

County of Santa Cruz ⁰⁰⁷¹

Sheriff-Coroner

701 Ocean Street, Suite 340, Santa Cruz, CA 95060
(831) 454-2985 FAX: (831) 454-2353

Mark Tracy
Sheriff-Coroner

June 4, 2001

AGENDA: June 19, 2001

Board of Supervisors
County of Santa Cruz
701 Ocean Street, Room 500
Santa Cruz, CA 95060

RE: Approve grant application to assist local law enforcement jurisdictions in developing a collaborative approach to critically evaluate current policies and practices of sex offender management

Dear Members of the Board:

The Sheriff's Office has been notified by the U.S. Department of Justice that we are eligible to apply for grant funds to assist jurisdictions in developing a collaborative approach to critically evaluate current policies and practices regarding the management of sex offenders. At a meeting of the Criminal Justice Council on May 22, 2001, the participants discussed the grant opportunity and supported the recommendation to have the Sheriff's Office act as the lead agency. This letter is to provide background information regarding the program activities that will be assisted by this grant opportunity and requests authorization for the Sheriff-Coroner to apply for these funds.

The law enforcement agencies of Santa Cruz County have identified sex offender management as a priority. Our community has approximately 415 registered sex offenders. As addressed in Penal Code Section 290, each agency is responsible for the management and supervision of registered sex offenders residing in their respective jurisdictions. Santa Cruz County is also host to a large transient sex offender population.

Since a high rate of recurrence exists among sex offenders, a proactive and consistent management program with each jurisdiction must be in place for overall success. Generally, registered sex offenders tend to gravitate to the

jurisdiction that pays the least attention. This serves to encourage rather than deter a re-offense.

The current disparities among the law enforcement agencies include inconsistent or lack of physical check of sex registrant's residence, lack of resources to track transient sex offenders, lack of countywide surveillance protocols regarding high risk offenders, inconsistent registration protocols among agencies and lack of case management meetings. A further problem is the absence of Internet sex offender maps available to educate the public on the location of sex offenders in relation to schools and other public facilities.

At a recent meeting of the Criminal Justice Council, the group addressed the issue of management of sex offenders. At that time, the participants were made aware of a grant opportunity to assist jurisdictions in developing a collaborative approach to critically evaluate current policies and practices regarding the management of sex offenders and elected the Sheriff's Office to apply for a collaborative planning grant. This grant is intended for jurisdictions who have identified sex offender management as a priority and are ready to initiate a planning process to focus on this concern.

The collaborative effort will consist of representatives from all of the city police departments, Sheriff's Office, Probation Department, the District Attorney's Office, Santa Cruz County Superior Court, the Public Defender, Women's Crisis Support, Pacific Treatment Associates and a Research Coordinator. A signed memorandum of understanding with the agencies is required as evidence that the participating agencies will work together in a two-year planning effort towards the goal of developing a strategic plan.

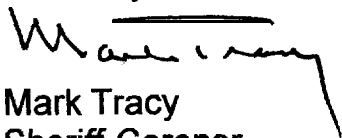
The grant funding will primarily be used to fund a Research Coordinator and a consultant. The Research Coordinator will provide assistance by developing and implementing methods to gather and analyze data in order to assist in the policy development and strategic planning process. The consultant will convene and facilitate meetings, assist the team in developing a mission, goals and objectives, create methods for regular exchange of information, and ensure compliance with administrative policies, procedures and adherence to deadlines. The deadline for submission of the grant application is June 22, 2001. The amount requested is \$50,000 which will include the hiring of both the coordinator and consultant. No local matching funds are required. The duration of the grant is two years.

If the application is successful, the Sheriff's Office will return to your Board to accept and appropriate the unanticipated revenue.

IT IS THEREFORE RECOMMENDED that your Board:

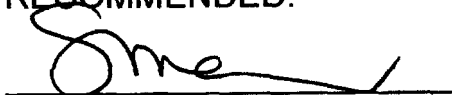
- 1) Approve the grant application to assist local law enforcement jurisdictions in developing a collaborative approach to critically evaluate current policies and practices of sex offender management;
- 2) Approve the Memorandum of Understanding with the participating agencies; and
- 3) Authorize the Sheriff-Coroner to sign these documents.

Sincerely,



Mark Tracy
Sheriff-Coroner

RECOMMENDED:



Susan A. Mauriello
County Administrative Officer
cc: Sheriff-Coroner, Auditor-Controller, Criminal Justice Council

APPLICATION FOR FEDERAL ASSISTANCE		2. DATE SUBMITTED	Applicant Identifier
1. Type of Submission Application Non-Construction Preapplication Non-Construction		3. DATE RECEIVED BY STATE	State Application Identifier
		4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier 2001 -Y0240-CA-WP
APPLICANT INFORMATION			
6. Legal Name <i>County of Santa Cruz</i>		Organizational Unit <i>Sheriff Office</i>	
8. Address 701 Ocean Street, Rm 340 Santa Cruz, County California 95060-4074		Name and telephone number of the person to be contacted on matters involving this application Rozario, Susan 83 1-454-3095	
5. EMPLOYER IDENTIFICATION NUMBER (EIN) 94-6000534		7. TYPE OF APPLICANT County	
3. TYPE OF APPLICATION New		9. NAME OF FEDERAL AGENCY Corrections Program Office	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER 16.591 CFDA TITLE TRNG TO ASSIST PROBATION/PAROLE OFFICERS		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT A Collaborative Approach to Sex Offender Management	
12. AREAS AFFECTED BY PROJECT Santa Cruz County, including cities			
13. PROPOSED PROJECT: Start Date January 01, 2002 End Date January 01, 2004		14. CONGRESSIONAL DISTRICTS OF: a. Applicant b. Project CA17	
15. ESTIMATED FUNDING		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?	
Federal	\$50000	Yes PROCESSED FOR REVIEW ON June 15, 2001	
Applicant	\$0		
State	\$0		
Local	\$0		
Other	\$0		
Program Income	\$0		
TOTAL	\$50000	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? No	
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS REQUIRED.			

ABSTRACT

Santa Cruz County proposes the implementation of a multi-agency partnership for the purpose of examining current sex offender tracking and management strategies. The grant award is sought in order to bring all county law enforcement agencies together to critically evaluate current policies and practices of sex offender management. This assemblage of stakeholders is unique to our community, as there is no collaborative team in place to address the issue of community sex offender management.

Sex offender management is a priority in Santa Cruz County. There are approximately 4 15 registered sex offenders in Santa Cruz County. Each agency is responsible for the management and supervision of registered sex offenders residing in their respective jurisdictions (290 PC). Santa Cruz County is also host to a large transient sex offender population that is encouraged by climate and local culture.

Because of the inherently high recidivism rate among sex offenders, a proactive and consistent management program must be in place. Generally, registered sex offenders tend to gravitate to that jurisdiction which pays the least attention. This serves to encourage rather than deter a re-offense.

The requested grant monies will assist our community in filling significant gaps in our service delivery system. The planning grant will allow representatives of the local law enforcement, Probation, the District Attorney's Office, the Courts, the Public Defender, the Criminal Justice Council and non-governmental representatives to engage in a process through which we will critically assess our current policies and practices regarding the management of sex offenders and develop a strategic plan to implement a comprehensive approach in our jurisdiction. Santa Cruz County has identified sex offender management as a priority, and we are ready to initiate a joint planning process to focus each jurisdiction and interested party on this concern.

The proposed program will hire a consultant to administer the grant and implement data collection and provide analysis for evaluation purposes. Through the assistance of a consultant, the team will develop a work plan to build a locally-tailored, cooperative and comprehensive approach to sex offender management. The team will critically evaluate current policies and practices of sex offender management. Data will be collected and analyzed to assess the **efficacy** of individual service components as well as specific strengths and weakness of current practices. Initial issue have been identified and include: inconsistent compliance checks pursuant to Penal Code Section 290, increase resources to track transient sex offenders, develop surveillance protocol with regards to high risk offenders, institute case management meetings, the capability for **internet** investigations in order to deter online child molest predators, the development of **internet** sex offender maps to better alert the public on the location of sex offenders, working on consistent protocols and procedures in registering sex offenders, the need to implement policy to systematically investigate offenders who are in violation or who have fled the agency jurisdiction, collaborate to comply with Penal Code Section 296, allowing for the collection of biological samples, and training for the educational community.

Under the direction of the consultant, the team would develop work groups to address assigned issues. The work groups, along with the consultant, would research and analyze existing practices, evaluate equipment needs, training, personnel issues, facilities and provide recommendations of what would work. These recommendations would be brought back to the whole collaborative for action. A survey to each agency would evaluate the success of the plan.

Participating agencies (team) include: Santa Cruz County Sheriffs Office, Watsonville Police Department, Capitola Police Department, Santa Cruz City Police Department, Scotts Valley Police Department, Santa Cruz County Superior Court, Santa Cruz County District Attorney's Office, Santa Cruz County Probation Department, Public Defender, Women's Crisis Support (a community based victim support organization), and Pacific Treatment Associates (offender treatment provider.)

A. Need for the project:

Santa Cruz County proposes the implementation of a multi-agency partnership for the purpose of examining current sex offender tracking and management strategies. The grant award is sought in order to bring all county law enforcement agencies together to critically evaluate current policies and practices of sex offender management. This assemblage of stakeholders is unique to our community, as there is no collaborative team in place to address the issue of community sex offender management.

Sex offender management is a priority in Santa Cruz County. There are approximately 415 registered sex offenders in Santa Cruz County. Each agency is responsible for the management and supervision of registered sex offenders residing in their respective jurisdictions (290 PC). Santa Cruz County is also host to a large transient sex offender population that is encouraged by climate and local culture.

Because of the inherently high recidivism rate among sex offenders, a proactive and consistent management program must be in place. Generally, registered sex offenders tend to gravitate to that jurisdiction which pays the least attention. This serves to encourage rather than deter a re-offense.

The following are some of the current disparities among the Santa Cruz County law enforcement agencies in reference to sex offender management. It is anticipated that through a collaborate effort, these and other problems will be resolved.

Inconsistent or lack of physical checks of sex registrant's current residence, to insure Compliance pursuant to 290 PC.

Inconsistent or lack of public notifications of convicted serious and high risk sex offenders.

Inability to track transient sex offenders.

Lack of countywide surveillance protocol regarding High Risk sex offenders.

Lack of case management meetings.

The absence of Internet investigations and tracking of "online" child molest predators.

Lack of countywide forensic computer examination protocol for sex offenders.

The absence of Internet sex offender maps, available to educate the public on the location of sex offenders in relation to schools and other public facilities.

Inconsistent registration protocols among agencies.

Offenders frequently move among jurisdictions, original documents are lost or destroyed.

There is no policy to systematically investigate offenders who are in violation or who have fled the agency jurisdiction.

Some agencies are too small to devote an officer to registration and aggressive enforcement.

Not all agencies are in compliance with **296PC**, allowing for the collection of biological samples for State and National DNA data bases.

The planning grant is the most appropriate category because it will allow representatives of the local law enforcement, Probation, the District Attorney's **Office**, the Courts, the Public Defender, the Criminal Justice Council and non-governmental representatives to engage in a process through which we will critically assess our current policies and practices regarding the management of sex offenders and develop a strategic plan to implement a comprehensive approach in our jurisdiction. Santa **Cruz** County has identified sex offender management as a priority, and we are ready to initiate a joint planning process to focus each jurisdiction and interested party on this concern.

B. Jurisdiction Specifications

Santa Cruz County is a coastal community located in the central area of California on the Monterey Bay about 75 miles south of the city of San Francisco. The county's main access is Highway 17.

The County of Santa Cruz has a population of 255,602 as reported by the 2000 census. The two major cities are Santa Cruz in the north county and Watsonville in the south county. The proposed multi-agency partnership will include all of the cities located in the county. Those cities include Scotts Valley, Santa Cruz, Capitola and Watsonville.

Santa Cruz is one of California's most popular seaside resorts with its historic Boardwalk and accessible beaches. Tourism brings 15 million visitors annually to the area. The city, which is the county seat, has a population of approximately 56,000.

The city of Watsonville is the center of the county's agricultural activity. Other incorporated areas in the county include the cities of Scotts Valley and Capitola. Much of the population lives in the unincorporated parts of the county.

Besides tourism agriculture, high technology and manufacturing complete the county's economic picture.

The county has suffered economically due in part to the October 1989 Loma Prieta Earthquake and destructive flooding in 1982 and 1995. Commercial areas damage or destroyed by these natural disasters are still being rebuilt. Housing in Santa Cruz County is expensive and affordable housing is in scarce supply.

The county's overall unemployment rate ranges from 6.3% during summer to 11% or more during winter months. According to the Santa Cruz County United Way Community Assessment Report 1999, Watsonville/Pajaro Valley's average unemployment rate is the highest in the county at 13.2%, which is three times the national average.

The following chart based on California Department of Finance Figures for Santa Cruz County, denotes population by ethnicity of the County for 2000:

	Caucasian	Latin0	Asian/Pacific Islander	African American	Native American
Total population	181,594	63,699	10,692	2,871	1,392

The strengths of our community regarding sex offender management are as follows:

- Sex offender management is a priority in Santa **Cruz** County. There are approximately 415 registered sex offenders in Santa Cruz County.
- All Santa **Cruz** County law enforcement and affected agencies have met in preparation for this submittal and look forward to working together as a team.
- Each law enforcement agency has a commitment to a closer tracking system regarding sex offenders.
- The Santa Cruz Sheriffs **Office** has a detective whose primary responsibility is tracking sex offender registration and making sure they are in compliance with the registration process.
- Local law enforcement departments are aggressively apprehending sex offenders who fail to register in the county, out of the county and the state.

The following are some challenges and current disparities among the Santa Cruz County law enforcement agencies in reference to sex offender management. It is anticipated that through a collaborate effort, these and other problems will be resolved.

Inconsistent or lack of physical checks of sex registrant's current residence, to insure compliance pursuant to 290 PC.

Inconsistent or lack of public notifications of convicted serious and high risk sex offenders.

Inability to track transient sex offenders.

Lack of countywide surveillance protocol regarding High Risk sex offenders.

Lack of case management meetings.

The absence of Internet investigations and tracking of "online" child molest predators.

Lack of countywide forensic computer examination protocol for sex offenders.

The absence of Internet sex offender maps, available to educate the public on the location of sex offenders in relation to schools and other public facilities.

Inconsistent registration protocols among agencies.

- Offenders frequently move among jurisdictions, original documents are lost or destroyed.

There is no policy to systematically investigate offenders who are in violation or who have fled the agency jurisdiction.

Some agencies are too small to devote an officer to registration and aggressive enforcement.

Not all agencies are in compliance with 296PC, allowing for the collection of biological samples for State and National DNA data bases.

0081

C. What Will be Done

Strategic planning and efforts around the issue of offender management that have ~~already~~ occurred:

All the local police agencies have met to review and examine the project. The original meeting was law enforcement with the Sheriffs Office as the Chairperson. The law enforcement agencies identified and agreed to the need to expand the collaborative group. The collaborative group will include representative from all of the city police departments, Sheriffs Office, Probation Department, the District Attorney's Office, Public Defender, Santa Cruz County Superior Court, Women's Crisis Support, Pacific Treatment Associates and a Research Coordinator. This assemblage of stakeholders is unique to our community, as there is no collaborative team in place to address the issue of community sex offender management. However, through the Criminal Justice Council of Santa Cruz County, we do have a **fifteen** year history of interjurisdictional collaboration on overall criminal justice issues.

All participants have agreed to assign staff to meet as the team on a bi-monthly basis. As part of the planning process, the team will initially work to develop a clear mission, goals, and objectives by consensus. Subsequently, the team's structure will be established, including clarifying roles and responsibilities, and creating methods for the regular exchange of relevant information amongst the collaborative.

Description of goals and objectives for the proposed project and criteria that would be used to document the project's outcomes:

Through the assistance of a consultant, the team will develop a work plan to build a **locally**-tailored, cooperative and comprehensive approach to sex offender management. The team will critically evaluate current policies and practices of sex offender management. Data will be collected and analyzed to assess the efficacy of individual service components as well as specific strengths and weakness of current practices. Initial issues have been identified and include: inconsistent compliance checks pursuant to Penal Code Section 290, increase resources to track transient sex offenders, develop surveillance protocol with regards to high risk offenders, institute case management meetings, the capability for inter-net investigations in order to deter online child molest predators, the development of **internet** sex offender maps to better alert the public on the location of sex offenders, working on consistent protocols and procedures in registering sex offenders, the need to implement policy to systematically investigate offenders who are in violation or who have fled the agency jurisdiction, collaborate to comply with Penal Code Section 296, allowing for the collection of biological samples, and training for the educational community.

Under the direction of the consultant, the team would develop work groups to address assigned issues. The work groups, along with the consultant, would research and analyze existing practices, evaluate equipment needs, training, personnel issues, facilities and provide recommendations of what would work. These recommendations would be brought back to the whole collaborative for action. A survey to each agency would evaluate the success of the plan.

The local law enforcement agencies are the designated public sector that will implement the proposed project.

The collaborative group will include representative from all of the city police departments, Sheriffs Office, Probation Department, the District Attorney's Office, the Public Defender, Santa Cruz County Superior Court, Women's Crisis Support, Pacific Treatment Associates and a Research Coordinator. This assemblage of stakeholders is unique to our community, as there is no collaborative team in place to address the issue of community sex offender management. However, through the Criminal Justice Council of Santa Cruz County, we do have a fifteen year history of interjurisdictional collaboration on overall criminal justice issues.

The local law enforcement agencies are currently involved in a collaborative effort regarding the Sexual Assault Response Team which is an interagency, multi-disciplinary effort among law enforcement, hospital and victim advocacy organizations. SART provides immediate, round-the-clock police, medical, advocacy and forensic investigation services to adult and juvenile victims of sexual assault.

A strong administrative staff exists in each of the law enforcement agencies along with a trained staff in the sex crimes unit to ensure that this project will be carried out. The consultant will assist the team's work by developing and implementing methods to gather and analyze data in order to assist in the policy development and strategic planning process. The intent is to establish a strategic approach to sex offender management, which spans the continuum from investigation to incarceration and thorough community supervision.



County of Santa Cruz

Sheriff-Coroner

701 Ocean Street, Suite 340, Santa Cruz, CA 95060
(831) 454-2985 FAX: (631) 454-2353

Mark Tracy
 Sheriff-Coroner

COMPREHENSIVE APPROACHES TO SEX OFFENDER MANAGEMENT GRANT

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding stands as evidence that the participating agencies will work together in a two-year planning effort that will work toward a mutual goal of developing a strategic plan to implement a comprehensive, systemic approach to community sex offender management. Participating agencies (team) include: Santa Cruz County Sheriff's Office, Watsonville Police Department, Capitola Police Department, Santa Cruz City Police Department, Scotts Valley Police Department, Santa Cruz County Superior Court, Santa Cruz County District Attorney's Office, Santa Cruz County Probation Department, Public Defender, Women's Crisis Support (a community based victim support organization), and Pacific Treatment Associates (offender treatment provider.) This assemblage of stakeholders is unique to our community, as there currently is no collaborative team in place to address the issue of community sex offender management. However, through the Criminal Justice Council of Santa Cruz County, we do have a fifteen year history of inter-jurisdictional collaboration on overall criminal justice issues.

All participating agencies agree to assign staff to meet as the team on a bi-monthly basis. The Santa Cruz County Sheriffs Office, acting as the lead agency, will convene the meetings. As part of the planning process, the team will initially work to develop a clear mission, goals, and objectives by consensus, Subsequently, the team's structure will be established, including clarifying roles and responsibilities, and creating methods for the regular exchange of relevant information amongst the collaborative. Through the assistance of a grant funded consultant, the team will thereafter develop a work plan to build a locally-tailored, cooperative and comprehensive approach to sex offender management. The team will critically evaluate current policies and practices of sex offender management. Data will be collected and analyzed to assess the efficacy of individual service components as well as specific strengths and weakness of current

practices. Initial issues have been identified and include: Inconsistent compliance checks pursuant to Penal Code section 290, increase resources to track transient sex offenders, develop surveillance protocol with regards to high risk offenders, institute case management meetings, the capability for internet investigations in order to deter "online" child molest predators, the development of internet sex offender maps to better alert the public on the location of sex offenders, working on consistent protocols and procedures in registering sex offenders, the need to implement policy to systematically investigate offenders who are in violation or who have fled the agency jurisdiction, collaborate to comply with Penal Code section 296, allowing for the collection of biological samples, training for the educational community. The team will engage actively and cooperatively to plan for an innovative and comprehensive approach to community tracking and management of convicted sex offenders. The Superior Court, a member of the team, is committed to cooperate to this endeavor on an informational basis. 0085

A grant funded Research Coordinator will serve as an active ongoing member of the team. Said Research Coordinator will assist the team's work by developing and implementing methods to gather and analyze data in order to assist in the policy development and strategic planning process.

The following individuals are hereby designated as principals in the execution of the activities proposed in the Memorandum of Understanding.

By: _____
Mark Tracy
Sheriff
County of Santa Cruz

By: Robert B. Yonts, Jr.
Robert B. Yonts, Jr., Presiding Judge
Superior Court
County of Santa Cruz 6-7-01

By: Terry A. Medina
Terry A. Medina
Chief of Police
Watsonville Police Department

By: Kathryn Canlis 6/7/01
Kathryn Canlis
District Attorney
County of Santa Cruz

By: Roger Williams
Roger Williams
Interim Chief of Police
Capitola Police Department

By: John P. Rhoads
John Rhoads
Chief Probation Officer
County of Santa Cruz

FOR By: Steven R. Belcher
Steven R. Belcher
Chief of Police
Santa Cruz City Police Department

By: Celia Organista
Celia Organista
Executive Director
Women's Crisis Support

By: Steve Walpole
Steve Walpole
Chief of Police
Scotts Valley Police Department

By: Mary Simon 6/7/01
Mary Simon
Executive Director
Pacific Treatment Associates

By: Larry Biggam 6/11/01
Larry Biggam
Public Defender
County of Santa Cruz

This agreement was executed in the County of Santa Cruz, State of California on this 7th day of June 2001.

Related Federal Projects

Not applicable

Budget

Budget Detail Worksheet

A. Personnel

Research Coordinator

Linda Peters, Senior Administrative Analyst
Watsonville Police Department

The Research Coordinator will undertake data collection and analysis process

Salary: One quarter time (.25) Senior Administrative Analyst (Research Coordinator) with the Watsonville Police Department

\$68,849 per year FY 01-02 @ 25% (or 582 hours) equals **\$15,712.00**

Qualifications and Technical Abilities of Research Coordinator (Senior Administrative Analyst)

The Senior Administrative Analyst with the Watsonville Police Department has served as a civilian crime analyst in law enforcement for twenty-five years. The last twelve years the Senior Administrative Analyst has served both the lead agency and participating agency. She is **familiar** with all the participating law enforcement's automated records management systems. Four of the agencies use the same system and she aided in planing for and carrying out the lead agency system. Watsonville Police Department involved in two U.S. Department of Justice, COPS initiatives focused on collaborative problem solving. These two problem solving initiatives looked at a variety of data sources that included data collected by partners and survey data. The senior Administrative Analyst provided the data analysis and assessment for these projects.

B. Fringe Benefits

Research Coordinator

Linda Peters, Senior Administrative Analyst
Watsonville Police Department

Retirement benefits @ 12% equals \$1,885 (retirement include City paying the employee portion)

Health insurance at \$1,669 per year X .25 equals \$417.

FICA and Medicare at 7.45% of salary equals \$1,202

total Benefits for .25 Senior Administrative Analyst (Research Coordinator) is **\$3,505.00**

Total

\$15,712.00

Total

\$3,505.00

Retirement-Employee	\$1,100.00
Retirement-City	\$785.00
Health Ins	\$417.00
FICA & Medicare	<u>\$1,202.00</u>

Benefit Total \$3,505

C. Travel

Total
\$15,392.00

Purpose of Travel - Six members of the collaborative to attend two, three-day training seminars with Research Coordinator attending one conference for 4 days, and Grant Coordinator/Consultant attending the other conference for 4 days.

As required under terms of the grant

Airfare Calculations

\$600.00 (per ticket) X 6 (members) X 2 (conferences) = **\$7,200.00**

Lodging Calculations

\$148.75 (per night) X 5 (members) X 3 (nights) = \$2,231.25

\$148.75 (per night) X 1 (member) X 4 (nights) = \$595.00

\$2,826.25

\$2,826.25 (per conference) X 2 (conferences) = **\$5,652.50**

Subsistence Calculations

\$46.00 (per diem) X 4 (days) X 5 (members) = \$920.00

\$46.00 (per diem) X 5 (days) X 1 (member) = \$203.00

\$1150.00

\$1150.00 (per conference) X 2 (conferences) = **\$2,300.00**

Transportation Calculations

\$20(per person from airport) X 6 (members) X 2 (conferences) = \$240.00

7,200.00 + 5,652.50 + 2,300.00 + \$240.00 = **15,392.50 Total**

Airfare is based upon a quote received from Travelocity.com travel agent on June 6, 2001 for roundtrip airfare from San Jose, California to Washington DC, with a fourteen day advance, refundable coach fare. Per diem rates reflect the current rates for Washington, DC. Federal Source of Travel Policy applied.

D. Supplies**Total**
\$391.00

Duplicating services and office supplies

E. Consultant**Total**
\$15,000.00

(To be appointed)

Anticipate duties include:

- Convene the team
- Facilitate the bi-monthly meetings of the collaborative
- Manage the work process
- Assist the team in developing a mission, goals, and objectives
- Assist the team in establishing a structure, including roles and responsibilities
- Create methods for the regular exchange of information
- Ensure compliance with OJP administrative policies and procedures
- Ensure timely and accurate submission of the required reporting documents

Consultant Calculation**Grant Coordinator**

12 (meeting hours per year) X 2 (years) = 24 (meetings hours)

36 (meeting preparation hours per year) X 2 (years) = 72 (meeting preparation hours)

24 (meeting hours) + 72 (meeting preparation hours) = 96 (hours)

96 (hours) X \$75.00 (per hour consulting fees) = **\$7,200.00****Grant Management**

52 (hours of management time per year) X 2 (years) = 104 (hours)

104 (hours) X \$75.00 (per hour consulting) = **\$7,800.00****\$7,200.00 + \$7,800.00 = 15,000 Total*****Consultant Qualifications***

While there has not been a final decision as to a specific consultant, a likely consultant has been identified. Following is a highlight of said consultants qualifications:

President, Knapel and Associates (10/88-Present)

U.S. Department of Justice

Office of community Oriented Policing Services

*Visiting Fellowship**Community Policing/Community corrections Partnerships*

Monterey, CA
Analysis of Court Facility Requirements

San Mateo and Santa Clara County, CA
Local Action Plan - Mentally Ill Offenders

Santa Clara County, CA
Evaluation of Drug Treatment Court

San Mateo County
Jail Facility Staffing Analysis

State of Washington
 Department of Corrections
Facility Master Plan

Los Angeles County
 Chief Administrative Office
Evaluation of split Court Pilot Project

Santa Clara County
Program Management (Highlights)

Developed County policy regarding alternatives to incarceration. Directed the work necessary to implement effective programs and improve processing and procedures for all agencies which comprise the criminal justice system

Successfully completed grant applications in the amount of \$55 Million for design and construction of a new adult pretrial facility.

Evaluated programs and arranged funding to provide staff and other resources required for program implementation. Assisted in the development of grant programs and new legislation. Developed recommendations to maximize utilization of existing county program.

TOTAL 50,000.00

Budget Summary

A.	Personnel	\$15,712.00
B.	Fringe Benefits	\$3,505.00
C.	Travel	\$15,392.00
D.	Supplies	\$391.00
E.	Consultant	\$15,000.00
TOTAL PROJECT COSTS		\$50,000.00
Federal Request		\$50,000.00
Non-Federal Amount		\$0

BUDGET NARRATIVE

The projected program budget is calculated as follows:

The U. S. Department of Justice, Office of Justice Programs grant funds will be used to further the goals and objectives of the collaborative referenced in the Memorandum of Understanding. Funds will provide for a quarter time Research Coordinator for the limited period of 24 months. The funded amount for the Research Coordinator is \$19,217, including benefits. As required under the terms of the grant, members of the collaborative **will** attend a three day workshop twice during the limited period of 24 months. Thus, \$15,392 in funding will provide for travel and related expenses for up to six members of the collaborative. While in-kind contributions will assist with supplies and duplication services, a minimal amount of \$391.00 in grant funding is being requested. A consultant will be hired to act as the Grant Coordinator and Grant Manager. Cost for this position is calculated for the maximum of 200 hours, during the limited 24 month period, at \$75.00 per hour for a total of \$15,000. The **community**, in exchange, will receive a comprehensive community approach to sex offender management tailored to fit their needs. This issue is a priority and the collaborative stands ready to address this very important and critical matter.

ASSURANCES

The Applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21, A-1 10, A-122, A-128, A-87; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements 28 CFR, Part 66, Common rule, that govern the application, acceptance and use of Federal funds for this federally-assisted project. Also the Applicant assures and certifies that:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information may be required.
2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.
3. It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC 1501, et seq.)
4. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act
5. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
6. It will give the sponsoring agency or the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
7. It will comply with all requirements imposed by the Federal sponsoring agency concerning special requirements of law, program requirements, and other administrative requirements.
8. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
9. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, approved December 31, 1976, Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
10. It will assist the Federal grantor agency in its compliance with Section 106 of the National

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Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569a-1 et seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.

11. It will comply, and assure the compliance of all its subgrantees and contractors, with the applicable provisions of Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, the Juvenile Justice and Delinquency Prevention Act, or the Victims of Crime Act, as appropriate; the provisions of the current edition of the Office of Justice Programs Financial and Administrative Guide for Grants, M7100.1; and all other applicable Federal laws, orders, circulars, or regulations.

12. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18, Administrative Review Procedure; Part 20, Criminal Justice Information Systems; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 23, Criminal Intelligence Systems Operating Policies; Part 30, Intergovernmental Review of Department of Justice Programs and Activities; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.

13. It will comply, and all its contractors will comply, with the non-discrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 USC 3789(d), or Victims of Crime Act (as appropriate); Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title II of the Americans with Disabilities Act (ADA) (1990); Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; Department of Justice Non-Discrimination Regulations, 28 CFR Part 42, Subparts C, D, E, and G; and Department of Justice regulations on disability discrimination, 28 CFR Part 35 and Part 39.

14. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs.

15. It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for \$500,000 or more.

16. It will comply with the provisions of the Coastal Barrier Resources Act (P.L. 97-348) dated October 19, 1982 (16 USC 3501 et seq.) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.