



# OFFICE OF THE DISTRICT ATTORNEY COUNTY OF LASSEN

## VICTIM/WITNESS ASSISTANCE PROGRAM

Susan M. Rios  
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### MEMORANDUM

**TO :** Honorable Lassen County Board of Supervisors  
**FROM :** Susan M. Rios  
Lassen County District Attorney  
**DATE :** May 6, 2021  
**SUBJECT :** Continuation of Lassen County District Attorney's  
Victim/Witness Assistance Program

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**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 2021/2022.

**Summary:** The Lassen County District Attorney's Victim/Witness Assistance Program has been in existence since 1991. Grant year 2021/2022 will be our 29th 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 moves its way through the criminal justice system. For 2021/2022, the program will be staffed with 2.075 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 Mass Victimization Advocate/ Victim/Witness Advocate I/II will devote 100% of their time to the Victim/Witness Assistance creating protocols for a crisis response for a mass criminalization incident and carry a full case load; lastly, one District Attorney Program Coordinator will devote 7.5% (3 hours a week) 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 costs as possible and devote the least amount of the funding to operational costs. 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 2021/2022 will be \$220,786.00; a decrease of \$72,394.00 compared to the amount of the grant award from the 2020/2021 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: 6/3/21

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

Susan M. Rios

Lassen County District Attorney

## RESOLUTION NO.: \_\_\_\_\_

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

WHEREAS, the Lassen County District Attorney's Office desires to undertake a certain project designated as the Lassen County District Attorney's Victim/Witness Assistance 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 CalOES);

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE COUNTY OF LASSEN that the District Attorney of the County of Lassen is authorized on its behalf to submit and sign an application for continued funding and Grant Award Agreement through CalOES for the federal fiscal year 2021/2022, October 1, 2021 through September 30, 2022, and is authorized to execute on behalf of the Lassen County Board of Supervisors said re-application and Grant Award Agreement for the federal fiscal year 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 CalOES 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 CalOES 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 \_\_\_\_\_, 2021, 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 \_\_\_\_\_, 2021.

\_\_\_\_\_  
MICHELE YDERRAGA  
Deputy Clerk of the Board of Supervisors