Step A for 5 months and then move to Step B for 7 months. The base salary for this position is \$2,732 for the first five months and will increase to \$2,858 for the remainder seven months of the grant year. Therefore, the total salary for the Coordinator will be **\$33,666.00**. Victim Advocate I receives the following benefits from Lassen County:

California Public Employees Retirement System	\$ 2,727.00
Social Security	\$ 2,087.00
Medicare	\$ 488.00
Health Insurance	\$ 2,880.00
Lassen County Flexible Benefit	\$ 7,428.00
Dental Insurance	\$ 0.00
Life Insurance	\$ 175.00
OPEB Health Insurance	\$ 557.00
Vision Insurance	\$ 0.00
TOTAL BENEFITS FOR ADVOCATE	\$16,342.00

The Victim Advocate will provide direct services to victims of crime pursuant to California Penal Code 13835.5 and Penal Code 679-680. The job description for the Victim Advocate I is attached and it describes the qualifications for the position.

The salaries and benefits for this position will be paid 100% utilizing VOCA17 funds. **The total salaries and benefits for the Victim Advocate I will be \$50,008.00.**

- **Victim/Witness Advocate I – In Process of Hiring**: The Victim Advocate I will be a 63% temporary full time equivalent in this program at 25 hours a week. The Advocate is

compensated at the Lassen County UPEC union Range 13, Step A. The base salary for this position is \$2732 per month for 11 months. The total salary attributable to this project, at .63 FTE, is **\$18,933.00**. Victim Advocate I will not receive benefits with the exception of PERS Retirement, Social Security and Medicare due to them being hired as a temporary hire. The Victim Advocate will provide direct services to victims of crime pursuant to California Penal Code 13835.5 and Penal Code 679-680. The job description for the Victim Advocate I is attached and it describes the qualifications for the position. Victim Advocate I receives the following benefits from Lassen County:

California Public Employees Retirement System	\$ 1,521.00
Social Security	\$ 1,164.00
Medicare	\$ 272.00
TOTAL BENEFITS FOR ADVOCATE	\$ 2,957.00

The salaries and benefits for this position will be paid 100% utilizing VOCA17 funds. **The total salaries and benefits for the Victim Advocate I will be \$21,890.00.**

- **PERS Unfunded Retirement Liability.** The total PERS Unfunded Retirement Liability expenses that are attributable to the project as stated by the County of Lassen are **\$6,282.00**. The insurance costs will be paid 100% utilizing VWA017 funds.
- **Worker's Compensation Insurance.** The total Worker's Compensation Insurance expenses that County of Lassen has attributed to this project are **\$2,155.00**. The insurance costs will be paid 100% utilizing VWA017 funds.

OPERATING EXPENSES

TOTAL ALLOCATED FOR OPERATING EXPENSES: \$29,502.00

We are dedicating only a small percentage (16%) of our total grant funds to operating expenses, only those minimum amounts necessary to support the program. We are committed

to dedicating the largest percentage of our total grant funds to PERSONNEL SERVICES, in furtherance of the grant's objectives. Our operating expenses will be:

- **Liability Insurance.** The liability insurance costs attributed to this program by the County of Lassen will be **\$737.00**. The costs of this insurance will be covered by utilizing 100% VWA017 funds.
- **Informational Technology (IT) Direct Billing.** The IT direct billing is to cover the cost of internet services, email access through outlook, Office 365 (Word, Excel...), anti-virus and system storage/ back-up that will be set-up and maintained through our county IT department. Each county staff member is charged the same amount for all of the services, which is \$2,061, no matter their FTE status. Victim/Witness has three staff members attributable to the project (Ms. Salas, Ms. Dodge and our new hire) so the cost of the IT direct billing is **\$6,183.00**. The costs of the IT direct billing will be covered by utilizing 100% MATCH funds. Victim/Witness is not being charged for our two volunteers to have access to the system to do data entry and to access our criminal database (Karpel), nor are we being charged for Ms. Latimer's usage as it is being covered through the Lassen County District Attorney's Office budget. **These savings to our program can be utilized as in-kind match of \$4,122.00 for the two volunteer's computer usage.** The costs of IT billing will be covered by utilizing 100% VWA017 funds.
- **Communications.** We are allocating \$480.00 for the programs use of the county phone system. This amount will cover the cost of the public phone number used by all Victim/Witness Staff and Volunteers as well as a private phone number for Ms. Salas, Ms. Dodge and the new hire. Therefore, the total of **\$480.00** is being charged to the grant for this purpose. The costs of communications will be covered by utilizing 100% VWA017 funds.

- **Recruitment.** We are allocating \$115.00 for the purpose of publishing the recruitment notice in our local newspaper for a temporary part-time (20-28 hours a week) Victim Advocate I to be run for 3 weeks. Therefore, the total of **\$115.00** is being charged to the grant for this purpose. The costs of recruitment will be covered by utilizing 100% MATCH 17 funds.
- **Postage.** We are allocating \$846.00 for postage. Victim/Witness sends out numerous correspondences through metered mail as a result of being in such a rural county. Therefore, the total amount for postage will be **\$676.00**. The costs of postage will be covered by utilizing 100% VWA017 funds.
- **Office Supplies.** We are allocating \$429.00 for office supplies (copy/ printer paper, pens, file folders...etc.) to be used by program staff. Therefore, the total of **\$429.00** is being charged to the grant for this purpose. The costs of office supplies will be covered by utilizing 100% VWA017 funds.
- **Indirect Costs (A-87).** The Indirect Costs attributed to this program by the County of Lassen will be **\$5,323.00**. The Indirect Cost Rate will be 10% de Minimis of the project. The indirect costs will be covered by utilizing 100% VWA017 funds.
- **Facility Rental for 2950 Riverside Drive (Victim/Witness new office location).** In April of 2017 the Lassen County District Attorney and Victim/Witness Office relocated to a newly-refurbished county building at 2950 Riverside Drive, Suite 102, Susanville, CA 96130. The new space has three offices for the Victim/Witness staff and Volunteers to utilize, as well as a Victim/Witness Lobby that can be closed off to the rest of the District Attorney's Office. There is also storage space for Victim/Witness supplies and closed client files, a copy room with an inbox for Victim/Witness, there is space to create a Multi-Disciplinary Interview room and separate team viewing room, as well as access to two meeting rooms and training room (when available). The space allocated to Victim/Witness for the three offices and lobby has been calculated by Lassen County as

356 square feet and for our portion of the storage room, copy room, MDI room and meeting rooms come to 391 square feet. The total square feet for the program is 747 square feet at the county rate of \$8.99 per foot per year for a total of **\$6,716.00**. The county is not charging the \$1.75 per square foot per month for a max of \$21.00 a square foot per year. So our rent is significantly lower than the grant will cover. The costs of rental space will be covered by utilizing 100% Match 17 funds.

- **Memberships**. We are allocating \$175.00 for membership fees for California Crime Victims Assistance Association (CCVAA) for the Coordinator (Ms. Salas) and two advocates (Ms. Dodge and new hire). Therefore, the total of **\$175.00** is being charged to the grant for this purpose. The costs of memberships will be covered by utilizing 100% VWA017 funds.
- **Travel (Training and Mileage)**: We are allocating an ESTIMATED amount of **\$4,982.00** for anticipated training costs. We are anticipating needing to send one advocate to mandatory Entry Level Victim Advocate training a total of six days (including travel). We are also sending one advocate to the Domestic Violence and Stalking Seminar for a total of four days (including travel) as follows:

Entry Level Advocate Training TBA:

Mileage (170 miles at the anticipated IRS rate of \$.535 per mile for one person)	\$ 90.95
Accommodations (estimated at six Days, estimated at \$90 per day)	\$ 540.00
Per Diems (for six days at various amounts For one person)	\$ 265.00
Air Travel for one person	\$ 400.00
TOTAL ESTIMATED COSTS	\$ 1295.95

Domestic Violence and Stalking Seminar

Registration (\$225 each for one people)	\$ 225.00
Mileage (170 miles at the anticipated IRS Rate of \$.535 per mile for one person)	\$ 90.95
Accommodations (estimated at three Days, estimated at \$150 per day, for one people)	\$ 450.00
Per Diems (for four days at varying rates for one person)	\$ 173.00
Shuttle Service to/From hotel	\$ 34.00
Air Travel for one person	\$ 520.00
TOTAL ESTIMATED COSTS	\$ 1,492.95

We are allocating **\$600.00** for the travel expenses and per diem for the two (2) mandatory Regional Coordinator meetings that will be announced during the 17/18 grant year. As well as allocating **\$335.00** for the cost of mileage incurred by the victim advocates and coordinator to travel to and from court proceedings, other local meetings and community outreach events in their personal vehicles. We are also allocating **\$1,358.00** for additional trainings that will become available throughout the fiscal year for the coordinator and advocates.

THE TOTAL FOR THESE TRAVEL EXPENSES WILL BE \$4,982.00

For these travel expenses, we will utilize the travel policy of LASSEN COUNTY. For these expenses we will utilize 27.3% VOCA17 funds, 4.7% MATCH 17 funds and 68% VWA17 funds.

- **Background Check on New Hire.** We are allocating \$86.00 for the purpose of running the county background check on our new hire part-time victim advocate. The total of **\$86.00** is being charged to the grant for this purpose. The costs of recruitment will be covered by utilizing 100% MATCH17 funds.
- **Cell Phone Service.** The Victim/Witness programs has two Straighttalk.com cell phones for the staff to utilize to contact clients, law enforcement or main office when out of the office. We are allocating **\$600.00** for the purpose of extending the cellular service

through the end of the grant project. The total of \$600.00 is being charged to the grant for this purpose. The costs of the cell service will be covered by utilizing 100% VOCA17 funds.

- **Audio/Visual Equipment for MDI Room.** We are allocating an ESTIMATED amount of \$3000.00 for the anticipated equipment, software to set up the MDI room for victims. The system will comprise of audio and visual equipment to record the interviews as well as allow the team to view the interview live on closed circuit television, the software and program to convert the recording on to a USB or DVD as well as the television for the team to view the interview on. The total for the MDI set-up will be **\$3000.00**. The cost will be charged to the grant for this purpose and covered utilizing 100% VOCA17 funds.

EQUIPMENT

FUNDS REQUESTED FOR THIS CATEGORY: \$0.00

We are not requesting funds for the cost of a vehicle for Victim Witness. We are not asking for any funds for sub-contractors or consultants.

The costs of the fiscal audit of the program will be borne by the applicant and the audit will be performed as part of the Lassen County count-wide audit.

FOR 2017/ 2018 FISCAL YEAR, THE LASSEN COUNTY VW17250180 GRANT IS

\$182,894.00.

For any questions or concerns after hours or on the weekends please contact:

Latoya Salas at (530) 310-5110.



COUNTY OF LASSEN JOB DESCRIPTION

Class Title:	Victim/Witness Coordinator I/II	CLASS CODE	DA06
Department:	District Attorney	UNIT	LCGU
Reports to:	District Attorney	FLSA Status	Non- Exempt
Board Approval	9/20/2016	RANGE	18/20

JOB SUMMARY

Under general direction, to plan, organize, coordinate and supervise the work of staff assigned to provide victim/witness services in the Lassen County District Attorney's Office; to develop community resources for victim/witness assistance; to represent the Victim/Witness program with community organizations and agencies; to interview victims and witnesses, assess needs and make referrals; and to do related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the District Attorney.

Supervise subordinate professional and clerical staff within Victim/Witness Division.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. (All duties may not be performed by all incumbents.) Other duties may be assigned.

Coordinates and oversees the Victim/Witness Program; ensures that legislative mandates are achieved; work with the District Attorney in the development of policies and guidelines; Supervises Victim/Witness Advocate personnel, evaluate training needs and plan training activities;

Work with community organizations to develop resources and appropriate referral services for victims and witnesses;

Develops methods for explaining and promoting Victim/Witness services;

Provides professional and technical consultation on program matters;

Prepares grant applications, assists with the development and monitoring of grant monies;

Monitors and participates the preparation of the annual program budget and quarterly reports;

Ensure proper expenditure controls; reviews and evaluates legislation (current and pending), codes and administrative regulations;

Establishes and maintains liaison with law enforcement, other criminal justice agencies, and victim services agencies;

Represents the District Attorney at conferences and seminars relating to a variety of Criminal Justice System activities;

Provides individual services to victims and witnesses of crimes; performs a variety of victim/witness administrative and support functions.

MINIMUM QUALIFICATIONS REQUIRED

Education and Experience

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:



COUNTY OF LASSEN JOB DESCRIPTION

Experience:

- Minimum three years responsible experience dealing with victims and witnesses or crimes or case management experience in a criminal justice or social services agency. Supervisory experience is highly desirable.

Education:

- Bachelor's degree in social or behavioral science, criminology, public administration, or administration of justice.

VICTIM WITNESS COORDINATOR II:

Two years' experience equivalent to the Victim Witness Coordinator I level, and by recommendation of the District Attorney.

Licenses and Certifications

Possession of, or ability to obtain, a valid California driver's license.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Rules and regulations governing victim/witness services and programs.
- County policies, rules and regulations.
- Functions of public law enforcement agencies and the criminal justice system.
- Principles of providing assistance to victims and witnesses of crimes.
- Client problems requiring referral to other organizations and support services.
- Interviewing and record keeping.
- Program development, monitoring and evaluation.
- Principles of supervision, training, coordination and evaluation.
- Functions of public law enforcement agencies and the criminal justice system.

Ability to:

- Plan, organize, assign, supervise, review and evaluate the work of others.
- Train staff on procedures.
- Develop and evaluate procedures, standards and methods for the Victim Services Program based on legislative requirements and community needs.
- Provide a variety of client and program support services for the Victim/Witness Program.
- Interview people, identify needs, and make appropriate referrals.
- Gather, organize, analyze, and present a variety of data and information.
- Prepare, clear, concise and accurate records and reports.
- Communicate with others from diverse socio-economic and cultural backgrounds.
- Assist with development of community referral resources for the Program.
- Effectively represent the Victim/Witness Program in contacts with service providers, the public, community organizations, and other government.
- Establish and maintain cooperative working relationships.



COUNTY OF LASSEN JOB DESCRIPTION

Physical Demands and Working Conditions:

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX; operate a motor vehicle.

Work is performed in an office environment; court room; field visits; transporting victims and witnesses; may occasionally drive to other locations; continuous contact with other staff and the public.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually quiet.

COUNTY OF LASSEN
JOB DESCRIPTION

CLASS TITLE:	Program Coordinator	CLASS CODE	
DEPARTMENT:	VARIOUS	UNIT	MM
REPORTS TO:	Department Head	FLSA STATUS	NON
BOARD APPROVAL	4/2000 Reviewed 9/2003	RANGE	22

JOB SUMMARY

To plan and coordinate a program or programs that cross a wide variety of County-wide, regional public and non-profit agencies or a wide variety of departments within the county. Or to plan and coordinate a small program within one department.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction and supervision from a Department Head or Assistant to a Department Head.

May supervise subordinate professional and clerical staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. (All duties may not be performed by all incumbents.) Other duties may be assigned.

Perform a wide variety of planning and coordinating activities related to the program.

Represent the program needs under direction from Department Head to various collaborative agencies within or outside of the county government. Interact with a variety of high level individuals and governmental agencies to disseminate information, gain cooperation and resolve administrative issues.

Assist and/or prepare and monitor program budget, work plans and other administrative and fiscal functions, including: determining goals and objectives; reviewing and analyzing project budgets, and billings.

Research and prepare technical, administrative and financial reports and studies; prepare written correspondence, as necessary.

Recommend policy and develop appropriate procedures for program.

MINIMUM QUALIFICATIONS REQUIRED

Education and Experience

Equivalent to a Bachelor's degree from an accredited college or university in appropriate field.

Three years of responsible administrative experience with at least one year experience in specific or closely related program preferred.

Licenses and Certifications

May need to possess a valid driver's license as required by the position.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Applicable state, federal and local ordinances, laws, rules and regulations.

Administrative principles and practices, including, project management and goal setting and implementation.

Principles and methods of supervision.

COUNTY OF LASSEN
JOB DESCRIPTION

Modern office procedures, methods and computer equipment.

Ability to:

Establish and maintain effective working relationships with those contacted in the course of work.

Organize work, set priorities, meet deadlines, and follow up on assignments with a minimum of direction.

Manage multiple tasks; organize and manage multiple priorities.

Apply Federal and State budget and financial reporting requirements.

Operate computers and related software.

Interpret and apply relevant government codes and laws.

Communicate clearly and concisely, both orally and in writing.

Perform under stress with multiple types of personalities and contacts.

On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist, stoop and/or bend to reach equipment surrounding desk; perform simple and power grasping, pushing, pulling and fine manipulation; and occasionally lift up to 20 pounds. Ability to speak and hear, to use hands to finger or handle, to walk and stand.

Must be able to attend meetings with various numbers of peoples and to communicate with them effectively.

Working Conditions

Work is normally performed in an office environment with occasional exposure to outdoor temperatures and conditions. May require frequent driving and will require frequent exposure to many people.



COUNTY OF LASSEN
JOB DESCRIPTION

Class Title:	Victim/Witness Advocate	CLASS CODE	DA05/06
Department:	District Attorney	UNIT	LCGU
Reports to:	Administrative Staff	FLSA Status	Non Exempt
Board Approval	July 10, 2007	RANGE	13/15

JOB SUMMARY

Provides counseling and crisis intervention support for program clients; interviews victims and witness of crimes, advising them of restitution rights and the availability of services; assesses needs and makes referrals to appropriate community resources and organizations; provides orientation to the criminal justice system, court assistance and support; maintains client contact in order to keep them informed of case status or disposition; maintains records, files, and statistical data; provides or assists in providing transports, escorts, and supports victims and witness during court appearances; maintains liaison with law enforcement agencies; and enters data into automated system.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from Administrative Staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. (All duties may not be performed by all incumbents.)

Assess and determine victim needs in relation to crime committed and level of response necessary; assist witnesses in dealing with life situations impacted by the crime.

Respond to the emotional needs of victims including waiting with them, listening to them, responding to questions and generally helping them feel supported.

Compile and maintain records and statistics related to the Victim/Witness Program.

Assists in the preparation of reports to other agencies.

Assist in developing and implementing victim/witness policies and procedures; recommend changes in system or procedure that will enhance victim/witness participation.

Assist victims/witness with the criminal justice system; explain and orient them to the system and how it works.

Work closely with other agencies providing services to victims/witnesses; assists in program promotion to community and civil groups, as necessary.

Advises clients on restitution rights and the availability of services.

Arranges for client transportation.

Other duties may be assigned.

MINIMUM QUALIFICATIONS REQUIRED

Education and Experience

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:



COUNTY OF LASSEN JOB DESCRIPTION

Victim/Witness Advocate I:

Experience and Training:

One year of responsible social work or social service experience (volunteer experience is creditable on an hour for hour basis) **and** equivalent to an Associate of Arts Degree in Sociology, Psychology, Criminal Justice or a related field.

OR

Two years of responsible social work or social service experience (volunteer experience is creditable on an hour for hour basis) **and** 30 semester or 45 quarter units of college level credit with a emphasis on Social Work, Sociology, Psychology, Criminal Justice, or a related field.

NOTE: A Bachelors Degree in Social Work, Sociology, Psychology, Criminal Justice, or a related field is fully qualifying at this level.

Victim/Witness Advocate II:

Experience and Training:

Two years of additional responsible social work or social service experience equivalent to a Victim/Witness Advocate I with Lassen County **and** meets the Training requirements specified for a Victim/Witness Advocate I **and** the recommendation of the District Attorney.

Licenses and Certifications

Possession of, or ability to obtain, a valid California driver's license.

Complete of Entry Level Victim Advocate Training, Advanced Advocacy Training, and Crisis Response Training in accordance with State guidelines.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Rules and regulations governing victim/witness services and programs.

Client problems requiring referral to other community organizations and support services.

Interviewing techniques.

Principles and techniques of crisis intervention.

Practices of the legal system.

Basic research and statistical methods.

Record keeping and report writings.

Modern office procedures, methods and computer equipment.

Ability to:

Learn pertinent laws, codes and procedures.

Respond emphatically to crime victims and/or witnesses.

Prepare technical and statistical reports and documents.

Perform public presentations.

Victim/Witness Advocate I/II



COUNTY OF LASSEN JOB DESCRIPTION

Prepare correspondence using the skills of a qualified typist.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Maintain confidentiality.

Provide psychological and emotional support to clients.

Physical Demands and Working Conditions:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is often required to travel to and make outside visits – occasionally on uneven surfaces with potential access barriers; to use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision and hearing abilities required by this job include hearing and vision adequate to observe human interaction, and vision or input and access information from a computer system.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually quiet. The employee may come into contact with sometimes hostile clients and public.



EMPLOYMENT OPPORTUNITY

VICTIM/WITNESS ADVOCATE

Temporary, part-time

SALARY AND BENEFITS

\$15.60 per hour, no benefits

FILING DEADLINE

5:00 p.m., October 11, 2017

DUTIES AND RESPONSIBILITIES

The Victim/Witness Advocate will assist victims/witnesses of violent crime through the court system. The major duties of the job include:

- Access and determine victim needs in relation to crime committed.
 - Assist witnesses in dealing with life situations impacted by the crime.
 - Respond to the emotional needs of victims.
 - Compile and maintain records and statistics related to the Victim/Witness Program.
 - Prepare reports and submit to appropriate agencies.
 - Assist victims/witnesses with the criminal justice system.
 - Work closely with other agencies providing services to victims/witnesses.
-
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Education: Equivalent to the completion of the twelfth grade.

Experience: Two years of responsible social work or social service work.

License: Valid driver's license.

SELECTION PROCESS

Application materials will be reviewed, and the best qualified applicants will be invited to Susanville to participate in interviews.

How TO APPLY

It is your responsibility to provide specific, accurate and complete information describing how you meet the minimum qualifications. Qualified applicants are invited to submit an official Lassen County application to:

Lassen County Personnel Department (530) 251-8320 221 South
Roop Street
Susanville, California 96130

September 18, 2017

GENERAL INFORMATION

Lassen County is an equal opportunity employer hiring employment eligible applicants.

Disabled applicants who require special testing arrangements should contact the Personnel Department prior to the filing deadline.

In accordance with the Immigration I Form and Control Act, applicants must provide acceptable proof of identity or authorization to work in the United States.

A thorough background investigation will be conducted prior to employment. The investigation may include reference checks, fingerprinting, credit check, driver history and inquiry to local, state and federal files to obtain criminal history information.

All applicants who meet the minimum qualifications are not guaranteed advancement through any subsequent phase of the selection process.

Selection processes may include, but are not limited to, one or more of the following: application review, competitive screening, written examination, performance examination, and/or oral examination.

This bulletin is solely for the purpose of announcing a job Opening. It does not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revised without notice.

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: County of Lassen - District Attorney's Office				Subaward #: VW17250180			
	VOCA 17	VOCA MATCH 17	VWA0 17				COST
A. Personal Services – Salaries/Employee Benefits							
1. Salary and Benefits for the VW Coordinator							\$0
Latoya Salas							\$0
She will provide direct services for victims							\$0
of crime pursuant to PC 13835.5 and PC 679-680							\$0
She is the routine programmatic person for the grant							\$0
Effective Oct. 1, 2017- Sept. 30, 2018							\$0
At 100% at 1 FTE for 12 months							\$0
UPEC Range 18, Step D Monthly Salary = \$3939							\$0
\$3939 x 12 months = \$47268	\$47,268						\$47,268
County Longevity of 5% of \$47268 = \$2364	\$2,364						\$2,364
Benefits:							\$0
PERS Retirement 8%	\$3,976						\$3,976
Social Security 6.2%	\$3,077						\$3,077
Medicare 1.5%	\$720						\$720
Health Insurance 5.8%	\$2,880						\$2,880
Flexible Benefit 15%	\$7,428						\$7,428
Dental 1.8%	\$884						\$884
Life Insurance .3%	\$175						\$175
OPEB 1.1%	\$557						\$557
Vision .2%	\$130						\$130
Total: \$19827							\$0
2. Salary and Benefits for the DA Program Coordinator							\$0
Michelle Latimer							\$0
She will be responsible for all grant and county budget							\$0
She is the routine fiscal person for the grant							\$0
Effective Oct. 1, 2017- Sept. 30, 2018							\$0
at 5% at 1 FTE for 12 months (2 hours a week)							\$0
Mid-Management 22, Step C Monthly Salary = \$4311							\$0
Step C at 5 months x \$4311 x 5% = \$1078			\$1,078				\$1,078
Mid-Management 22, Step D Monthly Salary = \$4516							\$0
Step D at 7 months x \$4516 x 5% = \$1581			\$1,581				\$1,581
Benefits:							\$0
PERS Retirement 8%			\$215				\$215
Social Security 6.2%			\$165				\$165
Medicare 1.5%			\$39				\$39
Health Insurance 3.7%			\$99				\$99
Flexible Benefit 13.6%			\$362				\$362
Dental .8%			\$22				\$22
Life Insurance .3%			\$9				\$9
OPEB 1.1%			\$28				\$28
Vision 0%			\$0				\$0
Total: \$939							\$0
3. Salary and Benefits for Victim Advocate 1							\$0
Krystal Dodge							\$0
She will provide direct services for victims							\$0
of crime pursuant to PC 13835.5 and PC 679-680							\$0
Effective Oct. 1, 2017 to Sept. 30, 2018							\$0
at 100% at 1 FTE for 12 months							\$0
UPEC Range 13, Step A Monthly Salary = \$2732							\$0
Step A at 5 months x \$4311 = \$13660	\$13,660						\$13,660
UPEC Range 13, Step B Monthly Salary = \$2858							\$0
Step D at 7 months x \$2858 = \$20006	\$20,006						\$20,006
Benefits:							\$0
PERS Retirement 8%	\$2,727						\$2,727
Social Security 6.2%	\$2,087						\$2,087
Medicare 1.4%	\$488						\$488
Health Insurance 8.6%	\$2,880						\$2,880
Flexible Benefit 22%	\$7,428						\$7,428
Dental 0%	\$0						\$0
Life Insurance .5%	\$175						\$175
OPEB 1.7%	\$557						\$557

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: County of Lassen - District Attorney's Office				Subaward #: VW17250180			
A. Personal Services – Salaries/Employee Benefits	VOCA 17	VOCA MATCH 17	VWA0 17				COST
Vision 0%	\$0						\$0
Total: \$16342							\$0
4. Salary and Benefits for Victim Advocate 1							\$0
Lawrence Allen							\$0
He will provide direct services for victims							\$0
of crime pursuant to PC 13835.5 and PC 679-680							\$0
Effective Nov. 12, 2017 to Sept. 30, 2018							\$0
at 100% at .63 FTE for 11 months (25 hours a week)							\$0
UPEC Range 13, Step A Monthly Salary = \$2732							\$0
Step A at 11 months x \$2732 x .63 = \$18933	\$18,933						\$18,933
Benefits:							\$0
PERS Retirement 8%	\$1,521						\$1,521
Social Security 6.1%	\$1,164						\$1,164
Medicare 1.4%	\$272						\$272
Health Insurance 0%	\$0						\$0
Flexible Benefit 0%	\$0						\$0
Dental 0%	\$0						\$0
Life Insurance 0%	\$0						\$0
OPEB 0%	\$0						\$0
Vision 0%	\$0						\$0
Total: \$2957							\$0
PERS Unfunded Retirement Liability							\$0
attributable to the Project \$6282			\$6,282				\$6,282
Worker Compensation Insurance							\$0
attributable to the Project \$2155			\$2,155				\$2,155
							\$0
							\$0
Personal Section Totals	\$141,357	\$0	\$12,035	\$0	\$0	\$0	\$153,392
PERSONAL SECTION TOTAL							\$153,392

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: County of Lassen - District Attorney's Office				Subaward #: VW17250180			
B. Operating Expenses	VOCA 17	VOCA MATCH 17	VWA0 17				COST
1. Liability Insurance attributable to the Project Projected by Lassen County \$737			\$737				\$0 \$737
2. I.T. Direct Billing for LC Victim/Witness Covers internet services, email access, Office 365, anti-virus, system storage, system back-up and the cost to have all IT services maintained through the county I.T. Department \$2061 x 3 VW Staff = \$6183 *Michelle Latimer is covered under District Attorney and there is no charge attributable to the volunteers			\$6,183				\$0 \$0 \$0 \$0 \$0 \$0 \$6,183 \$0 \$0
3. Office phone lines for Victim/Witness (4 lines)			\$480				\$0 \$480
4. Recruitment for Part-Time Advocate Flown in Local Paper for 3 weeks		\$115					\$0 \$115
5. Postage Expenses for Program Fed/Ex Expedite Mail Service = \$100 150 Standard Mail at .465 cents = \$70 400 Mail at .625 cents = \$250 75 Flat Envelope Mail at \$1.50 = 112.50 Annual Meter Fee \$431 x .33 = \$143 Total Postage: \$675.50			\$676				\$0 \$0 \$0 \$0 \$0 \$0 \$0 \$676
6. Office Supplies for Victim/Witness (Paper, Pens, Files... etc..) \$429			\$429				\$0 \$0 \$429
7. Indirect Costs (A-87) attributable to the Project Up to 10% de Minimis rate Amount projected by Lassen County \$5323			\$5,323				\$0 \$0 \$0 \$5,323
8. Facility Rental for 2950 Riverside Dr. 356 Sq.Ft. for Victim/Witness Office Space and Lobby 391 Sq.Ft. for meeting space, storage of supplies 747 Sq.Ft. total at County rate of \$8.99 per Sq.Ft.		\$6,716					\$0 \$0 \$0 \$0 \$6,716
9. Membership dues for CCVAA One Coordinator \$125 and Two Advocates at \$25			\$175				\$0 \$0 \$175
10. Domestic Violence and Stalking Seminar 1 Victim Advocate Dec. 12-15, 2017 In San Francisco, CA (Incl. Travel Days) Registration Expense: \$225 Accommodations: \$150/day x 3 days= \$450 Ground Travel 170 miles x \$0.535= \$90.95 Air Travel= \$520 Shuttle Service To/From Airport and Hotel = \$34 Per Diems for 4 days at varying rates = \$173 Total: \$1492.95			\$1,493				\$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$1,493
11. Mileage Reimbursement for Victim/Witness Staff to go to/from court, local meetings/presentations	\$100	\$235					\$0 \$0 \$335
12. 2 Mandatory Regional Trainings TBA \$600 for Two 2-day trainings			\$600				\$0 \$0 \$600

BUDGET CATEGORY AND LINE ITEM DETAIL

[illegible]

BUDGET CATEGORY AND LINE ITEM DETAIL

[illegible]

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


Subrecipient: Lassen County District Attorney	DUNS #: 140401992	FIPS #:
Grant Disaster/Program Title: Victim Witness		
Performance Period: 10/01/2017 to 09/30/2018	Subaward Amount Requested: \$ 182,894	
Type of Non-Federal Entity (Check Box)	<input type="checkbox"/> State Gov. <input checked="" type="checkbox"/> Local Gov. <input type="checkbox"/> JPA <input type="checkbox"/> Non-Profit <input type="checkbox"/> Tribe	

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

The following are questions related to your organization's experience in the management of 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, or the governmental implementing agency, as applicable.

Assessment Factors	Response
1. How many years of experience does your current grant manager have managing grants?	>5 years
2. How many years of experience does your current bookkeeper/accounting staff have managing grants?	>5 years
3. How many grants does your organization currently receive?	1-3 grants
4. What is the approximate total dollar amount of all grants your organization receive?	\$ 183,000
5. Are individual staff members assigned to work on multiple grants?	No
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?	No
9. Do you have a written plan on how you 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: <i>This is to certify that, to the best of our knowledge and belief, the data furnished above is accurate, complete and current.</i>	
Signature: (Authorized Agent) 	Date: Nov. 3, 2017
Print Name: MICHELLE LATIMER	Print Title: PROGRAM COORDINATOR

Lassen County District Attorney's Victim/Witness Assistance Program VW17250180

Stacey L. Montgomery – Lassen County District Attorney/ Project
Director

Latoya Salas – Victim/Witness
Coordinator (100% FTE)

Michelle Latimer – District
Attorney Program
Coordinator (VW Fiscal – 5%
FTE)

Krystal Dodge-
Victim/Witness
Advocate I (100% FTE)

Lawrence Allen-
Victim/Witness
Advocate I (63% FTE)

Volunteers

Lori Lares

Marie Portillo

CHILD ABUSE TREATMENT (CHAT) PROGRAM

OPERATIONAL AGREEMENT BETWEEN

Lassen Family Services, Inc.

and

Lassen County District Attorney Victim Witness Assistance

This Operational Agreement (OA) stands as evidence the (Lassen Family Services (CHAT) Program and the (Lassen County DA's Victim Witness Assistance) intend to work together toward the mutual goal of providing maximum available assistance for child crime victims residing in Lassen County. Both agencies believe the implementation of the Child Abuse Treatment (CHAT) Program application will further this goal. To this end, the two agencies agree to participate in the exchange of services by coordinating the provision of CHAT Program objectives.

1. The (Lassen Family Services (CHAT) Program will closely coordinate the following services with the: (Lassen County DA's Victim Witness Assistance):

The (Lassen Family Services (CHAT) Program will refer to the (Lassen County DA's Victim Witness Assistance) child victims of child abuse to include neglect, sexual, physical and emotional abuse, domestic violence, school and community violence, hate crimes, child abduction, children whose lives are victimized by parental substance abuse, high tech crimes against children, and runaway youth to obtain information and assist with filling and filing the Application for Crime Victim Compensation claim forms, explaining the procedure, obtaining required documentation, and tracking information related to the claim.

The (Lassen Family Services (CHAT) Program will refer to the (Lassen County DA's Victim Witness Assistance) child victims of child abuse to include neglect, sexual, physical and emotional abuse, domestic violence, school and community violence, hate crimes, child abduction, children whose lives are victimized by parental substance abuse, high tech crimes against children, and runaway youth for assisting them in understanding and participation in the criminal justice system judicial proceedings as the result of a crime committed against the child.

2. The (Lassen County DA's Victim Witness Assistance) will closely coordinate the following services with (Lassen Family Services (CHAT) Program:

The (Lassen County DA's Victim Witness Assistance) will receive referrals from the (Lassen Family Services (CHAT) Program of child victims of child abuse to include neglect, sexual, physical and emotional abuse, domestic violence, school and community violence, hate crimes, child abduction, children whose lives are victimized by parental substance abuse, high tech crimes against children, and runaway youth to provide them with information and assist with filling and filing the Application for Crime Victim Compensation claim forms, explaining the procedure, obtaining required documentation, and tracking information related to the claim.

In the event of a denial of the claim on behalf of the child victim, the (Lassen County DA's Victim Witness Assistance) shall provide assistance for an appeal with the California Victim Compensation and Government Claims Board.

The (Lassen County DA's Victim Witness Assistance) will receive referrals from the (Lassen Family Services (CHAT) Program of child victims of child abuse to include neglect, sexual, physical and emotional abuse, domestic violence, school and community violence, hate crimes, child abduction, children whose lives are victimized by parental substance abuse, high tech crimes against children, and runaway youth for assistance in understanding and participation in the criminal justice system judicial proceedings as the result of a crime committed against the child.

The (Lassen County DA's Victim Witness Assistance) will refer to the (Lassen Family Services (CHAT) Program child victims of child abuse to include neglect, sexual, physical and emotional abuse, domestic violence, school and community violence, hate crimes, child abduction, children whose lives are victimized by parental substance abuse, high tech crimes against children, and runaway youth for treatment services to include crisis counseling and psychotherapy.

3. Regularly scheduled meetings between designated staff from the (Lassen Family Services (CHAT) Program and (Lassen County DA's Victim Witness Assistance) should be maintained to discuss strategies, timetables, and implementation of the Child Abuse Treatment Program services discussed herein.

This OA will begin 09/ 01/ 17 and end 08/ 31/ 20

We, the undersigned, as authorized representatives of (Lassen Family Services (CHAT) Program and, (Lassen County DA's Victim Witness Assistance) do hereby approve this MOU.

Name and signature of person authorized
to sign the CHAT Grant Award:

Name and signature of person authorized to sign
for the Lassen County Victim Witness

Name Peter Celum, Executive Director

Name Stacey Montgomery, District Attorney

Signature _____

Signature  _____

Date _____

Date 11/1/17

APPROVED AS TO FORM

SEP 19 2017


Lassen County Counsel



OFFICE OF THE DISTRICT ATTORNEY
VICTIM/ WITNESS ASSISTANCE PROGRAM
COUNTY OF LASSEN

Stacey Montgomery
District Attorney

Latoya Salas
Victim Witness Program
Coordinator

Krystal Dodge
Victim Witness Advocate I

Lori Lares
Victim Witness Volunteer

Michelle Latimer
District Attorney Program
Coordinator

Dan Howe
Special Prosecutor

David Evans
Senior Deputy District
Attorney

Stephanie Skeen
Deputy District Attorney

Mark Beallo
Deputy District Attorney

Shannon Carter
Deputy District Attorney

Doug Wilbur
Senior Investigator

Leann Christensen
Senior Legal Secretary

Alicia Heard
Senior Legal Secretary

Ellie Brown
Legal Secretary

2950 Riverside Dr. Suite
102
Susanville, California
96130
(530) 251-8281
Fax (530) 251-2692

OPERATIONAL AGREEMENT

This Operational Agreement stands as evidence that **THE LASSEN COUNTY DISTRICT ATTORNEY'S VICTIM/WITNESS ASSISTANCE PROGRAM** and **LASSEN FAMILY SERVICES (DOMESTIC VIOLENCE UNIT)** intend to work together toward the mutual goal of providing the maximum available assistance to victims of violent crime who reside in the service area, consisting of Lassen County. Both agencies believe that implementation of the goals of **THE LASSEN COUNTY DISTRICT ATTORNEY'S VICTIM/WITNESS ASSISTANCE PROGRAM** as set forth herein will further the benefit of the program to the victims. To this end, each agency agrees to participate in the program by coordinating and providing the following services:

THE LASSEN COUNTY DISTRICT ATTORNEY'S VICTIM/WITNESS WILL:

1. Review for acceptance criminal case referrals received from law enforcement agencies concerning matters involving crime victims referred to the law enforcement by **LASSEN FAMILY SERVICES (DOMESTIC VIOLENCE UNIT)**;
2. Program staff will cooperate with personnel of **LASSEN FAMILY SERVICES (DOMESTIC VIOLENCE UNIT)**, in providing comprehensive assistance to mutual clients;
3. Assist personnel of **LASSEN FAMILY SERVICES (DOMESTIC VIOLENCE UNIT)** with the status of pending criminal prosecutions on cases involving mutual clients; and
4. Assist personnel of **LASSEN FAMILY SERVICES (DOMESTIC VIOLENCE UNIT)** with Court support services provided to mutual victims, including assistance with waiting areas, if possible.

THE LASSEN FAMILY SERVICES (DOMESTIC VIOLENCE UNIT) WILL:

- I. Review for acceptance referrals of crime victims referred to them by the **LASSEN COUNTY DISTRICT ATTORNEY'S VICTIM/WITNESS ASSISTANCE PROGRAM**;
- II. Program staff will cooperate with personnel of the **LASSEN COUNTY DISTRICT ATTORNEY'S VICTIM/WITNESS ASSISTANCE PROGRAM** in providing comprehensive assistance to mutual clients; and
- III. Assist personnel of the **LASSEN COUNTY DISTRICT ATTORNEY'S VICTIM/WITNESS ASSISTANCE PROGRAM**

OPERATIONAL AGREEMENT

PAGE TWO


LASSEN FAMILY SERVICES (DOMESTIC VIOLENCE UNIT)

with court support services provided to mutual victims, including assistance with waiting areas, transportation to and from Court, etc.

LASSEN COUNTY DISTRICT ATTORNEY'S VICTIM/WITNESS ASSISTANCE PROGRAM and **LASSEN FAMILY SERVICES (DOMESTIC VIOLENCE UNIT)** understand the confines and importance of confidentiality and will work together to ensure that mutual victims' cases are kept confidential with the legal requirements of each said program.

The term of this Agreement shall be July 1, 2017 through September 30, 2020.

Dated: 11/1/17


STACEY L. MONTGOMERY
Lassen County District Attorney
Victim/Witness Program Director

Dated: _____

PETER CELUM
Executive Director
Lassen Family Services, Inc.

APPROVED AS TO FORM

SEP 19 2017


Lassen County Counsel.



OFFICE OF THE DISTRICT ATTORNEY
VICTIM/ WITNESS ASSISTANCE PROGRAM
COUNTY OF LASSEN

Stacey Montgomery
District Attorney

OPERATIONAL AGREEMENT

Latoya Salas
Victim Witness Program
Coordinator

Krystal Dodge
Victim Witness Advocate I

Lori Lares
Victim Witness Volunteer

Michelle Latimer
District Attorney Program
Coordinator

Dan Howe
Special Prosecutor

David Evans
Senior Deputy District
Attorney

Stephanie Skeen
Deputy District Attorney

Mark Beallo
Deputy District Attorney

Shannon Carter
Deputy District Attorney

Doug Wilber
Senior Investigator

Leann Christensen
Senior Legal Secretary

Alicia Heard
Senior Legal Secretary

Ellie Brown
Legal Secretary

2950 Riverside Dr. Suite
102
Susanville, California
96130
(530) 251-8281
Fax (530) 251-2692

This Operational Agreement stands as evidence that **THE LASSEN COUNTY DISTRICT ATTORNEY'S VICTIM/WITNESS ASSISTANCE PROGRAM** and **LASSEN FAMILY SERVICES (SEXUAL ASSAULT UNIT)** intend to work together toward the mutual goal of providing the maximum available assistance to victims of violent crime who reside in the service area, consisting of Lassen County. Both agencies believe that implementation of the goals of **THE LASSEN COUNTY DISTRICT ATTORNEY'S VICTIM/WITNESS ASSISTANCE PROGRAM** as set forth herein will further the benefit of the program to the victims. To this end, each agency agrees to participate in the program by coordinating and providing the following services:

THE LASSEN COUNTY DISTRICT ATTORNEY'S VICTIM/WITNESS WILL:

1. Review for acceptance criminal case referrals received from law enforcement agencies concerning matters involving crime victims referred to the law enforcement by **LASSEN FAMILY SERVICES (SEXUAL ASSAULT UNIT)**;
2. Program staff will cooperate with personnel of **LASSEN FAMILY SERVICES (SEXUAL ASSAULT UNIT)**, in providing comprehensive assistance to mutual clients;
3. Assist personnel of **LASSEN FAMILY SERVICES (SEXUAL ASSAULT UNIT)** with the status of pending criminal prosecutions on cases involving mutual clients; and
4. Assist personnel of **LASSEN FAMILY SERVICES (SEXUAL ASSAULT UNIT)** with Court support services provided to mutual victims, including assistance with waiting areas, if possible.

THE LASSEN FAMILY SERVICES (SEXUAL ASSAULT UNIT) WILL:

- I. Review for acceptance referrals of crime victims referred to them by the **LASSEN COUNTY DISTRICT ATTORNEY'S VICTIM/WITNESS ASSISTANCE PROGRAM**;
- II. Program staff will cooperate with personnel of the **LASSEN COUNTY DISTRICT ATTORNEY'S VICTIM/WITNESS ASSISTANCE PROGRAM** in providing comprehensive assistance to mutual clients; and
- III. Assist personnel of the **LASSEN COUNTY DISTRICT ATTORNEY'S VICTIM/WITNESS ASSISTANCE PROGRAM**

OPERATIONAL AGREEMENT

PAGE TWO

LASSEN FAMILY SERVICES (SEXUAL ASSAULT UNIT)


with court support services provided to mutual victims, including assistance with waiting areas, transportation to and from Court, etc.

LASSEN COUNTY DISTRICT ATTORNEY'S VICTIM/WITNESS ASSISTANCE PROGRAM and LASSEN FAMILY SERVICES (SEXUAL ASSAULT UNIT) understand the confines and importance of confidentiality and will work together to ensure that mutual victims' cases are kept confidential with the legal requirements of each said program.

The term of this Agreement shall be July 1, 2017 through September 30, 2020.

Dated: _____

11/1/17

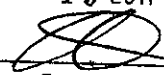

STACEY L. MONTGOMERY
Lassen County District Attorney
Victim/Witness Program Director

Dated: _____

PETER CELUM
Executive Director
Lassen Family Services, Inc.

APPROVED AS TO FORM

SEP 19 2017


Lassen County Counsel



OFFICE OF THE DISTRICT ATTORNEY

VICTIM/ WITNESS ASSISTANCE PROGRAM

COUNTY OF LASSEN

Stacey Montgomery
District Attorney

OPERATIONAL AGREEMENT

Latoya Salas
*Victim Witness Program
Coordinator*

Krystal Dodge
Victim Witness Advocate I

Lori Lares
Victim Witness Volunteer

Michelle Latimer
*District Attorney Program
Coordinator*

This Operational Agreement stands as evidence that **THE LASSEN COUNTY DISTRICT ATTORNEY'S VICTIM/WITNESS ASSISTANCE PROGRAM** and the **LASSEN COUNTY SHERIFF'S DEPARTMENT** intend to work together toward the mutual goal of providing the maximum available assistance to victims of violent crime who reside in the service area, consisting of Lassen County. Both agencies believe that implementation of the goals of **THE LASSEN COUNTY DISTRICT ATTORNEY'S VICTIM/WITNESS ASSISTANCE PROGRAM** as set forth herein will further the benefit of the program to the victims. To this end, each agency agrees to participate in the program by coordinating and providing the following services:

THE LASSEN COUNTY DISTRICT ATTORNEY'S VICTIM/WITNESS ASSISTANCE PROGRAM WILL:

1. Provide comprehensive services to the victims of violent crime in Lassen County;
2. Review for acceptance referrals of victims of crime who are referred to the program by the LASSEN COUNTY SHERIFF'S DEPARTMENT;
3. Assist the officers of the LASSEN COUNTY SHERIFF'S DEPARTMENT in the immediate crisis intervention with victims of crime in Lassen County;
4. Assist the officers of the LASSEN COUNTY SHERIFF'S DEPARTMENT with ongoing contact with victims of crime;
5. Assist the officers of the LASSEN COUNTY SHERIFF'S DEPARTMENT in referring victims of crime to various service agencies;
6. Assist the officers of the LASSEN COUNTY SHERIFF'S DEPARTMENT with 24-hour-per-day crisis intervention of a discretionary "on call" basis, when possible; and
7. Assist the officers of the LASSEN COUNTY SHERIFF'S DEPARTMENT by coordinating meetings between victims and law enforcement personnel as well as meetings between the District Attorney, victims and law enforcement.

Dan Howe
Special Prosecutor

David Evans
*Senior Deputy District
Attorney*

Stephanie Skeen
Deputy District Attorney

Mark Beallo
Deputy District Attorney

Shannon Carter
Deputy District Attorney

Doug Wilbur
Senior Investigator

Leann Christensen
Senior Legal Secretary

Alicia Heard
Senior Legal Secretary

Ellie Brown
Legal Secretary

THE LASSEN COUNTY SHERIFF'S DEPARTMENT WILL:

1. When applicable refer crime victims to the LASSEN COUNTY DISTRICT ATTORNEY'S VICTIM/WITNESS ASSISTANCE PROGRAM;

**2950 Riverside Dr. Suite
102
Susanville, California
96130
(530) 251-8281
Fax (530) 251-2692**

OPERATIONAL AGREEMENT


PAGE TWO

LASSEN COUNTY SHERIFF'S DEPARTMENT

- II. When applicable distribute LASSEN COUNTY DISTRICT ATTORNEY'S VICTIM/WITNESS ASSISTANCE PROGRAM flyers and literature to victims of crime;
- III. Allow personnel of the LASSEN COUNTY DISTRICT ATTORNEY'S VICTIM/WITNESS ASSISTANCE PROGRAM to review LASSEN COUNTY SHERIFF'S DEPARTMENT reports concerning victims who may be assisted by the PROGRAM;
- IV. Allow personnel of the LASSEN COUNTY DISTRICT ATTORNEY'S VICTIM/WITNESS ASSISTANCE PROGRAM to discuss cases with individual officers where assistance may be, or is being, rendered to victims; and
- V. Cooperate with the LASSEN COUNTY VICTIM/WITNESS ASSISTANCE PROGRAM staff in coordinating the travel needs of out-of-town victim/witnesses traveling to Susanville for Court appearances, meetings with law enforcement and prosecution staff, where the case was one investigated by the LASSEN COUNTY SHERIFF'S DEPARTMENT.

The term of this Agreement shall be July 1, 2017, through September 30, 2018.

Dated: 11/1/17


STACEY L. MONTGOMERY
Lassen County District Attorney
Victim/ Witness Program Director

Dated: _____

DEAN GROWDON
Lassen County Sheriff
Lassen County Sheriff's Department

APPROVED AS TO FORM

SEP 19 2017


Lassen County Counsel



**OFFICE OF THE DISTRICT ATTORNEY
VICTIM/ WITNESS ASSISTANCE PROGRAM
COUNTY OF LASSEN**

Stacey Montgomery
District Attorney

Latoya Salas
Victim Witness Program
Coordinator

Krystal Dodge
Victim Witness Advocate I

Lori Lares
Victim Witness Volunteer

Michelle Latimer
District Attorney
Program Coordinator

Dan Howe
Special Prosecutor

David Evans
Senior Deputy District
Attorney

Stephanie Skeen
Deputy District Attorney

Mark Beallo
Deputy District Attorney

Shannon Carter
Deputy District Attorney

Doug Wilbur
Senior Investigator

Leann Christensen
Senior Legal Secretary

Alicia Heard
Senior Legal Secretary

Ellie Brown
Legal Secretary

2950 Riverside Dr. Suite
102
Susanville, California
96130
(530) 251-8281
Fax (530) 251-2692

OPERATIONAL AGREEMENT

This Operational Agreement stands as evidence that **THE LASSEN COUNTY DISTRICT ATTORNEY'S VICTIM/WITNESS ASSISTANCE PROGRAM** and the **SUSANVILLE POLICE DEPARTMENT**, intend to work together toward the mutual goal of providing the maximum available assistance to victims of violent crime who reside in the service area, consisting of the City of Susanville and Lassen County. Both agencies believe that implementation of the goals of **THE LASSEN COUNTY DISTRICT ATTORNEY'S VICTIM/WITNESS ASSISTANCE PROGRAM** as set forth herein will further the benefit of the program to the victims. To this end, each agency agrees to participate in the program by coordinating and providing the following services:

THE LASSEN COUNTY DISTRICT ATTORNEY'S VICTIM/WITNESS ASSISTANCE PROGRAM WILL:

1. Provide comprehensive services to the victims of violent crime in Lassen County;
2. Review for acceptance referrals of victims of crime who are referred to the program by the **SUSANVILLE POLICE DEPARTMENT**;
3. Assist the officers of the **SUSANVILLE POLICE DEPARTMENT** in the immediate crisis intervention with victims of crime in Lassen County;
4. Assist the officers of the **SUSANVILLE POLICE DEPARTMENT** with ongoing contact with victims of crime;
5. Assist the officers of the **SUSANVILLE POLICE DEPARTMENT** in referring victims of crime to various service agencies;
6. Assist the officers of the **SUSANVILLE POLICE DEPARTMENT** with 24-hour-per-day crisis intervention of a discretionary "on call" basis, when possible; and
7. Assist the officers of the **SUSANVILLE POLICE DEPARTMENT** by coordinating meetings between victims and law enforcement personnel as well as meetings between the District Attorney, victims and law enforcement.

THE CITY OF SUSANVILLE POLICE DEPARTMENT WILL:

- I. When applicable refer crime victims to the **LASSEN COUNTY DISTRICT ATTORNEY'S VICTIM/WITNESS ASSISTANCE PROGRAM**;
- II. When applicable distribute **LASSEN COUNTY DISTRICT ATTORNEY'S VICTIM/WITNESS ASSISTANCE PROGRAM** flyers and literature to victims of crime;
- III. Allow personnel of the **LASSEN COUNTY DISTRICT ATTORNEY'S VICTIM/WITNESS ASSISTANCE PROGRAM** to

OPERATIONAL AGREEMENT

PAGE TWO


SUSANVILLE POLICE DEPARTMENT

- review SUSANVILLE POLICE DEPARTMENT reports concerning victims who may be assisted by the PROGRAM;
- IV. Allow personnel of the LASSEN COUNTY DISTRICT ATTORNEY'S VICTIM/WITNESS ASSISTANCE PROGRAM to discuss cases with individual officers where assistance may be, or is being, rendered to victims; and
- V. Cooperate with the LASSEN COUNTY VICTIM/WITNESS ASSISTANCE PROGRAM staff in coordinating the travel needs of out-of-town victim/witnesses traveling to Susanville for Court appearances, meeting with law enforcement and prosecution staff, where the case was investigated by the SUSANVILLE POLICE DEPARTMENT;

The term of this Agreement shall be July 1, 2017, through September 30, 2018.

Dated: _____

11/1/17

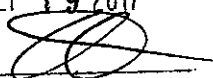

STACEY L. MONTGOMERY
Lassen County District Attorney
Victim/Witness Program Director

Dated: _____

JOHN KING
Chief of Police
City of Susanville Police Department

APPROVED AS TO FORM

SEP 19 2017


Lassen County Counsel



OFFICE OF THE DISTRICT ATTORNEY

VICTIM/ WITNESS ASSISTANCE PROGRAM

COUNTY OF LASSEN

Stacey Montgomery
District Attorney

Latoya Salas
*Victim Witness Program
Coordinator*

Krystal Dodge
Victim Witness Advocate I

Lori Lares
Victim Witness Volunteer

Michelle Latimer
*District Attorney Program
Coordinator*

Dan Howe
Special Prosecutor

David Evans
*Senior Deputy District
Attorney*

Stephanie Skeen
Deputy District Attorney

Mark Beallo
Deputy District Attorney

Shannon Carter
Deputy District Attorney

Doug Wilbur
Senior Investigator

Leann Christensen
Senior Legal Secretary

Alicia Heard
Senior Legal Secretary

Ellie Brown
Legal Secretary

**2950 Riverside Dr. Suite
102
Susanville, California
96130
(530) 251-8281
Fax (530) 251-2692**

OPERATIONAL AGREEMENT

This Operational Agreement stands as evidence that **THE LASSEN COUNTY DISTRICT ATTORNEY'S VICTIM/WITNESS ASSISTANCE PROGRAM** and the **CALIFORNIA HIGHWAY PATROL, SUSANVILLE AREA OFFICE**, intend to work together toward the mutual goal of providing the maximum available assistance to victims of violent crime who reside in the service area, consisting of Lassen County. Both agencies believe that implementation of the goals of **THE LASSEN COUNTY DISTRICT ATTORNEY'S VICTIM/WITNESS ASSISTANCE PROGRAM** as set forth herein will further the benefit of the program to the victims. To this end, each agency agrees to participate in the program by coordinating and providing the following services:

THE LASSEN COUNTY DISTRICT ATTORNEY'S VICTIM/WITNESS ASSISTANCE PROGRAM WILL:

1. Provide comprehensive services to the victims of violent crime in Lassen County;
2. Review for acceptance referrals of victims of crime who are referred to the program by the CALIFORNIA HIGHWAY PATROL, SUSANVILLE AREA OFFICE;
3. Assist the officers of the CALIFORNIA HIGHWAY PATROL, SUSANVILLE AREA OFFICE in the immediate crisis intervention with victims of crime in Lassen County;
4. Assist the officers of the CALIFORNIA HIGHWAY PATROL, SUSANVILLE AREA OFFICE with ongoing contact with victims of crime;
5. Assist the officers of the CALIFORNIA HIGHWAY PATROL, SUSANVILLE AREA OFFICE in referring victims of crime to various service agencies;
6. Assist the officers of the CALIFORNIA HIGHWAY PATROL, SUSANVILLE AREA OFFICE with 24-hour-per-day crisis intervention of a discretionary "on call" basis, when possible; and
7. Assist the officers of the CALIFORNIA HIGHWAY PATROL, SUSANVILLE AREA OFFICE by coordinating meetings between victims and law enforcement personnel as well as meetings between the District Attorney, victims and law enforcement.

THE CALIFORNIA HIGHWAY PATROL, SUSANVILLE AREA OFFICE, WILL:


1. When applicable refer crime victims to the LASSEN COUNTY DISTRICT ATTORNEY'S VICTIM/WITNESS ASSISTANCE PROGRAM;

OPERATIONAL AGREEMENT
PAGE TWO
CALIFORNIA HIGHWAY PATROL

- II. When applicable distribute LASSEN COUNTY DISTRICT ATTORNEY'S VICTIM/WITNESS ASSISTANCE PROGRAM flyers and literature to victims of crime;
- III. Allow personnel of the LASSEN COUNTY DISTRICT ATTORNEY'S VICTIM/WITNESS ASSISTANCE PROGRAM to review CALIFORNIA HIGHWAY PATROL, SUSANVILLE AREA OFFICE reports concerning victims who may be assisted by the PROGRAM;
- IV. Allow personnel of the LASSEN COUNTY DISTRICT ATTORNEY'S VICTIM/WITNESS ASSISTANCE PROGRAM to discuss cases with individual officers where assistance may be, or is being, rendered to victims; and
- V. Cooperate with the LASSEN COUNTY VICTIM/WITNESS ASSISTANCE PROGRAM staff in coordinating the travel needs of out-of-town victim/witnesses traveling to Susanville for Court appearances, meetings with law enforcement and prosecution staff, where the case was one investigated by the CALIFORNIA HIGHWAY PATROL, SUSANVILLE AREA OFFICE.

The term of this Agreement shall be July 1, 2017, through September 30, 2018.

Dated: 11/1/17


STACEY L. MONTGOMERY
Lassen County District Attorney
Victim/Witness Program Director

Dated: _____

CAPTAIN JOE MICHELETTI
CALIFORNIA HIGHWAY PATROL
SUSANVILLE AREA OFFICE

APPROVED AS TO FORM

SEP 19 2017


Lassen County Counsel

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.

County of Lassen

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.

Fourth Congressional District

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.

Third Assembly District

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.

First Senate District

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

Lassen County has a population of approximately 30,870 people (according to the 2016 Census Bureau). Although Lassen County is a geographically large county, our population is centered largely in the county seat, Susanville.