



OFFICE OF THE DISTRICT ATTORNEY COUNTY OF LASSEN

Government Center Building

Stacey L. Montgomery
District Attorney
Michelle Latimer
Program Coordinator

2950 Riverside Drive, Suite 102
Susanville, California 96130

(530) 251-8284
(Fax) (530) 251-2692

mlatimer@co.lassen.ca.us

MEMORANDUM

TO: The Honorable Lassen County Board of Supervisors
FROM: Stacey L. Montgomery, District Attorney
DATE: January 3, 2018
SUBJECT: Child Advocacy Center (KC) Program Request for Application (Cal OES)

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 Child Advocacy Center (KC) Program to be funded through the State of California administered by the California Office of Emergency Services and authorize the Lassen County District Attorney and the Lassen County Administrative Officer to execute any and all documents necessary in order to obtain grant funding for the Child Advocacy Center Program/Multi-Disciplinary Interview Team for 2018/2019.

Summary: The Lassen County District Attorney's Office established a Multi-Disciplinary Team in the early 1990's in conjunction with various county and community based organizations to provide collaborative efforts in the investigation and prosecution of child sexual and physical abuse. On December 14, 2017, the California Office of Emergency Services announced Federal pass through dollars in the amount of over \$11,000,000 to the counties of California in support of their Child Advocacy Centers and Multi-Disciplinary Teams to develop collaborative efforts necessary to support victims of crime and reduce trauma.

The District Attorney's Office, in partnership with collaborative partners, will establish a facility whose purpose is to provide child victims a safe, non-threatening place to tell what happened to them during necessary investigations of child abuse. The Multi-Disciplinary Interview Team staff offer forensic interviewing, crisis intervention and ongoing supportive services to help child victims and non-offending family members begin the healing process and participate in the prosecution of the crime. Children and families in Lassen County will benefit greatly by having access to child-focused services.

They will receive:

- More immediate follow-up to child abuse reports.
- Efficient medical and mental health services and referrals.
- A reduction in the number of child victim interviews to reduce trauma.

- Increased successful prosecution.
- Consistent ongoing support for child victims and the non-offending adults in their lives.
- Child Protective Services, Law Enforcement, the District Attorney's Office, Mental Health Professionals, Advocates, Medical Professionals and the MDIT Coordinator work as a team to deliver quality, comprehensive services to abused children.
- Child abuse victims experience a process of investigation, intervention, prosecution and stabilization that is more efficient and effective.
- Non-offending family members or caregivers of the abused children are also provided ongoing services needed to attain stabilization and healing for each child and family.


Fiscal Impact: It is the District Attorney's philosophy to attempt to isolate grant funding to salaries and benefits and the least amount to operational expenses other than the operating expenses necessary to support the program, including funds set aside for mandatory and continuing education training. Our first year grant application also allows for the extensive equipment necessary to perform the functions of audio/visual taping and recording of child interviews and the conference room equipment needed for the team to view/participate in the interviews. The 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. The cost of the District Attorney's Child Advocacy Center Program (MDIT Program) will be reimbursed to Lassen County through the grant administered by the California Office of Emergency Services, Criminal Justice, and Emergency Management & Public Safety Grant Programs Division. The Child Advocacy Center (KC) allocation to Lassen County for fiscal/grant year April 2018 through March 2019 is \$218,750: \$175,000 in VOCA and \$43,750 in VOCA Match Requirement for which we anticipate needing to submit a waiver. The Lassen County District Attorney's Office will manage the Multi-Disciplinary Interview Team Coordinator as 100% 1 FTE, 10% of the cost associated with the legal prosecution and advocacy of a Deputy District Attorney and 5% of the fiscal administration will be the responsibility of the DA Program Coordinator.

Other Agency Involvement: The Lassen County District Attorney's Office, 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. With the move to the new Government Center Building, the Lassen County District Attorney's Office now has the office space available to house a community-based MDIT that responds to child abuse while minimizing trauma and providing advocacy to the child victim and their family. Our team consists of professionals from several agencies, including:

- Lassen County Sheriff's Department
- Lassen County Victim/Witness
- Susanville Police Department
- Lassen Family Services, DV, SARC and CHAT Programs

- Lassen County Child and Family Services
 - Partnerships with Lassen County Behavioral Health and Banner Lassen Medical Center
- will be developed during the grant period.

Attachments: The proposed Resolution and full grant application attached for the Board of Supervisors review and approval dated January 3, 2018.



Stacey L. Montgomery, District Attorney

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

RESOLUTION NO: _____

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

WHEREAS, the Lassen County District Attorney's Office desires to undertake a certain project designated as the Lassen County District Attorney's Child Advocacy Center Program to be funded from funds made available through the State of California administered by the California Office of Emergency Services (hereinafter referred to as Cal OES);

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERISORS 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 funding and Grant Award Agreement through Cal OES for the fiscal year of 2018/2019, April 1, 2018 through March 31, 2019, and is authorized to execute on behalf of the Lassen County Board of Supervisors said application and Grant Award Agreement for the fiscal year of 2018/2019 including any extensions or amendments thereof;

BE IT FURTHER RESOLVED that the applicant agrees to provide all matching funds required for said project (including any amendment thereof) under the Program and the funding terms and conditions of Cal OES and that the cash match will be appropriated as required;

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

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

The foregoing Resolution was duly adopted at a regular meeting of the Board of Supervisors of the County of Lasse, State of California, held _____, 2018, 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 January 2018.

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

CHILD ADVOCACY CENTER (KC) & MDIT PROGRAM

Submitted by:
Lassen County District Attorney's Office
Michelle Latimer, Program Coordinator & Fiscal Administrator
2950 Riverside Drive, Susanville, California 96130-4754
(530) 251-8284

(Cal OES Use Only)					
Cal OES#		FIPS#		VS #	Subaward # KC17010180

CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES

GRANT SUBAWARD FACE SHEET

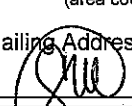
The California Governor's Office of Emergency Services (Cal OES), makes a Grant Subaward of funds set forth to the following:

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: Child Advocacy Center (KC)/MDIT Program **6. Performance Period:** April 1, 2018 to March 31, 2019
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
2018	8. VOCA		\$ 175,000			\$ 17,553	\$ 17,553	\$ 192,553
Select	9. Select						\$ 0	\$ 0
Select	10. Select						\$ 0	\$ 0
Select	11. Select						\$ 0	\$ 0
Select	12. Select						\$ 0	\$ 0
	TOTALS	\$ 0	\$ 175,000	\$ 175,000	\$ 0	\$ 17,553	\$ 17,553	12. G Total Project Cost: \$ 192,553

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: _____ Title: 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:  Date: 1/4/18

[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
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**OFFICE OF THE DISTRICT ATTORNEY
COUNTY OF LASSEN**

**Stacey L. Montgomery, District Attorney
Michelle Latimer, Program Coordinator
Government Center Building
2950 Riverside Drive, Suite 102
Susanville, California 96130
(530) 251-8284
mlatimer@co.lassen.ca.us**

January 3, 2018

Program Manager
Child Advocacy Center (KC) Program Grant
California Governor's Office of Emergency Services
3650 Schriever Avenue
Mather, CA 95655

Re: Match Waiver Request

Dear Program Manager;

The Lassen County District Attorney is requesting a waiver for the match per the information below:

- Applicant: County of Lassen, Office of the District Attorney
- Subgrant Number: KC17010180
- Project Period: 04/01/2018 to 03/31/2019
- Proposed Award Amount: \$218,750
- Match Required (before waiver): \$43,750
- Amount the Applicant Can Match: \$17,553
- Amount the Applicant Request to be Waived: \$26,197
- Percentage of Waiver Request: 40%

Justification: The Lassen County District Attorney's Office and the new Child Advocacy Center/MDIT Program will be challenged to find qualified interns and volunteers for unpaid work because of the small percentage of individuals enrolled in the local community college. The nearest university is 85 miles away. Additionally, because of the county's rural, large square mileage spread, only a small pool of volunteers are able to commit to their current hours causing fewer opportunities for in-kind match.

Example: During 2017 one DA volunteer provided 203 hours of service (@ rate of about 4 hours per week for 52 weeks) = \$3,135, in addition to the equivalent benefits of \$1,597 for a total worth of in-kind match of only \$4,732. In hiring the new MDIT Program Coordinator, it is the hope of the department to assign volunteer recruitment to the new staff and develop a stronger volunteer and legal intern pool.

Sincerely,

A handwritten signature in black ink, appearing to read "Michelle Latimer", is written over the word "Sincerely,".

Michelle Latimer

Program Coordinator for the Lassen County District Attorney

PROJECT CONTACT INFORMATION

Subrecipient: County of Lassen

Subaward #: _____

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, California 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, California 96130

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

Name: TBD Title: _____
Telephone #: _____ Fax#: _____ Email Address: _____
Address/City/Zip: _____

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, California 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, California 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, California 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, California 96130

SIGNATURE AUTHORIZATION

Subaward #: _____

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

Signature: _____

Date: _____



12/27/17

***Financial Officer:** Diana Wemple

Signature: _____

Date: _____



12/29/17

The following persons are authorized to sign for the

Project Director



Signature

Michelle Latimer

Print Name

Signature

Print Name

Signature

Print Name

Signature

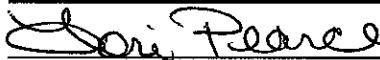
Print Name

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

The applicant must complete a Certification of Assurance of Compliance (Cal OES 2-104), which includes details regarding Federal Grant Funds, Equal Employment Opportunity Program, Drug Free Workplace Compliance, California Environmental Quality Act, Lobbying, Debarment and Suspension requirements, Proof of Authority from City Council/Governing Board, and Civil Rights Compliance. The applicant is required to submit the necessary assurances and documentation before finalization of the Grant Subaward. In signing the Grant Subaward Face Sheet, the applicant formally notifies Cal OES that the applicant will comply with all pertinent requirements.

Resolutions are no longer required as submission documents. Cal OES has incorporated the resolution into the Certification of Assurance of Compliance, Section VII, entitled, "Proof of Authority from City Council/Governing Board." The Applicant is required to obtain written authorization (original signature) from the City Council/Governing board that the official executing the agreement is, in fact, authorized to do so, and will maintain said written authorization on file and readily available upon demand. This requirement does not apply to state agencies.

CERTIFICATION OF ASSURANCE OF COMPLIANCE

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: Child Advocacy Center (KC) Program

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

I. Federal Grant Funds

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

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

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

It is the public policy of the State of California to promote equal employment opportunity (EEO) by prohibiting discrimination or harassment in employment because of 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, California 96130

Phone: (530) 251-8333

Email: regan@co9.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 will all laws that prohibit excluding, denying or discriminating against any person based on actual or perceived race, color, national origin, disability, religion, age, sex, gender identity, and sexual orientation in both the delivery of services and employment practices and does not use federal financial assistance to engage in explicitly religious activities.

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

CERTIFICATION

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

Authorized Official's Signature: _____

Authorized Official's Typed Name: _____

Stacey L. Montgomery

Authorized Official's Title: _____

Lassen County District Attorney

Date Executed: _____

Federal Employer ID #: 94-6000517

Federal DUNS # 120401992

Current System for Award Management (SAM) Expiration Date: July 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

Subrecipient: Lassen County District Attorney

Subaward #: _____

Project Narrative

Problem Statement / Introduction: The Lassen County District Attorney's Office endeavors to develop a child-friendly facility whose purpose is to provide child victims a safe, non-threatening place to tell what happened to them during the necessary investigations of child sexual and physical abuse. These most vulnerable victims of crime suffer tremendous loss, not only physically and psychologically, but loss of their very childhood. Families and non-offending caregivers often struggle navigating the complex criminal justice system. Developing, educating and supporting the current Multi-Disciplinary Team will allow the county to more effectively provide service to child victims and their families.

Currently, interviews of child victims take place at the police department in a suspect interview room. The victim's family and advocacy staff must wait in the public lobby, which is neither heated nor cooled. Because of public access, 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 complete MDI audio/visual room and conference center with which a child centered focus provides the environment necessary for safe child and family disclosure and support. Private foundation and alternative funding for the necessary audio/visual and recording equipment are limited and difficult to obtain. (See Computer and Automated Systems Purchase Justification – Cal OES 2-157).

Subrecipient: Lassen County District Attorney

Subaward #: _____

Our goals for the future of the Child Advocacy Center and current Multi-Disciplinary Interview Team (MDIT) include:

- ▶ Remaining focused on the needs of the child victim of sexual and physical abuse;
- ▶ Supporting the development the MDIT to the next level of progress necessary toward National Accreditation;
- ▶ Developing effective protocol in information sharing while ensuring the dignity and confidentiality of the victim;
- ▶ Providing training and education to the members of the Multi-Disciplinary Interview Team;
- ▶ Effectively track statistics and demographics while streamlining MDI's within the county;
- ▶ Monitor the progress of a case until the end of prosecution;
- ▶ Follow-up through confidential participant surveys for quality control;
- ▶ Establish, through a Memorandum of Understanding, delineating the roles and responsibilities of each partner while respecting individual agency and departmental mandates.

The Lassen County District Attorney's Office, 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 project will develop along the criteria established by the National Standards for Accreditation and will coordinate interventions to reduce potential trauma to children while improving service delivery. Our plan for the future includes an Child Advocacy Center within five years, either as an independent 501 ©(3) non-profit or as a sub department within the District Attorney's

Subrecipient: Lassen County District Attorney Subaward #: _____

Department structured similarly to the Child Advocacy Center in Washoe County, Nevada.

(<https://www.washoecounty.us/da/childadvocacycenter>)

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 because of Prop 47 inmate release and individual relocation, the District Attorney’s Office 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, Lassen County has become a thoroughfare to interstate 5 and Northern California resulting in a higher number of gang related crimes, human trafficking, drug distribution and cultivation. However, the county is rural, and in some areas, Pioneer; Lassen County is far from the ideal of rolling farmland 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

Subrecipient: Lassen County District Attorney

Subaward #: _____

pockets of crime located throughout urban areas of the state. Land spread provides an ideal environment for the secrecy associated with child sexual and physical abuse crimes, a challenge for local law enforcement. There are less avenues for detection and rural isolation offers an environment for abuse to flourish. 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 Multi-Disciplinary Investigative Team Program (MDIT) was first established and early in the 1990's. Senior Investigators of the District Attorney's Office began collaboration with local law enforcement and social service agencies to address the growing need for investigative services specific to child victims. The work accomplished by the early pioneers of MDIT began with limited resources, but grew to support the critical need of assisting victims on a part-time basis, in addition to other investigative duties required of their positions. Because of the increased case count and the complexity of the child sexual abuse cases currently encountered by the team, the MDIT Program can now support a full-time Multi-Disciplinary Team Coordinator staff to plan, develop and support collaborative efforts in continuing education and professional forensic interview techniques as, unfortunately, the demand for services can be demonstrated.

The dedicated MDIT staff will be responsible for case management from the initial disclosure to the prosecution of the crime, data management, statistical reporting and final

Subrecipient: Lassen County District Attorney

Subaward #: _____

surveying of victims served and those collaborative members involved in the MDIT process to evaluate program success.

Volunteers: The Multi-Disciplinary Investigative Team program utilizes volunteers primarily in office work and in conjunction with yearly special events. One DA specifically assigned volunteer helps with logging-in victim related case information, organizing and filing case files, correspondence, and community outreach. Additionally, the volunteer supports the department during events such as the Law Enforcement Appreciation Day and the Annual Open House. During the 2017 calendar year, the DA volunteer provided 203 hours of active service. The time invested by the volunteer at 203 hours at a rate of \$15.30 is \$3,106.00 worth of in-kind match. The Multi-Disciplinary Investigative Team has limited human capital by way of interns and volunteers, the lack of which results in challenges to maintaining a broad volunteer pool. Individuals qualified, or willing to give their time, to this difficult and trauma-filled field, remain few. Volunteers assigned to MDIT projects will also benefit from training and support in vicarious trauma and self-care provided by the CIR team and various on-line web based curriculum for a minimum of 8 hours continuing education credits per calendar year.

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,

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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. 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 MDIT 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: The primary service provided to child sexual assault and physical abuse victims are: A safe, neutral, child centered environment in which to conduct forensic interviews to reduce the need for multiple interviews to reduce the likelihood of re-traumatizing the victim. Members of the MDIT collaboration will watch initial interviews and provide feedback for victim centered needs and services. The audio and video recordings will then be used as evidence in the prosecution of these crimes by Deputy District Attorney's. The in-house Victim Witness program and Community Based Organizations will provide resource and referrals for families and non-offending caregivers. Together we will follow through with case management; ensuring effective services are being provided by the partnership to align with the needs of the child and family.

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Statistics: The following demonstrates the most recent Lassen County Victim/Witness services provided 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. Victim Witness states the program provided advocacy to victims of:

- Child Sexual Abuse – 25 victims served
- Child Physical Abuse – 25 victims served

In 2016-2017, 60% of all MDIT clients were comprised of five crime types reported earlier to Cal OES. Of the 15 cases referred to the MDI Team in the calendar year of 2017 the victims consisted of children: Ages- 0-5: 3; 6-12: 8; 13-18: 4. 10 victims were female, 5 male; 13 Caucasian, 1 African American, 1 Hispanic.

Addressing Need: MDIT addresses the needs of victims throughout the entire Criminal Justice system, providing comprehensive services to special needs child victims in our jurisdiction is a priority; the physically and mentally challenged, sight and/or hearing impaired and other vulnerable populations are seeing a heightened need for advocacy. It has been considered, once the MDIT Memorandum is established satisfactorily, the team branch off to incorporate other types of victims, such as the elderly. At this time, however, in the early establishment of the program the service focus will remain with child sexual and physical abuse.

Currently, the only Pediatric Sexual Assault Nurse Examiner (SANE) available to us is located in Sparks, Nevada, an hour and a half drive away, in good weather. A SANE will provide young children the necessary sexual assault exams for medical treatment and the collection of

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evidence for effective prosecution. The team will prioritize the necessary addition of medical professionals within the MDI Team to address the medical needs of the children served.

Additionally, the team will work toward collaborating with the county Behavioral Health Department to include staff to participate in the MDIT process to address child and family wellness.

Referrals: Referrals to the program are made in numerous ways; internally within the District Attorney's Office, after the review of crime reports from law enforcement or requests for interviews are made by law enforcement to our Chief Investigator (and acting part-time MDIT Coordinator). 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. After initial contact is made by law enforcement, members of the MDIT contact the victim(s) caregiver to explain the MDIT process, and answer questions. No viable request or need is rejected. Additional support and follow up are provided through Victim/Witness and case management with the assigned Deputy District Attorney.

Collaboration: Through participation in the Multi-Disciplinary Investigative Team, (which includes members of law enforcement, child protective services, community based non-profits, deputy district attorneys and others) the MDIT offers a critical component of support to families struggling when a child family member discloses sexual or physical abuse. Moreover,

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MDIT collaborates with a variety of agencies that share our goals within the criminal justice and dependency system; together community service organizations and social service agencies endeavor to meet the needs of victims. Within the last four years members of the MDIT have 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.

Our current MDIT Program is developing Operational Agreements with the following agencies and organizations within Lassen County. Training specific to the development and implementation of a Memorandum of Understanding are discussed further within the budget narrative as training and mediation from CIR is necessary in order to achieve our shared goals:

- Lassen County Sheriff's Department
- Susanville Police Department
- Lassen Family Services, DV, SARC and CHAT Programs
- Lassen County Child and Family Services
- We are in the stages of identifying partners from Banner Lassen Medical Center and Lassen County Behavioral Health

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 victims in mental health treatment and drug and alcohol services. The new MDIT staff will work collaboratively with current One-Stop staff and Victim/Witness to meet community needs in outlying areas to

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distribute educational materials in multiple languages regarding recognizing the signs of child abuse and sexual assault, the importance of reporting and how to receive support services. Finally, the program will develop outreach and education projects and participate in community events, facilitate educational opportunities with community organizations, the public and law enforcement.

The Lassen County Multi-Disciplinary Interview Team does not discriminate against any individual regardless of sex, gender, age, sexual orientation, religious or political affiliation. The MDIT 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 care and individualized assistance with compassion. Funding from Cal OES in the Child Advocacy Center (KC) Program grant offers the opportunity for our rural community to provide 21st century care to child victims – a first step in a long, enduring process toward a Child Advocacy Center.

END REPORT

Budget Narrative

We have prepared our 2018/2019 grant budget to accomplish the following goals and support the Budget as submitted:

- ▶ 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

Personal Services

Total allocated for Personal Services: \$90,502

The program budget is calculated to cover the salary and benefits of one full-time staff member as 1FTE as well as calculated for the county required PERS Unfunded Retirement Liability and Worker Compensation Insurance attributable to the Lassen County Child Advocacy Center Program:

Multi-Disciplinary Team Coordinator – Hire to be determined: The Multi-Disciplinary Team Coordinator will be a 100% full-time equivalent position within our program. As of the date of submission the MDIT Coordinator job description for the, as submitted, equates to that of the current Victim Witness Program Coordinator as an additional position and job description have yet to be approved the Lassen County Administration. Modification of the job description will take place before the end of the grant period. Once a new or updated job description is approved, it will be submitted to Cal OES. Currently, the Victim/Witness Program Coordinator job description is included and delineates much the same qualifications for and duties of the position. The Multi-Disciplinary Team Coordinator is compensated at the Lassen County UPEC Range of 18 Step A for three months with a salary increase to Step B for the final nine months of the grant period. The base salary for this position is \$42,618 per year or approximately \$3430 a month for the first 3

months with an increase to \$3,592 a month for the final 9 months of the grant year of April 1, 2018 through March 31, 2017. The Coordinator will receive the following estimated benefits from

Lassen County:

California Public Employees Retirement System:	\$3452
Social Security	\$2642
Medicare	\$ 618
Health Insurance	\$2880
Lassen County Flexible Benefit	\$7428
Dental Insurance	\$ 741
Life Insurance	\$ 175
OPEB Health Insurance	\$ 557
Vision Insurance	\$ 82
TOTAL BENEFITS FOR COORDINATOR:	\$18,575

The Multi-Disciplinary Team Coordinator will be responsible for the day-to-day administration of the MDIT Program grant project and will be supervised by the DA Program Coordinator. This position will not supervise other staff but will provide coordination of services from the Lassen County MDIT partnerships in providing victim advocacy and support. Administrative duties will include, but not be limited to, the responsibility for project reporting, grant compliance, overseeing the delivery of services, coordination of community outreach projects, scheduling MDIT forensic interviews, quarterly meetings and taking minutes, statistical and data management and reporting, organizing training for the MDI Team and partners. This position will also be responsible for other duties as assigned. Total salary and benefits for the MDIT Coordinator will be: \$61,193.

District Attorney Program Coordinator/Fiscal Administration

The District Attorney Program Coordinator/Fiscal Administrator will be a 10% full-time equivalent position within the program (4 hours per week). The District Attorney Program Coordinator/Fiscal Administrator is compensated at the Lassen County Mid-Management Range of 22, Step E for 12 months. The base salary for this position is \$56,796 and therefore the total salary for the coordinator will be \$56,800. The position receives the following benefits from Lassen County:

California Public Employees Retirement System:	\$460
Social Security	\$352
Medicare	\$85
Health Insurance	\$288
Lassen County Flexible Benefit	\$725
Dental Insurance	\$45
Life Insurance	\$18
OPEB Health Insurance	\$56
Vision Insurance	\$0

TOTAL BENEFITS FOR DA COORDINATOR/FISCAL: \$2,029 \$

The job description for the described position of District Attorney Program Coordinator/Fiscal Administration is included with the Project Narrative and describes the qualifications for and duties of the position.

The District Attorney Program Coordinator/Fiscal Administrator will be responsible for the fiscal responsibility of the Child Advocacy Center (KC) Program/MDIT grant project and direct

supervision of the MDIT Coordinator. Duties will include, but not be limited to, the training and support of the MDIT Coordinator, receiving/depositing 2-201 funds; preparing invoices for travel, postage and 2-201's, program necessary accounts payable and receivable, assisting in grant quarterly reporting, bank account reconciliation, monitor the grant and county budget and other administrative duties as they arise. The salary and benefits for the position will be paid 100% from VOCA funds.

District Attorney Deputy – Felony Child Sexual Abuse/Physical Abuse Prosecutor

The District Attorney Deputy will be a 10% full-time equivalent position within the program, though this percentage is a fraction of the total necessary time to provide legal input during MDI, one-on-one legal advocacy to child victims and legal information to non-offending caregivers. The District Attorney Deputy is compensated at the Lassen County Mid-Management Range of 28, Step E for 12 months. The base salary for this position is \$75,312 and therefore the total salary for the Deputy will be \$7,531. The position receives the following benefits from Lassen County:

California Public Employees Retirement System:	\$610
Social Security	\$467
Medicare	\$113
Health Insurance	\$288
Lassen County Flexible Benefit	\$725
Dental Insurance	\$60
Life Insurance	\$18
OPEB Health Insurance	\$56
Vision Insurance	\$0

TOTAL BENEFITS FOR DEPUTY DISTRICT ATTORNEY: \$2337

The job description for the described position of Deputy District Attorney is included with the Project Narrative and describes the qualifications for and duties of the position. The percentage salary and benefits for the position will be paid 100% from VOCA funds.

Operating Expenses

Total Allocated for Operating Expenses: \$54,446

In an effort to dedicate a smaller percentage of grant cost to operating expenses, the program will focus only on those amounts necessary to support the project. The largest percentage of total grant funds will be dedicated to Personal costs and Equipment needs. Operating expenses include: Liability Insurance – The liability insurance costs attributed to the program by Lassen County will be \$750. The cost will be covered by utilizing 100% of VOCA funds.

Informational Technology (IT) Direct Billing – The IT direct billing for 1FTE MDIT Coordinator is to cover the cost of internet services, email access, Office 365, anti-virus and system storage and backup maintained through the county IT department. Each county staff member is charged the same cost for all services, which is \$2,061, regardless of the FTE assignment. The cost will be covered by 100% VOCA funds. IT does not charge for volunteer access and the Fiscal Administrator's cost will be covered by the District Attorney budget.

Communication - \$480 is allocated for the use of the county phone system. The amount will cover the cost of the public phone and necessary call charges and will be billed at 100% VOCA.

Recruitment - \$115 is allocated for the purpose of publishing the recruitment notice for the MDIT Coordinator in the local paper for 3 weeks and will be Matched by DA budget funds.

Postage – Postage costs are estimated for the use of the leased postage meter and all costs associated with mailings necessary to the program at a cost of \$336.

Office Supplies – The allocation of \$ 500 for office supplies will be 100% VOCA funded and include items such as copier paper, case file folders and other supplies necessary for program support.

Indirect Costs (A-87) – Indirect costs attributed to the program by the county will be \$ 6000. The indirect cost rate will be 10% de Minimis of the project and covered 100% by VOCA.

Facility Rental – In April of 2017 the District Attorney and Victim Witness relocated to 2950 Riverside Drive, Suite 102, in Susanville. The new space has one office to be assigned to the MDIT Coordinator as a workspace and as the forensic interview room. Additionally, there is file room, lobby, copy room, conference room and storage space for use by the Coordinator. Moreover, a secure Evidence Room is available for the storage of the confidential MDIT child forensic interviews and access to this space is limited to only three staff. The total square footage is 516 at a cost of \$1.75 per square foot per month of \$903 or \$10,836 yearly.

Memberships – The grant required membership to CACC for a rural county is \$300 and an auxiliary membership for access to the California District Attorney's website and resources is \$85.

Background check – The cost to vet the MDIT Coordinator are estimated at \$150. This cost will include the county mandated check as well as costs associated with fingerprinting, as necessary for access to the CLETS system and reports.

Community Outreach Brochures: The cost to create and produce educational materials regarding the MDIT Program and in recognizing Child Sexual/Physical Abuse reporting and support will cost \$400 for printing in English and Spanish translation.

Training (Travel and Mileage) – Training of MDIT partners is a major component of our grant request and the first project has allocated \$14,533 in training funds to be used for various county and MDIT partners participating in the process. Jensen Hall is reserved at \$800, with \$200 in

Match to provide the venue. (See separate CIR Training Invoice attached.) The two-day training is a highly necessary expense in order to coordinate the mission of the county and MDIT participants to reach long-term strategic goals. Additionally, cost for registration, mileage, accommodations and per diem for the Regional Training, Entry Level Child Forensic Interviewing (for the MDIT Coordinator and interested law enforcement and caseworkers) and various other training, to be announced at a later date, are included in the Budget at \$ 4,628 and necessary to the mission toward a cohesive team.

Two Day Training: The Center for Innovation and Resources, Inc. (CIR) contracts with a finite group of uniquely qualified professionals available to train both the Multi-Disciplinary Response to Child Sexual Abuse (MDT) and Child Forensic Interview Trainings (CFIT). As a significant portion of their annual objectives, both the Northern and Southern CATTAs Centers (implemented by CIR) coordinate one MDT and two CFIT trainings each fiscal year. Each of these trainings requires two primary trainers who have experience in forensic interviewing of children. Every attempt is made to include one trainer serving in a law enforcement position, who also regularly conducts forensic interviews as part of their duties, in order to increase law enforcement buy-in in the multidisciplinary model. In addition, CIR seeks trainers with the skills and experience necessary to facilitate an effective, interactive, and professional training for all who attend. CIR will utilize subject matter experts to provide a customized, multi-day training on multidisciplinary team development. The months prior to the training will be spent meeting to gather specific needs and discussing an appropriate training plan. Following the training, CIR and its experts will provide follow up coaching to increase sustainability of practices learned and providing support when issues arise.

CIR has been providing multidisciplinary team building and forensic interview training for

professionals for over 15 years. CIR staff has over 45 years of combined staff experience of working with a network of experts to deliver high quality training and coaching. CIR's Child Abuse Training and Technical Assistance grant presents CFIT training curriculum that aligns with NCA guidelines. CIR utilizes a pool of subject matter experts to develop and implement training on topics related to MDT development.

The experts CIR contracts with to provide these trainings are a group of the few professionals in the State who are qualified to train the MDT and CFITs. Due to the recurring nature of these trainings, utilization of trainers on a persistent basis adds to the quality of the event; presenters become increasingly comfortable with the curriculum and refine their teaching strategies based on experience. Additionally, the costs expended for trainer preparation time for each event is significantly decreased by utilizing this highly professional group that is familiar with the materials. The time, staff resources, and effort that would be expended by posting a contract for bid for each MDT/CFIT training throughout the fiscal year would be redundant and inefficient. (The Curriculum Vitae of the CIR consultants follow.)

Equipment Expenses

As mentioned within the Project Narrative, the current space being used for forensic interviewing, though appreciated by the team and donated by the Susanville Police Department, is not particularly suited to the needs of the MDIT. 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. Because of public access, advocates cannot discuss services or offer meaningful, confidential support during the interview process. Again, a safe, comfortable, victim centered space is desperately needed for child victims in our community. Within the new space housing the District Attorney's offices, a conference and interview room (and hall lobby

waiting area) are available for upgrade to suit the team and victim's needs. Separate entries allow victims to access service without fear of running into offenders. Additionally, Victim Witness has graciously offered their child and family friendly waiting area to provide victim and non-offending caregiver advocacy. Until the dream of an independent Child Advocacy Center is realized, creating a child focused and professional space for forensic interviewing and advocacy within the District Attorney's Office is ideal. The costs of creating the necessary environment are delineated further within the Lassen County IT Department quote attached and addresses Cal OES request to complete the form Cal OES 2-157 (Revised 7/2015) Computers and Automated Systems Purchase Justification Guidelines.

The equipment request in the current grant is vital to the success of the Lassen County District Multi-Disciplinary Investigative Team Program. Without the equipment requested, the program will be unable to fulfill the most basic role of child advocacy. Child Safety. Continuing to attempt to provide service to victims and their families at a law enforcement station increases the likelihood of interaction with offenders, breaks confidentiality and fosters less than effective interviews – negating the very mission of a Child Advocacy Center to reduce trauma to young victims and the effective prosecution of these cases. The need for adequate, professional and expertly installed equipment is imperative to a successful program, hence the necessary cost of \$47,585.

END REPORT

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: Lassen County District Attorney		Subaward #: KC17010180					
A. Personal Services – Salaries/Employees Benefits	VOCA 18	VOCA MATCH					COST
1. Salary and Benefits for the MDIT Coordinator TBD Staff will provide coordinator of services for child victims of sexual and physical abuse. Staff will be the routine programmatic person for the grant Effective April 1, 2018 through March 31, 2019 At 100% at 1 FTE for 12 months UPEC Range 18, Step A Monthly Salary = \$3430 \$3430 x 3 months = \$10,290 UPEC Range 18 Step B Monthly Salary 3592 x 9 months = \$32,328 Yearly Salary: \$42,618 Benefits: PERS Retirement 8% Social Security 6.2% Medicare 1.5% Health Insurance 6.8% Flexible Benefit 17% Dental 1.7% Life Insurance .4% OPEB 1.3% Vision .2% Total Benefits: \$18,575	\$10,290 <						

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: Lassen County District Attorney				Subaward #: KC17010180			
	VOCA 18	VOCA MATCH					COST
B. Operating Expenses							
1. Liability Insurance to the Project Estimated by Lassen County \$750	\$750						\$0 \$750 \$0
2. I.T. Direct Billing for Lassen County MDIT Program 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 (not including planning, developing or installation of new program equipment.) \$2061 x 1 MDIT Coordinator Staff = \$2061 *Michelle Latimer is covered under District Attorney and there is no charge attributable to volunteers	\$2,061	\$206					\$0 \$0 \$0 \$0 \$0 \$0 \$2,061 \$206 \$0 \$0
3. Phones: a.) Phone line for MDIT Coordinator Office b.) Coordinator Cell Phone (phone, screen, cover) c.) 12-month Straight Talk data plan	\$160 \$300 \$650						\$160 \$300 \$650 \$0
4. Recruitment for Full-Time MDIT Program Coordinator Flown in Local Paper for 3 weeks		\$115					\$0 \$115 \$0
5. Postage Expenses for Program Fed/Ex Expedite Mail Services = \$100 200 Standard Mail a .465 cents = \$93 Annual Meter Fee \$431 x .33 = \$143 Total Postage: \$336	\$100 \$93 \$143						\$0 \$100 \$93 \$143 \$0 \$0
6. Office Supplies for MDIT Program (Paper, Pens, Files, etc.) = \$500	\$500						\$0 \$500 \$0
7. Indirect Costs (A-87) attributable to the Project up to 10% de Minimis rate Amount project by Lassen County = \$6000	\$6,000						\$0 \$0 \$6,000 \$0
8. Facility Rental for 2950 Riverside Drive 125 sq. ft for MDIT Office Space and Lobby 391 sq.ft for Conference Room and Evidence Storage 516 sq. ft. x 1.75 per sq. ft per month = \$903 \$903 per month x 12 months = \$10836	\$10,836						\$0 \$0 \$0 \$0 \$0 \$10,836 \$0
9. Membership Dues to a.) Children's Advocacy Center of California Rural Team = \$300	\$300						\$0 \$0 \$300 \$0
b.) California District Attorney Association Auxiliary Dues for one staff, MDIT Coordinator	\$85						\$85 \$0 \$0
10. Center for Innovation and Resources (CIR) County Wide Collaborative Training for multiple county departments and service based community organizations Personnel & Contractual: Project Coordinator \$50/hr x 64 hours (includes event) Project Assistant \$25/hr x 24 hours Curriculum Development/prep for 2 days @ \$500 = \$1000 Two Consultants for 2 day training @ \$650 per day \$650 per day for 2 Consultants = \$1300 for 2 days: \$2600 2 Consultants for follow up support to team after training \$75 an hour for up to 30 hours Travel:	\$3,200 \$600 \$1,000 \$2,600 \$2,250						\$0 \$0 \$0 \$0 \$0 \$3,200 \$600 \$1,000 \$0 \$0 \$2,600 \$0 \$2,250

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: Lassen County District Attorney				Subaward #: KC17010180			
B. Operating Expenses	VOCA 18	VOCA MATCH					COST
1 CIR Admin staff to Susanville for 2 days of training Transportation average \$424, per diem \$46, and lodging average \$90 + tax	\$879						\$879
2 consultants to 2 day training Transportation average \$375, per diem \$46, and lodging average \$90 + tax	\$1,658						\$1,658
Supplies: General Office Supplies \$100/training includes name tags, training supplies etc.	\$100						\$100
Other: Reproduce participant materials \$15 p/p for 20 attendee	\$300						\$300
General Office Duplication (flyers, registration confirmation, etc.)	\$50						\$50
Administrative Costs: Admin Costs at 15%	\$1,896						\$1,896
Total Cost for County Wide Training: \$14,533							\$0
Meeting place rental for 20 County Staff (Jensen Hall) for two day training by CIR (Utilities in-kind match)	\$800	\$200					\$1,000
							\$0
11. Mileage Reimbursement for MDIT Coordinator to go to/from court, local meetings/presentations	\$50	\$100					\$150
							\$0
12. Regional Trainings TBA							\$0
\$2000 for Two 2-day trainings with 4 MDIT attendees	\$2,500						\$2,500
							\$0
13. Sexual Assault Response Team (SART) Training by California Clinical Forensic Medical Training Center for one (1) MDIT members to attend in San Diego, CA in September 2018 (TBD) to include							\$0
airfare, hotel, per diem, mileage and registration	\$2,806						\$5,000
							\$0
14. Entry Level CFIT training for 4 MDI Team Members							\$0
Lassen County DA MDIT Coordinator							\$0
Two (2) Law Enforcement Officers							\$0
Lassen County Child and Family Services Caseworker							\$0
Mileage to Fairview and Return for 1 attendee: 295 miles x 2 = 584@ .545 = \$322							\$0
4 attendees = \$1286	\$1,286						\$1,286
Hotel Accomodations@ \$90 per night for 4 nights = \$360							\$0
for 4 MDI Team Members	\$1,440						\$1,440
Per diem at \$42 per day for 4 days = \$168 p/p							\$0
\$168 for 4 attendees = \$672	\$672						\$672
							\$0
Additional Training for MDI Team Members TBA	\$1,230						\$1,230
							\$0
15. Background and fingerprint check for MDIT Coordinator		\$150					\$150
							\$0
16. MDIT Interview Room child friendly furniture, toys art, paint and craft supplies	\$5,000						\$5,000
Local area business in-kind match for MDIT decoration		\$1,000					\$1,000
							\$0
17. Educational Brochures for Community Outreach	\$400						\$400
							\$0
Operating Section Totals	\$52,695	\$1,771	\$0	\$0	\$0	\$0	\$54,466
OPERATING SECTION TOTAL							\$54,466

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient:				Subaward #:			
	VOCA 18	VOCA MATCH					COST
C. Equipment							
Lassen County IT Department							\$0
3 staff for the Physical Installation							\$0
and Coordination of the MDI Equipment							\$0
within the MDI Interview Room							\$0
and Conference Center							\$0
50 hours at \$113 an hour for 3 staff		\$5,650					\$5,650
							\$0
Video System Description							\$0
1 Panasonic PTZ Camara	\$4,000						\$4,000
1 Panasonic Camera wall mount	\$200						\$200
1 Panasonic AV Bridge MatrixMix							\$0
Panasonic DVR	\$7,000						\$7,000
1 Panasonic Rack Mount for AV Bridge	\$200						\$200
1 G-Technology G-Raid 16 Terabyte, 8 usable							\$0
RAID 1 Storage	\$950						\$950
2 G-Technology G-Drive USB-C 4Gb Drive	\$380						\$380
1 TBD SDHC recorder	\$300						\$300
1 TBD DVD recording system	\$500						\$500
							\$0
Audio System							\$0
4 Shure MX395 W/O -discreet audio ceiling mics	\$750						\$750
1 MicPRO IO interface for 3rd party mics	\$550						\$550
							\$0
Display System							\$0
1 Qomo 55" interactive LCD with on-board PC	\$4,000						\$4,000
1 Samsung 32" Display for multi-view	\$250						\$250
2 Samsung 42" Display for Program							\$0
and preview screens	\$800						\$800
1 Ergotron Glide Wall Mount - height adjustable	\$500						\$500
2 Crimson AV Wall Mounts for Samsung displays	\$150						\$150
							\$0
Control System							\$0
1 Precision Camera Controller	\$3,000						\$3,000
1 TBD Video Management Software	\$1,000						\$1,000
2 sets microphone and earbud	\$550						\$550
							\$0
1 General Brand Cables and Connectors	\$150						\$150
Acoustic Panels for MDIT Room	\$800						\$800
Recording in Progress/Lights Notification Indicators	\$1,400						\$1,400
and room scheduling availability							
1 LCOE (Robert Tally) Installation, commissioning,							\$0
end-user training	\$8,000						\$8,000
							\$0
1 Lassen County ISD Staff (Jason Housel)							\$0
Design and installation		\$4,400					\$4,400
							\$0
Individual medium for recording interviews							\$0
storage solution @ \$25 per case for 25 cases	\$625						\$625
Sentry Safe/FireSafe for electronic interview storage	\$500						\$500
							\$0
Ongoing annual support of system		\$1,000					\$1,000
Equipment Section Totals	\$36,535	\$11,050	\$0	\$0	\$0	\$0	\$47,585
EQUIPMENT SECTION TOTAL							\$47,585
Category Totals							
Same as Section 12G on the Grant Subaward Face Sheet	\$175,000	\$17,553	\$0	\$0	\$0	\$0	
Total Project Cost							\$192,553

The position of Multi-Disciplinary Interview Team Coordinator's job description will follow the Victim Witness Coordinator job description and will be updated for submission and approval to administration.