

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

CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES

GRANT SUBAWARD FACE SHEET

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

1. Subrecipient: County of Lassen **1a. DUNS#:** 073780827
2. Implementing Agency: Lassen County District Attorney's Office **2a. DUNS#:** 120401992
3. Implementing Agency Address: 2950 Riverside Drive Suite 102 Susanville 96130-4754
Street City Zip+4
4. Location of Project: Susanville Lassen 96130-4754
City County Zip+4
5. Disaster/Program Title: Victim/ Witness Assistance Program **6. Performance Period:** 10/01/2019 to 09/30/2020
7. Indirect Cost Rate: ☐ N/A; ☒ 10% de minimis; ☐ Federally Approved ICR _____ %

Grant Year	Fund Source	A. State	B. Federal	C. Total	D. Cash Match	E. In-Kind Match	F. Total Match	G. Total Project Cost
2018	8. VOCA		\$ 239,992		\$ 2,951	\$ 482	\$ 3,433	\$ 243,425
2019	9. VWA0	\$ 21,412					\$ 0	\$ 21,412
Select	10. Select						\$ 0	\$ 0
Select	11. Select						\$ 0	\$ 0
Select	12. Select						\$ 0	\$ 0
	TOTALS	\$ 21,412	\$ 239,992	\$ 261,404	\$ 2,951	\$ 482	\$ 3,433	12. G Total Project Cost: \$ 264,837

13. Certification - This Grant Subaward consists of this title page, the application for the grant, which is attached and made a part hereof, and the Assurances/Certifications. I hereby certify I am vested with the authority to enter into this Grant Subaward, and have the approval of the City/County Financial Officer, City Manager, County Administrator, Governing Board Chair, or other Approving Body. The Subrecipient certifies that all funds received pursuant to this agreement will be spent exclusively on the purposes specified in the Grant Subaward. The Subrecipient accepts this Grant Subaward and agrees to administer the grant project in accordance with the Grant Subaward as well as all applicable state and federal laws, audit requirements, federal program guidelines, and Cal OES policy and program guidance. The Subrecipient further agrees that the allocation of funds may be contingent on the enactment of the State Budget.

14. CA Public Records Act - Grant applications are subject to the California Public Records Act, Government Code section 6250 et seq. Do not put any personally identifiable information or private information on this application. If you believe that any of the information you are putting on this application is exempt from the Public Records Act, please attach a statement that indicates what portions of the application and the basis for the exemption. Your statement that the information is not subject to the Public Records Act will not guarantee that the information will not be disclosed.

15. Official Authorized to Sign for Subrecipient: Susan M. Rios **16. Federal Employer ID Number:** 946000517
Name: Susan M. Rios Title: Lassen County District Attorney
Telephone: (530) 251-8283 FAX: (530) 251-2692 Email: mrios@co.lassen.ca.us
(area code) (area code)
Payment Mailing Address: 2950 Riverside Drive Suite #102 City: Susanville Zip+4: 96130-4754
Signature: *Susan M. Rios* Date: 8/1/19

[FOR Cal OES USE ONLY]

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

Cal OES Fiscal Officer	Date	Cal OES Director (or designee)	Date
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PROJECT CONTACT INFORMATION

Subrecipient: County of Lassen

Subaward #: VW19 27 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: Lassen County District Attorney

Telephone #: (530) 251-8283 Fax#: (530) 251-2692 Email Address: mrrios@co.lassen.ca.us

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

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

Name: Diana Wemple Title: Lassen County Auditor

Telephone #: (530) 251-8236 Fax#: (530) 251-2663 Email Address: dwemple@co.lassen.ca.us

Address/City/Zip: 221 South Roop Street, Suite #1, Susanville, CA 96130

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

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

Telephone #: (530) 251-2963 Fax#: (530) 251-2692 Email Address: lsalas@co.lassen.ca.us

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

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

Name: Michelle Latimer Title: Lassen County District Attorney Program Coordinator

Telephone #: (530) 251-8284 Fax#: (530) 251-2692 Email Address: mlatimer@co.lassen.ca.us

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

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

Name: Susan M. Rios Title: Lassen County District Attorney

Telephone #: (530) 251-8283 Fax#: (530) 251-2692 Email Address: mrrios@co.lassen.ca.us

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

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

Name: Susan M. Rios Title: Lassen County District Attorney

Telephone #: (530) 251-8283 Fax#: (530) 251-2692 Email Address: mrrios@co.lassen.ca.us

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

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

Name: 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, Suite #4, Susanville, CA 96130

SIGNATURE AUTHORIZATION


Subaward #: VW19 27 0180

Subrecipient: County of Lassen

Implementing Agency: Lassen County District Attorney's Office


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

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

Signature: 

Date: 8/1/19

***Financial Officer:** Diana Wemple

Signature: 

Date: 8-2-19

The following persons are authorized to sign for the
Project Director


Signature

Latoya Salas

Print Name


Signature

Michelle Latimer

Print Name

Signature

Print Name

Signature

Print Name

Signature

Print Name

The following persons are authorized to sign for the
Financial Officer

Signature

Lori Pearce

Print Name

Signature

Print Name

Signature

Print Name

Signature

Print Name

Signature

Print Name

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

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

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

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

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

Subrecipient: County of Lassen

Implementing Agency: Lassen County District Attorney's Office

Project Title: Victim/ Witness Assistance Program

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

I. Federal Grant Funds

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

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

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

It is the public policy of the State of California to promote equal employment opportunity (EEO) by prohibiting discrimination or harassment in employment because of race, color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship, physical or mental disability, medical condition (including cancer and genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity, gender expression, age, sexual orientation, veteran and/or military status, protected medical leaves (requesting or approved for leave under the Family and Medical Leave Act or the California Family Rights Act), domestic violence victim status, political affiliation, and any other status protected by state or federal law. **Cal OES-funded projects certify that they will comply with all state and federal requirements regarding equal employment opportunity, nondiscrimination and civil rights.**

Please provide the following information:

Equal Employment Opportunity Officer: Richard Egan

Title: Lassen County Administrative Officer

Address: 221 South Roop Street, Suite #4, Susanville, CA 96130

Phone: (530) 251-8333

Email: regan@co.lassen.ca.us

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

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

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

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

V. Lobbying – (Subrecipient Handbook Section 2154)

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

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

(This applies to federally funded grants only.)

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

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

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

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

VIII. Civil Rights Compliance

The Subrecipient complies 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. Civil Rights and Nondiscrimination

The Subrecipient understands that the federal statutes and regulations pertaining to civil rights and nondiscrimination and, in addition:

- a. the Subrecipient understands that the applicable statutes pertaining to civil rights will include section 601 of the Civil Rights Act of 1964 (42 U.S.C. § 2000d); section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794); section 901 of the Education Amendments of 1972 (20 U.S.C. § 1681); and section 303 of the Age Discrimination Act of 1975 (42 U.S.C. § 6102);
- b. the Subrecipient understands that the applicable statutes pertaining to nondiscrimination may include section 809(c) of Title I of the Omnibus Crime Control and Safe Streets Act of 1968 (34 U.S.C. § 10228(c)); section 1407(e) of the Victims of Crime Act of 1984 (34 U.S.C. § 20110 (e)) ; section 299A(b) of the Juvenile Justice and Delinquency Prevention Act of 2002 (34 U.S.C. § 11182(b)); and the grant condition set out at section 40002(b)(13) of the Violence Against Women Act (34 U.S.C. § 12291(b)(13), which will apply to all awards made by the Office of Violence Against Women, also may apply to an award made otherwise; and
- c. the Subrecipient understands they must comply with the specific assurances set out in 29 C.F.R. §§ 42.105 and 42.204.

5. 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").

6. 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.

7. 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:

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

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

8. 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.

9. 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:

- o 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
- o 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:

- o 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
- o 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.

10. 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.

11. 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.

12. 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>.

13. 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.

14. 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.

15. 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.

16. 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.

17. 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.

18. 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.

19. 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.

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

Authorized Official's Signature: Susan M. Rios

Authorized Official's Typed Name: Susan M. Rios

Authorized Official's Title: Lassen County District Attorney's Office

Date Executed: 8/1/19

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

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

Executed in the City/County of: Susanville/ Lassen

AUTHORIZED BY: (not applicable to State agencies)

☐ City Financial Officer

☐ County Financial Officer

☐ City Manager

☒ County Manager

☐ Governing Board Chair

Signature: _____

Typed Name: Richard Egan

Title: Lassen County Administrative Officer

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: County of Lassen				Subaward #: VW19 27 0180			
	VOCA 18	VOCA 18 Match	19 VWAO meeting 18 VOCA Match	19 VWAO			COST
A. Personal Services – Salaries/Employee Benefits							
1. Salary and Benefits for the VW Coordinator							\$0
Provides direct services for victims							\$0
of crime pursuant to PC 13835.5 and PC 679-680							\$0
Responsible routine programmatic person							\$0
for the grant							\$0
Effective Oct. 1, 2019- Sept. 30, 2020							\$0
At 100% at 1 FTE for 12 months							\$0
UPEC Range 20, Step D Monthly Salary = \$4406							\$0
UPEC 20 D for 12 Months x \$4406 = \$52,872							\$0
County Longevity of 7.5% of \$52,872 = \$3965.40							\$0
Total Salary: \$52,872+\$3965.40= \$56,837.40	\$56,837						\$56,837
Benefits:							\$0
PERS Retirement 8.7% - \$4941							\$0
Social Security 6.2% - \$3524							\$0
Medicare 1.5% - \$824							\$0
Health Insurance 5% - \$2880							\$0
Flexible Benefit 12.9% - \$7428							\$0
Dental .82% - 480							\$0
Life Insurance .25% - \$144							\$0
OPEB 2.2% - \$1275							\$0
							\$0
Benefits at 37.82% x \$56,837= \$21,495.75	\$21,496						\$21,496
							\$0
2. Salary and Benefits for the DA Program Coordinator							\$0
Responsible routine fiscal person for the grant							\$0
Effective Oct. 1, 2019- Sept. 30, 2020							\$0
Mid-Mang. 22, Step E Monthly Salary = \$4825							\$0
Step E at 12 months x \$4825 x 5% = \$2895				\$2,895			\$2,895
Benefits:							\$0
PERS Retirement 8.7% - \$252							\$0
Social Security 6.2% - \$179							\$0
Medicare 1.5% - \$42							\$0
Health Insurance 5% - \$144							\$0
Flexible Benefit 12.8% - \$371							\$0
Dental .8% - \$24							\$0
Life Insurance .2% - \$7							\$0
OPEB 2.2% - \$64							\$0
							\$0
Benefits at 37.4% x \$2895= \$1082.73				\$1,083			\$1,083
							\$0
3. Salary and Benefits for Victim Advocate 1							\$0
Provides direct services for victims							\$0
of crime pursuant to PC 13835.5 and PC 679-680							\$0
Effective Oct. 1, 2019 to Sept. 30, 2020							\$0
at 100% at 1 FTE for 12 months							\$0
UPEC Range 13, Step A Monthly Salary = \$2785							\$0
Step A at 1 months x \$2785= \$2785							\$0
UPEC Range 13, Step B Monthly Salary = \$2914							\$0
Step B at 11 months x \$2914= \$32054							\$0
\$2785 + \$32054 = \$34,968	\$34,839						\$34,839
Benefits:							\$0
PERS Retirement 8.7% - \$3029							\$0
Social Security 6.2% - \$2160							\$0
Medicare 1.45% - \$505							\$0
Health Insurance 8.27% - \$2880							\$0
Flexible Benefit 21.32% - \$7428							\$0
Dental 1.38% - 480							\$0
Life Insurance .41% - \$143							\$0

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: County of Lassen				Subaward #: VW19 27 0180			
	VOCA 18	VOCA 18 Match	19 VWAO meeting 18 VOCA Match	19 VWAO			COST
A. Personal Services – Salaries/Employee Benefits							
OPEB 3.65% - \$1275							\$0
							\$0
Benefits at 51.38% x \$34839 = \$17900.28	\$17,900						\$17,900
							\$0
4. Salary and Benefits for Mass Victimization Advocate I							\$0
Develop crisis response/Mass Victimization plan, protocols, MOU's with community, provide outreach.							\$0
Provides direct services for victims							\$0
of crime pursuant to PC 13835.5 and PC 679-680							\$0
Effective Oct. 1, 2019 to Sept. 30, 2020							\$0
at 100% at 1 FTE for 12 months							\$0
UPEC Range 15, Step B Monthly Salary = \$3191							\$0
Step B at 12 months x \$3191 = \$38,292	\$38,292						\$38,292
Benefits:							\$0
PERS Retirement 8.7% - \$3330							\$0
Social Security 6.2% - \$2374							\$0
Medicare 1.45% - \$555							\$0
Health Insurance 7.53% - \$2880							\$0
Flexible Benefit 19.39% - \$7428							\$0
Dental 1.25% - \$480							\$0
Life Insurance .4% - \$143							\$0
OPEB 3.3% - \$1275							\$0
							\$0
Benefits at 48.22% x \$38292 = \$18464.40	\$18,464						\$18,464
							\$0
5. PERS Unfunded Retirement Liability attributable to the Project \$9893			\$8,567	\$1,326			\$9,893
							\$0
6. Worker Compensation Insurance attributable to the Project \$2194				\$2,194			\$2,194
							\$0
VOCA 18 In-Kind Match							\$0
							\$0
1. Volunteer Hrs. at Vic. Adv. rate of \$16.08 an hr.							\$0
30 hours x \$16.08 = \$482.40		\$482					\$482
Volunteers will assist project staff by attending community outreach events for the project							\$0
							\$0
							\$0
							\$0
Personal Section Totals	\$187,828	\$482	\$8,567	\$7,498	\$0	\$0	\$204,375
PERSONAL SECTION TOTAL							\$204,375

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: County of Lassen				Subaward #: VW19 27 0180			
	VOCA 18	VOCA 18 Match	19 VWAO meeting 18 VOCA Match	19 VWAO			COST
B. Operating Expenses							
1. Liability Insurance attributable to the Project Projected by Lassen County \$643 \$53.58 x 12 months				\$643			\$0 \$643 \$0 \$0 \$0
2. I.T. Direct Billing for LC Victim/Witness Covers internet services, email access, Office 365, anti-virus, system storage, system back-up and the cost to have all IT services maintained through the county I.T. Department \$2000 x 3 VW Work Stations & 1 MVA Tablet = \$8000	\$4,000			\$4,000			\$0 \$0 \$0 \$0 \$0 \$0 \$8,000 \$0
3. Office phone lines for Victim/Witness (4 lines) \$60 a month x 12 = \$720	\$720						\$0 \$720 \$0
4. Postage Expenses for Program Fed/Ex Expedite Mail Service = \$100 200 Standard Mail at 50 cents = \$100 400 Mail at 65 cents = \$260 75 Flat Envelope Mail at \$1.45 = 108.75 Annual Meter Fee \$431 x .33 = \$142.23 Total Postage: \$710.98	\$711						\$0 \$0 \$0 \$0 \$0 \$0 \$711 \$0
5. Office Supplies for Victim/Witness (Paper, Pens, Files... etc.) \$1000 (Portable Printer/ Jackets/ Go-Bag Supplies) (\$1500)	\$296 \$1,500			\$704			\$0 \$1,000 \$1,500 \$0
6. Indirect Costs (A-87) attributable to the Project Up to 10% de Minimis rate Amount projected by Lassen County \$13881 This is to cover the cost of County Administration, County Auditor, Board of Supervisor, County Counsel Maintaining facility/grounds: which includes janitorial services and utilities (excluding phones and security system) \$264,837-\$12,000-\$7,488= \$245,349 \$245,349 x 10%= \$24,534.90 Maximum allowable indirect cost is \$24,534.90	\$13,881						\$0 \$13,881 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0
7. Office/Facility Rental for 2950 Riverside Dr. Amount payable to Lassen County \$7488 356 Sq.Ft. for Victim/Witness Office Space and Lobby 294 Sq.Ft. for meeting space, storage of supplies 650 Sq.Ft. total at County rate of \$11.52 per Sq.Ft. (3FTEx125x1.75/sq.ft.x12= \$7875) County Charging Less than CalOES Rates	\$7,488						\$0 \$7,488 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0
8. Membership dues for CCVAA One Coordinator \$125 and Two Advocates at \$25	\$175						\$0 \$175 \$0
9. Mileage Reimbursement for Victim/Witness Staff to go to/from court, local meetings/presentations 431.03 miles x \$0.58	\$250						\$0 \$250 \$0 \$0 \$0
10. Quarterly Regional/MVA Meetings TBA \$200 a meeting x 4 = \$800	\$800						\$0 \$800 \$0
11. Victim Services Branch Regional Training 2 VW Staff							\$0 \$0

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: County of Lassen				Subaward #: VW19 27 0180			
	VOCA 18	VOCA 18 Match	19 VWAO meeting 18 VOCA Match	19 VWAO			COST
B. Operating Expenses							
Oct. 1-2, 2019							\$0
In Redding, CA							\$0
Registration Expense: \$0							\$0
Accommodations: \$90/day x 2 days x 2 ppl= \$360.00							\$0
Ground Travel 226 miles x \$0.58= \$131.08							\$0
\$50 Per Diems (\$23 night) for 2 days, 1 night, for 2 ppl							\$0
at county rates = \$246							\$0
Total: \$737.08	\$737						\$737
12. Entry Level Advocacy Training for Victim Advocate							\$0
Dec. 15-21, 2019 (including travel days)							\$0
Location: San Diego, CA							\$0
Registration Expense: \$0							\$0
Accommodations \$125/day x 6 days = \$750							\$0
Ground travel 170 Miles x \$0.58 = \$98.60							\$0
Air Travel = \$700							\$0
\$50 Per Diems for 6 days at county rates = \$300							\$0
Shuttle to/from airport/hotel = \$64							\$0
Total: \$1912.60	\$1,913						\$1,913
13. Victim Advocacy Institute for 2 Staff							\$0
Feb. 3-7, 2020 (including travel days)							\$0
Location: Orange, CA							\$0
Registration Expense: \$0							\$0
Accommodations \$120/day x 4 daysx 2 = \$960							\$0
Ground travel 170 Miles x \$0.58 = \$98.60							\$0
Air Travel = \$700 x 2= \$1474							\$0
\$50 Per Diems for 5 days is 250 at county rates							\$0
x 2ppl = \$500							\$0
Shuttle to/from airport/hotel @ \$45 x 2= \$90							\$0
Total: \$3122.6	\$3,123						\$3,123
14. Elder & Dependent Adult Abuse							\$0
April 27 - May 2, 2020							\$0
Location: Garden Grove, CA							\$0
Registration Expense: \$499							\$0
Accommodations \$120/day x 5 days = \$600							\$0
Ground travel 170 Miles x \$0.58 = \$98.60							\$0
Air Travel = \$700							\$0
\$50 Per Diems for 5 days is 250 county rates							\$0
Charging Less \$214							\$0
Shuttle to/from airport/hotel = \$45							\$0
Total: \$2156.60	\$2,157						\$2,157
15. Leave No Victim Behind IV							\$0
October 21-23, 2019							\$0
Location: Las Vegas, NV							\$0
Registration Expense: Pd. In FY 18-19							\$0
Accommodations \$1000							\$0
Ground travel 170 Miles x \$0.58 = \$98.60							\$0
Air Travel = Pd. In FY 18-19							\$0
\$50 Per Diems for 4 days at county rates = \$200							\$0
Shuttle to/from airport/hotel = \$25							\$0
Total: \$1323.60	\$1,324						\$1,324
16. Additional trainings for Advocates TBA	\$4,000						\$4,000
17. Cell Phone Service for 3 V/W Phones							\$0

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: County of Lassen				Subaward #: VW19 27 0180			
	VOCA 18	VOCA 18 Match	19 VWAO meeting 18 VOCA Match	19 VWAO			COST
B. Operating Expenses							
12 months at \$45 a month for 3 phones = \$1620	\$1,620						\$1,620
							\$0
18. Office Chairs and stand-up desk converters for ergonomical work stations for the 3 VW offices 3 offices x \$900	\$2,700						\$2,700
							\$0
19. Bi-annual oil changes for VW/MVA vehicle \$75 x 2 = \$150	\$150						\$150
							\$0
20. Cost to change over regular tires to snow tires \$100 x 2= \$200	\$200						\$200
							\$0
21. Fuel for LCVW vehicle 5550 Miles x \$0.58 = 3219	\$3,219						\$3,219
							\$0
22. Vehicle Emergency Kit	\$100						\$100
							\$0
23. Microsoft Surface Pro and case for staff to assist crime victims with resources and completing CalVCB applications	\$1,100						\$1,100
							\$0
							\$0
							\$0
VOCA 18 Cash Match							\$0
1. 5% I.T. Direct Billing for LC Program Coordinator for LC Victim/Witness Grant \$2000 x 5% = \$100		\$100					\$100
							\$0
2. Copier expense attributable to LCVW \$3632 a year to cover four divisions in LCDA One of the divisions is LCVW \$3632 / 4 = \$908		\$908					\$908
							\$0
3. Martin Sercurty System for LCDA \$480 a year to cover four divisions in LCDA One of the divisions is LCVW \$480 / 4 = \$120		\$120					\$120
							\$0
4. Data base to log victims and services into annual renewal from Prosecutor by Karpel \$450 per device, 3 VW computers and 1 MVA tablet 5% LC Program Coordinator \$450 x 4= \$1800 \$450 x 5% = \$22.50 Total: \$1823		\$1,823					\$1,823
							\$0
							\$0
							\$0
Operating Section Totals	\$52,164	\$2,951	\$0	\$5,347	\$0	\$0	\$60,462
OPERATING SECTION TOTAL							\$60,462

BUDGET CATEGORY AND LINE ITEM DETAIL

[illegible]

Budget Narrative

We have prepared our 2019/2020 grant period budget to accomplish the following goals:

- Support the Program's objectives and activities;
- To minimize administrative costs and support direct services;
- To support the duties and time commitments of project-funded staff to meet the proposed objectives and activities.

We anticipate an early/mid-year salary adjustments in the program for our full-time Victim/Witness Advocate (VWA) I at 1 FTE, as well as a mid/late-year salary adjustment for our full-time Victim/Witness Coordinator I/II at 1 FTE.

PERSONAL SERVICES**TOTAL ALLOCATION FOR PERSONAL SERVICES: \$204,375**

The budget has been calculated to cover the salaries and benefits of the following positions/ full-time equivalent percentages as well as the following amounts for PERS Unfunded Retirement Liability and Workers Compensation Insurance attributable to the Lassen County Victim/Witness Assistance Program (LCVW). We have also included the in-kind match for the use of volunteer time for LCVW.

Victim/Witness Coordinator: The Coordinator will be 100% 1 FTE position within our program. The Coordinator is compensated at the Lassen County UPEC Range 20, Step D. The base salary for this position is \$4406 for the entire 12-month grant year of October 1, 2019 through September 30, 2020. Therefore, the total

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salary for the Coordinator will be \$52,872.00. The Coordinator receives a longevity increase of 5% for part of the grant and 10% for part of the grant; it works out to 7.5% over the course of the entire grant period for a total of \$3965.40. The Coordinator receives the following benefits from Lassen County:

• California Public Employees Retirement System	\$4941
• Social Security	\$3524
• Medicare	\$824
• Health Insurance	\$2880
• Lassen County Flexible Benefit	\$7428
• Dental	\$480
• Life Insurance	\$144
• OPEB Health Insurance	\$1275

The total benefits for the Coordinator is \$21,496.00 or 37.82% of their salary.

The total salaries and benefits for the Coordinator position will be \$78,333.00 and will be paid 100% utilizing VOCA 18 funds.

The Victim Witness Coordinator/ Advocate will be responsible for the day-to-day administration of the Victim/Witness grant project, supervise the Victim Advocates and Volunteers within the program, and will carry an advocacy caseload, which will provide direct advocacy services to the victims of crime who request services from our program. Administrative duties shall include, but are not limited to, the responsibility for project reporting; overseeing the grant project, including compliance issues; overseeing the delivery of services;

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coordination of community outreach projects; overseeing training of staff and the training of outside agencies; provide direct services to victims of crime pursuant to California Penal Code 13835.5 and Penal Code 679-680 and other administrative duties as they arise. The job description for the Victim Witness Coordinator is attached and it describes the qualifications for and the duties of the position.

District Attorney Program Coordinator/ Fiscal Position: The fiscal position will be at .05 FTE (or 5%/ 2 hours a week) within our program. The fiscal position is compensated at the Lassen County Mid-management Range 22, Step E for the 12-month grant period. The base salary for this position is \$4825 a month multiplied by 12 months at 5% is a total salary of \$2895.00. The fiscal position receives the following benefits from Lassen County:

- California Public Employees Retirement System \$252
- Social Security \$179
- Medicare \$42
- Health Insurance \$144
- Lassen County Flexible Benefit \$371
- Dental \$24
- Life Insurance \$7
- OPEB Health Insurance \$64

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The total benefits for the Coordinator is \$1083.00 or 37.4% of their salary.

The total salaries and benefits for the fiscal position will be \$3,978.00 and will be paid 100% utilizing VWAO 19 funds.

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

Victim Advocate I (VWA): The VWA will be 100% 1 FTE position within our program. The VWA is compensated at the Lassen County UPEC Range 13, Step A for one month at a base salary of \$2785 and will move to a Range 13, Step B for the remaining 11 months at a base salary of \$2914. The total salary for the VWA will be \$34,839.00. The VWA receives the following benefits from Lassen County:

- California Public Employees Retirement System \$3029
- Social Security \$2160
- Medicare \$505
- Health Insurance \$2880

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- Lassen County Flexible Benefit \$7428
- Dental \$480
- Life Insurance \$143
- OPEB Health Insurance \$1275

The total benefits for the VWA is \$17,900.00 or 51.38% of their salary. **The total salaries and benefits for the VWA position will be \$52,739.00 and will be paid 100% utilizing VOCA 18 funds.**

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

Mass Victimization Advocate I (MVA): The MVA will be 100% 1 FTE position within our program. The MVA is compensated at the Lassen County UPEC Range 15, Step B for 12 months at a base salary of \$319. The total salary for the MVA will be \$38,292.00. The MVA receives the following benefits from Lassen County:

- California Public Employees Retirement System \$3330
- Social Security \$2374
- Medicare \$555
- Health Insurance \$2880
- Lassen County Flexible Benefit \$7428
- Dental \$480
- Life Insurance \$143

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- OPEB Health Insurance \$1275

The total benefits for the VWA is \$18,464.00 or 48.22% of their salary. **The total salaries and benefits for the MVA position will be \$56,756.00 and will be paid 100% utilizing VOCA 18 funds.**

The Mass Victimization Advocate will develop a crisis response/ mass victimization plan for Lassen County; create LCVW protocols when responding to a mass victimization incident; create MOU's with community agencies, law enforcement, local school districts and neighboring counties; attend and conduct outreach events regarding crisis response/ mass victimization; provide direct services to victims of crime pursuant to California Penal Code 13835.5 and Penal Code 679-680. When the MVA is not working on crisis response job duties, they will be able to assist victims while their case is still being investigated by law enforcement and/ or still pending a charging decision by the District Attorney's Office. The job description for the Mass Victimization Advocate I is attached and it describes the qualifications for the position.

PERS Unfunded Retirement Liability: The total PERS Unfunded Retirement Liability expenses that are attributable to the project as stated by the County of Lassen is **\$9,893.00**. The insurance costs will be paid 100% utilizing VWA0 19 funds; however, 87% will be VWA0 19 meeting VOCA 18 Match and 13% will be VWA0 19 funds.

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Workers Compensation Insurance: The total Worker's Compensation Insurance expenses that County of Lassen has attributed to this project are **\$2,194.00**. The insurance costs will be paid 100% utilizing VWAO 19 funds.

In-Kind Match Funds: The total In-Kind Match that LCVW will be attributing to the 2019/2020 grant project is covered by the use of volunteers that assist at our local outreach events throughout the grant period. The rate of pay the in-kind match is based on is the rate of an entry level VWA I, which is the Lassen County UPEC union Range 13, Step A hourly rate of \$16.08. **The total in-kind match for the volunteers for Personal Services is \$ 482.40 (rounded to \$482) which will be equivalent to 30 hours of time.**

OPERATING SERVICES

Total Allocation for Operating Expenses: \$60,462.00

We are dedicating only a small percentage (23%) of our total grant funds to operating expenses, only those minimum amounts necessary to support the program. We are committed to dedicating the largest percentage of our total grant funds to PERSONNEL SERVICES, in furtherance of the grant's objectives.

Our operating expenses will be:

Liability Insurance: The liability insurance costs attributed to this program by the County of Lassen will be **\$643.00**. The costs of this insurance will be covered by utilizing 100% VWA0 19 funds.

Informational Technology (IT) Direct Billing: The IT direct billing is to cover the cost of internet services, email access through Outlook, Office 365 (Word,

Excel...), anti-virus and system storage/ back up that will be set-up and maintained through our county IT department. Each county staff workstation (desktops, laptops or tablets) is charged the same amount for all of the services, which is \$2,000, no matter their FTE status. Victim/Witness will have three desktops attributable to the project and one tablet attributable to the project, so the cost of the IT direct billing is **\$8,000.00**. The costs of the IT direct billing will be covered by utilizing 50% VWA0 19 funds and by utilizing 50% VOCA 18 funds.

Communications: We are allocating \$720.00 for the programs use of the county phone system. This amount will cover the cost of the public phone number used by all Victim/Witness Staff and Volunteers as well as a private phone number for the Coordinator, 1FTE VWA and 1FTE MVA. Therefore, the total of **\$720.00** is being charged to the grant for this purpose. The costs of communications will be covered by utilizing 100% VOCA 18 funds.

Postage: We are allocating \$711.00 for postage. Victim/Witness sends out numerous correspondences through metered mail because of being in such a rural county. Therefore, the total amount for postage will be **\$711.00**. The costs of postage will be covered by utilizing 100% VOCA 18 funds.

Office Supplies: We are allocating \$2,500.00 for office supplies (copy/ printer paper, pens, file folders, crisis response go-bag items, business cards, staff jackets/windbreakers for go-bags, portable printer for MVA while out in the field...etc.) to be used by program staff. Therefore, the total of **\$2,500.00** is being

charged to the grant for this purpose. The costs of office supplies will be covered by utilizing 72% VOCA18 funds and 28% VWA0 19 funds.

Indirect Costs (A-87): The Indirect Costs attributed to this program by the County of Lassen will be **\$13,881.00**. The Indirect Cost Rate will be 10% de Minimis of the project. The total grant of \$264,837 minus match of \$12,000 minus rent/space allocation of \$7,488 equals \$245,349. When you take \$245,349 and multiply that by 10%, you get \$24,534.90 for the allowable indirect costs for the project year. Lassen County is charging our grant project \$13,881.00 to cover any costs associated but not limited to services for: utilities (excluding phones and security system), Lassen County Administration, Lassen County Auditor, Lassen County- County Counsel, Lassen County Board of Supervisors, maintaining facility/grounds, and janitorial services. The indirect costs will be covered by utilizing 100% VOCA 18 funds.

Facility Rental for 2950 Riverside Drive (Victim/Witness office location): The program has three offices for the Victim/Witness staff and volunteers to utilize, as well as a Victim/Witness Lobby that can be closed off to the rest of the District Attorney's Office. There is also storage space for Victim/Witness supplies and closed client files, a copy room, as well as access to three meeting rooms and training room (when available). The space allocated to Victim/Witness for the three offices and lobby has been calculated by Lassen County as 356 square feet and for our portion of the storage room, copy room and meeting rooms come to 294 square feet. The total square footage for the program is 650 square

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feet at the county rate of \$11.52 per foot, per year for a total of \$7,488.00. The county is not charging the \$1.75 per square foot per month for a max of \$21.00 a square foot per year. Therefore, our rent is significantly lower than the grant will cover. The costs of rental space will be covered by utilizing 100% VOCA 18 funds.

Memberships: We are allocating \$175.00 for membership fees for California Crime Victims Assistance Association (CCVAA) for the Coordinator and two advocates. Therefore, the total of **\$175.00** is being charged to the grant for this purpose. The costs of memberships will be covered by utilizing 100% VWA0 18 funds.

Travel (Training and Mileage): We are allocating an ESTIMATED amount of **\$14,256.48** for anticipated training costs. We are anticipating the following expenses to be attributed to the grant for training/ meetings for the upcoming grant period:

Entry Level Advocate Training In San Diego, December 15-21, 2019:

Mileage (170 miles at the anticipated IRS rate of \$.58 per mile for one person)	\$98.60
Accommodations (estimated at six Days, estimated at \$125 per day)	\$750.00
Per Diems (for six days at the county rate of \$50 a day for one person)	\$300.00
Air Travel for one person	\$700.00
Shuttle to/from airport/hotel	\$64.00
TOTAL ESTIMATED COSTS	\$1,912.60

Victim Services Branch Regional Training in Redding, October 1-2, 2019

Mileage (226 miles at the anticipated IRS Rate of \$.58 per mile)	\$131.08
Accommodations (estimated at two Days, estimated at \$90 per day, for Two people)	\$360.00
Per Diems (at county rates of \$50 a day plus \$23 For dinner for 2 ppl the night prior the training)	\$246.00
TOTAL ESTIMATED COSTS	\$737.08

Victim Advocacy Institute in Orange, February 3-7, 2020:

Mileage (170 miles at the anticipated IRS rate of \$.58 per mile)	\$98.60
Accommodations (estimated at four Days for 2 ppl, estimated at \$120 per day)	\$960.00
Per Diems (for five days at the county rate Of \$50 a day for two ppl. = \$500)	\$500.00
Air Travel for two people at \$700 each	\$1,474.00
Shuttle to/from airport/hotel at \$45 per person	\$90.00
TOTAL ESTIMATED COSTS	\$3,122.60

Elder & Dependent Adult Abuse in Garden Grove, April 27- May 2, 2020:

Mileage (170 miles at the anticipated IRS rate of \$.58 per mile for one person)	\$98.60
Accommodations (estimated at five Days, estimated at \$120 per day)	\$600.00
Per Diems (for five days at the county rate Of \$50 a day = \$250, charging less)	\$214.00

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Air Travel for one person	\$700.00
Shuttle to/from airport/hotel	\$45.00
TOTAL ESTIMATED COSTS	\$2,156.60

Leave No Victim Behind IV in Las Vegas, NV, October 20-23, 2019:

Mileage (170 miles at the anticipated IRS rate of \$.58 per mile for one person)	\$98.60
Accommodations (estimate due to being in Another state)	\$1000.00
Per Diems (for four days at the county rate Of \$50 a day)	\$200.00
Shuttle to/from airport/hotel	\$25.00
TOTAL ESTIMATED COSTS	\$1,323.60

We are allocating **\$800.00** for the travel expenses and per diem for Regional Coordinator and MVA meetings that will be announced during the 19/20 grant year. As well as allocating **\$250.00** for the cost of mileage incurred by the victim advocates and coordinator to travel to and from court proceedings, other local meetings and community outreach events in their personal vehicles when the LCVW vehicle is being used by other LCVW staff. We are also allocating **\$4000.00** for additional trainings that will become available throughout the project year for the coordinator and advocates.

THE TOTAL FOR THESE TRAVEL EXPENSES WILL BE \$14,304.48 (rounded to \$14,304.00) for these travel expenses; we will utilize the travel policy of LASSEN COUNTY. For these expenses, we will utilize 100% VOCA 18 funds.

Cell Phone Service: We are allocating **\$1,620.00** for extending the cellular service through the end of the grant project. The Victim/Witness programs has three Straighttalk.com cell phones for the staff to utilize to contact clients, law enforcement or main office when out of the office. The cellular/ data plan cost \$45.00 a month per phone. The costs of the cell service will be covered by utilizing 100% VOCA 18 funds.

Ergonomic workstations for the 3 VW offices: We are allocating \$2,700.00 to cover the cost to make sure our staff is working in an ergonomically sound environment. The cost will be to provide ergonomic desk chairs, standing desk converters, headsets for talking on the phone and other supplies that may be needed to have a safe workstation. The costs of the workstation upgrades will be covered by utilizing 100% VOCA 18 funds.

Bi-Annual Oil Changes for VW Vehicle: We are allocating **\$150.00** for having two oil changes performed on the VW vehicle. The total of \$150.00 is being charged to the grant for this purpose. The costs of the oil changes will be covered by utilizing 100% VOCA 18 funds.

Change over Regular Tires to Snow Tires (and back) for VW Vehicle: We are allocating **\$200.00** for the purpose of covering the cost to switch the regular tires to snow tires and back to regular tires. Lassen County gets all four seasons during the year and it is common to have your winter/snow tires on your vehicle from November to May. The total of \$200.00 is being charged to the grant for this purpose. The costs of the tires will be covered by utilizing 100% VOCA 18 funds.

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Fuel for VW Vehicle: We are allocating **\$3,219.00** for the purpose of purchasing fuel for the VW vehicle. Lassen County is rural and some areas are more than 70 miles each way from our office in Susanville. We are anticipating driving the vehicle about 5,550 miles at the IRS rate of \$0.58 for a total of \$32119.00. The costs of the fuel will be covered by utilizing 100% VOCA 18 funds.

Emergency Kit for LCVW Vehicle: We are allocating \$200.00 for the purchase of an emergency kit to include but not limited to jumper cables, flashlight, road flares, road cone, safety vest, blanket and first aid kit. The cost of the kit will be covered by utilizing 100% VOCA 18 funds.

Microsoft Surface Pro Tablet and Case: We are allocating **\$1,100.00** for the purpose of purchasing a Microsoft Surface Pro tablet and case for the advocates to take with them to court or client meetings to assist with CalVCB applications or additional resources. The total of \$1100.00 is being charged to the grant for this purpose. The costs of tablet and case will be covered by utilizing 100% VOCA 18 funds.

Cash Match: The following is the breakdown of the cash match we anticipate for the 2019/2020 grant year in the amount of **\$2,951.00**:

- 5%, I.T. Direct Billing for the Lassen County Program Coordinator to handle all of the LCVW fiscal obligations will be covered in the Lassen County District Attorney's County budget in the amount of **\$100.00**.

- Cost of the copier lease and maintenance for the Lassen County District Attorney's Office which LCVW is one of four divisions that utilize the copier on a daily basis. The cost of the copier for a year is \$3,632, if you divide it by the 4 divisions it would be a cost of \$908.00 billable to LCVW. The copier expense is covered by the Lassen County District Attorney's County budget in the amount of **\$908.00**.
- Cost of the Martin Security System at 2950 Riverside Drive, Susanville, CA for the Lassen County District Attorney's Office, which includes LCVW. The annual cost of the security system is \$480.00, if you divide it by the 4 divisions it would be a cost of \$120.00 billable to LCVW. The security system expense is covered by the Lassen County District Attorney's County budget in the amount of **\$120.00**.
- Cost of Prosecutor by Karpel (database that the Lassen County District Attorney's Office and LCVW uses to keep track of defendants and victims that were referred by law enforcement for criminal charges.) Karpel charges an annual fee of \$450.00 per user to have access to log in information, including victim

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statistics. LCVW will have four users, 1 Coordinator, 1 VWA, and 1 MVA in Karpel as well as the 5% of LC Program Coordinator. \$450 times four equals \$1,800.00 and 5% of \$450 is \$22.50 for a total of **\$1,822.50** covered by the Lassen County District Attorney's County budget.

The total cash match within the operating expenses is \$2,950.50 (rounded to \$2,951).

EQUIPMENT

FUNDS REQUESTED FOR THE CATEGORY: \$0.00

We will not be allocating any funds into equipment during the 2019/2020 grant period.

FOR 2019/2020 FISCAL YEAR, THE LASSEN COUNTY VW 19 27 0180 GRANT IS
\$264,837.00 (includes match).

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

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



COUNTY OF LASSEN
JOB DESCRIPTION

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

JOB SUMMARY

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

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the District Attorney.

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

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

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

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

Develops methods for explaining and promoting Victim/Witness services;

Provides professional and technical consultation on program matters;

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

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

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

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

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

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

MINIMUM QUALIFICATIONS REQUIRED

Education and Experience

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



COUNTY OF LASSEN JOB DESCRIPTION

Experience:

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

Education:

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

VICTIM WITNESS COORDINATOR II:

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

Licenses and Certifications

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

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

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

Ability to:

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



COUNTY OF LASSEN JOB DESCRIPTION

Physical Demands and Working Conditions:

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

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

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

COUNTY OF LASSEN
JOB DESCRIPTION

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

JOB SUMMARY

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

SUPERVISION RECEIVED AND EXERCISED

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

May supervise subordinate professional and clerical staff.

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

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

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

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

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

Recommend policy and develop appropriate procedures for program.

MINIMUM QUALIFICATIONS REQUIRED

Education and Experience

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

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

Licenses and Certifications

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

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

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

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

Principles and methods of supervision.

COUNTY OF LASSEN
JOB DESCRIPTION

Modern office procedures, methods and computer equipment.

Ability to:

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

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

Manage multiple tasks; organize and manage multiple priorities.

Apply Federal and State budget and financial reporting requirements.

Operate computers and related software.

Interpret and apply relevant government codes and laws.

Communicate clearly and concisely, both orally and in writing.

Perform under stress with multiple types of personalities and contacts.

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

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

Working Conditions

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



COUNTY OF LASSEN
JOB DESCRIPTION

Class Title:	Victim/Witness Advocate I/II	CLASS CODE	DA05/06
Department:	District Attorney	UNIT	LCGU
Reports to:	Administrative Staff	FLSA Status	Non Exempt
Board Approval	July 10, 2007, Revised 11/27/12	RANGE	13/15

JOB SUMMARY

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

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from Administrative Staff.

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

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

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

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

Assists in the preparation of reports to other agencies.

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

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

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

Advises clients on restitution rights and the availability of services.

Arranges for client transportation.

Other duties may be assigned.

MINIMUM QUALIFICATIONS REQUIRED

Education and Experience

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



Victim/Witness Advocate I:

Experience and Training:

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

OR

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

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

Victim/Witness Advocate II:

Experience and Training:

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

Licenses and Certifications

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

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

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Rules and regulations governing victim/witness services and programs.

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

Interviewing techniques.

Principles and techniques of crisis intervention.

Practices of the legal system.

Basic research and statistical methods.

Record keeping and report writings.

Modern office procedures, methods and computer equipment.

Ability to:

Learn pertinent laws, codes and procedures.

Respond emphatically to crime victims and/or witnesses.

Prepare technical and statistical reports and documents.

Perform public presentations.



COUNTY OF LASSEN JOB DESCRIPTION

Prepare correspondence using the skills of a qualified typist.

Ability to work cooperatively with other employees.

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

Communicate clearly and concisely, both orally and in writing.

Maintain confidentiality.

Provide psychological and emotional support to clients.

Physical Demands and Working Conditions:

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

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

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



COUNTY OF LASSEN

JOB DESCRIPTION

Class Title:	Victim/Witness Mass Victimization Advocate I/II	CLASS CODE	
Department:	District Attorney	UNIT	LCGU
Reports to:	Victim/Witness Coordinator	FLSA Status	Non Exempt
Board Approval	October 9, 2018	RANGE	15/17

JOB SUMMARY

Coordinate community response to mass criminalization victimization incidents; develop, organize and coordinate plans that support and enhance immediate response and recovery efforts for victim/witness services.

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

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Victim/Witness Coordinator.

The Victim/Witness Crisis Response Advocate I/II position within the District Attorney's Office is funded by a CalOES grant award. Employment is contingent on continuous funding.

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

Develop a comprehensive crisis response/ mass victimization assistance plan through Victim/Witness, structured to identify and respond to victim needs such as safety, food, shelter, and services in the aftermath of a mass criminalization victimization incident; which includes a needs assessment, emergency assistance measures, resource and referral information.

Develop victim assistance crisis response protocols.

Develop and implement mutual-aid memorandum of understanding (MOU's) with Victim/Witness Assistance Centers in neighboring counties to leverage resources and facilitate a regional response to mass criminalization victimization incidents.

Conduct outreach to and participate in community meetings with leaders within law enforcement, victim services, legal services, prosecutors' office, city and county government, emergency management, medical services, and education departments to provide information about trauma informed responses.

Develop relationships to facilitate communicate with those in charge of the community/county crisis response plan to educate on Victim/Witness services and establish Victim/Witness's role in the emergency response plan.



COUNTY OF LASSEN

JOB DESCRIPTION

Conduct community outreach and education as it pertains to victim services and crisis response.

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

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

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

Assists in the preparation of reports to other agencies.

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

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

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

Advises clients on restitution rights and the availability of services.

Arranges for client transportation.

Other duties may be assigned.

MINIMUM QUALIFICATIONS REQUIRED

Education and Experience

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

Victim/Witness Mass Victimization Advocate I:

Experience and Training:

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

OR

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

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

Victim/Witness Mass Victimization Advocate II:

Experience and Training:



COUNTY OF LASSEN

JOB DESCRIPTION

Two years of additional responsible social work or social service experience equivalent to a Victim/Witness Crisis Response Advocate I or Victim/Witness Advocate I **and** completion of the 40 hour Victim/Witness Entry Level training **and** completion of California Crime Victims Association (CCVAA), Crisis Response Advocate training **and** the recommendation of the District Attorney.

Licenses and Certifications

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

Completion of Entry Level Victim Advocate Training, Advanced Advocacy Training, and the California Crime Victims Assistance Association (CCVAA) Crisis Response Training in accordance with State guidelines.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Rules and regulations governing victim/witness services and programs.

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

Interviewing techniques.

Principles and techniques of crisis intervention.

Practices of the legal system.

Basic research and statistical methods.

Record keeping and report writings.

Modern office procedures, methods and computer equipment.

Basic computer programs i.e. Word, Excel, PowerPoint and Outlook.

Ability to:

Learn pertinent laws, codes and procedures.

Respond emphatically to crime victims and/or witnesses.

Prepare technical and statistical reports and documents.

Perform public presentations.

Prepare correspondence using the skills of a qualified typist.

Ability to work cooperatively with other employees.

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

Communicate clearly and concisely, both orally and in writing.

Maintain confidentiality.

Provide psychological and emotional support to clients.

Create presentations for outreach and community meetings.



Work effectively with minimal supervision.

Physical Demands and Working Conditions:

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

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

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually quite however during certain situations the noise level can be elevated. The employee may come into contact with sometimes hostile clients and public.

Project Narrative

Lassen County Victim/Witness Assistance Program (LCVW) plans to provide all mandatory services as outlined in the RFA and pursuant to California Penal Code Section 13835.4 through 13835.5. Our program is staffed by a 1 F.T.E. Coordinator who handles the daily programmatic duties as well as carries a caseload, a 1 F.T.E. Victim/Witness Advocate (VWA) who handles a full caseload and 1 F.T.E. Mass Victimization Advocate (MVA) who is in the beginning stages of collaborating with the necessary parties to create MOU's and crisis response protocols.

Our program reaches out to victims to inform them of their rights as a victim, and extend services that the victim may need immediately or in the future. Our program communicates with victim's in-person, over the phone, via email or regular mail (at the victim's request).

The Coordinator and the MVA have completed Entry Level training and the VWA was trained in-house on the roles, responsibilities, rights and laws pertaining to providing services to victims of crime. The VWA will, hopefully, be attending Entry Level training in December 2019. The Coordinator has completed Advanced Training, Coordinator Training and CCVAA Crisis Response Advocate Training and the MVA has completed the CCVAA Crisis Response Advocate Training.

Our program has been working hard at providing education through outreach events to address the needs of victims in our outlining communities

within Lassen County. We plan to continue providing education through community outreach events to inform our community of the resources that are available locally and statewide.

Our program plans to participate in a number of outreach events for the 2019-2020 grant year. Some of the events are;

- National Crime Victims' Rights Week
- Not My City- Not My State human trafficking event
- Our local children's fair event (we have a booth and provide information to parents/guardians while the children do a fun activity)
- Walk out of Darkness Suicide Awareness event;
- In addition to a few other local events, that our program utilizes to bring awareness of our program and services to the community.

We do not anticipate any significant changes to our program over the 2019-2020 performance period. However, we will be continuing our use of the MVA funds for our Mass Victimization Advocate and supplies to support the MVA.

The Lassen County Mass Victimization Advocate, along with the Lassen County Victim/Witness Assistance Program, is currently in the process of developing a comprehensive crisis response and mass victimization assistance plan.

The MVA was hired in April 2019 and has been immersing herself with information to have a better understanding of the position and the goals set

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forth through CalOES. The MVA has recently completed the CCVAA Entry Level Training, as well as the CCVAA Crisis Response Advocate Training. The MVA has been working on creating a timeline pertaining to the goals and objectives of the position.

The goal for the development of the Victim Assistance Crisis Response protocols is for it to be developed, reviewed and implemented by the Lassen County District Attorney Office within the first 3-6 months of the grant. The MVA has already started working on the protocols for Lassen County and has a draft copy for the District Attorney to review and will be addressing the protocols with our neighboring Victim/Witness programs for feedback prior to the protocols being in full effect. We believe that once our protocols are in place regarding the services we can and cannot provide, and how we can be deployed will assist us with our goal to be incorporated with the necessary partners to be efficient in a crisis.

There are a number of resource centers throughout Lassen County; they include Westwood, Herlong/Doyle and Bieber. The MVA has recently started to meet with members from the resource centers to build relationships with these community agencies in regards to crisis response and mass victimization protocols. The goal is for the Lassen County MVA to continue this objective throughout the upcoming grant year.

The MVA will be working to foster relationships with the school districts in Lassen County as well, however, due to the summer break; it has been difficult

to meet with the schools. It is the goal of the MVA to provide education regarding what Victim/Witness is, what the MVA position offers, and how we can help in such an event with a trauma informed care approach, resources, etc. The goal is to continue conducting community outreach/education throughout the year and have meetings set- up with the schools within the first 3-6 months of the grant while being flexible to accommodate the schools availability.

The MVA is currently in the process of working with, and establishing a partnership with, Victim/Witness Programs in neighboring counties (within the regional area) to develop and implement mutual- aid MOU's. Meetings are scheduled for the upcoming months to include the following topics:

- Issues or concerns related to crisis response planning;
- Goals for Crisis Response Team (MVA);
- Resources Matrix (to know and understand what resources are available in our region).

The goal for this component will be within the first 3-6 months of the grant, and continue throughout the remainder of the grant period.

The MVA has already begun the process of conducting outreach, as well as participating in community meetings with leaders from the required fields, in order to provide information about the trauma informed responses and the services our program can provide.

The MVA will meet with the Lassen County emergency management, Law Enforcement leaders, Public health officials, etc., within the first 3-9 months of the

grant cycle. The MVA advocate has already reached out to the local Emergency Services Chief of Lassen County, in regards to the existing community and county emergency response plan. The goal is to cover the topic of merging the needs assessment, emergency assistance measures, resources and referral information, which will be included in the comprehensive crisis response and mass victimization assistance plan, into the already existing community and county emergency response plans. The goal is to have Victim/Witness incorporated into the emergency response plan within the first 6-9 months of the grant year.

The MVA is in the process of establishing MOU's with allied service providers within the county and city government. It is the goal of the MVA to establish these MOU's. The main objective's will be to determine how the MVA, and/or CRT, will coordinate with other allied service providers in an emergency response situation, and that they are implemented within 6-12 months of the grant period. Please note that the objectives for this component will depend upon the cooperation of the county and city government and local Emergency Operation Center.

MVA funding has been utilized for the purchase of go-bags, and other supplies that will be necessary for the means that will be required for deployment. After meeting with our neighboring counties, we believe there may be a few items that are needed for the go-bags that will be purchase this grant period and the goal is to have that completed within the first few months of the

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grant. Funds have also been used to purchase a tablet, with the needed necessities and software for the MVA to use while they are out in the community conducting outreach, attending meetings/ trainings and forging collaborative relationships with community agencies for a mass victimization response.

When not working on crisis response duties, the MVA will continue to provide Victim/Witness services pursuant to the California Penal code and will maintain a very limited VW caseload, only handling cases that are pending a charging decision of the District Attorney, once a charging decision is made the case will be assigned to the VWA or the Coordinator.

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


Subrecipient: County of Lassen	DUNS # 120401992	FIPS #:
Grant Disaster/Program Title: Victim/Witness Assistance Program		
Performance Period: 10/01/2019 to 09/30/2020	Subaward Amount Requested: \$ 264,837	
Type of Non-Federal Entity (Check Box)	<input type="checkbox"/> State Gov. <input checked="" type="checkbox"/> Local Gov. <input type="checkbox"/> JPA <input type="checkbox"/> Non-Profit <input type="checkbox"/> Tribe	

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

The following are questions related to your organization's experience in the management of federal grant awards. This questionnaire must be completed and returned with your grant application materials.

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

Assessment Factors	Response
1. How many years of experience does your current grant manager have managing grants?	>5 years
2. How many years of experience does your current bookkeeper/accounting staff have managing grants?	>5 years
3. How many grants does your organization currently receive?	1-3 grants
4. What is the approximate total dollar amount of all grants your organization receives?	\$ 420,000
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.?	3-5 years
13. Do you have procedures to monitor grant funds passed through to other entities?	N/A

Certification: <i>This is to certify that, to the best of our knowledge and belief, the data furnished above is accurate, complete and current.</i>	
Signature: (Authorized Agent) 	Date: 07/23/2019
Print Name and Title Michelle Latimer, Lassen County District Attorney 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.

County of Lassen

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

Fourth Congressional District

3. STATE ASSEMBLY DISTRICT(S): Enter the number(s) of the State Assembly District(s) which the project serves. Put an asterisk for the district where the project's principal office is located.

Third Assembly District

4. STATE SENATE DISTRICT(S): Enter the number(s) of the State Senate District(s) that the project serves. Put an asterisk for the district where the project's principal office is located.

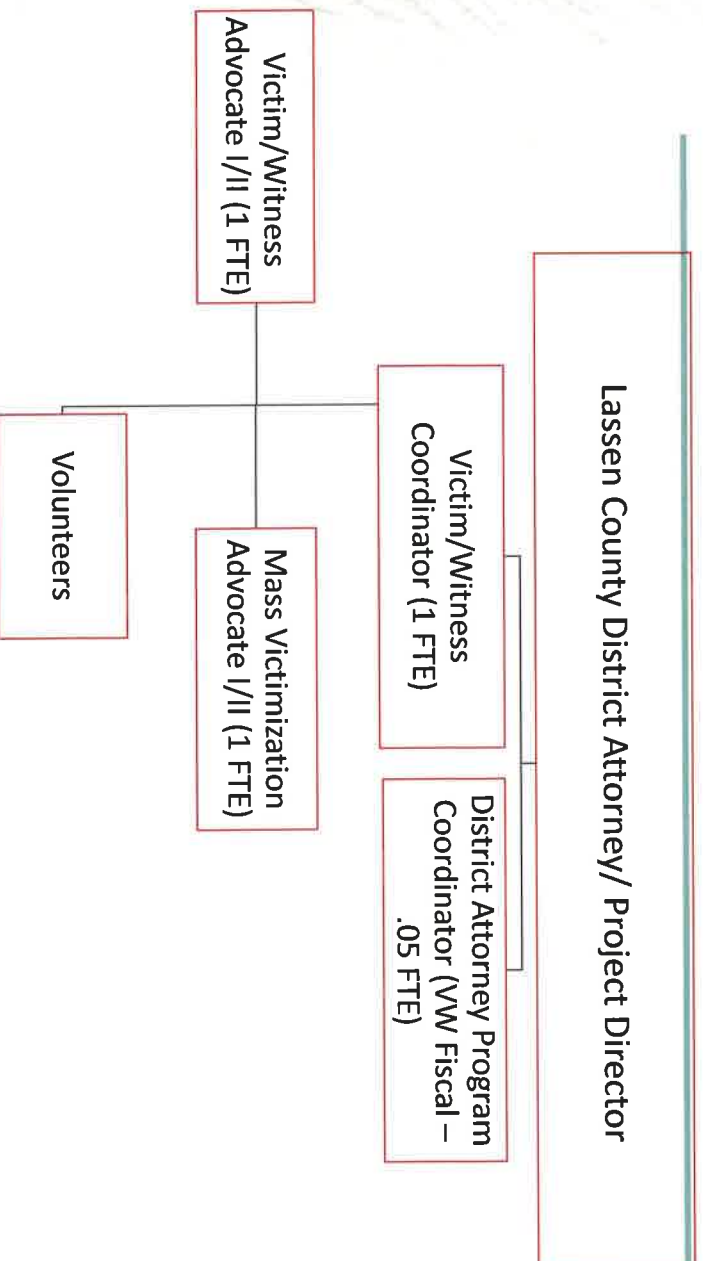
First Senate District

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

According to <https://www.census.gov/quickfacts/fact/table/lassencountycalifornia,US/PST045218> Lassen County has a population of 30,802. Roughly half of the population is centered in the county seat of Susanville.

Lassen County District Attorney's Victim/Witness Assistance Program

VW19 27 0180





OFFICE OF THE DISTRICT ATTORNEY COUNTY OF LASSEN

VICTIM/WITNESS ASSISTANCE PROGRAM

Susan M. Rios
District Attorney

2950 Riverside Drive, Suite 102
Susanville, California 96130

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

July 25, 2019

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

- **VOCA Federal award number: 2018-V2-GX-0029**
- **Subaward number: VW19 27 0180**
- **Subrecipient's legal name: Lassen County**
- **Subaward start and end dates: 10/01/19-09/30/20**
- **VOCA funds awarded: \$239,992.00**
- **Funding split for awards partially funded by Federal awards (if applicable): N/A**
- **Required match (pre-match waiver): \$59,998**
- **Total Project Cost (pre-match waiver): \$299,903**
- **Amount of cash match proposed (post-match waiver): \$11,518.00**
- **Amount of in-kind match (post-match waiver): \$482**
- **Total match proposed (sum of cash match and in-kind match proposed): \$12000**
- **Amount of match the Subrecipient provided during the prior grant year: \$8,761**
- **Effective match percentage (post-match waiver): 4.762%**
- **Amount of match requested to be waived: \$47,998**
- **Total Project Cost (post-match waiver): \$251,992**

Justification:

- The required match amount for the 2019/2020 grant period would create a substantial burden to our program. Our program runs on the funds issued through CalOES grants and has always had a difficult time reaching the increased match requirements. Over the past couple of years, our match has been under \$10,000 (with waivers) and that amount has been difficult to meet. This year we are able to reach \$12,000 for a match (if granted this waiver). If our program were unable to receive a match waiver, we would be forced to reduce our staffing which would cause a decrease in services our program could provide to Lassen County residents.
- Lassen County is a rather large county within the state; however, it is very rural. About half of the county's population resides in the county seat, Susanville; the other half reside in one of the unincorporated towns that span from 5 miles to 77+ miles from Susanville. Due to our geographic location, finding qualified interns or volunteers to assist with our program becomes

problematic. The nearest city/ university is over 85 miles away from Susanville and our local community college has a small percentage of individuals enrolled and qualify for work-study based projects.

Sincerely,

A handwritten signature in dark ink, appearing to read "Susan M. Rios". The signature is fluid and cursive, with the first name "Susan" being more prominent.

Susan M. Rios
Lassen County District Attorney

Operational Agreements (OA) Summary Form

	List of Agencies/Organizations/Individuals	Date OA Signed (xx/xx/xxxx)	Dates of OA From: To:	
1.	Lassen County Sheriff's Department		10/01/18	to 09/30/19
2.	California Highway Patrol - Susanville Division		10/01/18	to 09/30/19
3.	Lassen Family Services, Inc. - Domestic Violence Unit		10/01/18	to 09/30/19
4.	Lassen Family Services, Inc. - Sexual Assault Unit		10/01/18	to 09/30/19
5.	Susanville Police Department		10/01/18	to 09/30/19
6.	Lassen Family Services, Inc. - CHAT	11/01/17	09/01/17	to 08/31/20
7.				to
8.				to
9.				to
10.				to
11.				to
12.				to
13.				to
14.				to
15.				to
16.				to
17.				to
18.				to
19.				to
20.				to

Use additional pages if necessary.



OFFICE OF THE DISTRICT ATTORNEY

VICTIM/ WITNESS ASSISTANCE PROGRAM

COUNTY OF LASSEN

Susan M. Rios
District Attorney

Latoya Salas
Victim Witness Program
Coordinator

Heather Roney
Victim Witness Advocate I

Twyla Braninburg
Mass Victimization
Advocate I

Michelle Latimer
District Attorney Program
Coordinator

Jordan Funk
Special Prosecutor

Stephanie Skeen
Deputy District Attorney

Mark Beallo
Deputy District Attorney

Wes Gray
Investigator

Alicia Heard
Senior Legal Secretary

Sherry Williams
Legal Secretary

Ellie Brown
Legal Secretary

Krystle Hollandsworth
MCAC Program
Coordinator

OPERATIONAL AGREEMENT

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

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

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

THE LASSEN COUNTY SHERIFF'S DEPARTMENT WILL:

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

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

OPERATIONAL AGREEMENT


PAGE TWO

LASSEN COUNTY SHERIFF'S DEPARTMENT

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

The term of this Agreement shall be October 1, 2019, through September 30, 2020.

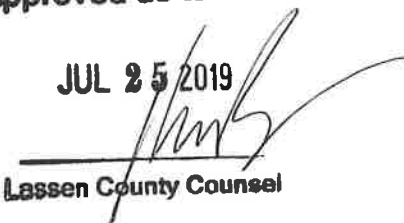
Dated: _____


SUSAN M. RIOS
Lassen County District Attorney
Victim/ Witness Program Director

Dated: _____

DEAN GROWDON
Lassen County Sheriff
Lassen County Sheriff's Department

Approved as to Form

JUL 25 2019


Lassen County Counsel



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

Susan M. Rios
District Attorney

Latoya Salas
Victim Witness Program
Coordinator

Heather Roney
Victim Witness Advocate I

Twyla Braninburg
Mass Victimization
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Michelle Latimer
District Attorney Program
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Legal Secretary

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MCAC Program
Coordinator

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OPERATIONAL AGREEMENT

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

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

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

THE CALIFORNIA HIGHWAY PATROL, SUSANVILLE AREA OFFICE, WILL:

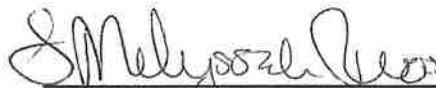
- I. When applicable refer crime victims to the LASSEN COUNTY DISTRICT ATTORNEY'S VICTIM/WITNESS ASSISTANCE PROGRAM;

OPERATIONAL AGREEMENT
PAGE TWO
CALIFORNIA HIGHWAY PATROL

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

The term of this Agreement shall be October 1, 2019, through September 30, 2020.

Dated: _____



SUSAN M. RIOS
Lassen County District Attorney
Victim/Witness Program Director

Dated: _____

CAPTAIN SARAH RICHARDS
CALIFORNIA HIGHWAY PATROL
SUSANVILLE AREA OFFICE

Approved as to Form

JUL 28 2019



Lassen County Counsel



Susan M. Rios
District Attorney

Latoya Salas
Victim Witness Program
Coordinator

Heather Roney
Victim Witness Advocate I

Twyla Braninburg
Mass Victimization
Advocate I

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Krystle Hollandsworth
MCAC Program
Coordinator

2950 Riverside Drive,
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96130
(530) 251-8281
Fax (530) 251-2692

OFFICE OF THE DISTRICT ATTORNEY

VICTIM/ WITNESS ASSISTANCE PROGRAM

COUNTY OF LASSEN

OPERATIONAL AGREEMENT

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

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

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

THE LASSEN FAMILY SERVICES (DOMESTIC VIOLENCE UNIT) WILL:

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

OPERATIONAL AGREEMENT

PAGE TWO


LASSEN FAMILY SERVICES (DOMESTIC VIOLENCE UNIT)

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

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

The term of this Agreement shall be October 1, 2019 through September 30, 2020.

Dated: _____



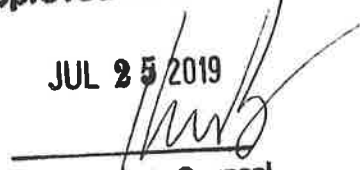
SUSAN M. RIOS
Lassen County District Attorney
Victim/Witness Program Director

Dated: _____

BROOKE MANSFIELD
Executive Director
Lassen Family Services, Inc.

Approved as to Form

JUL 25 2019



Lassen County Counsel



Susan M. Rios
District Attorney

Latoya Salas
Victim Witness Program
Coordinator

Heather Roney
Victim Witness Advocate I

Twyla Braninburg
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OFFICE OF THE DISTRICT ATTORNEY

VICTIM/ WITNESS ASSISTANCE PROGRAM

COUNTY OF LASSEN

OPERATIONAL AGREEMENT

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

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

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

THE LASSEN FAMILY SERVICES (SEXUAL ASSAULT UNIT) WILL:

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

OPERATIONAL AGREEMENT

PAGE TWO


LASSEN FAMILY SERVICES (SEXUAL ASSAULT UNIT)

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

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

The term of this Agreement shall be October 1, 2019 through September 30, 2020.

Dated: _____



SUSAN M. RIOS
Lassen County District Attorney
Victim/Witness Program Director

Dated: _____

BROOKE MANSFIELD
Executive Director
Lassen Family Services, Inc.

Approved as to Form

JUL 25 2019



Lassen County Counsel



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

Susan M. Rios
District Attorney

OPERATIONAL AGREEMENT

Latoya Salas
Victim Witness Program
Coordinator

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Victim Witness Advocate I

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Coordinator

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(530) 251-8281
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This Operational Agreement stands as evidence that **THE LASSEN COUNTY DISTRICT ATTORNEY'S VICTIM/WITNESS ASSISTANCE PROGRAM** and the **SUSANVILLE POLICE DEPARTMENT**, intend to work together toward the mutual goal of providing the maximum available assistance to victims of violent crime who reside in the service area, consisting of the City of Susanville and Lassen County. Both agencies believe that implementation of the goals of **THE LASSEN COUNTY DISTRICT ATTORNEY'S VICTIM/WITNESS ASSISTANCE PROGRAM** as set forth herein will further the benefit of the program to the victims. To this end, each agency agrees to participate in the program by coordinating and providing the following services:

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

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

THE CITY OF SUSANVILLE POLICE DEPARTMENT WILL:

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

OPERATIONAL AGREEMENT
PAGE TWO
SUSANVILLE POLICE DEPARTMENT

- III. Allow personnel of the LASSEN COUNTY DISTRICT ATTORNEY'S VICTIM/WITNESS ASSISTANCE PROGRAM to review SUSANVILLE POLICE DEPARTMENT reports concerning victims who may be assisted by the PROGRAM;
- IV. Allow personnel of the LASSEN COUNTY DISTRICT ATTORNEY'S VICTIM/WITNESS ASSISTANCE PROGRAM to discuss cases with individual officers where assistance may be, or is being, rendered to victims; and
- V. Cooperate with the LASSEN COUNTY VICTIM/WITNESS ASSISTANCE PROGRAM staff in coordinating the travel needs of out-of-town victim/witnesses traveling to Susanville for Court appearances, meeting with law enforcement and prosecution staff, where the case was investigated by the SUSANVILLE POLICE DEPARTMENT; and
- VI. Allow personnel of the LASSEN COUNTY VICTIM/WITNESS ASSISTANCE PROGRAM to be included in trainings, meetings and simulations of mass victimization drills; and
- VII. When applicable, notify LASSEN COUNTY VICTIM/WITNESS ASSISTANCE PROGRAM personnel, timely, of a mass victimization event in order to assist victims with their needs.

The term of this Agreement shall be October 1, 2019, through September 30, 2020.

Dated: _____

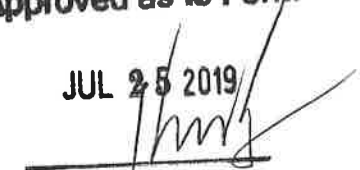

SUSAN M. RIOS
Lassen County District Attorney
Victim/Witness Program Director

Dated: _____

KEVIN JONES
Chief of Police
City of Susanville Police Department

Approved as to Form

JUL 25 2019


Lassen County Counsel

CHILD ABUSE TREATMENT (CHAT) PROGRAM
OPERATIONAL AGREEMENT BETWEEN

Lassen Family Services, Inc.

and

Lassen County District Attorney Victim Witness Assistance

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Name Peter Celum, Executive Director

Name Stacey Montgomery, District Attorney

Signature Peter Celum

Signature 

Date 11/17/17

Date 11/1/17

APPROVED AS TO FORM

SEP 19 2017


Lassen County Counsel

Subaward #: VW 19 27 0180

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

SUBRECIPIENT

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

ATTENDEE(S)

Name: Twyla Braninburg
Title: MVA Phone #: (530) 251-8281
Name: _____
Title: _____ Phone #: _____

TRIP DETAILS

Trip Date [Month/Day(s)/Year] 10/21/2019
Destination (City/State) Las Vegas, NV
Description (Meeting/Conference/Other) Mass Violence Response Conference
Leave No Victim Behind IV

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

See attached

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: October 20-24, 2019 (Includes travel dates)
Destination: Las Vegas, NV
Purpose: Mass Violence Response Conference - Leave No Victim Behind IV

ESTIMATED COSTS

TRANSPORTATION:

AMOUNT

	Airfare:	\$ _____
Additional Airport Expenses		
	Mileage: (58 cents per mile)	\$ 100.00
	Taxi/Shuttle:	\$ 25.00
	Parking:	\$ _____
Auto Expenses:		
	Private Car:	\$ _____
	Rental Car:	\$ _____
	State/Agency Car:	\$ _____

HOTEL/PER DIEM

Hotel: _____ days @ \$4 _____ per day = \$ 1000

Per diem: _____ days @ \$50 _____ per day = \$ 200

OTHER EXPENSES

Registration/Conference Fee: _____ \$ _____

TOTAL COSTS NOT TO EXCEED: \$ 1325

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

Due to the recent push throughout the state to create MVA positions because of the number of mass violent incidents in our country, we feel sending our MVA to the Mass Violence Response Conference will be beneficial. We believe the MVA will return to our state with a better understanding of long-term recovery efforts of communities affected by mass violence. According to the conferences website, "Las Vegas was specifically selected as the conference location to allow participants the opportunity to observe how a community continues to meet the needs of victims, survivors and responders of a large-scale mass violence incident on a long term basis. Participants will hear from responders and victims of the Las Vegas Route 91 Harvest Festival regarding their recovery process over the last two years." "Conference sessions will include presentations on long term recovery from responders and victims of the Virginia Tech shooting, the bombing of Pan Am Flight #103 over Lockerbie, Scotland, the Boston Marathon bombing, and more recent incidents such as the Borderline Bar shooting in Thousand Oaks, CA. Speakers will share best practices, challenges and their personal experiences."

Unfortunately, an agenda has not been posted so I cannot give any specifics regarding the actual sessions our MVA will be attending. Nor can I give anything other than an estimate for the hotel costs as I am not sure if the conference is going to have a room block and what the rates will be.

Leave No Victim Behind 2019 Conference (/uosafety/2019/)

Leave No Victim Behind IV October 21-23, 2019 Conference Center of Las Vegas

Long Term Recovery of Communities Following Mass Violence Incidents

The University of Oregon Police Department and the California Victim Compensation Board are pleased to announce the Leave No Victim Behind IV national training conference for 2019. The conference will take place on October 21-23, 2019 at the Conference Center of Las Vegas. The Leave No Victim Behind conference series will continue its focus on best practices for responding to mass violence and unique partnerships between law enforcement and victim services to assist victims of crime.

This year's conference theme is long term recovery of communities following mass violence incidents. The conference dates follow the second anniversary of the Route 91 Harvest Festival shooting in Las Vegas on October 1. Las Vegas was specifically selected as the conference location to allow participants the opportunity to observe how a community continues to meet the needs of victims, survivors and responders of a large-scale mass violence incident on a long term basis. Participants will hear from responders and victims of the Las Vegas Route 91 Harvest Festival regarding their recovery process over the last two years.

Conference sessions will include presentations on long term recovery from responders and victims of the Virginia Tech shooting, the bombing of Pan Am Flight #103 over Lockerbie, Scotland, the Boston Marathon bombing, and more recent incidents such as the Borderline Bar shooting in Thousand Oaks, CA. Speakers will share best practices, challenges and their personal experiences.

The conference agenda will also feature a panel of survivors of law enforcement officers who have lost their lives in the line of duty. Sadly, the nation has witnessed a discouraging trend in law enforcement deaths and communities are seeking assistance with responding to and coping with the aftermath.

Information regarding resources and technical assistance provided by the federal Office for Victims of Crime, school grants and non-profit organizations will also be presented.

Conference attendees will include law enforcement, victim service providers, first responders, community based organizations, campus officials, crisis response teams, emergency management professionals and behavioral health specialists. This year's conference is the fourth installment in the Leave No Victim Behind series and will build upon the excellence demonstrated in our prior conferences, which in the past have been supported by our local, state and federal partners, including the federal Office for Victims of Crime and the Oregon Department of Justice.

This one of a kind gathering of experts and responders provides essential training for the multiple professions that help victims and communities recover and heal from mass violence incidents. In addition, the conference provides opportunities for networking, information sharing and collaboration. Our non-traditional approach to adult learning will include a remarkable venue, excellent conference provided meals and an exceptional line up of subject matter experts. Please register early and check back often to our website for updated information. **The registration deadline is September 1, 2019.** The conference website link is <https://center.uoregon.edu/uosafety/2019/registration/> (<https://center.uoregon.edu/uosafety/2019/registration/>) Information regarding conference hotels, special rates and travel can also be found on the website.

The federal Office for Victims of Crime is once again providing a limited number of **scholarships** for participants needing financial assistance. They will be provided to eligible participants on a first-come, first-serve basis. If you are interested in applying, please complete the application on the registration page. **The deadline to apply for scholarships is August 20th.**

We look forward to seeing you in October!



[\(https://www.socialsentinel.com/\)](https://www.socialsentinel.com/)

Conference Registration

leavenovictimbehind@uoregon.edu (mailto:leavenovictimbehind@uoregon.edu)

P: 800-280-6218

Safety and Risk Services

1260 University of Oregon

Eugene, OR 97403

([https://map.uoregon.edu/?z=18&buildingid=726&pc=green&title=Safety and Risk Services](https://map.uoregon.edu/?z=18&buildingid=726&pc=green&title=Safety%20and%20Risk%20Services))

Office: 1715 Franklin, Suite 2A

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<http://safety.uoregon.edu/> (<http://safety.uoregon.edu/>)

F: 541-346-7008

safety@uoregon.edu (mailto:safety@uoregon.edu)

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