



Application Cover Sheet

RFA PROCESS

VICTIM/WITNESS ASSISTANCE (VW) PROGRAM

Submitted by:
Latoya Salas
2950 Riverside Drive, Suite 102, Susanville, CA 96130-4754
(530) 251-8281

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

CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES GRANT SUBAWARD FACE SHEET

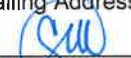
The California Governor's Office of Emergency Services (Cal OES), makes a Grant Subaward of funds set forth to the following:

1. **Subrecipient:** County of Lassen 1a. DUNS#: 073780827
2. **Implementing Agency:** 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:** 10/01/2008 to 09/30/2019
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
2017	8. VOCA		\$ 183,778				\$ 0	\$ 183,778
2017	9. VWA0	\$ 20,765			\$ 7,367	\$ 3,562	\$ 10,929	\$ 31,694
2018	10. VOCA		\$ 69,465				\$ 0	\$ 69,465
Select	11. Select						\$ 0	\$ 0
Select	12. Select						\$ 0	\$ 0
	TOTALS	\$ 20,765	\$ 253,243	\$ 274,008	\$ 7,367	\$ 3,562	\$ 10,929	12. G Total Project Cost: \$ 284,937

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:  Date: 9/18/18

[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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PROJECT CONTACT INFORMATION

Subrecipient: County of Lassen

Subaward #: VW18 26 0180

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 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 1, Susanville 96130

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

Name: Latoya Salas Title: Lassen County Victim/Witness Coordinator

Telephone #: (530) 251-2693 Fax#: (530) 251-2692 Email Address: lsalas@co.lassen.ca.us

Address/City/Zip: 2950 Riverside Drive, Suite 102, Susanville 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 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 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 15 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 96130

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

Name: Chris Gallagher Title: Chairman, Lassen County Board of Supervisors

Telephone #: (530) 251-8333 Fax#: (530) 251-2664 Email Address: cgallagher@co.lassen.ca.us

Address/City/Zip: 221 South Roop Street, Suite 4, Susanville 96130

SIGNATURE AUTHORIZATION

Subaward #: VW18 26 0180

Subrecipient: County of Lassen

Implementing Agency: District Attorney's Office

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

***Project Director:** Stacey L. Montgomery

Signature: _____


Date: _____


9/18/18

***Financial Officer:** Diana Wemple

Signature: _____

Date: _____


9/18/18

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: District Attorney's Office
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 South Roop Street, Suite 4, 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. Requirement to report actual or imminent breach of personally identifiable information (PII)

The recipient (and any "subrecipient" at any tier) must have written procedures in place to respond in the event of an actual or imminent "breach" (OMB M-17-12) if it (or a subrecipient)-- 1) creates, collects, uses, processes, stores, maintains, disseminates, discloses, or disposes of "personally identifiable information (PII)" (2 CFR 200.79) within the scope of an OJP grant-funded program or activity, or 2) uses or operates a "Federal information system" (OMB Circular A-130). The recipient's breach procedures must include a requirement to report actual or imminent breach of PII to an OJP Program Manager no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.

13. 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.

14. 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.

15. 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.

16. VOCA Requirements

The recipient assures that the State and its subrecipients will comply with the conditions of the Victims of Crime Act (VOCA) of 1984, sections 1404(a)(2), and 1404(b)(1) and (2), 34 U.S.C. 20103(a)(2) and (b)(1) and (2) (and the applicable program guidelines and regulations), as required. Specifically, the State certifies that funds under this award will:

- a) be awarded only to eligible victim assistance organizations, 34 U.S.C. 20103(a)(2);
- b) not be used to supplant State and local public funds that would otherwise be available for crime victim assistance, 34 U.S.C. 20103(a)(2); and
- c) be allocated in accordance with program guidelines or regulations implementing 34 U.S.C. 20103(a)(2)(A) and 34 U.S.C. 20103(a)(2)(B) to, at a minimum, assist victims in the following categories: sexual assault, child abuse, domestic violence, and underserved victims of violent crimes as identified by the State.

17. 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.

18. 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.

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.

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: _____

9/18/18

Federal Employer ID #: _____

94-6000517

Federal DUNS # _____

120401992

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

03/20/2019

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 victim's needs and concerns to alleviate trauma and help guide victims toward a safe and productive future.

Lassen County is a rural community encompassing over 4,720 square miles. According to the U.S. Census (www.census.gov), Lassen County has a population of 31,163. The City of Susanville, the county seat, has a population of 14,843, which includes the general population as well individuals incarcerated within the local jail. Lassen County also houses two California Department of Corrections facilities, as well as a Federal Prison. Although the population of the county continues to shrink, 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 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 pockets in urban areas of the state. 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 for office work and in conjunction with yearly special events. Volunteers help with logging-in victim related case information, sending contact letters to victims and provide support to the staff. Additionally, volunteers help with yearly events such as the Children's Fair, Walk-a-Mile and Safe & Sane Halloween. During the 2017-2018 fiscal year, nine volunteers provided 101.75 hours of service. The time invested by volunteers at 101.75 hours at a rate of \$15.30 is over \$1,556.00 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 in 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 and 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 are 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.

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, along with and the elderly are vulnerable populations with a heightened need for advocacy. Fortunately, to support our aims, the District Attorney hired a new Multi-Disciplinary Coordinator to run our new Child Advocacy Center. The addition of the new Child Advocacy Center will assist with providing the needs of the victims and their families that come in for interviews. LCVW will be able to assist the victims with their needs in a private and confidential environment during the interview process and after.

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 that 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 collaboration with 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: LCVW 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 LCVW staff is working to foster collaboration 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, participate in community events, and facilitate educational opportunities with community organizations, the public and law enforcement. LCVW 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 2018/2019 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 (VWA) I at 1FTE, for the full-time Mass Victimization Advocate (MVA) 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 creating the MVA job description and anticipate having the position classified within the county by the end of December 2018. We will also be hiring our .5 FTE VWA and anticipate them starting in October/ November of 2018.

PERSONAL SERVICES

TOTAL ALLOCATED FOR PERSONAL SERVICES: \$199,694.00

The budget has been calculated to cover the salaries and benefits of the following positions/ 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 (LCVW). We have also included the in-kind match for the use of volunteers for LCVW:

Victim Witness Coordinator: 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 E. The base salary for this position is \$4,126 for the entire 12-month grant year of October 1, 2018 through September 30, 2019. Therefore, the total salary for the Coordinator will be **\$49,512.00**.

The Victim Witness Coordinator receives a longevity increase of 5%, which will amount to **\$2,476.00** for the year. The Victim Witness Coordinator receives the following benefits from Lassen County:

California Public Employees Retirement System	\$ 4,187.00
Social Security	\$ 3,223.00
Medicare	\$ 754.00
Health Insurance	\$ 2,880.00
Lassen County Flexible Benefit	\$ 7,428.00
Dental Insurance	\$ 884.00
Life Insurance	\$ 143.00
OPEB Health Insurance	\$ 560.00
Vision Insurance	\$ 130.00
TOTAL BENEFITS FOR COORDINATOR	\$20,189.00

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 caseload, 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 \$72,186.00.

- **District Attorney Program Coordinator/ Fiscal:** 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 D for 5 months and then move to Step E for 7 months. The base salary for this position is \$4,516 for the first five months and will increase to \$4,733 for the remaining seven months of the grant year. Therefore, the total salary for the Coordinator will be **\$2,786.00**. The District Attorney Program Coordinator/ Fiscal receives the following benefits from Lassen County:

California Public Employees Retirement System	\$ 224.00
Social Security	\$ 173.00
Medicare	\$ 40.00
Health Insurance	\$ 99.00
Lassen County Flexible Benefit	\$ 362.00
Dental Insurance	\$ 0.00
Life Insurance	\$ 7.00
OPEB Health Insurance	\$ 28.00
Vision Insurance	\$ 0.00
TOTAL BENEFITS FOR COORDINATOR	\$ 933.00

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, preparing 2-201's; 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 \$ 3,719.00.**

- **Victim/Witness Advocate I (VWA I)**: The Victim/Witness 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 B for 10 months and then moves to Step C for 2 months. The base salary for this position is \$2,858 for the first ten months and will increase to \$2,991 for the last two months of the grant year. Therefore, the total salary for the VWA I will be **\$34,562.00**. VWA I receives the following benefits from Lassen County:

California Public Employees Retirement System	\$ 2,784.00
Social Security	\$ 2,143.00
Medicare	\$ 501.00
Health Insurance	\$ 2,880.00
Lassen County Flexible Benefit	\$ 7,428.00
Dental Insurance	\$ 442.00
Life Insurance	\$ 143.00
OPEB Health Insurance	\$ 560.00
Vision Insurance	\$ 130.00
TOTAL BENEFITS FOR ADVOCATE	\$17,011.00

The Victim/Witness 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/Witness Advocate I will be \$51,573.00.**

- **Victim/Witness Advocate I (VWA I) Part-Time/ Temporary:** The Victim/Witness Advocate I will be a 50% temporary full time equivalent in this program at 20 hours a week. The VWA I is compensated at the Lassen County UPEC union Range 13, Step A. The base salary for this position is \$2732 per month for 12 months. The total salary attributable to this project, at .50 FTE, is **\$16,392.00**. VWA 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 VWA I 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	\$ 1,320.00
Social Security	\$ 1,016.00
Medicare	\$ 238.00
TOTAL BENEFITS FOR ADVOCATE	\$ 2,574.00

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 \$18,966.00.**

- **Mass Victimization Advocate I (MVA I):** The Mass Victimization Advocate I will be a 100% full time equivalent in this program. The Advocate is compensated at the Lassen County UPEC union Range 15, Step A for 6 months and then moves to Step B for 3 months. The base salary for this position is \$2,991 for the first six months and will increase to \$3,130 for the last three months of the grant year. Due to the position being newly created we do not anticipate having the position filled and start until the beginning of January 2019. Therefore, the total salary for the MVA I will be **\$27,336.00**. MVA I will receive the following benefits from Lassen County:

California Public Employees Retirement System	\$ 2,202.00
Social Security	\$ 1,695.00

Medicare	\$ 396.00
Health Insurance	\$ 2,160.00
Lassen County Flexible Benefit	\$ 5,571.00
Dental Insurance	\$ 332.00
Life Insurance	\$ 107.00
OPEB Health Insurance	\$ 560.00
Vision Insurance	\$ 98.00
TOTAL BENEFITS FOR ADVOCATE	\$13,121.00

The Mass Victimization Advocate will develop a crisis response/ mass victimization plan for Lassen County; create LCVW protocols when responding to a mass victimization incident; create MOU's with community agencies, law enforcement, local school districts and neighboring counties; attend and conduct outreach events regarding crisis response/ mass victimization; provide direct services to victims of crime pursuant to California Penal Code 13835.5 and Penal Code 679-680. The MVA will not have a formal office, as the goal would be for them to go around our rural county to create relationships with community agencies to create a crisis response protocol. When the MVA is not working on crisis response job duties, they will be able to assist victims while their case is still being investigated by law enforcement and assist victims and their family during the Multi-Disciplinary Interview process. The tentative job description for the Mass Victimization Advocate I is attached and it describes the qualifications for the position.

The salaries and benefits for this position will be paid 100% utilizing VOCA18 – MVA position funds. **The total salaries and benefits for the Mass Victimization Advocate I will be \$40,457.00.**

- **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 **\$7,434.00.** The insurance costs will be paid 100% utilizing VWA017 funds.

- **Workers Compensation Insurance.** The total Worker's Compensation Insurance expenses that County of Lassen has attributed to this project are **\$1,806.00**. The insurance costs will be paid 100% utilizing VWA017 funds.

In-Kind Match Funds. The total In-Kind Match that LCVW will be attributing to the 2018/2019 grant project is covered by the use of two volunteers. One volunteer will provide assistance to the program 3 hours a week for the year to equal a total of 156 hours, the second advocate will provide 10 hours a month for 7 months for a total of 70 hours. The rate of pay the in-kind match is based on is the rate of an entry level VWA I, which is the Lassen County UPEC union Range 13, Step A hourly rate of \$15.76. The volunteers will provide assistance to the LCVW staff by answering phone calls; assist with scheduling client meetings; file case notes; take notes in the courtroom while advocates are providing direct victim services; and attend outreach events for the program. **The total in-kind match for the volunteers for Personal Services is \$ 3,561.76 (rounded to \$3,562).**

OPERATING EXPENSES

TOTAL ALLOCATED FOR OPERATING EXPENSES: \$59,243.00

We are dedicating only a small percentage (20%) 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 **\$647.00**. 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 \$2,000, no matter their FTE status. Victim/Witness will have four staff members attributable to the project (Coordinator, two VWA I, MVA I) so the cost of the IT direct billing is **\$8,000.00**. The costs of the IT direct billing will be covered by utilizing 75% VWA0 17 funds for all staff except for the MVA I, who will be covered by utilizing 25% VOCA18 – MVA Position funds. LCVW is not being charged for our volunteers to have access to the county 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 a Cash Match, which will be discussed at the end of the operating expenses section.**

- **Communications.** We are allocating \$720.00 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 the Coordinator, 1FTE VWA I and the .5FTE VWA I. Therefore, the total of **\$720.00** is being charged to the grant for this purpose. The costs of communications will be covered by utilizing 44% VOCA17 funds and 56% VOCA18 funds.
- **Recruitment.** We are allocating \$332.00 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 and Mass Victimization Advocate I to be run for 3 weeks. Therefore, the total of **\$332.00** is being charged to the grant for this purpose. The costs of recruitment will be covered by utilizing 50% VOCA17 funds and 50% VOCA18 – MVA Position funds.
- **Postage.** We are allocating \$676.00 for postage. Victim/Witness sends out numerous correspondences through metered mail because 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% VOCA17 funds.

- **Office Supplies.** We are allocating \$2,000.00 for office supplies (copy/ printer paper, pens, file folders, crisis response go-bag items, business cards, staff shirts...etc.) to be used by program staff. Therefore, the total of **\$2,000.00** is being charged to the grant for this purpose. The costs of office supplies will be covered by utilizing 21% VOCA18 funds, 30% VOCA 18- MVA Position funds and 49% VWA017 funds.
- **Indirect Costs (A-87).** The Indirect Costs attributed to this program by the County of Lassen will be **\$16,062.00**. The Indirect Cost Rate will be 10% de Minimis of the project. The total grant of \$284,937 minus match of \$52,388 minus rent/space allocation of \$6,716 equals \$225,833. When you take \$225,833 and multiply that by 10%, you get \$22,583.30 for the allowable indirect costs for the project year. Lassen County is charging our grant project \$16,062.00 to cover any costs associated but not limited to services for: utilities (excluding phones and security system), Lassen County Administration, Lassen County Auditor, Lassen County- County Counsel, Lassen County Board of Supervisors, maintaining facility/grounds, and janitorial services. The indirect costs will be covered by utilizing 100% VOCA17 funds.
- **Facility Rental for 2950 Riverside Drive (Victim/Witness office location).** The program 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, as well as access to three 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 and meeting rooms come to 391 square feet. The total square footage 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. Due to the county budget cycle going from July 1 to June 30, we had to base a cost for rental space based on estimate grant funds and

had only allocated **\$5,200.00**. These savings to our program can be utilized as a Cash Match, which will be discussed at the end of the operating expenses section.

The county is not charging the \$1.75 per square foot per month for a max of \$21.00 a square foot per year. Therefore, our rent is significantly lower than the grant will cover. The costs of rental space will be covered by utilizing 100% VOCA17 funds.

- **Memberships**. We are allocating \$175.00 for membership fees for California Crime Victims Assistance Association (CCVAA) for the Coordinator and two advocates. 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 **\$7,357.20** for anticipated training costs. We are anticipating needing to send a VWA and MVA to the 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); we will be sending the MVA to the CCVAA Crisis Response training as well as having funds for additional trainings as follows:

Entry Level Advocate Training TBA or One VWA and One MVA:

Mileage (170 miles at the anticipated IRS rate of \$.545 per mile for one person)	\$ 92.65
Accommodations (estimated at six Days, estimated at \$125 per day)	\$ 750.00
Per Diems (for six days at various amounts For one person)	\$ 265.00
Air Travel for one person	\$ 500.00
Shuttle to/from airport/hotel	\$ 40.00
TOTAL ESTIMATED COSTS	\$ 1647.65 VWA I \$ 1647.65 MVA I

Domestic Violence and Stalking Seminar

Registration (\$225 each for one people)	\$ 225.00
Mileage (170 miles at the anticipated IRS Rate of \$.545 per mile for one person)	\$ 92.65
Accommodations (estimated at four days, estimated at \$125 per day, for one people)	\$ 500.00
Per Diems (for four days at varying rates for one person)	\$ 175.00
Shuttle Service to/From hotel	\$ 40.00
Air Travel for one person	\$ 585.00
TOTAL ESTIMATED COSTS	\$ 1,617.65

CCVAA Crisis Response Training TBA:

Mileage (250 miles at the anticipated IRS rate of \$.545 per mile for one person)	\$ 136.25
Accommodations (estimated at four days, estimated at \$90 per day)	\$ 270.00
Per Diems (for four days at various amounts For one person)	\$ 146.00
TOTAL ESTIMATED COSTS	\$ 552.25 MVA I

We are allocating **\$600.00** for the travel expenses and per diem for Regional Coordinator meetings that will be announced during the 18/19 grant year. As well as allocating **\$449.00** 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 **\$843.00** for additional trainings that will become available throughout the project year for the coordinator and advocates.

THE TOTAL FOR THESE TRAVEL EXPENSES WILL BE \$7,357.20 (rounded to \$7,358.00) for these travel expenses; we will utilize the travel policy of LASSEN COUNTY. For

these expenses, we will utilize 59% VOCA17 funds, 11% VOCA18 funds and 30% VOCA18-MVA Position funds.

- **Background Checks for .5FTE VWA and MVA.** We are allocating **\$250.00** for running the county background check on our new hire part-time victim advocate and the Mass Victimization Advocate. The total of \$250.00 is being charged to the grant for this purpose. The costs of recruitment will be covered by utilizing 50% VOCA17 funds and 50% VOCA18- MVA Position Funds.
- **Cell Phone Service.** We are allocating **\$1,900.00** for extending the cellular service through the end of the grant project. 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 will purchase a third phone for the MVA I and case plus a service plan for nine months of the grant project from the filling of the position. \$1,200.00 for service to the two phones for 12 months; \$250.00 for the phone and protective case and \$450.00 for the MVA phone service will be charged to the grant for this purpose. The costs of the cell service will be covered by utilizing 63% VOCA17 and 37% VOCA18- MVA Position funds.
- **Gift Cards for Victims for Emergency or Extraordinary Circumstances.** We are allocating **\$3,000.00** for the purpose of assisting victims when they are need of assistance with food, gas, toiletries or transportation. Due to our rural location, it is hard for victims to afford to come to our office or afford food while they are in town for a meeting with our office. We would use funds to purchase gift cards for the following purposes:
 - McDonalds Cards (25 cards for \$10 each) \$ 250.00
 - Taco Bell Cards (25 Cards for \$10 each) \$ 250.00
 - Jack in the Box Cards (25 Cards for \$10 each) \$ 250.00

• KFC Cards (25 Cards for \$10 each)	\$ 250.00
• Pizza Factory (25 Cards for \$15 each)	\$ 375.00
• Gas Cards (25 Cards for \$15 each)	\$ 375.00
• Walmart (25 Cards for \$10 each)	\$ 250.00
• Bus Cards (25 Cards for \$40 each)	\$1,000.00
Grand Total	\$3,000.00

The costs of the gift cards will be covered by utilizing 100% VOCA18 funds.

- **Bi-Annual Oil Changes for VW Vehicle.** We are allocating **\$150.00** for having two oil changes performed on the VW vehicle. The total of \$150.00 is being charged to the grant for this purpose. The costs of the oil changes will be covered by utilizing 100% VOCA18 funds.
- **Set of Winter/ Snow Tires for VW Vehicle.** We are allocating **\$900.00** for the purpose of purchasing winter or snow tires for the VW vehicle. Lassen County gets all four seasons during the year and it is common to have your winter/snow tires on your vehicle from November to May. The total of \$900.00 is being charged to the grant for this purpose. The costs of the tires will be covered by utilizing 100% VOCA18 funds.
- **Fuel for VW Vehicle.** We are allocating **\$3,120.00** for the purpose of purchasing fuel for the VW vehicle. Lassen County is rural and some areas are more than 70 miles each way from our office in Susanville. Due to not having a vehicle at this time, we are estimating our allocation on \$4.00 per gallon and up to 780 gallons of fuel. The total of \$3120.00 is being charged to the grant for this purpose. The costs of the fuel will be covered by utilizing 100% VOCA18 funds.
- **HP Laptop, Carrying Case, Wireless Mouse and software for MVA.** We are allocating **\$1,385.00** for the purpose of purchasing an HP Laptop, carrying case, wireless mouse and Microsoft software/licensing for the MVA I to use while they are out

in the community conducting outreach, developing protocols and forging collaborative relationships with community agencies for mass victimization response. \$985.00 would be utilized for the HP laptop, \$50 for the carrying case and wireless mouse and \$350 for the Microsoft Software Licensing for the laptop to have word, excel and other programs. The total of \$1385.00 is being charged to the grant for this purpose. The costs of the laptop, accessories and licensing will be covered by utilizing 100% VOCA18- MVA Position funds.

➤ **Cash Match.** The following is the breakdown of the cash match we anticipate for the 2018/2019 grant year in the amount of **\$7,367.00**:

- 5%, I.T. Direct Billing for the Lassen County Program Coordinator to handle all of the LCVW fiscal obligations will be covered in the Lassen County District Attorney's County budget in the amount of **\$100.00.**
- I.T. Direct Billing for LCVW volunteers to have access to the county server (which gives them the ability to have a county email, access to work in Prosecutor by Karpel, Word for victim contact letters, Excel to track victim statistics) which is covered by Lassen County I.T. Department and Lassen County District Attorney's Office in the amount of **\$2,000.00.**
- Cost of the copier lease and maintenance for the Lassen County District Attorney's Office which LCVW is one of four divisions that utilize the copier on a daily basis. The cost of the copier for a year is \$3,632, if you divide it by the 4 divisions it would be a cost of \$908.00 billable to LCVW. The copier expense is covered by the Lassen County District Attorney's County budget in the amount of **\$908.00.**

- Cost of the Martin Security System at 2950 Riverside Drive, Susanville, CA for the Lassen County District Attorney's Office, which includes LCVW. The annual cost of the security system is \$480.00, if you divide it by the 4 divisions it would be a cost of \$120.00 billable to LCVW. The security system expense is covered by the Lassen County District Attorney's County budget in the amount of **\$120.00**.
- Cost of Prosecutor by Karpel (database that the Lassen County District Attorney's Office and LCVW uses to keep track of defendants and victims that were referred by law enforcement for criminal charges.) Karpel charges an annual fee of \$450.00 per user to have access to log in information, including victim statistics. LCVW will have six users, 1 Coordinator, 2 VWA I, 2 Volunteers and 1 MVA I in Karpel as well as the 5% of LC Program Coordinator. \$450 times six equals \$2,700.00 and 5% of \$450 is \$22.50 for a total of **\$2,722.50** covered by the Lassen County District Attorney's County budget.
- Remainder of the LCVW facility rental amount of **\$1,516.00** is covered by Lassen County. The amount is deemed a match as the county is not requiring us to pay it, since they have already approved their general fund budget without the remaining amount of rent from our program.

The total cash match within the operating expenses is \$7,366.50 (rounded to \$7,367).

EQUIPMENT**FUNDS REQUESTED FOR THIS CATEGORY: \$26,000.00**

We are requesting funds for the cost of a vehicle for Victim Witness. The vehicle needs to be practical for our environment so we will be looking for an SUV or All-Wheel Drive Sedan. The vehicle will be utilized for staff to provide victim transportation to and from court hearing, provide outreach services to our outlying towns (due to our rural location some communities are as far as two plus hours away), and any other victim related event that our program is participating in. The vehicle will also be utilized by the MVA I to go to the outlying communities in our county for the purpose of creating collaborative relationships to develop a crisis response plan and protocol for our program. The vehicle will be used half for staff from the office and half by the MVA I. Therefore, the total of **\$26,000.00** is being charged to the grant for this purpose and will utilize 50% VOCA18 funds and 50% VOCA18- MVA Position funds.

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 2018/ 2019 FISCAL YEAR, THE LASSEN COUNTY VW 18 26 0180 GRANT IS**\$284,937.00.**

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

Latoya Salas, LCVW Coordinator at (530) 310-5110.

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: County of Lassen					Subaward #: VW18 26 0180		
	VOCA 17	VOCA 18	MVA 18	VWA0 17	MATCH		COST
A. Personal Services – Salaries/Employee Benefits							
1. Salary and Benefits for the VW Coordinator							\$0
Provides direct services for victims							\$0
of crime pursuant to PC 13835.5 and PC 679-680							\$0
Responsible routine programmatic person for the grant							\$0
Effective Oct. 1, 2018- Sept. 30, 2019							\$0
At 100% at 1 FTE for 12 months							\$0
UPEC Range 18, Step E Monthly Salary = \$4126							\$0
\$4126 x 12 months = \$49512	\$49,512						\$49,512
County Longevity of 5% of \$49512 = \$2475.60	\$2,476						\$2,476
Benefits:							\$0
PERS Retirement 8%	\$4,187						\$4,187
Social Security 6.2%	\$3,223						\$3,223
Medicare 1.5%	\$754						\$754
Health Insurance 5.5%	\$2,880						\$2,880
Flexible Benefit 14.3%	\$7,428						\$7,428
Dental 1.7%	\$884						\$884
Life Insurance .3%	\$143						\$143
OPEB 1.1%	\$560						\$560
Vision .25%	\$130						\$130
Total: \$20189							\$0
							\$0
2. Salary and Benefits for the DA Program Coordinator							\$0
Is responsible for all grant and county budget							\$0
Responsible routine fiscal person for the grant							\$0
Effective Oct. 1, 2018- Sept. 30, 2019							\$0
at 5% at 1 FTE for 12 months (2 hours a week)							\$0
Mid-Management 22, Step D Monthly Salary = \$4516							\$0
Step D at 5 months x \$4516 x 5% = \$1129				\$1,129			\$1,129
Mid-Management 22, Step E Monthly Salary = \$4733							\$0
Step E at 7 months x \$4733 x 5% = \$1656.55				\$1,657			\$1,657
Benefits:							\$0
PERS Retirement 8%				\$224			\$224
Social Security 6.2%				\$173			\$173
Medicare 1.4%				\$40			\$40
Health Insurance 3.6%				\$99			\$99
Flexible Benefit 13%				\$362			\$362
Dental .0%				\$0			\$0
Life Insurance .25%				\$7			\$7
OPEB 1%				\$28			\$28
Vision 0%				\$0			\$0
Total: \$933							\$0
							\$0
3. Salary and Benefits for Victim Advocate 1							\$0
Provides direct services for victims							\$0
of crime pursuant to PC 13835.5 and PC 679-680							\$0
Effective Oct. 1, 2018 to Sept. 30, 2019							\$0
at 100% at 1 FTE for 12 months							\$0
UPEC Range 13, Step B Monthly Salary = \$2858							\$0
Step B at 10 months x \$2858 = \$28580	\$28,580						\$28,580
UPEC Range 13, Step B Monthly Salary = \$2991							\$0
Step C at 2 months x \$2991 = \$5982	\$5,982						\$5,982
Benefits:							\$0
PERS Retirement 8%	\$2,784						\$2,784
Social Security 6.2%	\$2,143						\$2,143
Medicare 1.4%	\$501						\$501
Health Insurance 8.6%	\$2,880						\$2,880
Flexible Benefit 22%	\$7,428						\$7,428
Dental 0%	\$442						\$442

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: County of Lassen				Subaward #: VW18 26 0180			
	VOCA 17	VOCA 18	MVA 18	VWA0 17	MATCH		COST
A. Personal Services – Salaries/Employee Benefits							
Life Insurance .5%	\$143						\$143
OPEB 1.7%	\$560						\$560
Vision 0%	\$130						\$130
Total: \$17011							\$0
							\$0
4. Salary and Benefits for Victim Advocate 1							\$0
Provides direct services for victims							\$0
of crime pursuant to PC 13835.5 and PC 679-680							\$0
Effective Oct. 1, 2018 to Sept. 30, 2019							\$0
at 100% at .5 FTE for 12 months (20 hours a week)							\$0
UPEC Range 13, Step A Monthly Salary = \$2732							\$0
Step A at 12 months x \$2732 x .5 = \$16392	\$16,392						\$16,392
Benefits:							\$0
PERS Retirement 8%	\$1,320						\$1,320
Social Security 6.2%	\$1,016						\$1,016
Medicare 1.5%	\$238						\$238
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: \$2574							\$0
							\$0
5. Salary and Benefits for Mass Victimization Advocate I							\$0
Develop crisis response/Mass Victimization plan, protocols, MOU's with community, provide outreach.							\$0
Provides direct services for victims							\$0
of crime pursuant to PC 13835.5 and PC 679-680							\$0
Effective Oct. 1, 2018 to Sept. 30, 2019							\$0
at 100% at 1 FTE for 12 months							\$0
UPEC Range 15, Step A Monthly Salary = \$2991							\$0
Step A at 6 months x \$2991 = \$17946			\$17,946				\$17,946
UPEC Range 15, Step B Monthly Salary = \$3130							\$0
Step C at 3 months x \$3130 = \$9390			\$9,390				\$9,390
Benefits:							\$0
PERS Retirement 8%			\$2,202				\$2,202
Social Security 6.2%			\$1,695				\$1,695
Medicare 1.4%			\$396				\$396
Health Insurance 7.9%			\$2,160				\$2,160
Flexible Benefit 20%			\$5,571				\$5,571
Dental 1.2%			\$332				\$332
Life Insurance .4%			\$107				\$107
OPEB 2%			\$560				\$560
Vision .35%			\$98				\$98
Total: \$13121							\$0
							\$0
6. PERS Unfunded Retirement Liability attributable to the Project \$7434				\$7,434			\$7,434
							\$0
7. Worker Compensation Insurance attributable to the Project \$1806				\$1,806			\$1,806
							\$0
							\$0
In-Kind Match							\$0
							\$0
1. Volunteer Hrs. at Vic. Adv. rate of \$15.76 an hr.							\$0

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: County of Lassen					Subaward #: VW18 26 0180		
	VOCA 17	VOCA 18	MVA 18	VWA0 17	MATCH		COST
A. Personal Services – Salaries/Employee Benefits					\$3,562		\$3,562
226 hours x \$15.76 = \$3561.76							\$0
Volunteers will assist project staff by answering phone calls, scheduling client meetings, file case notes, take notes in court while advocates are with clients and attend outreach events for the project.							\$0
							\$0
							\$0
							\$0
							\$0
Personal Section Totals	\$142,716	\$0	\$40,457	\$12,959	\$3,562	\$0	\$199,694
PERSONAL SECTION TOTAL							\$199,694

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: County of Lassen				Subaward #: VW18 26 0180			
	VOCA 17	VOCA 18	MVA 18	VWA0 17	MATCH		COST
B. Operating Expenses							
1. Liability Insurance attributable to the Project Projected by Lassen County \$647				\$647			\$0 \$647
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 \$2000 x 3 VW Staff = \$6000 \$2000 x 1 MVA = \$2000			\$2,000	\$6,000			\$0 \$0 \$0 \$0 \$0 \$0 \$6,000 \$2,000
3. Office phone lines for Victim/Witness (4 lines) \$60 a month x 12 = \$720	\$318	\$402					\$0 \$720
4. Recruitment for Part-Time Advocate Flown in Local Paper for 3 weeks	\$166						\$0 \$166
5. Recruitment for MVA Advocate Flown in Local Paper for 3 weeks			\$166				\$0 \$166
6. Postage Expenses for Program Fed/Ex Expedite Mail Service = \$100 152 Standard Mail at .465 cents = \$70.68 400 Mail at .625 cents = \$250 75 Flat Envelope Mail at \$1.50 = 112.50 Annual Meter Fee \$431 x .33 = \$142.23 Total Postage: \$675.41	\$676						\$0 \$0 \$0 \$0 \$0 \$0 \$0 \$676
7. Office Supplies for Victim/Witness (Paper, Pens, Files... etc...) (Crisis Response Go-Bags) (Business Cards and Shirts for VW Staff)		\$416	\$600	\$984			\$0 \$2,000
8. Indirect Costs (A-87) attributable to the Project Up to 10% de Minimis rate Amount projected by Lassen County \$16062 This is to cover the cost of County Administration, County Auditor, Board of Supervisor, County Counsel Maintaining facility/grounds: which includes janitorial services and utilities (excluding phones and security system) \$284,937-\$52,388-\$6,716 = \$225,833 \$225,833 x 10%= \$22,583.30 Maximum allowable indirect cost is \$22,583.30	\$16,062						\$0 \$16,062 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0
9. Office/Facility Rental for 2950 Riverside Dr. Amount payable to Lassen County \$6716 *See Match Below for \$1516 of Rental Charges 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. (3FTE x 125 x 1.75/sq.ft. x 12 = \$7875)	\$5,200						\$0 \$5,200 \$0 \$0 \$0 \$0 \$0 \$0
10. Membership dues for CCVAA One Coordinator \$125 and Two Advocates at \$25				\$175			\$0 \$175
11. Domestic Violence and Stalking Seminar 1 Victim Advocate							\$0 \$0

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: County of Lassen				Subaward #: VW18 26 0180			
B. Operating Expenses	VOCA 17	VOCA 18	MVA 18	VWA0 17	MATCH		COST
Dec. 9-13, 2018							\$0
In San Diego, CA (Incl. Travel Days)							\$0
Registration Expense: \$225							\$0
Accommodations: \$125/day x 4 days= \$500.00							\$0
Ground Travel 170 miles x \$0.545= \$92.65							\$0
Air Travel= \$585							\$0
Shuttle Service To/From Airport and Hotel = \$40.00							\$0
Per Diems for 5 days at varying rates = \$175							\$0
Total: \$1617.65	\$1,618						\$1,618
							\$0
12. Mileage Reimbursement for Victim/Witness Staff to go to/from court, local meetings/presentations	\$449						\$449
							\$0
13. 2 Mandatory Regional Trainings TBA							\$0
\$600 for Two 2-day trainings	\$600						\$600
							\$0
14. Entry Level Advocacy Training for Victim Advocate TBA							\$0
Registration Expense: \$0							\$0
Accommodations \$125/day x 6 days = \$750							\$0
Ground travel 170 Miles x \$0.545 = \$92.65							\$0
Air Travel = \$500							\$0
Per Diems for 6 days at varying rates = \$265							\$0
Shuttle to/from airport/hotel = \$40							\$0
Total: \$1647.65	\$1,648						\$1,648
							\$0
15. Entry Level Advocacy Training for MVA TBA							\$0
Registration Expense: \$0							\$0
Accommodations \$125/day x 6 days = \$750							\$0
Ground travel 170 Miles x \$0.545 = \$92.65							\$0
Air Travel = \$500							\$0
Per Diems for 6 days at varying rates = \$265							\$0
Shuttle to/from airport/hotel = \$40							\$0
Total: \$1647.65			\$1,648				\$1,648
							\$0
16. CCVAA Crisis Response training for MVA TBA							\$0
Registration Expense: \$0							\$0
Accommodations \$90/day x 4 days = \$270							\$0
Ground travel 250 Miles x \$0.545 = \$136.25							\$0
Per Diems for 4 days at varying rates = \$146							\$0
Total: \$552.25			\$553				\$553
							\$0
17. Additional trainings for Advocates TBA		\$843					\$843
							\$0
18. Background check for Part-Time Advocate	\$125						\$125
							\$0
19. Background check for MVA			\$125				\$125
							\$0
20. Cell Phone Service for 2 V/W Phones 12 months at \$50 a month for 2 phones = \$1200	\$1,200						\$1,200
							\$0
21. Cell Phone and Case for MVA = \$250 9 months of service at \$50 a month = \$450			\$250				\$250
			\$450				\$450
							\$0
22. Gift Cards for Victims:							\$0

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: County of Lassen					Subaward #: VW18 26 0180		
	VOCA 17	VOCA 18	MVA 18	VWA0 17	MATCH		COST
B. Operating Expenses							
Gift Cards for Victims for McDonalds \$10 x 25 = \$250		\$250					\$0 \$250
Gift Cards for Victims for Taco Bell \$10 x 25 = \$250		\$250					\$0 \$250
Gift Cards for Victims for Jack in the Box \$10 x 25 = \$250		\$250					\$0 \$250
Gift Cards for Victims for KFC \$10 x 25 = \$250		\$250					\$0 \$250
Gift Cards for Victims for Pizza Factory \$15 x 25 = \$375		\$375					\$0 \$375
Gift Cards for Gas Cards \$15 x 25 = \$375		\$375					\$0 \$375
Gift Cards for Victims for Walmart \$10 x 25 = \$250		\$250					\$0 \$250
Gift Cards for Victims for Bus Vouchers \$40 x 25 = \$1000		\$1,000					\$0 \$1,000
23. Bi-annual oil changes for VW/MVA vehicle \$75 x 2 = \$150		\$150					\$0 \$150
24. Set of Snow Tires for VW/MVA vehicle \$900		\$900					\$0 \$900
25. Fuel for LCVW vehicle \$4 a gallon x 780 gallons = \$3120		\$3,120					\$0 \$3,120
26. HP Laptop for MVA to utilize while out in the community for outreach and victim services			\$985				\$985 \$0 \$0 \$0
27. Carrying case and Wireless Mouse for Laptop			\$50				\$50 \$0
28. Microsoft Software for Laptop			\$350				\$350 \$0
Cash Match							\$0
1. 5% I.T. Direct Billing for LC Program Coordinator for LC Victim/Witness Grant \$2000 x 5% = \$100					\$100		\$0 \$0 \$100
2. 100% I.T. Direct Billing for volunteer's access for LCVW Grant \$2000 x 100% = \$2000					\$2,000		\$0 \$0 \$2,000
3. Copier expense attributable to LCVW \$3632 a year to cover four divisions in LCDA One of the divisions is LCVW \$3632 / 4 = \$908					\$908		\$0 \$0 \$0 \$908
4. Martin Securty System for LCDA \$480 a year to cover four divisions in LCDA One of the divisions is LCVW \$480 / 4 = \$120					\$120		\$0 \$0 \$0 \$120
4. Data base to log victims and services into annual renewal from Prosecutor by Karpel \$450 per user, 3 VW, 2 Volunteers, 1 MVA and 5% LC Program Coordinator							\$0 \$0 \$0 \$0

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: County of Lassen				Subaward #: VW18 26 0180			
B. Operating Expenses	VOCA 17	VOCA 18	MVA 18	VWA0 17	MATCH		COST
\$450 x 6 = \$2700					\$2,700		\$2,700
\$450 x 5% = \$22.50					\$23		\$23
							\$0
5. Part of LCWW Rental Charges \$1516					\$1,516		\$1,516
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
Operating Section Totals	\$28,062	\$8,831	\$7,177	\$7,806	\$7,367	\$0	\$59,243
OPERATING SECTION TOTAL							\$59,243

BUDGET CATEGORY AND LINE ITEM DETAIL

[illegible]



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.

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

Subrecipient: County of Lassen	DUNS # 120401992	FIPS #:
Grant Disaster/Program Title: Victim/Witness Assistance Program		
Performance Period: 10/01/2018 to 09/30/2019	Subaward Amount Requested: \$ 284,937	
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 federal grant awards. This questionnaire must be completed and returned with your grant application materials.

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

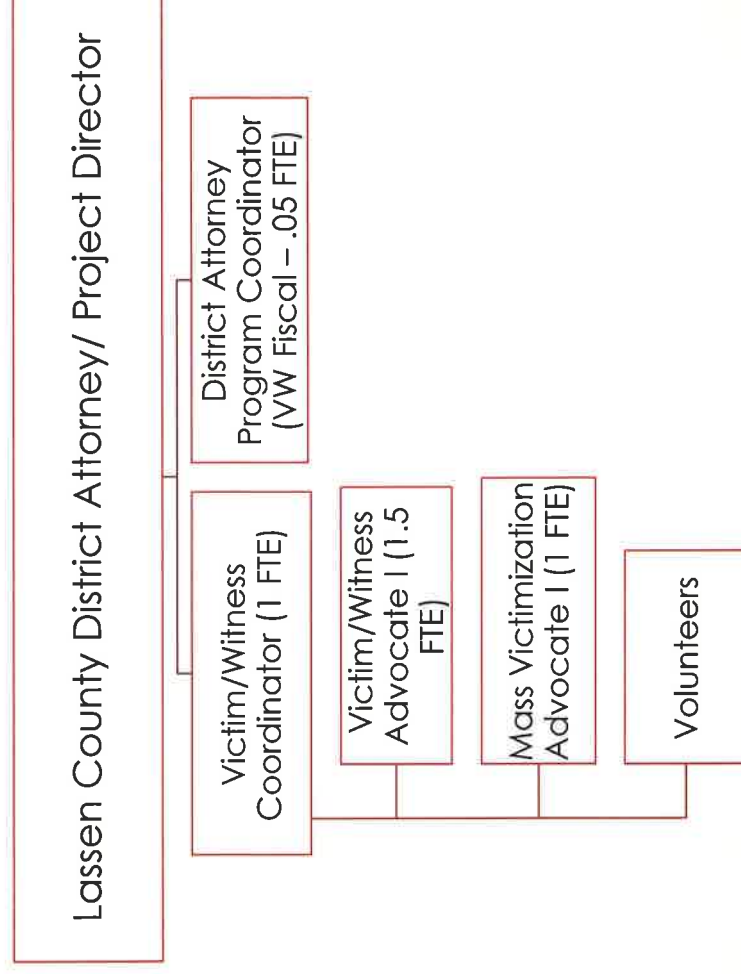
Assessment Factors	Response
1. How many years of experience does your current grant manager have managing grants?	>5 years
2. How many years of experience does your current bookkeeper/accounting staff have managing grants?	<3 years
3. How many grants does your organization currently receive?	1-3 grants
4. What is the approximate total dollar amount of all grants your organization receives?	\$ 475,000
5. Are individual staff members assigned to work on multiple grants?	Yes
6. Do you use timesheets to track the time staff spend working on specific activities/projects?	Yes
7. How often does your organization have a financial audit?	Annually
8. Has your organization received any audit findings in the last three years?	No
9. Do you have a written plan to charge costs to grants?	Yes
10. Do you have written procurement policies?	Yes
11. Do you get multiple quotes or bids when buying items or services?	Sometimes
12. How many years do you maintain receipts, deposits, cancelled checks, invoices, etc.?	<3 years
13. Do you have procedures to monitor grant funds passed through to other entities?	N/A

Certification: *This is to certify that, to the best of our knowledge and belief, the data furnished above is accurate, complete and current.*

Signature: (Authorized Agent) 	Date: September 24, 2018
Print Name: Michelle Latimer	Print Title: Lassen County District Attorney Program Coordinator

Program Specialist Only: SUBAWARD #

Lassen County District Attorney's Victim/Witness Assistance Program VW18260180





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
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David Evans
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Alicia Heard
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Ellie Brown
Legal Secretary

2950 Riverside Dr. Suite
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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 October 1, 2018, through September 30, 2019.

Dated: _____

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

Dated: _____

Chief of Police
City of Susanville Police Department

Approved as to Form

SEP 24 2018

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
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Alicia Heard
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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 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.

THE LASSEN COUNTY SHERIFF'S DEPARTMENT WILL:

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

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 October 1, 2018, through September 30, 2019.

Dated: _____

8/15/18


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

AUG 08 2018


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

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Ellie Brown
Legal Secretary

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(530) 251-8281
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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:

- I. 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 October 1, 2018, through September 30, 2019.

Dated: 8/15/18

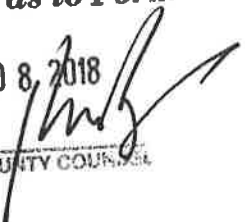

STACEY L. MONTGOMERY
Lassen County District Attorney
Victim/Witness Program Director

Dated: _____

CALIFORNIA HIGHWAY PATROL
SUSANVILLE AREA OFFICE

Approved as to Form

AUG 08, 2018


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

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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 within the legal requirements of each said program.

The term of this Agreement shall be October 1, 2018 through September 30, 2019.

Dated: 8/15/18



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

Dated: _____

MELISSA DOWNING
Executive Director
Lassen Family Services, Inc.

Approved as to Form

AUG 08 2018



LASSEN COUNTY COUNSEL



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

Stacey Montgomery
District Attorney

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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 within the legal requirements of each said program.

The term of this Agreement shall be October 1, 2018 through September 30, 2019.

Dated: 8/15/18



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

Dated: _____

MELISSA DOWNING
Executive Director
Lassen Family Services, Inc.

Approved as to Form

AUG 08 2018



LASSEN COUNTY COUNCIL

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 Peter Celum

Signature [Signature]

Date 11/17/17

Date 11/1/17

APPROVED AS TO FORM

SEP 19 2017

[Signature]
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 31,163 people (according to <http://www.census.gov/quickfacts/fact/table/lassencountycalifornia>). Although Lassen County is a geographically large county, our population is centered largely in the county seat of Susanville.

Lassen County Victim Witness Assistance Program is requesting to use VOCA funds from our VW18260180 grant to purchase a vehicle. The reasons for the request for a vehicle are noted below:

- 8th Largest County at 4,690 square miles according to California State Association of Counties.
- Susanville is the considered the only city in Lassen County with a rough population of 31,163 (according to <http://www.census.gov/quickfacts/fact/table/lassencountycalifornia>) but we have a number of unincorporated towns. Our outlying areas , population (as of 2010 Census) and the miles from Susanville are as followed:

Town:	Population	Miles from Susanville
➤ Johnstonville	(1,024)	(5 miles)
➤ Janesville	(1,408)	(14 miles)
➤ Westwood	(1,647)	(22 miles)
➤ Litchfield	(195)	(15 miles)
➤ Doyle	(678)	(42 miles)
➤ Herlong	No Data	(47 miles)
➤ Termo	No Data	(59 miles)
➤ Little Valley	No Data	(60 miles)
➤ Bieber/Nubieber	362	(77 miles)

- Our office is housed in Susanville and currently if we need to go to one of our outlying communities our staff has to take their own vehicle. This travel causes additional mileage and depreciation on our personal vehicles. If our program has to provide transportation for a victim we have to make arrangements with local law enforcement to accompany us with their vehicle or we have to make arrangements to utilize the one county vehicle the Lassen County District Attorney's Office has.
- A victim witness vehicle will provide assurance that a vehicle will be more readily available for victim transportation as well as victim services outreach.
- Due to our location in Northern California it takes on average 60 minutes to go to Westwood and back. If we had to drive to and from Bieber/Nubieber/Little Valley it would take about 4 to 5 hours.
- Due to our location being in the northeastern region in California our closest trauma center and airport is across state lines in Reno, NV which is about 90 miles away.

We feel a vehicle for the purposes of victim witness is an appropriate request due to our rural community and to limit the liability to our staff's personal insurance.

If you have any questions please contact Latoya Salas, Lassen County Victim Witness Program Coordinator at (530) 251-8281.



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

VICTIM/WITNESS ASSISTANCE PROGRAM

Stacey L. Montgomery
District Attorney

2950 Riverside Drive, Suite 102
Susanville, California 96130

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

September 24, 2018

California Governor's Office of Emergency Services
Victim Services & Public Safety Branch
Attn: Victim/Witness Assistance (VW) Program, Victim/Witness Unit
3650 Schriever Avenue
Mather, CA 95655

- **VOCA Federal award number:** 2018-V2-GX-0029
- **Subaward number:** VW18 26 0180
- **Subrecipient's legal name:** County of Lassen
- **Subaward start and end dates:** 10/01/2018 – 09/30/2019
- **VOCA funds awarded:** \$292,609
- **Required match (pre-match waiver):** \$52,388
- **Total project cost (pre-match waiver):** \$365,762
- **Amount of cash match proposed (post-match waiver):** \$7,367
- **Amount of in-kind match (post-match waiver):** \$3,562
- **Total match proposed (sum of cash match and in-kind match proposed):** \$10,929
- **Amount of match the Subrecipient provided during the prior grant year:** \$0
- **Effective match percentage (post-match waiver):** 21%
- **Amount of match requested to be waived:** \$41,459
- **Total project cost (post-match waiver):** \$324,303

Justification:

- Lassen County's Victim/Witness program is located in a larger county that is extremely rural. This causes a challenge to find qualified interns or volunteers to assist with the programs need to provide comprehensive services for victims. The nearest city/ university is over 85 miles away (outside of California) and our local community college has a small percentage of individuals enrolled and qualify for work-study based projects.
- The overall match requirement for the 2018/2019 fiscal year creates an insurmountable burden to our program. Historically, our program match has not exceed \$10,000 and that had been difficult to meet. If our program is unable to receive a match waiver, we will have to eliminate the Mass Victimization Advocate position, which will decrease services provided to our county. This year's match is \$52,388 and we are not able to meet more than 21% of it.

Sincerely,

Stacey L. Montgomery
Lassen County District Attorney