



OFFICE OF THE DISTRICT ATTORNEY COUNTY OF LASSEN

Government Center Building

S. Melyssah Rios
District Attorney
Michelle Latimer
Program Coordinator

2950 Riverside Drive, Suite 102
Susanville, California 96130

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

mlatimer@co.lassen.ca.us

MEMORANDUM

TO: The Honorable Lassen County Board of Supervisors
FROM: S. Melyssah Rios, District Attorney
DATE: February 19, 2019
SUBJECT: Child Advocacy Center (KC) Program Request for Application (Cal OES)
Second Year Funding

Recommendation: That the Lassen County Board of Supervisors authorize the Board Chairman to execute the Resolution of the Board of Supervisors Of Lassen County Approving The Undertaking Of The Lassen County District Attorney's Child Advocacy Center (KC) Program to be funded through the State of California administered by the California Office of Emergency Services and authorize the Lassen County District Attorney and the Lassen County Administrative Officer to execute any and all documents necessary in order to obtain grant funding for the Child Advocacy Center Program/Multi-Disciplinary Interview Team for 2019/2020.

Fiscal Impact: The cost of the District Attorney's Child Advocacy Center Program will be reimbursed to Lassen County through the grant administered by the California Office of Emergency Services, Criminal Justice, and Emergency Management & Public Safety Grant Programs Division. The Child Advocacy Center allocation to Lassen County for fiscal/grant year April 2019 through March 2020 is \$170,003 in VOCA funds, and \$8,500 in VOCA match for a total of \$178,503. The Lassen County District Attorney's Office will manage the Multi-Disciplinary Interview Team Coordinator as 100% one (1) FTE, 5% of the cost associated with the legal prosecution and advocacy of the District Attorney and 5% of the fiscal administration will be the responsibility of the District Attorney Program Coordinator.

Attachments: The proposed Resolution and Child Advocacy Center grant is attached for the Board of Supervisors review and approval dated February ____, 2019.


S. Melyssah Rios, District Attorney

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

RESOLUTION NO: _____

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

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

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERISORS OF THE COUNTY OF LASSEN that the District Attorney of the County of Lassen is authorized on its behalf to execute the Grant Award Agreement through Cal OES for the fiscal year of 2019/2020, April 1, 2019 through March 31, 2020, and is authorized to execute on behalf of the Lassen County Board of Supervisors said application and Grant Award Agreement for the fiscal year of 2019/2020 including any extensions or amendments thereof;

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

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

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

The foregoing Resolution was duly adopted at a regular meeting of the Board of Supervisors of the County of Lassen, State of California, held _____, 2019, by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

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

ATTEST:
JULIE BUSTAMANTE, Clerk of the Board

By: _____
MICHELE YDERRAGA, Deputy Clerk of the Board

I, MICHELE YDERRAGA, Deputy Clerk of the Board of Supervisors, County of Lassen, State of California, and ex-officio clerk of the Board of Supervisors thereof, do hereby certify that the foregoing Resolution was adopted by the said Board of Supervisors at a regular meeting thereof held on the _____ day of February 2019.

MICHELE YDERRAGA
Deputy Clerk of the Board of Supervisors

GAVIN NEWSOM
GOVERNOR

MARK S. GHILARDUCCI
DIRECTOR



Proposal Cover Sheet

RFP PROCESS

CHILD ADVOCACY CENTER (KC) PROGRAM

Submitted by:

**Michelle Latimer & Krystle Hollandsworth
2950 Riverside Drive, Suite 102
Susanville, California 96130
(530) 251-8284**

PROJECT CONTACT INFORMATION

Subrecipient: Lassen County District Attorney

Subaward #: KC17-02-0180

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: Susan M. Rios

Title: District Attorney

Telephone #: (530) 251- 8284

Fax#: (530) 251-2692

Email Address: mrios@co.lassen.ca.us

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

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

Name: Diana Wemple

Title: Auditor

Telephone #: (530) 251-8236

Fax#: (530) 251-2663

Email Address: dwemple@co.lassen.ca.us

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

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

Name: Krystle Hollandsworth

Title: MDIT Coordinator

Telephone #: (530) 251-8283

Fax#: (530) 251-2692

Email Address: khollandsworth@co.lassen.ca.us

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

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

Name: Michelle Latimer

Title: Program Coordinator

Telephone #: (530) 251-8284

Fax#: (530) 251-2692

Email Address: mlatimer@co.lassen.ca.us

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

5. The **Executive Director** of a Community Based Organization or the **Chief Executive Officer** (i.e., chief of police, superintendent of schools) of the implementing agency:

Name: Susan M. Rios

Title: District Attorney

Telephone #: (530) 251-8283

Fax#: (530) 251-2692

Email Address: mrios@co.lassen.ca.us

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

6. The **Official Designated** by the Governing Board to enter into the Grant Subaward for the City/County or Community-Based Organization, as stated in Section 15 of the Grant Subaward Face Sheet:

Name: Susan M. Rios

Title: District Attorney

Telephone #: (530) 251-8283

Fax#: (530) 251-2692

Email Address: mrios@co.lassen.ca.us

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

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

Name: Jeff Hemphill

Title: Chairman, Lassen County Board of Supervisors

Telephone #: (530) 251-8333

Fax#: (530) 251-2664

Email Address: jhemphill@co.lassen.ca.us

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

SIGNATURE AUTHORIZATION

Subaward #: KC17 02 0180

Subrecipient: Lassen County

Implementing Agency: Lassen County District Attorney

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

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

Signature: 

Date: 2/4/19

***Financial Officer:** Diana Wemple

Signature: 

Date: _____

The following persons are authorized to sign for the

Project Director



Signature

Michelle Latimer

Print Name

Signature

Print Name

Signature

Print Name

Signature

Print Name

Signature

Print Name

The following persons are authorized to sign for the

Financial Officer



Signature

Lori Pierce

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

SUBRECIPIENT: Lassen County
IMPLEMENTING AGENCY: Lassen County District Attorney's Office
PROJECT TITLE: Child Advocacy Center (KC) Program

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

I. Federal Grant Funds

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

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

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

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

Please provide the following information:

Equal Employment Opportunity Officer: Richard Egan
Title: Lassen County Administrative Officer
Address: 221 Roop Street, Suite 1, Susanville, California 961360
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:

Susan M Rios

Authorized Official's Typed Name:

Susan M. Rios

Authorized Official's Title:

Lassen County District Attorney

Date Executed:

2/4/19

Federal Employer ID #:

94-6000517

Federal DUNS #

120401992

Current System for Award Management (SAM) Expiration Date:

March 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:

Richard Egan

Typed Name:

Title:

Lassen County Administrative Officer

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: Lassen County District Attorney				Subaward #: KC17 02 0180			
A. Personal Services – Salaries/Employee Benefits	VOCA 17	VOCA 17 MATCH					COST
1. Salary & Benefits for MDIT Coordinator							\$0
Krystle Hollandsworth							\$0
Effective April 1, 2019 through March 31, 2020							\$0
at 100% FTE for 12 months							\$0
UPEC Range 18, Step B Monthly Salary = \$3,592							\$39,512
\$3,592 x 11 months = \$39,512	\$39,512						\$0
UPEC Range 18, Step C Monthly Salary = \$3,761							\$3,761
\$3,761 x 1 month = \$3,761	\$3,761						\$0
Benefits:							\$3,462
PERS Retirement 8%	\$3,462						\$2,683
Social Security 6.2%	\$2,683						\$649
Medicare 1.5%	\$649						\$2,510
Health Insurance 5.8%	\$2,510						\$6,491
Flexible Benefit 15%	\$6,491						\$346
Dental .8%	\$346						\$130
Life Insurance .3%	\$130						\$476
OPEB 1.1%	\$476						\$87
Vision .2%	\$87						\$0
Total Benefits: \$16,834							\$0
2. Salary & Benefits for DA Program Coordinator/							\$0
Fiscal Administrator							\$0
Michelle Latimer							\$0
Effective April 1, 2019 through March 31, 2020							\$0
at 5% FTE for 12 months (2 hrs. a week)							\$0
Mid-Management 22, Step E Monthly Salary = \$4,733							\$0
\$4,733 x 3 months = \$14,199 @ 5% = \$237	\$711						\$711
\$237 x 3 mos. = \$711							\$0
Mid-Management 22, Step E Monthly Salary + 2.0%							\$2,169
COLA = \$4,828 @ 5% = \$241							\$0
\$241 x 9 months = \$2,169	\$2,169						\$0
Benefits:							\$230
PERS Retirement 8%	\$230						\$179
Social Security 6.2%	\$179						\$43
Medicare 1.5%	\$43						\$107
Health Insurance 3.7%	\$107						\$392
Flexible Benefit 13.6%	\$392						\$23
Dental .8%	\$23						\$9
Life Insurance .3%	\$9						\$32
OPEB 1.1%	\$32						\$0
Vision 0%	\$0						\$0
Total Benefits: \$1,015							\$0
3. Salary & Benefits for DA Prosecutor							\$0
S. Melyssah Rios							\$0
Effective April 1, 2019 through March 31, 2020							\$0
at 5% FTE for 12 months (2 hrs. a week)							\$0
Elected Official Monthly Salary = \$10,000							\$0
\$10,000 x 12 months = \$120,000 @ 5% = \$6,000	\$6,000						\$6,000
Benefits:							\$0
PERS Retirement 8%	\$480						\$480
Social Security 6.2%	\$372						\$372
Medicare 1.5%	\$90						\$90
Health Insurance 3.7%	\$0						\$0
Flexible Benefit 13.6%	\$816						\$816
Dental .8%	\$0						\$0
Life Insurance .3%	\$18						\$18
OPEB 1.1%	\$66						\$66
Vision 0%	\$0						\$0
Total Benefits: \$1,842							\$0
4. Worker Compensation Insurance	\$1,500						\$1,500
5. PERS Unfunded Retirement Liability	\$4,000						\$0
6. Volunteer In-Kind Match							\$0
1 (One) Volunteer @ 203 hours x \$15.76 (UPEC Range 13 Step A)		\$3,199					\$3,199
Personal Section Totals	\$82,077	\$3,199	\$0	\$0	\$0	\$0	\$85,276
PERSONAL SECTION TOTAL							\$85,276

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: Lassen County District Attorney				Subaward #: KC17 02 0180			
	VOCA 17	VOCA 17 MATCH					COST
B. Operating Expenses							
1. Liability Insurance							\$0
Estimated to the Project by Lassen County \$750	\$750						\$750
							\$0
2. I.T. Direct Billing							\$0
Internet services, email access, Office 365,							\$0
anti-virus, system storage, system back-up and the							\$0
cost to have all I.T. services maintained through the							\$0
county I.T. Department							\$0
\$2,000 per unit @ 3 units = \$6,000	\$6,000						\$6,000
							\$0
*Michelle Latimer and Prosecutor IT billings are paid							\$0
through the DA Budget (Cash Match)							\$0
\$2,000 x 2 @ 5% = \$200		\$200					\$200
							\$0
3. Communication							\$0
One Office Phone Frontier Service= \$600	\$600						\$600
One Year Straight Talk Plan for MDIT Cell Phone @ \$995	\$995						\$995
FedEx mailing to Cal OES	\$208						\$208
							\$0
4. Recruitment for volunteer							\$0
Ad flown in local paper and website for 6 weeks (Cash Match)		\$230					\$230
							\$0
5. Postage Expenses for Program							\$0
Fed Ex Mail Services = \$100	\$100						\$100
200 USPS standard mail @ \$.50 = \$100	\$100						\$100
Annual Meter Fee \$431 x .33 = \$143 (Cash Match)		\$143					\$143
Total Postage: \$343							\$0
							\$0
6. Office Supplies for MDIT Program							\$0
(pens, paper, ink, files, etc.)	\$2,500						\$2,500
							\$0
7. Indirect Costs (A-87)							\$0
Indirect overhead cost distributed through cost transfer							\$0
to include items such as: Auditor, County Counsel,							\$0
Building & Grounds (see attached example of County of Lassen							\$0
Allocation Plan)	\$8,964						\$8,964
							\$0
8. Facility Rental for 2950 Riverside Drive							\$0
105 sq. feet for MDIT Office							\$0
120 sq. feet for Interview Room							\$0
391 sq. feet for Conference Room, Evidence Room & Lobby							\$0
616 sq. ft. x \$.75 per sq. ft. per month = \$462							\$0
\$462 per month x 12 months = \$5,544	\$5,544						\$5,544
							\$0
9. Memberships							\$0
Children's Advocacy Center of California - Rural Team	\$300						\$300
California District Attorney Association Auxiliary Dues							\$0
for one staff, MDIT Coordinator	\$80						\$80
National Children's Alliance Associate/Developing							\$0
Membership	\$300						\$300
JSTOR Training & Resource Guide Membership	\$179						\$179
ZOOM On-line Meeting Membership	\$180						\$180
							\$0
10. 21st National Conference on Child Abuse & Neglect							\$0
Two MDIT Staff Attendance - Washington, DC Apr. 23 - 27, 2019							\$0
Conference Registration \$0	\$0						\$0
Lodging @ \$290 Conference Rate @ 5 days X 2 people	\$1,452						\$1,452
Meals & incidentals for two @ \$76 per day	\$760						\$760
2 round trip airfare to Ronald Reagan National Airport	\$2,400						\$2,400

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: Lassen County District Attorney				Subaward #: KC17 02 0180			
	VOCA 17	VOCA 17 MATCH					COST
B. Operating Expenses							
Shuttle to Hotel from Airport	\$50						\$50
Shuttle to Airport from Hotel	\$50						\$50
Mileage to Reno Airport & Return @188 miles							\$0
188 miles x \$.58 = \$109	\$109						\$109
Airport Parking for one vehicle	\$45						\$45
Total Cost of National Conference: \$4866							\$0
							\$0
11. Entry Level CFIT for 2 MDI Team Members							\$0
Law Enforcement Officer & District Attorney April 29							\$0
- May 2, 2019							\$1,512
Lodging in Santa Cruz @ \$126 for 6 days for 2 LEO's	\$1,512						\$732
Per Diem = \$61 per day per attendee	\$732						\$0
Total CFIT Cost: \$2,244							\$0
							\$0
12. WRCAC Team-Facilitator Training							\$0
MDIT Coordinator							\$0
May 20 - 23, 2019 - Seattle, Washington							\$0
Lodging and registration is provided by Western Regional CAC	\$0						\$0
Per Diem/per day @ \$76 for 4 days	\$304						\$304
Shuttle to Hotel from Airport	\$25						\$25
Shuttle to Airport from Hotel	\$25						\$25
Mileage to Reno Airport & Return @188 miles							\$0
188 miles x .58 = \$109	\$109						\$109
Airfare for roundtrip ticket to Seattle Washington	\$600						\$600
Total Cost of WRCAC Team-Facilitator Training: \$1,063							\$0
							\$0
13. Sexual Assault Forensic Examiner Training-CDAA							\$0
Training for two Banner Lassen Medical Center Nurses							\$0
Pediatric SAFE Training June 3-6, 2019							\$0
\$400 registration per participant x 2 = \$800	\$800						\$800
Lodging for two Nurses @ \$135 per night @ 5 nights	\$1,350						\$1,350
Meals & Incidentals for two @ \$66 per day @ 5 days	\$660						\$660
Total Pediatric SAFE Training: \$2810							\$0
							\$0
Training for two Banner Lassen Medical Center Nurses							\$0
Adult/Adolescent SAFE Training Aug. 5-8, 2019							\$0
\$400 registration per participant x 2 = \$800	\$800						\$800
Lodging for two Nurses @ \$135 per night @ 5 nights	\$1,350						\$1,350
Meals & Incidentals for two @ \$66 per day @ 5 days	\$660						\$660
Total Adult/Adolescent SAFE Training: \$2810							\$0
							\$0
14. Prosecuting Physical & Sexual Abuse of Children-CDAA							\$0
2 Attendee's (Prosecutor & MDIT Coordinator)							\$0
June 4 - 7, 2019 in San Diego, CA							\$0
Registration - \$300/person	\$600						\$600
Shuttle to Hotel from Airport	\$50						\$50
Shuttle to Airport from Hotel	\$50						\$50
Mileage to Reno Airport & Return @188 miles							\$0
188 miles x .58 = \$109	\$109						\$109
Lodging for 2 for 5 nights @ \$125/night per room	\$1,250						\$1,250
Airfare for 2 roundtrip tickets to San Diego	\$1,250						\$1,250
Per Diem/person \$71 a day @ five days for 2 people	\$710						\$710
Total Cost of CDAA Training: \$4,019							\$0
							\$0
15. MDI Team Building Event							\$0
Tahoe Treetop Adventure Modified Team Building Session							\$0
20 Team Members @ \$75 per person = \$1,500	\$1,500						\$1,500
							\$0
16. Mandatory Regional CCAC Trainings TBA							\$0
Quarterly training to be provided by California Child Advocacy Center - 4 trainings @ \$500 each							\$0

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: Lassen County District Attorney						Subaward #: KC17 02 0180	
	VOCA 17	VOCA 17 MATCH					COST
B. Operating Expenses							
\$500 per training includes per diem, lodging, mileage	\$2,000						\$2,000
17. Additional Training for MDIT/CAC team - TBD	\$1,652						\$1,652
							\$0
18. Background Check							\$0
Fingerprint and Background Check for volunteer	\$150						\$150
							\$0
19. Child-Friendly Supplies							\$0
Local Area Business Cash Match to support child-friendly environment at the Center i.e: coloring books, reading books, pencils, markers		\$1,003					\$0
							\$0
20. Mileage Reimbursement							\$0
MDIT Coordinator Mileage to/from court, local meetings and presentations	\$100						\$100
							\$0
21. MDIT Resource Library							\$0
Continuing Education library containing books, CD's, webinar resources and scholarly data base access on topics related to child welfare, prosecution of CA and evidence based practice	\$1,705						\$0
							\$1,705
22. Survivor Camp (for child victims of crime)							\$0
For 4 children @\$500 for registration and camp fees	\$2,000						\$2,000
							\$0
23. Support Group							\$0
Support group for non-offending caregivers Facilitated by a volunteer(In-Kind match) \$150/meeting and 1 meeting a month for 10 months							\$0
\$300 cost for supplies, paper, notebooks, journals, pens	\$300	\$1,500					\$1,800
							\$0
24. Blankets (12) for use during group and interviews							\$0
Comforting Handmade Blankets (Cash-Kind Match)		\$325					\$325
							\$0
25. Vicarious Trauma Training							\$0
Training donated by Behavioral Health (In-Kind match)		\$1,900					\$1,900
							\$0
26. Vehicle maintenance costs							\$0
California sales tax @ 7.25%	\$1,561						\$1,561
Registration	\$300						\$300
All weather snow tires	\$850						\$850
Two (2) oil changes @ \$75 each	\$150						\$150
Gasoline at \$4.00 a gallon for 2,317 miles	\$9,268						\$9,268
Insurance	\$248						\$248
Total vehicle maintenance: \$12,377							\$0
							\$0
Operating Section Totals	\$66,396	\$5,301	\$0	\$0	\$0	\$0	\$71,697
OPERATING SECTION TOTAL							\$71,697

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: Lassen County District Attorney					Subaward #: KC17 02 0180		
C. Equipment	VOCA 17	VOCA 17 MATCH					COST
2019 Ford Escape (4x4) Sport Utility 5 Passenger Vehicle Unit Price	\$21,530						\$21,530 \$0 \$0 \$0 \$0
Equipment Section Totals	\$21,530	\$0	\$0	\$0	\$0	\$0	\$21,530
EQUIPMENT SECTION TOTAL							\$21,530
Category Totals							
Same as Section 12G on the Grant Subaward Face Sheet	\$170,003	\$8,500	\$0	\$0	\$0	\$0	
Total Project Cost							\$178,504

Budget Narrative**February 1, 2019**

We have prepared our 2019/2020 grant budget to accomplish the following goals and support the Budget as submitted:

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

Personal Services

Total allocated for Personal Services: \$85,276 (\$82,077 VOCA 17/\$3,199 VOCA Match)

The program budget is calculated to cover the salary and benefits of one (1) FTE staff member and two (2) FTE at 5% staff members, as well as the County required PERS Unfunded Retirement Liability and Worker Compensation Insurance attributable to the Lassen County Child Mikailia Advocacy Center Program.

Multidisciplinary Interview Team Coordinator

The Multidisciplinary Interview Team (MDIT) Coordinator will be a 100% full-time equivalent position within our program. The MDIT Coordinator is compensated at the Lassen County UPEC Range 18 Step B for 11 months with a salary increase to Step C for the final month of the grant period. The base salary for this position is \$43,273 per year or approximately \$3,592 a month for 11 months with an increase to \$3,761 a month for the final month of the grant year of April 1, 2019 through March 31, 2020. The Coordinator will receive the following estimated benefits from Lassen County:

California Public Employees Retirement System:	\$3,462
Social Security	\$2,683
Medicare	\$649

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Health Insurance	\$2,510
Lassen County Flexible Benefit	\$6,491
Dental Insurance	\$346
Life Insurance	\$130
OPEB Health Insurance	\$476
Vision Insurance	\$87
TOTAL BENEFITS FOR COORDINATOR:	\$16,834

The Multidisciplinary Team Coordinator will be responsible for the day-to-day administration of the MDIT Program grant project and supervised by the District Attorney. This position will supervise volunteer staff and provide coordination of services from the Lassen County MDIT partnerships in providing victim advocacy and support.

Administrative duties will include, but not limited to, the responsibility for project reporting, grant compliance, overseeing the delivery of services, coordination of community outreach projects, scheduling forensic interviews, facilitating quarterly meetings, minutes, data management and organize continuing education training for the MDIT community partners. This position will also be responsible for other duties as assigned. Total salary and benefits for the MDIT Coordinator will be: \$60,107.

District Attorney Program Coordinator/Fiscal Administration

The District Attorney Program Coordinator/Fiscal Administrator will be a 5% FTE position within the program (2 hours per week). The District Attorney Program Coordinator/Fiscal Administrator is compensated at the Lassen County Mid-Management Range of 22, Step E for 12 months. The base monthly salary for this position is \$4,733, but this position will be receiving

a 2% COLA increase July 1, 2019. Therefore, the total salary for 12 months at 5% for the Coordinator will be \$2,880. The position receives the following benefits from Lassen County:

California Public Employees Retirement System	\$230
Social Security	\$179
Medicare	\$43
Health Insurance	\$107
Lassen County Flexible Benefit	\$392
Dental Insurance	\$23
Life Insurance	\$9
OPEB Health Insurance	\$32
Vision Insurance	\$0

TOTAL BENEFITS FOR DA COORDINATOR/FISCAL: \$1,015

The District Attorney Program Coordinator/Fiscal Administrator will be responsible for the fiscal operations of the Child Advocacy Center (KC) Program/MDIT grant project and an auxiliary member of the MDI Team. Duties will include, but not be limited to, the support of the MDIT Coordinator, receiving/depositing 2-201 funds; preparing invoices for travel, postage and completing necessary 2-201's, program necessary accounts payable and receivable, assisting in grant quarterly reporting, monitoring the grant for compliance, correlating the county budget and other administrative duties as they arise. The salary and benefits for the position will be paid 100% from VOCA funds.

District Attorney – Felony Child Sexual /Physical Abuse Prosecutor

The District Attorney will be a 5% full-time equivalent position within the program, though this percentage is a fraction of the total time necessary to provide legal insight during the

multiple assigned duties of the position. Because of the small size of our office, the District Attorney will be the attorney assigned to all felony and specific misdemeanor child abuse cases. The DA will attend MDI's, case review, peer review and quarterly meetings, in addition to, charging cases and bringing cases to trial for prosecution. The base monthly salary for this position is \$10,000 and therefore the total base salary for 12 months at 5% for the District Attorney would be \$6,000. The position receives the following benefits from Lassen County and the percentage of salary and benefits for the position will be paid 100% from VOCA funds:

California Public Employees Retirement System:	\$480
Social Security	\$372
Medicare	\$90
Health Insurance	\$0
Lassen County Flexible Benefit	\$816
Dental Insurance	\$0
Life Insurance	\$18
OPEB Health Insurance	\$66
Vision Insurance	\$0

TOTAL BENEFITS FOR DEPUTY DISTRICT ATTORNEY: \$1,842

*The District Attorney does not receive county health benefits.

Volunteers

Volunteers are utilized in the grant to answer phones, complete clerical duties such as filing, submitting research pertaining to child abuse to present to the MDIT Coordinator for use on social media, peer support group facilitation and act as community liaisons with the public.

Volunteers will act as solicitors for donations such as coffee, non-perishable snacks and waters

for children and non-offending caregivers while awaiting an interview. Additionally, they will request and organize donations for child DVD's, videos and toys for the waiting room for siblings to occupy themselves during the interview process. Finally, during special events, volunteers will provide coverage of an informational table and be responsible for distributing resources in the community about the Child Advocacy Center.

Operating Expenses

Total allocated for Operating Expenses: \$59,320 (\$54,019 VOCA 17/\$5,301 VOCA Match)

In an effort to dedicate a smaller percentage of grant costs to operating expenses, the program will focus only on those amounts necessary to support the project. Operating expenses include:

1. Liability Insurance – The liability insurance costs attributed to the program by Lassen County will be \$750. The cost is covered by utilizing 100% of VOCA funds.
2. Informational Technology (IT) Direct Billing – The IT direct billing for 1 FTE MDIT Coordinator is to cover the cost of internet services, email access, Office 365, anti-virus and system storage and backup maintained through the county IT Department. Each county staff member is charged the same cost for all services, which is \$2,000 per unit, regardless of the FTE assignment. For the function of the program, three units are required. One unit is the desktop for the MDIT Coordinator and the other two units are used for critical functions of the MDIT process. One unit is located in the interview room and used to assist the interviewer if facilitated drawings are necessary, and the other is a laptop which is used to record and play MDIT interviews for observation. The total IT direct billing for all units is \$6,000. The cost will be covered by 100% VOCA funds. IT does not charge for volunteer access and the Fiscal Administrator's and District

Attorney's IT costs will be covered by the District Attorney's budget with a \$206 in-kind match.

3. Communication – Phones: \$600 is allocated for the use of the county phone system and general public phone number. Additionally, costs for a Coordinator's Straight Talk annual cell phone plan is \$995 to ensure the Coordinator does not use a personal cell phone for county business. We've included \$208 for Fed Ex costs to ship the programs 2-201's and budget modifications by two-day mail. Total communication cost is \$1,803. Communications are billed toward 100% VOCA funds.
4. Recruitment - \$230 is allocated for the purpose of advertising the recruitment notice for a MDIT volunteer for 6 weeks and will be a \$230 through in-kind match. Advertisement for the position will be via social media, a local web-based newsletter and the local weekly paper.
5. Postage – Postage costs are estimated for the use of the leased postage meter and all costs associated with mailings necessary to the program at a cost of \$343. Of that total, \$143 will be a cash-match. The \$143 dollar match will be from the District Attorney's budget and will cover the annual postage meter fee.
6. Office Supplies – The allocation of \$2,500 for office supplies will be 100% VOCA funded and include items such as copier paper, ink, case file folders, and other supplies necessary for program support.
7. Indirect Costs (A-87) – Indirect costs attributed to the program by the county will be \$8,964 and are determined by the county. The indirect cost rate will be 5.3% de Minimis of the project covered 100% by VOCA and will not include distorting costs such as staff

training or travel related expenses. A copy of the Lassen County Cost Allocation Plan is included as an attachment and delineates in detail the costs attributed to this line item.

8. Facility Rental – The District Attorney’s Office is located at 2950 Riverside Drive, Suite 102, in Susanville. The space has one office assigned to the MDIT Coordinator as a workspace, and one office as the forensic interview room. Additionally, there is a file room, lobby, copy room, conference room, and storage space for use by the CAC. Moreover, a secure Evidence Room is available for the storage of confidential MDIT child forensic interviews and access to the room is limited to only three staff members. The total square footage the CAC utilizes for program facilitation is 616 at a cost of \$.75 per square foot per month. Which equals a cost of \$462 per month or \$5,544 annually.
9. Memberships – The mandated annual membership to CACC for a rural county is \$300. Additionally, an auxiliary membership for access to the California District Attorneys Association website and training resources is \$80. Furthermore, to support program goals and objects an annual membership to the National Children’s Alliance for an associate/developing member is \$300. To ensure the CAC and team members stay current on trends in social work, mental health response to trauma, and child abuse research a membership to the online academic journal database JSTOR is \$179 annually. ZOOM is a necessary video conferencing tool at \$180 for a yearly subscription, which allows members of the MDIT to attend required meetings via video conferencing when unable to attend in person thereby guaranteeing the attendance necessary to comply with accreditation standards.
10. 21st National Conference on Child Abuse & Neglect - Training of MDIT partners is a major component of our grant request. This national training offered in Washington, DC

is a unique opportunity for diverse individuals from a variety of disciplines to engage and learn approaches, policies, strategies, programs, and practices to support a nation of strong and thriving families. The MDIT Coordinator and Fiscal Coordinator will attend the conference and will choose varying sessions that will give our CAC the greatest return on our investment. The total cost of the training will be \$4,821 and covered by 100% VOCA funds.

11. Entry Level CFIT – Pursuant to the NCA accreditation standards, forensic interviews conducted at the CAC by MDIT members are required to have specialty-trained interviewers conducting forensic interviews. One of the NCA approved forensic interview trainings is the California CFIT Training. CFIT training is offered by the Center for Innovation and Resources, Inc. in April 2019, in which our prosecutor and a local law enforcement officer will attend. The total cost of this training will be \$2,244 and covered by 100% VOCA funds.
12. Western Regional Children's Advocacy Center – Every MDIT has its own unique dynamics, strengths and challenges. Due to the youth of our CAC program it is advantageous to send the MDIT Coordinator to the Western Regional Children's Advocacy Center (WRCAC) Team-Facilitator Training to ensure tools are acquired to allow the MDIT to function successfully from the beginning. The MDIT Coordinator is responsible to facilitate team participation, assist the MDIT in identifying and addressing challenges/barriers that impact case outcomes, lead team members to make collaborative decisions, and effectively communicate with community agencies and team members. WRCAC training is geared to address each of these areas. There is no registration fee and

WRCAC will provide three nights of lodging. The reminder of the cost for the training for per diem and flight to Seattle will be \$1,063.

13. CDAA Pediatric & Adolescent/Adult Sexual Assault Forensic Examiner Training - Due to the rural location and limited number of adequately trained staff at Banner Lassen Medical Center to conduct sexual assault exams, the Sexual Assault Forensic Examiner Trainings (SAFE) are imperative for program success. Sponsored by the California Clinical Forensic Medical Training Center, in conjunction with the California District Attorneys Association, the SAFE training programs teach fundamental forensic medical examination procedures and techniques for adult and adolescent victims of sexual assault. SAFE addresses acute and non-acute pediatric examination procedures. The four-day training for the pediatric sexual assault forensic examiner training is scheduled for June 3-6, 2019, and two employees of our partner agency Banner Lassen Medical Center will attend. Additionally, the adolescent/adult SAFE training will be held in Sacramento, CA and scheduled for August 5-8, 2019. The trainings are located in Sacramento, CA and the registration cost is \$400 per participant. The total cost for these trainings would include registration, per diem and lodging. Costs for this training would be billed 100% to VOCA funds at a total cost of \$5,620.
14. CDAA Prosecuting Physical & Sexual Abuse of Children Training – Cases of child abuse is without question one of the most difficult and complex types of crimes to investigate and prosecute. To assist prosecutors and investigators, CDAA is offering a 4-day, dual track seminar that will address issues specific to the prosecution of both physical and sexual abuse of children. The total cost to send the District Attorney and the MDIT Coordinator to this training is \$4,019.

15./16./17. Team Building, CACC Quarterly Meetings and Trauma Informed Training -A

team building event, regional CCAC quarterly trainings, and trauma-informed approach trainings are included in the budget at \$5,152 and necessary to the mission toward a cohesive and trauma-informed team. Dates for the anticipated trainings have yet to be scheduled or published, so the budget is in anticipation of the training costs.

18. Background Check – The cost to vet the MDIT volunteer is estimated at \$150. This cost will include the county mandated check as well as costs associated with fingerprinting for FBI and child abuse registry.

19. Child-friendly supplies - \$1,003 will be provided in either in-kind or cash match, in support of the program by local area business and/or by item donations or through our local Walmart.

20. Mileage Reimbursement – The MDIT Coordinator will from time to time need to travel to and from court or other community functions in their privately owned vehicle.

21. MDIT Resource Library – A well-trained team will result in outcomes that are more positive for clients. Lassen County resources for borrowing are limited; during the last election, the county chose not to vote for a tax increase to fund expansion of resources at the public library. With a targeted resource library, the MDI team can check out books, CD's, and videos specific to child abuse and the prosecution of crime, as well as sign up for educational webinars for continuing education requirements. The library will be 100% VOCA funded at \$1,750.

22. Survivor Camp – Summer camp is a great opportunity for every child to experience the wonder and fun of the outdoors in a safe and caring environment. Camp can be an enriching experience in a youth's life. It is critical, however we are proactive in

protecting the children we would send to camp, so the CAC would screen the camp's policies and procedures to minimize risk of sexual abuse. Also, staff will create a brochure that addresses how to prevent your child from becoming a victim of abuse at camp. The total cost to send four victims, referred by Victim Witness, to summer camp is \$2000 and will be covered 100% by VOCA funds.

23. Support Group – A support group is a gathering of people with common experiences and concerns who meet together to provide emotional and moral support for one-another. They encourage a sense of community, a source of empathetic understanding and provide an avenue for establishing social networks. The CAC will assist in facilitating a volunteer ran peer support group for non-offending caregivers. Research shows the type of support a victim receives from their non-offending caregiver directly correlates to a positive outcome and offering non-offending caregivers tools to support their children will provide stability for the entire family.¹ A volunteer will facilitate the groups resulting in an in-kind cash match of \$1,500. \$300 will be used for the cost of supplies, paper, notebooks, journals and other supplies. The total cost to assist with the facilitation of a peer support group is \$1,800 and includes the donation of a group meeting space.
24. Blankets – Handmade blankets will be donated (\$395) by the local senior center and various other community members, as comfort to victims and parents during the interview and support group process.
25. Vicarious Training for MDIT Members – The National Children's Alliance accreditation standard includes measures to promote MDIT well-being. The CAC will accomplish this in multiple ways, one of which is offering a vicarious trauma training that will be donated by a local mental health clinician. The training will address how to recognize signs of

burnout, what to do if you encounter compassionate fatigue, and how to ensure self-care is a priority. The total cost of the training would be an in-kind match of \$1,900.

26. Vehicle Maintenance – The costs associated with purchasing a vehicle for program use will be covered 100% by VOCA and include sales tax, registration fees, snow tires, oil changes, gas and insurance and total \$12,377.

Equipment Expenses

Total allocated for Equipment Expenses: \$33,907 (\$33,907 VOCA 17/\$0.00 VOCA Match)

The Lassen County Mikailia Child Advocacy Center is in dire need of an automobile to conduct the business of the center. Lassen County is a large, rural community encompassing over 4,720 square miles. According to the 2016 census, the area contains a population of 30,870. The city of Susanville, the county seat, (often described as “Prison Town USA”) has a population of 17,974, which includes the general population as well individuals incarcerated within the local prisons and county jail. Government, whether local, state or federal, are the primary sources of local employment, after agriculture. The county is rural, and in some areas, pioneer; Lassen County is far from the ideal of a rolling farmland of milk and honey. Isolated, especially during the harsh winters, travel is often treacherous. Even during good weather, clients in the far-reaching areas travel up to two hours, one way, to the city center, to receive services.

A reliable, all-wheel drive vehicle is necessary so that the MDIT Coordinator can travel to the far reaches of the county to bring awareness to our communities of Bieber, Westwood, Little Valley, Herlong and Doyle. These communities have yet to be thoroughly introduced to the services our CAC provides. The MDIT Coordinator will continue with outreach and education, resource distribution and support group facilitation.

Child abuse crime is rampant in Lassen County, and unlike urban cities, differentiated by large concentrations of land and isolated pockets of people. Land spread provides an ideal area for the secrecy associated with child sexual and physical abuse crimes, a challenge for local law enforcement. There are less avenues for detection of these crimes and rural isolation offers an environment for abuse to flourish.

Currently, the District Attorney's office possesses three vehicles. The newest vehicle, purchased with county General Funds in early 2018, is a law enforcement vehicle for use by the department's Senior Investigator. Secondly, we have a 1994 Dodge Durango with over 100,000 miles and is reliably operable only to travel within city limits, i.e.: to-and-from the courthouse. Finally, our third vehicle is an inoperable 1992 Ford Explorer that does not run and is slated to go to auction in the coming year.

Personal vehicles are available for use during daily runs around town and reimbursed at \$0.58 per mile. However, using a personal vehicle for work opens staff to liability and personal insurance issues if an accident occurred, whereas traveling far distances in a vehicle owned by the county, insurance is covered and liability reduced to the staff of the CAC.

The California Department of General Servicesⁱⁱ offers purchase of fleet vehicles at a \$500 discount. Our program is interested in purchasing a Ford Escape (4x4) sport utility vehicle, 5-passenger, 170HP, 103 in, WB 60cu.ft. cargo volume and gasoline fueled car. The unit price is \$21,530.00 with 7.25% sales tax of \$1,561 and \$300 registration for a total cost of \$23,391. The remaining \$10,516 will be for maintenance such as snow tires, oil changes, gas and insurance. The total cost to purchase a vehicle for program use is \$33,907 and will be funded 100% by VOCA.

ⁱ <https://www.nctsn.org/trauma-informed-care/families-and-trauma/introduction>

Subrecipient: Lassen County District Attorney

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<https://www.childwelfare.gov/pubPDFs/child-trauma.pdf>

ⁱⁱ <http://www.dgs.ca.gov/buyinggreen/Goods/Transportation/Vehicles.aspx>

END NARRATIVE

Project Narrative **February 1, 2019**

Problem Statement/Introduction: Within the last grant year, the Lassen County District Attorney's Office/Mikailia Child Advocacy Center developed a child-friendly facility whose purpose is to provide child victims a safe, non-threatening environment in which to disclose, and seek support from, alleged child sexual and/or physical abuse. As the most vulnerable crime victims, children suffer tremendous loss, not only physically and psychologically, but the destruction of their very childhood. Families and non-offending caregivers often struggle navigating the complex criminal justice system and experience grief of their own, while supporting their children.

Currently, local medical evaluations for victims lack a child-friendly environment and trauma-informed medical staff. As it stands in Lassen County, the victim's family, advocacy staff, and lead investigator must travel for several hours to either Redding, California or Reno, Nevada to have the pediatric or adolescent/adult medical evidentiary exam conducted. Only one SANE nurse is currently trained in Lassen County. If the victim is under the age of twelve, Banner Lassen Medical Center lacks the qualified staff to conduct pediatric exams so victims are referred to health care facilities out of the area creating undue additional trauma. As the program develops the strategic plan, we anticipate medical equipment will be a necessary cost to establish a strong, trauma informed, Child Advocacy Center.

Plan: The primary service provided to child sexual assault and physical abuse victims are: A safe, neutral, child-friendly environment in which to conduct forensic interviews to reduce the need for multiple interviews, and lessen the likelihood of re-traumatizing the victim. Members of the MDIT collaboration watch initial interviews and provide feedback for victim centered direct services. The audio and video recordings are used as evidence in the prosecution of these crimes

by the District Attorney's Office. The in-house Victim/Witness Program and community-based organizations provide resource and referrals for families and non-offending caregivers. Together we are facilitating effective case management, and ensuring effective services are provided by the partnership to align with the needs of the child and family.

The MDIT addresses the needs of victims throughout the entire Criminal Justice System. Providing comprehensive services to child victims of abuse and special needs victims in our jurisdiction is a priority; the physically and mentally challenged, sight and/or hearing impaired and other vulnerable populations are seeing a heightened need for advocacy. The team is considering, once the MDIT is functioning satisfactorily, the team branch off to incorporate other types of victims, such as elderly. At this time, however, in the early stages of program implementation the service focus will remain with child sexual and physical abuse.

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

Advocacy Center: In order for the Lassen County Child Advocacy Center/MDIT Program to support and adhere to the national standards for accreditation for child advocacy centers as required in California, a timeline is necessary to establish the minimum in best practice to demonstrate evidence-based, measureable goals. As a note: the following timeline is only a general guide; the Core Team Members of the multidisciplinary interview team has input into the goals for which they wish to strive.

1.) Establishment of a Multi-Disciplinary Team:

- a. MDIT is established. Working towards strengthening representation from medical professionals. Goal: 3rd Quarter of this grant year – October, November, December 2019.

2.) Cultural Competency & Diversity

- a. Community needs assessment. Research and develop a client satisfaction survey.
Goal: 1st Quarter of the grant year – April, May, June 2019, to continue until the end of the grant award.
- b. Diversity Training to begin 1st quarter of this grant year – April, May, June. 2019.
- c. Create and implement MOU for court approved translation services – Goal: 2 years.

3.) Forensic Interviews

- a. Create and implement peer review schedule – Goal: 2nd Quarter of this grant year – July, August, September 2019.
- b. Continue to offer CFIT classes to partnering agencies as staff turnover dictates.
Goal: Ongoing

4.) Victim Support & Advocacy

- a. Current and ongoing through the Lassen County District Attorney's Office
Victim/Witness Program.

5.) Medical Evaluations

- a. Train medical staff for examinations – Goal: 1st & 2rd Quarter of this grant year – April –September 2019.
- b. Continuing education for medical professionals – Goal: 2 years.

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

- a. Identify collaborative partner outside of County Behavioral Health – Goal: 2-3 years.
- b. Continuing education for mental health clinicians – Goal: 2 years.

7.) Case Review

- a. A forum for reviewing cases conducted at least once a month and includes representation from all partner agencies – Goal: 1st Quarter of this grant year – April, May, June 2019.

8.) Case Tracking

- a. Current and ongoing through the MDIT Coordinator.

9.) Organization Capacity

- a. Succession planning to be completed with the strategic plan.
- b. Vicarious trauma training – All team members will have continuing education throughout the grant cycle. However, vicarious trauma training will be specific to 4th Quarter of this grant year – January, February, March 2019.

10.) Child Friendly Setting

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

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

Volunteers: The Multi-disciplinary Interview Team program utilizes volunteers primarily for office work and in conjunction with yearly special events. One volunteer specifically assigned to the Child Advocacy Center (CAC) helps with logging-in victim related case information, organizing and filing case files, correspondence, researches new developments in the treatment and investigation of child abuse crimes, and solicit community outreach needs. Additionally, the volunteer supports the CAC during events such as Law Enforcement Appreciation Day and the Annual Open House. During the 2019-2020 grant year, it is anticipated the CAC volunteer will provide 203 hours of active service. The time invested by the volunteer at 203 hours at a rate of

\$15.76 is \$3,199 worth of in-kind match. The Multi-Disciplinary Interview Team has limited human capital by way of interns and volunteers, the lack of which results in challenges to maintaining a broad volunteer pool. Individuals qualified, or willing to give their time, to this difficult and trauma-filled field, remain few. Volunteers assigned to the CAC will also benefit from training and support in secondary trauma and self-care provided by the MDIT Coordinator and various on-line web based options for a minimum of 8 hours continuing education credits per calendar year.

Capabilities: The dedicated MDIT staff is responsible for case management from the initial disclosure to the prosecution of the crime, data management, statistical reporting and final surveying of victims served, and gather feedback from collaborative members involved in the MDIT process to evaluate program success. Through participation in the Multi-Disciplinary Interview Team, the MDIT offers a critical component of support to families struggling when a child family member discloses sexual or physical abuse. Moreover, the MDIT collaborates with a variety of agencies that share our goals within the criminal justice and dependency system; together community service organizations and social service agencies endeavor to meet the needs of victims. Additionally, the team commits to ongoing training and education in the field of child abuse. Since the CAC was created in 2018, various training opportunities have been available to MDIT members. Trainings include Multidisciplinary Team Response to Child Sexual Abuse Investigations Training, Child Forensic Interview Training, Overview of Child Physical and Sexual Abuse, Interviewing Children with Disabilities; Forensic Interviews at Trial and Interviewing Best Practices for First Responders. Furthermore, trainings anticipated during the next grant year, and provided by local professionals, will focus on vicarious trauma, cultural competency, team building, and trauma informed responses to child abuse.

The following agencies and programs are recognized as participating agencies with active roles in the implementation and process of the MDIT; Banner Lassen Medical Center, Lassen County Behavioral Health, Lassen County Child and Family Services, Lassen County District Attorney's Office, Lassen County Sheriff's Department, Lassen County Victim/Witness Assistance Program, Lassen Family Services, Inc., and Susanville Police Department. Team members agree in writing that confidential information means any information regarding a family or individual shared among Team Members. Team Members agree that information received in the course of the multi-agency team discussion will be limited to pertinent data necessary for case review and CAC functions. Additionally, the Team agrees that information shared is for the limited purpose of developing and providing appropriate and coordinated input and services to a client or family. We also assess the quality of MCAC protocols in a manner that assures the maximum protection of individual privacy and confidentiality rights. No further dissemination of information may occur for any purpose outside the Team's objectives, absent a specific signed release by the client or court order. All discussions remain confidential, notwithstanding any other provision of law. Case Review meeting minutes do not include children's names, and victims will only be indicated by MDIT number and the victim's initials.

Our CAC is not just a facility, but a process. Our MDIT currently participates in a coordinated response between our collaborative agencies to reduce potential trauma to children and families. Once the investigating agency refers a case to the CAC, the MDIT Coordinator contacts the non-offending caregiver to gather information regarding the needs of the victim and family prior to, and during the MDI. The case is then assigned to a victim advocate. Once the necessary information is gathered regarding the MDI and an advocate is assigned, the information is distributed to all MDIT members. During the interview, the assigned victim

advocate is available to the victim and non-offending caregiver, along with a mental health clinician if needed. While the needs of the victim and non-offending caregiver are addressed at the CAC, the obligations and needs of each agency are also met, accomplished through pre and post MDI meetings, along with effective interagency communication.

The frequency at which interviews are conducted by the MDIT is difficult to quantify into an average due to the relative newness of the CAC. However, since the MDIT Coordinator was hired in September of 2018, and the MDIT protocol was distributed, twenty-three interviews have been conducted. If the number of interviews (23) is divided by the number of months (5) the MDIT Coordinator has been facilitating forensic interviews, the result is an average of 4.6 interviews a month. That number is an increase from prior to the creation of the MDIT, and unfortunately, will likely increase exponentially in the coming years.

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

Our MDIT Program is finalizing two year Operational Agreements with our collaborative agencies and organizations within Lassen County. Through quarterly team meetings and

Subrecipient: Lassen County District Attorney

Subaward #: KC 17 02 0180

continued training, the MDIT will be responsible for overseeing and monitoring the operation of the CAC program on a regular basis which will foster and ensure a well-functioning Multidisciplinary Team with representatives from law enforcement, child protective services, prosecution, medical, mental health, and victim advocacy. Also, within the last four years members of the MDIT have participated in the Crisis Intervention Response Team (CIRT) – a joint venture between medical, social services, law enforcement, and other service agencies, therefore, strengthening our shared goals and collaborative relationships.

END PROJECT NARRATIVE

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

Subrecipient: Lassen County/ District Attorney	DUNS # 120401992	FIPS #:
Grant Disaster/Program Title: KC Child Advocacy Center		
Performance Period: 04/01/2019 to 03/31/2019	Subaward Amount Requested: \$ 170,003	
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?	<3 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?	\$ 387,000
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:

02/01/2019

Print Name and Title

Michelle Latimer, Program Coordinator

Phone Number:

(530) 251-8284

Program Specialist Only: SUBAWARD #

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.

*Susanville
Lassen County, California

2. U.S. CONGRESSIONAL DISTRICT(S): Enter the number(s) of the U.S. Congressional District(s) which the project serves. Put an asterisk for the district where the project's principal office is located.

California 1st Congressional District - Doug LaMalfa

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.

California 1st State Assembly District - Brian Dahle

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.

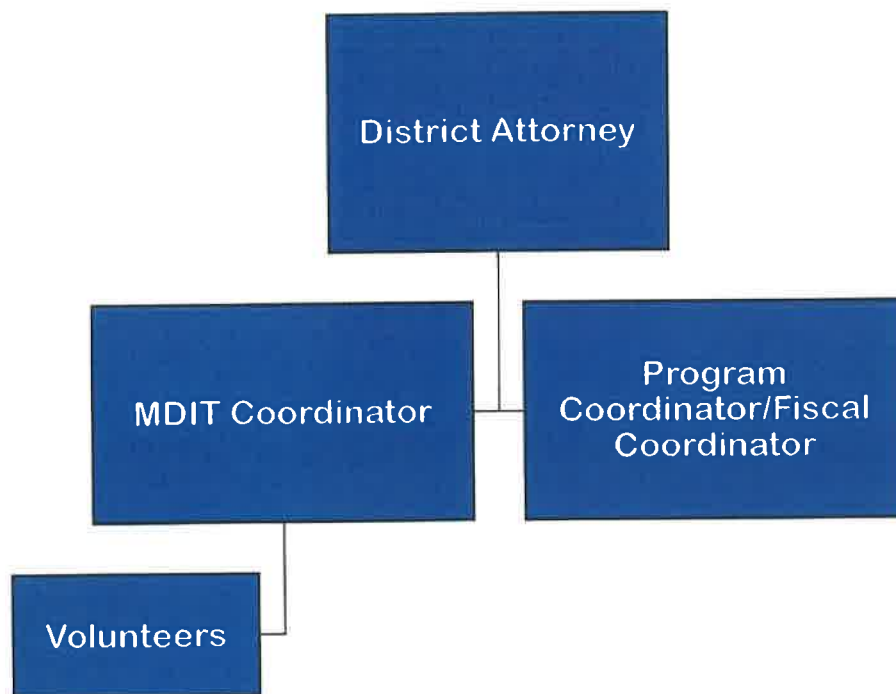
California 1st Senate District - Vacant

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

Total population 35,000
Susanville: Population estimate as of July 1, 2016 - 14,843. US Census Bureau
Individuals incarcerated within one of the three prisons locally: approximately 8,000



Mikailia Child Advocacy Center Organizational Chart



Subaward #: KC 17 01 0180

CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES
OUT-OF-STATE TRAVEL REQUEST

SUBRECIPIENT

Agency: Lassen County District Attorney's Office
Project Director: Susan M. Rios Phone #: 530-251-8283
Address: 2950 Riverside Drive, Suite 102
City: Susanville, CA Zip: 96130

ATTENDEE(S)

Name: Michelle Latimer
Title: Program Coordinator Phone #: 530-251-8284
Name: Krystle Hollandsworth
Title: MDIT Coordinator Phone #: 530-251-8280

TRIP DETAILS

Trip Date [Month/Day(s)/Year] April 23, 24, 25, 26, 27, 2019
Destination (City/State) Washington, D.C.
Description
(Meeting/Conference/Other) 21st Annual National Conference on Child Abuse & Neglect

Justification (indicate the need for the trip and the benefits to the State. Use additional pages if necessary. Attach brochure if available.)

The Lassen County CAC is in the developmental stages of creation and providing services to victims of crime. Allowing two staff attend the conference would provide an opportunity to network with other CAC/MDITs around the country to learn how evidenced based, best practices in the field of child abuse are conducted in other areas allowing growth opportunities of the program to meet the needs of our community.

Subrecipient must attach Cost Worksheet to the Out-of-State Travel Request.

FOR CAL OES USE ONLY

Recommendation:

Approve

☐

Disapprove

☐

Program Specialist

Date

☐☐

Unit Chief

Date

OUT-OF-STATE TRAVEL REQUEST COST WORKSHEET

Travel Policy – are the rates based on internal policy or the state's travel policy? Please specify:

Internal Travel Policy



State Travel Policy



Date of Trip: April 23, 24, 25, 26, 27, 2019

Destination: Washington, D.C.

Purpose: The 21st Annual National Conference on Child Abuse & Neglect

ESTIMATED COSTS

TRANSPORTATION:

AMOUNT

Airfare:

\$ 2,400.00

Additional Airport Expenses

Mileage: (54.5 cents per mile)

\$ see below

Taxi/Shuttle:

\$ 100.00

Parking:

\$ 45.00

Auto Expenses:

Private Car:

\$ 109.00

Rental Car:

\$ N/A

State/Agency Car:

\$ N/A

HOTEL/PER DIEM

Hotel:

5 nights (sharing room) days @ \$ 290.00 per day =

\$ 1,452.00

Per diem:

5 (five days - 2 people) days @ \$ 76.00 per day =

\$ 760.00

OTHER EXPENSES

Registration/Conference Fee:

\$ N/A

*Note per mile reimbursement is .58 as of 1/1/2019. Mileage to Reno airport is \$188 miles round trip=\$109

\$

\$

\$

\$

TOTAL COSTS NOT TO EXCEED:

\$ 4,866

U.S. Department of Health & Human Services (<https://www.hhs.gov/>)

Administration for Children & Families (<https://www.acf.hhs.gov/>)

Children's Bureau (<https://www.acf.hhs.gov/programs/cb/>)

THE 21ST NATIONAL CONFERENCE ON CHILD ABUSE AND NEGLECT

APRIL 24-26, 2019 | WASHINGTON, DC | WASHINGTON MARRIOTT WARDMAN PARK



REGISTRATION IS OPEN!

To attend, complete the online registration!

Strong & Thriving

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The 21st National Conference on Child Abuse and Neglect (NCCAN) offers an exceptional opportunity for those committed to achieving better outcomes for children and families to connect and learn. Unique in its scope and diversity, the 21st NCCAN will bring together practitioners, researchers, policy makers, parents, and volunteers from a wide variety of disciplines who come to gain new knowledge and understanding, build new skills, and reenergize for the always challenging work ahead. The 21st NCCAN is sponsored by the Office on Child Abuse and Neglect, Children's Bureau, Administration on Children, Youth and Families. The conference theme, "**Strong and Thriving Families**", recognizes that supporting families is important to ensuring the safety, permanency and well-being of our nation's children.

Join us in Washington, DC on April 24-26, 2019, for an outstanding slate of sessions at the 21st NCCAN. The Children's Bureau is committed to offering a program that features a cadre of compelling and thought-provoking speakers to engage you in deeply meaningful conversations and learning opportunities to inform your work. Sessions will include workshops, policy forums, skill seminars, and other opportunities to hear from peers and experts in the field.

Monthly Newsletter

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Children's Bureau – An Office of the
Administration for Children and Families
U.S. Department of Health and Human
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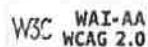
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Subaward #: KC 17 01 0180

CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES
OUT-OF-STATE TRAVEL REQUEST

SUBRECIPIENT

Agency: Lassen County District Attorney's Office
Project Director: Susan M. Rios Phone #: 530-251-8283
Address: 2950 Riverside Drive, Suite 102
City: Susanville, CA Zip: 96130

ATTENDEE(S)

Name: Krystle Hollandsworth
Title: MDIT Coordinator Phone #: 530-251-8280
Name: N/A
Title: N/A Phone #: _____

TRIP DETAILS

Trip Date [Month/Day(s)/Year] May, 20, 21, 22, 23, 2019
Destination (City/State) Seattle, Washington
Description
(Meeting/Conference/Other) Western Regional Child Advocacy Center Team-Facilitator Training

Justification (indicate the need for the trip and the benefits to the State. Use additional pages if necessary. Attach brochure if available.)

The Lassen County CAC is in the developmental stages of creation and providing services to victims of crime. The MDIT Coordinator is new to the CAC/MDIT movement and attending the regional meeting would provide training in team-facilitation and create opportunities to connect with professionals in the field to increase the ability of the program to meet the needs of our community.

Subrecipient must attach Cost Worksheet to the Out-of-State Travel Request.

FOR CAL OES USE ONLY

Recommendation:

Approve

☐

Disapprove

☐

Program Specialist

Date

☐☐

Unit Chief

Date

OUT-OF-STATE TRAVEL REQUEST COST WORKSHEET

Travel Policy – are the rates based on internal policy or the state's travel policy? Please specify:

Internal Travel Policy



State Travel Policy



Date of Trip: May 20, 21, 22, 23, 2019

Destination: Seattle, Washington

Purpose: Western Regional Child Advocacy Center Team-Facilitator Training

ESTIMATED COSTS

TRANSPORTATION:

AMOUNT

Airfare:

\$ 600.00

Additional Airport Expenses

Mileage: (54.5 cents per mile)

\$ see below

Taxi/Shuttle:

\$ 50.00

Parking:

\$

Auto Expenses:

Private Car:

\$ *109

Rental Car:

\$ N/A

State/Agency Car:

\$ N/A

HOTEL/PER DIEM

Hotel:

4 nights days @ \$ 0.00 per day =

\$ 0.00

Per diem:

4 days days @ \$ 76 per day =

\$ 304

OTHER EXPENSES

Registration/Conference Fee:

\$ N/A

*Note per mile reimbursement is .58 as of 1/1/2019. Round trip mileage to Reno airport =188 miles

\$

Hence \$109.00 under auto expenses.

\$

\$

\$

TOTAL COSTS NOT TO EXCEED:

\$ 1.063



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Accepting Applications

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Child and Family Traumatic Stress Intervention (CFTSI) and consultation calls 

Upcoming Trainings

Team-Facilitator Training 

Registration is expected to open the last week of February 2019, and instructions on how to apply will be found here at that time.

Dates: May 21-23, 2019 (2.5 days)

Location: Seattle, Washington (*tentative location*)

Trainers: John Alderson, Resources for Change Inc., and Kori Stephens, Midwest Regional CAC

Every multidisciplinary team presents its own unique dynamics, strengths and challenges. Individuals who facilitate multidisciplinary teams must possess a wide array of skills to foster relationships, build trust, cultivate participatory discussion and decision making and ultimately assist the team in fulfilling their mission. This training is catered towards individuals who are tasked with the responsibility of team facilitation and will provide insight into strategies for identifying challenges and barriers that impact case outcomes and tools for overcoming these challenges and addressing conflict.

Learning Objectives

As a result of this training participants will be able to:

1. Create a safe environment that promotes participatory discussion among multidisciplinary team members
2. Assist their multidisciplinary team in identifying and addressing challenges/barriers that impact case outcomes
3. Lead team members to make collaborative decisions
4. Effectively communicate their role as team facilitator

Training Participants: This training is limited to 20 participants and, due to high demand, only one individual from each CAC may apply. The training is intended for CAC staff or MDT members who are responsible for coordinating team activities, facilitating case review, and ensuring the successful functioning of their team. Participants must attend the training in its entirety.

Training Fees: There is no fee to attend this training. WRCAC will provide three nights of lodging for each participant. Airfare, meals and other expenses are the responsibility of the participant.

Western Regional
CHILDREN'S ADVOCACY CENTER

Forensic Interviews at Trial, Preparation and Presentation

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Building and Reinvigorating Trauma-Informed Multi-Disciplinary Teams



Recent Trainings

Trauma-Focused Cognitive Behavioral Therapy (and consultation calls)



None

WRCAC Mailing Address

3020 Children's Way MC 5016
San Diego CA, 92123

Contact WRCAC

Click [Here](#) to Contact the WRCAC.

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U.S. General Services Administration

Travel Resources

Per Diem	Meals & IE	Airfares	Hotels	POV Mileage
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Meals & Incidental Expenses

This table lists the six M&IE tiers in the lower 48 continental United States. Use the Per Diem rates tab above to look up a travel location and find its total M&IE. Locate that amount in the first "Total" column of the table below. The corresponding row provides specific meal breakdowns for the tier. The portion of the M&IE rate provided for incidental expenses is currently \$5 for all tiers.

M&IE Total	Continental Breakfast/ Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
\$55	\$13	\$14	\$23	\$5	\$41.25
\$56	\$13	\$15	\$23	\$5	\$42.00
\$61	\$14	\$16	\$26	\$5	\$45.75
\$66	\$16	\$17	\$28	\$5	\$49.50
\$71	\$17	\$18	\$31	\$5	\$53.25
\$76	\$18	\$19	\$34	\$5	\$57.00

Refer to the breakdown of meals and incidental expenses (M&IE) for full details on current federal allowances in the continental United States.



Plan and Book

Research and prepare for government travel.

Per Diem, Meals & Incidental Expenses (M&IE)
Passenger Transportation (Airfare rates, POV rates, etc.)
Lodging
Conferences/Meetings
Travel Charge Card
State Tax Exemption



Training

Onsite and online travel and relocation classes.

Online Training
Instructor-Led Training (ILT)
Frequently Asked Questions



Services for Government Agencies

Programs providing commercial travel services.

Travel Services Solutions (TSS Schedule 599)
E-Gov Travel Service (ETS)





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

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

February 5, 2019

Mr. Dennis Hall, Program Specialist
Child Advocacy Center (KC) Program Grant
California Governor's Office of Emergency Services
3650 Schriever Avenue
Mather, CA 95655
(916) 845-8228

Re: Match Waiver Request

Dear Dennis:

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

- VOCA Federal award number: 2017-VA-GX-0084
- Subaward number: KC18 02 0180
- Subrecipient's legal Name: Lassen County District Attorney
- Subaward start and end dates: April 1, 2019 through March 30, 2020
- VOCA funds awarded: \$170,003
- Funding split for awards partially funded by Federal awards (if applicable): N/A
- Required match (pre-match waiver): \$42,501
- Proposed Award Amount: \$212,504
- Total Project Cost (pre-match waiver): \$170,003
- Amount of cash match proposed (post-match waiver): \$1,901
- Amount of in-kind match (post-match waiver): \$6,599
- Total match proposed (sum of cash match and in-kind match proposed): \$8,500
- Amount of match the Subrecipient provided during the prior grant year: \$17,039
- Effective match percentage (post-match waiver): 20%
- Amount of match requested to be waived: \$34,001
- Total Project Cost (post-match waiver): \$178,503

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

Moreover, the administration of Lassen County will not provide any additional match to support the program for the second year of funding above the small match listed in the budget category and line item detail. Additionally, because of the small, rural community in which our office is housed, local businesses are experiencing “donation fatigue”, in that all non-profits and local school programs request donations from the same few businesses located within the area, reducing the match the program can anticipate from local funds.

Please do not hesitate to contact the Program Coordinator, Michelle Latimer, with questions.

Sincerely,

A handwritten signature in dark ink, appearing to read "Susan M. Rios", written in a cursive style.

Susan M. Rios

Lassen County District Attorney