



OFFICE OF THE DISTRICT ATTORNEY COUNTY OF LASSEN

VICTIM/WITNESS ASSISTANCE PROGRAM

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MEMORANDUM

TO : Honorable Lassen County Board of Supervisors
FROM : Susan M. Rios
Lassen County District Attorney
DATE : August 1, 2019
SUBJECT : Continuation of Lassen County District Attorney's
Victim/Witness Assistance Program

Recommendation: That the Lassen County Board of Supervisors authorize the Board Chairman to execute the original Resolution of the Board of Supervisors Of Lassen County Approving The Undertaking Of The Lassen County District Attorney's Victim/Witness Assistance program To Be Funded From Funds Available Through the State of California Administered by the California Office of Emergency Services **and** authorize the Lassen County District Attorney and the Lassen County Administrative Officer to execute any and all documents necessary in order to continue the grant funding for the Victim/Witness Assistance Program for grant year 2019/2020.

Summary: The Lassen County District Attorney's Victim/Witness Assistance Program has been in existence since 1991. Grant year 2019/2020 will be our 27th year of operation. The program is funded through the State of California utilizing both State and Federal monies. The goal of the program is to provide comprehensive services to victims of crime in Lassen County to lessen trauma experienced while the case makes its way through the criminal justice system. For 2019/2020, the program will be staffed with 3.05 full time equivalent (FTE) positions. One Victim/Witness Coordinator I/II will devote 100% of their time to the Victim/Witness Assistance Program and handle the day-to-day programmatic responsibilities, as well as carry a case load; one Victim/Witness Advocate I/II will devote 100% of their time to the Victim/Witness Assistance Program with a full case load; one Mass Victimization Advocate I will devote 100% of their time to the Victim/Witness Assistance creating protocols for a crisis response for a mass criminalization event and carry a limited case load, lastly, one District Attorney Program Coordinator will devote 5% of their time to handle all of the Victim/Witness Assistance Program fiscal responsibilities.

It is the District Attorney's philosophy to attempt to isolate grant funding as much to personnel services as possible and devote the least amount of the funding to operational expenses. Therefore, we are requesting the minimum amounts in operating expenses necessary to support the program, including funds required for mandatory and continuing training. Our grant budget includes the maximum amount allowable under the grant for the amounts charged to the program for Workers Compensation Insurance and Liability Insurance. We have set aside an amount for the costs of office supplies, postage expenses, indirect costs (A-87), rent, memberships to victim services associations, trainings and vehicle maintenance.

Financial Impact: The costs of the District Attorney's Victim/Witness Assistance Program are reimbursed to Lassen County through the grant administered by the California Office of Emergency Services, Victim Services & Public Safety Branch, Public Safety Division, and Victim Witness Unit. The Victim/Witness allocation to Lassen County for fiscal/grant year 2019/2020 will be \$264,837 (this includes our match); the actual grant reimbursable amount to Lassen County will be \$261,404, a decrease of \$23,533 compared to the amount of the grant award from the 2018/2019 fiscal year.

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

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

Dated: August 1, 2019

A handwritten signature in cursive script, appearing to read "Susan M. Rios", is written over a horizontal line.

Susan M. Rios
Lassen County District Attorney

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