

968 - Comprehensive Community Corrections Act & Pretrial Services Act Grant

Application Details

Funding Opportunity: 6-Community Corrections & Pretrial Services FY2022
Funding Opportunity Due Date: Mar 19, 2021 5:00 PM
Program Area: Community Corrections & Pretrial Services
Status: Submitted
Stage: Final Application
Initial Submit Date: Mar 18, 2021 10:14 AM
Initially Submitted By: Mark Schwartz
Last Submit Date:
Last Submitted By:

Contact Information

Primary Contact Information

Name*: Lt. Melinda Johnson
Salutation First Name Middle Name Last Name Suffix

Title*: Lieutenant

Email*: mrjohnson@arlingtonva.us

Address*: 1425 N. Courthouse

Arlington Virginia 22201 Zip +4
City State/Province Postal Code/Zip

Phone*: (703) 228-0573 Ext.
Phone
#####

Fax: ### ### #####

Organization Information

Federal ID Number*: 546001123

Organization Name*: County of Arlington

Organization Type*: County Government

Unique Entity Identifier (UEI): 056285042

SAM Validation: Private

SAM Expiration Date:

Organization Website: For example: <http://www.dcs.virginia.gov>

Address*: Arlington County

2100 Clarendon Blvd
No. 501
Arlington Virginia 22201 Zip +4
City State/Province Postal Code/Zip

Phone*: (703) 228-3415 Ext.
#####

Fax: ### ### #####

Faith Based Organization*: No

FIPS Code (Only Required for Local Government):

Face Sheet

Face Sheet

Select the congressional district(s) that will benefit from the program.

Congressional District(s)*: 8th
Choose all that apply.

Best Practice?: For JJDP programs only.

Select all jurisdiction(s) served; if appropriate, select "STATEWIDE"

Jurisdiction(s) Served*: ARLINGTON CO
Choose all that apply.

Program Title: Community Corrections & Pretrial Services FY2022

Click [here](#) to see if you are certified.

Certified Crime Prevention Community?* No

Type of Application*: Continuation of Grant

If Continuation or Revision of a grant,

Grant Number: 21-Y6359CC21

If Continuation of a grant,

Performance Statement:

As of 01/31/2021:
Probation Placements: 114 ADC; 268 ALOS; PS Rate-100%

As of 01/31/21
Pretrial screenings = 609; Investigations = 354; ADC = 286; ALOS = 173 = PS-100%

Check the box(s) that best describes the applicant service area.

Community Setting*: Suburban

In this space, provide a short description of the project.

Brief Project Overview*:

CCCA provides: adult probation supervision and facilitates client engagement in rehabilitative services for Arlington and the Falls Church; inhouse groups; EBP risk assessments; support for Court referrals; intensive supervision for the Behavioral Health Docket. Also, notifies the Court when clients successfully complete or incur violations, and enhances public safety for the community.
PSA provide: Works with the courts and the Magistrate to effectively supervise defendants diverted to pretrial supervision. The supervision process consists of screening interviews, weekly office visits, telephone calls, drug/alcohol screens and various agency referrals. Notification is made to the courts regarding non-compliance,

Project Director

Name: Prefix Melinda R. Johnson Suffix
First Name Middle Name Last Name

Title*: Project Director
Address*: 1425 N. Courthouse Rd. #9100
Address Line 2
Arlington Virginia 22201 2629
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Phone Number*: 703-228-0573
Fax Number: 703-228-7021
Email Address*: mrjohnson@arlingtonva.us

Is the mailing address the same as the physical address?

Mailing Address*: Yes

Mailing Address:
Address Line 2
City Virginia Zip Code +4
State

Project Administrator

Name: Mr. Mark Middle Name Schwartz Suffix
Prefix First Name Last Name

Title*: County Manager

Address*: 2100 Clarendon Boulevard
Suite #302
Address Line 2
Arlington Virginia 22201 5406
City State Zip Code +4

Phone Number*: 703-228-3917

Fax Number: 703-228-____

Email Address*: mschwartz@arlingtonva.us

Is the mailing address the same as the physical address?

Mailing Address*: Yes

Mailing Address:
Address Line 2
City Virginia Zip Code +4
State

Finance Officer

Name: Ms. Maria Middle Name Meredith Suffix
Prefix First Name Last Name

Title*: Director of Management & Finance

Address*: 2100 Clarendon Boulevard
Suite 501
Address Line 2
Arlington Virginia 22201 5445
City State Zip Code +4

Phone Number*: 703-228-0757

Fax Number: 703-228-____

Email Address*: mmeredith@arlingtonva.us

Is the mailing address the same as the physical address?

Mailing Address*:

Yes

Mailing Address:

Address Line 2

City Virginia Zip Code +4
State

CCCA/PSA - Budget

Pretrial Budget

Budget Categories	DCJS FUNDS - State	MATCH - Cash	MATCH - Fees	MATCH - In-Kind	TOTAL
Personnel	\$234,088.00	\$487,951.00	\$0.00	\$0.00	\$722,039.00
Consultant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Travel	\$0.00	\$270.00	\$0.00	\$0.00	\$270.00
Subsistence	\$6,400.00	\$0.00	\$0.00	\$0.00	\$6,400.00
Equipment	\$3,356.00	\$0.00	\$0.00	\$0.00	\$3,356.00
Supplies/Other	\$5,919.00	\$49,824.00	\$0.00	\$0.00	\$55,743.00
Indirect Cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$249,763.00	\$538,045.00	\$0.00	\$0.00	\$787,808.00

Probation Budget

Budget Categories	DCJS FUNDS - State	MATCH - Cash	MATCH - Fees	MATCH - In-Kind	TOTAL
Personnel	\$176,330.00	\$262,039.00	\$0.00	\$0.00	\$438,369.00
Consultant	\$2,552.00	\$9,688.00	\$0.00	\$0.00	\$12,240.00
Travel	\$200.00	\$400.00	\$0.00	\$0.00	\$600.00
Subsistence	\$200.00	\$1,400.00	\$0.00	\$0.00	\$1,600.00
Equipment	\$3,420.00	\$3,240.00	\$0.00	\$0.00	\$6,660.00
Supplies/Other	\$7,358.00	\$12,252.00	\$0.00	\$0.00	\$19,610.00
Indirect Cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$190,060.00	\$289,019.00	\$0.00	\$0.00	\$479,079.00

Match Percentage

Pretrial Match Percentage:	68.3%
Probation Match Percentage:	60.33%
Total Match Percentage:	65.28%

Funds From Other Sources

Source	Amount
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No Data for Table

Project Narrative Form

Project Narrative

Demonstration of Need*:

N/A

Project Description*:

Arlington County will act as fiscal and administrative agent for the Comprehensive Community Corrections Act (CCCA) for Local-Responsible Offenders Proposed budget is for one year of program operations (July 1, 2021 through to June 30, 2022).

Both offices comply with all Arlington County procurement procedures. Funds utilized to operate this program are subject to audit in accordance with the Virginia Auditor of Public Accounts guidelines.

Both offices adhere to personnel policies and procedures established by Arlington County and the Arlington Sheriff's Office. All employees are paid fairly and competitively. Each position receives benefits (sick/vacation leave, holiday pay, health and life insurance, retirement). The FY 2022 proposed County Budget was impacted by the Corona Virus Pandemic and does not include COLA or Merit increases.

Officers are required to swear an oath of office before the Chief Judge of the Arlington County General District Court.

The Arlington Community Services Board (CSB) provides access to substance abuse, mental health, anger management, and domestic violence/batterer's intervention treatment services for Arlington County residents, those who are homeless in Arlington County, or are released from the Arlington County Detention Facility, and who are ordered to supervised probation with the CCU by the Courts. A full range of services are available, and sliding scale fees are utilized for those who can't fully afford the services they need or are ordered by the Courts to receive. Generally, residency is a qualifier. Cost per consumer is: Adult Mental Health-\$4,963; Adult Substance Abuse-\$4,660. Because the CCU is now a component of Arlington Behavioral Health, MOU's for the CCU are not necessary.

The Pandemic severely interfered with access to and delivery of these services. From "no access" to limited access", Arlington County has provided avenues for social service delivery. During this Corona Virus Pandemic, Arlington's Behavioral Health (Mental Health Specialty) Docket was launched, and has four (4) participants enrolled; two on supervision through the CCU. All participants are required to have weekly sessions with supervising officers, attend Court sessions weekly, take medications as prescribed, participate in organized groups and meet the expectations of the Court.

Arlington County will serve as fiscal and administrative agent for the county's Pretrial Service Agency. The proposed budget reflects 12 months of program operations (July 1, 2021 thru June 30, 2022). The Pretrial Services Program will comply with all procurement procedures established by Arlington County. All funds utilized of operating this program shall be subject to audit in accordance with the Virginia Auditor of Public Accounts guidelines. Pretrial Services client base consists of defendants placed on the program pursuant to 19.2-152.4:3 of the Code of Virginia, who meet the definition of appropriate supervision placement. The primary purpose of the Sheriff's Supervised Release Program is to assist the court with release decisions and to supervise defendants who are awaiting trial within the community to ensure appearance in court and protect public safety. The Pretrial Service Program, through the use of Pretrial Officers, provides supervision and enforcement of court orders by supervising random drug tests, and ensuring that defendants meet any mandated conditions set by court. Arlington County continues to partner with the Department of Criminal Justice Services (DCJS) and the Virginia Community Criminal Justice Association (VCCJA) in an effort to enhance and unify Pretrial service throughout the Commonwealth. During the Pandemic Crisis, the number of pretrial placements has increased significantly. The current project is facilitating training to stakeholders. This information forum is meant to provide insight regarding the Pretrial Process, resources, and operational updates. The purpose is to provide judicial officers with data, and education to improve the decision-making process for pretrial placement.

Service Area Demographic/Target Population*:

Pretrial and Local Probation serve Arlington County and the City of Falls Church, a diverse socio-economic community, located across the Potomac River from the Nations' Capitol. Arlington County's 2020 estimated population is 228,400: 64% White, 15.1% Hispanic or Latino, 9.6% Asian or Pacific Islander, 8.2% Black or African American, 3.0% Other or Multiracial.

Metro, a 106.3-mile commuter rail system connects Arlington to surrounding jurisdictions in Northern Virginia, Prince Georges and Montgomery Counties in Maryland, and Washington D.C. Interstate Highway 395/95 passes through the 26 square mile county, further increasing exposure to criminal activity. It is expected that the legalization of Marijuana in Virginia will impact criminal arrests and prosecutions, referrals for pretrial and local probation supervision, and treatment service delivery.

The CCU's target population is offenders placed on local probation supervision, as well as those transferred in from other jurisdictions within the State.

Some offenders referred by the Courts as well as those transferred in, work or spend time in localities where Marijuana is legalized and/or decriminalized. This continues to impact substance abuse treatment and education referrals, and supervision efforts by the CCU. Expected Legalization of marijuana in Virginia will impact service delivery also.

The primary goal of the CCU is the enhancement of public and community safety. Referrals are provided for substance abuse assessment, evaluation and/or treatment, mental health assessment, evaluation and/or treatment, and sex offender assessment, evaluation and/or treatment. Officers perform drug and alcohol testing, assist with community service placements, facilitate collection of restitution and court costs, provide in-house, interactive groups, and conduct background investigations that assist the Court with sentencing. The supervision staff, adjusting to COVID-19, meet clients according to a County approved "Assistance From A Distance" plan that incorporates all required safety protocols. Evidence Based Practices (EBP) are utilized for assessment of risks, needs, and goal determination based on in-person interviews, criminal records, special conditions as ordered by the court, prior supervision periods, input from service providers, insight from the officer, and the client's willingness to engage in reasonable and achievable goal development and acceptance of responsibility. It is the expectation of the Court and the responsibility of the CCU to provide timely notice when clients fail to meet supervision goals or are threats to themselves or the community, so that appropriate Court directed action can take place.

The purpose of the Sheriff's Pretrial Services office is to provide the courts with a VPRAI and Court Report at the defendant's initial arraignment at time of arraignment.

st. Pretrial Officers interview and conduct evaluations of eligible defendants for placement in the Pretrial Program, and enter defendant data into PRAXIS. Pretrial Officers appear in court, prepared to answer questions Pretrial Officers monitor defendants placed in the program (including case management, case supervision, office visits, drug testing, VINELINK research, and criminal history checks). Other functions include verbal and written correspondence to the Courts, the Commonwealth Attorney's Office, Public Defender's Office, and Clerks Offices regarding defendant compliance or non-compliance. Pretrial Officers also network with service providers regarding defendant referrals.

The Behavioral Health Docket (BHD) officially launched in September 2020. The BHD Pretrial Case Manager collaborates with the BHD Team comprised of judicial personnel and clinician specialists. Target clients are those individuals identified in mental health crisis and accepted into the BHD program by referral through the courts on a pre/post plea agreement. The defendant's participation is voluntary. The goals of this program are to aid the client with treatment referrals for programs and medication, provide weekly group meetings with members of the BHD Team, conduct weekly court appearances and oversee compliance of orders specified by the GDC Court.

Pretrial Supervision services are provided for the previously stated geographical area. Demographic statistics are: African American or Black, 60.82%; White, 23.39%; Asian, 2.92%; Hispanic, 5.56%; and Other or Multiracial, 1.17%. Age of program participants: Minimum, 18; Average, 35; Maximum, 69. Gender consists of 276 Males and 45 Females. Employment status rate is 40.5% Employed, and 53.80% Unemployed.

Sustainment Plan*:

The COVID-19 Pandemic and the spread of the Corona Virus impacted Arlington County Court proceedings. At the beginning of the pandemic in March 2020, the Virginia Supreme Judicial Emergency Closure Order was declared, resulting in court closures and hearings postponements. Impact to Pretrial participants exceeded the average length of supervision by 16% for Misdemeanors and 5% for Felonies.

By order of the courts, defendants identified as low risk offenders and no threat to the community were released on recognizance with the condition of Pretrial Supervision increasing the number of program placements by 76.7%. With support from DCJS, authorization was granted for designated Arlington Deputy Sheriff personnel to offset the increased workload by performing with limited functions of a Pretrial Officer.

The Arlington County Sheriff's Office, in response to COVID-19, provided flexibility to program operations in order to maintain the administration of supervision conditions. Beginning April 1st, 2020, changes implemented included limited face to face contact, telephone check in, and limited drug/alcohol screens of program participants. Additionally, Pretrial Officers teleworked on a rotational schedule.

On August 1st, 2020, Pretrial resumed normal operations (e.g., face to face contact and weekly drug/alcohol testing). The number of program participants compared to the jail population remains high at 73.83%. Currently, average length of supervision exceeds recommended program guidelines of Misdemeanors by 13% and Felonies by 5%. Active solutions now include providing pretrial training to all stakeholders to educate and inform. This objective is for partnering with the court system and maximize effective placement of participants on Pretrial supervision based on program rules outlined by DCJS.

Arlington County, as a response to the Covid-19 Pandemic, initiated the "Assistance From A Distance" plan for providing County services and Community access. Following the lead of the Governor's Office, access to all County operated buildings was restricted to County employees only, and only those who were deemed essential personnel were required to directly report to their respective offices. The CCU personnel were not deemed essential; teleworking plans were implemented and County issued electronics and remote access were utilized in order to maintain contact with clients, clinicians, and the Courts. Each agency within the County was instructed to submit an Assistance Plan that required approval from the County Safety Committee. The CCU submitted such a plan to provide supervision services for probation placements, which was ultimately approved in September, 2020. This plan included virtual meetings, text messaging and email access, telehealth communication, and phone contacts.

In January, 2021, the County approved a modification of the original Assistance From a Distance Plan, which allowed for the increase of in person contacts from 3 to 6 clients per day, urine screens not to exceed 5 per day, while continuing the appropriate social distancing and safety measures already in place. It is expected that this approach will continue for the remainder of FY2021, subject to requested and approved modifications.

These plans for providing program supervision services are expected to continue through FY22, subject to future guidance from Arlington County, the Governor's Office, and the state of the Covid-19 Pandemic.

Goals and Objectives

Requested

If this is not requested, please indicate that here and then mark this form as complete.

Are Goals and Objectives required by the funding opportunity?* Yes

Goals and Objectives

Goal Number	Goal	Objective	Activities	Month (in which implementation step occurs)
#1 Local Probation Supervision	The CCU will have an Offender Screening Tool (OST) completion rate of 45%	Within fiscal year 2022, the CCU will improve the OST completion rate by 5%.	Remind, coach, and lead the CCU probation officers through supervision team meetings, staff meetings, and case planning discussions.	July
#1A-Local Probation Office (CCU)	The CCU will have a Modified Offender Screening Tool (MOST) completion rate of 65% or more.	Within fiscal year 2022, the CCU will improve the MOST completion rate by 5%.	Remind, coach, and lead the CCU probation officers through supervision team meetings, staff meetings, and case planning discussions.	July
#2 Pretrial Investigations	Arlington Sheriff's Pretrial Services agency will have a pretrial investigation rate of 25% or more.	Within fiscal year 2022, our Arlington Sheriff's Pretrial services agency will improve the investigation rate by 25%	Each quarterly review, evaluate and discuss pretrial statistics with Pretrial Officers during quarterly team meetings, staff meetings, and goal setting.	July
#3 Pretrial Supervision	Arlington Pretrial Services agency will assign supervision levels by using the PRAXIS without staff overrides 35% of the time.	Within fiscal year 2022, Arlington Pretrial Services agency will improve the PRAXIS concurrency percentage by 5%	Each quarterly review, evaluate and discuss pretrial statistics with Pretrial Officers during quarterly team meetings, staff meetings, and goal setting.	July

CCCA/PSA - Personnel and Employee Fringe Benefits

Requested

If this is not requested, please indicate that here and then mark this form as complete.

Is Personnel being requested?*

Yes

Personnel

Employee Name	Position Title	Position	Total Hours Per Week (if applicable)	Total Hours Per Year	Total Annual Salary (grant-funded plus other sources)	Percent being requested	Number of Grant-Funded Hours (hours per year)	Grant-Funded Full Time Equivalent (?FTE?)	Total Salary Amount Requested from Grant	New Position?	DCJS FUNDS - State	MATCH - Cash	MATCH - Fees	In-Kind Match	
Manuel Vicens	Senior Probation Officer	Full Time	40	2080	\$86,777.00	0.0%	0	0.00	\$0.00	No	\$0.00	\$0.00	\$0.00	\$0.00	
Carol V. Pulido	Probation Officer	Full Time	40	2080	\$61,867.00	0.0%	0	0.00	\$0.00	No	\$0.00	\$0.00	\$0.00	\$0.00	
Vacant (Maria Fe Quidgley)	Administrative Assistant	Full Time	40	2080	\$45,740.00	0.0%	0	0.00	\$0.00	No	\$0.00	\$0.00	\$0.00	\$0.00	
Winston A. Marcus	Director	Full Time	40	2080	\$107,553.00	0.0%	0	0.00	\$0.00	No	\$0.00	\$0.00	\$0.00	\$0.00	
Melinda Johnson	Director	Full Time	40	2080	\$115,842.00	0.0%	0	0.00	\$0.00	No	\$0.00	\$115,842.00	\$0.00	\$0.00	\$115
Joyce Clements	Pretrial Officer	Full Time	40	2080	\$74,103.00	0.0%	0	0.00	\$0.00	No	\$52,431.00	\$23,873.00	\$0.00	\$0.00	\$76
ibironke Oloukun	Pretrial Officer	Full Time	40	2080	\$69,447.00	0.0%	0	0.00	\$0.00	No	\$50,365.00	\$19,834.00	\$0.00	\$0.00	\$70
Don Mclaurine	Pretrial Officer	Full Time	40	2080	\$75,794.00	0.0%	0	0.00	\$0.00	No	\$53,021.00	\$23,779.00	\$0.00	\$0.00	\$76
Vacant	Pretrial Officer	Full Time	40	2080	\$62,452.00	0.0%	0	0.00	\$0.00	No	\$45,498.00	\$17,946.00	\$0.00	\$0.00	\$63
Rina Koscany	Administrative Assistant	Full Time	40	2080	\$53,202.00	0.0%	0	0.00	\$0.00	No	\$32,773.00	\$20,986.00	\$0.00	\$0.00	\$53
Diana Fetterer	Pretrial Officer - Behavioral Health Docket	Full Time	40	2080	\$74,145.00	0.0%	0	0.00	\$0.00	Yes	\$0.00	\$73,860.80	\$0.00	\$0.00	\$73
			440	22880	\$826,922.00		0	0.0	\$0.00		\$234,088.00	\$296,120.80	\$0.00	\$0.00	\$530

Employee Fringe Benefits

Employee Name	FICA	Retirement	Group Life	Health Insurance	Workers? Comp	Unemployment	Disability	Other	Requested Employee Fringe Benefits Total	If Other, Please Describe	DCJS FUNDS - State	MATCH - Cash	MATCH - Fees	MATCH - In-Kind	Pr
Manuel Vicens	\$6,638.00	\$16,487.00	\$137.00	\$21,636.00	\$0.00	\$0.00	\$0.00	\$1,044.00	\$45,942.00	location pay	\$0.00	\$0.00	\$0.00	\$0.00	\$
Carol V. Pulido	\$4,733.00	\$11,903.00	\$98.00	\$10,557.00	\$0.00	\$0.00	\$0.00	\$1,044.00	\$28,335.00	location pay	\$0.00	\$0.00	\$0.00	\$0.00	\$
Vacant (Maria Fe Quidgley)	\$3,499.00	\$8,936.00	\$72.00	\$10,288.00	\$0.00	\$0.00	\$0.00	\$0.00	\$22,795.00		\$0.00	\$0.00	\$0.00	\$0.00	\$
Winston A. Marcus	\$8,228.00	\$20,310.00	\$170.00	\$7,687.00	\$0.00	\$0.00	\$0.00	\$1,044.00	\$37,439.00	location pay	\$0.00	\$0.00	\$0.00	\$0.00	\$
Melinda Johnson	\$8,862.00	\$45,698.00	\$183.00	\$21,636.00	\$0.00	\$0.00	\$0.00	\$1,436.00	\$77,815.00	location pay	\$0.00	\$0.00	\$0.00	\$0.00	\$
Joyce Clements	\$5,669.00	\$14,155.00	\$117.00	\$17,191.00	\$0.00	\$0.00	\$0.00	\$1,044.00	\$38,176.00	location Pay	\$0.00	\$0.00	\$0.00	\$0.00	\$
ibironke Oloukun	\$5,313.00	\$13,298.00	\$110.00	\$17,191.00	\$0.00	\$0.00	\$0.00	\$1,044.00	\$36,956.00	location pay	\$0.00	\$0.00	\$0.00	\$0.00	\$
Don Mclaurine	\$5,798.00	\$14,466.00	\$120.00	\$21,636.00	\$0.00	\$0.00	\$0.00	\$1,044.00	\$43,064.00	location pay	\$0.00	\$0.00	\$0.00	\$0.00	\$
Vacant	\$4,778.00	\$12,011.00	\$99.00	\$11,827.00	\$0.00	\$0.00	\$0.00	\$1,044.00	\$29,759.00	location pay	\$0.00	\$0.00	\$0.00	\$0.00	\$
Rina Koscany	\$4,070.00	\$10,309.00	\$84.00	\$19,761.00	\$0.00	\$0.00	\$0.00	\$2,610.00	\$36,834.00	location pay & metro	\$0.00	\$0.00	\$0.00	\$0.00	\$
Diana Fetterer	\$5,672.00	\$13,643.00	\$117.00	\$7,021.00	\$0.00	\$0.00	\$0.00	\$1,044.00	\$27,497.00	location pay	\$0.00	\$0.00	\$0.00	\$0.00	\$
	\$63,260.00	\$181,216.00	\$1,307.00	\$166,431.00	\$0.00	\$0.00	\$0.00	\$12,398.00	\$424,612.00		\$0.00	\$0.00	\$0.00	\$0.00	\$

Position and Justification

Employee Name	Description of Position	Justification for Position
Manuel Vicens	Senior Probation Officer - [1.0 FTE, Salary\$86,777] performs all regular functions of a local probation officer (case management, client referral, client counseling, drug testing, community visits, risk assessments), with a primary focus on special need (mental health, substance abuse) supervision cases. Maintains communitywide database of service providers and resources, oversees offender substance abuse education group, assist with staff training, work with Behavioral Health Docket.	This probation officer position provides supervision services required by the Grant.
Carol V. Pulido	[1.0 FTE, Salary\$61,867]-responsible for supervision of locally responsible probationers; performs intake, investigates client criminal backgrounds, completes social histories, makes risk assessments and recommendations. Develop case supervision plans and treatment plans, monitors client progress, performs alcohol and drug testing, provides referrals for treatment, networks with service providers, prepares and maintain reports and records, co-facilitates Hispanic acculturation group	This probation officer position provides supervision services required by the Grant.
Vacant (Maria Fe Quidgley)	[1 FTE, \$45,740]-provides administrative and secretarial support to the Community Corrections Unit staff: greets clients and citizens, prepares and processes correspondence, answers telephones, performs data entry, maintains statistical data, creates case files, processes supply orders and payment vouchers, assists the public, assists group facilitators. Responsible for handling public inquiries and referrals to the appropriate staff or county agencies.	This administrative position provides sole support for the CCU and supervision services required by the Grant.
Winston A. Marcus	[1.0 FTE, Salary\$107,553]-responsible for day-to-day operation of the Community Corrections Unit (three staff) and performs full range of professional adult supervision work (case management, case supervision background investigations); coordinates office's direct supervision of clients; liaison to the Courts, the Commonwealth Attorney and the Public Defender Offices for coordinating direct supervision of justice engaged clients. Collaborates with Pretrial Director to ensure Grant compliance	This position oversees the day to day operations of the CCU, supervises the CCU staff, ensures Grant compliance, serves as primary POC for the Grant, carries a small caseload (5-15 clients), participates on local, justice engaged committees, serves on the CCJB.

Melinda Johnson	[1.0]Pretrial Director -This position oversees the day to day operations of Pretrial Services. The Pretrial Director provides direct supervision of six staff members and coordinates all pretrial related activity. The Pretrial Director serves as a liaison between the Courts, Commonwealth's Attorney, Public Defender, jail staff, criminal justice agencies, law enforcement agencies, and treatment agencies. This position also monitors offender/defendant staff ratios and ensures DCJS grant compliance.	This position oversees the day to day operations of Pretrial Supervision, supervises pretrial staff, works in tandem with the CCU Director to ensure Grant compliance, and participates on local, justice engaged committees.
Joyce Clements	Case Manager [1.0 FTE \$74,103.00] This position interviews and conducts evaluations of eligible for placement in the Pretrial Program. The position is responsible for monitoring defendants placed in the program (including case management, case supervision, office visits, drug tests and criminal history checks). Other functions include verbal and written correspondence to the Courts, the Commonwealth Attorney, Public Defender's Office, and Clerk's Office regarding compliance or non-compliance.	This pretrial officer position provides supervision services required by the Grant.
ibironke Oloukun	Case Manager [1.0FTE \$69,447] This position interviews and conducts evaluations of eligible for placement in the Pretrial Program. The position is responsible for monitoring defendants placed in the program (including case management, case supervision, office visits, drug tests and criminal history checks). Other functions include verbal and written correspondence to the Courts, the Commonwealth, Public Defender's Office, and Clerk's Office regarding compliance or non-compliance of the program.	The pretrial officer position provides supervision services required by the Grant.
Don Mclaurine	Case Manager [1.0FTE \$75,794] This position interviews and conducts evaluations of eligible for placement in the Pretrial Program. The position is responsible for monitoring defendants placed in the program (including case management, case supervision, office visits, drug tests and criminal history checks). Other functions include verbal and written correspondence to the Courts, the Commonwealth, Public Defender's Office, and Clerk's Office regarding compliance or non-compliance of the program.	The pretrial officer position provides supervision services required by the Grant.
Vacant	Case Manager [1.0FTE \$62,452] This position interviews and conducts evaluations of eligible for placement in the Pretrial Program. The position is responsible for monitoring defendants placed in the program (including case management, case supervision, office visits, drug tests and criminal history checks). Other functions include verbal and written correspondence to the Courts, the Commonwealth, Public Defender's Office, and Clerk's Office regarding compliance or non-compliance of the program.	The pretrial officer position provides supervision services required by the Grant.
Rina Koscany	Administrative Assistant [1.0 FTE \$53,202.00] Provides support to the Pretrial Program (e.g., process correspondence, answer telephones, maintain statistical data, process purchase orders/payment vouchers, uploads daily reports of court notifications, color code upload for random drug screens, and enters data in PTCC). The Administrative Assistant is responsible for handling requests from the Commonwealth and Public Defender's Office and referring them to the appropriate staff.	This position provides administrative support to pretrial services required by the Grant.
Diana Fetterer	Case Manager/Behavioral Health Docket [1.0 FTE \$74,145.00] This position performs all functions of a Pretrial Officer in collaboration with The BHD team comprised of judicial personnel and clinician specialists. This position includes intensive supervision of program participant, report participant progress, case management, drug testing / submitting lab result requests, screen new referral cases, prepare and maintain reports in PTCC database. Provides staff with pretrial support as needed.	This position specializes in the Behavioral Health Docket program which provides intensive pretrial supervision services required by the Grant.

CCC/PSA - Consultants

Requested

If this is not requested, please indicate that here and then mark this form as complete.

Are Consultant and/or Consultant Travel being requested?* Yes

Consultant

Name of Consultant	Consultant Hourly Rate	Total Number of Hours	Total Consultant Cost	DCJS				Pretrial TOTAL	DCJS				Probation TOTAL
				FUNDS - State	MATCH - Cash	MATCH - Fees	MATCH - In-Kind		FUNDS - State	MATCH - Cash	MATCH - Fees	MATCH - In-Kind	
Michele Arkin-Hodges	\$165.00	56	\$9,240.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,914.00	\$7,326.00	\$0.00	\$0.00	\$9,240.00
Daniel Rodriguez	\$150.00	20	\$3,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$638.00	\$2,362.00	\$0.00	\$0.00	\$3,000.00
		76	\$12,240.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,552.00	\$9,688.00	\$0.00	\$0.00	\$12,240.00

Consultant Subsistence (lodging + meals) & Travel

Name of Consultant	Number of Nights	Lodging Rate	Total Lodging	Number of Days	Per Diem Rate	Total Meals	Number of Miles	Mileage Rate	Total Travel	Other Subsistence/Travel	Total Other Travel	DCJS		MATCH		Pretrial TOTAL	DCJS	
												FUNDS - State	MATCH - Cash	MATCH - Fees	- In-Kind		FUNDS - State	MATCH - Cash

No Data for Table

Consultant Role Description and Justification

Name of Consultant	Description of Consultant's Role	Justification for Use of Consultant
Michele Arkin-Hodges	Certified SA counselor facilitates adult interactive education group, addressing substance abuse behavior while providing appropriate tools for achieving sober lifestyle. 12-sessions offered; virtual (current) and in person. Sessions occur weekly for 75 minutes; 54-56 sessions yearly, overlapping sessions, 7-13 clients per session. Random drug testing included, and referrals for treatment, if indicated, are provided. Successful participant receive certificates; Court is informed of all outcomes	Certified SA Counselor facilitates and leads discussion of adult interactive SA education groups that addresses substance abuse behavior and identifies appropriate tools for successfully overcoming addiction. Groups consist of 7-13 clients, random drug testing is conducted, and individuals with more significant addiction problems are identified and referred out for treatment which is available through local CSB's or private insurance providers. Sessions are also offered virtually.
Daniel Rodriguez	Certified SA Counselor and trained sex offender therapist co-facilitates (along with the CCU bilingual local probation officer) an interactive acculturation group of adult clients who are primarily not native born Americans. Groups are conducted in Spanish and are comprised of Hispanic individuals. Groups take place weekly for eight-ten (8-10) weeks and last 90 minutes per session. Sixteen (16) to twenty (20) sessions are anticipated; 5-8 participants per session.	Sessions are topic driven, focusing on problem solving, inappropriate sexual behavior, anger issues, substance abuse issues, mental health issues, relationship issues, criminal behavior, and navigation through the challenges facing people from the Hispanic culture with adjusting to the laws, customs and values of American culture. Consultant is experienced and trained to target the client treatment needs and/or if required, facilitate appropriate treatment referrals and help identify resources.

CCC/PSA - Travel

Requested

If this is not requested, please indicate that here and then mark this form as complete.

Is Travel being requested?*: Yes

Local Mileage

Number of Miles	Mileage Rate	Total Local Mileage	DCJS FUNDS - State	MATCH - Cash	MATCH - Fees	MATCH - In-Kind	Pretrial TOTAL	DCJS FUNDS - State	MATCH - Cash	MATCH - Fees	MATCH - In-Kind	Probation TOTAL
1034	0.580	\$599.72	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00	\$400.00	\$0.00	\$0.00	\$600.00
1034		\$599.72	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00	\$400.00	\$0.00	\$0.00	\$600.00

Non-Local Mileage

Number of Miles	Mileage Rate	Total	DCJS FUNDS - State	MATCH - Cash	MATCH - Fees	MATCH - In-Kind	Pretrial TOTAL	DCJS FUNDS - State	MATCH - Cash	MATCH - Fees	MATCH - In-Kind	Probation TOTAL
500	0.540	\$270.00	\$0.00	\$270.00	\$0.00	\$0.00	\$270.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
500		\$270.00	\$0.00	\$270.00	\$0.00	\$0.00	\$270.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Mileage Description and Justification

Type	Description of Mileage	Justification for Mileage
Non-Local Mileage	Travel to an from VCCJA Annual Training Conference, if held; any other in-person travel that might become available that requires travel to outside of the area destinations.	Based on Federally approve mileage rate of \$.58 per mile.

CCC/PSA - Subsistence/Other Travel Costs

Requested

If this is not requested, please indicate that here and then mark this form as complete.

Are Subsistence/Other Travel Costs being requested?* Yes

Subsistence

Event Title	Number of Rooms	Number of Nights	Lodging Rate	Total	Number of People Attending	Number of Days	Per Diem Rate	Total	Total Subsistence	DCJS FUNDS - State	MATCH - Cash	MATCH - Fees	MATCH - In-Kind	Pretrial TOTAL	DCJS FUNDS - State	MATCH - Cash
VCCJA Conference, NAPSA, and Other TBD	4	40	\$160.00	\$25,600.00	4	40	\$96.00	\$15,360.00	\$40,960.00	\$6,400.00	\$0.00	\$0.00	\$0.00	\$6,400.00	\$0.00	\$0.00
VCCJA Training Conference	2	5	\$120.00	\$1,200.00	2	5	\$40.00	\$400.00	\$1,600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$400.00	\$1,200.00
	6	45		\$26,800.00	6	45		\$15,760.00		\$6,400.00	\$0.00	\$0.00	\$0.00	\$6,400.00	\$400.00	\$1,200.00

Subsistence Description and Justification

Event	Description of Costs	Justification for Costs
VCCJA Conference, NAPSA, and Other TBD	Pretrial Services - hotel expense \$160.00 per night. Total request for FY22 - 40 nights = \$6,400.00 Mileage reimbursement = .54 per mile. Per diem rate = \$96.00 per day (meals/ and incidentals).	It is anticipated that Arlington Sheriff's Pretrial staff will participate in future training and conferences once COMD-19 restrictions lift. Pretrial staff participate in these conferences to train and network with other Pretrial and Community Corrections localities.
VCCJA Training Conference	Hotel lodging costs, per day, including parking, fees, state and local taxes for two staff. Meals- anticipated cost for three (3) meals per day for two staff.	The VCCJA Conference remains planned for the fall, 2021. This conference, if not postponed or cancelled as occurred in the fall of 2020, due to the CORONA Vrus Pandemic, provides vital training and further information around Evidence Based Practices, case planning and supervision, as well as allows for valuable networking that supports probation supervision work in the office and in the field.

Other Travel Costs

Event Title	Number of People Attending	Number of Trips Requiring Airfare	Airfare Rate	Total Airfare	Other Travel Costs	Total Cost for Air and Other Fares	DCJS		MATCH		Pretrial	DCJS		MATCH		Probation
							FUNDS - State	- MATCH - Cash	MATCH - Fees	- In-Kind		TOTAL	FUNDS - State	- MATCH - Cash	MATCH - Fees	
local travel	3	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00	\$400.00	\$0.00	\$0.00	\$600.00
	3	0		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00	\$400.00	\$0.00	\$0.00	\$600.00

Other Travel Costs Description and Justification

Event	Description of Costs	Justification for Costs
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local travel mileage for local travel to local and/or regional training once COVID -19 travel restrictions are lifted; also for home visits and home verifications. reimbursements for mileage incurred to accomplish probation requirements and participate in EBP related training and activities once COVID-19 restrictions are lifted.

CCC/PSA - Equipment

Requested

If this is not requested, please indicate that here and then mark this form as complete.

Is Equipment Being Requested?*: Yes

Equipment

Equipment Item	Cost Per Item/Monthly Rate	Total Number of Items/Number of Months	Total Cost	DCJS		MATCH		Pretrial	DCJS		MATCH		Probation
				FUNDS - State	- MATCH - Cash	MATCH - Fees	MATCH - In-Kind		TOTAL	FUNDS - State	- MATCH - Cash	MATCH - Fees	
PTCC maintenance and or replacement	\$0.00		\$0.00	\$2,450.00	\$0.00	\$0.00	\$0.00	\$2,450.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00		\$0.00	\$906.00	\$0.00	\$0.00	\$0.00	\$906.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
			\$0.00	\$3,356.00	\$0.00	\$0.00	\$0.00	\$3,356.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Equipment Description and Justification

Equipment Item	Description of Equipment	Justification for Equipment
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PTCC maintenance and or replacement PTCC replacement/ Upkeep, Equipment. Condition of the grant.

Additional Documentation

Description	File Name	Type	Size	Upload Date
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No files attached.

CCC/PSA - Supplies & Other Expenses

Requested

If this is not requested, please indicate that here and then mark this form as complete.

Are Supplies & Other Expenses being requested?*: Yes

Supplies & Other Expenses

Supply/Item Requested	Cost Per Item/Monthly Rate	Total Number of Items/Number of Months	Total Cost	DCJS FUNDS - State	Match - Cash	Match - Fees	Match - In-Kind	Pretrial TOTAL	DCJS FUNDS - State	Match - Cash	Match - Fees	Match - In-Kind	Probation TOTAL
Rent	\$2,500.00	12	\$30,000.00	\$0.00	\$30,000.00	\$0.00	\$0.00	\$30,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Staff Training	\$600.00	4	\$2,400.00	\$2,400.00	\$0.00	\$0.00	\$0.00	\$2,400.00	\$580.00	\$1,820.00	\$0.00	\$0.00	\$2,400.00
Office Supplies	\$4,359.00	12	\$52,308.00	\$1,959.00	\$3,600.00	\$0.00	\$0.00	\$5,559.00	\$2,344.00	\$0.00	\$0.00	\$0.00	\$2,344.00
Utilities	\$0.00	12	\$0.00	\$0.00	\$5,924.00	\$0.00	\$0.00	\$5,924.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Postage	\$0.00	12	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$350.00	\$0.00	\$0.00	\$350.00
Phone	\$0.00	12	\$0.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$934.00	\$3,635.00	\$0.00	\$0.00	\$4,569.00
Printing	\$0.00	12	\$0.00	\$0.00	\$800.00	\$0.00	\$0.00	\$800.00	\$1,000.00	\$3,472.00	\$0.00	\$0.00	\$4,472.00
Drug Testing Kits	\$0.00	12	\$0.00	\$0.00	\$7,000.00	\$0.00	\$0.00	\$7,000.00	\$2,000.00	\$1,500.00	\$0.00	\$0.00	\$3,500.00
professional publications/memberships	\$400.00	12	\$4,800.00	\$1,560.00	\$0.00	\$0.00	\$0.00	\$1,560.00	\$0.00	\$400.00	\$0.00	\$0.00	\$400.00
miscellaneous supplies and learning materials	\$1,575.00	12	\$18,900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$1,075.00	\$0.00	\$0.00	\$1,575.00
			\$108,408.00	\$5,919.00	\$49,824.00	\$0.00	\$0.00	\$55,743.00	\$7,358.00	\$12,252.00	\$0.00	\$0.00	\$19,610.00

Supply/Item Requested Description and Justification

Supply/Item	Description of Supply/Item	Justification for Supply/Item
Office Supplies	Supplies are for Staff training, Office supplies, Rent, Utilities, Postage, Cell Phone, Printing, Drug Testing Kits.	To keep Arlington Pretrial Services operational.

CCC/PSA - Indirect Costs

Requested

If this is not requested, please indicate that here and mark this form as complete.

Are Indirect Costs being requested?*: No

Indirect Costs

Item Description	Justification	DCJS FUNDS - State	MATCH - Cash	MATCH - Fees	MATCH - In-Kind	Pretrial TOTAL	DCJS FUNDS - State	MATCH - Cash	MATCH - Fees	MATCH - In-Kind	Probation TOTAL
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No Data for Table

CCC/PSA - Attachments

Attachments

Named Attachment	Required	Description	File Name	Type	Size	Upload Date
MOU for PTCC	✓	PTCC MOU	MOU Sept 2016.pdf	pdf	109 KB	03/17/2021 07:02 PM
MOU for non-government services		PTCC MOU	MOU Sept 2016.pdf	pdf	109 KB	03/17/2021 07:03 PM
CCJB list	✓	Listed membership of the Arlington Community Criminal Justice Board	CCJB Membership List.docx	docx	18 KB	03/17/2021 07:16 PM

Other Attachments

Description	File Name	Type	Size	Upload Date
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No files attached.

Attachments

Attachments Required?

Are additional attachments required by the funding opportunity?* Yes

Attachments

Description	File Name	Type	Size	Upload Date
MOU Attached	MOU Sept 2016.pdf	pdf	109 KB	03/01/2021 02:04 PM

Non-Supplantation

Non-Supplantation

Applicants under this grant program are required to certify to DCJS, that the funding requested in this application does not supplant or replace, in whole or in part, federal, state, or local funds already supporting current program services.

I certify that the grant funds requested under this grant program will be used to supplement existing funds and will not replace (supplant) funds that have been appropriated for the same purposes.

Certification*: Yes

Project Administrator*: Mark Schwartz
First Name Last Name

County Manager 03/18/2021
Title Date

Authority Certification

Authority Certification

Authorized Individual*: Mark Schwartz
First Name Last Name

County Manager 03/18/2021
Title Date

MEMORANDUM OF UNDERSTANDING

PURPOSE

This Memorandum of Understanding (MOU) is to document the understanding and delineation of responsibilities for Arlington County and the Department of Criminal Justice Services (DCJS) to support and ensure the proper development, administration and maintenance of the Pretrial and Community Corrections case management system (PTCC). The use of the PTCC system is a requirement for receiving state grant funds for the operations of the local Comprehensive Community Corrections Act (CCCA) and Pretrial Services Act (PSA) agencies as mandated by the *Code of Virginia*. This MOU covers the following:

- Procurement, licensing and ownership of hardware and software
- Maintenance and administration of hardware and software
- Security and access allowances and restrictions
- Support roles and responsibilities
- Database backups

Each party will fund and be responsible for the cost of complying with their responsibilities under this MOU.

SCOPE OF SERVICES

Arlington County understands and acknowledges its responsibilities as follows:

1. Comply with all terms, conditions and assurances of the state grant awarded under the Comprehensive Community Corrections Act (CCCA) and Pretrial Services Act (PSA).
2. Provide and house the server that will store the DCJS licensed instance of the Microsoft Structured Query Language (SQL) Server software application and all required Local Area Network (LAN) and Wide Area Network (WAN) connectivity.
3. Administer and maintain the server excluding the DCJS licensed instance of the SQL Server and associated SQL software application.
4. Allow the DCJS PTCC helpdesk and developer to maintain server administrator accounts with 24/7 access.
5. Resolve all end user issues not related to PTCC and DCJS licensed instance of the SQL Server or associated SQL software applications.
6. Provide network connectivity for DCJS and local probation and pretrial staff to the SQL Server instance, the desktop via Remote Desktop Protocol (RDP), network shares related to PTCC and their related ports.
7. Ensure that the folder containing the daily backup files of the SQL Server databases is included in the normal local backup process with the other PTCC related contents of the server; backing up the PTCC databases and related content is solely the responsibility of Arlington County. Notify the PTCC helpdesk of any missing or failed DCJS generated SQL Server database backups within 24 hours of discovery of failed backup.
8. Support and assist the local probation and pretrial services agency with server side support needs affecting DCJS' ability to access and manage PTCC or SQL when requested by the DCJS PTCC helpdesk excluding the DCJS licensed instance of SQL Server and associated SQL software applications.

MEMORANDUM OF UNDERSTANDING

9. Provide a minimum of one month notice for any physical moves or hardware or network changes that impact the PTCC case management system or server.
10. Provide and maintain up-to-date and effective anti-virus, secure erasure, compression, and firewall software/hardware.
11. Provide and maintain up-to-date network security for the server which allows users and DCJS to access the server in the manner stated within this document.
12. Provide all computer equipment, software, and local networking and ensure compatibility with PTCC.
13. Provide the mandatory secure, 24/7 site-to-site Virtual Private Network (VPN) tunnel between local server and the DCJS offsite central servers through protocol and method as established by DCJS which includes the use of our Adaptive Security Appliance (ASA) and a local VPN router. This requires an always-on peer-to-peer connection between our central servers and the local server without additional applications or logins.
14. Enable DCJS to provide upgrades and enhancements that have been tested by DCJS and do not require additional testing to the SQL Server and PTCC case management system within a reasonable timeframe once DCJS notifies the local probation and pretrial services agency Director of any such upgrades or enhancements. For the purpose of this MOU, upgrades are changes that involve interaction and/or require some action or labor in the locality by the end user *and* requires DCJS to log on; enhancements are changes to existing reports/processes or new reports/processes that do not require any action by the locality and DCJS *may or may not* need to log on.
15. Ensure that the local parties responsible for complying with the stated obligations be notified via email or letter.
16. Permit DCJS to verify compliance with the terms of this MOU as a condition of grant funding. If Arlington County is out of compliance with the terms of this MOU, DCJS will notify the local probation and pretrial services agency Directors and request a plan of action to comply. If Arlington County does not take appropriate corrective action once notified of violations of the terms of this MOU, this noncompliance may result in freezing or termination of state grant funding.

The DCJS understands and acknowledges its responsibilities as follows:

1. Function as the party solely responsible for the development, administration, maintenance, management, access and support of the PTCC case management system, DCJS licensed instance of the SQL Server and associated SQL software applications.
2. Conduct scheduled backups of the SQL Server database and resolve all known failures to any DCJS generated backups as soon as practicable after notification by Arlington County of failed backups.
3. Inform the local probation and pretrial services agency Directors of planned outages and upgrades to SQL Server and PTCC case management system.

MEMORANDUM OF UNDERSTANDING

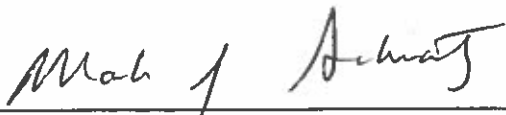
4. Restrict accounts and access to SQL Server and related databases under the same license to DCJS personnel.
5. Permit access to defendant or offender records only where permissible by law.
6. Assist the Administrator and Fiscal Agent's technology support staff in the implementation of its duties where permissible by law.
7. Purchase SQL Server license and make proof of licensure available upon request in order to satisfy local compliance.
8. Cooperate with other technology service providers in the provision of services at the request of the Administrator and Fiscal Agent.
9. If Arlington County is out of compliance with the terms of this MOU, DCJS will notify the local agency probation and pretrial services Directors and request a plan of action to comply. If Arlington County does not take appropriate corrective action once notified of violations of the terms of this MOU, this noncompliance may result in freezing or termination of state grant funding.

PERIOD OF AGREEMENT

This MOU represents the understandings reached by DCJS and the locality and is effective upon the signature of both parties. This MOU automatically renews every two years as long as Arlington County receives state funds for the operation of local probation and pretrial under the Comprehensive Community Corrections Act (CCCA) and Pretrial Services Act (PSA) of the Code of Virginia unless DCJS or Arlington County notifies, in writing, a need to modify terms of the MOU. Both parties must agree upon any modifications. This MOU is not intended, and should not be construed to create any right or benefit, substantive or procedural, enforceable at law or otherwise by any third party against the parties, their parent agencies, the United States, or the officers, employees, agents, or other associated personnel thereof.

This MOU shall be deemed to be a Virginia contract and shall be governed as to all matters whether of validity, interpretations, obligations, performance or otherwise exclusively by the laws of the Commonwealth of Virginia, and all questions arising with respect thereto shall be determined in accordance with such laws. Regardless of where actually delivered and accepted, the MOU shall be deemed to have been delivered and accepted by the parties in the Commonwealth of Virginia.

SIGNATURES OF PARTIES



County Administrator

Date: 9/14/16



DCJS Director

Date: 4/18/16

MEMORANDUM OF UNDERSTANDING

PURPOSE

This Memorandum of Understanding (MOU) is to document the understanding and delineation of responsibilities for Arlington County and the Department of Criminal Justice Services (DCJS) to support and ensure the proper development, administration and maintenance of the Pretrial and Community Corrections case management system (PTCC). The use of the PTCC system is a requirement for receiving state grant funds for the operations of the local Comprehensive Community Corrections Act (CCCA) and Pretrial Services Act (PSA) agencies as mandated by the *Code of Virginia*. This MOU covers the following:

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Each party will fund and be responsible for the cost of complying with their responsibilities under this MOU.

SCOPE OF SERVICES

Arlington County understands and acknowledges its responsibilities as follows:

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MEMORANDUM OF UNDERSTANDING

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12. Provide all computer equipment, software, and local networking and ensure compatibility with PTCC.
13. Provide the mandatory secure, 24/7 site-to-site Virtual Private Network (VPN) tunnel between local server and the DCJS offsite central servers through protocol and method as established by DCJS which includes the use of our Adaptive Security Appliance (ASA) and a local VPN router. This requires an always-on peer-to-peer connection between our central servers and the local server without additional applications or logins.
14. Enable DCJS to provide upgrades and enhancements that have been tested by DCJS and do not require additional testing to the SQL Server and PTCC case management system within a reasonable timeframe once DCJS notifies the local probation and pretrial services agency Director of any such upgrades or enhancements. For the purpose of this MOU, upgrades are changes that involve interaction and/or require some action or labor in the locality by the end user *and* requires DCJS to log on; enhancements are changes to existing reports/processes or new reports/processes that do not require any action by the locality and DCJS *may or may not* need to log on.
15. Ensure that the local parties responsible for complying with the stated obligations be notified via email or letter.
16. Permit DCJS to verify compliance with the terms of this MOU as a condition of grant funding. If Arlington County is out of compliance with the terms of this MOU, DCJS will notify the local probation and pretrial services agency Directors and request a plan of action to comply. If Arlington County does not take appropriate corrective action once notified of violations of the terms of this MOU, this noncompliance may result in freezing or termination of state grant funding.

The DCJS understands and acknowledges its responsibilities as follows:

1. Function as the party solely responsible for the development, administration, maintenance, management, access and support of the PTCC case management system, DCJS licensed instance of the SQL Server and associated SQL software applications.
2. Conduct scheduled backups of the SQL Server database and resolve all known failures to any DCJS generated backups as soon as practicable after notification by Arlington County of failed backups.
3. Inform the local probation and pretrial services agency Directors of planned outages and upgrades to SQL Server and PTCC case management system.

MEMORANDUM OF UNDERSTANDING

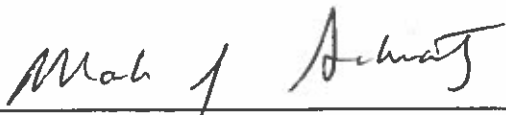
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9. If Arlington County is out of compliance with the terms of this MOU, DCJS will notify the local agency probation and pretrial services Directors and request a plan of action to comply. If Arlington County does not take appropriate corrective action once notified of violations of the terms of this MOU, this noncompliance may result in freezing or termination of state grant funding.

PERIOD OF AGREEMENT

This MOU represents the understandings reached by DCJS and the locality and is effective upon the signature of both parties. This MOU automatically renews every two years as long as Arlington County receives state funds for the operation of local probation and pretrial under the Comprehensive Community Corrections Act (CCCA) and Pretrial Services Act (PSA) of the Code of Virginia unless DCJS or Arlington County notifies, in writing, a need to modify terms of the MOU. Both parties must agree upon any modifications. This MOU is not intended, and should not be construed to create any right or benefit, substantive or procedural, enforceable at law or otherwise by any third party against the parties, their parent agencies, the United States, or the officers, employees, agents, or other associated personnel thereof.

This MOU shall be deemed to be a Virginia contract and shall be governed as to all matters whether of validity, interpretations, obligations, performance or otherwise exclusively by the laws of the Commonwealth of Virginia, and all questions arising with respect thereto shall be determined in accordance with such laws. Regardless of where actually delivered and accepted, the MOU shall be deemed to have been delivered and accepted by the parties in the Commonwealth of Virginia.

SIGNATURES OF PARTIES



County Administrator

Date: 9/14/16



DCJS Director

Date: 4/18/16

MEMORANDUM OF UNDERSTANDING

PURPOSE

This Memorandum of Understanding (MOU) is to document the understanding and delineation of responsibilities for Arlington County and the Department of Criminal Justice Services (DCJS) to support and ensure the proper development, administration and maintenance of the Pretrial and Community Corrections case management system (PTCC). The use of the PTCC system is a requirement for receiving state grant funds for the operations of the local Comprehensive Community Corrections Act (CCCA) and Pretrial Services Act (PSA) agencies as mandated by the *Code of Virginia*. This MOU covers the following:

- Procurement, licensing and ownership of hardware and software
- Maintenance and administration of hardware and software
- Security and access allowances and restrictions
- Support roles and responsibilities
- Database backups

Each party will fund and be responsible for the cost of complying with their responsibilities under this MOU.

SCOPE OF SERVICES

Arlington County understands and acknowledges its responsibilities as follows:

1. Comply with all terms, conditions and assurances of the state grant awarded under the Comprehensive Community Corrections Act (CCCA) and Pretrial Services Act (PSA).
2. Provide and house the server that will store the DCJS licensed instance of the Microsoft Structured Query Language (SQL) Server software application and all required Local Area Network (LAN) and Wide Area Network (WAN) connectivity.
3. Administer and maintain the server excluding the DCJS licensed instance of the SQL Server and associated SQL software application.
4. Allow the DCJS PTCC helpdesk and developer to maintain server administrator accounts with 24/7 access.
5. Resolve all end user issues not related to PTCC and DCJS licensed instance of the SQL Server or associated SQL software applications.
6. Provide network connectivity for DCJS and local probation and pretrial staff to the SQL Server instance, the desktop via Remote Desktop Protocol (RDP), network shares related to PTCC and their related ports.
7. Ensure that the folder containing the daily backup files of the SQL Server databases is included in the normal local backup process with the other PTCC related contents of the server; backing up the PTCC databases and related content is solely the responsibility of Arlington County. Notify the PTCC helpdesk of any missing or failed DCJS generated SQL Server database backups within 24 hours of discovery of failed backup.
8. Support and assist the local probation and pretrial services agency with server side support needs affecting DCJS' ability to access and manage PTCC or SQL when requested by the DCJS PTCC helpdesk excluding the DCJS licensed instance of SQL Server and associated SQL software applications.

MEMORANDUM OF UNDERSTANDING

9. Provide a minimum of one month notice for any physical moves or hardware or network changes that impact the PTCC case management system or server.
10. Provide and maintain up-to-date and effective anti-virus, secure erasure, compression, and firewall software/hardware.
11. Provide and maintain up-to-date network security for the server which allows users and DCJS to access the server in the manner stated within this document.
12. Provide all computer equipment, software, and local networking and ensure compatibility with PTCC.
13. Provide the mandatory secure, 24/7 site-to-site Virtual Private Network (VPN) tunnel between local server and the DCJS offsite central servers through protocol and method as established by DCJS which includes the use of our Adaptive Security Appliance (ASA) and a local VPN router. This requires an always-on peer-to-peer connection between our central servers and the local server without additional applications or logins.
14. Enable DCJS to provide upgrades and enhancements that have been tested by DCJS and do not require additional testing to the SQL Server and PTCC case management system within a reasonable timeframe once DCJS notifies the local probation and pretrial services agency Director of any such upgrades or enhancements. For the purpose of this MOU, upgrades are changes that involve interaction and/or require some action or labor in the locality by the end user *and* requires DCJS to log on; enhancements are changes to existing reports/processes or new reports/processes that do not require any action by the locality and DCJS *may or may not* need to log on.
15. Ensure that the local parties responsible for complying with the stated obligations be notified via email or letter.
16. Permit DCJS to verify compliance with the terms of this MOU as a condition of grant funding. If Arlington County is out of compliance with the terms of this MOU, DCJS will notify the local probation and pretrial services agency Directors and request a plan of action to comply. If Arlington County does not take appropriate corrective action once notified of violations of the terms of this MOU, this noncompliance may result in freezing or termination of state grant funding.

The DCJS understands and acknowledges its responsibilities as follows:

1. Function as the party solely responsible for the development, administration, maintenance, management, access and support of the PTCC case management system, DCJS licensed instance of the SQL Server and associated SQL software applications.
2. Conduct scheduled backups of the SQL Server database and resolve all known failures to any DCJS generated backups as soon as practicable after notification by Arlington County of failed backups.
3. Inform the local probation and pretrial services agency Directors of planned outages and upgrades to SQL Server and PTCC case management system.

MEMORANDUM OF UNDERSTANDING

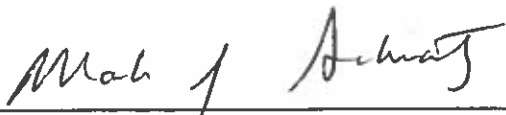
4. Restrict accounts and access to SQL Server and related databases under the same license to DCJS personnel.
5. Permit access to defendant or offender records only where permissible by law.
6. Assist the Administrator and Fiscal Agent's technology support staff in the implementation of its duties where permissible by law.
7. Purchase SQL Server license and make proof of licensure available upon request in order to satisfy local compliance.
8. Cooperate with other technology service providers in the provision of services at the request of the Administrator and Fiscal Agent.
9. If Arlington County is out of compliance with the terms of this MOU, DCJS will notify the local agency probation and pretrial services Directors and request a plan of action to comply. If Arlington County does not take appropriate corrective action once notified of violations of the terms of this MOU, this noncompliance may result in freezing or termination of state grant funding.

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