

**THE BOARD OF SUPERVISORS OF THE COUNTY OF STANISLAUS  
BOARD ACTION SUMMARY**

DEPT: Community Services Agency

BOARD AGENDA:5.B.2  
AGENDA DATE: March 27, 2018

**SUBJECT:**

Approval of the Community Services Agency Child Advocacy Center Program Proposal and Authorization for the Community Services Agency to Accept the Child Advocacy Center Program Allocation of \$200,000 if Awarded for the One Year Period Ending March 31, 2019

**BOARD ACTION AS FOLLOWS:**

**RESOLUTION NO. 2018-0130**

On motion of Supervisor Olsen Seconded by Supervisor Withrow  
and approved by the following vote,

Ayes: Supervisors: Olsen, Chiesa, Withrow, Monteith, and Chairman DeMartini

Noes: Supervisors: None

Excused or Absent: Supervisors: None

Abstaining: Supervisor: None

- 1)  Approved as recommended
- 2)  Denied
- 3)  Approved as amended
- 4)  Other:

**MOTION:**

ATTEST:   
ELIZABETH A. KING, Clerk of the Board of Supervisors

File No.

**THE BOARD OF SUPERVISORS OF THE COUNTY OF STANISLAUS  
AGENDA ITEM**

DEPT: Community Services Agency

BOARD AGENDA:5.B.2  
AGENDA DATE: March 27, 2018

CONSENT:

CEO CONCURRENCE: YES

4/5 Vote Required: No

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**SUBJECT:**

Approval of the Community Services Agency Child Advocacy Center Program Proposal and Authorization for the Community Services Agency to Accept the Child Advocacy Center Program Allocation of \$200,000 if Awarded for the One Year Period Ending March 31, 2019

**STAFF RECOMMENDATION:**

1. Approve the Community Services Agency Child Advocacy Center Program Allocation Proposal.
  
2. Authorize the Community Services Agency to accept the Child Advocacy Center Program Allocation if awarded by the California Governor's Office of Emergency Services.

**DISCUSSION:**

The California Governor's Office of Emergency Services (Cal OES), Victim Services & Public Safety Branch, Children's Unit has received authority to release and launch the Child Advocacy Center Program.

The Child Advocacy Center Program is supported with federal Victims of Crime Act (VOCA) Victim Assistance Formula Grant Program Funds. The VOCA Formula Grant Program is authorized by the Victims of Crime Act of 1984 as amended, 42 U.S.C. 10601, *et seq.* A total of \$11,075,000 is available for Fiscal Year 2017-2018, with a Grant Sub award performance period beginning April 1, 2018 and ending March 31, 2019.

Eligible applicants include affiliate, developing and accredited Child Advocacy Centers (CAC), as defined by the National Children's Alliance (NCA). Stanislaus County's CAC has recently been re-accredited by the NCA as a center that has implemented all standards for accreditation.

Counties were instructed to request a level of VOCA funding they believed is commensurate with their need, program capacity and ability to provide either a cash match and/or in-kind match of 20% of the total project cost to enhance the ability to support victims of crime.

Stanislaus County Community Services Agency requested to receive \$200,000 in VOCA funding. The first round of allocations will be made available to applicant counties based on the need up to the maximum amount allotted \$200,000 as supported by the budget requested to fill the need. If there is still funding available after the first round of allocations, there may be a second round of funding available only for those counties who applied and are approved for the first round.

VOCA authorizes federal financial assistance to States through the VOCA Formula Grant Program for the purpose of supporting eligible crime victim assistance programs that: 1) respond to the emotional and physical needs of victims of crime; 2) help primary and secondary victims of crime to stabilize their lives after a victimization; 3) help victims of crime understand and participate in the criminal justice system; and 4) provide victims of crime with a measure of safety and security. Crime victim is defined as any person who has suffered physical, sexual, financial, or emotional harm as a result of the commission of a crime.

The ultimate objective of the funding is to increase the investigative process for child abuse and neglect and increase the ability to provide a variety of supportive services for the non-offending parent and the child victims.

The Child Advocacy Center in Stanislaus County, the Child Abuse Investigation, Referral and Evaluation (CAIRE) Center's mission is to provide a child-friendly environment in which children and youth can be interviewed using the skills and knowledge of the multi-disciplinary team (MDT), comprised of 26 partnering agencies, to ascertain the facts concerning suspected child abuse and neglect. Utilizing this approach reduces the trauma from being interviewed multiple times by multiple agencies around the same incident of abuse. While the interview is being completed services are being offered to the parents or caregivers that can take care of the current crisis as well as help them to heal in the long term. The CAIRE center is co-located with the Stanislaus Family Justice Center (SFJC) at 1418 J Street, Modesto, CA.

Currently, the focus of the CAIRE interviews has been on cases of physical and sexual abuse. This grant will help Stanislaus County CAIRE center fill a much-needed gap in service delivery and safety for children and families. The Community Services Agency wants to be able to serve a larger client population that needs support. The primary objectives of applying for this grant are to: 1) Enhance the CAIRE center's ability to conduct interviews for cases that involve domestic violence and Commercial Sexual Exploitation of Children (CSEC); and 2) provide a greater number of on-site services and support.

The VOCA funds will support the following additional services to the CAC center with the objectives of expanding the sphere of influence to domestic violence and CSEC, improving investigative effectiveness and service delivery by attending national trainings, and safety for our constituents:

**Forensic Interviewer:** To expand the forensic interviewing population to domestic violence and human trafficking, we propose to use the funding to hire a forensic interviewer to handle the additional volume of interviews. In addition, the forensic

interviewer will contact the parents/caretakers prior to the interview to gather relevant information such as child's developmental and cognitive level, and anything necessary for the interview.

**Housing Assistance:** Housing is a significant challenge for our clients especially for victims of domestic violence (DV) as one of the primary reasons that they feel unable to separate from their abuser is the fact that they have been isolated and made to be reliant on the income of the abuser to survive. The fact that in a one year period (July 2015 to July 2016) the Haven Women's Center had provided over 6,000 nights at their shelter (short-term crisis solution) is a testament to the gap and need for crisis intervention and permanent housing assistance. Knowing that the resources for permanent housing are severely lacking, making it difficult for our agencies to sustain safety for children and families, the Community Services Agency presented the VOCA proposal to and received support from the Stanislaus Community System of Care (CSOC) on January 18, 2018.

**Haven Women's Center DV Advocate:** When the CAC expands and increases the volume of forensic interviews to include domestic violence and CSEC, there will be a corresponding need for a Haven Advocate to provide guidance and support to the non-offending parent and child victims on site.

**Dallas Crimes Against Children Conference:** Training for the MDT to enhance expertise and to keep abreast of the latest information regarding CAC services. With so many partners, training continues to be a necessary component of having well-qualified staff as well as establishing and building relationships with partners. Given one of the NCA standards is to maintain a robust MDT; this is an essential component of the CAIRE Center. The training will be for a team of partners, so each discipline can attend the training and develop partnerships that will lead to better services for families.

**NCA Leadership Conference (Washington D.C.):** Training for the CAC leadership to attend the NCA conference which will assist in learning the cutting edge and latest information about best practices for CAC, create connections and relationships with other CACs, and learn how to meet/maintain the newest NCA standards.

**Professional Soundproofing:** The current interview room recording equipment picks up all sounds including people walking by the room and the air conditioning. Soundproofing the interview room and the "family waiting room" next door will ensure that no one hears what the child is saying, as well as reduce the outside noises from being picked up improving the professional quality of the recording. The soundproofing enhances the victim's feeling of privacy, comfort, and creates a friendlier environment to disclose traumatic experiences.

**In-Kind Master in Social Work (MSW) Interns (volunteers):** The in-kind grant requirement will be met with MSW Interns who volunteer their time. They will work with the families who do not engage with any of the partner agencies to follow up on services amongst other duties.

**In-Kind Volunteers:** A volunteer accompanies each child from the waiting room to the interview room along with their family. They will wait for the interview to be complete and either accompany the youth back to their family or to the Kid Zone. It is a child friendly play area where the child can be entertained while waiting for their parents/caretakers.

**POLICY ISSUE:**

Board of Supervisor approval of the Community Services Agency accepting the Child Advocacy Program allocation will not only address poly-victimization but it will improve the County delivery of services to victims of child abuse, domestic violence and CSEC crimes through the collaboration of a multidisciplinary team and will allow adherence to the new NCA standards for the future.

**FISCAL IMPACT:**

The California Governor's Office of Emergency Services (Cal OES) has provided Counties the ability to request a Victims of Crime Act (VOCA) Grant. For Stanislaus County, the award is \$200,000. CSA has submitted the VOCA Grant application requesting \$200,000 from CalOES with a \$50,000 In-Kind Match for a total project cost of \$250,000. This request was based upon the Agency's service need, program capacity and ability to provide In-Kind Match.

The VOCA Grant requires an In-Kind Match equal to 20% of the total project cost. CSA in the Request for Grant Subaward application requested \$200,000 Victims of Crime Act (VOCA) Federal funds and \$50,000 In-Kind Match. The \$50,000 In-Kind Match will be met with three volunteers: two Master in Social Work (MSW) Interns and one Child Attendee. The two MSW Interns will be responsible for following up on services that may be needed by the families who did not engage with any of the partner agencies. The Child Attendee will be responsible for accompanying each child between the waiting room and the interview room back to their family, or possibly accompanying the youth at the KidZone play area.

The VOCA Grant award is available to the Counties from April 1, 2018 through March 31, 2019. The Agency is not requesting any budget adjustments for Fiscal Year 2017-2018, and \$250,000 will be included in Fiscal Year 2018-2019 Proposed Budget. There is no additional impact to the County General Fund associated with this agenda item.

**BOARD OF SUPERVISORS' PRIORITY:**

The recommended actions are consistent with the Boards' priority of *Supporting Community Health* by increasing the ability to investigate child abuse and neglect and increasing the ability to provide a variety of supportive services for the non-offending parent and the child victims.

**STAFFING IMPACT:**

Existing Community Services Agency staff is available to support this proposal at current service levels. In the future, should the service level demand increase, the Agency will analyze available options and return to the Board of Supervisors for consideration of any necessary staffing changes.

**CONTACT PERSON:**

Kathryn M. Harwell, Director (209) 558-2500

**ATTACHMENT(S):**

1. Child Advocacy Center Program Cal OES Grant Proposal



**Cal OES**  
GOVERNOR'S OFFICE  
OF EMERGENCY SERVICES

**Application Cover Sheet**

**RFA PROCESS**

**CHILD ADVOCACY CENTER (KC) PROGRAM**

Submitted by:

**Stanislaus County Community Services Agency  
251 E. Hackett Road, Modesto, CA 95353-0042  
(209) 558-2500**

## 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](http://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](http://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: Stanislaus County Community Services Agency 1a. DUNS#: 105242924
2. Implementing Agency: Stanislaus County Community Services Agency 2a. DUNS#: 105242924
3. Implementing Agency Address: 251 E. Hackett Road Modesto 95358-9800  
Street City Zip+4
4. Location of Project: 1418 J Street Stanislaus County 95354-1013  
City County Zip+4
5. Disaster/Program Title: Child Advocacy Center (KC) Program 6. Performance Period: 4/1/2018 to 3/31/2019
7. Indirect Cost Rate:  N/A;  10% de minimis;  Federally Approved ICR 17.00 %

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	8 VOCA		\$ 200,000			\$ 50,000	\$ 50,000	\$ 250,000
Select	9 Select						\$ 0	\$ 0
Select	10 Select						\$ 0	\$ 0
Select	11 Select						\$ 0	\$ 0
Select	12 Select						\$ 0	\$ 0
	<b>TOTALS</b>	\$ 0	\$ 200,000	\$ 200,000	\$ 0	\$ 50,000	\$ 50,000	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: Kathryn M. Harwell 16. Federal Employer ID Number: 94-6000540
- Name: Kathryn M. Harwell Title: Director
- Telephone: 209-558-2500 FAX: 209-558-2558 Email: harwellk@stancounty.com  
(area code) (area code)
- Payment Mailing Address: P.O. Box 42 City: Modesto Zip+4: 95353-0042
- Signature: *Kathryn M. Harwell* Date: 4/9/2018

[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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PROJECT CONTACT INFORMATION

Subrecipient: Community Services Agency

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: Julian Wren Title: Manager IV

Telephone #: 209-558-2186 Fax#: 209-558-2558 Email Address: wrenj@stancounty.com

Address/City/Zip: 251 E. Hackett Road / Modesto / 95358

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

Name: Maria Lucia Gonzales Title: Manager IV

Telephone #: 209-558-3695 Fax#: 209-558-2558 Email Address: gonzama@stancounty.com

Address/City/Zip: 251 E. Hackett Road / Modesto / 95358

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

Name: Holly Holmes Title: Social Worker Supervisor II

Telephone #: 209-558-2311 Fax#: 209-558-2558 Email Address: holmehb@stancounty.com

Address/City/Zip: 251 E. Hackett Road / Modesto / 95358

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

Name: Anthony Tobias Title: Accountant II

Telephone #: 209-558-2625 Fax#: 209-558-2558 Email Address: tobiasa@stancounty.com

Address/City/Zip: 251 E. Hackett Road / Modesto / 95358

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: Kathryn M. Harwell Title: Director

Telephone #: 209-558-2500 Fax#: 209-558-2558 Email Address: harwellk@stancounty.com

Address/City/Zip: 251 E. Hackett Road / Modesto / 95358

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: Kathryn M. Harwell Title: Director

Telephone #: 209-558-2500 Fax#: 209-558-2558 Email Address: harwellk@stancounty.com

Address/City/Zip: 251 E. Hackett Road / Modesto / 95354

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

Name: Jody Hayes Title: Chief Executive Officer

Telephone #: 209-525-6333 Fax#: 209-544-6226 Email Address: hayesj@stancounty.com

Address/City/Zip: 1010 Tenth Street / Modesto / 95354

**SIGNATURE AUTHORIZATION**

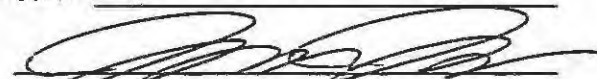
Subaward #: \_\_\_\_\_

Subrecipient: Community Services Agency

Implementing Agency: Community Services Agency

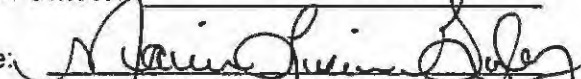
**\*The Project Director and Financial Officer are *REQUIRED* to sign this form.**

\*Project Director: Julian Wren

Signature: 

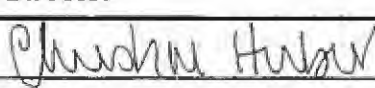
Date: 1/9/18

\*Financial Officer: Maria Lucia Gonzales

Signature: 

Date: Jan 9, 2018

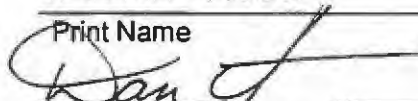
The following persons are authorized to sign for the  
**Project Director**



Signature

**Christine Huber**

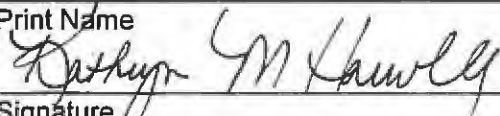
Print Name



Signature

**Dan Wirtz**

Print Name



Signature

**Kathryn M. Harwell**

Print Name

Signature

Print Name

Signature

Print Name

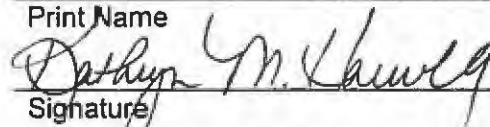
The following persons are authorized to sign for the  
**Financial Officer**



Signature

**Dan Wirtz**

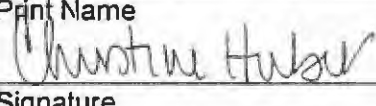
Print Name



Signature

**Kathryn M. Harwell**

Print Name



Signature

**Christine Huber**

Print Name

Signature

Print Name

Signature

Print Name

## **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.**

**CERTIFICATION OF ASSURANCE OF COMPLIANCE**  
**Victims of Crime Act (VOCA) Fund**

The applicant must complete a Certification of Assurance of Compliance-VOCA (Cal OES 2-104f), 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**  
**Victims of Crime Act (VOCA) Fund**

I, Kathryn M. Harwell hereby certify that  
(official authorized to sign Subaward; same person as Section 15 on Subaward Face Sheet)

SUBRECIPIENT: Stanislaus County Community Services Agency  
IMPLEMENTING AGENCY: Community Services Agency  
PROJECT TITLE: Child Advocacy Center 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: Delilah Vasquez  
Title: Manager IV  
Address: 251 E. Hackett Road, Modesto, CA 95358  
Phone: 209-558-2334  
Email: vasqude@stancounty.com

### **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 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 Condition for Grant Subaward with Victims of Crime Act (VOCA) 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/ExploreProhibitedConduct-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](mailto: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. OJP Training Guiding Principles

The Subrecipient understands and agrees that any training or training materials developed or delivered with OJP award funds must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at <http://ojp.gov/funding/ojptrainingguidingprinciples.htm>.

12. Specific Post-Award Approval Required to Use a Non-Competitive Approach in any Procurement Contract that Would Exceed \$150,000

The Subrecipient agrees to comply with all applicable requirements to obtain specific advance approval to use a non-competitive approach in any procurement contract that would exceed the Simplified Acquisition Threshold (currently, \$150,000). This condition applies to agreements that, for purposes of federal grants administrative requirement, OJP considers a procurement "contract" (and therefore does not consider a subaward).

The details of the requirement for advance approval to use a noncompetitive approach in a procurement contract under an OJP award are posted on the OJP web site at <http://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm> [Award condition: Specific post-award approval required to use a noncompetitive approach in a procurement contract (if contract would exceed \$150,000)] and are incorporated by reference here.

13. Requirement for Data on Performance and Effectiveness Under the Award

The Subrecipient agrees to collect and maintain data that measure the performance and effectiveness of activities under this award. The data must be provided to OJP in the manner (including within the timeframes) specified by OJP in the program solicitation or other applicable written guidance. Data collection supports compliance with the Government Performance and Results Act (GPRA) and the GPRA Modernization Act, and other applicable laws.

14. Compliance with 41 U.S.C. 4712 (including prohibitions on reprisal; notice to employees)

The Subrecipient agrees to comply with, and is subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant.

The Subrecipient also must inform its employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.

Should a question arise as to the applicability of the provisions of 41 U.S.C. 4712 to this award, the Subrecipient is to contact the DOJ awarding agency (OJP or OVW, as appropriate) for guidance.

15. Demographic Data

The Subrecipient agrees to collect and maintain information on race, sex, national origin, age, and disability of victims receiving assistance, where such information is voluntarily furnished by the victim.

16. Performance Reports

The Subrecipient agrees to submit (and, as necessary, require sub-Subrecipients to submit) quarterly performance reports on the performance metrics identified by OVC, and in the manner required by OVC. This information on the activities supported by the award funding will assist in assessing the effects that VOCA Victim Assistance funds have had on services to crime victims within the jurisdiction.

17. Computer Network Requirements

The Subrecipient understands and agrees that:

- a. No award funds may be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography; and
- b. Nothing in the previous subsection limits the use of funds necessary for any federal, state, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecutions, or adjudication activities.

18. Prohibit Use of Funds for Association of Community Organizations for Reform Now (ACORN) and its Subsidiaries

The Subrecipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of any contract of subaward to either the ACORN or its subsidiaries, without the expressed prior written approval of OJP.

19. Access to Records

The Subrecipient authorizes the Office for Victims of Crime (OVC) and/or the Office of the Chief Financial Officer (OCFO), and its representatives, access to and the right to examine all records, books, paper or documents related to the VOCA grant.

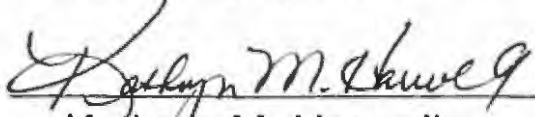
20. Nondiscrimination in Programs Involving Students

The Subrecipient understands and agrees that award funds may not be used to discriminate against or denigrate the religious or moral beliefs or students who participate in programs for which financial assistance is provided from those funds, or of the parents or legal guardians of such students.

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: 

Authorized Official's Typed Name: Kathryn M. Harwell

Authorized Official's Title: Director

Date Executed: January 9, 2018

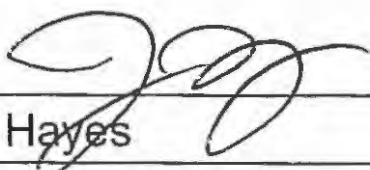
Federal Employer ID #: 94-6000540 Federal DUNS # 105242924

Current System for Award Management (SAM) Expiration Date: Registration Pending Approval

Executed in the City/County of: Stanislaus

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

- |   |  |
|---|--|
| <input type="checkbox"/> City Financial Officer | <input type="checkbox"/> County Financial Officer  |
| <input type="checkbox"/> City Manager           | <input checked="" type="checkbox"/> County Manager |
| <input type="checkbox"/> Governing Board Chair  |  |

Signature: 

Typed Name: Jody Hayes

Title: Chief Executive Officer

### **Project Narrative**

#### **A detailed description of the need for CAC services in the service area:**

The ultimate objective is to increase the investigative process for child abuse and neglect and increase the ability to provide a variety of supportive services for the non-offending parent and the child victims.

The Child Advocacy Center in Stanislaus County, the Child Abuse Investigation, Referral and Evaluation (CAIRE) Center's mission is to provide a child-friendly environment in which children and youth can be interviewed using the skills and knowledge of the Multi-Disciplinary Team, comprised of 26 partnering agencies, to ascertain the facts concerning suspected child abuse and neglect. Utilizing this approach reduces the trauma from being interviewed multiple times by multiple agencies around the same incident of abuse. While the interview is being completed services are being offered to the parents or caregivers that can take care of the current crisis as well as help them to heal in the long term. The CAIRE center is co-located at the Stanislaus Family Justice Center (SFJC).

Currently, the focus of the CAIRE interviews has been on cases of physical and sexual abuse. This grant will help Stanislaus County CAIRE center fill a much-needed gap in service delivery and safety for children and families. Stanislaus County wants to expand the client service population that needs support. The primary objectives of applying for this grant are to: Enhance the CAIRE center's ability to conduct interviews for cases that involve domestic violence and Commercial Sexual Exploitation as well as provide on-site services and support.

The objective is to not only address poly-victimization but to improve our delivery of services to clients through the collaboration of the multidisciplinary team and continue to adhere to the new NCA standards for the future.

## **Problem Statement**

### **Domestic Violence**

Stanislaus County is among the top third highest counties in California for domestic violence calls for services at a rate of 8.1 calls per 1,000, CA DOJ Criminal Justice Statistics Center (Aug 2015). The Haven Women's Center of Stanislaus, one of our partners at the CAC report (Fy 15/16, the agency assisted 2,990 individuals; 1997 adults and 211 children who were victims of domestic violence; 235 adults and 194 children who were victims of sexual assault; provided 6,572 nights at their shelter, and fielded 1,189 calls to their crisis line.

Stanislaus County's Child & Family Services Division (CFSD) recently conducted a local study of cases of child abuse and neglect that culminated in the removal of children from their home to see how many of them involved a component of domestic violence. Between January and August of 2017, there were 42 families with domestic violence as the primary issue that was referred to Juvenile Court after the children being removed. They represented nearly 30% of all of the families referred to Court during this period. These 42 families included a total of 72 children who had experienced child abuse/neglect with domestic violence as a primary issue.

Anecdotally, social workers interviewed are seeing a rise in families with a long history of law enforcement involvement around domestic violence.

There is a wealth of social scientific evidence that there is a clear intersection between poly-victimization, child abuse/neglect, and domestic violence. Stanislaus County CAIRE Center wants to be the connection that interrupts poly-victimization. Studies show 44.6% of mothers with a recent CPS investigation has reported domestic violence, (Dubowitz et al., 2001). The

research found that 33% of parents in homes with domestic violence disclose mental health and or substance abuse, CAADA 2014. 54.3% of mothers receiving child welfare services to prevent child abuse met criteria for PTSD, (Chemtob et. Al., 2010). 95% of children growing up with domestic violence will be exposed to at least one other Adverse Childhood Experiences (ACE) from childhood trauma and 57.2% of children exposed to domestic violence of experienced 4 or more ACEs, Dube et al., 2002. Lastly, at least 50% of all DV cases include sexual assault, at least 25% of all DV cases include strangulation (which is deadly), there is a general escalation of violence, and surviving victims of strangulation are 700% more likely to experience a subsequent strangulation and 800% more likely to be murdered by the same perpetrator. Expanding the interview population in the MDT CAIRE Center setting to the children who are exposed to domestic violence is an excellent way to interrupt this cycle of violence, by increased convictions/prosecution, added services, and support on site for non-offending parents and child victims.

The second area in need of addressing in the CAC services area are cases involving Child Sexual Exploitation (CSEC).

### **Commercial Sexual Exploitation of Children**

It is fitting that January is Human Trafficking Month as designated by the U.S. Senate in 2007 and the Stanislaus County Board of Supervisors is proclaiming the month of January as such. Locally, Stanislaus County Child & Family Services have identified 27 youth that has either been confirmed or reported to have been sex trafficked and 121 that are at significant risk of being exploited. Without Permission, another of our partners at the CAC has provided services to 312 victims of trafficking over the last seven years.



The Federal Bureau of Investigation has identified 3 of 13 U.S. High-Intensity Child sex trafficking areas in California: the San Francisco, Los Angeles, and San Diego metropolitan areas (Walker, 2013) which put the valley in the crosshairs for recruitment and transport. If one looks at the Polarisproject.org website's "heat map" of trafficking, the Central Valley of California is red hot.

Stanislaus County is perfectly situated for a high level of sex trafficking partly due to the two main arteries of transportation, Highways 1-5 and 99 that provide an efficient way to relocate and move victims throughout California. In 2016, an estimated 1 out of 6 endangered runaways reported to the National Center for Missing and Exploited children were likely child sex trafficking victims (Polarisproject.org). Of those, 86% were in the care of social services or foster care when they ran. These children are not disproportionately at risk because they are foster children, but because they have experienced multiple victimizations of child abuse/neglect inflicting cumulative trauma, before entering the foster care system. Studies show that over half, and sometimes as many as eighty-five percent, of the victims of commercial sexual exploitation, has a history with the child welfare system. The California Child Welfare Council stated in their report on CSEC that they believe the child welfare system offers a vitally important opportunity to intervene and prevent commercial sexual exploitation. Additionally, the child welfare system's focus on addressing abuse, neglect, and more recently trauma, seems especially relevant to the efforts to meet the needs of CSEC victims. The Council further states that a coordinated, multi-system collaboration is the most effective way to intervene.

The hidden nature of sex trafficking makes it difficult to collect accurate data. Also, many victims of trafficking prefer to remain silent because they are afraid of reprisals from their traffickers or they do not trust law enforcement personnel to protect them.

Subrecipient: Stanislaus County Community  
Services Agency

Subaward #: \_\_\_\_\_

Our objective is to leverage this grant to help break the silence, give the victims a voice of empowerment, support protect victims, and wrap victims in recovery services. By increasing the efficacy of our investigative process with forensic interviews, we can provide trauma-informed one-stop-shop services, and increase the likelihood of protection through prosecution.

Stanislaus County proposes to meet the aforementioned objectives by 1) the addition of a forensic interviewer to handle the additional focus of referrals for CSEC and Domestic Violence cases; 2) the addition of Housing Assistance; 3) the addition of a Women's Haven domestic violence Advocate; 4) funding the attendance to the Dallas Crimes Against Children Conference training for the MDT to enhance training and expertise; 5) funding the attendance to the NCA Leadership Conference in Washington D.C. for the CAC coordinator, manager, and forensic interviewer; 6) Indirect Operating Costs; and 7) professional soundproofing of the forensic interviewing rooms.

### **Plan**

Please describe a plan for addressing the problem statement. In doing so, please describe:

**a. The services currently provided by the Applicant's agency, including those services that help increase the investigative process for child abuse cases.**

#### CAIRE CENTER

(Child Abuse Interview, Referrals and Evaluation) / Community Service Agency

Knowing that investigations of child abuse can be painful and disturbing to children, Stanislaus County has made provisions for children who must be interviewed when allegations of abuse are investigated. The CAIRE Center is a comfortable place where children can feel safe. CAIRE Center interviews are usually scheduled by Law Enforcement or Child & Family Services/CPS.. All of the professionals involved in the investigation and service delivery are invited to attend.

Subrecipient: Stanislaus County Community Services Agency

Subaward #: \_\_\_\_\_

The Multidisciplinary team might include a detective, social worker, mental health clinician, and a district attorney. A trained advocate accompanies each child through the process.

CAIRE Center Service Providers:

#### COMMUNITY SERVICES AGENCY: CHILD PROTECTIVE SERVICES

The Community Services Agency, Stanislaus County's Department of Social Services, is responsible for the CAIRE Center. The Child & Family Services (more commonly known as Child Protective Services) Division's mission is to serve children and families in our community in accordance with the following guiding principles: Safety, Self Determination, Strengths, Stability, Self-Reflection, and Success. The Emergency Response Social Worker has:

1. A Master's Degree so they have training and expertise in investigations and assessments techniques. The investigation Social Worker, jointly with law enforcement and the CAC MDT, interacts with the children, parents, and may also contact others who know the details.. The Social Worker at the conclusion of their investigation: Close the case, with referrals to community services
2. Offer in-home Family Maintenance or
3. Take the children into temporary custody for their safety and file a Petition with the Juvenile Court requesting the children be made dependents of the Court.

#### HAVEN WOMEN'S CENTER

Havens Women's Center of Stanislaus is a catalyst for individual empowerment and societal change. The Haven Women's Center:

- Promotes safety and healing for women and children impacted by domestic violence or sexual violence.

Subrecipient: Stanislaus County Community  
Services Agency

Subaward #: \_\_\_\_\_

- Dedicates itself to a non-judgmental, holistic, client-centered approach through advocacy, education and supportive services.
- Believes in honoring our heritage, and validating the feelings and experiences of many lives touched by violence against women.

Two advocates are assigned to the SFJC and provide services to victims of domestic violence, sexual assault, and child abuse. These services include crisis intervention, risk assessment, safety planning, case management, court accompaniment, advocacy, and training.

#### BEHAVIORAL HEALTH AND RECOVERY SERVICES (BHRS)

Behavioral Health and Recovery Services-Children's System of Care is Stanislaus County's Mental Health Department. Two clinicians are located at the CAIRE Center. Services are provided for children who have experienced trauma and who have been victims of abuse. Goals of the program include improving the emotional functioning of children. A strength-based approach is utilized, which is child-centered, family focused, and community-based. Services provided include; individual and family counseling, crisis intervention, brief therapy, referrals and linkages to community resources.

#### DISTRICT ATTORNEY & VICTIM SERVICES

The California Victim/Witness Assistance Program is a statewide effort to provide comprehensive support services to all victims of crime. Until recently, the chief concern of the criminal justice system was apprehending and prosecuting the offender. As a result, the system was indifferent to the unique needs of victims and their families. To address this inequality, the Stanislaus County District Attorney's Offices houses local, comprehensive services designed to assist crime victims through this often-difficult process. The program is funded mainly through the Governor's Office of Emergency Services with fines and penalties collected from convicted

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Services Agency \_\_\_\_\_

Subaward #: \_\_\_\_\_

offenders. Our staff is prepared to help crime victims and their families with everything from crisis intervention counseling and financial compensation to referrals for further services and information regarding criminal proceedings. Two Deputy District Attorneys, assigned to the Special Victims Unit, attend the child abuse interviews as does the Victim Advocate for victims of child abuse.

#### STANISLAUS COUNTY LAW ENFORCEMENT AGENCIES

All 26 law enforcement agencies in Stanislaus County are multidisciplinary partners at the CAIRE Center. They currently refer cases for an interview which starts the process for families a forensic interview and services. Currently the Stanislaus County Sheriff's Department has a detective co-located with the CAIRE Center at the SFJC who investigates child abuse crimes as well as is a trained forensic interviewer. They also have a second detective assigned to investigate domestic violence and human trafficking which fits the expansion of the target population.

#### WITHOUT PERMISSION

Without Permission exists to mobilize the community in the human trafficking battle as a leading collaborative partner in bringing education to all aspects of the Central Valley. They serve the justice system agencies, educator, and other service providers as they attempt to identify and/or rescue sex trafficking victims. When a survivor is identified, Without Permission begins the work of life restoration.

#### STANISLAUS FAMILY JUSTICE CENTER

##### Legal Services

The Civil-Legal Advocate will provide direct no-cost holistic legal assistance to victims of domestic violence, dating violence, sexual assault, stalking, child abuse, elder abuse and/or

human trafficking.

SFJC Client Coordinator

To provide a warm welcome to everyone, including CAIRE Center families, coming to the SFJC or calling the SFJC. To provide hospitality to our clients. To track walk-ins and phone calls for statistical purposes. To develop and sustain professional relationships with our partners, staff and volunteers. Lastly they provide the training to volunteers as requested.

**b. How these funds will enhance the services that are currently provided by the Applicant's agency.**

The funding will provide additional services to the CAC center with the objectives of expanding sphere of influence to domestic violence and CSEC, improving investigative effectiveness and service delivery by attending national trainings, and safety for our constituents.

**Forensic Interviewer:** To expand the forensic interviewing population to domestic violence and human trafficking, we propose to use the funding to hire a forensic interviewer to handle the additional volume of interviews. In addition the forensic interviewer will contract the parents/caretakers prior to the interview to gather relevant information such as child's developmental and cognitive level, and anything necessary for the interview.

**Housing Assistance:** Housing is a significant challenge for our clients especially for victims of domestic violence as one of the primary reasons that they feel unable to separate from their abuse is the fact that they have been isolated and made to be reliant on the income of the abuse to survive. The fact that the Haven Women's Center had provided over 6,000 nights at their shelter (short-term crisis solution) is a testament to the gap and need for crisis intervention and permanent housing assistance. The resources for support for permanent housing are severely lacking and make it difficult for our agencies to sustain safety for children and families.

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**Haven Women’s Center DV Advocate:** When the CAC expands and increases the volume of forensic interviews to include domestic violence and CSEC, there will be a corresponding need for a Haven Advocate to provide guidance and support to the non-offending parent and child victims on site.

**Dallas Crimes Against Children Conference:** Training for the MDT to enhance expertise and to keep abreast of the latest information regarding CAC services. With so many partners, training continues to be an ongoing necessary component of having well-qualified staff as well as establishing and building relationships with partners. Given one of the NCA standards is to maintain a robust MDT; this is an essential component of the CAIRE Center. The training will be for a team of partners, so each discipline can attend the training and develop partnerships that will lead to better services for families.

**NCA Leadership Conference (Washington D.C.):** Training for the CAC leadership to attend the NCA conference will assist in learning the cutting edge and latest information about best practices for CAC, create connections and relationships with other CACs, and learn how to meet/maintain the newest NCA standards.

**Professional Soundproofing:** The interview room recording equipment picks up all sounds including people walking by the room and the Air Conditioning. Soundproofing in the interview room and the "family waiting room" next door will ensure that no one hears what the child is saying as well as reduce the outside noises from being picked up improving the professional quality of the recording. The soundproofing enhances the victim's feeling of privacy, comfort, and friendly environment to disclose traumatic experiences.

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**In-Kind MSW Interns (volunteers):** The in-kind will be met with MSW Interns who volunteer their time. They will work with the families who do not engage with any of the partner agencies to follow up on services amongst other duties.

**In-Kind volunteers:** A volunteer accompanies each child from the waiting room to the interview room along with their family. They wait for the interview to be complete and either accompany the youth to their family or to the KidZone. It is a child friendly play area where the child can be entertained while waiting for their parents/caretakers.

**c. If already accredited, how the Applicant's agency will continue to meet the National Children's Alliance (NCA) accreditation standards.**

The doors to the CAIRE (Child Abuse Interviews, Referrals and Evaluation) Center were opened in May 2003. The CAIRE Center became located at the Family Justice Center, with many of our partnering agencies, in November 2010. Our Center received the National Children's Alliance reaccreditation in December of 2010. The Center started the re-accreditation process in 2016, and the Center is finishing the process of being re-accredited in 2018.

The CAIRE Center is in the process of reviewing the 2017 standards and ensuring that we are meeting all of the standards since they are brand new. Continual process improvement is necessary to stay current with the most recent research and evidence. It's the goal of the CAIRE Center to review all of the new standards and be in compliance by the end of 2018.

One example of an improvement made to the MDT was by adding the co-location of Without Permission (Trafficking CBO) and a Modesto Police Department detective to improve the functioning and effective multidisciplinary team.

A second example, was the updating of the CAIRE Center protocol for Case Review by creating a formal process for the MDT to review cases that are currently still open, discussing, sharing information regarding the investigation, case status, and services needed by the child and family



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on a real-time basis to improve the investigative and service delivery processes. The CAIRE Center Coordinator and Manager reached out to the District Attorney's Office to open up dialogue and work through any challenges or concerns there may have been with discussing open cases in this process and we were able to come to a solution that met the objective and satisfy all party's needs.

The Center will utilize the funding to add soundproofing to the forensic interviewing and waiting rooms to enhance the child-focused setting and make the CAC setting comfortable, private, and both physically and psychologically safe for children and their family members in adherence to the philosophy and standards set forth by the NCA.

The MDT will continue a formal process of reviewing the newest NCA standards to analyze any additional changes or modifications needed to adhere to the best practices set forth therein.

Lastly, the funds of this grant will be used to send CAC team to the NCA Conference and will bring back recommendations to create a strategic plan to maintain the level of excellence expected by the NCA.

**d. If not currently accredited, please describe how the agency will work toward meeting the accreditation standards, to include the general timeline and the specific standards the Applicant plans to implement during the Grant Subaward performance period.**

N/A See C.

### **3. Capabilities**

#### **a. Applicant's current multidisciplinary team**

The Stanislaus County C.A.I.R.E. Center is an accredited member of the National Children's Alliance (NCA). Its Multidisciplinary Team members consist of agencies throughout the County including, Law Enforcement, DA's office, Child Protective Services, Victim Witness, Medical,

Mental Health. The multidisciplinary team meets on a monthly basis to review cases and share information in order to best serve the residents of Stanislaus County.

**b. The components of the Applicant's child-focused setting**

The CAIRE Center is located at, 1418 J Street, in Modesto, California. It is centrally located within the County and is easily reached by public transportation. All services offered to the family are located on the first floor and is also disability accessible. All services offered to the family are co-located within the Stanislaus Family Justice Center, and therefore limit the amount of travel time the family must do. The CAIRE Center has a child focused setting designed to provide a safe, comfortable and neutral place. There is a family waiting room and a child care center on site with different age appropriate toys. Some decorations are multicultural and show an acceptance of all cultural backgrounds. Stuffed animals, books, and child oriented quilts are displayed and available for the child to take home after the interview.

The CAIRE Center is physically safe for children and "child proof". Furnishings and materials can easily be wiped off or cleaned. Toys are replaced as needed so children do not hurt themselves. The toys and materials that the children have access to are cleaned and sanitized on a regular basis. The CAIRE Center is regularly maintained by its co-located partner; the Stanislaus Family Justice Center helps provide maintenance services to ensure that the building continues to be safe for children. No offenders are allowed in the building. There are also no offender services offered there.

Children and family members are observed or supervised at all times. The receptionist first meets the family when they enter the building. The child is then accompanied to the interview room to meet with the forensic interviewer while the parents/caretakers meet with an advocate or

mental health clinician. If for any reason the forensic interviewer has to leave the interview room then one of the advocates will sit with the child.

**c. How information sharing is communicated amongst the multidisciplinary teams members and how confidential information is protected.**

The CAIRE Center has an operational Child Abuse and Neglect Protocol that outlines the confidentiality expectations and it's signed by all Director's of the partnering agencies. Due to the uniqueness of the CAIRE Center being co-located with a majority of its partnering agencies, the sharing of information across the multidisciplinary team is easily done. All conversations about clients between multidisciplinary team members take place in private offices or interview rooms so confidentiality is ensured and individual family member may privately discuss aspects of their case. The families are brought to the "family room" where they are able to meet privately with service providers. There is a conference room with a door to ensure confidentiality where larger groups can meet. The CAIRE Center is a locked facility, with documents and identifiable information contained in locked cabinets. The CAIRE Center can only be accessed by those with a key or invited in. At every monthly multidisciplinary team meetings a confidentiality form is signed.

**d. The type of training provided to agency staff and multidisciplinary team members that focus on issues that are relevant to investigation, prosecution, and service provisions for children and non-offending caregivers.**

Team members are offered opportunities to expand on their knowledge of child abuse and neglect by being made aware of several trauma informed trainings, offered locally, and throughout the country on a monthly basis. A team of 5-6 MDT members attend an annual Crimes Against Children Conference in Dallas, Texas, funded by the CAIRE Center, and then

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Services Agency

Subaward #: \_\_\_\_\_

are required to share the knowledge they received with the CAIRE Center MDT. MDT members also are provided with opportunities to fulfill the requirements set forth by the NCA to meet the accreditation standards.

**c. The frequency at which forensic interviews are conducted at the Applicant's agency.**

On average, the CAIRE Center serves about 20 families per month.

**g. The Applicant's ability to maintain operational agreements to endure a well-functioning multidisciplinary team with representatives from law enforcement, child protective services, prosecution, medical disciplines, mental health, and victim advocacy.**

The operational agreements are reviewed by all multidisciplinary team members and updated as needed to reflect current practice and current agency leadership. Team members present their role/job within in the multidisciplinary team annually. Additionally, the team reviews 2 cases per month that have been through the CAIRE Center process and discuss ways to improve the processes from investigation to service to prosecution.

**Budget Narrative**

**How the project's proposed budget supports the Program's objectives and activities.**

The programs objectives and activities identified for this grant is to expand child advocacy center investigations and services to minor's who have been affected by their caregiver's domestic violence or sexually exploited; to increase the knowledge and teamwork of the multidisciplinary team; increase the knowledge of the CAIRE Center's staff about National Children's Alliance and ensure meeting the 2017 standards; and to have a site that is a safe and confidential for the minor victims.

The personal services contract (PSC) for 50% forensic interviewer will give the CAIRE Center the ability to have expanded capacity as the current forensic interviewers do not have the ability to do additional interviews. Also this interviewer will be contacting the parents/caretakers prior to the child being brought to the CAIRE Center for an interview. This way the interviewer can gather information about the child such as preferred language, cognitive level, and developmental levels to ensure age appropriate questions are asked of the child.

The contract for the Haven Women Center of Stanislaus advocate at 50% time allows the expert in domestic violence in our community to meet with the victim parent or caretaker to do an assessment and referral for services; everything from their shelter to ongoing counseling services.

The project also identifies \$20,000 for housing assistance. This would allow for emergency assistance when a parent and child(ren) have nowhere to go and there is no availability in the shelter. The Haven Shelter only allows female parents at this time so funding could be used if there is a father who was a victim and has his children. There is also quite a need for permanent

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Agency

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housing so we plan to contract some of the housing assistant services with a community partner who can assist the victim parent and their children to find a safe, stable home.

The CAIRE Center has at least 26 partner agencies that make up the investigation and support network for each victim and their non-offending parent/caretaker. As one can imagine there is turnover in staff assigned to work with the CAIRE Center as well as everyone has an ongoing need to learn and incorporate the most up-to-date information into their practice. The Crimes Against Children Conference in Dallas, Texas each year provides the most recent information and best practice guidelines for how to investigate and provide services. Over the past 10 years we have sent a team of six-seven people representing the social work, law enforcement, advocacy, mental health, medical, prosecution, and forensic interviewer to this conference and there is always a long waiting list of partners who want to attend. We are proposing to expand that number from six, which Community Services Agency would continue to fund, and adding fifteen more people from our multidisciplinary team to attend. We require that when the members return from the training they have to do a presentation to the larger multidisciplinary group about something they learn and recommendation for practice change. This ensures that everyone gets to learn from this conference and the CAIRE Center's practices are up-to-date. The National Children's Alliance has held their national leadership conference for the past few years, but the CAIRE Center leadership team has not attended even though they have been accredited since 2005. With the new standards released in 2017 the three members of the leadership team would benefit from attending the conference and learning more about them and the best practices shared.

The CAIRE Center moved into a new location this past September 2017 when the Stanislaus Family Justice Center relocated to a bigger facility. Extensive remodeling occurred and new

recording equipment was purchased as the older equipment was outdated. Due to the design of the building and the new equipment the microphone picks up every sound from the air conditioner to someone walking by quietly outside. The interview room and family room, where the parent is meeting with service providers while the child is being interviewed in the room right next door, needs to be sound proof so the confidentiality and safety for the victim and their non-offending parent is maintained.

For in-kind match the CAIRE Center will utilize two Masters in Social Worker interns from California State University, Stanislaus. Community Services Agency has had a long partnership with the University in helping students gain practical experience, but they also will be part of the investigation and provide services to families at the CAIRE Center. Their main tasks, once they are trained, will be to participate in the CAIRE Center process and engage those families who leave the CAIRE Center after their forensic interview and never contact any of the services providers again.

Also the Stanislaus Family Justice Center has volunteers who will meet the family when they arrive for the interview in the front waiting room and escort them to the CAIRE Center. They will keep the child entertained until the interview is ready and then will wait for the interview to be over. The volunteer will then escort the child to the Kid Zone play area while they wait or return them to their parents/caretakers.

**How funds are allocated to minimize administrative costs and support direct services.**

The plan for this grant proposal was completed after meeting with our multidisciplinary partners to identify the biggest needs for the CAIRE Center. Some of the funds will be used for staffing positions that directly provide services to the children and their non-offending parents. In addition the group felt that a well trained and bonded team would make the services better for the

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victims and their families. It also allows for the most current research and best practices to be implemented her locally. The goal of the team has always been to make each child's experience positive and ensure that they get the help that they need. The administrative costs were kept to a minimum so direct services would be the priority.

**The duties of projected-funded staff, including qualifications or education level necessary for the job assignment.**

The Stanislaus County Child Abuse and Neglect Protocol outline the following desired qualifications for the forensic interviewer:

- Training and education in interviewing child victims
- Ability to receive ongoing training in child sexual abuse and physical abuse, child development and interviewing techniques through attendance at continuing education conferences, agency in service training and ongoing review of professional leadership.
- CFSD social worker or law enforcement detective
- Familiarity with types of information and details relevant to alleged abuse that should be obtained from victims and child witnesses to meet the multidisciplinary team needs.
- Possession of an in-depth understanding of children and families where abuse has occurred.
- Familiarity with interview protocol and methods of presenting forensically defensible questions in a developmentally appropriate manner.
- Willingness and capability of testifying as an expert witness.
- Completion of child development training through a competency-based child abuse forensic interview program or 40 hours of a nationally or state recognized forensic interview training program.

The duties include completing forensic interviews with a focus on domestic violence or sexual exploitation as the predominate issue. As already mentioned they also will be contracting the parent/caregiver prior to the interview to gather information about the victim such as language spoken, cognitive level and developmental level. They will be expected to go to training and be part of the multidisciplinary team.

For the MSW student interns, they will need to be attending California State University, Stanislaus and within one or two years of graduating to be assigned to this project.



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**How project-funded staff duties and time commitments support the proposed objectives and activities.**

The forensic interviewer will work up to 20 hours a week, mostly likely in the afternoon when a majority of interviews happen. The MSW interns' schedule will be worked out prior to the 2018 summer session and fall 2018/spring 2019 sessions. They will be working to engage the families who never engage with any of the services providers, which the CAIRE Center has not done before. Community Services Agency is a trauma informed agency that understands how trauma can affect someone and their future so healing is an important part of recovery; the interns would give the CAIRE Center the ability to make a second attempt.

**Proposed staff commitment/percentage of time to other efforts, in addition to time allocated to this project.**

The forensic interviewer is a half-time position and will not have any other duties assigned to them except for this grant work. In addition the MSW intern volunteers will be solely working on CAIRE Center activities described in this proposal

**The necessity for subcontracts and unusual expenditures.**

The CAIRE Center is made up of many partner agencies as previously mentioned and each partner brings their expertise to help the family. This proposal recognizes the expertise Haven Women Center of Stanislaus has with domestic violence victims and their children by bringing them in as a partner for safety planning and services. The same point holds true with housing assistance. There are agencies in Stanislaus County that pride themselves on helping those in need to find permanent housing and know all of the resources to help pay the ongoing bills. We want to capitalize on that expertise and provide the best services possible.

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Subaward #: \_\_\_\_\_

The soundproofing could be considered an unusual expenditure, but it's something desperately needed for the safety and confidentiality of the forensic interviews and confidential discussions with the parent/caretakers. As previously mentioned the CAIRE Center just moved into this building and did not expect for every sound to be picked up on the microphones. Funding has not been identified if this proposal is not approved.

**The mid-year salary range adjustments.**

There are no mid-year salary range adjustments that will need to be made at this time.



**BUDGET CATEGORY AND LINE ITEM DETAIL**

Subrecipient: Community Services Agency						Subaward #:	
B. Operating Expenses	CALOES						COST
Dallas CAC Conference (15 Staff @ \$2,306 per person)	\$34,590						\$34,590
NCA Washington Conference (3 Staff @ \$8,529 per person)	\$25,587						\$25,587
Housing Assistance	\$20,000						\$20,000
Haven Advocate	\$20,456						\$20,456
Soundproofing	\$20,518						\$20,518
MSW Intern/In-Kind (Salary cost based on hours and hourly rate. Two (2) SW IV Trainee @ \$24.45/hr@1,000 hours per year)	\$48,900						\$48,900
Admin Clerk/In-Kind (Salary cost based on hours and hourly rate. Admin Clerk II step 5 @ \$18.54/hr@20 hours per month)	\$4,450						\$4,450
Indirect Costs	\$36,325						\$36,325
							\$0
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<b>Operating Section Totals</b>	\$210,825	\$0	\$0	\$0	\$0	\$0	\$210,825
<b>OPERATING SECTION TOTAL</b>							\$210,825



# Federal Indirect Costs Verification



CDSS

WILL LIGHTBOURNE  
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY  
**DEPARTMENT OF SOCIAL SERVICES**  
744 P Street • Sacramento, CA 95814 • www.cdss.ca.gov



EDMUND G. BROWN JR.  
GOVERNOR

September 29, 2017

COUNTY FISCAL LETTER (CFL) NO. 17/18-25

TO: ALL COUNTY WELFARE DIRECTORS  
ALL COUNTY FISCAL OFFICERS  
ALL COUNTY AUDITOR CONTROLLERS  
ALL COUNTY PROBATION OFFICERS  
ALL TITLE IV-E AGREEMENT TRIBES  
ALL COUNTY ELECTRONIC BENEFIT TRANSFER PROJECT MANAGERS

SUBJECT: COUNTY WELFARE DEPARTMENT (CWD) COUNTY EXPENSE  
CLAIM (CEC) TIME STUDY AND CLAIMING INSTRUCTIONS FOR THE  
DECEMBER 2017 QUARTER

This CFL provides counties time study and claiming instructions for the October through December 2017 quarter, which includes information and reminders regarding the following functions/programs:

I	<b>Social Services</b>	Page
	A. <u>Probation Case Reviews Ledger Change</u>	2
	B. <u>Child and Family Team Direct To Program (DTP) Code</u>	2
II	<b>California Work Opportunity &amp; Responsibility to Kids (CalWORKs) – No Changes</b>	
III	<b>Other Public Welfare</b>	
	A. <u>Work Incentive Nutrition Supplement (WINS)</u>	3
IV	<b>Child Care – No Changes</b>	
V	<b>Non Welfare – No Changes</b>	
VI	<b>General</b>	
	A. <u>CEC Data Reporting Reminder</u>	5
	B. <u>Indirect Cost Rates (ICRs)</u>	7
	C. <u>County Cash Claiming - Reporting</u>	7
	D. <u>California Department of Social Services (CDSS) Policy Regarding Late CEC Submissions</u>	8
	E. <u>Debarment and Suspension</u>	8

	F. Federal Fund Monitoring Responsibilities	8
<b>VI</b>	<b>General</b>	
	G. Advanced Planning Document	9

The Program Code Descriptions (PCDs) and Support Staff Time Reporting (SSTR) instructions for county use during the October through December 2017 quarter are as follows:

<u>Section</u>	<u>Revised Quarter</u>
Social Services	12/17
CalWORKs	09/17
Other Public Welfare	12/17
Child Care	03/17
Non-Welfare	09/05
Staff Development	09/07
Electronic Data Processing	03/01
Support Staff Time Reporting Instructions	06/06
DTP/Function Support Staff Codes	12/17
Direct Service Delivery (DSD) Codes	12/16
General Time Study	03/09
Instructions Type Of Expense (TOE) Codes	03/17

For the latest version of the PCD manual, please go to the following link:

<http://www.cdss.ca.gov/inforesources/Letters-Regulations/Letters-and-Notices/County-Fiscal-Letters>

Please note that any changes to the PCDs and/or SSTR instructions will be shown in bold for addition of new language and strikeout for deletion of previous language.

## **I. Social Services**

### **A. Probation Case Reviews Ledger Change**

Effective with the September 2017 quarter, PC 004 (Probation Peer Review) and SUO 718 (Non-Fed Probation Peer Review) will no longer track to the CWS Basic ledger 008, but will now track to Probation Ledger 105. The Probation Ledger 105 was previously realigned in 2011 Realignment, and the State Use Only (SUO) code 329 (SUO - Group Home Monthly Visits) has been used to shift all expenditures related to Probation group home monthly visits from this ledger to county only funds. To accommodate its new dual use of shifting both Probation group home visit and Probation peer review-related costs, effective with the September 2017 quarter, SUO 329 will be re-titled to "SUO - GH Visits/Peer Reviews Prob".



This change in ledgers is being made primarily so that information on the crosswalk and DFA C430 matches the information on the AA190 Probation payment schedule prepared by CDSS. It has no effect on the amount of funds county probation departments receive.

**B. Child and Family Team Direct To Program (DTP) Code**

Effective the September 2017 quarter, the DTP code for Child and Family Team PCs 944 (Child and Family Team – Federal) and PC 945 (Child and Family Team - Non-Federal) is changed from A6 (Child Welfare Services) to A82 (Child and Family Team). The CFL No.17/18-09 and CFL No.17/18-09E provide claiming instructions for Child and Family Teams.

**II. CalWORKs**

No Changes.

**III. Other Public Welfare**

**A. Work Incentive Nutritional Supplement (WINS) Administrative Ratio Calculation Revision**

Effective with the December 2017 quarter, the WINS administrative claiming instructions previously issued in CFL No. 13/14-55, dated June 4, 2014, have been updated as follows:

The title and description of the WINS California Food Assistance Program (CFAP) Administration Time Study Code (TSC) 8871 have been revised to include CalFresh two-parent households as well as Transitional CalFresh (TCF) two-parent households.

**TSC 4561 (WINS Administration)**

Allowable administrative activities include, but are not limited to, staff time dedicated towards the administration of the WINS program, such as application intake for WINS-eligible cases, including TCF cases, to discuss the requirements of the WINS program and ongoing eligibility determination for work verification and documentation requirements of WINS participants.

**TSC 8871 (WINS CFAP and Two Parent Administration)**

Allowable administrative activities include, but are not limited to, staff time dedicated towards the administration of the WINS program, such as application intake for WINS-eligible Non-Assistance CFAP cases, **WINS-eligible Non-Assistance CalFresh two-parent households, WINS-eligible Transitional**

**CalFresh two-parent households, and including** Transitional CFAP cases, to discuss the requirements of the WINS program and ongoing eligibility determination for work verification and documentation requirements of WINS participants. Caseworkers will not directly time study to this code.

### **WINS CFAP and Two-Parent Shift Instructions**

For purposes of calculating the administrative costs to be removed from the WINS Administration code (TSC 4561) the WINS CFAP and Two-Parent shift ratio calculation has been revised to include two-parent WINS aid codes (R5 and R8) in the numerator. The revised ratio is still calculated every quarter based on the total caseload from the same three months of updated WINS assistance claims for the quarter and is to be computed as follows:

**Numerator:** All CFAP households, two-parent CalFresh households, and Transitional California Food Assistance Program households receiving the WINS benefit (aid codes R5, R6, R8 and R9) for the three months of the claiming quarter.

#### **Divided by**

**Denominator:** Total of all households receiving the WINS benefit (aid codes R4, R5, R6, R7, R8 and R9) for the three months of the claiming quarter.

Counties are required to take the following revised manual steps in allocating and claiming WINS CFAP and Two-Parent administration costs:

1. Caseworkers should time study WINS administration activities to TSC 4561 (WINS Administration). Support staff should report WINS administration activities to DTP support staff code C62.

2. Take the total caseworker hours reported to TSC 4561 WINS Administration and multiply by the WINS CFAP Two-Parent Shift ratio as calculated above, to determine the resulting WINS CFAP and Two-Parent hours.

Take the total support staff hours reported to DTP code C62 and multiply the support staff hours by the WINS CFAP Two-Parent Shift ratio to determine the resulting WINS CFAP Two-Parent Administration support staff total.

3. Take the resulting WINS CFAP and Two-Parent caseworker hours and report them to TSC 8871 (WINS CFAP Two-Parent Administration). Take the resulting WINS CFAP and Two-Parent Administration support staff total and report this to DTP C63.

#### **IV. Child Care**

No changes.

#### **V. Non Welfare**

No changes.

#### **VI. General**

##### **A. CEC Data Reporting Reminder**

The following is a reminder and clarification of the data sources of the case counts used to calculate ratios on the DFA 325.1 (Expenditure Schedule) in the CEC. These cost shifts are used to equitably distribute eligibility and case management activities for CalWORKs Two-Parent Families, Public Assistance CalFresh (PACF), and CFAP program costs to determine the federal and nonfederal costs. The CWDs will continue to have the option of using caseload from the three months of the quarter or from the mid-month, but must remain consistent.

##### Two-Parent Family Caseload Shift

Guidance regarding the two-parent family caseload shift was issued in CFL No. 02/03-68, dated June 13, 2003, and has been updated below. A ratio of the two-parent family caseload to the total CalWORKs caseload is computed based on data from the CalWORKs Cash Grant Caseload Movement Report (CA 237 CW). The caseloads are entered on the DFA 325.1 (CEC Expenditure Schedule) in the Two-Parent Family Caseload (2PNT) screen and the ratios are then computed and equitably distributed amongst two-parent and all family administration and service costs on the CEC.

##### Line AN on the CEC (CalWORKs Caseload)

- Data is obtained from the CA 237 CW, line 8, cells 59 (Total Monthly Open Cases, Two-Parent Families), 60 (Total Monthly Open Cases, Zero Parent Families), 61 (Total Monthly Open Cases, All Other Families), 62 (Total Monthly Open Cases, Temporary Assistance for Needy Families Timed-Out), and 63 (Total Monthly Open Cases, Safety Net/Fleeing Felon/Long-Term Sanction).

Line AO on the CEC (Two-Parent Family Caseload)

- Data is obtained from the CA 237 CW, line 8, cell 59 (Total Monthly Open Cases, Two-Parent Families).

Public Assistance CalFresh (PACF) and California Food Assistance Program (CFAP)

The PACF and CFAP ratios are computed based on data from the CalFresh Monthly Caseload Movement Statistical Report (CF 296), previously known as the DFA 296 report. The CalFresh persons count is also obtained by using information from this report. The transition from the DFA 296 to CF 296 can be found in ACL No. 16-39, ACL No. 16-39E and ACL No. 16-39EII. These caseloads are also entered on the DFA 325.1 (CEC Expenditure Schedule) and the ratios are then computed and equitably distribute federal and nonfederal costs amongst CalFresh administration and service costs on the CEC. Counties must update their quarterly claims with appropriate adjustments in order for the CF 296 report to match the CEC.

Line AD on the CEC (Federal Count Food Stamps)

- Data is obtained from cell 80 (Federal Persons).

Line AE on the CEC (Nonfederal Count/CFAP - Family Food Stamps)

- Data is obtained by adding cell 82 (Families, Federal) and 87 (Families, State)

Line AF on the CEC (CFAP - Singles Food Stamps)

- Data is obtained by adding cells 81 (Singles, Federal) and 86 (Singles, State)

Line AQ on the CEC (PACF - PA Food Stamps)

- Data is obtained from cell 74.

Please note, if revisions are made to the data sources (reports) described above, the case counts should be revised in the appropriate adjustment claim. Please contact [Fiscal.Systems@dss.ca.gov](mailto:Fiscal.Systems@dss.ca.gov), if, after the allowable adjustment period, the case counts derived from these data sources is discovered to have changed from the original or subsequent adjustment submission reported on the CEC. On a case by case basis, the CDSS will review the notice of caseload variation for materiality in relation to the claim amount and change in ratio.

## **B. Indirect Cost Rates (ICRs)**

The CDSS has developed ICRs for use by counties during FY 2016-17 in the enclosed Attachment entitled FY 2017-18 Indirect Cost Rate (ICR). The ICRs are used to identify overhead costs associated with support staff that perform activities for non-welfare programs with no equivalent casework hours. The CDSS' Financial Analysis Unit develops ICRs based on actual indirect costs (i.e., Travel, Space, Space – County Cost Allocation Plan [CCAP], Other Operating Costs, Public Agencies CCAP and Public/Private Agencies Direct Billed) that were reported as generic by each county for the four quarters of FY 2015-16. The totals are divided by the total direct salary and benefit costs (caseworker, administrative/clerical support and EDP staff salaries and benefits). The resulting percentages are each county's individual ICR.

The County Welfare Departments (CWDs) have the option of either using the predetermined ICR developed by CDSS or developing an ICR specific to allocable support staff. An ICR developed by a CWD must be developed in accordance with "A Guide for State, Local and Indian Tribal Government-Cost Principles and Procedures for Developing Cost Allocation Plans and Indirect Cost Rates for Agreements with the Federal Government" (OMB CFR § 200.416). The ICRs are applied to the salaries and benefits of support staff performing activities for Non-welfare programs only. The salaries and benefits plus overhead are reported as Direct Costs on the CEC using Program Identifier Number (PIN) 805068 (Non-welfare Programs) or PIN 806068 (Non-welfare Programs- Non EDP). Counties are reminded that Non-welfare activities must be reported in the Non-welfare function, which will draw down associated overhead through the CEC based on the time study hours of caseworkers performing the Non-welfare activity.

## **C. County Cash Claiming–Reporting**

As a reminder, costs must be claimed in accordance with cash claiming requirements set forth in CFL No. 06/07-06, dated July 13, 2006. In accordance with federal regulations at 45 CFR § 95.13 the CEC is a cash claim and costs must be claimed in the quarter the service is received/rendered and the payment is made. For example, if a service/activity is performed March 30 and the payment for service is made April 6, the costs should be claimed in the June quarter. The requirement to claim costs on a cash basis through the CEC does not remove a county's responsibility to comply with Generally Accepted Accounting Principles for county financial statements that are used for purposes other than CEC claiming.

Adjustment claims must be submitted in a timely manner to ensure that the limit for claiming federal funds is met. Adjustment claims include corrections to the original quarter submission and cannot include corrections for any other quarters. Due dates for these claims are provided annually in advance in every March quarterly CFL. As outlined in Manual of Policies and Procedures section 25-965.38, counties are required to maintain supporting documentation for all claims and must retain this documentation in compliance with ACL No. 15-26, dated April 6, 2015.

#### **D. CDSS Policy Regarding Late County Expense Claim Submissions**

Due to recent policy enforcement by the federal Administration for Children and Families (ACF), CDSS needs to report CEC data within 45 days after the quarter ends (TANF-ACF-PI-2014-02). The ACF requires CEC data for nationwide budgeting and distribution of federal funds. As a result, CDSS is unable to accept late CECs without jeopardizing federal funding for California. Additionally, any county requests for extensions must be received by CDSS at least two weeks before the due date and will need to be requested in writing from the County Welfare Director. Requests for an extension should be sent to:

California Department of Social Services  
County Claims Unit  
Attn: Raquel Flanagan, Manager  
744 P Street, MS 9-5-03  
Sacramento, CA 95814

#### **E. Debarment and Suspension**

Pursuant to federal regulations, CWDs must be in good standing with the federal government to receive federal funds. To ensure that CWDs are not debarred or suspended from federal financial assistance programs by any federal department or agency, CDSS must verify the CWD is not listed on the federal Excluded Parties Listing System prior to issuance of any federal funds.

To ensure accuracy of the verification, CDSS requires submissions of the CWD's exact legal name of the entity and Employer Identification Number (EIN) or Tax Identification Number (TIN) as submitted to the Internal Revenue Service when applying for an EIN or a TIN. If a CWD is operating under multiple names or identification numbers, each name and identification number must be submitted.

The information requested must be submitted via email on or before July 1, 2018, to CDSS at Fiscal.Systems@dss.ca.gov with "EIN or TIN for the County of (*insert county name*)" in the subject line. Counties should review the federal fund

monitoring responsibilities for counties outlined in CFL No. 16/17-75, dated June 20, 2017.

#### **F. Federal Fund Monitoring Responsibilities**

As a reminder, counties have certain responsibilities for monitoring the expenditures of federal funds. Please refer to CFL No. 16/17-75, dated June 20, 2017, for a description of federal requirements and a link to the terms and conditions for each federal grant administered by CDSS. Additionally, new terms and conditions will be posted to this link on an ongoing basis.

#### **G. Advanced Planning Document**

As a reminder, Advanced Planning Documents must be submitted for all Automated Data Processing equipment before costs for these items can be incurred. Counties should note that the threshold has been changed from \$10,000 to \$0 in accordance with the Administration for Children and Families Action Transmittal (AT) #: QISM-ACF-AT-93-3, dated January 3, 1993. These instructions supersede requirements stated in Manual of Policies and Procedures, Division 28 Regulations section 105 (MPP 28-105).

If counties have any questions regarding this CFL, please direct them to [fiscal.systems@dss.ca.gov](mailto:fiscal.systems@dss.ca.gov).

Sincerely,

***Original Document Signed By:***

SALENA CHOW, Chief  
Fiscal Forecasting and Policy Branch

Attachment

**FY 2017-18 INDIRECT COST RATE (ICR)**  
Data from FY 2015-16 County Expense Claims

<b>COUNTIES</b>	<b>ICR</b>
ALAMEDA	0.22
ALPINE	0.72
AMADOR	0.35
BUTTE	0.25
CALAVERAS	0.36
COLUSA	0.63
CONTRA COSTA	0.37
DEL NORTE	0.29
EL DORADO	0.35
FRESNO	0.15
GLENN	0.24
HUMBOLDT	0.31
IMPERIAL	0.20
INYO	0.33
KERN	0.16
KINGS	0.19
LAKE	0.23
LASSEN	0.51
LOS ANGELES DPS	0.20
MADERA	0.30
MARIN	0.44
MARIPOSA	0.45
MENDOCINO	0.25
MERCED	0.13
MODOC	0.36
MONO	0.49
MONTEREY	0.18
NAPA	0.24
NEVADA	0.54
ORANGE	0.21
PLACER	0.60
PLUMAS	0.33
RIVERSIDE	0.10
SACRAMENTO-DHA	0.23
SAN BENITO	0.33
SAN BERNARDINO	0.19
SAN DIEGO	0.25
SAN FRANCISCO	0.23
SAN JOAQUIN	0.14
SAN LUIS OBISPO	0.18
SAN MATEO	0.25
SANTA BARBARA	0.15
SANTA CLARA	0.20
SANTA CRUZ	0.23
SHASTA	0.29
SIERRA	0.34
SISKIYOU	0.19
SOLANO	0.24
SONOMA	0.18
STANISLAUS	0.17
SUTTER	0.17
TEHAMA	0.10
TRINITY	0.32
TULARE	0.32
TUOLUMNE	0.30
VENTURA	0.25
YOLO	0.16
YUBA	0.21
LOS ANGELES DCS	0.20
SAC-DHHS-CHILD	0.38
SAC-DHHS-ADULT	0.27
SMATEO DP AGING	0.38
PLACER-ASOC	0.38
<b>STATEWIDE</b>	<b>0.21</b>



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

<b>Subrecipient:</b> Community Services Agency	<b>DUNS #:</b> 105242924	<b>FIPS #:</b> 06099
<b>Grant Disaster/Program Title:</b> Child Advocacy Center (KC) Program		
<b>Performance Period:</b> April 1, 2018 to March 31, 2019		<b>Subaward Amount Requested:</b> \$ 250,000
<b>Type of Non-Federal Entity (Check Box)</b>	<input type="checkbox"/> State Gov. <input checked="" type="checkbox"/> Local Gov. <input type="checkbox"/> JPA <input type="checkbox"/> Non-Profit <input type="checkbox"/> Tribe	

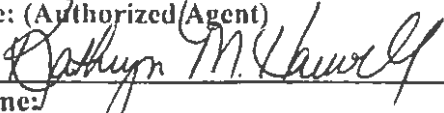
Per Title 2 CFR § 200.331, Cal OES is required to evaluate the risk of noncompliance with federal statutes, regulations and grant terms and conditions posed by each subrecipient of pass-through funding. This assessment is made in order to determine and provide an appropriate level of technical assistance, 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 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, 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?	1-3 grants
4. What is the approximate total dollar amount of all grants your organization receive?	\$ 623,694
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 on how you 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?	Always
12. How many years do you maintain receipts, deposits, cancelled checks, invoices, etc.?	3-5 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.*

<b>Signature: (Authorized Agent)</b> 	<b>Date:</b> 1/9/2018
<b>Print Name:</b> Kathryn M. Harwell	<b>Print Title:</b> Director

# FINANCE & OPERATIONS

**Kathy Harwell**  
DIRECTOR

**Dan Wirtz**  
ASSISTANT DIRECTOR

**Penni Gordon Rucker**  
CONFIDENTIAL ASSISTANT III

**Janette Newberry**  
Manager IV

Information  
Technology  
Manager

Information  
Technology, Network  
Support, Imaging,  
Telecommunications,  
Programming, System  
Security, Application  
Development, State  
Systems: C-IV, CWS-  
CMS, Meds, CMIPS II

**Javier Rocha**  
Manager II

Purchasing/  
Community Services  
Agency (CSA)  
Facilities Manager

Office Services,  
Records Management  
and Mail/Messenger,  
Capital Projects, CSA  
Procurement/  
Purchasing Systems  
Coordinator

**Mark Zachreus**  
Manager III

Community Services  
Agency Facilities  
(CSF) Manager

Janitorial, Security,  
Landscaping, Pest  
Control, Cafeteria,  
Master Plan, HVAC  
replacement, partner  
communication,  
maintenance, repair  
projects, and ADA  
Compliance for CSF

**Kasey Houck**  
Manager III

Contracts Manager

Request for Proposals  
(RFP), Contracts,  
Board Items

**Maria Lucia Gonzales**  
Manager IV

Assistant Chief  
Financial Officer

CSA Budget  
Coordinator, Audit  
Coordinator, Financial  
and Cost Accounting  
Systems and Design,  
State Projects:  
Realignment Validation,  
Allocation  
Development, Accounts  
Payable

**Jennifer Rhyné**  
Manager II

Fiscal Analysis  
Manager

- Services & Support  
Analysis & Budget
- IHSS & PA Analysis  
& Budget
- Child Care Analysis  
& Budget
- Assistance  
Programs, C-IV,  
Analysis & Budget

**Julie Huang**  
Manager II

Accounting Manager

- AR/Revenue
- County Expense  
Claim
- Operating  
Programs

**Kristi Garcia**  
Manager II

Fiscal Operations  
Manager

- Public Assistance  
Benefits and  
StanWORKs Issuance
- Collections
- Child Care Payment  
Issuance
- Aid Claims/Stat  
Reports

**KATHY HARWELL  
DIRECTOR**

**CHRISTINE HUBER  
ASSISTANT DIRECTOR  
ADULT, CHILD & FAMILY  
SERVICES DIVISION**

**Julian Wren  
MANAGER IV  
Children's**

**Jeff Davis  
MANAGER IV  
Children's**

Megan Brayfield  
Emergency  
Response Intake  
Unit

Claudia Llamas-  
Caballero  
Emergency  
Response Unit

Stevee Lopez  
Emergency  
Response Unit

Juan Perez  
Emergency  
Response Unit

Holly Holmes  
Emergency  
Response Unit

**Jorje Garcia  
MANAGER III**

Gloria Solario  
Family Maintenance  
Unit

Oscar Contreras  
Family Maintenance  
Unit

Kurt Van Houten  
Family Maintenance  
Unit

Forensic Interviewer  
MSW Interns

**Patricia Tout  
MANAGER III**

Phil Reilly  
Family Reunification  
Unit

Angela Kelley  
Family Reunification  
Unit

Michelle Silveira  
Family Reunification  
Unit

Heather Pimentel  
Legal Clerk/Driver  
Clerk Unit

**Sheelah Grant  
MANAGER III**

Dwight Simpson  
Independent Living  
Skills Permanency  
Placement Aftercare  
Unit

Keri Brandt  
Permanency  
Placement

Eric Anderson  
Permanency  
Placement

Noemi Lomas  
Foster Care Unit

**Joe Greene  
MANAGER III**

Kelly Jacquay  
Systems Analyst- SW  
IV

Nelly Campana  
Rocio Rocha  
Madeline Perez  
Tiffany Vanderpool  
Case Reviews

Kathleen Grundy  
Staff Development

**Amie Prutch  
Manager III**

Marsha Poulson  
Adoptions Unit


Sheree Frazier  
Adoptions Unit

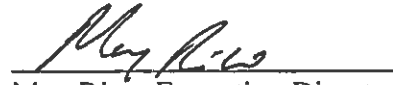
Julie Bartlett  
Court Unit

Jeremy Pannell  
Court Unit

Elizabeth Anshutz  
Court Unit


Cal OES CAC (KC) Program Operational Agreement 2018 - 19


  
Kathryn M. Harwell, Director  
Stanislaus County

  
May Rico, Executive Director  
Haven Women's Center of Stanislaus

1/9/2018  
Date

1/10/18  
Date

  
Paul Sivak  
Child Welfare Training Project Coordinator  
CSU Stanislaus

  
Carol Shipley, Executive Director  
Stanislaus Family Justice Center Foundation

1/10/18  
Date

1/10/18  
Date

## 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>
<b><u>Section 3511</u></b>			
Do conditions exist that require a sole/single-source contract?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<b><u>Section 3521.1</u></b>			
Is a brief description of the program or project included?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b><u>Section 3521.2</u></b>			
Was it necessary to contract noncompetitively?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Did the contractor submit his/her qualifications?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Is the reasonableness of the cost justified?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Were cost comparisons made with differences noted for similar services?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Is a justification provided regarding the need for contract?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b><u>Section 3521.3</u></b>			
Is an explanation provided for the uniqueness of the contract?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<b><u>Section 3521.4</u></b>			
Are there time constraints impacting the project?	<input checked="" type="radio"/>	<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 checked="" type="radio"/>	<input type="radio"/>

Subaward #: \_\_\_\_\_

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

**SUBRECIPIENT**

Agency: Community Services Agency  
Project Director: Julian Wren Phone #: 209-558-2186  
Address: 251 East Hackett Road  
City: Modesto, CA Zip: 95358

**ATTENDEE(S)**

Name: Tim Redd  
Title: Turlock Police Detective Phone #: 209-525-5151  
Name: Donald Stilwell  
Title: Oakdale Police Department Phone #: 209-525-5151

**TRIP DETAILS**

Trip Date [Month/Day(s)/Year] August 12, 2018 to August 17, 2018  
Destination (City/State) Dallas, Texas  
Description  
(Meeting/Conference/Other) Crimes Against Children Conference 2018

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

<http://www.cacconference.org/> This conference will allow members of the CAIRE Center MDT to receive the latest and most up to date trauma informed information for their specific discipline.

**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: 08/13/18-08/16/18

Destination: 400 N Olive St, Dallas Texas 75201

Purpose: CAC Conference for 15 attendees

### ESTIMATED COSTS

TRANSPORTATION:	AMOUNT
Airfare:	\$ 822
Additional Airport Expenses	
Mileage: (53.5 cents per mile)	\$ 98
Taxi/Shuttle:	\$ 100
Parking:	\$ 68
Auto Expenses:	
Private Car:	\$ 0
Rental Car:	\$ 0
State/Agency Car:	\$ 0
 <b>HOTEL/PER DIEM</b>	
Hotel:	
<u>3</u> days @ <u>\$ 142</u> per day =	\$ 426
Per diem:	
<u>3</u> days @ <u>\$ 64</u> per day =	\$ 192
 <b>OTHER EXPENSES</b>	
Registration/Conference Fee:	\$ 600
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
<b>TOTAL COSTS NOT TO EXCEED:</b>	<b>\$ 2306</b>

Subaward #: \_\_\_\_\_

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

**SUBRECIPIENT**

Agency: Community Services Agency  
Project Director: Julian Wren Phone #: 209-558-2186  
Address: 251 East Hackett Road  
City: Modesto, CA Zip: 95358

**ATTENDEE(S)**

Name: Holly Holmes  
Title: Program Coordinator Phone #: 209-525-5153  
Name: Kelley Dominguez  
Title: Forensic Interviewer Phone #: 209-525-5151

**TRIP DETAILS**

Trip Date [Month/Day(s)/Year] August 12, 2018 to August 17, 2018  
Destination (City/State) Dallas, Texas  
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**FOR CAL OES USE ONLY**

Recommendation:

Approve

Disapprove

\_\_\_\_\_  
Program Specialist

\_\_\_\_\_  
Date

\_\_\_\_\_  
Unit Chief

\_\_\_\_\_  
Date



## OUT-OF-STATE TRAVEL REQUEST COST WORKSHEET

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_____	\$ _____
_____	\$ _____
_____	\$ _____
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Subaward #: \_\_\_\_\_

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

**SUBRECIPIENT**

Agency: Community Services Agency  
Project Director: Julian Wren Phone #: 209-558-2186  
Address: 251 East Hackett Road  
City: Modesto, CA Zip: 95358

**ATTENDEE(S)**

Name: Richard Smith  
Title: Modesto Police Department Detective Phone #: 209-525-5151  
Name: Robert Rodenburg  
Title: Modesto Police Department Detective Phone #: 209-525-5151

**TRIP DETAILS**

Trip Date [Month/Day(s)/Year] August 12, 2018 to August 17, 2018  
Destination (City/State) Dallas, Texas  
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**FOR CAL OES USE ONLY**

Recommendation:

Approve

Disapprove

\_\_\_\_\_  
Program Specialist

\_\_\_\_\_  
Date

\_\_\_\_\_  
Unit Chief

\_\_\_\_\_  
Date

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Additional Airport Expenses

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\$ 0

**HOTEL/PER DIEM**

Hotel:

3 days @ \$ 142 per day =

\$ 426

Per diem:

3 days @ \$ 64 per day =

\$ 192

**OTHER EXPENSES**

Registration/Conference Fee:

\$ 600

\_\_\_\_\_ \$

\_\_\_\_\_ \$

\_\_\_\_\_ \$

\_\_\_\_\_ \$

**TOTAL COSTS NOT TO EXCEED:**

\$ 2306

Subaward #: \_\_\_\_\_

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

**SUBRECIPIENT**

Agency: Community Services Agency  
Project Director: Julian Wren Phone #: 209-558-2186  
Address: 251 East Hackett Road  
City: Modesto, CA Zip: 95358

**ATTENDEE(S)**

Name: Erich Layton  
Title: Stanislaus Sheriff's Office Detective Phone #: 209-525-5151  
Name: Lloyd McKinnon  
Title: Stanislaus Sheriff's Office Sergeant Phone #: 209-525-5151

**TRIP DETAILS**

Trip Date [Month/Day(s)/Year] August 12, 2018 to August 17, 2018  
Destination (City/State) Dallas, Texas  
Description (Meeting/Conference/Other) Crimes Against Children Conference 2018

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**FOR CAL OES USE ONLY**

Recommendation:

Approve

Disapprove

\_\_\_\_\_  
Program Specialist

\_\_\_\_\_  
Date

\_\_\_\_\_  
Unit Chief

\_\_\_\_\_  
Date

## OUT-OF-STATE TRAVEL REQUEST COST WORKSHEET

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Per diem:	
<u>3</u> days @ <u>\$ 64</u> per day =	\$ 192
<b>OTHER EXPENSES</b>	
Registration/Conference Fee:	\$ 600
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
<b>TOTAL COSTS NOT TO EXCEED:</b>	<b>\$ 2306</b>

Subaward #: \_\_\_\_\_

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

**SUBRECIPIENT**

Agency: Community Services Agency  
Project Director: Julian Wren Phone #: 209-558-2186  
Address: 251 East Hackett Road  
City: Modesto, CA Zip: 95358

**ATTENDEE(S)**

Name: Julian Wren  
Title: Manager Child Protective Services Phone #: 209-525-5151  
Name: Julio Amador  
Title: Ceres Police Department Phone #: 209-525-5151

**TRIP DETAILS**

Trip Date (Month/Day(s)/Year) August 12, 2018 to August 17, 2018  
Destination (City/State) Dallas, Texas  
Description (Meeting/Conference/Other) Crimes Against Children Conference 2018

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**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:

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**AMOUNT**

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**HOTEL/PER DIEM**

Hotel: 3 days @ \$ 142 per day = \$ 426

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**OTHER EXPENSES**

Registration/Conference Fee:	\$ 600
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

**TOTAL COSTS NOT TO EXCEED:** \$ 2306



Subaward #: \_\_\_\_\_

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

**SUBRECIPIENT**

Agency: Community Services Agency  
Project Director: Julian Wren Phone #: 209-558-2186  
Address: 251 East Hackett Road  
City: Modesto, CA Zip: 95358

**ATTENDEE(S)**

Name: Gabby Puzinsca  
Title: Victim Witness Phone #: 209-525-5151  
Name: Yvette Torres  
Title: Victim Witness Phone #: 209-525-5151

**TRIP DETAILS**

Trip Date [Month/Day(s)/Year] August 12, 2018 to August 17, 2018  
Destination (City/State) Dallas, Texas  
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**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

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_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
<b>TOTAL COSTS NOT TO EXCEED:</b>	<b>\$ 2306</b>

Subaward #: \_\_\_\_\_

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

**SUBRECIPIENT**

Agency: Community Services Agency  
Project Director: Julian Wren Phone #: 209-558-2186  
Address: 251 East Hackett Road  
City: Modesto, CA Zip: 95358

**ATTENDEE(S)**

Name: Erin Schwartz  
Title: Stanislaus County District Attorney's Office Phone #: 209-525-5151  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_ Phone #: \_\_\_\_\_

**TRIP DETAILS**

Trip Date [Month/Day(s)/Year] August 12, 2018 to August 17, 2018  
Destination (City/State) Dallas, Texas  
Description (Meeting/Conference/Other) Crimes Against Children Conference 2018

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

<http://www.cacconference.org/> This conference will allow members of the CAIRE Center MDT to receive the latest and most up to date trauma informed information for their specific discipline.

**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: 08/13/18-08/16/18

Destination: 400 N Olive St, Dallas Texas 75201

Purpose: CAC Conference for 15 attendees

### ESTIMATED COSTS

TRANSPORTATION:	AMOUNT
Airfare:	\$ 822
Additional Airport Expenses	
Mileage: (53.5 cents per mile)	\$ 98
Taxi/Shuttle:	\$ 100
Parking:	\$ 68
Auto Expenses:	
Private Car:	\$ 0
Rental Car:	\$ 0
State/Agency Car:	\$ 0
 <b>HOTEL/PER DIEM</b>	
Hotel:	
<u>3</u> days @ <u>\$ 142</u> per day =	\$ 426
Per diem:	
<u>3</u> days @ <u>\$ 64</u> per day =	\$ 192
 <b>OTHER EXPENSES</b>	
Registration/Conference Fee:	\$ 600
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
<b>TOTAL COSTS NOT TO EXCEED:</b>	<b>\$ 2306</b>

Subaward #: \_\_\_\_\_

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

**SUBRECIPIENT**

Agency: Community Services Agency  
Project Director: Julian Wren Phone #: 209-558-2186  
Address: 251 East Hackett Road  
City: Modesto, CA Zip: 95358

**ATTENDEE(S)**

Name: Gloria Fontes  
Title: Mental Health Phone #: 209-525-5151  
Name: Marissa Caratachea  
Title: Mental Health Phone #: 209-525-5151

**TRIP DETAILS**

Trip Date [Month/Day(s)/Year] August 12, 2018 to August 17, 2018  
Destination (City/State) Dallas, Texas  
Description (Meeting/Conference/Other) Crimes Against Children Conference 2018

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

<http://www.caconference.org/> This conference will allow members of the CAIRE Center MDT to receive the latest and most up to date trauma informed information for their specific discipline.

**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: 08/13/18-08/16/18

Destination: 400 N Olive St, Dallas Texas 75201

Purpose: CAC Conference for 15 attendees

### ESTIMATED COSTS

**TRANSPORTATION:**

**AMOUNT**

	<b>Airfare:</b>	\$ 822
Additional Airport Expenses		
	Mileage: (53.5 cents per mile)	\$ 98
	Taxi/Shuttle:	\$ 100
	Parking:	\$ 68
Auto Expenses:		
	Private Car:	\$ 0
	Rental Car:	\$ 0
	State/Agency Car:	\$ 0

**HOTEL/PER DIEM**

Hotel: 3 days @ \$ 142 per day = \$ 426

Per diem: 3 days @ \$ 64 per day = \$ 192

**OTHER EXPENSES**

Registration/Conference Fee:	\$ 600
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

**TOTAL COSTS NOT TO EXCEED:** \$ 2306

Subaward #: \_\_\_\_\_

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

**SUBRECIPIENT**

Agency: Community Services Agency  
Project Director: Dr. Julian Wren Phone #: 209-558-2186  
Address: 251 East Hackett Road  
City: Modesto, CA Zip: 95358

**ATTENDEE(S)**

Name: Dr. Julian Wren  
Title: Project Director Phone #: 209-558-2186  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_ Phone #: \_\_\_\_\_

**TRIP DETAILS**

Trip Date [Month/Day(s)/Year] June 10-13, 2018  
Destination (City/State) Washington D.C.  
Description (Meeting/Conference/Other) NCA Leadership Conference

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

**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: 06/09-06/14

Destination: Washington D.C.

Purpose: NCA Leadership Conference for 3 attendees

### ESTIMATED COSTS

**TRANSPORTATION:**

**AMOUNT**

	<b>Airfare:</b>	\$ 2298
Additional Airport Expenses		
	Mileage: (53.5 cents per mile)	\$ 291
	Taxi/Shuttle:	\$ 300
	Parking:	\$ 255
Auto Expenses:		
	Private Car:	\$ 0
	Rental Car:	\$ 0
	State/Agency Car:	\$ 0

**HOTEL/PER DIEM**

Hotel:  
5 days @ \$ 175 per day = \$ 875

Per diem:  
5 days @ \$ 64 per day = \$ 320

**OTHER EXPENSES**

Registration/Conference Fee: \$600 per person (3 attendees)	\$ 1800
Hotel/Per Diem for 2 Additional Attendees @ \$175 for 5 days (Itemized above)	\$ 1750
Per Diem for 2 Additional Attendees @ \$64 for 5 days (Itemized above)	\$ 640
_____	\$ _____
_____	\$ _____

**TOTAL COSTS NOT TO EXCEED:** \$ 8529



Subaward #: \_\_\_\_\_

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

**SUBRECIPIENT**

Agency: Community Services Agency  
Project Director: Dr. Julian Wren Phone #: 209-558-2186  
Address: 251 East Hackett Road  
City: Modesto, CA Zip: 95358

**ATTENDEE(S)**

Name: Kelley Dominguez  
Title: Forensic Interviewer Phone #: 209-558-2371  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_ Phone #: \_\_\_\_\_

**TRIP DETAILS**

Trip Date [Month/Day(s)/Year] June 10-13, 2018  
Destination (City/State) Washington D.C.  
Description (Meeting/Conference/Other) NCA Leadership Conference

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

**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: 06/09-06/14

Destination: Washington D.C.

Purpose: NCA Leadership Conference for 3 attendees

### ESTIMATED COSTS

TRANSPORTATION:	AMOUNT
Airfare:	\$ 2298
Additional Airport Expenses	
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Per Diem for 2 Additional Attendees @ \$64 for 5 days (Itemized above)	\$ 640
	\$
	\$
<b>TOTAL COSTS NOT TO EXCEED:</b>	<b>\$ 8529</b>

Subaward #: \_\_\_\_\_

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

**SUBRECIPIENT**

Agency: Community Services Agency  
Project Director: Dr. Julian Wren Phone #: 209-558-2186  
Address: 251 East Hackett Road  
City: Modesto, CA Zip: 95358

**ATTENDEE(S)**

Name: Holly Holmes  
Title: CAIRE Center Supervisor Phone #: 209-558-2311  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_ Phone #: \_\_\_\_\_

**TRIP DETAILS**

Trip Date [Month/Day(s)/Year] June 10-13, 2018  
Destination (City/State) Washington D.C.  
Description (Meeting/Conference/Other) NCA Leadership Conference

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

**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

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Per Diem for 2 Additional Attendees @ \$64 for 5 days (Itemized above)	\$ 640
	\$
	\$
<b>TOTAL COSTS NOT TO EXCEED:</b>	<b>\$ 8529</b>

## 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.

Stanislaus County

2. U.S. CONGRESSIONAL DISTRICT(S): Enter the number(s) of the U.S. Congressional District(s) which the project serves. Put an asterisk for the district where the project's principal office is located.

U.S. Congressional District 10 \*

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.

State Assembly district 12  
State Assembly district 21 \*

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.

State Senate District 5  
State Senate District 8  
State Senate District 12 \*

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

538,388