



OFFICE OF THE DISTRICT ATTORNEY COUNTY OF LASSEN

Government Center Building

S. Melyssah Rios
District Attorney
Michelle Latimer
Program Coordinator

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Susanville, California 96130

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MEMORANDUM

TO: The Honorable Lassen County Board of Supervisors
FROM: S. Melyssah Rios, District Attorney
DATE: December 8, 2020
SUBJECT: Child Advocacy Center (KC) Program Request for Application (Cal OES)
Forth Year Funding

Recommendation: That the Lassen County Board of Supervisors authorize the Board Chairman to execute the Resolution of the Board of Supervisors Of Lassen County Approving The Continuation Of The Lassen County District Attorney's Child Advocacy Center (KC) Program to be funded through the State of California administered by the California Office of Emergency Services and authorize the Lassen County District Attorney and the Lassen County Administrative Officer to execute any and all documents necessary in order to obtain grant funding for the Child Advocacy Center Program/Multi-Disciplinary Interview Team for 2021/2022.

Fiscal Impact: The cost of the District Attorney's Child Advocacy Center Program will be reimbursed to Lassen County through the grant administered by the California Office of Emergency Services, Criminal Justice, and Emergency Management & Public Safety Grant Programs Division. The Child Advocacy Center allocation to Lassen County for fiscal/grant year April 2021 through March 2022 is \$170,003 in VOCA funds, and a full match waiver has been requested. The Lassen County District Attorney's Office will manage the Multi-Disciplinary Interview Team Coordinator as 100% one (1) FTE, 5% of the cost associated with the legal prosecution and advocacy of the District Attorney and 7.5% of the fiscal administration will be the responsibility of the District Attorney Program Coordinator.

Attachments: The proposed Resolution and Child Advocacy Center grant is attached for the Board of Supervisors review and approval dated December ____, 2020.

S. Melyssah Rios, District Attorney

Cc: Richard Egan, Lassen County Administrative Officer
Julie Morgan, Lassen County Auditor

RESOLUTION NO: _____

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

WHEREAS, the Lassen County District Attorney's Office desires to continue a project designated as the Lassen County District Attorney's Child Advocacy Center Program to be funded from funds made available through the State of California administered by the California Office of Emergency Services (hereinafter referred to as Cal OES) to provide services to child abuse victims to reduce trauma to children and their families by using a multidisciplinary team approach;

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERISORS OF THE COUNTY OF LASSEN that the District Attorney of the County of Lassen is authorized on its behalf to execute the Grant Award Agreement through Cal OES for the fiscal year of 2021/2022, April 1, 2021, through March 31, 2022, and is authorized to execute on behalf of the Lassen County Board of Supervisors said application and Grant Award Agreement for the fiscal year of 2021/2022 including any extensions or amendments thereof;

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

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

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

The foregoing Resolution was duly adopted at a regular meeting of the Board of Supervisors of the County of Lassen, State of California, held December 8, 2020, by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

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

ATTEST:
JULIE BUSTAMANTE, Clerk of the Board

By: _____
MICHELE YDERRAGA, Deputy Clerk of the Board

I, MICHELE YDERRAGA, Deputy Clerk of the Board of Supervisors, County of Lassen, State of California, and ex-officio clerk of the Board of Supervisors thereof, do hereby certify that the foregoing Resolution was adopted by the said Board of Supervisors at a regular meeting thereof held on the _____ day of December 2020.

MICHELE YDERRAGA
Deputy Clerk of the Board of Supervisors

Cal OES #		FIPS #		VS#		Subaward #	
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CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES

GRANT SUBAWARD FACE SHEET

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

1. **Subrecipient:** Lassen County **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, CA Lassen 96130-4754
(City) (County) (Zip+4)

5. **Disaster/Program Title:** Child Advocacy Center Program **6. Performance Period:** 4/1/2021 **to** 3/31/2022
(Start Date) (End Date)

7. **Indirect Cost Rate:** 10% de minimis **Federally Approved ICR (if applicable):** _____ %

Item Number	Grant Year	Fund Source	A. State	B. Federal	C. Total	D. Cash Match	E. In-Kind Match	F. Total Match	G. Total Cost
8.	2019	VOCA		\$170,003					\$170,003
9.	Select	Select							
10.	Select	Select							
11.	Select	Select							
12.	Select	Select							
Total	Project	Cost		\$170,003	\$170,003				\$170,003

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:

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

Payment Mailing Address: 2950 Riverside Drive, Suite 102 City: Susanville Zip Code+4: 96130-4754

Signature: _____ Date: _____

16. Federal Employer ID Number: 946000517

(FOR Cal OES USE ONLY)

I hereby certify upon my 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) _____

PROJECT CONTACT INFORMATION

Subrecipient: Lassen County Subaward #: KC20 04 0180

Provide the name, title, address, telephone number, and e-mail address for the project contacts named below.

1. The **Project Director** for the project:

Name: Susan M. Rios Title: District Attorney
Telephone #: 530-251-8283 Email Address: mrrios@co.lassen.ca.us
Address/City/Zip + 4: 2950 Riverside Drive, Suite 102 Susanville, CA 96130-4754

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

Name: Julie Morgan Title: Auditor
Telephone #: 530-251-8236 Email Address: jmorgan@co.lassen.ca.us
Address/City/Zip + 4: 221 S. Roop Street, Susanville CA 96130-4754

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

Name: Krystle Hollandsworth Title: MDIT Coordinator
Telephone #: 530-251-8280 Email Address: khollandsworth@co.lassen.ca.us
Address/City/Zip + 4: 2950 Riverside Drive, Suite 102 Susanville, CA 96130-4754

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

Name: Michelle Latimer Title: Program Coordinator
Telephone #: 530-251-8284 Email Address: mlatimer@co.lassen.ca.us
Address/City/Zip + 4: 2950 Riverside Drive, Suite 102 Susanville, CA 96130-4754

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

Name: Susan M. Rios Title: District Attorney
Telephone #: 530-251-8283 Email Address: mrrios@co.lassen.ca.us
Address/City/Zip + 4: 2950 Riverside Drive, Suite 102 Susanville, CA 96130-4754

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

Name: Susan M. Rios Title: District Attorney
Telephone #: 530-251-8280 Email Address: mrrios@co.lassen.ca.us
Address/City/Zip + 4: 2950 Riverside Drive, Suite 102 Susanville, CA 96130-4754

7. The **Chair** of the **Governing Body** of the Subrecipient:

Name: David Teeter Title: Chairman
Telephone #: 530-251-8333 Email Address: dteeter@co.lassen.ca.us
Address/City/Zip + 4: 221 S. Roop Street, Susanville CA 96130-4754

SIGNATURE AUTHORIZATION

Subaward #: KC20 04 0180

Subrecipient: Lassen County

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

***Financial Officer:** Julie Morgan

Signature: _____

Signature: _____

Date: _____

Date: _____

The following persons are authorized to sign
for the **Project Director**

The following persons are authorized to sign
for the **Financial Officer**

Signature

Michelle Latimer

Printed Name

Signature

Lori Pierce

Printed Name

Signature

Krystle Hollandsworth

Printed Name

Signature

Printed Name

Signature

Printed Name

Signature

Printed Name

Signature

Printed Name

Signature

Printed Name

Signature

Printed Name

Signature

Printed Name

CERTIFICATION OF ASSURANCE OF COMPLIANCE
Victims of Crime Act (VOCA) Victim Assistance Formula Grant Program

The Applicant must complete a Certification of Assurance of Compliance-VOCA (Cal OES 2-104f), which includes details regarding federal grant funds, the Equal Employment Opportunity, 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 Grant Subaward 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) Victim Assistance Formula Grant Program

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

Subrecipient: Lassen County

Implementing Agency: Lassen County District Attorney's Office

Project Title: Child Advocacy Center (KC) Program

is responsible for reviewing the *Subrecipient Handbook* and adhering to all of the Grant 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 Office of Management & Budget (OMB) Uniform Guidance 2 Code of Federal Regulations (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 S. Roop Street, Suite 1, 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 must comply with the requirement to obtain a signed resolution from the City Council/Governing Board in support of this Program. The Applicant must 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 Grant 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 Grant Subaward 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) Victim Assistance Formula Grant Program Funds

1. Applicability of Part 200 Uniform Requirements

The Subrecipient must comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by DOJ in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements") apply to this FY 2019 award from OJP.

The Part 200 Uniform Requirements were first adopted by DOJ on December 26, 2014. If this FY 2019 award supplements funds previously awarded by OJP under the same award number (e.g., funds awarded during or before December 2014), the Part 200 Uniform Requirements apply with respect to all funds under that award number (regardless of the award date, and regardless of whether derived from the initial award or a supplemental award) that are obligated on or after the acceptance date of this FY 2019 award.

For more information and resources on the Part 200 Uniform Requirements as they relate to OJP awards and Subawards ("Subgrants"), see the OJP website at <https://ojp.gov/funding/Part200UniformRequirements.htm>.

Record retention and access: Records pertinent to the award that the Subrecipient must retain -- typically for a period of 3 years from the date of submission of the final expenditure report (SF 425), unless a different retention period applies -- and to which the Subrecipient must provide access, include performance measurement information, in addition to the financial records, supporting documents, statistical records, and other pertinent records indicated at 2 C.F.R. 200.333.

In the event that an award-related question arises from documents or other materials prepared or distributed by OJP that may appear to conflict with, or differ in some way from, the provisions of the Part 200 Uniform Requirements, the Subrecipient is to contact OJP promptly for clarification.

2. Compliance with DOJ Grants Financial Guide

The Subrecipient must to comply with the DOJ Grants Financial Guide. References to the DOJ Grants Financial Guide are to the DOJ Grants Financial Guide as posted on the OJP website (currently, the "DOJ Grants Financial Guide" available at <https://ojp.gov/financialguide/DOJ/index.htm>), including any updated version that may be posted during the period of performance. The Subrecipient must comply with the DOJ Grants Financial Guide.

3. Requirements Pertaining to Prohibited Conduct Related to Trafficking in Persons (including reporting requirements and OJP authority to terminate award)

The Subrecipient must 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 Subrecipients, Subrecipients ("Subgrantees"), or individuals defined (for purposes of this condition) as "employees" of the Subrecipient or of any Subrecipient.

The details of the Subrecipient's obligations related to prohibited conduct related to trafficking in persons are posted on the OJP web site at <https://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm> (Award condition: Prohibited conduct by Subrecipients and 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 must 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 "DOJ Grants Financial Guide").

6. Compliance with General Appropriations-Law Restrictions on the Use of Federal Funds (FY 2019)

The Subrecipient must 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, 2019, are set out at <https://ojp.gov/funding/Explore/FY19AppropriationsRestrictions.htm>, and are incorporated by reference here.

Should a question arise as to whether a particular use of federal funds by a Subrecipient would or might fall within the scope of an appropriations-law restriction, the Subrecipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

7. Reporting Potential Fraud, Waste, & Abuse

The Subrecipient must promptly refer to DOJ Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, Subrecipient, 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--(1) online submission accessible via the OIG webpage at <https://oig.justice.gov/hotline/contact-grants.htm> (select "Submit Report Online"); (2) mail directed to: Office of the Inspector General, U.S. Department of Justice, Investigations Division, 1425 New York Avenue, N.W. Suite 7100, Washington, DC

20530; and/or (3) by facsimile directed to the DOJ OIG Fraud Detection Office (Attn: Grantee Reporting) at (202) 616-9881 (fax).

Additional information is available from the DOJ OIG website at <https://oig.justice.gov/hotline>.

8. Restrictions and Certifications Regarding Non-Disclosure Agreements and Related Matters

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.

9. Encouragement of Policies to Ban Text Messaging while Driving

Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), the Subrecipient understands that DOJ encourages Subrecipients to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this award, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

10. OJP Training Guiding Principles

Any training or training materials that the Subrecipient develops or delivers with OJP award funds must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at <https://ojp.gov/funding/Implement/TrainingPrinciplesForGrantees-Subgrantees.htm>.

11. Requirement to report actual or imminent breach of personally identifiable information (PII)

The Subrecipient must have written procedures in place to respond in the event of an actual or imminent "breach" (OMB M-17-12) if it – (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 Subrecipient'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.

12. Specific post-award approval required to use a noncompetitive approach in any procurement contract that would exceed \$250,000

The Subrecipient must comply with all applicable requirements to obtain specific advance approval to use a noncompetitive approach in any procurement contract that would exceed the Simplified Acquisition Threshold (currently, \$250,000). This condition applies to agreements that -- for purposes of federal grants administrative requirements -- 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

<https://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 \$250,000)), and are incorporated by reference here.

13. Requirement for Data on Performance and Effectiveness Under the Award

The Subrecipient must 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.

14. Compliance with 41 U.S.C. 4712 (including prohibitions on reprisal; notice to employees)

The Subrecipient must 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.

15. Victims of Crime Act Requirements

The Subrecipient must 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.

16. Demographic Data

The Subrecipient must 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.

17. Performance Reports

The Subrecipient must 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.

18. Access to Records

The Subrecipient must authorize 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.

19. All Subawards ("Subgrants") must have specific federal authorization

The Subrecipient must comply with all applicable requirements for authorization of any Subaward. This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a "Subaward" (and therefore does not consider a procurement "contract").

The details of the requirement for authorization of any Subaward are posted on the OJP web site at <https://ojp.gov/funding/Explore/SubawardAuthorization.htm> (Award condition: All Subawards ("Subgrants") must have specific federal authorization), and are incorporated by reference here.

20. Unreasonable restrictions on competition under the award; association with federal government

SCOPE. This condition applies with respect to any procurement of property or services that is funded (in whole or in part) by this award regardless of the dollar

amount of the purchase or acquisition, the method of procurement, or the nature of any legal instrument used.

- a. No discrimination, in procurement transactions, against associates of the federal government

Consistent with the (DOJ) Part 200 Uniform Requirements -- including as set out at 2 C.F.R. 200.300 (requiring awards to be "manage[d] and administer[ed] in a manner so as to ensure that Federal funding is expended and associated programs are implemented in full accordance with U.S. statutory and public policy requirements") and 200.319(a) (generally requiring "[a]ll procurement transactions [to] be conducted in a manner providing full and open competition" and forbidding practices "restrictive of competition," such as "[p]lacing unreasonable requirements on firms in order for them to qualify to do business" and taking "[a]ny arbitrary action in the procurement process") -- no Subrecipient may (in any procurement transaction) discriminate against any person or entity on the basis of such person or entity's status as an "associate of the federal government" (or on the basis of such person or entity's status as a parent, affiliate, or subsidiary of such an associate), except as expressly set out in 2 C.F.R. 200.319(a) or as specifically authorized by USDOJ.

- b. Monitoring

The Subrecipient's monitoring responsibilities include monitoring of compliance with this condition.

- c. Allowable costs

To the extent that such costs are not reimbursed under any other federal program, award funds may be obligated for the reasonable, necessary, and allocable costs (if any) of actions designed to ensure compliance with this condition.

- d. Rules of construction

- 1) The term "associate of the federal government" means any person or entity engaged or employed (in the past or at present) by or on behalf of the federal government -- as an employee, contractor or subcontractor, grant Subrecipient or -Subrecipient, agent, or otherwise -- in undertaking any work, project, or activity for or on behalf of (or in providing goods or services to or on behalf of) the federal government, and includes any applicant for such employment or engagement, and any person or entity committed by legal instrument to undertake any such work, project, or activity (or to provide such goods or services) in future.

- 2) Nothing in this condition shall be understood to authorize or require any Subrecipient or any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.

21. Determination of suitability to interact with participating minors

SCOPE. This condition applies to this award if it is indicated -- in the application for the award (as approved by DOJ, the DOJ funding announcement (solicitation), or an associated federal statute -- that a purpose of some or all of the activities to be carried out under the award is to benefit a set of individuals under 18 years of age.

The Subrecipient must make determinations of suitability before certain individuals may interact with participating minors. This requirement applies regardless of an individual's employment status.

The details of this requirement are posted on the OJP web site at <https://ojp.gov/funding/Explore/Interact-Minors.htm> (Award condition: Determination of suitability required, in advance, for certain individuals who may interact with participating minors), and are incorporated by reference here.

22. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination – 28 C.F.R. Part 42

The Subrecipient must comply with all applicable requirements of 28 C.F.R. Part 42, specifically including any applicable requirements in Subpart E of 28 C.F.R. Part 42 that relate to an equal employment opportunity program.

23. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 54

The Subrecipient must comply with all applicable requirements of 28 C.F.R. Part 54, which relates to nondiscrimination on the basis of sex in certain "education programs."

24. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 38

The Subrecipient must comply with all applicable requirements of 28 C.F.R. Part 38 (as may be applicable from time to time), specifically including any applicable requirements regarding written notice to program beneficiaries and prospective program beneficiaries.

Currently, among other things, 28 C.F.R. Part 38 includes rules that prohibit specific forms of discrimination on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice. Part 38, currently, also sets out rules and requirements that pertain to

Subrecipient organizations that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to Subrecipients and Subrecipients that are faith-based or religious organizations.

The text of 28 C.F.R. Part 38 is available via the Electronic Code of Federal Regulations (currently accessible at <https://www.ecfr.gov/cgi-bin/ECFR?page=browse>), by browsing to Title 28-Judicial Administration, Chapter 1, Part 38, under e-CFR "current" data.

25. Restrictions on "Lobbying"

In general, as a matter of federal law, federal funds awarded by OJP may not be used by the Subrecipient, either directly or indirectly, to support or oppose the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government. See 18 U.S.C. 1913. (There may be exceptions if an applicable federal statute specifically authorizes certain activities that otherwise would be barred by law.)

Another federal law generally prohibits federal funds awarded by OJP from being used by the Subrecipient to pay any person to influence (or attempt to influence) a federal agency, a Member of Congress, or Congress (or an official or employee of any of them) with respect to the awarding of a federal grant or cooperative agreement, Subgrant, contract, subcontract, or loan, or with respect to actions such as renewing, extending, or modifying any such award. See 31 U.S.C. 1352. Certain exceptions to this law apply, including an exception that applies to Indian tribes and tribal organizations.

Should any question arise as to whether a particular use of federal funds by a Subrecipient would or might fall within the scope of these prohibitions, the Subrecipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

26. Subgrant Award Report (SAR)

The Subrecipient must submit a SAR to OVC for each Subrecipient of the VOCA victim assistance funds, within ninety (90) days of awarding funds to the Subrecipient. Subrecipients must submit this information through the automated system.

27. 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.

28. 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.

29. Hiring Documents

The Subrecipient must keep, maintain, and preserve all documentation (such as Form I-9s or equivalents) regarding the eligibility of employees hired using the funds.

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: _____

Authorized Official's Typed Name: Susan M. Rios

Authorized Official's Title: District Attorney

Date Executed: _____

Federal Employer ID #: 94-6000517 Federal DUNS #: 073780827

Current System for Award Management (SAM) Expiration Date: 09/25/2021

Executed in the City/County of: Lassen County

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: Lassen County				Subaward #: KC20 04 0180			
	VOCA 19	VOCA 19 MATCH					COST
A. Personal Services – Salaries/Employee Benefits							
1. Salary & Benefits for MDIT Coordinator							\$0
Krystle Hollandsworth							\$0
The Multidisciplinary Team Coordinator will be responsible for the day-to-day administration of the MDIT Program grant project and supervised by the District Attorney. This position will supervise volunteer staff and provide coordination of services from the Lassen County MDIT partnerships in providing victim advocacy and support. Administrative duties will include, but not limited to, the responsibility for project reporting, grant compliance, overseeing the delivery of services, coordination of community outreach projects, scheduling forensic interviews, facilitating quarterly meetings, minutes, and data management, along with organizing continuing education training for the MDIT community partners.							\$0
Effective April 1, 2021 through March 31, 2022							\$0
at 100% FTE for 12 months							\$0
UPEC Range 18, Step D Monthly Salary = \$4,016							\$0
\$4,016 x 11 months = \$44,176	\$44,176						\$44,176
UPEC Range 18, Step E Monthly Salary = \$4,206	\$4,206						\$4,206
\$4,206 x 1 month = \$4,206							\$0
Total Salary = \$48,382							\$0
Total Benefits 40.56% = \$19,623.73	\$19,624						\$19,624
MDIT Coordinator Total Salaries & Benefits \$68,006							\$0
							\$0
2. Salary & Benefits for DA Program Coordinator/ Fiscal Administrator							\$0
Michelle Latimer							\$0
The District Attorney Program Coordinator/Fiscal Administrator will be responsible for the fiscal operations of the Child Advocacy Center (KC) Program/MDIT grant project and an auxiliary member of the MDI Team. Duties will include, but not be limited to, the support of the MDIT Coordinator, receiving/depositing 2-201 funds; preparing invoices for travel, postage and completing necessary 2-201's, program necessary accounts payable and receivable, assisting in grant quarterly reporting, monitoring the grant for compliance, correlating the county budget and other administrative duties as they arise.							\$0
Effective April 1, 2021 through March 31, 2022							\$0
at 7.5% FTE for 12 months (3 hrs. a week)							\$0
Mid-Management 22, Step E Monthly Salary = \$4,825							\$0
MM22E + 2.5% = \$4,945.63							\$0
\$4,945.63 x 12 months = \$59,347.56 @ 7.5% = \$4,451.07							\$0
Total Salaries \$4,451.07	\$4,451						\$4,451
Total Benefits 35.47% : \$1,578.77	\$1,579						\$1,579
Fiscal Administrator Total Salaries & Benefits \$6,029.84							\$0
							\$0
3. Salary & Benefits for DA Prosecutor							\$0
S. Melyssah Rios							\$0
The District Attorney will be the attorney assigned to all felony and specific misdemeanor child abuse cases. The DA will attend MDI's, case review, peer review and quarterly meetings when available. In addition to they are also determining charging of cases and bringing cases to trial for prosecution. The District Attorney is also the Project Director and serves as the supervisor for the MDIT Coordinator and Fiscal Administrator.							\$0
Effective April 1, 2021 through March 31, 2022							\$0
at 5% FTE for 12 months (2 hrs. a week)							\$0
Elected Official Annual Salary: \$134,966							\$0
\$134,966 @ 5% = \$6,748.30	\$6,748						\$6,748
Longevity @ 5% of salary = \$134,966 x .05 = \$6,748.30							\$0
5% of Logevity = \$6,748.30 x .05 = \$337.42	\$337						\$337
Total Salary \$7,085							\$0
Total Benefits 30.5%: \$2,161	\$2,161						\$2,161
DA Prosecutor Total Salaries & Benefits \$9,246							\$0
							\$0
4. Worker Compensation Insurance							\$0
Self Insured County - Trindel, JPA							\$0
Annual premium allocated to all departments							\$0
70% based on % of claims filed and paid, 30% based on the department total payroll	\$1,102						\$1,102
							\$0
5. PERS Unfunded Retirement Liability	\$6,780						\$6,780
							\$0
Personal Section Totals	\$91,165	\$0	\$0	\$0	\$0	\$0	\$91,165
PERSONAL SECTION TOTAL							\$91,165

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: Lassen County				Subaward #: KC20 04 0180			
	VOCA 19	VOCA 19 MATCH					COST
B. Operating Expenses							
1. Liability Insurance							\$0
Estimated to the Project by Lassen County \$686	\$686						\$686
							\$0
2. I.T. Direct Billing - MDIT Coordinator Workstation							\$0
Internet services, email access, Office 365,							\$0
anti-virus, system storage, system back-up and the							\$0
cost to have all I.T. services maintained through the							\$0
county I.T. Department							\$0
\$2,000 per unit @ 3 units = \$6,000	\$6,000						\$6,000
Digital Lobby Display Wayfinder	\$1,000						\$1,000
Total IT Direct Billing \$7,000							\$0
							\$0
3. Communication							\$0
One Office Phone Frontier Service= \$600	\$600						\$600
One Year Straight Talk Plan for MDIT Cell Phone @ \$495	\$495						\$495
Total communications \$1,095							\$0
							\$0
4. Postage Expenses for Program							\$0
200 USPS standard mail @ \$.55= \$110	\$110						\$110
Annual Meter Fee = \$431 x .33 = \$142.23	\$142						\$142
Total Postage: \$252							\$0
							\$0
5. Office Supplies for MDIT Program							\$0
(pens, paper, ink, files, etc.)	\$4,445						\$4,445
(child toys to support program)	\$500						\$500
Total Office Supplies \$4,945							\$0
							\$0
6. Indirect Costs (A-87) 10% x \$ (MTDC)							\$0
Indirect overhead cost distributed through cost transfer							\$0
to include items such as: County Administration, County Auditor, County Counsel,							\$0
Board of Supervisors, maintaining facility/grounds: which includes janitorial services							\$0
and utilities							\$0
(excluding phones and security system)	\$6,000						\$6,000
Total Cost \$6,000							\$0
							\$0
7. Facility Rental for 2950 Riverside Drive (Common Space)							\$0
105 sq. feet for MDIT Office @ \$.96 per sq. ft. x 12 mths	\$1,210						\$1,210
120 sq. feet for Interview Room @ \$.96 per sq. ft. x 12 mths	\$1,382						\$1,382
294 sq. feet for Conference Room, Evidence Room & Lobby							\$0
294 sq. ft. @ \$.96 per sq. ft. x 12 mths	\$3,387						\$3,387
519 sq. ft. @ \$.96 per sq. ft. x 12 mths = \$5978.88 or \$5,979							\$0
							\$0
8. Memberships							\$0
Children's Advocacy Center of California - Rural Team	\$300						\$300
California District Attorney Association Auxiliary Dues							\$0
for one staff, MDIT Coordinator	\$88						\$88
National Children's Alliance Associate/Developing Membership	\$400						\$400
American Professional Society On The Abuse Of Children Membership for the							\$0
MDIT Coordinator	\$40						\$40
Total Memberships Cost \$828							\$0
							\$0
9. Participating Law Enforcement Agencies MOU/OA	\$20,000						\$20,000
OA is established to ensure the mutual goal of providing available assistance for							\$0
child victims residing in Lassen County. The participating agencies commit to							\$0
participate in the exchange of services to foster the successful implementation of							\$0
CAC Multidisciplinary Interview Team							\$0
Lassen County Sheriff's Department (not to exceed \$10,000)							\$0
Susanville Police Department (not to exceed \$10,000)							\$0
Total Cost \$20,000							\$0
							\$0
10. Vehicle maintenance costs							\$0
Two (2) oil changes @ \$75 each	\$150						\$150
Car washes \$12 x 12 mo. = \$144	\$144						\$144
Total vehicle maintenance: \$294							\$0
							\$0
11. Mileage							\$0
Mileage at \$.575 a mile for 2,339 miles	\$1,345						\$1,345
Outreach, courthouse trips, meetings with MDIT partners, advocacy appointments							\$0
Total Cost \$1,345							\$0

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: Lassen County				Subaward #: KC20 04 0180			
B. Operating Expenses	VOCA 19	VOCA 19 MATCH					COST
12. Expert Witness Fees	\$2,000						\$2,000
							\$0
13. VALT SSA Renewal	\$700						\$700
Annual support service for forensic interview recording equipment							\$0
							\$0
14. Trauma-Informed Toolkit for Educators & Caregivers	\$25,000						\$25,000
These resources will assist educators & caregivers in understanding the widespread impact of trauma on learning, development, and behavior. It will also help them identify the signs and symptoms and respond by integrating trauma-informed knowledge to lessen the long term impacts of trauma.							\$0
							\$0
15. Deferred Cory Jewell Jensen Child Sexual Abuse Training							\$0
Travel: air \$300, Rental car \$150, Gas \$40, Parking \$25 Mileage 174 mi x \$.57 = \$99.18 = Total \$614.18	\$614						\$614
Venue	\$100						\$100
Total Cost - \$714							\$0
							\$0
16. Quarterly CACC Meetings	\$2,000						\$2,000
							\$0
							\$0
Operating Section Totals	\$78,838	\$0	\$0	\$0	\$0	\$0	\$78,838
OPERATING SECTION TOTAL							\$78,838

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: Lassen County				Subaward #: KC20 04 0180			
C. Equipment	VOCA 18	VOCA 18 MATCH					COST
No Equipment Requested							\$0 \$0 \$0 \$0 \$0
Equipment Section Totals	\$0	\$0	\$0	\$0	\$0	\$0	\$0
EQUIPMENT SECTION TOTAL							\$0
Category Totals							
Same as Section 12G on the Grant Subaward Face Sheet	\$170,003	\$0	\$0	\$0	\$0	\$0	
Total Project Cost							\$170,003

Budget Narrative

We have prepared our proposed 2021/2022 grant budget to accomplish the following goals and support the Budget as submitted:

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

Personal Services

Total allocated for Personal Services: \$91,165 (\$91,165 VOCA 19/\$0 VOCA Match)

The program budget is calculated to cover the salary and benefits of one (1) FTE staff member, (1) FTE at 5% staff member, and (1) FTE at 7.5% staff member as well as the County required PERS Unfunded Retirement Liability and Worker Compensation Insurance attributable to the Lassen County Child Mikailia Advocacy Center Program.

Multidisciplinary Interview Team Coordinator

The Multidisciplinary Interview Team (MDIT) Coordinator will be a 100% full-time equivalent position within our program. The MDIT Coordinator is compensated at the Lassen County UPEC Range 18 Step D for 11 months with a salary increase to Step E for the final month of the grant period. The base salary for this position is \$44,176 per year, or approximately \$4,016 a month for 11 months with an increase to \$4,206 a month for the final month of the grant year of April 1, 2021

through March 31, 2022. The Coordinator will receive the following estimated benefits from Lassen County:

California Public Employees Retirement System:	\$4,257
Social Security	\$3,035
Medicare	\$710
Health Insurance	\$2,204
Lassen County Flexible Benefit	\$7,428
Dental Insurance	\$480
Life Insurance	\$143
OPEB Health Insurance	\$1,275
Vision Insurance	\$92
TOTAL BENEFITS FOR COORDINATOR:	\$19,624

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

Administrative duties will include, but not limited to, the responsibility for project reporting, grant compliance, overseeing the delivery of services, coordination of community outreach projects, scheduling forensic interviews, facilitating quarterly meetings and recording minutes, data management, and organize continuing education training for the MDIT community partners. This

Subrecipient: Lassen County Subaward #: KC20 04 0180

position will also be responsible for other duties as assigned. Total salary and benefits for the MDIT Coordinator will be: \$68,006.

District Attorney Program Coordinator/Fiscal Administration

The District Attorney Program Coordinator/Fiscal Administrator will be a 7.5% FTE position within the program (3 hours per week). The District Attorney Program Coordinator/Fiscal Administrator is compensated at the Lassen County Mid-Management Range of 22, Step E for 12 months. The base monthly salary for this position is \$4,825, but this employee receives longevity at 2.5%, increasing their monthly salary by \$120.62. So, the total salary at 7.5% for 12 months will be \$4,451. The position receives the following benefits from Lassen County:

California Public Employees Retirement System	\$370
Social Security	\$179
Medicare	\$42
Health Insurance	\$200
Lassen County Flexible Benefit	\$681
Dental Insurance	\$24
Life Insurance	\$7
OPEB Health Insurance	\$64
Vision Insurance	\$12
TOTAL BENEFITS FOR DA COORDINATOR/FISCAL:	\$1,579

The District Attorney Program Coordinator/Fiscal Administrator will be responsible for the fiscal operations of the Child Advocacy Center (KC)

Subrecipient: Lassen County Subaward #: KC20 04 0180

Program/MDIT grant project and an auxiliary member of the MDI Team. Duties will include, but not be limited to, the support of the MDIT Coordinator, receiving/depositing 2-201 funds; preparing invoices for travel, postage and completing necessary 2-201's, program necessary accounts payable and receivable, assisting in grant quarterly reporting, monitoring the grant for compliance, correlating the county budget and other administrative duties as they arise. The salary and benefits for the position will be paid 100% from VOCA funds, and will total \$6,030.

District Attorney – Felony Child Sexual /Physical Abuse Prosecutor

The District Attorney will be a 5% full-time equivalent position within the program, though this percentage is a fraction of the total time necessary to provide legal insight during the multiple assigned duties of the position and function as the Program Director. Due to the small size of our office, the District Attorney will be the attorney assigned to all felony and specific misdemeanor child abuse cases. The DA will attend MDI's, case review, peer review and quarterly meetings if available, in addition to, charging cases and bringing cases to trial for prosecution. The annual salary of the elected DA is \$134,966 and at 5% FTE that will be \$6,748.30. The District Attorney also receives 5% longevity increasing their monthly salary by \$562.36. So the total salary at 5% for 12 months is \$7,086. The position receives the following benefits from Lassen County and the percentage of salary and benefits for the position will be paid 100% from VOCA funds:

Subrecipient: Lassen County Subaward #: KC20 04 0180

California Public Employees Retirement System: \$567

Social Security \$439

Medicare \$106

Health Insurance \$0

Lassen County Flexible Benefit \$964

Dental Insurance \$0

Life Insurance \$21

OPEB Health Insurance \$64

Vision Insurance \$0

TOTAL BENEFITS FOR DEPUTY DISTRICT ATTORNEY: \$2,161

*The District Attorney does not receive county health benefits. The total salary and benefits for the position will be paid 100% from VOCA funds and will total \$9,247.

Volunteers

The Child Advocacy Center utilizes volunteers primarily for office work and in conjunction with yearly special events. The Multidisciplinary Interview Team has limited human capital by way of interns and volunteers, the lack of which results in challenges to maintaining a broad volunteer pool which has been exacerbated by COVID19. This year our CAC will be requesting a full match waiver, as it is unlikely we will be able to utilize volunteers again.

Operating Expenses

Total allocated for Operating Expenses: \$78,838 (\$78, 838 VOCA 19/\$0 VOCA Match)

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

1. Liability Insurance – The liability insurance costs attributed to the program by Lassen County will be \$686. The cost is covered by utilizing 100% of VOCA funds.
2. Informational Technology (IT) Direct Billing – The IT direct billing for 1 FTE MDIT Coordinator is to cover the cost of internet services, email access, Office 365, anti-virus and system storage and backup maintained through the county IT Department. Each county staff member is charged the same cost for all services, which is \$2,000 per unit, regardless of the FTE assignment. For the function of the program, three units are required. One unit is the desktop for the MDIT Coordinator and the other two units are used for critical functions of the MDIT process. One unit is located in the interview room and used to assist the interviewer if facilitated drawings are necessary, and the other is a laptop which is used to record and play MDIT interviews for observation. Additionally, there is a need to monitor and modify content on the digital display way-finder in the lobby of the

building which is \$1,000 per year. The total IT direct billing for all units is \$7,000. The cost will be covered by 100% VOCA funds.

3. Communication – Phones: \$600 is allocated for the use of the county phone system and general public phone number. Additionally, costs for the Coordinator's Straight Talk annual cell phone plan is \$495 to ensure the Coordinator limits the use of their personal cell phone for county business. Total communication cost is \$1,095. Communications are billed toward 100% VOCA funds.
4. Postage – Postage costs are estimated for the use of the leased postage meter and all costs associated with mailings necessary to the program at a cost of \$252.
5. Office Supplies – The allocation of \$4,945 for office supplies will be 100% VOCA funded and includes items such as copier paper, ink, case file folders, and other supplies necessary for program support. It also includes the purchase of child toys, furniture, and or activities to support the services offered to victims and their non-offending caregivers.
6. Indirect Costs (A-87) – Indirect costs attributed to the program based on CalOES, MDTC formula is \$6,000, but the cost is determined by the county. The estimated cost allocated to our program by Lassen County is \$6,000 using the county's cost allocation plan. The indirect costs include items such as County Administration, Board of Supervisors, maintaining facility/grounds and utilities. Indirect costs will be paid by %100 VOCA.

7. Facility Rental – The District Attorney's Office is located at 2950 Riverside Drive, Suite 102, in Susanville. The space has one office assigned to the MDIT Coordinator as a workspace, and one office as the forensic interview room. Additionally, there is a file room, lobby, copy room, conference room, and storage space for use by the CAC. Moreover, a secure Evidence Room is available for the storage of confidential MDIT child forensic interviews and access to the room is limited to only three staff members. The total square footage the CAC utilizes for program facilitation is 519 square feet at \$.96 per square foot per month. Therefore, that equals a cost of \$498.24 per month or \$5,978.88 annually.
8. Memberships – The mandated annual membership to CACC for a rural county is \$300. Additionally, an auxiliary membership for access to the California District Attorneys Association website and training resources is \$88. Furthermore, to support program goals and objects an annual membership to the National Children's Alliance for an affiliate member is \$400. In addition, a membership for the MDIT Coordinator to the American Professional Society on the Abuse of Children is \$40. Therefore, the total membership's costs covered 100% by VOCA will be \$828.
9. Participating Law Enforcement Agencies MOU/OA – The core of the CAC is the MDT and its participating agencies. With the increased roles and responsibilities required to participate in the MDT our Law Enforcement Agencies will be able to request reimbursement for items identified in the

operational agreements. The Operational Agreements are a not to exceed amount of \$10,000/agency and will be covered by 100% VOCA funds.

10/11. Vehicle Maintenance & Mileage – The costs associated with operating and maintaining a vehicle for program use will be covered 100% by VOCA and includes oil changes, gas and insurance. The total cost budgeted is \$1,639.

12. Expert Witness Fees – Prosecuting child abuse and child neglect can be difficult, especially if there is a lack of physical evidence. Courts, more specifically jury members need to be guided in their deliberations by experts from many different professions such as medical doctors, psychologists, social workers, and forensic interviewers. Consultation and in-court expert testimony are usually necessary to both prove and establish the presence of child abuse and neglect. We have allocated \$2,000 for the cost of an expert and will ensure the program does not pay more than \$200 per hour for their services. In the event the expert costs more than \$200 per hour, the District Attorney's Office will offset the difference.

13. VALT SSA Renewal – The Video Audio Learning Tool (VALT) software from Intelligent Video Solutions allows the CAC/MDIT to create and manage their video database. The interview recording system is simple to operate and requires minimal training. The VALT software records in standard MP4 format and all data is routed to a central server. Once recorded, the

interview is immediately available for review, download or export. To ensure the functionality of the software a SSA or Software Support Agreement provides the CAC with on-going access to software support and upgrades. The cost for a 1-year term is \$700 and will be paid 100% by VOCA funds.

14. Trauma-Informed Resources for Educators & Caregivers – Jen Alexander MA, NCC, SB-RPT states, "Trauma is a distressing experience that threatens a person's actual safety or perceived sense of felt safety to such a degree that it exceeds an individual's capacity to cope in healthy ways. Trauma negatively impacts one's life functioning whether those effects are immediate, ongoing, or delayed."¹ Shockingly, 1 in 4 students have been negatively impacted by trauma. Therefore, we can conclude every educator has direct contact with a victim or potential victim. They may even be the first to recognize the signs something is wrong and the child needs help. Statistics show educators are the primary referral source of suspected child abuse reports for school age children. By providing our front line educators with trauma informed resources, we are able to assist our victims and their caregiver with navigating the impacts of trauma. With limited mental health resources available in our community, a majority of the time our educators are looked to by both students and parents to fill a

¹ https://www.nea.org/assets/docs/LOP317_Creating_Trauma-Sensitive_Schools_Exploring_the_What_Works_and_Why_Alexander.pdf

therapeutic void. These resources will assist educators in understanding the widespread impact of trauma on learning and behavior, help identify the signs and symptoms demonstrated by students, and respond by integrating trauma-informed knowledge to lessen the long term impacts.

Additionally, it is our desire to equip caregivers that visit the CAC with a toolkit to better help them support the child in their care through their journey. It is well documented in the literature that a child has better outcomes with a supportive caregiver. Therefore, we would like to provide the non-offending caregivers some resources to help them better meet the needs of the child and possibly their own trauma surrounding the incident. The budgeted \$25,000 dollars will be paid 100% by VOCA funds, and used to purchase books, training materials, support items, and other materials necessary to support the child victims healing.

15. Cory Jewell Jensen Child Sexual Abuse Training - It is anticipated she will spend the entire day training about 100 professionals on patterns of offending behavior, etiology of pedophilia and development of pro-offending attitudes, examination of offender grooming tactics, interview techniques, treatment issues, community engagement and awareness, and child safety. The total anticipated training cost to host Cory Jensen Jewell is \$714. The cost is low and does not include speakers' fee because this is a deferred training due to COVID. The speaker fee was paid in a prior grant year. The deferred costs will be paid 100% by VOCA funds.

Subrecipient: Lassen County Subaward #: KC20 04 0180

16. CACC Quarterly Meetings – Part of the continued effort to collaborate and our desire to actively participate on regional issues. The CAC budgeted \$2000 for the MDIT Coordinator and at times the Coordinator sees fit, other team members, to attend CACC regional quarterly meetings.

Equipment Expenses

Total allocated for Equipment Expenses: None

Project Narrative

Problem Statement/Introduction:

The Lassen County District Attorney's Mikailia Child Advocacy Center (MCAC) continues in its development of a child-friendly facility. We provide child victims with a safe, non-threatening place to convey what happened to them during investigations of child sexual and physical abuse. These vulnerable victims of crime suffer tremendous loss, not only physically and psychologically, but a loss of their very childhood. The MCAC offers support to families and non-offending caregivers struggling to navigate the complex criminal justice system. MCAC continues educating and supporting our partners within the Multidisciplinary Interview Team (MDIT) to more effectively provide service to child victims and their families through what can be a long, arduous journey.

Plan:

The primary services provided to child sexual assault and physical abuse victims are: a safe, neutral, child-friendly environment in which to conduct forensic interviews, reduce the need for duplicative interviews, and lessen the likelihood of re-traumatizing the victim. The victim's family and advocacy staff utilize a private lobby within the same building where the interviews take place and victim advocates offer meaningful, confidential support during the process. The private lobby is also child-friendly and includes toys, books, coloring, and a TV used to play children's movies. Members of the MDIT collaboration observe

interviews via a live audio/video recording in a separate, private viewing room and provide feedback for victim-centered direct services. The audio and video recordings are used as evidence in the prosecution of these crimes by the District Attorney's Office and used to assist Child and Family Services with their civil dependency procedures.

Moreover, physically and mentally disabled, sight, and/or hearing-impaired vulnerable populations are seeing a heightened need for advocacy. To better address the needs of developmentally delayed children, the MDIT Coordinator attended *Project Ability: A Reference Guide for Interviewing Children with Disabilities* at the 35th Annual San Diego International Conference in January of 2020. Fully addressing the needs of these victims will remain an ongoing goal. We hope continued training, awareness, and outreach, will aid us in providing comprehensive services to all child victims in our jurisdiction. The MDI Team addresses the needs of victims and their caregivers throughout the entire Criminal Justice System and remains committed to ongoing training in the field of child abuse.

The following agencies and programs are recognized as participating agencies with active roles in the implementation and process of the MDIT; Banner Lassen Medical Center, Lassen County Behavioral Health, Lassen County Child and Family Services, Lassen County District Attorney's Office, Lassen County Sheriff's Department, Lassen County Victim/Witness Assistance Program, Lassen Family Services, Inc., Susanville Police Department, and the Susanville Indian

Rancheria. Currently, the CAC interviews approximately 30-40 children a year. Our goals include increasing the number of children and non-offending caregivers served each year. We are just now starting to hit our stride and hopeful the last few years of hard work, building trust, and educating the community, will lead to more referrals, and as a result, better outcomes for victims.

Confidentiality is key in everything we do! Team members acknowledge, in writing, confidential information means any information regarding a family or individual shared among Team Members. MDIT Members agree information received in the course of the multi-agency team discussion will be limited to pertinent data necessary for case review and CAC functions. The Team agrees information shared is only for the limited purpose of developing and providing appropriate and coordinated services to a client or caregiver, and to assess the quality of MCAC protocols. We strive to assure the maximum protection of individual privacy and confidentiality rights. The Team agrees no further dissemination of such information may occur for any purpose outside the Team's objectives, absent a specific signed release by the client or court order. Case Review meeting minutes do not include names of victims discussed and are only indicated by MDIT number and victim initials.

The MCAC is not just a facility, but a process. Our MDIT currently participates in a coordinated response between our collaborative agencies to reduce potential trauma to children and families. The in-house Victim Witness Program and Lassen Family Services, a community-based organization, provide resources

and referrals for families and non-offending caregivers. Together we continue facilitating effective case management, and ensure individualized services are provided through communication and collaboration to align with the needs of the child and caregivers. Once the investigating agency refers a case to the MCAC, the MDIT Coordinator contacts the non-offending caregiver to gather information regarding the needs of the victim and family before, and during the MDI. The case is then assigned to a victim advocate. Once the necessary information is gathered regarding the MDI and an advocate is assigned, that information is distributed to all MDIT members. During the interview, the assigned victim advocate is available to the victim and non-offending caregiver, along with a mental health clinician if needed. While the needs of the victim and non-offending caregiver are addressed at the Child Advocacy Center (CAC), the obligations and necessities of each agency's priorities are met. This is accomplished through pre and post MDI meetings, along with effective interagency communication and information sharing - "What worked well? Where can we improve?".

Due to the lack of qualified mental health clinicians in Lassen County, our CAC is working hard to explore all options to address this critical need for victims and their caregivers. Presently, all mental health services are referred to an outside individual or agency. One of the goals for the upcoming grant year is to establish linkage agreements with local providers and source others that can offer

tele-health services. We recognize this is a significant component of the healing process and are committed to finding a way to fill this gap in services.

The dedicated MDIT staff is responsible for case management. From the initial disclosure through the prosecution of the crime, the staff provides data management and statistical reporting in addition to the surveying of victims and partners, while gathering feedback to evaluate program success. Through participation in the Multidisciplinary Team approach, the MDIT offers a critical component of support to caregivers having to cope when a child discloses sexual or physical abuse. Further, the MDIT collaboration allows each agency to share their knowledge and experience to help each other which results in a more well-rounded investigation. In the wake of COVID-19 and local wildfires, recent case reviews have been difficult to coordinate. However, in place of formal team case reviews, the MDIT Coordinator is communicating individually with investigators and victim advocates to track cases and ensure victims' needs are still met throughout the investigation and healing process. In the upcoming grant year, reestablishing a collaborative monthly case review is a priority; we have already begun to take steps to ensure we can conduct these meetings.

Before the creation of the MCAC, interviews of child victims took place at the local police department in a suspect interview room. The victim's family and advocacy staff would have to wait in the public lobby, which was not heated or cooled. Because of public access, advocates could not discuss services or offer meaningful, confidential support during the interview process. Now the

experience is vastly different. Currently, interviews are conducted in a child-friendly room with soft furniture and calming decorations located within the District Attorney's Office.

The MCAC understands CalOES has allocated us additional funds, but we are unable to realistically encumber those funds. Our center is still a smaller operation and with the additional obstacle of COVID 19, we do not want to request more than what we can responsibly spend.

Volunteers:

The Multidisciplinary Interview Team program utilizes volunteers primarily for office work and in conjunction with yearly special events. The Multidisciplinary Interview Team has limited human capital by way of interns and volunteers, the lack of which results in challenges to maintaining a broad volunteer pool, exacerbated by the limitations of COVID-19. This year our CAC will be requesting a full match waiver, as it is unlikely we will be able to utilize volunteers again soon.

END REPORT

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

Subrecipient <u>Lassen County</u>	Duns# <u>073780827</u>	FIPS# <u>06035</u>
Disaster/Program Title: <u>Child Advoacy Center Program</u>		
Performance Period: <u>04/01/21</u> to <u>03/31/21</u>		Subaward Amount Requested: <u>\$ 170,003</u>
Type of Non-Federal Entity (Check Box): <input type="checkbox"/> State Gov. <input checked="" type="checkbox"/> Local Gov. <input type="checkbox"/> JPA <input type="checkbox"/> Non-Profit <input type="checkbox"/> Tribe		

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

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

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

Assessment Factors	Response
1. How many years of experience does your current grant manager have managing grants?	3-5 year <input type="checkbox"/>
2. How many years of experience does your current bookkeeper/accounting staff have managing grants?	>5 year <input type="checkbox"/>
3. How many grants does your organization currently receive?	1-3 gran <input type="checkbox"/>
4. What is the approximate total dollar amount of all grants your organization receives?	\$ 400,000
5. Are individual staff members assigned to work on multiple grants?	Yes <input type="checkbox"/>
6. Do you use timesheets to track the time staff spend working on specific activities/projects?	Yes <input type="checkbox"/>
7. How often does your organization have a financial audit?	Annually <input type="checkbox"/>
8. Has your organization received any audit findings in the last three years?	No <input type="checkbox"/>
9. Do you have a written plan to charge costs to grants?	Yes <input type="checkbox"/>
10. Do you have written procurement policies?	Yes <input type="checkbox"/>
11. Do you get multiple quotes or bids when buying items or services?	Sometime <input type="checkbox"/>
12. How many years do you maintain receipts, deposits, cancelled checks, invoices, etc.?	>5 years <input type="checkbox"/>
13. Do you have procedures to monitor grant funds passed through to other entities?	Yes <input type="checkbox"/>

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

Signature: (Authorized Agent)	Date:
Print Name and Title: Susan M. Rios	Phone Number: 530-251-8283
Cal OES Staff 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.

*Lassen County

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

*California District 1

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.

*District 1

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.

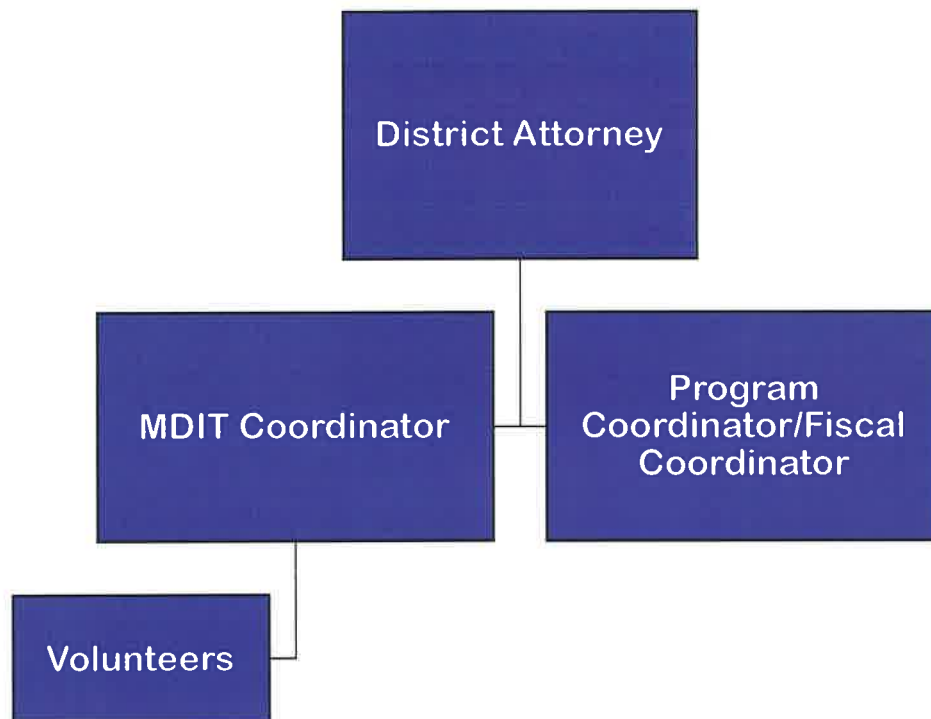
*District 1

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

30,802



Mikailia Child Advocacy Center Organizational Chart



VICTIMS OF CRIME ACT (VOCA) VICTIM ASSISTANCE FORMULA GRANT PROGRAM
MATCH WAIVER REQUEST

Cal OES Subrecipients may request a partial or full match waiver. Approval is dependent on a compelling justification. To request a partial or full match waiver, the Subrecipient must complete the following:

1. VOCA Victim Assistance Formula Grant Program Award Number: 2019-V2-GX-0053
2. Cal OES Subaward Number: KC20040180
3. Subrecipient's Name: Lassen County
4. Grant Subaward Performance Period April 1, 2021 through March 31, 2022
5. VOCA Victim Assistance Funds Awarded: \$ 175,103
6. Amount of Cash Match Proposed (post-Match Waiver): \$ 0
7. Amount of In-kind Match Proposed (post-Match Waiver): \$ 0
8. Total Amount of Match Proposed (sum of #6 and #7): \$ 0

9. Briefly summarize the services provided:

The Mikaila Child Advocacy Center (MCAC) is a collaborative multidisciplinary team assisting child victims of physical and sexual abuse, while utilizing evidence based, trauma informed principles, to reduce re-victimization. Supporting effective prosecution throughout the criminal justice system, the MCAC is the only Child Advocacy Center in the larger, rural northeastern California area providing comprehensive services to children and families.

10. Describe practical and/or logistical obstacles to providing match:

The MCAC will be challenged to find qualified interns and volunteers for unpaid work. The small number of individuals interested or willing to work in this challenging field are rare. The nearest University is 85 miles away in Nevada. Because our program is still growing, being able to assign enough duties to a volunteer is a challenge. Our 1 FTE staff currently completes the tasks necessary for the program. We also lack space in the DA's Office for an additional workstation.

11. Describe any local resource constraints to providing match:

The District Attorney's Office budget cannot support the required match. Additionally, because of the small, rural community, local businesses are experiencing "donation fatigue", in that all non-profits and local service groups request donations from the same few businesses located within our area. Also, the COVID virus is still impacting our community and we are limiting outreach.

Approved ☐

Nicole Holm

Denied ☐

Unit Chief Name

Unit Chief Signature / Date