

## **Family Services Tulare County**

### **OVW 2019 Enhanced Training and Services to End Abuse in Later Life Program**

#### **MEMORANDUM OF UNDERSTANDING**

This Memorandum of Understanding (MOU) stands as evidence that **Family Services Tulare County**, the **Office of the District Attorney, County of Tulare**, **Tulare County Health and Human Services Agency – Adult Protective Services**, and **Tulare County Sheriff's Office** intend to work together toward the mutual goal of continuing Tulare County's Collaborative Community Response (CCR) to abuse in later life, including domestic violence, dating violence, sexual assault, stalking, exploitation, and neglect.

Each agency believes that implementation of the Office on Violence Against Women's (OVW's) **Fiscal Year 2019 Enhanced Training And Services To End Abuse In Later Life Program** (ALL Program) will further this goal. To this end, each agency agrees to continue to participate in the program, if funded and implemented, as described herein.

#### **1. PARTNER AGENCIES**

The following are the four required MOU partners for this program: Tulare County Sheriff's Office (TCSO) will serve as the law enforcement agency; the Office of the District Attorney, County of Tulare (DA) will serve as the prosecutor's office, Family Services Tulare County (FSTC) will serve as the victim service provider and; Tulare County Health & Human Services Agency - Adult Protective Services (APS) will serve as the government agency with demonstrated experience in assisting individuals in later life. One of FSTC's primary purposes is to provide support and services to victims of sexual assault, domestic violence, dating violence, stalking, child abuse and human trafficking. It is the primary purpose of APS to provide services to victims of elder abuse, neglect or exploitation.

## **2. COLLABORATIVE HISTORY**

Tulare County enjoys a strong collaborative relationship among public and nonprofit agencies. FSTC and the District Attorney's Office have worked jointly for over 30 years to suppress and prevent domestic violence, sexual assault, dating violence, and stalking, and to provide a myriad of essential services to victims of these types of crimes throughout Tulare County. Together, these organizations have served thousands of crime victims providing cross referrals to all the services available including housing, case management, mental health and translation services.

The two agencies hold current MOUs that outline their mutual participation in the District Attorney's Violence Against Women Vertical Prosecution and Victim Witness Assistance programs, as well as FSTC's Domestic Violence Assistance Program, Rape Crisis Program, and Child Abuse Treatment Program. The District Attorney's Office participates as an active member on the Tulare County Sexual Assault Response Team (coordinated by FSTC), while FSTC is a key partner in the Anti-Human Trafficking and Domestic Violence Task Forces led by the District Attorney's Office.

The Sheriff's Office, District Attorney's Office, and FSTC have worked collectively throughout the last decade through OVW's Grants to Encourage Arrest Policies and Enforcement of Protection Orders. Through this grant, these agencies have developed and implemented a Domestic Violence High Risk Team, with the goal of preventing domestic violence and dating violence related homicides.

The District Attorney's Office and the Sheriff's Office have long partnered on the Central Valley Rural Crime Prevention program, jointly operating bait equipment and strategic surveillance operations to catch rural crime thieves in the act. The District Attorney's Office is a

subgrantee of the Sheriff's Office's Marijuana Suppression, Sexual Assault Felony Enforcement, and California Multi-jurisdictional Methamphetamine Enforcement Team programs. In addition, the Sheriff's Office is actively involved in the Anti-Human Trafficking and Domestic Violence Task Forces led by the District Attorney's Office.

APS and the District Attorney's Office entered into an MOU in 2010 under the District Attorney's Unserved/Underserved Victim Advocacy and Outreach Program. Through the MOU, these agencies work together toward the mutual goal of providing maximum available assistance for elder abuse victims in Tulare County. The two agencies recently collaborated to provide outreach to senior centers throughout the county, providing information on financial scams targeted at seniors, as well as educational awareness about crimes against elders. Both agencies have participated on the Elder Abuse Multidisciplinary Team (MDT) of Tulare County for the last seven years. The MDT meets monthly to review and discuss cases involving victims who are elderly and/or dependent adults. APS has been instrumental in some of the recent elder abuse criminal prosecutions and convictions by giving the elder abuse prosecutor advanced notice of incoming cases. As a result, the District Attorney's Office has been able to direct law enforcement to gather additional, more specific evidence needed for prosecution.

The partner agencies on this continuation MOU are the partners on the current ALL Program in place. Continuing this program will build upon the already strong collaborative relationship and will significantly enhance the capacity of each agency to develop a more comprehensive approach to addressing crimes against elders through direct services, outreach, and continuing to implement and improve the Coordinated Community Response (CCR).

### **3. PARTNER AGENCY ROLES AND RESPONSIBILITIES**

Working toward the four goals mentioned above, each agency hereby commits to the

following roles and responsibilities:

**Family Services Tulare County**

- Act as the lead agency for the ALL Program;
- Designate one program coordinator of the ALL Program;
- Designate one advocate specifically for the ALL Program;
- Send the designated program coordinator and advocate to the Grantee Orientation;
- Work with ALL Program partners to reexamine the outreach and services funded under the initial Abuse in Later Life award to ensure that they continue to meet the needs of older victims and address challenges in service provision that occurred during the previous project. This review will take place within six months of the project start date;
- Continue to coordinate and participate in the ongoing CCR to better respond to elder abuse;
- Provide enhanced services to victims of crime 50 years of age or older;
- Review invoices from ALL Program partner agencies and reimburse for costs after approval;
- Work with OVW staff to implement the ALL Program;
- Use social media to promote the ALL Program and the CCR; and
- Fully participate in an OVW-supported evaluation of the ALL Program

**District Attorney's Office**

- Designate one deputy district attorney (prosecutor) as its key personnel in the ALL Program;
- Send the designated prosecutor to the Grantee Orientation;

- Work with ALL Program partners to reexamine the outreach and services funded under the initial Abuse in Later Life award to ensure that they continue to meet the needs of older victims and address challenges in service provision that occurred during the previous project. This review will take place within six months of the project start date;
- Continue to participate in the ongoing CCR to better respond to elder abuse;
- Provide services to victims of crime 50 years of age and older through the Victim Witness Assistance Center;
- Work with OVW staff to implement the ALL Program;
- Use social media to promote the ALL Program and the CCR; and
- Fully participate in an OVW-supported evaluation of the ALL Program

#### APS

- Designate the Public Guardian as its key personnel in the ALL Program;
- Send the Public Guardian to the Grantee Orientation;
- Work with ALL Program partners to reexamine the outreach and services funded under the initial Abuse in Later Life award to ensure that they continue to meet the needs of older victims and address challenges in service provision that occurred during the previous project. This review will take place within six months of the project start date;
- Continue to participate in the ongoing CCR to better respond to elder abuse;
- Work with OVW staff to implement the ALL Program;
- Work with ALL Program partners to develop a public service announcement (PSA) campaign to raise awareness of elder abuse in Tulare County;
- Use social media to promote the ALL Program and the CCR; and
- Fully participate in an OVW-supported evaluation of the ALL Program

**Sheriff's Office:**

- Designate one deputy as its key personnel in the ALL Program;
- Send the designated deputy to the Grantee Orientation;
- Work with ALL Program partners to reexamine the outreach and services funded under the initial Abuse in Later Life award to ensure that they continue to meet the needs of older victims and address challenges in service provision that occurred during the previous project. This review will take place within six months of the project start date;
- Continue to participate in the ongoing CCR to better respond to elder abuse;
- Work with OVW staff to implement the ALL Program;
- Work with ALL Program partners to develop a public service announcement (PSA) campaign to raise awareness of elder abuse in Tulare County;
- Use social media to promote the ALL Program and the CCR; and
- Fully participate in an OVW-supported evaluation of the ALL Program

**4. PROJECT BUDGET**

FSTC, District Attorney's Office, APS, and Sheriff's Office have reviewed the proposed project budget and are aware of the total amount being requested and the funding being requested for each project partner. Each partner will be compensated for the time their designated staff spends while attending the required New Grantee Orientation, outreach events, CCR meetings and related activities, as well as the cost of airfare, lodging, per diem and travel incidentals to attend the orientation. FSTC will also be compensated for providing direct services to elder victims of crime identified through this program, and for the costs of outreach activities and printed materials for outreach and training purposes. Maximum costs for each of these expenses are outlined in the attached budget.

## **5. MEANINGFUL PARTNERSHIP AND COMMITMENT**

The undersigned required MOU partners are committed to working together to achieve the project's stated goals and acknowledge the importance of being a partner on this MOU.

## **6. PLANNING AND DEVELOPMENT TEAM REPRESENTATIVES**

The representatives designated by each of the MOU partners to participate in the on-going CCR team will continue to be responsible for developing and implementing project activities. The Project Coordinator will continue to coordinate and facilitate the monthly CCR meetings along with the designated advocate. The Program Manager will continue to provide supervision to the Project Coordinator every other week and will provide support, training and information relevant to the project.

Project Coordinator – Alexi DelBianco 1.0 FTE

Program Manager – Jennifer Boteilho .07 FTE

Advocate – Erica Ceballos 1.0 FTE

## **7. RESOURCE CONTRIBUTIONS**

Each partner will contribute resources through time or in-kind contributions as described below:

**FSTC** – FSTC is committed to leveraging in-kind and volunteer resources to support the ALL program. This includes, but is not limited to: 1) Use of non-OVW funded staff and volunteer Crisis Counselors to answer the Domestic Violence and Rape Crisis hotlines and providing crisis support, safety planning, accompaniment to forensic exams (as needed) and resources to older victims after hours and/or on weekends; 2) Use of non-OVW funds and staff to provide individual and group counseling support to older victims of dating/domestic violence, sexual assault, stalking, and elder abuse; 3) Use of non-OVW funds to facilitate the provision of emergency assistance to

older victims, including food, clothing, shelter, bus passes or other transportation assistance; and 4) use of non-OVW funds or other donations to provide refreshments (as available) for trainings and workshops.

**District Attorney's Office** – the District Attorney's Office will pay for costs of the following activities using non-OVW grant resources: 1) Mileage costs for project staff to attend outreach events, local training, and partner meetings; 2) Supervisor time spent meeting with project funded staff to ensure project goals are being met; 3) Fiscal staff time to review and post timesheets, ensuring the grant is properly charged for staff hours and the reviewing, coding and entering of expenses associated with training; 4) Staff time for our elder abuse advocate to assist in creating and delivering outreach presentations.

**APS** – Tulare County Adult Protective Services Office –will pay for costs of the following activities using non-OVW grant resources: 1) mileage costs for project staff to attend outreach events, local training, and partner meetings; 2) supervisor time spent meeting with project funded staff to ensure project goals are being met; and 3) fiscal staff time to review and post timesheets, ensuring the grant is properly charged for staff hours and the reviewing, coding and entering of expenses associated with training.

**Sheriff's Office** – the Sheriff's Office will pay for the costs of the following activities using non-OVW grant resources: 1) Offer day-to-day management of law enforcement activities on the OVW grant and coordination with other law enforcement grant team members. The supervisor has investigated or supervised hundreds of cases of sexual assault and domestic violence as a deputy and detective; 2) Supervisor time spent with project staff to ensure goals are being met; 3) Mileage costs for staff to attend outreach events, training and partner meetings.

## **8. DIRECT TRAINING FOR LAW ENFORCEMENT**



This MOU does not include a provision for eight-hour direct trainings for law enforcement.

**9. MULTIDISCIPLINARY TRAINING TEAM TO THREE-DAY LAW ENFORCEMENT**

This MOU does not include a provision to send a multidisciplinary training team to the three-day law enforcement training of trainer's component.

**10. ADVANCED TRAINING FOR LAW ENFORCEMENT**

This MOU does not include a provision for advanced trainings for law enforcement.

**11. CROSS-TRAININGS**

Family Services of Tulare County and Tulare County Health and Human Services Agency – Adult Protective Services commit to providing up to five cross-training events organized under the ALL program for personnel from agencies of states or units of local government, attorneys, health care providers, population specific organizations, faith-based advocates, or victim service providers.

**12. MULTIDISCIPLINARY TRAINING TEAM TO THREE-DAY DIRECT SERVICES**

This MOU does not include a provision for sending a multidisciplinary training team to the three-day direct services training of trainer's component.

**13. PROSECUTORS INSTITUTE**

This MOU does not include a provision for prosecutors to attend the prosecutors' institute.

**14. JUDGES INSTITUTE**

This MOU does not include a provision for judges to attend the national judicial institute.

**15. COMMITMENT TO CCR**

The undersigned MOU partners are committed to continuing to support a multidisciplinary Collaborative Community Response (CCR) to abuse in later life, including domestic violence, dating violence, sexual assault, stalking, exploitation and neglect.

## **16. OUTREACH AND DIRECT SERVICES**

The undersigned MOU partners are committed to continuing to provide outreach and direct services to older victims (age 50 and older).

## **17. FISCAL PROCEDURE**

The Abuse in Later Life Program shall be fiscally administered by FSTC. The District Attorney's Office, APS, and Sheriff's Office shall submit invoices to FSTC. For services satisfactorily rendered, and upon receipt and approval of the invoices, FSTC agrees to compensate each partner agency for actual allowable expenditures incurred in accordance with this MOU. Invoices shall be submitted monthly, and in arrears. Invoices can be sent via e-mail to *stephanie.burrage@fstc.net*, or via mail to:

Family Services Tulare County

Attention: Stephanie Burrage, Chief Finance Officer

815 West Oak Avenue

Visalia, CA 93291

If a participating agency's expenditures exceed the budgeted amount designated for that agency in a specific line item, those costs shall be borne by that agency.

## **18. TERM**

This Agreement is effective beginning October 1, 2019 and will be in effect until September 30, 2021, or until otherwise modified by written consent of all involved parties.

## **19. COMPLIANCE WITH LAW**

Parties shall provide services in accordance with applicable Federal, State, and local laws, regulations and directives.

## **20. RECORDS AND AUDIT**

Parties shall maintain complete and accurate records with respect to the services rendered and the costs incurred under this MOU. In addition, Parties shall maintain complete and accurate records with respect to any payments to employees or subcontractors. All such records shall be prepared in accordance with generally accepted accounting procedures, shall be clearly identified, and shall be kept readily accessible. Upon request by FSTC, each Party shall make such records available to the requesting Party, for the purpose of auditing and/or copying such records for a period of five (5) years from the date of final payment under this MOU.

## **21. CONFLICT OF INTEREST**

Parties agrees to, at all times during the performance of this MOU, comply with the law of the State of California regarding conflicts of interests and appearance of conflicts of interests, including, but not limited to Government Code Section 1090 et seq., and the Political Reform Act, Government Code Section 81000 et seq. and regulations promulgated pursuant thereto by the California Fair Political Practices Commission. The statutes, regulations and laws previously referenced include, but are not limited to, prohibitions against any public officer or employee, including any of the undersigned Parties for this purpose, from making any decision on behalf of another Party in which such officer, employee or consultant/contractor has a direct or indirect financial interest. Each Party agrees that if any facts come to its attention which raise any questions as to the applicability of conflicts of interests laws, it will immediately inform the other Parties' designated representative and provide all information needed for resolution of this question.

## **22. INDEMNIFICATION**

Each Party (Indemnitor) shall hold harmless, defend and indemnify the other Parties (Indemnitee(s)), their agents, officers and employees from and against any liability, claims,

actions, costs, damages or losses of any kind, including death or injury to any person and/or damage to property, including Indemnitee(s)' property, arising from, or in connection with, the performance by Indemnitor or its agents, officers and employees under this MOU. This indemnification specifically includes any claims that may be made against Indemnitee(s) by any taxing authority asserting that an employer-employee relationship exists by reason of this MOU, and any claims made against Indemnitee(s) alleging civil rights violations by Indemnitor under Government Code sections 12920 et seq. (California Fair Employment and Housing Act), and any fines or penalties imposed on Indemnitee(s) for Indemnitor's failure to provide form DE-542, when applicable. This indemnification obligation shall continue beyond the term of this MOU as to any acts or omissions occurring under this MOU or any extension of this MOU.

**23. ASSIGNMENT/SUBCONTRACTING**

Unless otherwise provided in this MOU, each Party relying on the personal skill, expertise, training and experience of the other undersigned Parties and their employees and no part of this MOU may be assigned or subcontracted by any Party without the prior written consent of the other Parties.

**24. ASSURANCES OF NON-DISCRIMINATION**

Parties shall not discriminate in employment or in the provision of services on the basis of any characteristic or condition upon which discrimination is prohibited by any local, state or federal law or regulation.

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**25. APPROVAL (MULTIPLE PAGES)**

THE PARTIES, having read and considered the above provisions, indicate their agreement by their authorized signatures below.

**FAMILY SERVICES TULARE COUNTY:**

**Name:** Caity Meader, MA                      **Title:** Chief Executive Officer

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**OFFICE OF THE DISTRICT ATTORNEY, COUNTY OF TULARE:**

**Name:** Tim Ward                                      **Title:** District Attorney

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**TULARE COUNTY SHERIFF'S OFFICE:**

**Name:** Mike Boudreaux                      **Title:** Sheriff-Coroner

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**TULARE COUNTY HEALTH & HUMAN SERVICES AGENCY - ADULT PROTECTIVE SERVICES:**

**Name:** John Mauro                                      **Title:** Deputy Health and Human Services  
Director – Adult Services/Public Guardian

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**APPROVAL (MULTIPLE PAGES)**

THE PARTIES, having read and considered the above provisions, indicate their agreement by their authorized signatures below.

**FAMILY SERVICES TULARE COUNTY:**

**Name:** Caity Meader, MA                      **Title:** Chief Executive Officer

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**OFFICE OF THE DISTRICT ATTORNEY, COUNTY OF TULARE:**

**Name:** Tim Ward                                      **Title:** District Attorney

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**TULARE COUNTY SHERIFF'S OFFICE:**

**Name:** Mike Boudreaux                      **Title:** Sheriff-Coroner

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**TULARE COUNTY HEALTH & HUMAN SERVICES AGENCY - ADULT PROTECTIVE SERVICES:**

**Name:** John Mauro                                      **Title:** Deputy Health and Human Services  
Director – Adult Services/Public Guardian

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

APPROVAL (MULTIPLE PAGES)

THE PARTIES, having read and considered the above provisions, indicate their agreement by their authorized signatures below.

**FAMILY SERVICES TULARE COUNTY:**

**Name:** Caity Meader, MA **Title:** Chief Executive Officer

**Signature:**  \_\_\_\_\_

**Date:** 12/04/18

**OFFICE OF THE DISTRICT ATTORNEY, COUNTY OF TULARE:**

**Name:** Tim Ward **Title:** District Attorney

**Signature:**  \_\_\_\_\_

**Date:** 12/5/18

**TULARE COUNTY SHERIFF'S OFFICE:**

**Name:** Mike Boudreaux **Title:** Sheriff-Coroner

**Signature:**  \_\_\_\_\_

**Date:** 12-7-18

**TULARE COUNTY HEALTH & HUMAN SERVICES AGENCY - ADULT PROTECTIVE SERVICES:**

**Name:** John Mauro **Title:** Deputy Health and Human Services Director – Adult Services/Public Guardian

**Signature:**  \_\_\_\_\_

**Date:** 12-10-18

2012/01/21



**APPROVAL (MULTIPLE PAGES)**

THE PARTIES, having read and considered the above provisions, indicate their agreement by their authorized signatures below.

**FAMILY SERVICES TULARE COUNTY:**

**Name:** Caity Meader, MA                      **Title:** Chief Executive Officer

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**OFFICE OF THE DISTRICT ATTORNEY, COUNTY OF TULARE:**

**Name:** Tim Ward                                      **Title:** District Attorney

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**TULARE COUNTY SHERIFF'S OFFICE:**

**Name:** Mike Boudreaux                      **Title:** Sheriff-Coroner

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**TULARE COUNTY HEALTH & HUMAN SERVICES AGENCY - ADULT PROTECTIVE SERVICES:**

**Name:** John Mauro                                      **Title:** Deputy Health and Human Services  
Director – Adult Services/Public Guardian

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

COUNTY OF TULARE

Date: \_\_\_\_\_

By \_\_\_\_\_  
Chairman, Board of Supervisors


ATTEST: JASON T. BRITT  
County Administrative Officer/Clerk of the Board  
of Supervisors of the County of Tulare

Date: \_\_\_\_\_

By \_\_\_\_\_  
Deputy Clerk

Approved as to Form  
County Counsel

Date: 12/5/2016

By   
Deputy  
Matter # 20161991

**Family Services Tulare County  
OVW 2019 Enhanced Training & Services to End Abuse in Later Life Program**

**BUDGET DETAIL WORKSHEET**

<b>A. Personnel</b>		
<b>Name/Position</b>	<b>Computation</b>	<b>Cost</b>
<b>Alexi Del Bianco/Project Coordinator</b>	Year 1: Annual salary of \$35,942 x 1 FTE	\$ 35,942
	Year 2: Annual salary of \$36,650 x 1 FTE	\$ 36,650
<b>Jennifer Boteilho/Program</b>	Year 1: Annual salary of \$52,978 x .05 FTE	\$ 2,649
	Year 2: Annual salary of \$54,037 x .05 FTE	\$ 2,702
<b>Erika Ceballos/ Advocate</b>	Year 1: Annual salary of \$28,995 x 1 FTE	\$ 28,995
	Year 2: Annual salary of \$29,578 x 1 FTE	\$ 29,578
<b>Chief Program Officer/TBH</b>	Year 1: Annual salary of \$59,280 x .05 FTE	\$ 2,964
	Year 2: Annual salary of \$61,068 x .05 FTE	\$ 3,053
<b>TOTAL PERSONNEL</b>		<b>\$ 142,533</b>

<b>B. Fringe Benefits</b>		
<b>Name/Position</b>	<b>Computation</b>	<b>Cost</b>
<b>Project Coordinator/ Program Manager/Advocate/Chief Program Officer</b>	FICA @ 7.65% of wages; Retirement @ \$600/yr. per FTE; Health Insurance @ 20%; Workers Compensation @ 5.5%; UU/SUI at 2.65% and calculated on 1st \$7,000 of wages (x FTE) per year.	
	Year 1:	\$ 25,076
	Year 2:	\$ 25,473
<b>TOTAL FRINGE BENEFITS</b>		<b>\$ 50,549</b>

<b>C. Travel*</b>				
<b>Purpose of Travel</b>	<b>Location</b>	<b>Item</b>	<b>Computation</b>	<b>Cost</b>
OVW New Grantee Orientation (3 day conference)	DC	Airfare	\$800 (avg.) x 3 staff	\$ 2,400
		Lodging	\$250 (avg.) x 4 nights x 3 staff	\$ 3,000
		Per Diem	\$46 per day x 4 days x 3 staff	\$ 552
		Local Travel/ Parking	\$100 (avg.) x 3 staff	\$ 300
<b>Subtotal New Grantee Orientation:</b>				<b>\$ 6,252</b>
Local Travel - monthly mileage incurred for advocate		Attendance at outreach presentations and provision of services	Average 200 miles per month x .545 per mile x 24 months	\$ 2,616
* Family Services travel policies will apply.				
<b>TOTAL TRAVEL</b>				<b>\$ 8,868</b>

**D. Supplies**

<u>Supply Items</u>	<u>Computation</u>	<u>Cost</u>
Office Supplies	Office supplies are needed for general operation of the program. Office supplies charges avg. \$438.50 per mo. x prorated usage of 22% = \$96.47 x 24 months = \$2,315	\$ 2,315
Laptop	Lenovo ThinkPad Laptop (standard laptop for all departments) and laptop case for advocate and program coordinator to replace end of life machines. \$2,250 x 2 = \$4,500	\$4,500
<b>TOTAL SUPPLIES</b>		<b>\$ 6,815</b>

**Office Supplies**

Prorated usage is based off of total FTE's in building/total FTE's in this grant.

<b>E. Consultants/Contracts</b>			
<u>Name of Consultant</u>	<u>Service Provided</u>	<u>Computation</u>	<u>Cost</u>
<b>Deputy, Tulare County Sheriff's Dept.</b>	Training/Training Prep/ Meetings	\$53.66 per hour x 96 hours	\$ 5,151
<b>Prosecutor, District Attorney's Office</b>	Training/Training Prep/ Meetings	\$77.11 per hour x 96 hours	\$ 7,402
<b>Public Guardian, APS</b>	Training/Training Prep/ Meetings	\$54 per hour x 180 hours	\$ 9,720
<b>TOTAL CONSULTANTS/CONTRACTS</b>			<b>\$ 22,273</b>

**F. Consultant Travel**

<b>Purpose of Travel</b>	<b>Location</b>	<b>Item</b>	<b>Computation</b>	<b>Cost</b>
<b>OVW New Grantee Orientation (3 day conference)</b>	Washingt on, DC	Airfare	\$800 (avg.) x 3 contract staff (3 project partners)	\$ 2,400
		Lodging	\$251 (avg.) x 4 nights x 3 contract staff	\$ 3,012
		Per Diem	\$76 per day x 5 days x 3 contract staff	\$ 1,140
		Local Travel/ Parking	\$100 (avg.) x 3 staff	\$ 300
			<b>Subtotal New Grantee Orientation:</b>	<b>\$ 6,852</b>

*\*Contract staff travel policies will apply.*

<b>TOTAL CONSULTANT TRAVEL</b>	<b>\$ 6,852</b>
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**G. Other**

<b>Description</b>	<b>Computation</b>	<b>Cost</b>
<b>Office Space</b>	2,273 SF x \$1.19/SF = \$2,705 prorated for 22% of total staffing = \$595 x 24 months.	\$ 14,280
<b>Office Utilities</b>	Electricity, gas, water & sewage \$500 a month prorated for 22% of total staffing = \$110 x 24 months	\$ 2,640
<b>Communications</b>	Cell phone - \$55 per mo. x 2.10 FTE x 24 months = \$2,772; Internet usage/telephone/fax @ \$175 per mo. x 22% x 24 mos. = \$924	\$ 3,696
<b>Insurance</b>	C&L, Officers, Directors & Liability Insurance - \$22,000 per yr. x prorated share (total agency grant %) 100,000 per yr. = 2% of grant budget x \$22,000 x 2 years	\$ 880
<b>Copier Rental/ Maintenance</b>	Lease and maintenance charges avg. \$225 per mo. x prorated usage of 22% = \$49.50 x 24 months = \$1,188	\$ 1,188
<b>Payroll Service Fees</b>	Avg. \$4.55 mo. x 2.15 FTE x 24 mos = \$235	\$ 235
<b>Housing in an extended stay hotel for up to four weeks</b>	\$129.14 per night x 14 days x 5 survivors	\$ 9,040
<b>Home health care worker to assist survivors during their stay as needed</b>	112 hours x \$12 hr	\$ 1,344
<b>Boarding pets of survivors</b>	\$28 a night x 28 nights	\$ 784
<b>Emergency needs items for survivors</b>	IE replacement of eye glasses, prescriptions, hearing aid batteries	\$ 500
<b>Transportation assistance</b>	Montly regional T-Pass (\$50) x 5 survivors	\$ 250
<b>TOTAL OTHER COSTS</b>		<b>\$ 34,837</b>

**Office Supplies**

Prorated usage is based off of total FTE's in building/total FTE's in this grant.



**H. Indirect Costs/MTDC**

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
<b>MTDC - In lieu of indirect cost rate, 10% of modified total direct costs</b>	10% of total direct costs	\$ 27,273
Basis of Computation: Personnel (\$142,533), Fringe Benefits (\$50,549), Travel (\$8,868), Supplies (\$6,815), Consultants/Contracts (\$29,125), Other (\$34,837) = \$272,727 x 10% = \$27,273		
FSTC is electing to under recover the de minimis rate at 10% of MDTC		
<b>TOTAL INDIRECT/MTDC COSTS</b>		<b>\$ 27,273</b>

**INDIRECT COSTS/MTDC (FEDERAL)**

In lieu of using a Federally-approved Indirect Cost Rate, FSTC will charge a de minimis rate of 10% of modified total direct costs (MTDC). Per the DOJ, "non-federal entities, other than State and local governments and Indian tribes that have never received a Federally-approved indirect cost rate may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely. If chosen, this methodology once elected must be used consistently for all Federal awards until such time as a non-federal entity chooses to negotiate for a rate."

**BUDGET SUMMARY**

<b>Budget Category</b>	<b>Amount</b>
A. Personnel	\$ 142,533
B. Fringe Benefits	\$ 50,549
C. Travel	\$ 8,868
D. Supplies	\$ 6,815
E. Consultants/Contracts	\$ 29,125
G. Other	<u>\$ 34,837</u>
<b>Total Direct Costs</b>	<b>\$ 272,727</b>
H. Indirect Costs/MTDC	<u>\$ 27,273</u>
<b>TOTAL PROJECT COSTS</b>	<b>\$ 300,000</b>
Federal Share Requested	\$ 300,000