



## EXHIBIT A

**Human Services**  
Administration

DATE: August 16, 2021

TO: Aisha Battle, Project Officer

FROM: Elisa DeGregorio, Grants Section Mgr, Human Services Dept.  
Award Administrator, Grant # 2018-WE-AX-0016

AWARD #: Pinellas Criminal Domestic Battery Response Improvements  
Grant # 2018-WE-AX-0016  
OVW Fiscal Year 2018 Improving Criminal Justice Responses on Sexual Assault, Domestic Violence, Dating Violence, and Stalking Grant Program

RE: One-Time, 12-Month No Cost Extension Request

On behalf of Michelle Ardabily, Project Director for this grant award, Pinellas County, and its sub-recipients, respectfully request a 12-month extension of the Pinellas Criminal Domestic Battery Response Improvement Program for the period of October 1, 2021 – September 30, 2022.

Detailed information on the requested extension activities and budget are attached. If you have any questions, you can reach Michelle Ardabily, Chief Deputy Court Administrator/Project Director, Sixth Judicial Circuit, at (727)453-7035 or [mardabily@jud6.org](mailto:mardabily@jud6.org).

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# EXHIBIT A



**The Sixth Judicial Circuit of Florida  
Administrative Office of the Courts  
14250 49<sup>th</sup> Street North, Room 1250  
Clearwater, Florida 33762  
(727) 453-7035**

**Anthony Rondolino**  
Chief Judge

**Gay Lynne Inskeep**  
Trial Courts Administrator

**DATE:** August 16, 2021

**TO:** Aisha Battle, Project Officer

**THRU:** Elisa DeGregorio, Award Administrator  
Grants Section Manager, Pinellas County Human Services

**FROM:** Michelle Ardabily, Project Director  
Chief Deputy Court Administrator, Sixth Judicial Circuit

A handwritten signature in black ink that reads "Michelle A. Ardabily".

**AWARD #:** Pinellas Criminal Domestic Battery Response Improvements  
Grant # 2018-WE-AX-0016  
OVW Fiscal Year 2018 Improving Criminal Justice Responses on Sexual Assault,  
Domestic Violence, Dating Violence, and Stalking Grant Program

**RE:** One-Time, 12-month, No Cost Extension Request

Pinellas County, and its sub-recipients, respectfully request a 12-month extension of the Pinellas Criminal Domestic Battery Response Improvement Program for the period of October 1, 2021 – September 30, 2022.

**Explanation of circumstances leading to the extension. Why is the extension needed?**

The circumstances leading to the extension include 1) COVID-19 (Local State of Emergency declared March 13, 2020); 2) Need to complete proposed activities and services to meet the projects goals.

- 1) **Covid-19 Impacts:** The onset of the COVID-19 pandemic directly impacted the delivery of services under this project. The jail closed all volunteer/practitioner facilitated classes on March 13, 2020, greatly impacting our ability to deliver Batterer's Intervention Program services. As of August 1, 2021, the jail has not re-opened for vendors, but we are hopeful that this will change before the start of the proposed extension period.

Misdemeanor Probation's daily operations were also modified due to COVID-19. Scheduled in-office visits were completed via telephone and/or e-mail beginning in March of 2020. Intake enrollments were completed in-person at the courthouse ensuring

masks and social distancing were in place. Court ordered drug testing frequencies were reduced in order to comply with CDC guidelines in the lobby space. COVID-19 also presented a challenge for domestic violence advocacy, as it decreased the number of victims coming into the courthouse, despite an uptick in domestic violence arrests. The courthouses did reopen some proceedings on June 21, 2021, and we are seeing most of our criminal operations return to normal. Once the jail reopens to vendors, we will be back in full swing and will be able to deliver all of the intended services.

**2) Summary of Activities to be completed to meet Project Goals:**

**Goal #1:** Expand availability of Batterers Intervention Program groups available in the jail for those offenders who have been arrested, violated probation or been sentenced to jail time for domestic battery to increase program completions.

**Activities Completed:**

- Added four BIP groups in the jail each week - two for women and two for men - through a new contract with two community providers, Lufkin Services and Solutions Behavioral Healthcare Consultants.
- Enabled two jail staff to become certified BIP trainers.
- Jail social workers attended Domestic Abuse Intervention Program training and jail staff purchased Creating a Process of Change for Men Who Batter Curriculum for use in the jail.

**Activities to be Completed During Extension:**

- Since March 12, 2020, all Volunteer/Practitioner-led groups have been suspended at the Pinellas County Jail, due to COVID-19 restrictions. This included the OVW grant-funded BIP groups for male and female inmates. In November 2020, the request was made to conduct virtual (Zoom) BIP groups within the jail, but the request was denied in a continued effort to mitigate the spread of COVID-19. The County would like to resume these programs as soon as the jail re-opens to outside vendors.

**Goal #2:** Advocate for and help victims through services and training - provide early access to advocacy and services through two local domestic violence service providers to help provide needed intervention and support during all domestic violence proceedings and to coordinate service referral.

**Activities Completed:**

- Augmented efforts to provide early access to advocacy and services by providing more advocacy resources through two local domestic violence service providers in the Pinellas County Justice Center to help provide needed intervention and support during all misdemeanor domestic violence proceedings.
  - Both domestic violence service agencies employed justice advocates to

assist victims in misdemeanor domestic violence proceedings.

- Written materials are provided early to ensure that petitioners are aware of resources available to them, including emergency shelter, crisis assistance, legal assistance, long-term counseling, transitional housing, economic assistance, substance abuse programs, services for children, court assistance with accommodations for disabilities or with interpreters for non-English speaking persons, and other community outreach programs.
- A review of this function and these resources has been conducted by project stakeholders to ensure that petitioners are provided a safety plan with adequate information to meet their safety needs and that there are no significant impediments to accessing these resources.
- Augmented efforts have been made to link victims and their children to services while the case is ongoing, and efforts have been made to ensure that petitioners know their options, are aware of resources, know the status of their case and are informed of offender compliance with court-ordered services.
- Efforts were also be undertaken to share and update information regarding resources countywide.

**Activities to be Completed During Extension:**

- Project will continue to provide early access to advocacy and services through two local domestic violence service providers to help provide needed intervention and support during all domestic violence proceedings and to coordinate service referral.

**Goal #3:** Provide for more frequent substance abuse testing of defendants during probation for misdemeanor domestic battery.

**Activities Completed:**

- The misdemeanor probation office, operated by the Pinellas County Sheriff, increased substance abuse testing of domestic violence probationers. Those who fail the increased drug screens are returned to the domestic violence court to account to the judge for their violations.
- The misdemeanor probation office increased use of electronic monitoring of domestic violence probationers since March 2020.

**Activities to be Completed During Extension:**

- Both activities -- increased substance abuse testing and electronic monitoring -- will continue during the project extension.

**Goal #4:** Review firearm surrender policies and adopt new procedures to better ensure compliance.

**Activities Completed:**

- Project stakeholders worked together to more comprehensively inquire about and monitor the surrender of weapons and ammunition to ensure a greater level of protection for victims. The Misdemeanor Domestic Violence Judge chaired a domestic violence advisory group comprised of members of Pinellas County Government, Domestic Violence Service Providers, the Clerk of Circuit Court, Sheriff, community law programs, treatment providers, and other domestic violence prevention advocates, to review and improve policies and protocols for compliance monitoring and prosecution.
  - The Criminal DV Court team worked to initiate a new firearm affidavit and to comprehensively address firearm and ammunition surrender during the pendency of misdemeanor dv cases. The team meets monthly to review court processes and procedures and make necessary adjustments.

**Activities to be Completed During Extension:**

- Firearm and ammunition surrender policies will continue to be enforced.

**Goal #5:** Train stakeholders to identify and address the specialized needs for LGBTQ victims and victims who are sex trafficking victims.

**Activities Completed:**

- Stakeholders were trained to identify victims who are also trafficking victims and were trained on the special needs of LGBTQ individuals in domestic violence cases. The identification of victims is being done according to evidence-based or promising practices currently available. The collaboration also leveraged resources available through Gulfcoast Legal Services to provide free legal assistance to citizen and immigrant victims of human trafficking.
  - A team attended the virtual EVAWI International Conference on Sexual Assault, Domestic Violence, and Violence Across the Lifespan in April 2020 and again in 2021. This conference included sessions on the needs of LGBTQ as well as victims of human trafficking. The training events were approved by OVW.
  - A training was provided to the Circuit Court staff and stakeholders in May 2019 on Human Trafficking and Domestic Violence (provided through Gulfcoast Legal Services using other funding resources).

**Activities to be Completed During Extension:**

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A full budget summary of expenditures and a proposed budget for the No Cost Extension Period is attached. Please let me know if you have any questions.

**OVW Fiscal Year 2018 Improving Criminal Justice Responses on Sexual Assault, Domestic Violence, Dating Violence, and Stalking Grant Program  
Pinellas Criminal Domestic Battery Response Improvements**

**Budget Detail Worksheet and Narrative *Year 4 No-Cost Extension***

**A. Personnel**

<u>Position</u>	<u>Computation</u>	<u>Cost</u>
Justice Programs Analyst .25 FTE	\$51,438.00 x 25%	\$12,860.00
	Personnel Total:	<u>\$12,860.00</u>

The County is dedicating a .25 FTE Justice Programs Analyst to oversee all fiscal responsibilities for the grant and coordinate with the Court’s Project Director to file all required programmatic and financial reports required by OVW.

**B. Fringe Benefits**

<u>Benefit</u>	<u>Computation</u>	<u>Cost</u>
FICA	\$12,860.00 x 7.65%	\$ 984.00
Retirement	\$12,860.00 x 7.95%	\$ 1,022.00
Health (and vision) Insurance	\$1,671.80/mo. X 3	\$ 5,015.40
Dental Insurance	\$ 50.00/mo. X 3	\$ 150.00
Long Term Disability	\$12,860 (13000 rounded)/100= 130 X 0.51 (or 22.33/mo x 3)	\$ 67.00
Basic Life Insurance	\$52000/12=4300/1000= 4 x .14 = 0.56/mo x 3	\$ 2.00
	Benefits Total:	<u>\$ 7,240.40</u>

The County is requesting fringe benefits, as applicable, for the .25 FTE Justice Program Analyst.

**C. Travel**

<u>Purpose of Travel</u>	<u>Location</u>	<u>Computation</u>	<u>Cost</u>
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Total: \$ 0.00

**D. Equipment**

Total: \$ 0.00

**E. Supplies**

Total: \$ 0.00

**F. Construction**

This project will not involve construction costs.

Total: \$ 0.00

**G. Consultants/Contracts/Subawards**

Name of Subrecipient	Service Provided	Computation	Cost
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**CASA, Inc.** - Subrecipient

Personnel

DV Advocate 1.0 FTE Salary \$15/hr x 2080 hrs \$31,200.00

Benefits – \$9,504/yr for FICA, Worker’s Comp,  
Health Insurance, payroll fee \$ 9,504.00

Local Travel – \$1,500 \$ 1,500.00

Supplies – printing for brochures, palm cards, safety planning  
Materials, as well as other collateral for library at  
Courthouse, Cell Phone \$ 3,000.00

Training – Staff training for CORE, Victim Services Practitioner \$ 3,000.00

Other Costs – Interpreter/Translator fees (varies), Client  
Assistance with travel to courthouse for hearings,  
Motel stays and help with utility bills for clients \$ 14,400.00

CASA Total: \$ 62,604.00

Pinellas County entered into an agreement with Community Action Stops Abuse, Inc., (CASA)

to provide a fulltime Judicial Advocate committed to cover the misdemeanor Division R

Domestic Violence hearings, make immediate referrals to services, and follow-up with victims.

Local travel is permitted at \$1,500 per year, as well as \$3,000 worth of printing of materials used

to assist victims, and \$3,000 per year to train staff. Interpreter/Translator fees are budgeted for

the provision of deaf interpreters and foreign language interpreters as needed, and cell phone costs for the Advocate is also budgeted. Lyft travel assistance provided to clients added in Year 3 to get to the courthouse for hearings, charged at approximately \$0.90 per mile. The estimated mileage to get to the courthouse would be around 10-15 miles. Motel stays for clients estimated at 10 nights per quarter – 40 nights/year x \$100/night = \$4,000. Utility bill assistance for clients estimated at three times per month – 36 bills x \$250 = \$9,000.

**RCS Pinellas (Hope Villages of America) – Subrecipient**

Legal Advocate	1.0 FTE	
<u>Personnel</u> –		
Salary		\$58,822.00
<u>Benefits</u> – PEO Labor Costs (covers FICA,		
Medicare, SUTA, FUTA, Worker’s Comp)		\$ 7,106.00
Medical, Life, Vision		\$11,972.00
HR Services Allocation		\$ 1,030.00
<u>Travel</u> – Local travel \$500/yr		\$ 500.00
<u>Office Expenses</u> – Printing (brochures, palm cards)		
\$300/yr		\$ 300.00
Materials and supplies \$300/yr		\$ 300.00
<u>Other Costs</u> –		
Training \$750/yr		\$ 750.00
Interpreter/Translator fees (varies)		\$ 200.00
Cell Phone - \$1,000/yr.		\$ 1,000.00
	RCS Pinellas Total:	<u>\$81,980.00</u>

Pinellas County entered into an agreement with RCS Pinellas to provide a fulltime Judicial Advocate committed to cover the misdemeanor Division R Domestic Violence hearings, make immediate referrals to services, and follow-up with victims. Employee training costs at \$750 per year, and local mileage will be \$500 per year. RCS will print brochures and palm cards used to provide information to survivors (\$300 per year) and cover paper, postage, and file costs (\$300 per year). Interpreter/Translator fees are budgeted for the provision of deaf interpreters and foreign language interpreters as needed. Cell phone cost for the advocate is also budgeted.



**Pinellas County Sheriff - Subrecipient**

<b>Department of Detention and Corrections (DDC)</b>					
Two (2) BIP Facilitators (Contract Staff)	\$300.00/group x 4 groups	Salary \$1,200.00/week	48 weeks		<b>\$57,600.00</b>
Domestic Abuse Intervention Programs: Home of the Duluth Model (PCSO Certified BIP Social Workers Atwater and Grundmann)  2-Day ADVANCED "Creating a Process of Change for Men Who Batter" – Advanced Facilitation"	Registration	\$350.00	2 Social Workers	\$700.00	<b>\$700.00</b>
	Flight to Duluth, MN	\$600.00	2 Social Workers	\$1,200.00	<b>\$1,200.00</b>
	Hotel 3 nights x \$220.00	\$660.00	2 Social Workers	\$1,320.00	<b>\$1,320.00</b>
	Per Diem	\$266.00	2 Social Workers	\$ 532.00	<b>\$532.00</b>
	Transportation/Parking	\$100.00	2 Social Workers	\$200.00	<b>\$200.00</b>
Interpreter/Translator Fees					<b>\$700.00</b>
<b>DDC TOTAL REQUEST</b>					<b>\$62,252.00</b>
<b>Misdemeanor Probation (MP)</b>					
Special Conditions of Drug Testing	13 Assay Panel Tests 24 Tests x 84 probationers x \$30/test				<b>\$60,480.00</b>
Electronic Monitoring Fees – Alcohol/GPS Monitoring					<b>\$120,000.00</b>
<b>MP TOTAL REQUEST</b>					<b>\$180,480.00</b>

Sheriff Total: \$ 242,732.00

Pinellas County has an agreement with the Sheriff’s Office to expand its Batterer’s Intervention Program sessions by 4 per week up to 48 weeks/year, using a contract service provider for all years. In order to secure sustainability of the expanded BIP sessions, the Sheriff’s Office will provide Duluth Model Training to Sheriff’s Office Certified Social Workers using the 3-day “Creating a Process of Change for Men Who Batter – Comprehensive” curriculum.

Interpreter/Translator fees are budgeted for the provision of deaf interpreters and foreign language interpreters, as needed. Increased drug screens will be observed collection and analyzing drugs of abuse using on-site Siemens Presumptive Urine Drug Testing System. The 13 Assay Panel will test for Alcohol, Amphetamine, Barbiturate, Benzodiazepine, Cocaine, Ecstasy, Heroin, Methadone, Opiate, Oxycodone, PCP, Spice 2 and Marijuana. Increased drug screens are a proven deterrent and compliance enforcement tool. The budgeted amount will pay for 2,016 additional drug screens at \$30 per screen. Electronic monitoring expenditures are for supervising the DV offenders through the wearing of a court-ordered ankle bracelet. The amount allocated was determined as follows:

<u>ELEC. MON. FEE</u>	<u>PERCENTAGE TOTAL</u>	<u>AMOUNT</u>	<u># DAYS</u>
Alcohol (CAM) \$10	48% (of total fees)	\$57,600	5,760
GPS \$7	49%	\$58,800	8,400
Alcohol/GPS \$17	3%	\$ 3,600	212

Subrecipient Total: \$387,316.00

**H. Other Costs**

Total: \$ 0.00

**I. Indirect Costs**

Total: \$ 0.00

Indirect costs for Pinellas County will not be used on this project.

## Budget Summary

<u>Budget Category</u>	<u>Year 4</u>	<u>Total Amount</u>
A. Personnel	\$ 12,860.00	\$ 12,860.00
B. Fringe Benefits	\$ 7,240.00	\$ 7,240.00
C. Travel	\$ 0.00	\$ 0.00
D. Equipment	\$ 0.00	\$ 0.00
E. Supplies	\$ 0.00	\$ 0.00
F. Construction	\$ 0.00	\$ 0.00
G. Contracts/Subawards	\$387,316.00	\$387,316.00
H. Other	\$ 0.00	\$ 0.00
Total Direct Costs	<u>\$407,416.00</u>	<u>\$407,416.00</u>
I. Indirect Costs	\$ 0.00	\$ 0.00
Total Project Extension Costs		<u>\$407,416.00</u>
Federal Award		<u>\$407,416.00</u>
Non-Federal (Match) Amount		\$ 0.00

**All Years Expenditures Summary**  
**OVW 2018 Improving Criminal Justice Responses Grant**  
**Total Grant Budget: \$864,210.00**

Category	Original Grant Budget	Year 1 Total Spent	Year 2 Total Spent	Total spent to date Year 3	TOTAL SPENT TO DATE	TOTAL UNSPENT TO DATE	Proposed Year 4
Personnel	\$35,895.00	\$3,065.46	\$8,173.56	\$5,883.20	\$17,122.22	\$18,772.78	\$12,860.00
Fringe	\$20,091.00	\$1,598.85	\$4,215.58	\$3,072.44	\$8,886.87	\$11,204.13	\$7,240.00
Total Personnel	\$55,986.00	\$4,664.31	\$12,389.14	\$8,955.64	\$26,009.09	\$29,976.91	\$20,100.00
PCSO/Sheriff's Office	\$527,629.00	\$70,551.38	\$70,153.38	\$35,041.82	\$175,746.58	\$351,882.42	\$242,732.00
CASA	\$126,525.00	\$22,810.17	\$30,748.27	\$23,484.73	\$77,043.17	\$49,481.83	\$62,604.00
RCS/Hope Villages	\$127,045.00	\$16,584.33	\$34,432.44	\$17,630.65	\$68,647.42	\$58,397.58	\$81,980.00
Total Contractual Services	\$781,199.00	\$109,945.88	\$135,334.09	\$76,157.20	\$321,437.17	\$459,761.83	\$387,316.00
Travel	\$27,025.00	\$1,650.89	\$2,018.69	\$545.00	\$4,214.58	\$22,810.42	\$0.00
TOTALS	\$864,210.00	\$116,261.08	\$149,741.92	\$85,657.84	\$351,660.84	\$512,549.16	\$407,416.00