



COUNTY OF HUMBOLDT

AGENDA ITEM NO.

C-10

For the meeting of: September 23, 2014

Date: September 9, 2014

To: Board of Supervisors

From: William Damiano, Chief Probation Officer

Subject: Request for authority to apply for the Probation Specialized Supervision Program grant

RECOMMENDATION(S):

That the Board of Supervisors:

1. Authorize the Chair of the Board sign the Certificate of Assurance of Compliance (Attachment 1) with the Violence Against Women Act (VAWA); and
2. Authorize the Chief Probation Officer to sign the application to California Office of Emergency Services (Cal OES) Victim Services Division for the Probation Specialized Supervision Program for Fiscal Year 2014/2015 application (Attachment 2) and the Certificate of Assurance of Compliance (Attachment 1), and any subsequent grant paperwork, related to the Probation Specialized Supervision Program for Fiscal Year 2014/2015 grant; and
3. Direct Clerk of the Board to return the executed Certificate of Assurance of Compliance (Attachment 2) to the Chief Probation Officer; and
4. Approve the supplemental budget, (Attachment 3) in Budget Unit 1100-235 for \$89,272.00, associated with the Probation Department's Specialized Supervision Program grant for FY 2014/15 (4/5 vote required).

Prepared by Mark Magladry

CAO Approval

Chief Dillingham

REVIEW:

Auditor

NBM

County Counsel

Personnel

Risk Manager

Other

TYPE OF ITEM:

☒ Consent
☐ Departmental
☐ Public Hearing
☐ Other

PREVIOUS ACTION/REFERRAL:

Board Order No. B-1 & C-14

Meeting of: 10/22/13 & 1/7/14

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT

Upon motion of Supervisor *Bass* Seconded by Supervisor *Sundberg*

Ayes *Sundberg, Lovelace, Bohn, Fennell, Bass*

Nays

Abstain

Absent

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: *Sept. 23, 2014*

By:

Kathy Hayes, Clerk of the Board

Ann Huntwell

SOURCE OF FUNDING:

The federal Violence Against Women Act (VAWA) Services*Training*Officers*Prosecutors (S*T*O*P) Formula Grant supports the Probation Specialized Supervision Program which is administered in California by the Governor's Office of Emergency Services (Cal OES), Victim Services Division.

DISCUSSION:

On October 22, 2013, the Board of Supervisors approved the Probation Department's request to apply for the federal Violence Against Women Act (VAWA) Services*Training*Officers*Prosecutors (S*T*O*P) Grant. In California, the grant is administered by the Governor's Office of Emergency Services (Cal OES), Victim Services Division. At this time, the Probation Department would like to continue its work with the grant. The Department is submitting a second application to the Governor's Office of Emergency Services to continue its work supervising domestic violence offenders on formal probation.

At this time, the Department seeks approval to submit grant paperwork to Cal OES for the continuance of the Probation Specialized Supervision Program. The extension of the grant will allow Probation Department to continue to provide intensive supervision to domestic violence offenders. With this program, Probation hired a Senior Probation Officer to supervise these offenders. This program also supports offender participation in Court-ordered batterer's intervention programs where previously delays in service left offenders untreated for months. Assistance provided through the grant, addressed this service gap.

When applied for, the first year of the grant was competitive. Upon the initial approval, the Department had the option of applying for two additional annual grant periods, on a non-competitive basis. The Department is currently requesting authorization to submit paperwork for the first of the two additional grant periods. This grant period runs from October 1, 2014 through September 30, 2015.

The Department requests Board of Supervisors authorization for the Chief Probation Officer to sign and submit Cal OES' Probation Specialized Supervision Program Fiscal Year 2014/2015 application (Attachment 1) and any subsequent grant paperwork. In addition, Board of Supervisors' approval authorizing the Chair of the Board to sign the Certificate of Assurance of Compliance (Attachment 2) with the Violence Against Women Act (VAWA).

FINANCIAL IMPACT:

In preparing the Probation Specialized Supervision Program Fiscal Year 2014/2015 application, the Probation Department requested funding from the Governor's Office of Emergency Services (Cal OES), Victim Services Division equaling \$89,272. The grant includes a required twenty-five (25%) percent County match. The Department would be required to make payment of \$29,757 as a match for the grant award. The Probation Department will utilize monies from its California Community Corrections Performance Incentives Act (SB 678) trust fund to subsidize the match amount. Since the grant period runs from October 1, 2014 through September 30, 2015, the impact to the Department budget demonstrated with the attached Supplemental Budget are for the remainder of fiscal year 2014/15, which runs through June 30, 2015. Further budget impacts related to this grant period will be

allocated in the fiscal year 2015/16 budget. With this grant, the Probation Department has been able to create a program that increases safety for community members and improves the health and welfare of the population served.

OTHER AGENCY INVOLVEMENT:

Community-Based Organizations – Batterer Intervention Programs

ALTERNATIVES TO STAFF RECOMMENDATIONS:

No alternatives are recommended. However if not approved, the Probation Department will not be able to continue its Specialized Supervision Program. This would result in loss in domestic violence offender services and the discontinuance of the program that addresses this identified need.

ATTACHMENTS:

1. Probation Specialized Supervision Grant Application
2. Certificate of Assurance of Compliance with the Violence Against Women Act (VAWA)
3. Supplemental Budget for Budget Unit 235

ATTACHMENT 1



Application Cover Sheet

RFA PROCESS

**PROBATION SPECIALIZED SUPERVISION PROGRAM
FISCAL YEAR 2014/2015**

Submitted by:

Humboldt County Probation Department
Shaun Brenneman, Division Director
2002 Harrison Avenue
Eureka CA, 95501
(707) 268 -3311

Fax: (707) 445-1627 email: sbrenneman@co.humboldt.ca.us

GRANT AWARD FACE SHEET INSTRUCTIONS

Cal OES Section: The top portion of the form contains blocks for five (5) important numbers.
Please do not fill in these blocks. These numbers will be entered by Cal OES.

1. Grant Recipient

The Grant Recipient is the unit of government or community based organization (CBO) that will have legal responsibility for these grant funds (e.g. County of Alameda, City of Fresno or Women's Place of Merced). Enter the legal title of the Grant Recipient. This term also refers to the Grantee, Sub-grantee or Sub-Recipient.

1a. Federal DUNS Number (Grant Recipient)

Enter the full 9-digit Federal Data Universal Numbering System (DUNS) ID number for the Grant Recipient. If the Grant Recipient does not yet have a DUNS number assigned, one may be obtained by contacting Dun & Bradstreet at 866-705-5711 or at www.dnb.com. This requirement applies to federally funded grants only.

2. Implementing Agency

Enter the complete name of the agency responsible for the day-to-day operation of the grant (e.g. Sheriff, Police Department, or Department of Public Works). If the Implementing Agency is the same as the Grant Recipient, enter the same title again.

2a. Federal DUNS Number (Implementing Agency)

Enter the full 9-digit Federal Data Universal Numbering System (DUNS) ID number for the Implementing Agency. If the Implementing Agency does not yet have a DUNS number assigned, one may be obtained by contacting Dun & Bradstreet at 866-705-5711 or at www.dnb.com. This requirement applies to federally funded grants only.

3. Implementing Agency Address

Enter the address of the Implementing Agency. Provide the complete nine digit zip code (Zip+4).

4. Location of Project

Enter the City and County/Operational Area where the project is located. Provide the complete nine digit zip code (Zip+4).

5. Disaster /Program Title

Enter the name of the Disaster or Program providing the funds for this grant award. A disaster may be referred by the federal declaration number. Program titles should be complete without the use of acronyms.

6. Performance Period

Enter beginning and ending dates of the performance period for the grant. (mm/dd/yy)

7A . – 12G. Fund Allocations and Total Project Cost

For each fund source used in the program, select the correct grant year and acronym from the drop down lists, the amount of State or Federal funds requested, the amount of cash *and/or* in-kind match contributed and the resulting totals. If the source does not appear on the list, enter the acronym for the source in box 11. Please do not enter both State and Federal on the same line. Block 12G should correspond to the total project cost specified in the budget.

13. Certification Paragraph

Please review the Certification Paragraph.

14. Official Authorized to sign for the Applicant/Grant Recipient

Enter the name, title, telephone number, and e-mail address of the official authorized to enter into the Grant Award Agreement for the Grant Recipient as stated in Block 1 of the Grant Award Face Sheet (Cal OES 2-101). Enter the Payment Mailing Address where grant funds should be sent.

15. Federal Employer ID Number

Enter the 9-digit Federal Employer Identification Number for the Implementing Agency.

Provide an original signature of the authorized official. The use of white out or tape is prohibited and will invalidate the signature on the Grant Award Face Sheet.

Cal OES# _____ FIPS# _____ VS _____ CFDA# _____ Grant# _____

CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES

GRANT AWARD FACE SHEET (Cal OES 2-101)

The California Governor's Office of Emergency Services hereafter designated Cal OES, hereby makes a Grant Award of funds to the following:

1. **Grant Recipient:** COUNTY OF HUMBOLDT **1a. DUNS#** 11557234

In the amount and for the purpose and duration set forth in this Grant Award.

2. **Implementing Agency:** HUMBOLDT COUNTY PROBATION DEPARTMENT **2a. DUNS#** 785383985

3. **Implementing Agency Address:** 2002 HARRISON AVENUE EUREKA 95501-3212
Street City Zip+4

4. **Location of Project:** EUREKA HUMBOLDT 95501-3212
City County Zip+4

5. **Disaster/Program Title:** PROBATION SPECIALIZED SUPERVISION PRG **6. Performance Period:** 10/01/14 to 09/30/15

Grant Year	Fund Source	A. State	B. Federal	C. Total	D. Cash Match	E. In-Kind Match	F. Total Match	G. Total Project Cost
2013	7. VAWA		\$89,272		\$29,757	\$0	\$29,757	\$119,029
Select	8. Select						\$0	\$0
Select	9. Select						\$0	\$0
Select	10. Select						\$0	\$0
Select	11. Select						\$0	\$0
	12. TOTALS	\$0	\$89,272	\$89,272	\$29,757	\$0	\$29,757	12G. Total Project Cost: \$119,029

13. This Grant Award 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 Award Agreement, and have the approval of the City/County Financial Officer, City Manager, County Administrator, Governing Board Chair, or other Approving Body. The Grant Recipient certifies that all funds received pursuant to this agreement will be spent exclusively on the purposes specified in the Grant Award. The Grant Recipient accepts this Grant Award and agrees to administer the grant project in accordance with the Grant Award as well as all applicable state and federal laws, audit requirements, federal program guidelines, and Cal OES policy and program guidance. The Grant Recipient further agrees that the allocation of funds may be contingent on the enactment of the State Budget.

14. **Official Authorized to Sign for Applicant/Grant Recipient:** BILL DAMIANO **15. Federal Employer ID Number:** 946000513

Name: BILL DAMIANO Title: CHIEF PROBATION OFFICER

Telephone: (707) 268-3308 FAX: (707) 443-7139 Email: bdamiano@co.humboldt.ca.us
(area code) (area code)

Payment Mailing Address: 2002 HARRISON AVE City: EUREKA Zip+4: 95501-3212

Signature: Bill Damiano Date: August 15, 2014

[FOR Cal OES USE ONLY]

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

Cal OES Fiscal Officer _____ Date _____ Cal OES Director (or designee) _____ Date _____

PROJECT CONTACT INSTRUCTIONS

1. Provide the name, title, address, telephone number, fax number and e-mail address for the **Project Director** for the project.
2. Provide the name, title, address, telephone number, fax number and e-mail address for the **Financial Officer** for the project.
3. Provide the name, title, address, telephone number, fax number and e-mail address for the **person** having **routine programmatic responsibility** for the project.
4. Provide the name, title, address, telephone number, fax number and e-mail address for the **person** having **routine fiscal responsibility** for the project.
5. Provide the name, title, address, telephone number, fax number and e-mail address for the **Executive Director** of a Community-Based Organization or the **Chief Executive Officer** (e.g. chief of police, superintendent of schools) for the implementing agency.
6. Provide the name, title, address, telephone number, fax number and e-mail address for the **person** who is the **Official Authorized** to enter into the Grant Award Agreement for the city/county or Community-Based Organization, as stated in Section 14 of the Grant Award Face Sheet (Cal OES 2-101).
7. Provide the name, title, address, telephone number, fax number and e-mail address for the **Chair** of the **governing body** of the recipient.

PROJECT CONTACT INFORMATION

Recipient COUNTY OF HUMBOLDT Grant Number PU13010120

Provide the name, title, address, telephone number, and e-mail address for the project contacts named below. **NOTE: If you use a PO Box address, a street address is also required for package delivery and site visit purposes.**

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

Name: Shaun M. Brenneman Title: Division Director
Telephone #: (707) 444-0644 Fax#: (707) 445-1627 Email Address: sbrenneman@co.humboldt.ca.us
Address/City/Zip: 2002 Harrison Ave, Eureka CA, 95501

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

Name: Mark Magladry Title: Business Manager
Telephone #: (707) 268-3304 Fax#: (707) 443-7139 Email Address: mmagladry@co.humboldt.ca.us
Address/City/Zip: 2002 Harrison Ave, Eureka CA, 95501

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

Name: Shaun Brenneman Title: Division Director
Telephone #: (707) 444-0644 Fax#: (707) 445-1627 Email Address: sbrenneman@co.humboldt.ca.us
Address/City/Zip: 2002 Harrison Ave, Eureka CA, 95501

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

Name: Mark Magladry Title: Business Manager
Telephone #: (707) 268-3304 Fax#: (707) 443-7139 Email Address: mmagladry@co.humboldt.ca.us
Address/City/Zip: 2002 Harrison Ave, Eureka CA, 95501

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

Name: Bill Damiano Title: Chief Probation Officer
Telephone #: (707) 268-3308 Fax#: (707) 443-7139 Email Address: bdamiano@co.humboldt.ca.us
Address/City/Zip: 2002 Harrison Ave, Eureka CA, 95501

6. The **Official Designated** by the Governing Board to enter into the Grant Award Agreement for the city/county or Community-Based Organization, as stated in Block 14 of the Grant Award Face Sheet:

Name: Bill Damiano Title: Chief Probation Officer
Telephone #: (707) 268-3308 Fax#: (707) 443-7139 Email Address: bdamiano@co.humboldt.ca.us
Address/City/Zip: 2002 Harrison Ave, Eureka CA, 95501

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

Name: Rex Bohn Title: Supervisor, Chairperson
Telephone #: (707) 476-2391 Fax#: (707) 445-7299 Email Address: rbohn@co.humboldt.ca.us
Address/City/Zip: 825 5th Street, Eureka CA, 95501

SIGNATURE AUTHORIZATION INSTRUCTIONS

The Project Director and Financial Officer are **REQUIRED** to sign this form and submit it with the Grant Award Forms package. The Applicant may request signature authority in addition to the designated Project Director and/or Financial Officer. Space is provided for the addition of up to five (5) additional authorizations for the Project Director or Financial Officer.

No single individual may be authorized to sign for both the Project Director and the Financial Officer. **The Project Director and/or Financial Officer authorize the person(s) identified on the form to sign on their behalf on all subgrant-related matters.**

SIGNATURE AUTHORIZATION

Grant Award #: PU13010120

Grant Recipient: COUNTY OF HUMBOLDT

Implementing Agency: HUMBOLDT COUNTY PROBATION DEPARTMENT

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

***Project Director:** Shaun Brenneman, Division Director

***Financial Officer:** Mark Magladry, Bus. Manager

Signature: Shaun Brenneman

Signature: Mark Magladry

Date: 8-15-14

Date: 8/18/14

The following persons are authorized to sign for the
Project Director

The following persons are authorized to sign for the
Financial Officer

Jody Green
Signature

Mitzi Whitely
Signature

Jody Green, Division Director

Mitzi Whitely, Administrative Services Officer

Name

Name

Tim Toste
Signature

Bill Damiano
Signature

Tim Toste, Division Director

Bill Damiano, Chief Probation Officer

Name

Name

Signature

Bill Damiano
Signature

Name

Name

Signature

Signature

Name

Name

Signature

Signature

Name

Name

Project Narrative**PROBLEM STATEMENT:**

No problem statement is required at this time.

PLAN:

OBJECTIVE:	ACTIVITIES:
1. Provide intensive probation services to 40 probationers	1.1 Probationers will be assigned to PSSP officer based on PSSP criteria. Responsibility: Adult Field Supervisor Completion: Ongoing through 10/1/2014 to 9/30/2015 1.2 PSSP Officer will provide supervision to probationers in the program that will include: <ul style="list-style-type: none">• Weekly contact with probationers split between office and field contacts.• Contacts with probationers will utilize the CBT based model EPICS designed by the University of Cincinnati.• Testing for drug and alcohol use will be utilized where indicated.• Contact with the victims of the probationers. This will occur on the onset of the probationers entry into the program and monthly thereafter. The PSSP Officer will refer and link victims to services where needed.• Probationers will be referred to a certified Batterer's Intervention Program (BIP). If the PSSP Officer identifies a barrier due to cost of the BIP, the probationer's participation will be subsidized by the PSSP.• PSSP officer will coordinate with BIP to ensure participation in programs. Responsibility: PSSP officer Completion: Ongoing through 10/1/2014 to 9/30/2015

OBJECTIVE:	ACTIVITIES:
2. Complete weekly contacts with probationers at a minimum of one per week via telephone, office contact, and/or field contact	2.1 PSSP officer will make 2 office contacts and 2 field contacts with each probationer assigned to the program. ● Contacts and reasonable efforts to make contacts will be documented in the case management system. Responsibility: PSSP Completion: Ongoing through 10/1/2014 to 9/30/2015 2.2 Monthly Case Review to ensure PSSP offenders are being met per PSSP guidelines. Responsibility: Adult Field Supervisor Completion: Monthly through 9/30/2015

OBJECTIVE:	ACTIVITIES:
3.	<p>3.1 Adult Field Supervisor will maintain a hard cap of 40 probationers on the PSSP caseload. This will be monitored through the case management system. Responsibility: Adult Field Supervisor Completion: Ongoing through 9/30/2015</p> <p>3.2 Monthly Caseload review to ensure PSSP probationers are receiving intensive services and jailed/absconded probationers are removed from the program. Responsibility: Adult Field Supervisor Completion: Monthly through 9/30/2015</p>

Applicant: COUNTY OF HUMBOLDT

Grant Number: PU13010120

OBJECTIVE:	ACTIVITIES:
4. Report Average numbers of probationers on each caseload.	4.1 Records regarding entry and termination from the program will be kept in the Case Management System and updated in a timely manner. Responsibility: Adult Field Supervisor Completion: Ongoing through 9/30/2015 4.2 Average Number of Probationers on each caseload will be calculated utilizing a SQL report and reported to Cal OES in progress reports Responsibility: Program Director Completion: Quarterly through 9/30/2015

OBJECTIVE:	ACTIVITIES:
<p>5. Report how many probationers reoffend by category:</p> <ul style="list-style-type: none">• Domestic Violence• Sexual Assault• Dating Violence• Stalking	<p>5.1 PSSP officer will record any conviction information into the Recidivism portion of the case management system. Responsibility: PSSP officer Completion: Ongoing through 9/30/2015</p> <p>5.2 Recidivism counts will be tabulated utilizing a SQL report based on information entered into case management system. The result will be reported to Cal OES in progress reports Responsibility: Program Director Completion: Quarterly through 9/30/2015</p>

OBJECTIVE:	ACTIVITIES:
6. Report Number of project-specific probationers that were searched using the Automated Firearms System(AFS)	6.1 All probationers will be searched in the AFS system as a necessary step in assigned the probationer to the PSSP caseload. Results of the AFS search will be forwarded to the PSSP officer. Responsibility: Adult Clerical Support Completion: Ongoing through 9/30/2015 6.2 Average Number of Probationers on each caseload will be calculated utilizing a SQL report and reported to Cal OES in progress reports Responsibility: Program Director Completion: Quarterly through 9/30/2015

OBJECTIVE:	ACTIVITIES:
7. Report how many probationers were found in possession of firearms and , if applicable, detail the removal of a firearm from a probationer's possession	7.1 PSSP officer will record any firearms seized during program implementation in an excel spreadsheet. Support documentation will be maintained in case management system. Responsibility: PSSP officer Completion: Ongoing through 9/30/2015 7.2 Counts of firearms removed will be reported to Cal OES in progress reports Responsibility: Program Director Completion: Quarterly through 9/30/2015

OBJECTIVE:	ACTIVITIES:
8. Report the number of educational materials distributed to which recipients.	8.1 Every probationer assigned to the PSSP program will or will have already receive an advisement of their prohibition to own/possess a firearm. Responsibility: PSSP officer Completion: Ongoing through 9/30/2015 8.2 Outside recipients will be maintained in an excel spreadsheet. Responsibility: Program Director Completion: Ongoing through 9/30/2015 8.3 Number will be tabulated through case management records and spreadsheet data. Counts will be provided to CAL OES in progress reports. Responsibility: Program Director Completion: Quarterly through 9/30/2015

OBJECTIVE:	ACTIVITIES:
9. Send one or more officers assigned to the project determined by Cal OES.	9.1 Training Manager will coordinate, PSSP officer's travel, lodging and enrollment in Cal OES identified training. Responsibility: Training Manager Completion: Contingent upon training schedule. 9.2 PSSP officer will attend training as assigned. Responsibility: PSSP Officer Completion: Contingent upon training schedule.

IMPLEMENTATION:

The Humboldt County Probation Department, through a VAWA grant first funded in March 2014, created a specialized caseload to supervise probationers who have been convicted of domestic violence, sexual assault, dating violence, or stalking. The grant monies fund a 1.0 FTE Senior Probation Officer to provide intensive supervision services as well as subsidize probationers' participation in Batterer's Intervention Programs (BIPS). There has been no disruption in program implementation since the program's inception.

The PSSP caseload is maintained within the command structure of the Adult Division. The Senior Probation Officer reports directly to the Adult Field Unit Supervisor who has sole responsibility for reviewing and assigning all probationers to appropriate levels of supervision. This ensures that all new probation cases are reviewed regarding their eligibility for inclusion onto the caseload.

The PSSP caseload has a hard cap of 40 probationers. This is maintained by the Adult Field Unit Supervisor and the PSSP officer who collaborate to ensure all probationers on warrant and in jail are removed from the program at the end of each calendar month and that the number of participants never exceeds 40 individuals.

The PSSP officer is tasked with meeting with each probationer on a weekly basis with half of those contacts expected to occur in the field. All contacts are documented within the Department's case management system and quality performance reviews are conducted by the Adult Field Unit Supervisor on a regular basis.

Case management services are provided to participants. These include: assessment of criminogenic needs; collaborative case planning; referral and brokerage to service providers; community supervision; and individual cognitive behavioral training. The services are provided in conjunction with law enforcement and monitoring activities

by the Department with the goal of enhancing community safety through accountability and rehabilitation of the probationer.

Another portion of the program is subsidization of probationers in PSSP participating in BIPs. The subsidies are overseen by the program director with the PSSP officer coordinating participants' linkage to programs on an individual level. A majority of the probationers assigned to the PSSP caseload are receiving subsidies. Prior to the grant this had been a major issue for Humboldt County with indigent probationers waiting several months before their domestic violence issues could be addressed.

The relationship between the Department and the BIP providers has improved as a direct result of the grant. The PSSP officer serves as a single contact point regarding probationer progress, or lack thereof, and improves the timeliness of response regarding violative and at risk behavior.

The PSSP has also improved the Department's support to victims. The PSSP officer has regular contact with the victims of the probationers on the caseload. They are brokered services as needed and are given an ongoing avenue to voice concerns and issues regarding the probationer's case.

The Probation Department will continue to be involved in the Domestic Violence Coordinating Council (DVCC), the DVCC Treatment and Services Committee, and the County Domestic Violence Death Review Board. Additionally the Chief Probation Officer is a member of the Law Enforcement Chief Association of Humboldt and chair of the Community Corrections Partnership Executive Committee. The PSSP officer attends the weekly detectives meeting and has strong relationships with the law enforcement agencies within Humboldt County.

The PSSP caseload is a critical component of Humboldt County's public safety strategy. It helps address a previous gap in service regarding the supervision of

Applicant: COUNTY OF HUMBOLDT

Grant Number: PU13010120

domestic violence offenders in the community and improves victim's access to the criminal justice system. The grant award will continue that work.

Budget Narrative

The PSSP grant award to Humboldt County is projected to be \$89, 972 with a cash or in-kind match of \$29,757. Humboldt County will use these monies to sustain the PSSP caseload by spending money in ~~4 basic areas~~: funding a 1.0 FTE Senior Probation Officer; subsidizing PSSP probationer's participation in Batterer's Intervention Programs (BIP); paying for the PSSP officer to attend training specific to the supervision of domestic violence; and indirect overhead costs.

The majority of the monies will be spent to fund 1.0 FTE Senior Probation Officer. The projected cost of the officer's salary and benefits is \$90,091. All of the grant award, being \$89,972, will be applied to this cost with the remaining \$819 being funded through county match. This expenditure directly supports the Program's objectives and activities. A Senior Probation Officer is a lead officer with at least 2 years of experience in the community corrections field and completion of Probation Core and Law Enforcement 832 PC training. In Humboldt County, a Senior Officer will have also undergone training in CBT based case management. The Senior Probation Officer paid for by the grant will be directly responsible for the caseload of 40 probationers with domestic violence convictions which form the basis of the PSSP. The officer will be making the weekly contacts with the participants, providing ongoing case planning that targets criminogenic factors, contacting and coordinating with victims, and coordinating with BIP providers. These activities form the basis of the PSSP.

The second portion of the proposed budget includes monies to subsidize PSSP probationers participating in Batterer's Intervention Programs. These 52 week programs target an offender's underlying attitudes and beliefs and strive to teach them emotional regulation, empathy, and other behavioral controls. Participation in BIPs are mandated by California Statutes for offenders with domestic violence convictions. In Humboldt County, there has been a significant issue with probationers accessing these programs due to cost. Many probationers

were unable to pay for a BIP and end up on indigent waiting lists for several months. Addressing this issue would directly support the PSSP by providing services to the probationer which address their criminogenic needs making them less likely to reoffend. The proposed budget would allocate \$13,943 of cash match to address this identified service gap. PSSP probationers would be eligible for subsidy if the Senior Probation Officer assigned to the program identifies it as a need. Subsidization would occur for only those services actually received (sessions actually attended by the probationer).

The third portion of the proposed budget is to pay for the Senior Probation Officer assigned to PSSP to attend training related to supervising domestic violence probationers. The grant requires 12 hours of training on this topic annually. Due to our remote location, almost all training requires overnight travel. These costs are included in the budget and estimated at \$955. It will be paid through cash match.

The final portion of the proposed budget are the indirect costs allowed through the grant. This has been calculated as a flat rate of 10% of salary and benefits. The \$9000 proposed is an in-kind match.

The proposed budget has no necessity for subcontracts or unusual expenditures.

BUDGET CATEGORY AND LINE ITEM DETAIL

[illegible]

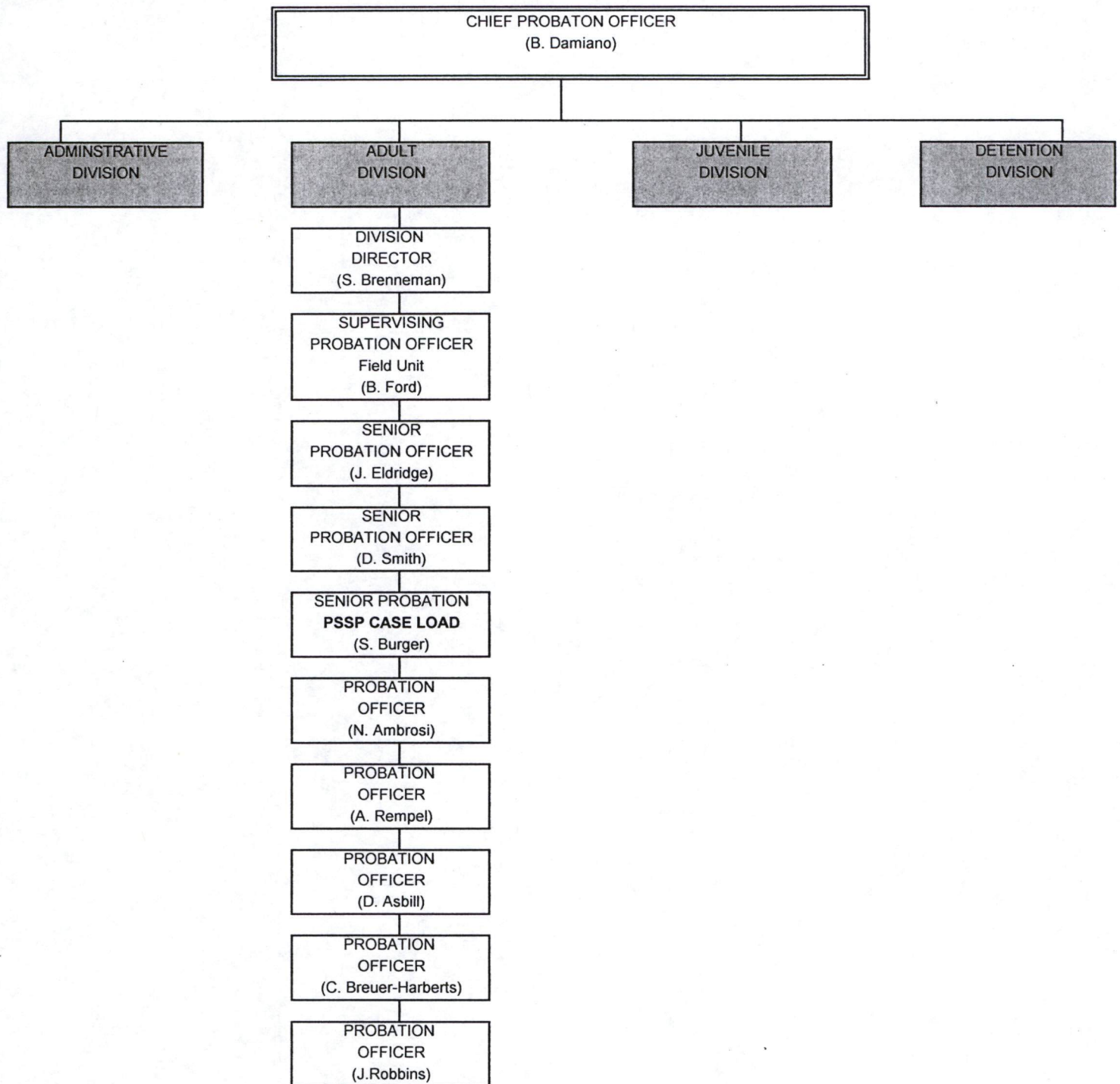
BUDGET CATEGORY AND LINE ITEM DETAIL

[illegible]

BUDGET CATEGORY AND LINE ITEM DETAIL

[illegible]

HUMBOLDT COUNTY PROBATION DEPARTMENT



Operational Agreements (OA) Summary Form

	List of Agencies/Organizations/Individuals	Date OA Signed (xx/xx/xxxx)	Dates of OA	
			From:	To:
1.	Humboldt County Domestic Violence Coordinating Council	10-8-2013	07/01/2014	to 06-30-2015
2.				to
3.				to
4.				to
5.				to
6.				to
7.				to
8.				to
9.				to
10.				to
11.				to
12.				to
13.				to
14.				to
15.				to
16.				to
17.				to
18.				to
19.				to
20.				to

Use additional pages if necessary.

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.

HUMBOLDT 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- 2ND CONGRESSIONAL DISTRICT

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

CALIFORNIA- 2ND ASSEMBLY DISTRICT

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

CALIFORNIA- 2ND SENATE DISTRICT

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

134,623

ATTACHMENT 2

CERTIFICATION OF ASSURANCE OF COMPLIANCE
With Statutory Requirements of the Violence Against Women Act (VAWA) As Amended,
Services*Training*Officers*Prosecutors (STOP) Formula Grant Program

The applicant must complete a Certification of Assurance of Compliance-VAWA (Cal OES 2-104g), which includes details regarding Federal Grant Funds, Equal Employment Opportunity Program (EEO), Drug Free Workplace Compliance, California Environmental Quality Act, Lobbying, Debarment and Suspension requirements, Proof of Authority from City Council/Governing Board and the statutory requirements of the VAWA S*T*O*P Formula Grant Program. The applicant is required to submit the necessary assurances and documentation before finalization of the Grant Award Agreement. In signing the Grant Award Face Sheet, the applicant formally notifies Cal OES that the applicant will comply with all pertinent requirements.

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

CERTIFICATION OF ASSURANCE OF COMPLIANCE
With Statutory Requirements of the Violence Against Women Act (VAWA) As Amended,
Services*Training*Officers*Prosecutors (STOP) Formula Grant Program

I, BILL DAMIANO hereby certify that
(official authorized to sign grant award; same person as Section 14 on Grant Award Face Sheet)

RECIPIENT: COUNTY OF HUMBOLDT

IMPLEMENTING AGENCY: Humboldt County Probation Department

PROJECT TITLE: Probation Specialized Supervision Program

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

I. Federal Grant Funds

Recipients expending \$500,000 or more in federal grant funds annually are required to secure an audit pursuant to OMB Circular A-133 and are allowed to utilize federal grant funds to budget for the audit costs. See Section 8000 of the Recipient Handbook for more detail.

- ☐ The above named recipient receives \$500,000 or more in federal grant funds annually.
- ☒ The above named recipient does not receive \$500,000 or more in federal grant funds annually.

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

It is the public policy of the State of California to promote equal employment opportunity by prohibiting discrimination or harassment in employment because of race, religious creed, color, national origin, ancestry, disability (mental and physical) including HIV and AIDS, medical condition (cancer and genetic characteristics), marital status, sex, sexual orientation, denial of family medical care leave, denial of pregnancy disability leave, or age (over 40). **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: Dan Fulks

Title: Director of Human Resources

Address: 825 5th Street, Eureka, CA 95501

Phone: 7074762349

Email: dfulks@co.humboldt.ca.us

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

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

IV. California Environmental Quality Act (CEQA) – (*Recipient 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 – (*Recipient 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 – (*Recipient Handbook Section 2155*)

(This applies to federally funded grants only.)

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

VII. Proof of Authority from City Council/Governing Board

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

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

VIII. Special Condition for Violence Against Women Act (VAWA)

• Filing Costs for Criminal Charges and Protection

Its laws, policies, and practices do not require, in connection with the prosecution of any misdemeanor or felony domestic violence offense, or in connection with the filing, issuance, registration, or service of a protection order, or a petition for a protection order, to protect a victim of

domestic violence, stalking, or sexual assault, that the victim bear the costs associated with the filing of criminal charges against the offender, or the costs associated with the filing, issuance, registration, or service of a warrant, protection order, petition for a protection order, or witness subpoena, whether issued inside or outside the state, tribal, or local jurisdiction.

- **Forensic Medical Examination Payment Requirement for Victims of Sexual Assault**

The state or territory, Indian tribal government, unit of local government, or another governmental entity incurs the full out-of-pocket cost of forensic medical exams for victims of sexual assault. The state or territory, Indian tribal government, unit of local government, or another governmental entity does not require a victim of sexual assault to participate in the criminal justice system or cooperate with law enforcement in order to be provided with a forensic medical exam, or to be reimbursed for charges incurred on account of such an exam.

- **Judicial Notification**

The state's judicial administrative policies and practices include notification to domestic violence offenders of the requirements delineated in section 922(g)(8) and (g)(9) of title 18, United States Code, and any applicable related Federal, State, or local laws.

- **Polygraph Testing Prohibition**

The state or local unit of government's laws, policies, or practices ensure that no law enforcement officer, prosecuting officer or other government official shall ask or require an adult, youth, or child victim of an alleged sex offense as defined under Federal, tribal, state, territorial, or local law to submit to a polygraph examination or other truth telling device as a condition for proceeding with the investigation of such an offense.

- Under 42 U.S.C. 3796gg-8(b), the refusal of a victim to submit to a polygraph or other truth telling examination shall not prevent the investigation, charging, or prosecution of an alleged sex offense by a state, Indian tribal government, territorial government, or unit of local government.

- **Nondisclosure of Confidential or Private Information Regarding Services for Victims**

Recipients and subrecipients may not disclose personally identifying information about victims served with Violence Against Women funds without a written release, unless the disclosure of the information is required by a statute or court order. "Personally identifying information" means individually identifying information for or about an individual including information likely to disclose the location of a victim of domestic violence, dating violence, sexual assault, or stalking. Releases must be written, informed and reasonably time-limited and signed by the victim unless the victim is an un-emancipated minor or a person with disabilities.

- **Consultation and Documentation with Local Victim Services Programs**

(Applies only to law enforcement, prosecution and the courts)

Tribal, territorial, State, or local prosecution, law enforcement, and courts must consult with tribal, territorial, State or local victim service programs during the course of developing their grant applications. This will ensure that proposed activities and equipment acquisitions are designed to promote the safety, confidentiality, and economic independence of victims of domestic violence, sexual assault, stalking and dating violence.

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 Recipient may be ineligible for award of any future grants if the Cal OES determines that any of the following has occurred:

(1) the Recipient 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 Award Agreement [Section 14 on Grant Award Face Sheet], and hereby swear that I am duly authorized legally to bind the contractor or grant recipient 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: Bill Damiano

Authorized Official's Title: Chief Probation Officer - County of Humboldt

Date Executed: _____

Federal Employer ID #: 94-6000513 Federal DUNS # 785383985

Current Central Contractor Registration Expiration Date: _____

Executed in the City/County of: Humboldt

AUTHORIZED BY: *(not applicable to State agencies)*

☐ City Financial Officer

☐ County Financial Officer

☐ City Manager

☐ County Manager

☒ Governing Board Chair

Signature: 

Typed Name: Rex Bohn ESTELLE FENNEL

Title: Supervisor, Chairperson — VICE-CHAIR

ATTACHMENT 3

ATTACHMENT 3

**FY 2014/15
SUPPLEMENTAL BUDGET
BUDGET UNIT 235
PROBATION**

REVENUES:

1100-235-526541	St-Domestic Violence	\$	66,954.00	(Grant funding)
1100-235-525004	Planning Public Safety Realignment	\$	22,318.00	(Local funding)

TOTAL REVENUES:		\$	89,272.00	
------------------------	--	----	------------------	--

EXPENDITURES:

SALARIES AND EXPENDITURES

1100-235-1-100	Salaries And Wages	\$	46,455.00
1100-235-1-450	State Unemployment Insurance	\$	343.00
1100-235-1-470	Health Insurance	\$	7,444.00
1100-235-1-471	Life & Air Travel Insurance	\$	16.00
1100-235-1-472	Dental Insurance	\$	693.00
1100-235-1-500	Retirement	\$	11,964.00
1100-235-1-600	FICA	\$	654.00

TOTAL SALARIES AND EXPENDITURES		\$	67,569.00
--	--	----	------------------

SERVICES AND SUPPLIES

1100-235-2-125	Transportation & Travel	\$	3,780.00
1100-235-2-225	Transportation-Out of County	\$	716.00
1100-235-2-325	Contract Services	\$	10,457.00

TOTAL SERVICES AND SUPPLIES		\$	14,953.00
------------------------------------	--	----	------------------

OTHER CHARGES

1100-235-3-137	A-87 Overhead Charges	\$	6,750.00
----------------	-----------------------	----	----------

TOTAL OTHER CHARGES		\$	6,750.00
----------------------------	--	----	-----------------

TOTAL EXPENDITURES:		\$	89,272.00
----------------------------	--	----	------------------