

Application Information Form

Program:

Probation Specialized Units - PU26

Grant Subaward Performance Period:

10/01/2026 to 09/30/2027

Subrecipient:

County of Humboldt - Probation Department

Subrecipient UEI:

JKF4BN9LWRW8

Subrecipient Federal Employer ID:

94-6000513

Implementing Agency:

Humboldt County Probation

Payment Address

Primary Location of Project/Services

Address

2002 Harrison Ave.

City:

EUREKA

Address 2

County:

Humboldt County

Zip Code:

95501-3212

Contact Information Form

Grant Subaward Contacts

Grant Subaward Director

First Name: Jesika
Title: Division Director
Phone: (707) 444-0645
Address: 2002 Harrison Ave
City: Eureka

Last Name: Bradley
Email: JBradley@co.humboldt.ca.us
State: California **Zip Code:** 95501-3212

Financial Officer

Name: Elisha
Title: Legal Office Business Manager
Phone: (707) 268-3304
Address: 2002 Harrison Ave.
City: Eureka

Last Name: Hardison
Email: ehardison@co.humboldt.ca.us
State: California **Zip Code:** 95501

Programmatic Point of Contact:

Name: Jesika
Title: Division Director
Phone: (707) 444-0645
Address: 2002 Harrison Ave
City: Eureka

Last Name: Bradley
Email: JBradley@co.humboldt.ca.us
State: California **Zip Code:** 95501-3212

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Title: Legal Office Business Manager
Phone: (707) 268-3304
Address: 2002 Harrison Ave.
City: Eureka

Last Name: Hardison
Email: ehardison@co.humboldt.ca.us
State: California **Zip Code:** 95501

Chair of the Governing Body

Name:
Title:
Phone:
Address:
City:

Last Name:

Email:

State:

Zip Code:

Grant Subaward Authorized Agent

☒ Coral Sanders

Grant Subaward Assurances Form

Navigation Instructions:

- All required fields are marked with an *.
- Use the **SAVE** button at least every 30 minutes to avoid losing data.
- When done, click the **SAVE** button.

Form Specific Instructions:

- Read all Grant Subaward Assurance and indicate compliance by checking acknowledgement box.

Applicable Grant Subaward Assurances

This document is a binding affirmation that the Subrecipient will comply with the assurances required by the federal program/fund source.

Assurance	Acknowledgement
Federal Fund Grant Subaward Assurances - 2025 STOP.pdf	☒ *
Program Standard Assurance Addendum	☒ *
Standard Certification of Compliance	☒ *

Subrecipients expending \$1,000,000 or more in federal funds annually must comply with the single audit requirement established by the Federal Office of Management and Budget (OMB) Uniform Guidance 2 CFR Part 200, Subpart F and arrange for a single audit by an independent Certified Public Accountant (CPA) firm annually. Audits conducted under this section will be performed using the guidelines established by the American Institute of Certified Public Accountants (AICPA) for such audits. *

☐ Subrecipient expends \$1,000,000 or more in federal funds annually.

☒ Subrecipient does not expend \$1,000,000 or more in federal funds annually.

Federal Funding Accounting and Transparency Act (FFATA)

In the preceding year, did the Subrecipient receive:

Has the Subrecipient received \$30,000,000 or more in federal funds in the preceding fiscal years? * ☐ Yes ☒ No

Programmatic Narrative Form

Narrative Questions/Responses

Question 1

Maximum Score: 20 points

Describe the Applicant's current service structure to supervise probationers convicted of intimate partner crimes involving domestic violence, sexual assault, dating violence, and/or stalking. Most probationers convicted of domestic violence related offenses who are granted formal probation with the Applicant department are convicted of felonies, and receive a minimum of a three-year term. Prior to sentencing, as part of the presentence investigation, offenders are assessed pursuant to Section 1203.097(b)(3)(I) PC for risk of lethality. The lethality assessment examines the following areas: threats or fantasies of homicide or suicide; use of weapons; sense of ownership of their victim; and dependance upon the victim to organize or sustain their lives. Crimes or circumstances with these elements are considered more serious, and the offender is considered to present a higher threat of violence. Each case is also evaluated for risk to reoffend using the Static Risk Assessment (SRA) presentence and reassessed on the SRA periodically thereafter. Each probationer is also assessed for their individual criminogenic needs with the Offender Needs Assessment (ONA), both of which are validated assessment tools offered through the vendor Noble. The SRA predicts the level of risk the probationer presents for reoffending and whether they present an above average risk for reoffending with a violent crime. The ONA identifies life domain needs, which if addressed, can mitigate the probationer's risk. The above factors are used by the Adult Field Supervisor to determine caseload assignment. Each specific caseload has established standards for the frequency, method and location of contacts with probationers, victims, and service providers. These standards are documented protocol in the Applicant department's procedures and available for review by probation officers. The minimum monthly contact expectation for the Probation Specialized Unit Program (PSUP) caseload includes two face-to-face contacts with the probationer in the field, two face-to-face contacts with the probationer in the office, and one each with the victim and treatment provider. The initial contact with the victim will be face-to-face to build rapport and to furnish the victim with a resource list. Subsequent contacts with the victim will occur via their method of choosing. The method of contact with the Batterer's Intervention Program (BIP) will vary dependent upon the business practices of the specific program. The specific details of all contacts, and any attempted contacts, will be recorded in the chronological entries of the case file, in the Applicant department's case management system.

Question 2

Maximum Score: 20 points

Describe how the Applicant will strengthen supervision of probationers convicted of domestic violence, sexual assault, dating violence, and/or stalking. With an experienced, well trained, and dedicated officer assigned to the PSUP, clearly outlined standards for contacts with probationers, victims, and service providers, and with well established community partnerships, enhanced service delivery can be accomplished by the Applicant department. The supervision of probationers is strengthened through support of the probationer for enrolling in, remaining compliant with, and benefitting from a Batterer's Intervention Program (BIP), and through timely and proportionate responses to concerns of non-compliance. The Senior Probation Officer (SPO) assigned to the PSUP will reinforce a probationer's participation in the Batterer's Intervention Program (BIP) by remaining in communication with the BIP provider and staying informed regarding the probationer's attendance, by using the Effective Practices in Community Supervision (EPICS) model to review what the probation is learning from or working on in the BIP, and expanding on the probationer's progress through use of Interactive Journaling and cognitive restructuring interventions during their office contacts. Increased contacts with the probationers will allow for monitoring of intoxicant use with periodic drug and alcohol testing, which will reveal the need for referral to adjunct services. The SPO will conduct risk and needs assessments, and will conduct reassessments every six months. Should a probationer be found out of compliance with a condition of their probation including abstinence from drugs or alcohol, or be found to have violated a protective order or commit a new law violation, the SPO would impose a timely and proportionate response or bring the matter before the court for a revocation hearing and request a sanction. The requested sanction would range from reinstatement of probation with modification to their conditions, a jail sentence, or revocation of their probation term and commitment to state prison. The SPO will further strengthen supervision through the Applicant department's established relationships with local law enforcement agencies by inquiring as to any new reports involving the probationers, collaborating on field operations for searches and arrests, and by participating in warrant sweeps or suspect apprehension.

Question 3

Maximum Score: 20 points

Describe the Applicant's current challenges in supervising probationers of crime involving domestic violence, sexual assault, dating violence, and/or stalking. The Applicant department is located in an extremely remote region, in an expansive county with rugged terrain, that has been plagued by higher than average rates of poverty, unemployment, homelessness, and substance use disorder. The logistics of being remote contribute to challenges including limited access to healthcare and public transportation, fewer social services and community based organizations, and some regions without any telecommunication/internet service. All aforementioned factors present as problematic to effectively supervising and rehabilitating probationers who have been convicted of crimes involving domestic violence, sexual assault, dating violence, and stalking. The proposed budget objective of maintaining a Senior Probation Officer (SPO) with a specialized caseload of probationers who have been convicted of crimes involving domestic violence, can allow for probationers to be provided enhanced services and increased assistance in addressing the responsivity barriers presented by these challenges. Progress in overcoming these responsivity barriers will increase a probationers likelihood of benefitting from the intervention inherent in a grant of probation and any programming with which they engage. A probationer's failure to overcome these responsivity concerns would likely prove problematic to success with any Batterer's Intervention Program (BIP).

Question 4

Maximum Score: 20 points

Describe the minimum qualifications of proposed staff. The Probation Special Units Program (PSUP) in Humboldt County will consist of one caseload supervised by a Senior Probation Officer (SPO). Promotion to the position of SPO requires, at a minimum, completion of the Probation Officer Core Course, Penal Code (PC) 832 training, and two years of experience as a Deputy Probation Officer, with one year experience supervising violent offenders. Any SPO assigned to this program would have at least completed a Field Training Officer (FTO) program, Effective Practices in Community Supervision (EPICS) and Motivational Interviewing (MI) training. EPICS is designed as a structured contact with the probationer to address criminogenic needs through the delivery of cognitive behavioral practices and intervention tools, thereby reducing the level of risk the probationer poses to the victim and the community. In instances where the probationer is resistant to implementing positive changes, the SPO would use MI to help move the probationer from the pre-contemplative to the readiness stage of change. The SPO will report to the Adult Field Unit Supervisor for ongoing coaching and case staffing, while the Adult Field Unit Supervisor reports to the Grant Subaward Director.

Question 5

Maximum Score: 20 points

Describe the plan for development and implementation of training to ensure Specialized Unit Probation Officer(s) assigned to the Program receive required training. The Applicant department employs a training manager who receives routine updates from Chief Probation Officers of California (CPOC) and maintains a training plan for each officer. Annual training plans are established and progress in meeting the annual plans is monitored through quarterly training meetings with the training manager and the Supervising Probation Officer, who oversees the Senior Probation Officer (SPO) assigned to the PSUP. The training plan for the SPO assigned to the PSUP caseload would include a minimum of 12 hours of training annually, specific to domestic violence, sexual assault, dating violence, and stalking, to ensure the SPO relies on trauma-informed best practices when interacting with victims. The SPO will attend the 16-hour intensive Domestic Violence Core Training For Probation Officers, available through the Chief Probation Officers of California Foundation (CPOCF) Training Program. The SPO will complete the following eLearning Courses offered through the California Victim Compensation Board (CalVCB): CalVCB Overview and A Victim Compensation Course for Law Enforcement. It is anticipated that the SPO would attend Probation and Parole Officer Training: Victim-Centered Supervision, an 8-hour course offered through Yorke Consulting, in addition to other trainings on topics related to intimate partner violence as available. Enrollment in and completion of said trainings would be monitored by the training manager and the Adult Field Unit Supervisor, who directly oversees the SPO assigned to the PSUP, at the quarterly training meetings. The training manager additionally presents trainings of interest for vetting to the Applicant department Admin team, which includes the Chief Probation Officer and the Grant Subaward Director/Adult Services Division Director. Additionally, two personnel with the Applicant department will attend a one-day CalOES training webinar.

Question 6

Maximum Score: 20 points

Describe the criteria for probationer case assignment(s) to the unit and include how the monthly probation caseload is determined and maintained at a reduced level.

Some caseloads of the Applicant department are double the size of the Probation Special Units Program (PSUP) caseload, which is capped at 40. With the reduced caseload size and intensive supervision efforts, more stringent guidelines are relied upon to determine appropriate probationers are assigned to the PSUP. Among those probationers whose commitment offense is domestic violence related, additional factors are evaluated in determining a probationer's placement on the PSUP, including the probationer's static risk assessment score, the findings of a lethality assessment included in their presentence investigation, and the geographic location of their residence. Those probationers who have been assessed as presenting the highest level of risk, or those probationers whose crimes included elements considered by the lethality assessment, are determined top priority for placement on the PSUP. Given the large geographic size of Humboldt County, appropriate probationers would also be those who reside in the central part of the county. Residence proximity would improve efficiency in meeting contacts with probationers. Once a defendant is granted probation, the Adult Field Unit Supervisor screens their case and assigns it to an appropriate caseload. The Adult Field Unit Supervisor is responsible for reviewing and considering the above criteria (static risk score, lethality assessment, and residence location) when determining a probationer's assignment to the PSUP. The Applicant department uses a case management system which tracks data including: which probationers are assigned to each caseload; each contact the probation officer has with a probationer, their victim, their treatment provider, or any collateral contacts; and whether the probationer's supervision status is active, on warrant, or in jail. Data extracted from the case management system is compiled in reports and provided to the probation officers weekly. The reports clearly list the name of each probationer and the total number of probationers assigned to the caseload, the supervision status of each probationer, and the number of actual and attempted contacts for the reporting period. Bookings into the local jail are monitored. When a probationer from the PSUP caseload is arrested or has a warrant outstanding for more than 30 days, the probationer is reassigned to a separate inactive caseload. This allows the Adult Field Unit Supervisor to manage the PSUP caseload cap.

Question 7

Maximum Score: 20 points

List the projected statistics for the following:

- Number of probationers during the reporting period.
- Number of field contacts made with victims/survivors.
- Number of in-person contacts made with victims/survivors.
- Number of telephone contacts made with victims/survivors.
- Number of total contacts with victims/survivors.

It is projected that during the 12-month reporting period of October 1, 2026, to September 30, 2027, an estimated 53 individual probationers will be supervised on the PSUP caseload. Most of these probationers would be serving a three-year grant of probation, with some grants exceeding the three year term. The estimate of 53 individual probationers is calculated assuming the caseload would be managed to operate at capacity, and that there would be a 33% turnover in cases during the reporting period. This estimate could be higher should an Offender Needs Assessment (ONA), which would be reevaluated every six months, demonstrate the probationer made good progress toward addressing their case plan goals, and/or completed their Batterer's Intervention Program (BIP). Should the ONA indicate a probationer's criminogenic needs were mitigated, and their protective factors improved, they may be reassigned to a caseload with less intensive supervision while completing the remainder of their term of probation. Other circumstances which could contribute to a fluctuation in the estimate of 53 probationers, could be a probationer's commission of new law violations, technical violations of probation, or violations of protective orders which could result in consequences ranging from informal sanctions to revocation and commitment to state prison. Assuming the PSUP caseload is managed at capacity with 40 probationers, and that monthly contacts will be made or attempted with each victim, it is estimated that the total number of contacts, or attempted contacts, for the reporting period will be 480. This number can vary widely due to knowledge of the victim's current whereabouts, cooperation from the victim, or in response to victim preference. Efforts will be made for initial contacts to be in person at the victim's home (field) or their place of choosing, with subsequent contacts via telephone or by the victim's preferred method. The focus of initial contacts with victims will be to build rapport, provide role clarification, and to furnish victims with information about available resources. Given the estimate of 13 probationers added to the caseload during the reporting period, it is estimated that a minimum of 13 in-person contacts will take place with victims in the field at their residence, and up to 467 victim contacts will be made via telephone or by the method identified as preferred by the victim.

Question 8

Maximum Score: 20 points

Describe the plan to enforce firearms prohibition including:

- The estimated number of Automated Firearms System (AFS) searches of project-specific probationers to identify those probationers possessing firearms.
- The removal of any prohibited firearm(s) from probationers and subsequent violation charges.
- Contacting probationers by telephone or by mail to ensure understanding of the firearm prohibitions.
- The distribution of educational materials on firearm prohibitions and confiscation laws to: (at a minimum) probationers, firearm dealers, law enforcement, the courts, community-based victim advocates, and victims/survivors of domestic violence.

Section 29810 PC requires that when an individual is convicted of a felony or of a specified misdemeanor, one of which is domestic violence, the court shall, prior to sentencing, inform the defendant they are prohibited from owning or possessing a firearm. At the time of conviction, defendants are furnished with a prohibited person relinquishment form requiring them to claim any firearm(s) they own, relinquish said firearm(s), and to report the method of relinquishment. The presentence investigation report details any firearms related to the elements of the commitment offense, includes the results of a search of the Automated Firearms System (AFS), and identifies any outstanding firearms not found to be documented as relinquished on the prohibited persons relinquishment form. With a rate of at least 13 new probationers being assigned to the PSUP caseload each year, this equates to a minimum of 13 searches of AFS project-specific probationers assigned to the PSUP caseload. Should the Court determine a firearm outstanding, a warrant may be issued for its retrieval. A standard condition of probation includes a search and seizure clause, allowing for the recovery of any firearm. As standard procedure when orienting a probationer to supervision, the Senior Probation Officer (SPO) would review both the state and federal gun laws; and the probationer is required to read and sign an advisement acknowledging their understanding of said laws. Probationers are furnished with a copy of their probation orders, which includes the firearms prohibition advisement. A probationer's compliance with their firearms prohibition would be monitored via routine visual checks of the probationer's residence, or by a more in depth search and through field operations if there was a concern the probationer was out of compliance. If the probationer was found out of compliance, it would trigger a violation of probation, and would also constitute a new law violation which would be forwarded to the District Attorney's office for prosecution. Courts, law enforcement officers, and firearms dealers are well versed on Section 29810 PC and the prohibition of domestic violence offenders to own or possess firearms. Further clarification would be made to victims during initial contact, and to victim advocates and Batterer's Intervention Program (BIP) treatment providers during the quarterly meeting hosted by the SPO assigned to the PSUP.

Question 9

Maximum Score: 20 points

Describe how the proposed budget supports objectives and activities.

Through previous awards of this grant, the Applicant department has been able to establish and maintain a Probation Specialized Unit Program (PSUP), staffed by a 1.0 FTE Senior Probation Officer (SPO) who is assigned to an intensive supervision caseload comprised solely of probationers who reside in Humboldt County and have been granted formal probation for crimes of domestic violence, sexual violence, dating violence or stalking. The SPO is an experienced officer with at least two years of experience as a Deputy Probation Officer, and has been promoted into the SPO classification through a competitive application and selection process. The proposed budget supports the objective of maintaining an SPO assigned to this specialized caseload so that the Applicant department can continue to provide focused supervision of the target probationers by way of a reduced caseload, capped at 40 active offenders. The reduced caseload will facilitate improved oversight and supervision through increased contacts with probationers, victims, service providers and through collateral means, by close monitoring of the probationer's participation in Batterer's Intervention Program (BIP), and by community partner collaboration. The SPO will achieve and maintain subject matter expertise through specialized training and through interagency communication.

Question 10

Maximum Score: 20 points

Describe the Applicant's ability and experience to provide the increased supervision to probationers of crime involving domestic violence, sexual assault, dating violence, and/or stalking. The Applicant department is able to and experienced in providing increased supervision to probationers of crimes involving domestic violence, sexual assault, dating violence and stalking. As a prior recipient of this grant, the Applicant department has maintained a Probation Specialized Unit Program (PSUP) for more than ten years. The PSUP with the Applicant department is a Senior Probation Officer (SPO) assigned to an intensive supervision caseload of probationers who have been granted formal probation for crimes of domestic violence. The PSUP with the Applicant department has been closely monitored by use of data reports and internal review by the SPO and the Adult Field Unit Supervisor. This method of implementation and oversight has supported the objective of maintaining an SPO providing focused supervision to a target population of probationers by way of a reduced caseload.

Question 11

Maximum Score: 20 points

Describe the Applicant's working relationship between local law enforcement and victim/survivor service providers.

The Senior Probation Officer (SPO) assigned to the PSUP caseload attends a monthly all agency partner meeting attended by the prosecuting Deputy District Attorneys, investigators from the District Attorney's Office, and detectives and officers representing local law enforcement agencies from the local jurisdiction. This collaborative meeting promotes the implementation of effective law enforcement, prosecution, and court strategies to address crimes related to domestic violence, sexual violence, dating violence or stalking. Additionally, the SPO assigned to the PSUP caseload hosts and facilitates a quarterly meeting, open to victim advocates, victim services, and providers of Batterer's Intervention Program (BIP), where attendees problem solve communication, treatment program enrollment barriers, and share educational materials and resources.

Subrecipient Risk Assessment Form

Per Title 2 CFR § 200.332, 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.

How many years of experience does your current grant manager have managing grants?	<3 years
How many years of experience does your current bookkeeper/accounting staff have managing grants?	>5 years
How many grants does your organization currently receive?	1-3 grants
What is the approximate total dollar amount of all grants your organization receives?	\$100,000
Are individual staff members assigned to work on multiple grants?	No
Do you use timesheets to track the time staff spend working on specific activities/projects?	Yes
How often does your organization have a financial audit?	Annually
Has your organization received any audit findings in the last three years?	Yes
Do you have a written plan to charge costs to grants?	Yes
Do you have written procurement policies?	Yes
Do you get multiple quotes or bids when buying items or services?	Always
How many years do you maintain receipts, deposits, cancelled checks, invoices?	>5 years
Do you have procedures to monitor grant funds passed through to other entities?	N/A

Funding Source Allocation

Funding Source Allocation

Funding Source Name	Fiscal Year	Type	Maximum Available Funding
2025 STOP	2025	Federal	\$100,000
			\$100,000
Total Project Cost:			\$152,636

PERSONNEL COSTS

Line Item Identifier	Description	FTE	Calculation	Total
1	Senior Probation Officer (1.0 FTE)	1		\$152,636

Funding Source Name	Maximum Available Funding
2025 STOP	\$100,000

	Total
Total Available	\$100,000
Total Requested	\$152,636
Over/Under	(\$52,636)

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Do you have a written plan to charge costs to grants?	Yes
Do you have written procurement policies?	Yes
Do you get multiple quotes or bids when buying items or services?	Always
How many years do you maintain receipts, deposits, cancelled checks, invoices?	>5 years
Do you have procedures to monitor grant funds passed through to other entities?	N/A

PU26026201

Total Funding: \$100,000.00

Counties

County Name	%	Funding Amount
Humboldt	100%	\$100,000.00

Congressional Districts

County Name	%	Funding Amount
CD 2	100%	\$100,000.00

State Assembly Districts

County Name	%	Funding Amount
AD 64	%	
AD 63	%	
AD 62	%	
AD 61	%	
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AD 67	%	
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AD 65	%	

State Senate Districts

County Name	%	Funding Amount
SD 2	100%	\$100,000.00