



Reimbursement for Supervised Release File (SRF) System Enhancements

1. Provide agency information

Agency Name	Fresno County Probation Department		
Address	3333 E. American Avenue, Fresno, CA 93725		
Agency Contact Person	David Touma		
Title	Probation Information Technology Manager		
Phone Number	559-600-4701	Section	
Email Address	dtouma@fresnocountyca.gov		

2. Contingent upon federal approval of these funds, the California Department of Justice (CA DOJ) will reimburse a limited number of agencies for improvements to the SRF. Local supervising agencies will be reimbursed to adopt an industry standard, electronic format for the submission of data of an individual on probation, mandatory supervision, post release community supervision, and all other types of supervised release. Jurisdictions may also be reimbursed if modifications are needed to their case management system to add additional supervision types. Refer to Attachment A for technical specifications.

In the spaces provided below, describe your jurisdiction's proposed system enhancements and attach an itemized quote. If additional space is needed, attach a separate Word document.

IMPORTANT: Charges for maintenance, support, warranties, service contracts, travel, or administrative fees must be agency funded and cannot be requested for reimbursement under these grants.

The Fresno County Probation Department would plan to rebuild our legacy DOJ SRF interface into a new interface which would also conform to the SRF SRQ file format. The current Probation SRF interface was developed 7 years ago and was primarily integrated into our legacy case management system. Over the recent years we have modified the interface to work with our new case management system PRI MS (Probation Records and Information Management System).

The proposed interface will allow for improved and efficient integration into our newer PRI MS framework, our department would rebuild the interface ground up into a new process. In addition to conforming to the new SRQ file format, this interface will allow better error checking, less data sync issues with DOJ and improved quicker daily processing. Since this new integration would be built into PRI MS, management and useability would also be improved since IT staff would no longer need to work with another application and can instead use PRI MS.

Our department would use a single contractor to perform the development work since our case management software is developed and maintained internally by Probation department IT staff. The plan development time with internal testing is estimated to take two months. Once the system is tested and working internally, we would then work with the DOJ SRF team to run through SRF validation and test plan before going live in production.



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3. Review the terms and conditions provided below. Initial each item, and then sign and date at the bottom indicating your agency's agreement with these terms and conditions.

- a) Agencies must initially fund preapproved costs. Agencies will be reimbursed for these specific expenses after invoicing. KB (Initial Here)
- b) Purchases made through this agreement, must be expended, invoiced, and reported to the CA DOJ pursuant to the Memorandum of Understanding. KB (Initial Here)
- c) Agencies must use this funding for new expenses only to avoid supplanting. Agencies are not allowed to redirect funding that was previously allocated in an approved budget. KB (Initial Here)
- d) Agencies will be required to comply with all reporting and auditing requirements regarding the use of the funding. This information will be outlined in the Memorandum of Understanding. KB (Initial Here)

I have read and agree to the terms and conditions provided above on behalf of my agency.

Printed Name Steve Brandon Date November 16, 2021

Signature [Handwritten Signature]

ATTEST:
BERNICE E. SEIDEL
Clerk of the Board of Supervisors
County of Fresno, State of California
By [Handwritten Signature]
Secretary

Reimbursement for Supervised Release File (SRF) System Enhancements

Itemized Quote

Contractor Development Estimate:

320 hours (two months) @ \$80/hour = \$25,600

Memorandum of Understanding
California Department of Justice (CA DOJ)
California Justice Information Services Division (CJIS)
&
Fresno County Probation Department
Reimbursement for Enhancements to the Supervised Release File (SRF) System
Agreement # 20-0017E
Grant # 2020-DS-BX-0017

The purpose of this Memorandum of Understanding (MOU) is to solidify an agreement between the CA DOJ and the Fresno County Probation Department (FCPD) from January 1, 2021, through May 31, 2023.

On October 1, 2020, the CA DOJ was awarded the Fiscal Year (FY) 2020 Sex Offender Registration and Notification Act (SORNA) Reallocation Grant to further sex offender registration and notification in California through enhancements of submissions to the SRF. Funding from the FY 2020 SORNA Reallocation will be used to reimburse the FCPD for necessary updates to comply with new SRF requirements, mandated by Penal Code (PC) section 14216(c), effective January 1, 2021.

Background:

The CA DOJ provides two technology formats for the submission of supervised release data. The first allows for the manual submission of data via the California Law Enforcement Telecommunications System (CLETS), and the second is an electronic Secure File Transfer Protocol (SFTP). Currently counties are sending this information using SFTP, despite outdated technology, security limitations, and/or not allowing for national information exchange. Many county systems were built in the late 1990s and early 2000s, and as new supervision types were instituted in California, counties did not have the funding to update their systems with these new record types.

The CA DOJ is aware that many counties lack the necessary funds to make the appropriate updates to send all supervision types, or to conform to new industry standard data file formats to electronically submit supervised release data. This project will enable the CA DOJ to reimburse local supervising jurisdictions in implementing an industry standard format to electronically submit offender data on post-conviction probation, mandatory supervision, post-release community supervision, and all other types of supervised release. Completion of this project will advance SORNA in California through technological enhancements that will improve the exchange and data integrity of sex offender registration and notification information at both the state and federal levels.

Activities:

With funding from the FY 2020 SORNA Reallocation, the FCPD will make modifications needed to comply with the mandates of PC section 14216(c), as noted below:

1. Rebuild the legacy CA DOJ SRF interface into a new interface which would also conform to the SRF SRQ file format; and
2. Complete internal testing of new interface and run system through SRF validation and test plan before going live in production.

Funding:

Funding to support the items outlined above shall not exceed **\$25,600.00**.

The CA DOJ agrees to the following:

1. Provide funding to the FCPD to complete necessary updates to comply with the mandates of PC section 14216(c).
2. All assistance needed to meet compliance will be a joint effort between the CA DOJ's SRF Team and the FCPD's project manager (PM).
3. Grant administration, monitoring, reporting, and invoice processing will be completed by the CA DOJ's Grant Analyst with assistance from the FCPD.

The FCPD agrees to the following:

1. Submit invoices on a quarterly basis, to the CA DOJ's Grant Analyst for reimbursement.
 - o Refer to Exhibit A, Payment Processing Requirements, for directions on how to submit invoices for review, approval, and payment.
 - o Refer to Exhibit B, Budget Table, for the description and costs associated with this MOU.
2. Provide the CA DOJ's SRF Team PM with quarterly status reports on the progress of the project.
3. A final report summarizing all procurement activities and project status must be submitted to the CA DOJ's Grant Analyst and SRF Team PM within thirty (30) days after the close of this MOU.
4. **The CA DOJ will not be held responsible for late invoices.**

Miscellaneous Provisions:

- This MOU does not confer, grant, or authorize any rights or privileges to any entity or person other than the CA DOJ or the FCPD.
- All reports, notices, requests, and/or correspondence shall be forwarded to the CA DOJ's SRF Team PM and Grant Analyst at CJISGrant@doj.ca.gov.
- The CA DOJ reserves the ability to extend the term of this MOU, up to one full calendar year, should unanticipated delays or other project activities adding value warrant such an action. Extensions will be contingent upon federal approval.
- Invoices can be submitted up to thirty (30) days past the grant term end date. Any invoice received after that date will not be paid for by the CA DOJ or the granting agency.


All parties agree to indemnify and hold harmless one another from any and all claims, liabilities, or losses. Neither party shall be liable for any unforeseeable event beyond its reasonable control not caused by the fault or negligence of each party which includes, but is not limited to, an act of terrorism, war, riot, civil disobedience, strikes, labor disputes, epidemic, power outages, sabotage, flood, drought, earthquake, storm, fire, pestilence, lightning, or any other natural catastrophes, for the duration of this MOU.

Memorandum of Understanding
Fresno County Probation Department
Agreement # 20-0017E
Grant # 2020-DS-BX-0017
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Digitally signed by Audra
Opdyke
Date: 2021.09.14 11:23:27
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Audra Opdyke

AUDRA OPDYKE, Assistant Director
California Department of Justice
California Justice Information Services

Date



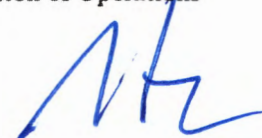
JOE DOMINIC, Chief/CIO
California Department of Justice
California Justice Information Services

09/28/2021
Date

Digitally signed by Chris
Ryan
Date: 2021.09.28 14:19:15
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Chris Ryan

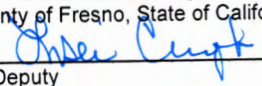
CHRIS RYAN, Chief
California Department of Justice
Division of Operations

09/28/2021
Date



STEVE BRANDAU,
Chairman of the Board of Supervisors of the County of Fresno

11/14/2021
Date

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

Memorandum of Understanding (MOU)
Exhibit A
Payment Processing Requirements
California Department of Justice (CA DOJ)
California Justice Information Services Division (CJIS)
&
Fresno County Probation Department
Reimbursement for Enhancements to the Supervised Release File (SRF) System
Agreement # 20-0017E
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Invoicing

Invoices shall be submitted for services rendered in accordance with the Memorandum of Understanding (MOU). The Fresno County Probation Department (FCPD) is required to ensure that all deliverables (if applicable) are accepted and approved by the CA DOJ. Upon receipt and approval of the invoice, the CA DOJ agrees to compensate the FCPD for actual expenditures incurred, not to exceed the costs specified in the MOU or Exhibit B, Budget Table.

Invoices approved and submitted for payment by the FCPD **must** include the following:

- Request for reimbursement on letterhead - signed (must be separate attachment)
- Invoice number
- Invoice date
- Name of organization
- Dates of service/service period
- Payee Data Record form (STD 204)
- Grant number
- Agreement number
- Business name
- Business contact information
- Dollar amount
- Breakdown of charges
- Completed deliverables: Deliverable Acceptance Document signed by both FCPD and the CA DOJ's authorized representative (if applicable)
- Description of charges
- Supporting documentation
- Authorized actual signature/digital signature

Reimbursements

Reimbursements shall not exceed the following:

- **Software Development**
(\$80.00 per hour * 320 hours = **\$25,600.00**)

Memorandum of Understanding – Exhibit A
Fresno County Probation Department
Agreement # 20-0017E
Grant # 2020-DS-BX-0017
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Total reimbursement amount shall not exceed **\$25,600.00**.

FPCPD's request for reimbursement/invoices and supporting documentation shall be sent in electronic format to the CA DOJ Grant Analyst at CJISGrant@doj.ca.gov. Questions regarding reimbursement shall be addressed to the CA DOJ Grant Analyst at 916-210-2462.

Budget Contingency Clause

It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under the agreement does not appropriate sufficient funds, this agreement shall be of no further force and effect. In this event the CA DOJ shall have no liability to pay any funds whatsoever to provider or to furnish any other considerations under this agreement and provider shall not be obligated to perform any provisions of this agreement.

If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this agreement, the CA DOJ shall have the option to either cancel this agreement with no liability occurring to the CA DOJ, or offer an agreement amendment to the provider to reflect the reduced amount. Any amendment for any reason will need to be signed by both parties.

Memorandum of Understanding

Exhibit B

Budget Table

California Department of Justice
California Justice Information Services Division

&

Fresno County Probation Department
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Description	Hours	Rate	Cost (Not to Exceed)
Software Development	320	\$80.00	\$25,600.00
	Total Funds (Not to Exceed)		\$25,600.00

Org: 3430
Fund: 0001
Subclass: 10000
Acct: 3575



Fresno County Probation Department

Kirk Haynes, Chief Probation Officer



February 26, 2021

California Department of Justice
Justice Data and Investigative Services Bureau
Law Enforcement Support Program

RE: Sex Offender Registration and Notification Act (SORNA) Reallocation Grant and
Support for Adam Walsh Act Implementation Grant

Hello,

Attached please find the electronic copy of Reimbursement for Supervised Release File (SRF)
System Enhancements.

Due to the meeting schedule and processing requirements for agenda items to reach the Fresno
County Board of Supervisors, it was not possible to secure formal authorization prior to the
submittal of this application.

We expect the application to be submitted to the Board of Supervisors for approval and
signature.

Please let me know if anything further is required.

Respectfully,

Kirk Haynes
Chief Probation Officer

OFFICE OF THE CHIEF PROBATION OFFICER

3333 E. American Ave. / Building 701 / Suite B / Fresno, California 93725

Phone (559) 600-1294 / FAX (559) 455-2488

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