

EDMUND G. BROWN JR.
GOVERNOR

MARK S. GHILARDUCCI
DIRECTOR



Proposal Cover Sheet

RFP PROCESS

ELECTRONIC SUSPECTED CHILD ABUSE REPORT SYSTEM (ES) PROGRAM

Submitted by:
County of Fresno
Office of the District Attorney
Stephen Wright, Assistant District Attorney
2220 Tulare Street, Suite 1000
Fresno, CA 93721-2107
(559) 600-4430

(Cal OES Use Only)					
Cal OES#		FIPS#		VS #	Subaward #

CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES GRANT SUBAWARD FACE SHEET

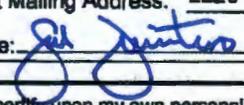
The California Governor's Office of Emergency Services (Cal OES), makes a Grant Subaward of funds set forth to the following:

1. Subrecipient: County of Fresno 1a. DUNS#: 030363902
 2. Implementing Agency: District Attorney 2a. DUNS#: 030363902
 3. Implementing Agency Address: 2220 Tulare Street, Suite 1000 Fresno 93721-2107
Street City Zip+4
 4. Location of Project: Fresno Fresno 93721-2107
City County Zip+4
 5. Disaster/Program Title: Electronic Suspected Child Abuse Report System 6. Performance Period: 10/1/17 to 12/31/18
 7. Indirect Cost Rate: N/A; 10% de minimis; Federally Approved ICR _____ %

Grant Year	Fund Source	A. State	B. Federal	C. Total	D. Cash Match	E. In-Kind Match	F. Total Match	G. Total Project Cost
2018	a. CJA0		\$ 250,000				\$ 0	\$ 250,000
Select	9. Select						\$ 0	\$ 0
Select	10. Select						\$ 0	\$ 0
Select	11. Select						\$ 0	\$ 0
Select	12. Select						\$ 0	\$ 0
	TOTALS	\$ 0	\$ 250,000	\$ 250,000	\$ 0	\$ 0	\$ 0	12. G Total Project Cost: \$ 250,000

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.

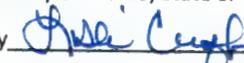
14. **CA Public Records Act** - Grant applications are subject to the California Public Records Act, Government Code section 6250 et seq. Do not put any personally identifiable information or private information on this application. If you believe that any of the information you are putting on this application 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: Sal Quintero 16. Federal Employer ID Number: 946000512
 Name: Sal Quintero Title: Chairman, Fresno County Board of Supervisors
 Telephone: 559-600-3000 FAX: 559-600-1609 Email: SQuintero@co.fresno.ca.us
(area code) (area code)
 Payment Mailing Address: 2220 Tulare Street, Suite 1000 City: Fresno Zip+4: 93721-2107
 Signature:  Date: Feb. 20, 2018

[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
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ATTEST:
 BERNICE E. SEIDEL
 Clerk to the Board of Supervisors
 County of Fresno, State of California
 By:  Deputy

PROJECT CONTACT INFORMATION

Subrecipient: County of Fresno Subaward #: _____

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: Stephen Wright Title: Assistant District Attorney
Telephone #: 559-600-4430 Fax#: 559-600-4401 Email Address: swright@co.fresno.ca.us
Address/City/Zip: 2220 Tulare Street, Suite 1000, Fresno, CA 93721

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

Name: Stephen Rusconi Title: District Attorney Business Manager
Telephone #: 559-600-4447 Fax#: 559-600-4100 Email Address: srusconi@co.fresno.ca.us
Address/City/Zip: 2220 Tulare Street, Suite 1000, Fresno, CA 93721

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

Name: Midori Howo Title: Chief Deputy District Attorney
Telephone #: 559-600-3141 Fax#: 559-600-4400 Email Address: MHowo@co.fresno.ca.us
Address/City/Zip: 2220 Tulare Street, Suite 1000, Fresno, CA 93721

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

Name: Stephen Rusconi Title: District Attorney Business Manager
Telephone #: 559-600-4447 Fax#: 559-600-4100 Email Address: srusconi@co.fresno.ca.us
Address/City/Zip: 2220 Tulare Street, Suite 1000, Fresno, CA 93721

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: Lisa A. Smittcamp Title: District Attorney-Public Administrator
Telephone #: 559-600-3232 Fax#: 559-600-4401 Email Address: lsmittcamp@co.fresno.ca.us
Address/City/Zip: 2220 Tulare Street, Suite 1000, Fresno, CA 93721

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 14 of the Grant Subaward Face Sheet:

Name: Sal Quintero Title: Chairman, Fresno County Board of Supervisors
Telephone #: 559-600-3000 Fax#: 559-600-1609 Email Address: SQuintero@co.fresno.ca.us
Address/City/Zip: 2281 Tulare Street, 3rd Floor, Fresno, CA 93721

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

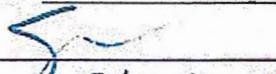
Name: Sal Quintero Title: Chairman, Fresno County Board of Supervisors
Telephone #: 559-600-3000 Fax#: 559-600-1609 Email Address: SQuintero@co.fresno.ca.us
Address/City/Zip: 2281 Tulare Street, 3rd Floor, Fresno, CA 93721

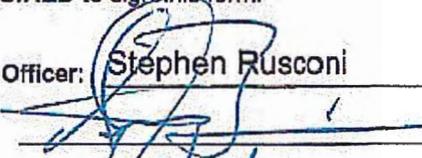
SIGNATURE AUTHORIZATION

Subaward #: _____

Subrecipient: County of Fresno
Implementing Agency: District Attorney

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

*Project Director: Stephen Wright
Signature: 
Date: 9/29/2017

*Financial Officer: Stephen Rusconi
Signature: 
Date: 9/28/17

The following persons are authorized to sign for the
Project Director


Signature
Jeff Dupras
Print Name

Signature

Print Name

Signature

Print Name

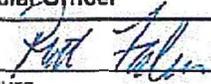
Signature

Print Name

Signature

Print Name

The following persons are authorized to sign for the
Financial Officer


Signature
Ruth Falcon
Print Name

Signature

Print Name

Signature

Print Name

Signature

Print Name

Signature

Print Name

CERTIFICATION OF ASSURANCE OF COMPLIANCE
Children's Justice Act (CJA) Grant Programs

The applicant must complete a Certification of Assurance of Compliance-CJA (Cal OES 2-104c), 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, Civil Rights Compliance, and the special conditions for Subawards 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 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
Children's Justice Act (CJA) Grant**

I, _____ hereby certify that
(official authorized to sign grant subaward; same person as Section 15 on Grant Subaward Face Sheet)

SUBRECIPIENT: County of Fresno

IMPLEMENTING AGENCY: District Attorney

PROJECT TITLE: Electronic Suspected Child Abuse Report System

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 OMB Uniform Guidance 2 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 ancestry, age (over 40), color, disability (physical and mental, including HIV and AIDS), genetic information, gender, gender identity, gender expression, marital status, medical condition (genetic characteristics, cancer or a record or history of cancer), military, veteran status, national origin, race, religion (includes religious dress and grooming practices), sex (includes pregnancy, childbirth, breastfeeding and/or related medical conditions) sexual orientation, or request for family medical leave. **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: Vanessa Jimenez

Title: Human Resources Manager

Address: 2220 Tulare Street, Suite 1400, Fresno, CA 93721

Phone: 559-600-1830

Email: vjimenez@co.fresno.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

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 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 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. 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 Conditions for Grant Subawards with Children’s Justice Act (CJA) Funds

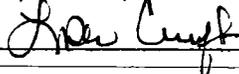
1. Federal grant funds shall not be used to support inherently religious activities such as religious instruction, worship, or proselytization. Therefore, organizations must take steps to separate, in time or location, their inherently religious activities from the services funded under this program. Regulations pertaining to the prohibition of Federal funds for inherently religious activities can be found on the HHS website at: <https://www.acf.hhs.gov/administrative-and-national-policy-requirements#chapter-2>.
2. Federal grant funds provided under this subaward may not be used by the Subrecipient to support lobbying activities in influence proposed or pending Federal or State legislation or appropriations. This prohibition is related to the use of Federal grant funds and is not intended to affect an individual’s right or that of any organization, to petition Congress or any other level of Government, through the use of other resources. (See 45 CFR Part 93.)

In accordance with Public Law 103-333, the “Department of Labor, Health and Human Services, and Education, and Related Agencies Appropriations Act of 1995,” the following provisions are applicable to this grant subaward:

Section 507: “Purchase of American-Made Equipment and Products – It is the sense of the Congress that, to the greatest extent practicable, all equipment and products purchased with funds made available in this Act should be American-made.”

In accordance with Part C of Public Law 103-227, the “Pro-Children Act of 1994,” smoking may not be permitted in any portion of any indoor facility owned or regularly used for the provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs wither directly or through State or local governments. Federal programs include grants, cooperative agreements, loans and loan guarantees, and contracts. The law does not apply to children’s services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions or facilities and used for inpatient drug and alcohol treatment.

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	
<p>I, the official named below, am the same individual authorized to sign the 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.</p>	
Authorized Official's Signature:	 <hr style="border: 0; border-top: 1px solid black;"/>
Authorized Official's Typed Name:	<u>Sal Quintero</u>
Authorized Official's Title:	<u>Chairman, Fresno County Board of Supervisors</u>
Date Executed:	<u>February 20, 2018</u>
Federal Employer ID #:	<u>946000512</u>
Federal DUNS #:	<u>030363902</u>
Current System for Award Management (SAM) Expiration Date:	<u>October 16, 2018</u>
Executed in the City/County of:	<u>Fresno</u>
AUTHORIZED BY: <i>(not applicable to State agencies)</i>	<p>ATTEST: BERNICE E. SEIDEL Clerk to the Board of Supervisors County of Fresno, State of California</p> <p>By  Deputy</p>
<input type="checkbox"/> City Financial Officer <input type="checkbox"/> City Manager <input type="checkbox"/> Governing Board Chair	<input checked="" type="checkbox"/> County Financial Officer <input type="checkbox"/> County Manager
Signature:	 <hr style="border: 0; border-top: 1px solid black;"/>
Typed Name:	<u>Oscar J. Garcia</u>
Title:	<u>Auditor-Controller/Treasurer-Tax Collector</u>

PROJECT NARRATIVE

Located in California's Central Valley, the County of Fresno is the 6th largest county in California with a 2016 Census Bureau estimated population of 979,915 people. The City of Fresno itself is the 5th most populated city in California with a total population estimated to be 525,832. The County of Fresno includes 15 incorporated cities and 24 unincorporated rural communities which span over 6,000 square miles.

There are 15 law enforcement agencies in Fresno County with jurisdictions throughout the rural and metro areas of the County. The County of Fresno Sheriff-Coroner's Office (FSO) is the primary law enforcement agency for the purpose of this grant application. The FSO, the Fresno County District Attorney's Office (DA), and the Fresno County Department of Social Services (DSS) currently maintain a collaborative relationship with regard to investigations and/or standard working processes. However, with regard to protocols, collaboration and/or attention to effective cross-reporting and oversight of Suspected Child Abuse Reports (SCARs), collaboration and protocols have been minimal. Current processes are essentially manual and create system gaps. At the very least these gaps may contribute to missed information that may range from having little relevance to having significant impacts to investigations, prosecutions, and most importantly resulting in tragic family situations that contribute to serious child injuries and/or child fatalities.

As the lead applicant agency for this grant, the DA is excited to have the opportunity to move forward with the implementation of an electronic SCAR system and to realize the benefits of the associated improvements in protocols/collaboration that would parallel this project. Although the DA is the lead agency, this project will be truly collaborative and will involve a close partnership with DSS and FSO. Together, the DA, FSO, and DSS are committed to improving

and enhancing our current cross-reporting processes. The implementation of an electronic SCAR system would be a significant improvement for Fresno County.

1. PROBLEM STATEMENT

- a. Describe the current process for cross-reporting incidents of child abuse among county governmental agencies and any challenges or gaps that affect the sharing of information.*

Department of Social Services (DSS)

The child population in Fresno County is estimated to be approximately 280,951 or 29% of the total population. The incidence of child maltreatment allegations is approximately 77 per 1,000 according to the California Child Welfare Indicators Project of the University of California at Berkeley. This amounts to approximately 21,633 allegations of child abuse and/or neglect each year.

According to the Child Welfare Services Case Management System (CWS/CMS), from January 1, 2016 through December 31, 2016, DSS received 15,054 unduplicated referrals of suspected child abuse or neglect that came through its' Child Welfare Services (CWS) Hotline. Of those 15,054 referrals, 157 were indicated in CWS/CMS as needing to be cross-reported. This amounts to approximately 1% of total referrals being cross-reported. This number does not include verbal cross-reports to law enforcement which child welfare staff completes when there is a crisis situation that requires an immediate response from both child welfare and law enforcement staff. However, even accounting for the latter, the 1% cross-report rate seems significantly low. The DSS current cross-reporting process involves both an incoming and outgoing procedure which is outlined below.

DSS CWS Hotline Social Workers receive SCARs from mandated reporters via an e-fax system, email, or U.S. Mail. Additionally, Hotline Social Workers receive verbal reports from mandated reporters by telephone and occasionally receive police reports in lieu of an actual SCAR from local law enforcement agencies. The Hotline Social Worker uses the SCAR or alternative documentation, such as police reports, to generate a referral in CWS/CMS. If a cross-report is needed, the Hotline Social Worker checks the “cross-report” box in CWS/CMS, which initiates the cross-reporting process.

SCARs are then scanned and imported into CWS/CMS by clerical support staff. Clerical staff processes all SCAR cross-reports when the “cross-report” box is checked in CWS/CMS. This typically includes printing and sending the SCAR via U.S. Mail, fax, or email to the appropriate law enforcement agency. Jurisdiction is determined by staff using their personal judgement of jurisdictional rules, known geographical law enforcement boundaries and/or assistance from law enforcement dispatchers when needed.

Cross-reporting to the DA is not standard practice for DSS; however, SCARs and supporting documentation are shared with the DA when requested and in consultation with Fresno’s County Counsel’s office. Once advised by County Counsel as appropriate, the information may be shared.

DSS CWS Hotline Social Workers also receive SCARs from non-law enforcement mandated reporters (i.e. therapists, teachers, etc.) and calls from non-mandated reporters (i.e. concerned neighbors, family members, etc.) regarding suspected child abuse and/or neglect which may require cross-reporting. If the Hotline Social Worker receives a SCAR from a non-law enforcement mandated reporter the SCAR is processed and cross-reported to the appropriate law enforcement agency. If a non-mandated reporter reports by telephone allegations of child

abuse/neglect, the Hotline Social Worker generates a SCAR and cross-reports to the appropriate law enforcement agency.

As stated earlier, DSS does not routinely cross-report to the DA; this seldom occurs and typically only when advised by County Counsel. These protocols will be reassessed and revised to ensure statutory requirements are met. With anticipated changes, it is expected the DA will receive a substantial increase in SCAR cross-reports once an E-SCAR system is in place.

Fresno County District Attorney's Office (DA)

In 2016, the DA received only thirteen (13) SCARs from DSS, and received no reports from any Fresno County law enforcement agencies. SCARs that are received are reviewed to determine if they are associated with a current DA case. If so, this information is relayed to the assigned Prosecutor. In general, due to staffing/resource issues, the DA has not had the capacity to engage its' other governmental partners and law enforcement agencies to ensure maximum cross-reporting, to establish cross-reporting protocols, or to effectively monitor/oversee generated SCARs.

Fresno County Sheriff-Coroner's Office (FSO)

FSO currently receives SCARs from DSS Social Workers. At the time of cross-report, many of the received SCARs are associated with incidents already reported to the FSO and are part of a current criminal investigation. However, some SCARs may not have been properly investigated due to human error, jurisdictional issues or inaccessibility to critical information. The current process creates challenges for FSO and DSS. Although FSO is the primary law enforcement agency under this grant proposal, there are two other law enforcement agencies -- the Fresno Police Department and Clovis Police Department -- which receive and/or generate the highest number of cross-reported SCARs. Fresno County has twelve other primarily rural law

enforcement agencies which receive and/or generate SCARs as well. SCAR cross-reporting issues are similar among the various law enforcement agencies.

Identified Challenges and/or Gaps

As a result of this grant proposal planning process, significant cross-reporting gaps have been identified, and will be addressed by the DA, DSS and the FSO, should OES grant funding be awarded. Our agencies see the importance of improving in this area and are committed to working together to find solutions. Current gaps and challenges in the cross-reporting process are detailed below.

1. Human Error – The cross-reporting process is subject to human error at every stage. If the DSS Hotline Social Worker fails to select the “cross-report” box in CWS/CMS, clerical staff will not know to complete the cross-report process. The “cross-report” box is not a mandatory field to complete in CWS/CMS, therefore staff may overlook this area in times of high calls or SCAR volume. There are also numerous instances in the processing of cross-reports during which errors can be made and have a negative impact on efficiency, such as misplacing the physical SCAR, mailing or e-mailing to an incorrect address, etc.

2. Jurisdiction – The current process of cross-reporting to law enforcement agencies in Fresno County relies on staff knowledge and/or support from law enforcement dispatchers to determine the appropriate jurisdiction to send the cross-reports. Staff uses their personal judgement and knowledge of jurisdictional rules to determine which law enforcement agency to send the cross-report, and if needed, will consult with law enforcement dispatchers to obtain confirmation of the appropriate jurisdiction. This presents opportunities for error, such as DSS staff or law enforcement dispatchers making inaccurate jurisdictional determinations.

Furthermore, DSS is not currently notified if a SCAR is inadvertently sent to the wrong

jurisdiction. Staff does not know if the receiving law enforcement agency forwards the SCAR to the appropriate agency or it simply falls through the cracks. This is a significant gap which could be minimized or even eliminated altogether with an automated system.

3. Exchange of Information – When documentation is needed by law enforcement or the DA (i.e. history, disposition, etc.), the information is sent via fax or scanned and sent in an email. This process could be streamlined with the E-SCAR system and would save significant staff time and resources.

4. Lack of Follow Up and Oversight – DSS staff often cross-reports to law enforcement under the assumption that law enforcement would then cross-report to the DA. There is currently no system in place to ensure that cross-reporting from law enforcement to the DA actually takes place. Currently, FSO does not forward any SCARs to the DA. Given the manual processes and the apparent underreporting in the number of SCARs submitted to the DA, the DA has had minimal staffing resources dedicated to oversee SCARs. Notwithstanding this, even if staff were dedicated, the current processes would be inefficient and monitoring would be limited. An electronic SCAR system would allow the DA to maintain a “window” into cross-reporting and would greatly enhance their oversight role/responsibilities.

b. Describe the current process of receiving Suspected Child Abuse Reports (SCARs) as it relates to the initiation of investigations.

DSS

SCARs are received via electronic methods such as e-fax or scanned SCARs sent in via email, as well as non-electronic methods such as U.S. Mail. Occasionally, SCARs are routed to the CWS Hotline Unit via the DSS Child Welfare Services Liaison who operates out of one of the offices located at the Fresno Police Department. All Hotline staff have access to the Child

Welfare Services Hotline email inbox to retrieve SCARs and other documents. Clerical tasks include retrieval of electronically submitted (e-fax and email) and non-electronically submitted (mailed) SCARs.

SCARs are received by the DSS Hotline Social Workers from both law enforcement and non-law enforcement mandated reporters in the community. The SCARs are typically received via the e-fax system, sometimes preceded by a verbal report. The Hotline Social Workers use the SCARs to generate a referral in CWS/CMS. The referral and SCAR information is reviewed and evaluated using the Structured Decision Making (SDM) Response Priority Rationale to determine what type of response is necessary and appropriate. There are three response categories: immediate/crisis response, 10-day/non-crisis response, or evaluate out. Referrals that fall under the former two categories are assigned to an Emergency Response Social Worker for investigation.

DA

Currently, SCARs are received via U.S. Mail or fax by the Office's main receptionist. Once received, the receptionist forwards the SCAR to the secretary of the Office's Sexual Assault/Child Abuse Unit, which is housed in a different building. The Unit's secretary scans the SCAR and saves a digital copy to the Office's computer system. The secretary also cross-references the SCAR in the District Attorney's Case Management System to see if there is an active case associated with that SCAR. If there is a current criminal case pending, a digital copy of the SCAR is forwarded to the Prosecutor handling the case.

SCARs received with no criminal case pending are not followed up on, nor are they cross-referenced again to see if criminal prosecution was begun at a later date.

FSO

SCARs are currently received by the FSO via fax or U.S. Mail. They are generally received by either the Records Unit or Dispatch Center and are ultimately placed in the mailbox for the Sergeant who supervises the Sexual Assault/Child Abuse Unit. This current process does not guarantee SCARs are being delivered to the proper personnel to evaluate a law enforcement response. The process relies upon the SCAR received being forwarded appropriately to the Sexual Assault/Child Abuse Unit by staff who are familiar with this process and then ensuring the paperwork is delivered to the proper unit for investigation.

Once a SCAR is received by the Sexual Assault/Child Abuse Unit, the information must then be evaluated for proper jurisdiction and any applicable criminal violations. Oftentimes, SCARs are sent to the wrong jurisdiction and must be re-routed via fax or U.S. Mail to the proper law enforcement agency to investigate. After a SCAR report is received and jurisdiction is verified, personnel must determine if a criminal case has already been initiated and if DSS has started/concluded their own investigation. If deemed warranted, a Detective is assigned the SCAR and may coordinate and/or obtain information from DSS as part of their investigation.

c. Describe the need for eSCARS and how it would impact and improve the SCAR system for information sharing in your county.

The current system for cross-reporting child abuse and neglect is antiquated and presents significant opportunities for SCARs to “slip through the cracks” and not be appropriately investigated by either law enforcement or DSS. The current system includes minimal accountability to ensure that agencies are meeting their legal mandates and is burdensome for the DA to oversee and monitor. Although gaps identified can be addressed to a degree with

improved collaboration and protocol development, the implementation of an electronic SCAR system would be a significant enhancement.

An E-SCAR system would increase accountability to the cross-reporting process and ensure that all agencies involved in investigating child abuse and neglect receive timely notification and complete their investigations expeditiously and with shared information that may have impact.

Additionally, an E-SCAR system will provide the DA and law enforcement agencies access to historical SCAR information and other relevant CWS information immediately, without the need to call CWS. This would improve law enforcement agencies' ability to make informed decisions more rapidly and positively contribute to their investigations. A by-product of the implementation of an E-SCAR system would be the overall improved communication and collaboration among the DA, DSS, FSO and other law enforcement agencies.

As previously noted, the DA received only thirteen (13) SCARs in 2016. An E-SCAR system would increase the number of SCARs cross-reported and would allow the DA to monitor and oversee all SCARs created and provide appropriate oversight. When SCARs are received with no criminal prosecution pending, the DA would be able to instantly check law enforcement's status with the case. In appropriate cases, the DA would be able to contact law enforcement to request follow-up on cases that need further investigation. Additionally, at the time of the review and filing of criminal prosecutions, the DA Prosecutor would have access to any current SCARs and any SCARs that may be related to the current child victim, therefore enhancing the prosecution of the case.

Overall, the proposed E-SCAR system for Fresno County would contribute to improved investigations and prosecutions and reduce/eliminate significant gaps which may place children at risk of significant harm.

d. Describe current information sharing among local law enforcement, child welfare, and the district attorney's office in suspected child abuse cases.

DSS to Law Enforcement

DSS currently cross-reports SCARs received from non-law enforcement mandated reporters to local law enforcement agencies approximately 1% of the time. When cross-reported, the entire SCAR is shared with law enforcement, which includes the name of the reporting party. However, the name of the reporting party is not shared when there is not an active law enforcement investigation. Additionally, law enforcement can request that DSS provide a copy of their referral, but it is not automatically shared or cross-reported. If law enforcement requests access to DSS case narratives and/or other case information, they must complete and receive approval through a court process (827 court order). DSS Hotline staff also complete verbal cross-reports to law enforcement when there is a crisis situation or need for an immediate response from law enforcement.

DSS to the DA

DSS does not consistently cross-report SCARs to the DA. If the DA requests SCARs, referrals, narratives, or any other documentation, DSS consults with County Counsel and if advised, provides the requested documentation.

e. Describe how the implementation of the ES program would improve protocols related to suspected child abuse reporting and investigations in your county.

Implementation of an E-SCAR system would introduce a level of accountability that is absent from the current cross-reporting process, as well as reduce the impact of human error. Protocols and procedures related to SCAR cross-reporting would be discussed and developed during the first year project planning period. It is anticipated that the developed protocols would

ensure SCARs are properly being generated, that they are reaching their appropriate destinations, and that there are resources in place to oversee and manage the E-SCAR system.

In addition, although this project would seek to implement a system such as the Los Angeles DCFS model, there would be anticipated enhancements. For example, protocols would be established to create an alert indicating a child at risk or subject to Commercial Sexual Exploitation. This would quickly and efficiently notify all investigatory parties of this factor. Having prior knowledge of Commercial Sexual Exploitation indicators in a child abuse case can enable law enforcement and DSS to collaborate more effectively to meet the needs of the child and family as early as possible. Furthermore, the shared information could better inform approaches (e.g. interviews, engagement) to this child and support a trauma-informed intervention. Failure to have this information could negatively impact an investigation.

Protocols with regard to information sharing would be improved. Prompt information sharing may promote improved crisis assessment and result in more accurate and appropriate investigations. Additionally, automating the process of determining jurisdiction would significantly reduce the likelihood of cross-reporting to incorrect jurisdictions. This is a major gap identified in the current Fresno County cross-reporting process that can be significantly improved with an E-SCAR system.

2. **PLAN**

a. Describe the steps that will be taken to build the team of required county governmental agencies

As the applicant organization, the DA will take the lead role in the administration and oversight of this grant. However, working side by side and very collaboratively with the DA will be the DSS and the FSO. All three entities understand the benefits of an E-SCAR system and

have committed to the implementation of this project. Initial discussions have occurred with regard to what our partnership will look like as it relates to this grant application as well as implementation and sustainability of the E-SCAR system, should grant funds be awarded.

Our collaboration will be driven by the establishment of a Steering Committee. This would be facilitated by the DA and include representatives of DSS and FSO. The Steering Committee would be the primary vehicle for planning and implementation. Once the DA receives notification of a grant award, the Steering Committee would be convened to begin implementation of first step milestones. The Steering Committee would meet at minimum, once a month.

Operational Agreements between the DA and FSO and the DA and DSS have been signed and are included with this proposal. These Operational Agreements confirm the required agencies' commitment to this project. Additionally, the Fresno County Board of Supervisors will be apprised of this project and its potential benefits to ensure that there is County-wide support for this venture.

In addition to the required governmental agencies, eventually, all other independent local law enforcement agencies, and other stakeholders, as appropriate, will be invited to participate. Memorandums of Understanding will subsequently be developed between all agencies once the E-SCAR platform is developed.

b. Describe the timeline for the planning and development phase of your ES project

The project timeline below highlights key components of the proposed plan.

PLANNING AND DEVELOPMENT PHASE TIMELINE

(First Performance Period)

TIMEFRAME	MILESTONES	DELIVERABLES
Months 1-3	<ul style="list-style-type: none"> • Build a core collaborative team of representatives that includes the DA, DSS, and FSO • Assign dedicated staff - pursuant to budget • Establish Steering Committee • Communicate with all law enforcement agencies to get buy-in • DA to present to LEAs at monthly Chief's meeting • Explore bringing key informant from Los Angeles County Sheriff to speak to Fresno County law enforcement about the benefits of the E-SCAR system • Site visit to Los Angeles County DCFS to assess their E-SCAR system and discussion on execution of Operational Agreement • DSS IT staff begins exploring technical requirements of the Los Angeles E-SCAR system and communication with CDSS on viability of establishing a DataMart • Develop a 15-month planning document, draft planning documents for years 2 and 3 	<ul style="list-style-type: none"> • Convene a Steering Committee with commitment to participate from the DA, DSS, and FSO • Identify budgeted project staff • Document planning processes • Develop planning document • Engage and add law enforcement agencies and stakeholders, as appropriate
Months 4-6	<ul style="list-style-type: none"> • Establish Operational Agreements with additional law enforcement agencies and other relevant investigative agencies* • Develop Operational Agreement with Los Angeles DCFS* • Develop protocols to determine what SCAR information will be shared • Submission of an Advance Planning Document (APD) to the California Department of Social Services (CDSS) 	<ul style="list-style-type: none"> • Execute Operational Agreements with participating law enforcement agencies by end of month 6* • Execute Operational Agreement with Los Angeles DCFS* • Complete APD submitted to CDSS by end of month six.
Months 7-9	<ul style="list-style-type: none"> • Draft IT proposal for how this system will look in Fresno County 	<ul style="list-style-type: none"> • Finalize/approve IT proposal

Months 10-12	<ul style="list-style-type: none"> • Finalize Fresno E-SCARs system • Assessment of staff training needs • Initial development of staff training guides 	<ul style="list-style-type: none"> • Complete training plan by the end of month 12
Months 13-15	<ul style="list-style-type: none"> • System development/building/initial testing 	

**Time frame is optimistic and may require longer period of time. Since these Operational Agreements are between the County and outside entities (city law enforcement, Los Angeles DCFS, etc.) they will require County Board of Supervisors approval and therefore completion may take longer than anticipated. In addition, these Agreements should follow after system and protocol development to ensure roles/responsibilities and system capacities are known.*

Beyond the planning and development phase, Fresno County staff will focus on implementation, operation, and maintenance with the following objectives:

- System integration with CWS/CMS
- Beta testing of the new E-SCAR system
- Development of a staff training plan
- Development of a transition plan to address transition from the current paper reporting process to an electronic process
- Implementation and operation of the E-SCAR system
- Evaluation and continual quality improvement
- Development and approval of a sustainability plan

c. Describe how the applicant is collaborating with the Los Angeles County DCFS in its development and implementation of its ES project platform

The DA, DSS and FSO have begun initial consultation with Los Angeles County DCFS. Via phone conference, Los Angeles County DCFS Principal Information Systems Analyst, Mr. John E. Langstaff, presented and answered questions from our team with regard to their E-SCAR system. His assistance was very helpful. In regard to the establishment of an Operational Agreement with L.A., Mr. Langstaff indicated his County was in the process of developing/executing a master agreement to allow OES grant funded agencies to be added.

As a demonstration of our county's interest and commitment, in 2016 DSS Program and IT staff attended a presentation in Los Angeles County regarding their E-SCAR system and had

discussions regarding the implementation of a similar system in Fresno County. During these discussions, Los Angeles County DCFS shared lessons learned and critical implementation factors, such as ensuring County Board of Supervisor support, barriers faced with expansion to independent law enforcement agencies and ongoing system maintenance, support and enhancement. A current potential barrier includes the impending changes by the State to the CWS/CMS system, which will impact the current Los Angeles system.

Overall, consultation from Los Angeles County DCFS has been very useful, and an initial relationship has been forged. Fresno County is optimistic this would continue and further blossom throughout the project implementation process. As acknowledgement of initial communications with Los Angeles County DCFS, please see the attached letter submitted by Mr. Langstaff.

d. Describe the process that will be used to determine what information will be shared and the systems of delivery among the participating agencies

The Steering Committee that would guide the project would be comprised of participants from the core required entities: the DA, DSS and FSO, at minimum. All local law enforcement agencies, as well as the Fresno County Probation Department, would also be invited to participate. County Counsel would be consulted, and/or be an adjunct participant on issues regarding information sharing that might have legal implications. During the development process, the Steering Committee would discuss and weigh the pros/cons of determining what information would be shared. The Los Angeles County E-SCAR system would provide a foundational model. Each participating agency would be responsible for vetting proposed shared information within their own organizations.

e. Describe the efforts that will be made to research, develop, and procure the technology necessary to build the infrastructure for the ES program

The DA and DSS will take the lead in researching, developing, and procuring the technology necessary to build the infrastructure for the E-SCAR system. An Advance Planning Document (APD) and any other forms required by the California Department of Social Services (CDSS) will be completed to ensure full compliance with any CDSS mandates and/or requirements.

Research efforts will include DSS IT and Administration staff, in conjunction with DA staff, exploring and learning about the existing system in Los Angeles County including the successes, challenges, and planned upgrades to ensure the Fresno County system avoids any known pitfalls and includes enhancements proposed in Los Angeles County. Staff will pay particular attention to understanding the interface with CWS/CMS.

Development will include DSS IT staff employing industry PMBOK Project Management/Procurement standards to ensure a proper and thorough assessment of project requirements and deliverables as they pertain to Fresno County. The resultant determination to adopt or interface with Los Angeles County's system solution, or design a local solution will be determined as part of the planning process.

Procurement will depend on the scope of what DSS IT staff is capable of completing in-house. It is anticipated that DSS IT staff will be capable of completing the project, however, if IT staff cannot build the E-SCAR system internally, the DA and DSS will complete a competitive bid process for development of the database.

f. Provide the plan for the implementation and operation of the ES program in the applicants County

The project plan below highlights key components for the implementation and operation of the E-SCAR project.

- Initiation Phase: Project scope determination, requirements gathering, stakeholder identification/communication/engagement, establishment and expansion of a collaborative county team;
- Planning Phase: Start up activities and deliverables (project work plan, project management plan, etc.). Additionally, gathering detailed design requirements, documenting the proposed system to be built;
- Execution (Design/Development) Phase: Constructing, configuring, and testing of the system to confirm that it operates as defined and agreed upon and identify any defects or errors that need to be corrected prior to going live, along with the initial demonstration of the system;
- Monitoring/Controlling Phase: User Acceptance Testing and compliance monitoring to ensure system is prepared for successful “Go Live” launch, including transition to ongoing support post “Go Live”;
- Closure Phase: Post implementation review and compliance as project is transitioned to maintenance mode.

g. Describe how the applicant plans to sustain its eSCARS project after ES program funding concludes

The DA, DSS and FSO are committed to increasing the safety of children in Fresno County and as such, are committed to the long-term implementation and use of the E-SCAR system.

The DSS will commit IT staff to the long-term maintenance and enhancement efforts of the proposed E-SCAR system, beyond funds afforded through this grant. The FSO has indicated commitment to this project and will require no additional resources that would hinder their continued participation and/or subsequent use of the new system.

The DA anticipates assigning at least one (1) Paralegal staff member to an E-SCAR position whose responsibility will be to monitor the system daily, forward SCARs to prosecutors, and conduct follow-up with law enforcement agencies. When grant funds end, the DA intends to seek additional resources to sustain and/or to enhance this position. This may involve Board of Supervisor approval to augment the DA's budget.

If Fresno County is selected for funding, the Board of Supervisors will be apprised and fully informed of the benefits of the program. It is our intention to ensure the Board of Supervisors is able to see that this is a county-wide project that will have considerable benefits to the entire county and its residents. It is our hope that the Board will then be willing to commit resources to continue this project for years to come.

3. CAPABILITIES

a. Describe the applicants ability to act as the lead agency and to administer and manage grant funds in coordination with the other agencies and Los Angeles County DCFS

The DA with the support of the DSS and FSO is capable and willing to act as the lead agency in the administration and management of grant funds. The DA has a history of receiving grant funds through the Cal Office of Emergency Services. The DA is familiar with, and is capable of meeting, various grant funding requirements. The Departments will work closely together to ensure that grant funds are managed appropriately and there is ongoing collaboration with all participating local law enforcement agencies, as well as Los Angeles County DCFS.

The project participants have the necessary skills to accomplish the goals of this project and with the receipt of grant funding will have dedicated time to complete project goals. The DSS has successfully implemented IT projects of this scale before, and is confident in accomplishing the goals of this project. Implementation of the project is highly likely as the project participants are familiar with both the needs and gaps in the current system and the computer systems that would provide the needed enhancements to fill those gaps.

b. Describe the roles and responsibilities of representatives from each of the county governmental agencies in the planning and development phase of the ES program

DA

- **Administrative Staff:** An Assistant DA and/or other designated DA staff will be lead in the coordination and guidance of the planning process, including the Steering Committee, in addition to the development of E-SCAR protocols. This will also include a lead role in the dissemination of information and outreach to all law enforcement agencies and development of Operational Agreements.
- **Program Staff** – The DA will assign a Paralegal to participate in the planning and development of the E-SCAR system. This position will be exposed to the protocol development phase and provide input into the development of DA processes for oversight and monitoring. Once the system is in place, this position will be responsible for reviewing the E-SCAR system daily, forwarding SCARs to Prosecutors, and conducting follow-ups with law enforcement agencies. Additionally, the Paralegal will provide support to other office personnel, communicate with staff, and provide training. Current staff of Prosecutors will have an additional responsibility of cross-referencing pending

prosecutions in the E-SCAR database. This position will be grant funded for the latter six months of the planning period.

DSS

DSS representation will include Program, Administration, and IT staff. Roles and responsibilities of staff from the Department of Social Services are included below.

- **Administrative Staff:** A Staff Analyst will be assigned to participate in the planning and implementation of the project. The Staff Analyst will also assist and collaborate with the DA in the development and execution of required Operational Agreements. The Staff Analyst will be supported by a Senior Staff Analyst.
- **Program Staff:** A Child Welfare Program Manager and/or Social Work Supervisor in collaboration with DSS Staff Development will be assigned to provide programmatic support regarding procedures, communication to staff, ensuring staff training, and implementation support, as appropriate.
- **IT staff:** IT staff will provide the majority of the technology specific supports needed for this project. They will be involved in all stages of the research, development, procurement, and implementation of the E-SCAR system. A combination of two (2) IT positions will be partially grant funded at 80%.

FSO

The FSO will assign an IT staff to provide input into the development of the E-SCAR program, and to ensure the proposed system is compatible with law enforcement's current programs and software. The identified staff will network with law enforcement staff and with DSS to provide additional input to ensure the information is delivered to the proper agencies in a timely manner, and other enhancements as needed by law enforcement (e.g. electronic

completion of a SCAR by police officers) is included in the design. This position will be grant funded at 50%.

c. Describe your capabilities to collaborate with Los Angeles County DCFS in the acquisition/implementation of the eSCARS project.

The DA, DSS and FSO have developed an initial collaboration with Los Angeles County DCFS by seeking information and consultation. An Operational Agreement will be developed to ensure that the roles and responsibilities of participants from each County are clearly outlined and payment for consultation services is appropriately budgeted. Fresno County is committed to this collaboration and plans to continue for the duration of the project and beyond, if needed, to ensure an efficient E-SCAR system.

d. Describe how the project will perform self-evaluation to identify needs and address improvement.

As the proposed system will be integrated with the DSS CWS/CMS system, DSS will take the lead on self-evaluation with regard to the identification of ongoing needs and/or system improvements. In addition, the DA will contribute by accessing management reports that will assess how well participating entities are accessing and using the new system. Overall, evaluation will be a collaborative effort and the DA, DSS, and FSO will dedicate resources to monitor the E-SCAR system to ensure compliance with all legal mandates, monitor timeliness in all phases of reporting and investigation, and ensure appropriate use of the system.

References

- California Child Welfare Indicators Project. (2017). *California child population (0-17) and children with child maltreatment allegations, substantiations, and entries*. Retrieved from http://cssr.berkeley.edu/ucb_childwelfare/Maps.aspx
- State of California, Department of Finance. (2017). *E-1 Population estimates for cities, counties, and the state with annual percentage change – January 1, 2016 and 2017*. Sacramento, CA. Retrieved from <http://dof.ca.gov/Forecasting/Demographics/Estimates/E-1/>
- United States Bureau of Labor Statistics. (2017). *Economy at a glance*. San Francisco, CA. Retrieved from https://www.bls.gov/eag/eag.ca_fresno_msa.htm
- United States Census Bureau. (2016). *QuickFacts*. Retrieved from <https://www.census.gov/quickfacts/fact/table/fresnocountycalifornia,US/PST045216#viewtop>

BUDGET NARRATIVE

The proposed Fresno County electronic Suspected Child Abuse Report System (E-SCARs) budget will offset a portion of costs associated with the following staff: one 1.0 FTE Paralegal II for the DA; one 0.5 FTE Information Technology Analyst I position for the FSO; and two .40 FTE IT Analyst positions for the DSS. In addition, and as required in the RFP, the budget also includes funds directed to Los Angeles County DCFS for consultation and technical assistance. All items included in the budget are devoted 100% to project activity. As the lead grant applicant, the DA will establish funding Agreements with DSS and the FSO for associated grant funding to support budgeted positions.

The proposed budget will direct 92% of the \$250,000 total cost to salaries and benefits in direct support of the project and primarily fund the Information Technology positions needed to assist in the project planning and development. The remaining 8% of funds will support costs associated with Los Angeles County DCFS for collaboration and technical support.

DA

The grant will fund a Paralegal (100% FTE @ 6 months) position for the DA. Prior to website/database launch, the budgeted Paralegal will be dedicated to processing the increased number of SCARs anticipated to be cross-reported in the coming months. The increased workload is anticipated due to the identification of gaps in the current cross-reporting system as identified through research for this proposal. The Paralegal may also provide implementation support and input and will be involved in the development of oversight protocols.

Once the system is in place, the Paralegal will be responsible for monitoring the E-SCARS website daily, forwarding E-SCARs to prosecutors, and conducting follow-up with law enforcement agencies. The new E-SCAR system will greatly increase the number of SCARs that

are received and reviewed by the DA, and will eliminate the chance of “hardcopy” SCARs being lost or misplaced. When E-SCARs are received with no criminal prosecution pending, the Paralegal will be able to instantly check law enforcement’s status with the case. In appropriate cases, the Paralegal will be able to contact law enforcement to request follow-up on cases that need further investigation.

The Paralegal position will be well positioned to effectively achieve the stated goals of the project. The level II Paralegal position is required due to the experience and independence necessary to monitor the project and communicate with local law enforcement agencies. The position will be effective July 1, 2018 through December 31, 2018.

DSS

The Information Technology Analyst (40% FTE) will provide database management and application development. Additionally, this position will work with Los Angeles County DCFS to identify all details associated with the creation of a DataMart and application interfaces and will be responsible for building of the data warehouse and associated interfaces. The Information Technology Analyst classification must possess a Bachelor’s Degree in Computer Science or a related field and have an understanding of the principles associated with database administration and programming languages.

The Systems and Procedures Analyst (40% FTE) will provide first line project management as well as business process analysis and documentation. This position will be responsible for the first line project management. The Systems and Procedures Analyst classification must possess a Bachelor’s Degree in Business, Computer Science or a related field and have experience in project management.

Other non-grant funded positions will also contribute to this project including Senior IT and Administrative positions.

FSO

The Information Technology Analyst (50% FTE) will assist in the project interface development and assist with the 13 allied law enforcement agencies who utilize the Sheriff's Case Management System. The Information Technology Analyst will also assist in development of business processes for the Sheriff's Office and all participating local law enforcement agencies, as well as serve as a liaison with all participating local law enforcement agencies.

This project will not require subcontractors or have any unusual expenditures. Program staff does not have a planned cost of living adjustment for 2017-18.

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: County of Fresno		Subaward #:
A. Personal Services – Salaries/Employee Benefits		COST
1.0 FTE-District Attorney Paralegal II		
This position devotes 100% of their time to this program.		
Program funded salary (\$3,670mo @ 1.0 FTE @ 6mo)		\$22,020
Retirement (\$22,020 @ .6583)		\$14,496
OASDI (\$22,020 @ .0765)		\$1,685
Health Ins (\$613.17mo @ 1.0 FTE @ 6mo)		\$3,679
0.5 FTE-Sheriff Information Technology Analyst I		
This position will devote 50% of their time to this program.		
Program funded salary (\$3,440mo @ 0.5 FTE @ 15mo)		\$25,800
Retirement (\$25,800 @ .6583)		\$16,984
OASDI (\$25,800 @ .0765)		\$1,974
Health Ins (\$613.17mo @ 0.5 FTE @ 15mo)		\$4,599
0.40 FTE-Dept. of Social Services Information Technology Analyst		
This position will devote 40% of their time to this program.		
Program funded salary (\$6,409.17mo@ .402265% FTE @15mo)		\$38,673
Retirement (\$38,673@.6155)		\$23,804
OASDI (\$38,673 @ .0715)		\$2,766
Health Insurance (\$833 @.40 @15 mo)		\$5,026
0.40 FTE-Dept. of Social Services Systems & Procedures Analyst		
This position will devote 40% of their time to this program.		
Program funded salary (\$6,257.14 mo @ .40 FTE @15mo)		\$37,543
Retirement (\$37,543@.6155)		\$23,108
OASDI (\$37,543 @ .0715)		\$2,685
Health Insurance (\$833 @.40 @15 mo)		\$4,998
Personal Section Totals		
PERSONAL SECTION TOTAL		\$229,840

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: County of Fresno		Subaward #:	
B. Operating Expenses		COST	
<u>Required Consultation Expense with Los Angeles County DCFS to Implement eSCARS</u> Consultation, technical support and guidance: (240 hours @ \$84 per hour)		\$20,160	
Operating Section Total			
OPERATING SECTION TOTAL		\$20,160	

OPERATIONAL AGREEMENT

ELECTRONIC SUSPECTED CHILD ABUSE REPORT SYSTEM (E-SCAR) PROGRAM

Fresno County Sheriff's Office and the Fresno County District Attorney's Office

This Operational Agreement stands as evidence that the **Fresno County Sheriff's Office** and the **Fresno County District Attorney's Office** intend to work together toward the mutual goal of implementing an electronic system to facilitate cross-reporting Suspected Child Abuse Reports (SCARs) between our agencies and other law enforcement agencies in Fresno County. Both agencies believe the implementation and ongoing support of such a system will further the mutual goal of enhancing the safety and protection of children. To this end, each agency agrees to coordinate/provide the following:

The Fresno County District Attorney's Office will provide leadership, oversight, support, training, and technical assistance to the Fresno County Sheriff's Office in regard to planning, implementation and ongoing oversight of the E-SCAR system.

The Fresno County Sheriff's Office will work collaboratively with the Fresno County District Attorney's Office and participate in the planning, development, implementation and ongoing support of the E-SCAR system.

Should Cal Office of Emergency Services grant funds be awarded for this project, both agencies agree to work together to develop a separate funding agreement, as appropriate, to allow for the transfer of grant funds for specified deliverables.

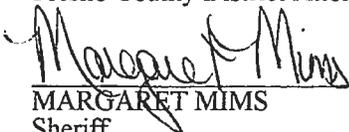
This operational agreement shall be effective from October 1, 2017 through December 31, 2020.

We, the undersigned, as authorized representatives of the **Fresno County District Attorney's Office** and the **Fresno County Sheriff's Office**, do hereby approve this document.



LISA A. SMITTCAMP
District Attorney
Fresno County District Attorney's Office

Date 9/18/17



MARGARET MIMS
Sheriff
Fresno County Sheriff's Office

Date 9/18/17

OPERATIONAL AGREEMENT

ELECTRONIC SUSPECTED CHILD ABUSE REPORT SYSTEM (E-SCAR) PROGRAM

Fresno County Sheriff's Office and the Fresno County District Attorney's Office

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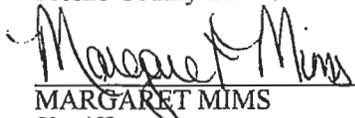
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LISA A. SMITTCAMP
District Attorney
Fresno County District Attorney's Office

Date 9/18/17


MARGARET MIMS
Sheriff
Fresno County Sheriff's Office

Date 9/18/17

PROPOSAL APPENDIX

Included in the Appendix are the following documents

1. Organizational Chart
2. Operational Agreement Summary
3. Noncompetitive Bid Request Checklist – Not applicable
4. Out-of-State Travel Request – Not applicable
5. Project Service Area Information – Not applicable
6. Computer and Automated Systems Purchase Justification – Not applicable



Liz Sahagian
Division Manager

Lisa A. Smittcamp
District Attorney

Steve Rusconi
Business Manager

Bryan Ciapessoni
Public Administrator
Manager

Blake Gunderson
Assistant District Attorney

Stephen Wright
Assistant District Attorney

Jeffrey Dupras
Assistant District Attorney

Pat McPherson
Chief of
Investigations

Bob Whalen
Chief DDA

Carl Monopoli
Chief DDA

Chris Gularte
Chief DDA

Midori Howo
Chief DDA

Michelle Eskew
Chief DDA

Monica Diaz
Chief DDA

Edith Treviso
Chief DDA

Traci Kirkorian
Chief DDA

Violent Crimes
Sean Brunton
Amy Cobb
David Olmos
Samantha Schroeder
John Tully
R. Veneman-Hughes

PRCS
Andrew Janz

DUI-IVPP (28622500)
Esmeralda Garcia

Auto Theft
Prathna Mehta

Jobs 2000
Sally Moreno, Sr.

Crime Charging Unit
Becky Gong, Sr.
Jon Paul Avent
Mark Phillips
Pat Caples (EH)
Doug Haas (EH)

Law Clerks
Ryan Allein
Andrew Farestveit
Sharise Grote
AJ Guillermo

Felony Team
Galen Rutiaga, Sr.
Jessica Choi
Jarrett Cline
Nicole Idiart
Jamie Kalebjian
Ryan McGinthy
Trevor Opplinger
Elizabeth Owen
Ashley Paulson
Kelsey Peterson
Katherine Plante
Kendall Reynolds
Nan Selover
Heather Spurling
Steven Ueltzen
Vanessa Wong

Paralegal
A. Black-Cardenas
Denise Roberts

State Comp Board
Paralegal
Sage Dreith

Homicide
Gabe Brickey, Sr.
Brian Hutchins, Sr.
Bill Lacy, Sr.
Elana Landau, Sr.
Noelle Pebet, Sr.
Billy Terrence, Sr.
Nathan Lambert

MAGEC
Dennis Lewis, Sr.
Scott Hoedt
Jerry Stanley
Ryan Wells

**Sexual Assault,
Child Abuse &
Sexually
Violent
Predators**
Deborah
Miller, Sr.
Richard
Thomas, Sr.
Dennis
Verzosa, Sr.
Stephanie
Baldovi Amy
Freeman
Nicole Galstan
Matt Johnson
Kelly Smith

Domestic Violence
Elana Smith, Sr.
Ismail Aliyev
James Banh
Richard Burchett
Kaitlin Drake
Victor Lai
Melissa Marsh
Daniel Walters

Human Trafficking
Miiko Anderson

VAWA
Tim Galstan

Paralegal
Alethea Pettebone

Victim Advocate
Dora Sanchez

eSCARS
Deputy District Attorney

eSCARS
Paralegal

Misdemeanor
Alison De Young
Sandra Garcia
Dustin Kirby
Kyle McPherson
CJ Moss
Susan Rand
Katie Rigby
Caitlin Rohan
Mona Taylor
Farrah Zarea
David Zimmerman

Misd. Drug Court
Todd Eilers

Paralegal
Erica Ancheta

Law Clerks
Amber Kruggel
Elizabeth Mehling
Alexander Poyhonen
Alexander Tavlian

**Consumer Protection
(28623500)**
Sabrina Ashjian
Adam Kook
Ty Murphy
Paralegal

Real Estate (28629500)
Sydney Ricks

Worker's Comp (28627000)
Manny Jimenez, Sr.
Charlotte Zylka

**Auto Insurance Fraud
(28628000)**
Lara Clinton

Welfare Fraud (28620100)
Carol Banta
Elder Abuse

Tim Donovan, Sr.
ID Theft (28627500)
Doug DiCicco
Scott Kubota

Karnig Panosian
Rural Crimes (28621500)
Lynette Gonzales

Major Fraud
Robert Mangano, Sr.
Public Integrity
Amy Verzosa

Juvenile
A. Christopherson
Jason Conklin
Selena Farnesi
Justine Keel
Darla Sterios
E. Tedrow (EH)

Truancy (28624000)
Melanie Taylor

**Prison Crimes &
Lifer Hearings**
Greg Anderson, Sr.
Ron Wells, Sr.
Autumn Goodrich
Worth Vogel (EH)

Writs & Appeals
Doug Treisman, Sr.

Prop 47
Stacey Phillips, Sr.

CMS
K. McWilliams (EH)

Commander Staff
**Administration &
Operations**
Clark Crapo, Acting

Major Crimes
Kevin Wiens

**General
Investigations**
Lisa Biggs

Family Protection
Scot Cheney

Financial Crimes
Richard Orozco

Public Aid
Kevin Fite

Effective
9/11/17

Operational Agreements (OA) Summary Form

List of Agencies/Organizations/Individuals
Date OA Signed
(xx/xx/xxxx)
Dates of OA
From:
To:

1.	Fresno County Department of Social Services	09/20/17	10/01/17	to	12/31/20
2.	Fresno County Sheriff-Coroner's Office	09/18/17	10/01/17	to	12/31/20
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.

**NONCOMPETITIVE BID REQUEST
CHECKLIST**

Has the Applicant/Subrecipient met the following requirements of the *Subrecipient Handbook*:

	Check appropriate box:	<u>Yes</u>	<u>No</u>
<u>Section 3511</u>			
Do conditions exist that require a sole/single-source contract?		<input type="radio"/>	<input type="radio"/>
<u>Section 3521.1</u>			
Is a brief description of the program or project included?		<input type="radio"/>	<input type="radio"/>
<u>Section 3521.2</u>			
Was it necessary to contract noncompetitively?		<input type="radio"/>	<input type="radio"/>
Did the contractor submit his/her qualifications?		<input type="radio"/>	<input type="radio"/>
Is the reasonableness of the cost justified?		<input type="radio"/>	<input type="radio"/>
Were cost comparisons made with differences noted for similar services?		<input type="radio"/>	<input type="radio"/>
Is a justification provided regarding the need for contract?		<input type="radio"/>	<input type="radio"/>
<u>Section 3521.3</u>			
Is an explanation provided for the uniqueness of the contract?		<input type="radio"/>	<input type="radio"/>
<u>Section 3521.4</u>			
Are there time constraints impacting the project?		<input type="radio"/>	<input type="radio"/>
Were comparisons made to identify the time required for another contractor to reach the same level of competence?		<input type="radio"/>	<input type="radio"/>

Not Applicable

Subaward #: _____

CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES
OUT-OF-STATE TRAVEL REQUEST

SUBRECIPIENT

Agency: _____
Project Director: _____ Phone #: 559-600-1830
Address: _____
City: _____ Zip: _____

ATTENDEE(S)

Name: Stephen Wright
Title: Assistant District Attorney Phone #: _____
Name: Stephen Rusconi
Title: District Attorney Business Manager Phone #: _____

TRIP DETAILS

Trip Date (Month/Day(s)/Year) _____
Destination (City/State) _____
Description (Meeting/Conference/Other) _____

Justification (indicate the need for the trip and the benefits to the State. Use additional pages if necessary. Attach brochure if available.)

Not Applicable

Subrecipient must attach Cost Worksheet to the Out-of-State Travel Request.

FOR CAL OES USE ONLY

Recommendation:

Approve Disapprove

Program Specialist Date

Unit Chief Date

OUT-OF-STATE TRAVEL REQUEST COST WORKSHEET

Travel Policy – are the rates based on internal policy or the state’s travel policy? Please specify:

Internal Travel Policy State Travel Policy

Date of Trip: _____
 Destination: _____
 Purpose: _____

ESTIMATED COSTS

TRANSPORTATION:	AMOUNT
Airfare:	\$ _____
Additional Airport Expenses	\$ _____
Mileage: (53.5 cents per mile)	\$ _____
Taxi/Shuttle:	\$ _____
Parking:	\$ _____
Auto Expenses:	
Private Car:	\$ _____
Rental Car:	\$ _____
State/Agency Car:	\$ _____
HOTEL/PER DIEM	
Hotel:	
_____ days @ \$ _____ per day =	\$ 0 _____
Per diem:	
_____ days @ \$ _____ per day =	\$ 0 _____
OTHER EXPENSES	
Registration/Conference Fee:	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL COSTS NOT TO EXCEED:	\$ 0 _____

Not Applicable

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.

Fresno*

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.

18th District
19th District
20th District*
21st 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.

23rd District
31st 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.

14th District
16th District*

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

979,915

**CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES
CRIMINAL JUSTICE & VICTIM SERVICES DIVISION**

**COMPUTERS AND AUTOMATED SYSTEMS
PURCHASE JUSTIFICATION GUIDELINES**

As stated in the *Subrecipient Handbook*, approval for purchases of computers and automated equipment is contingent on the project's ability to demonstrate cost effective, project-related need. This is best demonstrated by clearly relating each computer system or component to the grant objectives and activities.

Please answer the following questions. Attach as many pages as necessary to fully answer each question.

1. What is your agency's purpose for the proposed system? Include a description of the items to be purchased and how they will be used. Also, explain how the proposed equipment and/or software will enhance the project's ability to achieve the objectives/activities of the project as specified in the Grant Subaward.
2. If the request is for hardware and software in which the total costs exceed \$25,000, describe the proposed design of your system and indicate whether this is a new system or an addition/enhancement of an existing one, and whether it will be integrated with other systems. In your description please, be specific as to type and location of hardware/software and how the system will be operated and maintained.

Not Applicable



County of Los Angeles
DEPARTMENT OF CHILDREN AND FAMILY SERVICES

425 Shatto Place, Los Angeles, California 90020
(213) 351-5602

BRANDON T. NICHOLS
Acting Director

September 18, 2017

California's Governor's Office of
Emergency Services (Cal OES)
Victim Services and Public Safety Branch
3650 Schriever Avenue
Mather, CA 95655
Mark S. Ghilarducci, Director

Board of Supervisors
HILDA L. SOLIS
First District
MARK RIBBLEY-THOMAS
Second District
SHEILA KUEHL
Third District
JANICE HAHN
Fourth District
KATHRYN BARGIER
Fifth District

RE: Electronic Suspected Child Abuse Report System - RFP 2017-18 Fiscal Year

Please accept this letter as confirmation that Fresno County District Attorney's Office, in collaboration with their County's Department of Social Services and Sheriff's Office, has reached out to our agency, as required in the aforementioned RFP, to begin discussion on the development, integration, implementation and utilization of Los Angeles County's eSCAR system.

Discussions with Fresno County have been preliminary, however, should their County be selected by Cal OES for grant funding, our agency intends to continue to forge this collaboration, establish an Operational Agreement with Fresno County, and provide consultation and support necessary for Fresno County to successfully implement their project.

In 2016, members of Fresno County Department of Social Services were part of a contingent of professionals that participated in Los Angeles in a presentation made to interested stakeholders on our eSCAR system and demonstrated high interest and participation. Furthermore, the initial phone conference held with Fresno County included the required parties – District Attorney, Social Services, and Sheriff's – in addition to Information and Technology staff, that demonstrate their foundational readiness to begin the development of an eSCAR system.

LA County Department of Children and Family Services is committed to working with all counties that are awarded funds under this grant; we are pleased to support Fresno County's proposal and their resolve to improve services to children and families in their County.

Sincerely,

John E. Langstaff
Principal Information Systems Analyst

"To Enrich Lives Through Effective and Caring Service"