

EDMUND G. BROWN JR.
GOVERNOR

MARK S. GHILARDUCCI
DIRECTOR



Request for Proposal Cover Sheet

PROBATION SPECIALIZED UNITS (PU) PROGRAM

Submitted by:

Kirk Haynes
Chief Probation Officer

Fresno County
Probation Department
3333 East American, Suite B
Fresno, CA 93725

(559) 600-1298

GRANT SUBAWARD FACE SHEET INSTRUCTIONS

Cal OES Section: The top portion of the form contains blocks for four (4) important numbers.
Please do not fill in these blocks. These numbers will be entered by Cal OES.

1. Subrecipient

The Subrecipient is the unit of government or community based organization (CBO) that will have legal responsibility for these grant funds (e.g. County of Alameda, City of Fresno or Women's Place of Merced). Enter the legal title of the Subrecipient.

1a. Federal DUNS Number (Subrecipient)

Enter the full 9-digit Federal Data Universal Numbering System (DUNS) ID number for the Subrecipient. If the Subrecipient does not yet have a DUNS number assigned, one may be obtained by contacting Dun & Bradstreet at 866-705-5711 or at www.dnb.com. This requirement applies to federally funded grants only. Your DUNS # must be current and active in the System for Award Management (SAM) at the time of your Award.

2. Implementing Agency

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

2a. Federal DUNS Number (Implementing Agency)

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

3. Implementing Agency Address

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

4. Location of Project

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

5. Disaster/Program Title

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

6. Performance Period

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

7. Indirect Cost Rate

Indicate whether you are using the 10% de minimis rate based on Modified Total Direct Costs (MTDC) or your cognizant agency approved indirect cost rate agreement. A copy of the approved ICR Negotiation Agreement must be enclosed with your application. Indicate N/A if you will not be claiming indirect costs under the award. **Indirect costs may or may not be allowable under all Federal fund sources.**

8A – 12G. Fund Allocations and Total Project Cost

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

13. Certification Paragraph

Please review the certification paragraph.

14. CA Public Records Act

Please review, and if applicable, provide the necessary documentation.

15. Official Authorized to sign for the Subrecipient

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

16. Federal Employer ID Number

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

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

(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: <u>County of Fresno</u>		1a. DUNS#: <u>932953037</u>
2. Implementing Agency: <u>Probation Department</u>		2a. DUNS#: <u>03429722</u>
3. Implementing Agency Address: <u>3333 E. American Ave, Suite B</u>		<u>Fresno</u>
<u>Street</u>		<u>City</u>
4. Location of Project: <u>Fresno</u>		<u>Zip+4</u>
<u>City</u>		<u>County</u>
5. Disaster/Program Title: <u>Probation Specialized Units (PU) Program</u>		6. Performance Period: <u>10/01/2018</u> to <u>09/30/2019</u>
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
2019	8. VAWA		\$ 100,000	TOTALS		\$ 33,333	\$ 33,333	\$ 133,333
Select	9. Select						\$ 0	\$ 0
Select	10. Select						\$ 0	\$ 0
Select	11. Select						\$ 0	\$ 0
Select	12. Select						\$ 0	\$ 0
	TOTALS	\$ 0	\$ 100,000	\$ 100,000	\$ 0	\$ 33,333	\$ 33,333	12. G Total Project Cost: \$ 133,333

13. **Certification** - This Grant Subaward consists of this ~~five~~ 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:		16. Federal Employer ID Number:	<u>94-6000512</u>
Name:	<u>Sal Quintero</u>	Title:	<u>Chairman, Board of Supervisors</u>
Telephone:	<u>(559) 800-3000</u>	FAX:	<u>(559) 600-1609</u>
	(area code)		(area code)
Email:	<u>District3@co.fresno.ca.us</u>		
Payment Mailing Address:	<u>3333 E. American Ave, Suite B</u>		
City:	<u>Fresno</u>	Zip+4:	<u>93725-9248</u>
Signature:	<u><i>Sal Quintero</i></u>		Date:
			<u>December 11 2018</u>

[FOR C&I DES 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 of the Board of Supervisors
County of Fresno, State of California

By Rishi Singh Deputy

PROJECT CONTACT INSTRUCTIONS

1. Provide the name, title, address, telephone number, fax number, and e-mail address for the **Project Director** for the project.
2. Provide the name, title, address, telephone number, fax number, and e-mail address for the **Financial Officer** for the project.
3. Provide the name, title, address, telephone number, fax number, and e-mail address for the **person** having **routine programmatic responsibility** for the project.
4. Provide the name, title, address, telephone number, fax number, and e-mail address for the **person** having **routine fiscal responsibility** for the project.
5. Provide the name, title, address, telephone number, fax number, and e-mail address for the **Executive Director** of a Community-Based Organization or the **Chief Executive Officer** (e.g. chief of police, superintendent of schools) for the implementing agency.
6. Provide the name, title, address, telephone number, fax number, and e-mail address for the **person** who is the **Official Authorized** to enter into the Grant Subaward for the City/County or Community-Based Organization, as stated in Section 15 of the Grant Subaward Face Sheet (Cal OES 2-101).
7. Provide the name, title, address, telephone number, fax number, and e-mail address for the **Chair** of the **governing body** of the subrecipient.

PROJECT CONTACT INFORMATION

Subrecipient: Fresno County

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: Cliff Downing Title: Adult Division Director

Telephone #: 559-600-1233 Fax#: 559-455-2483 Email Address: CliffDowning@fresnocountyca.gov

Address/City/Zip: 2048 N. Fine Street, Fresno, CA 93727

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

Name: Greg Reinke Title: Administration Division Director

Telephone #: 559-600-1247 Fax#: 559-455-4785 Email Address: greinke@fresnocountyca.gov

Address/City/Zip: 3333 E. American Ave, Suite B, Fresno, CA 93725-9248

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

Name: Jess Montemayor Title: Probation Services Manager

Telephone #: 559-600-1238 Fax#: 559-455-2458 Email Address: jmontemayor@fresnocountyca.gov

Address/City/Zip: 2048 N. Fine Ave, Suite 102, Fresno, CA 93727

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

Name: Norabelle Elegado Title: Supervising Accountant

Telephone #: 559-600-1246 Fax#: 559-600-1304 Email Address: nelegado@fresnocountyca.gov

Address/City/Zip: 3333 E. American Ave, Bldg. 702, Fresno, CA 93725-9248

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: Kirk Haynes Title: Chief Probation Officer

Telephone #: 559-600-1298 Fax#: 559-455-2460 Email Address: khaynes@fresnocountyca.gov

Address/City/Zip: 3333 E. American Ave, Suite B, Fresno, CA 93725-9248

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 15 of the Grant Subaward Face Sheet:

Name: Sal Quintero Title: Chairman, Board of Supervisors

Telephone #: 559-600-3000 Fax#: 559-600-1609 Email Address: District3@co.fresno.ca.us

Address/City/Zip: 2281 Tulare, Room #301, Fresno, CA 93721

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

Name: Sal Quintero Title: Chairman, Board of Supervisors

Telephone #: 559-600-3000 Fax#: 559-600-1609 Email Address: District3@co.fresno.ca.us

Address/City/Zip: 2281 Tulare, Room #301, Fresno, CA 93721

SIGNATURE AUTHORIZATION INSTRUCTIONS

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

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

SIGNATURE AUTHORIZATION

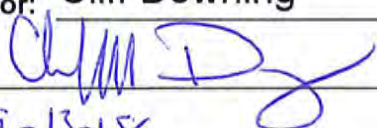
Subaward #: _____

Subrecipient: County of Fresno

Implementing Agency: Probation Department

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

*Project Director: Cliff Downing

Signature: 

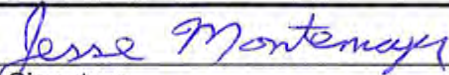
Date: 9-13-18

*Financial Officer: Greg Reinke

Signature: 

Date: 9/13/18

The following persons are authorized to sign for the
Project Director


Signature

Jess Montemayor
Print Name

Signature

Print Name

Signature

Print Name

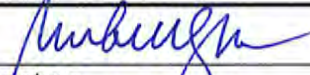
Signature

Print Name

Signature

Print Name

The following persons are authorized to sign for the
Financial Officer


Signature

Norabelle Elegado
Print Name

Signature

Print Name

Signature

Print Name

Signature

Print Name

Signature

Print Name

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

The applicant must complete a Certification of Assurance of Compliance-VAWA (Cal OES 2-104g), which includes details regarding Federal Grant Funds, Equal Employment Opportunity Program, 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 Subaward 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
With Statutory Requirements of the Violence Against Women Act (VAWA) Fund As Amended,
Services*Training*Officers*Prosecutors (STOP) Formula Grant Program

I, Sal Quintero hereby certify that
(official authorized to sign Subaward; same person as Section 15 on Subaward Face Sheet)

SUBRECIPIENT: County of Fresno
IMPLEMENTING AGENCY: Probation Department
PROJECT TITLE: Probation Specialized Supervision Program

is responsible for reviewing the *Subrecipient Handbook* and adhering to all of the 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: Jean M. Rousseau
Title: County Administrative Officer
Address: 2281 Tulare Street, Rm 304, Fresno, CA 93721
Phone: 559-600-1710
Email: jrousseau@fresnocountyca.gov

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 a signed resolution 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 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 a signed resolution from the City Council/Governing Board illustrating that the official executing this agreement is, in fact, authorized to do so. The Applicant is also required to maintain the signed resolution on-site, and a copy must be readily available upon request by Cal OES.

VIII. Civil Rights Compliance

The subrecipient complies will 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 Condition for Grant Subaward with Violence Against Women Act (VAWA) Funds

1. Applicability of Part 200 Uniform Requirements

The Subrecipient agrees to comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by the Department of Justice (DOJ) in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements").

2. Compliance with DOJ Grants Financial Guide

The Subrecipient agrees to comply with the Department of Justice Grants Financial Guide as posted on the OJP website (currently, the "2015 DOJ Grants Financial Guide"), including any updated version that may be posted during the period of performance.

3. Requirements Pertaining to Prohibited Conduct Related to Trafficking in Persons (including reporting requirements and OJP authority to terminate award)

The Subrecipient agrees to comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of Subrecipient or individuals defined (for purposes of this condition) as "employees" of the Subrecipient.

The details of the Subrecipient's obligations regarding prohibited conduct related to trafficking in persons are posted on the OJP website at: <http://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm> (Award condition: Prohibited conduct by Subrecipients related to trafficking in persons (including reporting requirements and OJP authority to terminate award)), and are incorporated by reference here.

4. Compliance with Applicable Rules Regarding Approval, Planning, and Reporting of Conferences, Meetings, Trainings, and Other Events

The Subrecipient agrees to comply with all applicable laws, regulations, policies, and official DOJ guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (as that term is defined by DOJ), including the provision of food and/or beverages at such conferences, and costs of attendance at such conferences.

Information on the pertinent DOJ definition of conferences and the rules applicable to this award appears in the DOJ Grants Financial Guide (currently, as section 3.10 of "Postaward Requirements" in the "2015 DOJ Grants Financial Guide").

5. Effect of Failure to Address Audit Issues

The Subrecipient understands and agrees that the DOJ awarding agency (OJP or OVW, as appropriate) may withhold award funds, or may impose other related requirements, if (as determined by the DOJ awarding agency) the Subrecipient does not satisfactorily and promptly address outstanding issues from audits required by the Part 200 Uniform Requirements (or by the terms of this award), or other outstanding issues that arise in connection with audits, investigations, or reviews of DOJ awards.

6. Reporting Potential Fraud, Waste, Abuse, and Similar Misconduct

The Subrecipient agrees to promptly refer to the DOJ Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, contractor, subcontractor, or other person has, in connection with funds under this award (1) submitted a claim that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct.

Potential fraud, waste, abuse, or misconduct involving or relating to funds under this award should be reported to the OIG by:

- Mail: Office of the Inspector General,
U.S. Department of Justice, Investigations Division,
950 Pennsylvania Avenue, N.W. Room 4706,
Washington, DC 20530;
- E-mail: oig.hotline@usdoj.gov;
- DOJ OIG hotline (contact information in English and Spanish): (800) 869-4499; and/or
- DOJ OIG hotline fax: (202) 616-9881.

Additional information is available from the DOJ OIG website at <http://www.usdoj.gov/oig>.

7. Compliance with General Appropriations-Law Restrictions on the Use of Federal Funds

The Subrecipient agrees to comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions, including from various "general provisions" in the Consolidated Appropriations Act, 2016, are set out at <http://ojp.gov/funding/Explore/FY2016-AppropriationsLawRestrictions.htm>, and are incorporated by reference here.

8. Restrictions and Certifications Regarding Non-Disclosure Agreements and Related Matters

The Subrecipient understands and agrees that no Subrecipient under this award, or entity that receives a procurement contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

The foregoing is not intended, and shall not be understood by the agency making this award, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

a. In accepting this award, the Subrecipient:

- Represents that it neither requires nor has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and
- Certifies that, if it learns or is notified that it is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

b. If the Subrecipient does or is authorized under this award to make subawards, procurement contracts, or both:

- It represents that (1) it has determined that no other entity that the Subrecipient's application proposes may or will receive award funds (whether through a subaward, procurement contract, or

subcontract under a procurement contract) either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and (2) it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and

- It certifies that, if it learns or is notified that any Subrecipient, contractor, or subcontractor entity that receives funds under this award is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds to or by that entity, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

9. Encouragement of Policies to Ban Text Messaging while Driving

Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), the Subrecipient understands that DOJ encourages Subrecipients to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this award, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

10. Additional DOJ Awarding Agency Requirements

The Subrecipient agrees to comply with any additional requirements that may be imposed by the DOJ awarding agency (OJP or OVW, as appropriate) during the period of performance for this award, if the Subrecipient is designated as "high-risk" for purposes of the DOJ high-risk grantee list.

11. OVW Training Guiding Principles

The Subrecipient understands and agrees that any training or training materials developed or delivered with funding provided under this award must adhere to the OVW Training Guiding Principles for Grantees and Subgrantees, available at <https://www.justice.gov/ovw/grantees>.

12. Supplanting

The Subrecipient understands and agrees that funds must be used to supplement, not supplant, non-federal funds that would otherwise be available for the activities under this grant.

13. Statutory Requirements

The Subrecipient agrees to comply with all relevant statutory and regulatory requirements which may include, among other relevant authorities, the Violence Against Women Act of 1994, P.L. 103-322, the Violence Against Women Act of 2000, P.L. 106-386, the Omnibus Crime Control and Safe Streets Act of 1968, 42 U.S.C 3711 et seq., the Violence Against Women and Department of Justice Reauthorization Act of 2005, P.L. 109-162, the Violence Against Women Reauthorization Act of 2013, P.L. 113-4, and OVW's implementing regulations at 28 CFR Part 90.

14. Misuse of Award Funds

The Subrecipient understands and agrees that misuse of award funds may result in a range of penalties, including suspension of current and future funds, suspension or debarment from federal grants, recoupment of monies provided under an award, and civil and/or criminal penalties.

The Subrecipients understands and agrees that grant funds may be used only for the purposes in the Subrecipient's approved application.

15. Consultant Rates

The Subrecipient understands approval of this award does not indicate approval of any consultant rate in excess of \$650 per day or \$81.25 per hour. A detailed justification must be approved by the grantor prior to obligation or expenditure of such funds. Although prior approval is not required for consultant rates below these specified amounts, Subrecipients are required to maintain documentation to support all daily or hourly rates.

16. Materials and Publications

The Subrecipient understands and agrees that all materials and publications (written, visual, or sound) resulting from subgrant award activities shall contain the following statements: "This project was supported by Subgrant No. _____ awarded by the state administering office for the STOP Formula Grant Program. The opinions, findings, conclusions, and recommendations expressed in this publication/program/exhibition are those of the author(s) and do not necessarily reflect the views of the state or the U.S. Department of Justice, Office on Violence Against Women."

17. Victim Safety

The Subrecipient understands and agrees that grant funds will not support activities that compromise victim safety and recovery, such as: procedures or policies that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their actual or perceived sex, age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, work in the sex industry, or the age and/or sex of their children; procedures or policies that compromise the confidentiality of information and privacy of persons receiving OVW-funded services; pre-trial diversion programs not approved by OVW or the placement of offenders in such programs; mediation, couples counseling, family counseling or any other manner of joint victim-offender counseling; mandatory counseling for victims, penalizing victims who refuse to testify, or promoting procedures that would require victims to seek legal sanctions against their abusers (e.g., seek a protection order, file formal complaint); the placement of perpetrators in anger management programs; or any other activities outlined in the solicitation under which the approved application was submitted.

18. Copyright Approval

The Subrecipient understands advance written approval must be obtained to copyright any work that is subject to copyright and was developed, or for which ownership was acquired, under this award. In addition, the Subrecipient (or contractor or subcontractor) must comply with all conditions specified by the program manager in connection with an that approval, before: 1) using award funds to purchase ownership of, or a license to use, a copyrighted work; or 2) incorporating any copyrighted work, or portion thereof, into a new work developed under this award.

The Subrecipient understands and agrees the Office on Violence Against Women reserves a royalty- free, nonexclusive and irrevocable right to reproduce, publish or otherwise use the work, in whole or in part (including in the creation of derivative works), for Federal purposes, and to authorize others to do so.

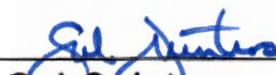
The Subrecipient understands and agrees it is their responsibility (and of each contractor or subcontractor as applicable) to ensure that this condition is included in any subaward, contract, or subcontract under this award.

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

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.

Authorized Official's Signature: _____


Sal Quintero

Authorized Official's Typed Name: _____

Authorized Official's Title: _____

Chairman, Board of Supervisors

Date Executed: _____

December 11, 2018

Federal Employer ID #: _____

94-6000512

Federal DUNS # _____

932953037

Current System for Award Management (SAM) Expiration Date: _____

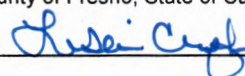
05/08/2019

Executed in the City/County of: _____

Fresno

ATTEST:

BERNICE E. SEIDEL
Clerk of the Board of Supervisors
County of Fresno, State of California

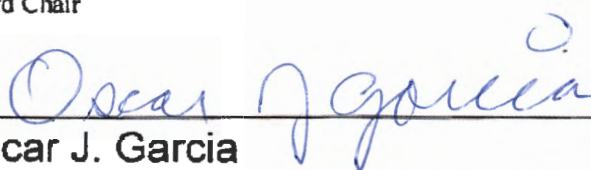
By  Deputy

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

- ☐ City Financial Officer
☐ City Manager
☐ Governing Board Chair

- ☒ County Financial Officer
☐ County Manager

Signature: _____



Typed Name: _____

Oscar J. Garcia

Title: _____

Auditor-Controller/Treasurer-Tax Collector

BUDGET CATEGORY AND LINE ITEM DETAIL

[illegible]

BUDGET CATEGORY AND LINE ITEM DETAIL

[illegible]

BUDGET CATEGORY AND LINE ITEM DETAIL

[illegible]

Budget Narrative

The County of Fresno is applying to Cal OES for a \$133,333 Probation Specialized Units Program. This amount includes \$100,000 of grant funds from Cal OES and the required match of \$33,333 from the County of Fresno. If awarded, the \$100,000 Cal OES funds will provide: the full salary (\$45,158) plus a portion of the retirement benefits (\$12,728) for the one full-time Victim Advocate (VA) assigned to the VOISE program, and a portion of the salary (\$42,114) for the one full-time Deputy Probation Officer assigned to VOISE. The required 25% match of \$33,333 will provide the remainder of the salary (\$33,333) for the full-time Deputy Probation Officer (DPO). In addition, the Probation Department will provide for the other costs associated with the VOISE program that are not covered by the grant funds from Cal OES and the required match. The costs that will be paid by the Probation Department's budget are: the full benefits (\$61,212.69) of the DPO position, the remainder of the retirement benefits (\$9,196) of the VA position, as well as the VOISE program's total operating expenses (\$18,725). These operating expenses are: Risk Management charges (\$507), communication charges (\$1,875), travel and per diem for staff attendance at a mandatory Cal OES meeting (\$750), and use of a Probation vehicle (\$15,593). The Probation Department's budget will also provide for the other administrative salaries associated with the VOISE program which include the Domestic Violence Probation Services Manager as Project Manager, the departmental Fiscal Officer, the Probation Services Manager over Crime Victim Assistance Center, as well as business and office support personnel.

The Project Manager will have the administrative responsibility for implementing and overseeing the day-to-day operations of the VOISE project, while the Fiscal Officer will review documents for compliance with regulations and procedures regarding all financial matters as well as ensuring the appropriate expenditure of Cal OES grant funds.

Minimum requirements for the VOISE DPO include: a bachelor's degree and at least one year of experience supervising violent offenders as a sworn, peace officer. This full-time position will be responsible for intensely supervising high-risk offenders who are on probation for Domestic Violence, Sexual Assault, Dating Violence, or Stalking. This position will be held responsible for the level of supervision described in this proposal. Minimum requirements for a VA include: A Bachelor's degree acceptable in the United States accredited university system in Psychology, Sociology, Social Work, Criminology, or a related field or sixty (60) semester units, at least 15 of which must be in Psychology, Sociology, Social Work, Criminology, or a closely related field and two (2) years of full-time, paid work experience in victim services intake, counseling, and referral services. This full-time position will be responsible for collaborating with the VOISE DPO to meet the needs and concerns of victims of offenders enrolled in the VOISE program. This position will be held responsible for all victim services and collaborative activities described in this proposal.

Within the Probation Department's organizational chart, the VOISE Project is placed in the Domestic Violence/Sex Offender/Child Abuse/Elder Abuse Unit of the Adult Division. It will operate as a separate specialized function under the authority of the Project Manager. All staff assigned to the VOISE Project will be committed to the stated goals and objectives of the VOISE Project, regardless of funding streams.

The salary range does not include any mid-year adjustment that may be negotiated later. The benefits include:

- Unemployment at the County's self-insured amount of \$39 per position*
- Retirement rate is .6239 of salary for the DPO and .4855 of salary for the VA*

- OASDI includes Social Security and Medicare payments for total of .0765 of salaries*
- Health Insurance is set at \$7,921 per permanent position*
- Benefits Administration Charges are set at \$165 per position*
- Worker's Compensation is set at \$245 per permanent grant position*

* These charges are subject to actual charges and/or mid grant year adjustments. The Probation Department will absorb all other operational costs that will enable staff to be responsive to the stated goals and objectives of the program. Examples of such costs include:

- Prorated charges for liability insurance
- Office expenses including paper, pens, forms, postage, copy charges, etc.
- Data processing charges for PeopleSoft services associated with grant
- Travel-County Fleet Services - fleet vehicle use and mileage fees

Project Narrative

PROBLEM STATEMENT

1) Provide a description of the service area, population to be served, size of the population, and demographics.

Fresno County is the sixth largest of 58 California counties covering 6,017 square miles and offering both rural and urban lifestyles in a variety of landscapes. According to the California Department of Finance, Fresno is the tenth most populated county with 972,297 residents. 65% of the County's population resides near the center of the county in the densely populated, adjoining cities of Fresno and Clovis. The balance resides in suburban, rural and agricultural areas of Fresno County, which include 13 small cities, 42 towns, and many remote settlements that offer little to no direct services to residents.

Between 2005 and 2015, Fresno County's population increased by 10.4%, nearly twice the statewide growth rate of 5.6%. There are many challenges in providing services to a growing population with limited resources. Additional challenges are faced due to the cultural diversity that we enjoy. Fresno County is home to 112 distinct cultural groups with extensive diversity in languages, customs and norms. As a result, central valley residents have local access to a wide range of festive celebrations and foods from far distant lands. Unfortunately, Fresno County's abundance of cultural diversity presents barriers to reporting Domestic Violence (DV), Sexual Assault, Dating Violence and Stalking. In addition, victims in some of these cultural groups are reluctant to seek help from outsiders. Establishing trust within these cultural communities requires ongoing awareness training for staff, while translation services and printed materials that provide an effective means of communication require additional resources.

The Fresno Police Department reports a dramatic increase in the volume of DV related

calls for assistance within the past three years making the County the seventh highest in the state in such calls. Fresno County Superior Court indicates half of all misdemeanor arrests are DV related.

2) Clearly identify how the Applicant will focus on supervising probationers convicted of domestic violence, sexual assault, dating violence, and stalking crimes.

If awarded the Cal OES grant funds, Fresno County will continue to utilize the Violent Offender Intensive Supervision Endeavor (VOISE) program which employs a full-time journey level Deputy Probation Officer (DPO) and a full-time Victim Advocate (VA). The goal of VOISE is to intensely monitor offenders while minimizing further trauma to victims and families by providing victim protection and referrals to supportive services and counseling. The DPO will continue to develop individualized case plans targeting each offender's needs. Intensive supervision will encourage the offender to follow the plan. Victims of offenders enrolled in VOISE will continue to receive supportive services.

A specific protocol of intensive supervision has been developed for this program. The existing protocol will be further developed as collaborative efforts result in improved strategies to ensure victim safety and offender accountability.

*Each probationer will have contact with the VOISE DPO at least weekly, with face-to-face and field contacts preferred, while the person is out in Community Supervision and is in compliance. If the person returns to custody the provision would not apply.

*Because the caseload will not exceed 40 probationers, the VOISE DPO will contact each probationer at a minimum of 40% face-to-face in the field, a minimum 40% face to face in the office and a maximum of 20% by telephone. Annually, it is anticipated this will result in: 520 face-to-face contacts in the office, 240 contacts in the field, and 550 telephone contacts.

- *Records of all contacts and attempted contacts will be maintained by the VOISE DPO.
 - *Contacts will be collected by the VOISE DPO and VA, tallied and reported monthly.
 - *Weekly contact with VOISE probationers will be audited monthly by the VOISE PSM.
 - *Monthly contact will be made with the treatment program where the probationer is enrolled.
 - *Regular checks of police logs will be conducted to review if probationer is listed.
 - *Periodic drug and alcohol testing of probationer will be conducted.
 - * DPO work hours will alternate to allow for evening and weekend field visits with probationer.
 - *Periodic court reviews of probationer's file will be conducted.
 - *Appropriate sanctions will be requested if the probationer violates any type of court order.
 - *The VA will contact victims monthly during the term of the offender's probation. The VA will make every effort to locate the victim and document such attempts. Once contact is established, the VA will discuss the role of the probation officer and conditions of offender's probation.
- 3) Address how the Applicant will make domestic violence cases a priority for the Program.

Every case on the caseload is a felony DV case.

- 4) Using statistical information, document the incidents of domestic violence, sexual assault, dating violence, and stalking crimes.

In 2017, Fresno County law enforcement received 8,155 calls for DV calls: Of those, 5,196 were received by the City of Fresno Police Department; 891 by the City of Clovis Police Department; 2,068 by the Fresno County Sheriff's Office; the overall number does not include calls by the smaller police departments.

- 5) Describe the current efforts to supervise probationers of the stated crimes.

Due to the current Cal OES grant funds, we were able to create the current VOISE Program and successfully implement the following protocol:

*Each probationer will have contact with the VOISE DPO at least weekly (with face-to-face and field contacts preferred).

*Because the caseload will not exceed 40 probationers, the VOISE DPO will contact each probationer at a minimum of 40% face-to-face in the field, a minimum 40% face to face in the office and a maximum of 20% by telephone. Annually, we anticipate this will result in: 520 face-to-face contacts in the office, 240 contacts in the field, and 550 telephone contacts.

*Records of all contacts and attempted contacts will be maintained by the VOISE DPO.

*Contacts will be collected by the VOISE DPO and VA, tallied and reported monthly.

*Weekly contact with VOISE probationers will be audited monthly by the VOISE PSM.

*Movement of a VOISE case to inactive will be considered when the offender is in custody or whereabouts unknown for 30 or more days. At no time shall the number of inactive cases exceed 20% of the overall cases assigned to VOISE. (While a case is on inactive status, contact with the probationer will not be maintained while services to the victim will continue.)

*The VOISE DPO will review STRONG (Static Risk Offender Needs Guide) assessments updated every 6 months, for risk level, to ensure offenders continue to meet VOISE criteria.

*The VOISE team will record monthly the number of active and inactive VOISE probationers.

Various totals and statistics will be determined at the end of each reporting period.

In addition to the above activities implemented by VOISE, the Department utilizes the DV caseloads of: six felony supervision, mental-health, gang, and misdemeanor.

6) Describe any weaknesses in the current Program.

Due to the large number of DV cases and insufficient number of personnel to manage them, without the continuation of VOISE, existing DV caseloads will increase thus, negatively impact the victims and their children.

PLAN

1) Describe the minimum qualifications of proposed staff.

VOISE is led by the Probation Services Manager (PSM) assigned to the DV unit and staffed by a full-time DPO and a full-time VA.

Minimum qualifications for a PSM include a Bachelor's Degree, and five years experience as a sworn peace officer in the Probation Department.

Minimum requirements for the VOISE DPO include a Bachelor's Degree and at least one year of experience supervising violent offenders as a sworn, armed peace officer.

Minimum requirements for the VOISE VA include:

OPTION 1:

Education: Possession of a Bachelor's degree which is acceptable within the United States' accredited college or university system in Psychology, Sociology, Social Work, Criminology, or a closely related field. Or

OPTION 2:

Education: Completion of sixty (60) semester units of coursework which is acceptable within the United States from an accredited college or university system. At least fifteen (15) of the required semester units must be in Psychology, Sociology, Social Work, Criminology, or a closely related field.

And

Experience: Two (2) years of full-time, paid work experience in victim services providing intake, counseling and referral services

2) Define "serious violent crimes" as it pertains to domestic violence, sexual assault, dating violence, and stalking.

A violent crime or crime of violence is a crime in which an offender or perpetrator uses or threatens to use force upon a victim. The crime of DV may include verbal, emotional, economic, physical and sexual abuse, which can range from subtle, coercive forms to marital rape and to violent physical abuse such as choking, beating, female genital mutilation and acid throwing that results in disfigurement or death. All forms of domestic abuse have one purpose: to gain and maintain control over the victim. Abusers use many tactics to exert power over their spouse or partner: dominance, humiliation, isolation, threats, intimidation, denial and blame.

3) Describe the criteria for probationer case assignment(s) to the unit.

All new probation felony DV cases will be assessed by the VOISE PSM. Those representing the greatest risk to reoffend Static Risk Offender Needs Guide (STRONG) scores, as well as the greatest risk to the victim and/or public, will be referred to VOISE.

The following priority, will be used to accept cases for VOISE. Offenders convicted of

- a violent felony crime
- a violent misdemeanor crime when the case was originally filed as a felony
- a misdemeanor crime where there is an established pattern of crime related to DV, sexual assault, dating violence, and stalking

4) Provide projected statistics for the following:

- Number of probationers during the reporting period 54
- Number of field contacts made with victims 40
- Number of in-person office contacts made with victims 14
- Number of telephone contacts made with victims 294
- Number of contacts with victims 348

5) Firearms prohibition:

- Automated Firearms System (AFS) to search 54 project-specific probationers to identify those probationers possessing firearms

The number of projected-specific probationers searched using AFS will be reported. Each probationer assigned to the VOISE caseload will generate a search using the firearms registration databases, including the AFS. We anticipate approximately 54 searches will be made by the VOISE DPO. The results of AFS searches will be kept in individual VOISE probationer's case files and reported annually to Cal OES.

- Facilitate the removal of any prohibited firearm(s) from probationer and subsequent violation charges

The VOISE DPO will ensure the following:

- *The number of Probationers found in possession of firearms will be reported and, if applicable, the removal of a firearm from a probationer's possession will be described.
- *Each positive result from an AFS search for weapons registered to a VOISE probationer will result in Probation initiating a residence search. Searches and resulting confiscated contraband will be noted in VOISE probationers' case files.
- *Each residence search where presence of weapons is suspected will involve local law enforcement partners, who will confiscate any firearms and generate new law violation reports as appropriate.
- *All weapons in possession of, accessible by, or surrendered by VOIS E probationers will be confiscated or received through our partnership with local law enforcement in compliance with DOJ regulations.
- *The number of VOISE probationers found in possession of firearms and the details of removal of firearms will be reported to Cal OES annually.

- Contact probation caseload by telephone or by mail to ensure each probationer understands the provisions of the firearm prohibitions

Upon entering Probation, each offender is given "Probation Instructions," which include prohibition to acquire or possess a firearm, pursuant to Sections 1202 1 and 29800 of the Penal Code. Each offender must sign, acknowledging that he/she has received a copy of the conditions of probation. In addition, each assigned offender will receive an in-person explanation of firearms prohibitions.

- Distribution of educational materials on firearm prohibitions and confiscation laws to: (at a minimum) probationers, firearm dealers, law enforcement, the courts, community-based victim advocates, and victims of DV

The VOISE DPO and VA will work in partnership with DOJ to identify and distribute educational materials on firearm prohibition and confiscation laws to: victims, probationers, firearms dealers, law enforcement agencies, the courts, victim advocates, and service providers.

6) Proposed training schedule/plan to ensure probation officer(s) assigned to the project receive Program-specific training.

The Fresno County Probation Department will send the VOISE DPO and/or the VA to training where appropriate and as required by Cal OES.

7) Describe how the monthly probation caseload is determined and maintained at a reduced level.

Cases are assigned to the VOISE caseload by the VOISE PSM. Cases are added to the caseload due to attrition by the expirations of probation and probationers that are committed to California Department of Corrections and Rehabilitation. Movement of a VOISE case to inactive status will be considered when the offender is in custody for longer than 30 days, or has

fled with whereabouts unknown for 30 or more days. At no time shall the number of cases on inactive status exceed 20% of the overall cases assigned to VOISE. While a case is on inactive status, weekly contact with the probationer will not be maintained. However, services to the victim will continue to be provided.

At the end of each month, the number of active VOISE probationers on the caseload will be recorded. The monthly totals will be summed at the end of the contract period and divided by twelve to produce the average number on the caseload. It is anticipated that there will be an average of 25 probationers intensively supervised under VOISE during the reporting period.

CAPABILITIES

1) Describe the ability to implement and administer the Program.

The Fresno County Probation Department has the capacity to provide the proposed goals, objectives, and activities as well as the organizational structure to combine offender supervision and victim services efficiently, especially in regard to policy change and implementation. The Department also has a supportive foundation of collaboration and cooperation between the justice system and private agency providers from which to develop and implement this program and to suggest new policies and/or procedures.

Arrest and prosecution alone will not break the cycle of DV. System-wide coordination and collaboration among criminal justice personnel and non-profit, non-governmental programs is essential to success in breaking the cycle of DV. The PSM assigned to VOISE solicits input from agency and community stake holders, including, but not limited to: the Domestic Violence Court Judge, District Attorney's Office, the Marjaree Mason Center (a non-governmental victim shelter), law enforcement, family court mediators, and child welfare advocates. Drawing upon this wide range of experience contributed to a solid Probation Specialized Unit Protocol for

prevention and intervention in high-risk DV cases and for provision of sensitive and timely services to victims.

As new strategies and procedures arise through our collaborative efforts with law enforcement and community partners, they will be incorporated in to the existing VOISE protocol to enhance and ensure victim safety and abuser accountability in Fresno County.

2) Describe the working relationships between law enforcement and local victim service agencies.

Operational Agreements (OAs) with public agencies and private organizations have been in place in the past and will continue to be developed to acknowledge support for and cooperation with the Probation Department's VOISE Program. The Crime Victims Assistance Center currently has OAs with thirteen local law enforcement agencies and service providers to support other victim-focused grants. The Fresno County Probation Department has a long-standing reputation of quality and professional operation of grant-funded programs. The department is actively involved in numerous multi-agency/multi-disciplinary grant collaborations, including the following grant funded programs:

- Juvenile Accountability Block Grant/Juvenile Drug Court, through the Board of State and Community Corrections
- Unserved /Underserved Victim Outreach and Assistance Program; XC Program and Victim Witness Program, through Cal OES, and
- Repeat DUI Intensive Supervision program through the Office of Traffic Safety.

Since the Public Safety Realignment Act, the Probation Department has also collaborated with the District Attorney, the Public Defender, and Courts, Police Departments of the Cities of

Fresno and Clovis, and the Department of Behavioral Health Services in the Community Corrections Partnership.

Close communication and exchange between the County's Batterers' Intervention Programs (BIP) and the Probation Department allows the VOISE DPO to meet with probationers at the BIP facility and, if appropriate, provide input into intervention objectives.

The VOISE PSM chairs the Child Abuse Review Team (CART), a multi-agency task force consisting of representatives from the Department of Adult Parole Operations, Fresno County Probation, Department of Social Services, Family Court Services, and Fresno Police Department. The mission of CART is to strengthen collaborative partnerships relating to children at risk of victimization by a parolee, probationer, post release community supervision offender, or mandatory supervised release offender. VOISE cases where children were present during the commission of the DV act, or in which the offender has access to children, will continue to be addressed bi-monthly multi-agency CART review team meeting for ongoing assessments of the child's safety.

3) Describe unit staff selection and unit rotation

- Probation officer(s) assigned to the Program unit must be an experienced probation officer with history supervising violent probationers, and must complete a minimum of 12 hours of training annually specific to DV, sexual assault, dating violence, and stalking. The Applicant must send at least one probation officer assigned to the Program to specialized program specific training

We don't anticipate modifying the existing staffing structure of the VOISE program which is led by a PSM and employs a full-time DPO and a full-time VA.

Selection of the VOISE DPO is accomplished through a competitive process based on experience with violent offenders and field casework. The VOISE DPO has completed extensive training in DV related issues in order to provide intensive supervision services for a select group of offenders convicted of violent crimes against women, including DV, sexual assault, dating violence and/or stalking (hereafter referred to as the DV spectrum).

Selection of the VOISE VA is based on extensive training with DV related issues in order to provide services such as court and parole hearing support, assistance with victim impact statements, criminal case status, and referrals regarding protective and/or restraining orders, crisis intervention and counseling.

**CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES
SUBRECIPIENT GRANTS MANAGEMENT ASSESSMENT**

Subrecipient: Fresno County	DUNS # 932953037	FIPS #: 019-00000
Grant Disaster/Program Title: Probation Specialized Units (PU) Program		
Performance Period: 10/01/2018 to 09/30/2019	Subaward Amount Requested: \$133,333	
Type of Non-Federal Entity (Check Box)	☐ State Gov. ☒ Local Gov. ☐ JPA ☐ Non-Profit ☐ Tribe	

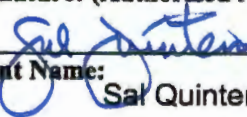
Per Title 2 CFR § 200.331, Cal OES is required to evaluate the risk of noncompliance with federal statutes, regulations and grant terms and conditions posed by each subrecipient of pass-through funding. This assessment is made in order to determine and provide an appropriate level of technical assistance, training, and grant oversight to subrecipients for the award referenced above.

The following are questions related to your organization's experience in the management of federal grant awards. This questionnaire must be completed and returned with your grant application materials.

For purposes of completing this questionnaire, *grant manager* is the individual who has primary responsibility for day-to-day administration of the grant, *bookkeeper/accounting staff* means the individual who has responsibility for reviewing and determining expenditures to be charged to the grant award, and *organization* refers to the subrecipient applying for the award, and/or the governmental implementing agency, as applicable.

Assessment Factors	Response
1. How many years of experience does your current grant manager have managing grants?	>5 years
2. How many years of experience does your current bookkeeper/accounting staff have managing grants?	>5 years
3. How many grants does your organization currently receive?	3-10 grants
4. What is the approximate total dollar amount of all grants your organization receives?	\$4,140,251
5. Are individual staff members assigned to work on multiple grants?	Yes
6. Do you use timesheets to track the time staff spend working on specific activities/projects?	Yes
7. How often does your organization have a financial audit?	Annually
8. Has your organization received any audit findings in the last three years?	Yes
9. Do you have a written plan to charge costs to grants?	Yes
10. Do you have written procurement policies?	Yes
11. Do you get multiple quotes or bids when buying items or services?	Sometimes
12. How many years do you maintain receipts, deposits, cancelled checks, invoices, etc.?	>5 years
13. Do you have procedures to monitor grant funds passed through to other entities?	Yes

Certification: *This is to certify that, to the best of our knowledge and belief, the data furnished above is accurate, complete and current.*

Signature: (Authorized Agent) 	Date: December 11, 2018
Print Name: Sal Quintero	Print Title: Chairman, Board of Supervisors

Program Specialist Only: SUBAWARD #

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

By  Deputy

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.

4
16*
21
22

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.

23
31*

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.

14*
16

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

972,297

Fresno County Probation Department

Kirk Haynes
Chief Probation Officer

Personnel Development & Research Division
Joy Thompson

Juvenile Division
Vicki Passmore

Commitment Division
Vacant

Adult Division
Cliff Downing

Detention Division
Rosalinda Acosta

Administration Division
Greg Reinke

Crime Victim Assistance Center
Karen Roach
Probation Services Manager

Domestic Violence /Sex Offender/Child Abuse Unit
(DV/SO/CA)
Jesse Montemayor
Probation Services Manager

Financial Services/Supervising
Accountant
Norabelle Elegado

Automation
David Touma
Senior Systems and
Procedures Analyst

Domestic Violence

Viktoria Grigoryan, Sr. Advocate (A705)
Mariell Trauner, Advocate (A706)
Kelci Craig, Advocate (A704)
Evelyn Espinoza, Advocate (A707)
Shawnte Beatty, Advocate, (A717)

Sexual Assault/ Child Abuse

Faye Parra, Sr. Advocate (A719)
Carol Teraoka, Advocate (A702)
Veronica Fabella, Advocate (A718)

Assault / & All Others

Gwen Pfost, Sr. Advocate (A701)
Isabel Bolanos, Advocate (A716)
Sarah Barton, Advocate (A700)

Juvenile

Barbara Dadds, Advocate (A703)

Underserved Victims

Debra Gorham, Advocate (A714)
Tony Villela, Advocate (A715)

Support

Llana Diaz, Program Tech II (B602)
Paul Favila, Office Assistant III (B753)

XC Grant

Jessica Munoz, Advocate (A732)
Vacant (A730)
Melinda Zavala, Advocate (A731)
Tami Tabacchi, DPO IV (A735)

Valeria De La Rosa, Student Worker (A800SW)
Vacant, Student Worker (A801SW)
Vacant, Student Worker (A802SW)

Domestic Violence (DV)

Adrian Pizzaro, DPO IV
Eric Rubio, DPO I
Valerie Mireles, DPO III
Andrew Toews, DPO I
Veronica Ruiz, DPO III
David Jimenez, DPO IV
Elicet Estrella, DPO I
Vacant, DPO I,II,III

Sex Offender/Child Abuse (SO/CA)

Tamara Taylor, DPO IV
Pao Vang, DPO I
Toufong Ly, DPO IV
Lady Carvajal, DPO I
Matthew Raiton, DPO II
Jocelyn Sahagun, DPO II

VOISE Grant/DV
David Jimenez, Deputy
Probation Officer IV
(DPO)

VOISE Grant / DV

Jeanette Miller, Victim Advocate
(A710)

John Bedell, IT Analyst IV
Ben Chen, IT Analyst IV
Shawn Mims, IT Analyst IV
Russell Pehrson, Systems and
Procedures Analyst III
Jacqueline Wongsing, Program
Technician
Nihar Bheemanathi, Contract
Developer
Meghraj Rawat, Contract
Developer

NONCOMPETITIVE BID REQUEST CHECKLIST

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

Check appropriate box: Yes No

Section 3511

Do conditions exist that require a sole/single-source contract?

☐☒

Section 3521.1

Is a brief description of the program or project included?

☐☒

Section 3521.2

Was it necessary to contract noncompetitively?

☐☒

Did the contractor submit his/her qualifications?

☐☒

Is the reasonableness of the cost justified?

☐☒

Were cost comparisons made with differences noted for similar services?

☐☒

Is a justification provided regarding the need for contract?

☐☒

Section 3521.3

Is an explanation provided for the uniqueness of the contract?

☐☒

Section 3521.4

Are there time constraints impacting the project?

☐☒

Were comparisons made to identify the time required for another contractor to reach the same level of competence?

☐☒

Fund: 0001
Subclass: 10000
ORG: 34321965
Account: 4380, 5957