

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

DEPT: Probation JIP

BOARD AGENDA # *B-19

Urgent

Routine

AGENDA DATE June 28, 2011

CEO Concurs with Recommendation YES NO

4/5 Vote Required YES NO

(Information Attached)

SUBJECT:

Approval to Authorize the Chief Probation Officer to Apply for and Accept, if Awarded, an Evidence Based Practices (EBP) Project Grant from the California Department of Corrections and Rehabilitation, Corrections Standards Authority to Advance the Use of Evidence Based Practices in the Juvenile Justice System

STAFF RECOMMENDATIONS:

1. Authorize the Chief Probation Officer to apply for and accept, if awarded, an Evidence Based Practices Project Grant from the California Department of Corrections and Rehabilitation, Corrections Standards Authority to advance the use of evidence based practices in the juvenile justice system.
2. Adopt a Resolution authorizing the Chief Probation Officer to prepare and submit the application for the EBP Project and sign all necessary documents related to the grant, including all contracts.

FISCAL IMPACT:

The Juvenile Accountability Block Grants (JABG) Program, administered at the federal level by the Office of Juvenile Justice and Delinquency Prevention (OJJDP), supports state and local efforts to reduce juvenile crime through programs that focus on offender accountability. As California's administering agency for this federally funded program, the Corrections Standards Authority (CSA) distributes: a) annual allocations to those localities meeting the federal funding threshold to receive direct allocations, and b) discretionary funds for projects addressing juvenile offender accountability.

(Continued page 2)

BOARD ACTION AS FOLLOWS:

No. 2011-399

On motion of Supervisor O'Brien, Seconded by Supervisor Chiesa
and approved by the following vote,

Ayes: Supervisors: O'Brien, Chiesa, Withrow, DeMartini, and Chairman Monteith

Noes: Supervisors: None

Excused or Absent: Supervisors: None

Abstaining: Supervisor: None

1) X Approved as recommended

2) _____ Denied

3) _____ Approved as amended

4) _____ Other:

MOTION:

Christine Ferraro

ATTEST:

CHRISTINE FERRARO TALLMAN, Clerk

File No.

Approval to Authorize the Chief Probation Officer to Apply for and Accept, if Awarded, an Evidence Based Practices (EBP) Project Grant from the California Department of Corrections and Rehabilitation, Corrections Standards Authority to Advance the Use of Evidence Based Practices in the Juvenile Justice System

FISCAL IMPACT (continued):

In support of California's efforts to reduce youth violence and recidivism, the CSA is issuing a Request for Proposals (RFP) to identify county probation departments and their juvenile court partners that are prepared to participate in a systems change approach in implementing an/or expanding the use of evidence based practices (EBP) within their local juvenile justice communities. The goal of the project is to reduce recidivism of youthful offenders by providing a comprehensive and flexible funding source to probation departments that supports a systems change approach in implementing evidence based practices known to be effective in delinquency prevention. Federal Juvenile Accountability Block Grants (JABG) funds totaling approximately \$1.8 million are set-aside for this project. It is anticipated that the project will begin on October 1, 2011 and end September, 2013. The deadline for the grant application is July 12, 2011.

If the EBP grant is awarded, funds will be used to augment the Probation Department's recently awarded Probation and Court-Based Alternatives Grant (PCBA) Project. The PCBA grant is in effect from July 1, 2011, through June 30, 2012, and funds a Deputy Probation Officer and a case manager contracted through the Center for Human Services (CHS) to provide supervision and intensive case management services for a specialized case load of female wards of the Court. It also supports a contract with the National Council on Crime and Delinquency (NCCD) to provide a gender specific assessment tool, and to develop a data collection manual and evaluation instruments. PCBA funds also support Probation staffing to conduct a local evaluation of the program's effectiveness in diverting females from Juvenile Hall for violations of probation. If awarded, EBP funds will be used to extend the PCBA program services through June 30, 2013, as well as to expand the contract with the National Council on Crime and Delinquency to include evaluation of the process and outcomes of a larger scale Girls Juvenile Justice Initiative (GJJI) that will identify the most effective ways to meet the needs of young women at-risk of being involved, currently involved, and previously involved in the juvenile justice system. The total grant funding that will be requested from the Corrections Standards Authority for the EBP Project is \$299,698. The County will provide an in-kind match of \$34,910 through a combination of existing staffing and additional services provided by CHS. The funds for the current EBP application will be budgeted with the Fiscal Year 2011-12 Final Budget and in Budget Year 2012-13, if the grant is awarded.

DISCUSSION:

According to the Office of Juvenile Justice Delinquency Prevention, girls make up the fastest growing segment of California's juvenile justice population, now representing nearly one in every three referrals. However, county juvenile justice systems throughout the state fall short in addressing the needs of this population. In Stanislaus County, there are no gender specific programs addressing the unique needs of justice involved girls.

Approval to Authorize the Chief Probation Officer to Apply for and Accept, if Awarded, an Evidence Based Practices (EBP) Project Grant from the California Department of Corrections and Rehabilitation, Corrections Standards Authority to Advance the Use of Evidence Based Practices in the Juvenile Justice System

Justice involved girls suffer health conditions, including post-traumatic stress disorder, attempts of self-harm and suicide. Elevated rates of trauma for this population are linked to higher rates of substance abuse. These differences affect the ways girls experience the juvenile justice system, particularly detention. Effective programming and services for this population need to take these unique characteristics into account. When girls are not treated based on their needs and histories, and are instead shuttled through a one-size fits all detention system, they leave detention even less able to cope than before they entered and more likely to return.

In Stanislaus County, a snapshot of December 2010, shows girls account for 10% of all juveniles placed on formal probation, however, they accounted for 17% of the bookings into the juvenile hall. Of the 264 girls booked into the facility in 2010, 127 or 48% were booked for violations of probation, failures to appear and bench warrants. The number of wards in non-secure out-of-home placements as of December 2010 was 80. Of those, 21 or 26% were female. These numbers illustrate how girls are detained in the secure setting of juvenile hall and placed out of the home at disproportionate rates for youth made wards of the Court. The numbers also illustrate the overuse of secure detention for violations of probation, bench warrants and failures to appear. Stanislaus County began addressing the lack of gender responsive services in December 2009 when the Probation Department began working with the Prison Law Office, the National Council on Crime and Delinquency, and the Youth Justice Institute on a Girls Juvenile Justice Initiative to evaluate the unmet needs of justice involved girls. The goal of the Girls Juvenile Justice Initiative is two-fold:

1. to better serve at-risk and detained young women in Stanislaus County by providing evidence-based gender-responsive programming and services to those diverted from detention and to those in detention to prevent further involvement in the delinquency system, and
2. to develop and document the process to assist other counties and states to identify the most effective ways to meet the needs of their at-risk and detained young women.

As a part of the Girls Juvenile Justice Initiative, a strategic plan was developed in December 2010 whose mission is: "To promote public safety by creating a gender-responsive, culturally competent continuum of services that provides opportunities for girls and young women to lead safe, healthy and productive lives." As a part of the plan, a task force has been convened to prioritize and oversee implementation. The recently awarded PCBA grant is providing the necessary funding to implement a priority area of the Girls Juvenile Justice Initiative to provide gender-responsive services to girls currently involved in the juvenile justice system. The project components include:

Approval to Authorize the Chief Probation Officer to Apply for and Accept, if Awarded, an Evidence Based Practices (EBP) Project Grant from the California Department of Corrections and Rehabilitation, Corrections Standards Authority to Advance the Use of Evidence Based Practices in the Juvenile Justice System

- 1) Specialty caseload of 25-30 girls
- 2) Intensive probation supervision
- 3) Case management services through the Center for Human Services
- 4) Gender-specific assessment and case management tool
- 5) Gender responsive groups and one-on-one intervention
- 6) Enhanced treatment services through community-based organizations
- 7) Local Program Evaluation

It is anticipated that the girls participating in the PCBA program will be less likely to be in violation of probation, fail to appear in Court or at probation, or have warrants issued for their arrest. By using the evidence-based practice of a gender-based assessment tool and services designed to address the different and under-served needs of girls, the number of girls booked into the Juvenile Hall for new law violations, as well as violations of probation, failures to appear and bench warrants will be reduced.

The EBP project will allow the Probation Department to continue to operate and evaluate the PCBA program for an additional 15 months, while enhancing the program with the use of programs and principles known to produce positive criminal justice and juvenile rehabilitative and development outcomes. It will also allow for a broader and more in-depth analysis of system changes as it relates to gender responsive services. As part of the EBP project, the Probation Department will update the 2008 Juvenile Justice Local Action Plan to include gender-responsive, evidence-based services. The Plan models a continuum of support and sanctions to prevent juvenile crime and delinquency and to provide swift, sure, graduated consequences for inappropriate behavior when it occurs.

POLICY ISSUE:

Board approval to accept this funding is necessary. The policy before the Board is whether this agenda item is consistent with the Board of Supervisors' goals and priorities of a A Safe Community, A Healthy Community and Effective Partnerships.

STAFFING IMPACTS:

The recommended action will provide 15 months of funding for one Deputy Probation Officer and .15 FTE Supervising Probation Officer. The Department will dedicate .15 FTE of an existing Supervising Probation Officer as matching funds to the grant.

CONTACT PERSON:

Jill Silva, Assistant Chief Probation Officer. Telephone: (209) 525-4503

THE BOARD OF SUPERVISORS OF THE COUNTY OF STANISLAUS
STATE OF CALIFORNIA

Date: June 28, 2011

No. 2011-399

On motion of Supervisor O'Brien Seconded by Supervisor Chiesa
and approved by the following vote,

Ayes: Supervisors: O'Brien, Chiesa, Withrow, DeMartini, and Chairman Monteith

Noes: Supervisors: None

Excused or Absent: Supervisors: None

Abstaining: Supervisor: None

THE FOLLOWING RESOLUTION WAS ADOPTED:

Item # *B-19

WHEREAS the Stanislaus County Probation Department desires to participate in the Evidence Based Practices Project supported by federal Juvenile Accountability Block Grant funding and administered by the Corrections Standards Authority (hereafter referred to as CSA).

NOW, THEREFORE, BE IT RESOLVED that the Chief Probation Officer is authorized on behalf of this Governing Board to prepare and submit the grant proposal for this funding and sign the Grant Agreement with the CSA, including any amendments thereof.

BE IT FURTHER RESOLVED that federal grant funds received hereunder shall not be used to supplant expenditures controlled by this body.

BE IT FURTHER RESOLVED that the Stanislaus County Probation Department agrees to provide all matching funds required for said project and abide by the statutes and regulations governing the federal Grants Program as well as the terms and conditions of the Grant Agreement as set forth by the CSA.

ATTEST: CHRISTINE FERRARO TALLMAN, Clerk
Stanislaus County Board of Supervisors,
State of California





BOARD OF SUPERVISORS
2011 OCT 14 P 2:26

DEPARTMENT OF CORRECTIONS AND REHABILITATION

CORRECTIONS STANDARDS AUTHORITY

**REQUEST FOR PROPOSALS (RFP)
APPLICATION PACKET**

EVIDENCE BASED PRACTICES PROJECT

**An Initiative to Advance the Use of Evidence Based Practices
in California Juvenile Justice Systems**

May 2011

*Proposals must be received by the Corrections Standards Authority by 5:00 p.m.,
July 12, 2011*

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GRANT AWARD OPPORTUNITY AND PURPOSE

The Juvenile Accountability Block Grants (JABG) Program, administered at the federal level by the Office of Juvenile Justice and Delinquency Prevention (OJJDP), supports state and local efforts to reduce juvenile crime through programs that focus on offender accountability (Public Law 107-273). As California's administering agency for this federally funded program, the Corrections Standards Authority (CSA) distributes: a) annual allocations to those localities meeting the federal funding threshold to receive direct allocations, and b) discretionary funds for projects addressing juvenile offender accountability.

In support of California's efforts to reduce youth violence and recidivism, the CSA is issuing this Request for Proposals (RFP) to identify county probation departments and their juvenile court partners that are prepared to participate in a systems change approach in implementing and/or expanding the use of evidence based practices (EBP) within their local juvenile justice communities. The goal of the project is to reduce recidivism of youthful offenders by providing a comprehensive and flexible funding source to probation departments that supports a systems change approach in implementing evidence based practices known to be effective in delinquency prevention. Federal Juvenile Accountability Block Grants (JABG) funds totaling approximately \$1.8 million are set-aside for this project. It is anticipated that the project will begin on October 1, 2011 and end September, 2013.

BACKGROUND INFORMATION

The goal of the JABG program is to reduce juvenile offending through accountability-based initiatives that focus on both the offender and the juvenile justice system. JABG funds are used to assist local units of government that serve youth up to 18 years of age.

The State Advisory Committee on Juvenile Justice and Delinquency Prevention (SACJJDP) which oversees the use of JABG, Title II Formula Block Grant and Title V Community Prevention Grant funds aligned these three federal programs to support California's Title II Three-year Plan. In this plan five priority areas were identified: Alternatives to Detention, Disproportionate Minority Contact, Evidence Based Practices, Restorative Justice and Holistic Approaches to Offender Counsel.

To support California's Three-year Plan, CSA launched a three-year statewide initiative with JABG funding to promote the use of evidence based practices (EBP) in August 2009. The project, entitled the Best Practices Approach Initiative (BPAI), included multiple objectives aimed at providing training and technical assistance to juvenile justice agencies statewide in the implementation of EBP. One component of this project included selecting three probation departments and their community justice partners to receive two years of intensive, on the ground technical assistance to implement EBP through a systems change approach involving their justice partners. Sixteen probation departments and their juvenile justice partners applied for this technical assistance. Although only three were selected, all applicants who competed in the process expressed a need for additional EBP support and a hope for additional funding opportunities in the future.

Given local needs and interests related to EBP, the SACJJD recommended to the CSA Board that additional JABG funding be made available to further advance statewide efforts in this area. On January 13, 2011 the CSA Board approved this recommendation and authorized an Executive Steering Committee (ESC) be established to develop a RFP to support probation departments statewide in implementing or enhancing evidence based practices through a systems change approach.

PROJECT DESCRIPTION

As previously described, funding for this project is to be used to support probation departments that are prepared to participate in a two year systems change approach in implementing or expanding the use of EBP within their local juvenile justice communities. While probation will be the lead agency in the implementation of EBP and the main recipient of the services, the success of this project will lie in the collaboration and partnership of the key stakeholders within each juvenile justice community. Toward this end, the ESC has placed a high expectation that through this project the courts and probation departments, along with other important juvenile justice and community partners, will move forward together in supporting and implementing EBP. Additionally, the ESC has identified that implementing EBP through a systems change process is a best practices model which incorporates both research on effective corrections practice and practical approaches in the areas of juvenile justice and delinquency prevention.

Evidence Based Practices:

There are numerous definitions of evidenced based practices. For the purpose of this RFP, a broad working definition is offered which involves several key concepts embraced by most professionals in the juvenile justice field.

EBP represents a significant shift throughout the juvenile justice field that places an emphasis on achieving measurable outcomes and making sure that the services that are provided and the resources that are used are actually effective. It involves using research based, and scientific studies to identify interventions that when correctly applied to offender populations, reliably produce significant reductions in recidivism. Successful implementation of EBP also involves a "system change approach" which entails improving the coordination of the interrelated parts of the juvenile justice delivery system as a whole so that tasks, functions and sub-units work effectively together and not at cross-purposes.

Using EBP typically includes the following:

- Organizational development to create a culture that is accepting of best practices and evidence-based approaches;
- The development of collaborations oriented to best practices and evidence-based approaches within the juvenile justice system;
- A commitment to initial training and on-going refresher training;
- The use of validated risk/needs assessment tools to determine effective case planning;
- The use of programs and principles known to produce positive criminal justice and juvenile rehabilitative and developmental outcomes;
- Data collection and analysis to monitor program processes and outcomes;
- Performance management and improvement of programs and practices;
- Quality assurance assessments to ensure fidelity to proven models and adherence to standards of care; and
- A focus on sustainability to ensure continuation of successful programs and practices after the termination of outside funding.

Depending upon the needs of each probation department and their juvenile justice partners that are selected through this competitive process, funding could be directed at, but not limited to, any of the following EBP services and supports:

1. Organizational development and training of staff;
2. Implementation or enhancement of evidence based programs;
3. Implementation or enhancement of risk-need assessment tools;
4. Implementation or enhancement of case management systems;
5. Implementation or enhancement of data collection systems;
6. Implementation or enhancement of evaluation processes; and/or
7. Implementation or enhancement of quality assurance activities.

A total of \$1.8 million in JABG funding is available statewide. Probation departments will be allowed to request up to a maximum of \$300,000 for the period of October 1, 2011, through September 30, 2013. Each local jurisdiction selected through this RFP will have unique needs and are likely to be at different stages of development and progress with regard to implementing EBP. Given this variable, probation departments are encouraged to request only the amount of funds needed to support their proposal and not base the request on the maximum allowable. Applicants who believe their proposal will require substantially less than the maximum are strongly encouraged to apply for funding. Proposals will be read and rated by the ESC that participated in development of this RFP.

While the intent is to receive a wide range of proposals representing California's diverse probation departments, only the most meritorious proposals will be funded. Counties that have already begun the implementation of EBP through a systems change approach but are now seeking to expand or improve upon those efforts, as well as counties that are considering implementing EBP through a systems change approach for the first time, are encouraged to apply.

GRANT REQUIREMENTS

Eligibility

With the exceptions as noted below, juvenile judicial communities in all 58 counties in California are eligible to apply. Probation departments must be identified as the lead agency in making application to this project. Probation departments may submit only one application per county.

The ESC has determined that probation departments are not eligible to apply jointly or as a region. In an effort to promote a fair and equitable use of statewide resources, the ESC further determined that probation departments currently receiving services and support through the BPAI are not eligible to apply.

Resolution

Applicants must submit a Resolution from their governing board (Board of Supervisors) addressing specific requirements (see **Attachment A for a sample Resolution**). Applicants are strongly encouraged to submit the Resolution **with** their proposal. Should an award be tentatively offered pending the receipt of a Resolution, the tentative award will be withdrawn if the Resolution has not been submitted to the CSA by **5:00 pm on September 14, 2011**. The funds resulting from a withdrawn, tentative award will then be offered to the next highest rated proposal(s) **that has a Resolution on file with the CSA.**

Local Cash Match

Per federal statute, all JABG applicants must provide a cash match of 10% of the total project costs. Matching funds may be either state or local dollars. Federal funds are not an allowable match source for this grant.

Fiscal Reporting/Disbursement of Grant Funds

Disbursement of grant funds occurs on a reimbursement basis for actual project costs incurred during a reporting period. Grantees must submit invoices on-line to the CSA on a monthly basis, within 45 days following the end of each month. Grantees must maintain adequate supporting documentation for all costs, both grant and match, claimed on invoices. **Additionally, within six months of the beginning of the grant period, grantees must have completed all contracts with the vendors/providers that will be used to implement their proposed project.** Extensions of up to six weeks may be made for extenuating circumstances and must be approved in advance by the CSA.

Data Collection

The Federal Government and the CSA are dedicated to assessing the impact of local projects on the youth directly served by grant funding. To that end, specific outcome measures are required of grantees during the term of their funding. The grantee will need to be prepared to collect and provide specific outcome measures based on the program purpose area selected for the project (see **Appendix B for examples of data elements commonly required of JABG funding recipients and Appendix C for program purpose areas**). To assist in this effort, it is strongly encouraged that an adequate amount of the grant award requested be dedicated to data system/collection activities and reflected in **Section VIII (Proposed Budget)** of the application.

Progress Reports/Project Evaluation

As part of the grant administration and program evaluation process, grantees must submit **quarterly** progress reports to the CSA. The reports are due within 45 days following the end of each three-month period (quarterly) during the grant.

| Reporting Period/Quarter | Report Due Dates |
|---------------------------------------|-------------------|
| October through December 2011 / Qtr 1 | February 15, 2012 |
| January through March 2012 / Qtr 2 | May 15, 2012 |
| April through June 2012 / Qtr 3 | August 15, 2012 |
| July through September 2012 / Qtr 4 | November 15, 2012 |
| October through December 2012 / Qtr 5 | February 15, 2013 |
| January through March 2013 / Qtr 6 | May 15, 2013 |
| April through June 2013 / Qtr 7 | August 15, 2013 |
| July through September 2013 / Qtr 8 | November 15, 2013 |
| End-of-project evaluation report | January 15, 2014 |

In addition, the CSA is committed to measuring the results of this grant by requiring the use of an evaluation mechanism and an end-of-the-project report to determine program impact and effectiveness that would potentially guide future decisions on issues related to EBP. To that end, the EBP Project strongly encourages applicants to dedicate an adequate percentage of the grant award requested to the evaluation effort and reflect this amount in **Section VIII (Proposed Budget)** of the application.

Invoices

Disbursement of grant funds occurs on a reimbursement (arrears) basis for actual costs incurred during reporting period. The grantee must submit invoices on-line to the CSA within 45 days following the end of a **monthly** reporting period. Grant funds must be used to supplement existing funds and may not replace (supplant) funds that have been appropriated for the same purpose. The grantee must maintain detailed supporting documentation for all costs claimed on invoices.

For additional information, refer to the CSA's Grant Administration and Audit Guide at:
http://www.cdcr.ca.gov/CSA/PPP/Grants/TitleII/Docs/Grant_Administration_Guide_January2011.pdf

Audit

The grantee must submit an audit of expenditures (either grant-specific or as part of a federal single audit) within 120 days of the end of the grant period. Reasonable and necessary extensions to the due date may be granted if requested. In addition, the CSA reserves the right to require a financial audit any time between the execution of the grant agreement and 60 days after the end of the grant period.

REQUEST FOR PROPOSALS PROCESS

All proposals must be received at the CSA office in Sacramento no later than 5:00 PM on July 12, 2011. Proposals received after that date and time will not be considered.

Technical Review

The CSA staff will conduct a technical review of each proposal to determine whether it meets all technical requirements prior to being forwarded to the ESC for consideration. The technical review will include verifying the following:

- Applicant is a California probation department;
- Narrative portion of the Proposal (Section II through Section VII only) is not longer than 12 pages double-spaced;
- Proposal contains all required sections and attachments;
- Minimum required local match amount is satisfied (10%); and
- Proposal is written in a minimum 12-point font size. Top, bottom and right side page margins must be at least one inch; left side margins must be no less than 1.5 inches. All proposals must be three-hole punched, clipped together with a binder clip, and all copies packaged together with rubber banding . No staples are to be used.

It is the CSA's intent to avoid having otherwise worthy proposals eliminated from consideration due to relatively minor and easily corrected errors/omissions. Applicants will therefore have an opportunity to respond to deficiencies identified during the technical review process, which will take place between Wednesday July 13, 2011 and Monday July 18, 2011. If necessary, applicants will be

allowed to make non-substantive changes that would bring the proposal into technical compliance. Applicants will be notified on Tuesday July 19, 2011 of any changes that are required and all non-substantive technical changes must be completed and submitted by 5:00 pm on July 22, 2011.

During this timeframe it is highly recommended that the applicant's designated "Contact Person" be available to discuss and correct any deficiencies.

Merit Review

Proposal Evaluation: Each proposal that is found to meet all technical requirements will be forwarded to the ESC for evaluation and rating in accordance with specified rating criteria (see **Appendix D, Proposal Rating Criteria**). It is anticipated that the ESC will present funding recommendations for consideration to the State Advisory Committee on Juvenile Justice and Delinquency Prevention (SACJJDP) on September 7, 2011. These recommendations will then be presented to the Corrections Standards Authority (CSA) Board for final consideration on September 8, 2011. Applicants will be notified in writing of the final funding recommendations following the September 8, 2011 meeting. **Applicants are not to contact members of the ESC, SACJJDP or the CSA Board about the status of their proposals.**

Grantee Briefing Process

CSA staff will conduct a briefing session in mid-October 2011 at the CSA offices in Sacramento. The purpose of this **mandatory** session is to review the contract development process, on-line invoicing and budget modification system, data collection and reporting requirements, as well as other grant management and monitoring activities.

Tentative Project Timeline

| | |
|-------------------------|---|
| May 17, 2011 | CSA issues RFP |
| July 12, 2011 | Proposals due to the CSA |
| July 13 - July 18, 2011 | Technical review of proposals |
| July 19 - July 22, 2011 | Non-substantive technical changes completed by applicants |
| August 24, 2011 | Proposal evaluation completed by ESC Committee |
| September 7, 2011 | SACJJDP recommends grant awards |
| September 8, 2011 | CSA Board awards grant |
| October 1, 2011 | Grant period begins |
| October 2011 Date TBD | Grantee briefing |
| September 30, 2013 | Grant period ends |
| January 15, 2014 | End-of-project evaluation report due to the CSA |

Contact Information

Questions about this project and/or this RFP process should be directed to Colleen Stoner, Field Representative at 916-324-9385, or Colleen.Stoner@cdcr.ca.gov

APPLICATION INSTRUCTIONS

Download the RFP document to your computer. Complete the application per instructions provided and print one (1) full copy for original signature in Section I, subsection F (per instructions below); make thirteen (13) copies including attachments of the original document. The original, and thirteen (13) copies including attachments should be submitted to the CSA as specified above.

SECTION I: APPLICANT INFORMATION (Items A-F)

- A. **County Probation Department:** Complete the required information (including federal identification number) for the county submitting the proposal.
- B. **Summary of Proposal:** Provide a brief description (3-4 sentences) of the probation department's proposal for using grant funds requested. Note: this summary may be posted to the CSA's website for informational purposes.
- C. **Funds Requested:** The amount of grant funds requested is not to exceed \$300,000. Do not include the match with this amount.
- D. **Project Director or Day-to-Day Contact Person:** Provide the required information for the individual with whom CSA staff would work on a daily basis during the 24-month grant period.
- E. **Designated Financial Officer:** Provide the required information for the individual who would approve invoices before the county submits them to the CSA and be responsible for the overall fiscal management of the grant. Reimbursement checks are mailed to the Designated Financial Officer.
- F. **Applicant's Agreement:** The person authorized by the County Board of Supervisors to sign for the county probation department must read the assurances in this section, then sign and date the application. Typically, this would be the Chief Probation Officer.

SECTIONS II – VII

- **Narrative Portion of the Proposal (Sections II – VII) may not exceed a total of 12 pages double-spaced. If the narrative portion exceeds the number of pages allowable, those pages will not be read or rated.** The 12 pages do not include Section I: Application Information, Section XIII: Proposed Budget, Section IX: Timeline, and attachments. The narrative sections must be double-spaced and a minimum 12-point font size. Top, bottom and right side page margins must be at least one inch; left side margins must be no less than 1.5 inches. All proposals must be three-hole punched, clipped together with a binder clip, and all copies packaged together with rubber banding . No staples are to be used.

* * * * *

If you experience "technical difficulties" with the application form or have any questions about the information requested, please contact:

Colleen Stoner, Field Representative at 916-324-9385 or email at Colleen.Stoner@cdcr.ca.gov



**California Department of Corrections and Rehabilitation
Corrections Standards Authority**

**Juvenile Accountability Block Grant Program
Evidence Based Practices Program**

SECTION I: APPLICANT INFORMATION

A. PROBATION DEPARTMENT

| | | | |
|------------------------------|-------|----------|-----------------------------------|
| COUNTY | | | FEDERAL EMPLOYER ID NUMBER |
| Stanislaus | | | |
| CHIEF PROBATION OFFICER | | | PROJECT TITLE |
| Jerry Powers | | | Girls Juvenile Justice Initiative |
| MAILING ADDRESS | | | TELEPHONE NUMBER |
| 2215 Blue Gum Avenue | | | 209-525-4598 |
| STREET ADDRESS OF DEPARTMENT | | | FAX NUMBER |
| 2215 Blue Gum Avenue | | | 209-525-5486 |
| CITY | STATE | ZIP CODE | E-MAIL ADDRESS |
| Modesto | CA | 95358 | powersj@stancounty.com |

| | |
|--|--|
| B. SUMMARY OF PROPOSAL (3 TO 4 SENTENCES) | C. FUNDS REQUESTED (DO NOT INCLUDE MATCH) |
|--|--|

| | |
|---|------------------|
| <p>Stanislaus County proposes to extend and build upon the newly implemented Gender Responsive Alternatives to Detention (GRAD) project that provides evidence based, gender-responsive services to justice-involved girls in an effort to document the process and outcomes of a broader Girls Juvenile Justice Initiative (GJI). The GJI will not only assist Stanislaus County, but also other counties in identifying the most effective ways to meet the needs of their young women at-risk of being involved, currently involved, and previously involved in the juvenile justice system. The GJI is a collaborative effort between Probation, the Prison Law Office, the Youth Justice Institute, and the National Council on Crime and Delinquency. Elements of the GJI will also assist the County as it updates its Local Action Plan (LAP) for addressing juvenile crime and delinquency to incorporate evidence based practices (EBP) and gender responsive services.</p> | <p>\$299,698</p> |
|---|------------------|

D. PROJECT DIRECTOR AND DAY-TO-DAY CONTACT PERSON

| | | | |
|---|-------|----------|-----------------------|
| NAME AND TITLE OF PROJECT DIRECTOR | | | TELEPHONE NUMBER |
| Jill Silva, Assistant Chief Probation Officer | | | 209-525-4503 |
| NAME AND TITLE OF DAY-TO-DAY CONTACT IF DIFFERENT FROM PROJECT DIRECTOR | | | TELEPHONE NUMBER |
| | | | |
| STREET ADDRESS WHERE PROJECT IS LOCATED | | | FAX NUMBER |
| 2215 Blue Gum Avenue | | | 209-525-5486 |
| CITY | STATE | ZIP CODE | E-MAIL ADDRESS |
| Modesto | CA | 95358 | silvaj@stancounty.com |

E. DESIGNATED FINANCIAL OFFICER

| | | | |
|--|-------|----------|-----------------------|
| NAME AND TITLE | | | TELEPHONE NUMBER |
| Karen Curci, Administrative Services Manager | | | 209-525-4556 |
| MAILING ADDRESS | | | FAX NUMBER |
| 2215 Blue Gum Avenue | | | 209-525-5486 |
| CITY | STATE | ZIP CODE | E-MAIL ADDRESS |
| Modesto | CA | 95358 | curcik@stancounty.com |

F. APPLICANT'S AGREEMENT

By signing this application, the applicant assures that it will abide by the laws, policies and procedures governing this funding.

NAME AND TITLE OF AUTHORIZED OFFICER (PERSON WITH LEGAL AUTHORITY TO SIGN)

Jerry Powers, Chief Probation Officer

| | |
|-----------------------|------|
| APPLICANT'S SIGNATURE | DATE |
| | |

Note: Sections II through VII below must be completed by entering a response in the fields provided. Total number of pages for Sections II through IX cannot exceed 12 pages in length.

SECTION II: OVERARCHING SYSTEM-WIDE PLAN FOR IMPLEMENTING EVIDENCE BASED PRACTICES THROUGH A SYSTEMS CHANGE APPROACH

Describe the overarching system-wide plan currently in place for implementing evidence based practices within your agency and local jurisdiction. Identify the short and long term goals and objectives of this plan along with the associated timeline (past, current and future) for implementation. Describe how the plan addresses organizational development, collaboration, and evidence based principles of intervention through a systems change approach. Identify the strategies contained within the plan for sustainability and strengthening data collection and analysis. Provide a description of the progress your agency has made to date in relation to the overarching system-wide plan and next steps anticipated.

Stanislaus County has a long history of comprehensive, interagency planning of services relative to its youth population. In 1997, the County established the Juvenile Justice Coordinating Council (JJCC) that developed its first Local Action Plan (LAP) with the goal of creating a continuum of care that targeted **effective** interventions and programs that provide services for at-risk, low risk, high risk and in-crisis young people and families. The LAP identified the need to create a system to monitor outcomes to measure whether or not programs and strategies reduced youth crime and improved outcomes for youth. The LAP has been the guiding plan for the County's juvenile justice programs since its inception. Since 1997, the JJCC has periodically reviewed the programs and sanctions listed in the continuum to evaluate their effectiveness and to identify needed services for youth. Occasionally, the County obtained the assistance of a consultant to update the LAP. The use of research based evaluations for a number of programs, including Challenge Grants I & II and the Juvenile Justice Crime Prevention Act (JJCPA) programs, has allowed the County to monitor the success of its justice programs and to eliminate or modify programs that did not achieve anticipated outcomes, as well as to sustain those programs proven to work. However, the LAP has not been updated since 2008 and is in need of revision to not only incorporate existing evidence based programs, but also to identify desired evidence based strategies that have not yet been implemented. Since 2008, there has been continued advancement and refined knowledge regarding what works best for youthful offenders. The JJCC would benefit from a better understanding of the fundamentals of EBP.

Additionally, gender responsiveness is a critical factor that historically has not been considered by the JJCC when creating or evaluating juvenile justice programs. According to a 2008 report by the Office of Juvenile Justice and Delinquency Prevention (OJJDP), girls make up the fastest growing segment of the juvenile justice population, now representing nearly one in every three juvenile arrests. As a group, girls' reasons for involvement in the juvenile justice system are different than those for justice-involved boys. Research now tells us that treating justice-involved girls like boys is ineffective. Evidence suggests that girls now account for a larger proportion of justice-involved youth largely because of policy changes that criminalize minor offenses by young women, not because of increases in major delinquent acts (sources will be provided upon request). The LAP needs to include an analysis and plan for providing needed gender-responsive services for the prevention and treatment of juvenile delinquency. Stanislaus County began addressing the lack of gender responsive services in December 2009, when we began working with the Prison Law Office, the National Council on Crime and Delinquency, and the Youth Justice Institute to evaluate the unmet needs of justice-involved girls. A strategic plan was developed in December 2010, as a part of the Stanislaus County Girls Juvenile Justice Initiative (GJJI), whose mission is: "To promote public safety by creating a gender-responsive, culturally competent continuum of services that provides opportunities for girls and young women to lead safe, healthy and productive lives." The goal of the GJJI is two-fold:

1. To better serve young women in Stanislaus County who are at-risk of being involved in the juvenile justice system, are currently in out-of-home placements, including detention, or have recently been released from such placements by providing gender-responsive programming and services to reduce the need to remove these young women from their homes and to increase the likelihood of successful re-entry for those who have been removed, and

2. To document the process and outcomes of the initiative to assist other counties to identify the most effective ways to meet the needs of their young women at risk of being involved, currently involved, and previously involved in the juvenile justice system.

The goals will be accomplished by working closely with partners in Stanislaus County, and then using the lessons learned to create a dissemination model to facilitate other counties in identifying and meeting the particular needs of the girls in their systems.

The strategic plan is targeted at improving outcomes for girls at-risk of being or currently involved in the juvenile justice system. It is organized around a set of focus areas identified during focus groups and interviews with community stakeholders, parents/legal guardians, and girls currently or previously in custody. These focus areas are: 1) Assessment of policies and practices negatively impacting girls at-risk of being or currently involved in the juvenile justice system; 2) Improvement of gender-responsive, including trauma informed, services for these girls; 3) Provision of gender-responsive training for juvenile justice staff and other service providers; 4) Improvement of collaboration between stakeholders to meet the needs of these girls; and 5) Implementation of assessment and data collection systems to understand girls' profile and trends. The GJJI is the foundation for Stanislaus County's project and will be described more thoroughly under the Project Description section.

Since the LAP is the overarching plan for juvenile justice programs, the Probation Department has identified the short term goal of updating the plan over the next six to nine months in order to incorporate the fundamentals of EBP and strategies identified in the GJJI. This process will include providing the JJCC with an overview of the GJJI, as well as training on the concepts of EBP and gender responsive services. Then with a focus on those concepts, the JJCC will conduct a system-wide assessment of the existing programs to determine the progress the County has made since the completion of the last LAP and to identify gaps in services and programs. It is anticipated that the JJCC will need to meet a minimum of four times to update

the LAP. The long term goal will be to incorporate the use of the LAP in pursuing funding opportunities to fill identified gaps in the system.

SECTION III: NEED FOR THE PROPOSED PROJECT AND FUNDS

Describe the need for the proposed project with the goal of reducing recidivism by implementing evidence based practices through a systems change approach. Provide a justification for the funding requested and data to support the stated need for the proposed project. Explain how the proposed project is related to the overarching system-wide plan described in Section II.

According to the 2008 report of the Office of Juvenile Justice and Delinquency Planning titled: *Violence by Teenage Girls: Trends and Context*, girls make up the fastest growing segment of California's juvenile justice population, now representing nearly one in every three referrals. However, county juvenile justice systems throughout the state fall short in addressing the needs of this population. In Stanislaus County, there are currently no gender specific programs addressing the unique needs of justice involved girls. The County was recently awarded the Probation and Court-Based Alternatives (PCBA) grant to implement a 12-month gender responsive program that will begin on July 1, 2011. Additionally, in 2008 the NCCD published FACT SHEET: *Girls in Juvenile Justice*, notes justice-involved girls suffer higher rates of traumatic experiences than boys and present with higher rates of serious mental health conditions, including post-traumatic stress disorder, attempts of self-harm, and suicide. Elevated rates of trauma for this population are linked to higher rates of substance abuse. These differences affect the ways girls experience the juvenile justice system, particularly detention. **Effective programming and services** for this population need to take these unique characteristics into account. When girls are not treated based on their needs and histories, and are instead shuttled through a one-size fits all detention system that ignores and sometimes exacerbates their mental and physical health needs, they leave detention even less able to cope than before they entered and more likely to return.

In Stanislaus County, a snapshot of December 2010 shows girls account for 10% of all juveniles placed on formal probation, however, they accounted for 17% of bookings into the juvenile hall. Of the 264 girls booked into the facility in 2010, 127, or nearly 49% were booked

for violations of probation, failures to appear and bench warrants. 135 or 51%, were booked for new alleged criminal offenses. As of December 2010, the number of Stanislaus County wards who were in non-secure, out-of-home placement was 80. The number of those who were female was 21, or 26%. Again, with girls representing only 10% of the juveniles placed on formal probation, it is clear they are over-represented not only in terms of booking into secure detention, but in out-of-home placement as well. The numbers also illustrate the overuse of secure detention for non-criminal behavior.

The Probation Department is being directly impacted by the economic downturn that is being felt throughout the state. Decreased revenue from the State and a shrinking tax base has impacted the department's ability to provide the necessary services to meet the needs of justice involved youth. The department has experienced a 10% budget reduction in the last fiscal year. The Board of Supervisors has imposed another 7.5% decrease for the upcoming fiscal year. Additionally, the department is facing a substantial reduction in revenue, approximately 2 million dollars, with the Vehicle License Fee expiration in June 2011. Although the Probation Department is committed to collecting data in order to measure the effectiveness of its programming, due to budget cuts, the department lacks the necessary resources at this time to systematically analyze the data to determine if the goals of the Stanislaus County GJJI Strategic Plan have been met. The EBP grant project funding will allow the department to continue to operate and to evaluate the effectiveness of the pilot PCBA program for an additional 15 months, while affording the department the opportunity to complete all aspects of the GJJI, including both a process and outcomes evaluation that will measure whether or not this systems based approach has been effective in addressing crime and delinquency and improving outcomes for justice-involved girls. The process evaluation will document the implementation of the GJJI Strategic Plan, including stakeholder attitudes, while collaborating to achieve the goals of the Initiative. Simultaneously, the outcomes evaluation will measure changes in outcomes for justice-involved girls as a result of the interventions implemented through the GJJI. These

comprehensive evaluations will guide Stanislaus and other counties trying to provide effective services and programs to improve outcomes for justice-involved girls.

SECTION IV: PROJECT DESCRIPTION

Describe the project that will be implemented with the grant funds. List the components of the project. Explain how this project and its components will serve to reduce recidivism by implementing evidence based practices through a systems change approach. Include in the project description, the project steps, procedures, resources, and services that will be used as well as how organizational development, collaboration and evidence based principles will be addressed. As applicable, MOUs and letters of support from local stakeholders and partners collaborating in the proposed project may be attached. These attachments will not be counted as part of the 12 page limitations for Sections II through VII.

Stanislaus County proposes to extend and build upon the newly implemented Gender-Responsive Alternatives to Detention (GRAD) project, funded by the PCBA grant, in order to allow for an additional 15 months of program operation and data collection beyond the PCBA grant's expiration of June 30, 2012, as well as to document the process and outcomes of the broader GJJI to assist other counties in identifying the most effective ways to meet the needs of young women at-risk of being involved, currently involved, and previously involved in the juvenile justice system. The GJJI is a collaborative effort between the Probation Department, the Prison Law Office, Youth Justice Institute, and the National Council on Crime and Delinquency, and involves community stakeholders, public agencies and community based organizations. The process and outcomes evaluation is critical to completing the final steps of the GJJI and creating a dissemination model to facilitate other counties in identifying and meeting the particular needs of girls in their systems.

The GRAD project provides intensive supervision and case management of female wards of the Court. By using an evidence-based, gender-specific risk/needs assessment and intervention planning tool, and services designed to address the different and under-served needs of girls, the county expects to reduce the number of girls booked into the Juvenile Hall for violations of probation, failures to appear and bench warrants. The GRAD project also provides gender responsive training to involved staff, service providers and community stakeholders.

Training that translates research to practice and provides strategies for designing programs differently to meet the needs of girls is critical to increasing satisfaction in the juvenile justice staff and other service providers, as well as improving outcomes for girls. The Probation Department has recently completed “train the trainer” courses in the evidence-based Aggression Replacement Training (ART). The department will train GRAD project staff in ART in an effort to divert girls from detention by using proven interventions. PCBA funds support a local evaluation designed to determine if the GRAD project has an impact on the use of detention for girls committing technical violations of probation. It is anticipated the girls participating in the GRAD program will be less likely to be in violation of probation, fail to appear in Court or at probation or have warrants issued for their arrest. It is also anticipated that GRAD girls will commit fewer crimes and serve fewer days in detention as a result of the program’s interventions. The rationale is that they will experience enhanced services to address their specific needs, family engagement to increase the likelihood of success and an intensive level of probation supervision and case management services designed specifically to be responsive to their issues. Furthermore, staff will have an improved knowledge of girls’ needs and will be better skilled at addressing girls’ issues. The GRAD project is just one piece of the overarching GJJI that is focused on tracking the impact/change of diverting low-risk girls out of secure detention into community based services. The County will use EBP funds to support GRAD staffing for an additional 15 months once the PCBA funds expire in order to allow for an extended period of services and data collection to not only support an extended local evaluation, but also fund a contract with the NCCD to complete an overall process and outcome evaluation of the GJJI. Stanislaus County’s GJJI Strategic Plan includes ancillary services well beyond the GRAD project, including but not limited to: revising sanctions to be gender responsive; improving collaboration between stakeholders; improving policies, practices and processes that have been proven to negatively impact justice-involved girls; and analyzing gender-responsive assessments to gain a profile of girls needs to inform decision-making, staff training and resource

development. Stanislaus County is conscientious of supplanting issues and will ensure that EBP funds are not used to support any costs covered by the PCBA grant.

SECTION V: PROJECT MANAGEMENT

Describe how this project will be managed in the agency. Include information about: a) the staff allocation and assignments, b) management structure, and c) oversight and monitoring. Describe how the various project components (such as new practices and procedures, interventions and services for juveniles, juvenile assessments, collaborations, research and documentation) will be managed.

One Deputy Probation Officer (DPO) will be assigned to the GRAD project and will partner with a Case Manager from the Center for Human Services (CHS). The DPO will report directly to a Supervising Probation Officer (SPO) that will be responsible for the day-to-day operations of the GRAD program. A separate SPO will be responsible for the data collection and state reporting requirements, and will have frequent contact with NCCD staff to ensure data is being accurately collected and evaluated. Both of the SPOs will report to a Division Manager who will oversee the management of the GRAD program. The SPOs will have frequent communication with the Division Manager. The Division Manager reports directly to the Assistant Chief Probation Officer who will be responsible for overseeing the implementation of the larger GJI; including identification of policy and practice issues impacting the project, stakeholder communication, oversight of the NCCD evaluation, and revision of the LAP. The Assistant Chief reports to the Chief Probation Officer who sets policy for the department and chairs the Juvenile Justice Coordinating Council. The Chief is accountable to the Courts and the County's Chief Executive Officer who reports to the Board of Supervisors.

SECTION VI: LOCAL PROJECT EVALUATION

Describe the evaluation goals of your proposed project and the approach you will use to evaluate the overall success of the project. List the outcomes that will be tracked to measure the effectiveness of the proposed project. Describe plans for any comparisons that will be made as part of the research. Describe the data that will be collected related to the proposed project. Describe how the evaluation results will be documented. Identify previous experience your agency has had in conducting project evaluation/ research.

The county will contract with the NCCD to create a process and outcomes evaluation report of the GJI. Lawanda Ravoira, the director of NCCD's Center for Girls and Young Women, is a national expert on designing and evaluating gender-responsive programming for at-risk and detained girls and will be conducting the evaluations of the GJI in Stanislaus County. Examples of outcomes as a result of the work may include: new request for proposals (RFPs) that call for gender responsive services; use of validated assessment instruments; increased staff training; increased collaborations; development/dissemination of strategic plan/blueprint for services; funding; policy changes (e.g., new diversion practices); and improved outcomes for girls. The process evaluation will track progress towards goals of the strategic plan and include such things as the number of citizens engaged and new community partnerships developed. The NCCD will assist in identifying the long term needs, and recommendations for services, programs, policies and processes needed to improve outcomes for justice-involved girls in Stanislaus. They will also prepare a final process evaluation report. They will also be contracted for an outcomes evaluation that will include: summarizing all interim evaluation reports; reporting on identified goals from the strategic planning phase; creating a prioritized list of immediate/critical needs and recommendations for addressing those needs; identifying longer term needs with recommendations for services, programs, policies, processes needed to improve outcomes for justice-involved girls in Stanislaus; analyzing outcome data for girls on probation and in detention, analyzing staff outcome data (pre/post training and implementation); and preparing a final outcomes evaluation report. In addition to the evaluation provided by the NCCD, the Probation Department will complete a local evaluation of the GRAD project for the time period beginning with the PCBA grant on July 1, 2011, through the end of the EBP grant on September 30, 2013. The SPO will gather statistics that will be entered into an Access database. This will allow the SPO to measure outcomes with regards to number of arrests, types of arrests (new law versus violations of probation), and the number of days incarcerated with the goal being a reduction in all areas evaluated. The SPO will collect data on all minors receiving the

GRAD intervention, as well as a control group of females receiving traditional probation supervision. The data elements will be gathered for the 12 months prior to GRAD assignment and for six months following assignment. GRAD minors will not only be compared to themselves, but also to a control group to identify the program's effectiveness. The SPO will be responsible for collecting any Federal Government and Corrections Standards Authority (CSA) required outcome measures and for completing all progress reports. The SPO will also prepare and submit the final local evaluation report specific to the GRAD program.

SECTION VII: PROJECT SUSTAINABILITY

Describe how successful the department has been in continuing projects after an initial grant period has ended. Describe previous experience the department has had in managing similar or comparable projects. Describe the steps that will be taken with the proposed project to sustain the project after the grant period.

Under the leadership of the Probation Department, Stanislaus County has had significant success in providing comprehensive, responsive services to youth involved in the justice system. Most of its grants have fully or partially continued, or the County has sustained services and key program elements after completion of the enabling grant funding. These programs include the County's Board of Corrections Challenge Grant funded efforts which were converted to Juvenile Justice Crime Prevention Act (JJCPA) funding and its additional JJCPA programs. Among Stanislaus' successful JJCPA programs, the County is particularly proud of its High Risk Offender effort, which Probation has been successfully operating since JJCPA funding became available for crime prevention. The County has continuously monitored the success of this and other State-funded programs and has eliminated or significantly modified programs that did not achieve anticipated outcomes. For example, although Neighborhood Accountability Boards (NAB) showed strong outcomes, Stanislaus ran data on youth who failed the program and found no differences. Therefore it eliminated the program and put the funding to use in other areas where it could have more success (i.e. in expanding the High Risk Offender program to include sex offenders and auto theft offenders). Secondly, the Probation Department eliminated its Day Reporting Center (DRC) and replaced it with the Juvenile Hall Intensive Treatment Unit,

because the Department found that the youth in question needed to be in a clean and sober living environment to engage in substance abuse treatment. While the DRC was not effective in getting those kids engaged, the Intensive Treatment Unit showed the positive outcomes that had been anticipated from the DRC. The Stanislaus County Probation Department is careful about using grant and other sources of funding as effectively and efficiently as possible and is committed to producing meaningful outcomes with its programs, regardless of funding source. It will manage the EBP grant project with the same diligence and care that it has exhibited in all its other efforts. The lessons learned from the GJJI will allow the County to implement the most effective programs and services to meet the needs of our female youth that are at-risk of being involved, currently involved, and previously involved in the juvenile justice system. It will enable the County to have a more skilled workforce and to develop policies and procedures that are responsive to girls' needs moving forward after the grant ends. The Probation Department is committed to continuing to use the evidence-based, gender-responsive assessment tool for not only its female population, but also for all youth referred to the justice system once grant funding has expired. More importantly, the GJJI will allow the lessons learned in Stanislaus County to be used to create a dissemination model to facilitate other counties in identifying and meeting the particular needs of the of the girls in their systems.

SECTION VIII: PROPOSED BUDGET

- A. BUDGET LINE ITEM TOTALS:** Complete the following table, **using whole numbers**, for the grant funds being requested (up to \$300,000). While recognizing that agencies may use different line items in the budget process, the line items below represent how CSA will require grantees to report expenditures via its invoicing system. Please verify total grant funds requested as columns and rows do not auto-calculate.

Applicants must provide a **10 percent (10%) cash match** of the grant funds requested.

| | | | |
|--|-----------|----------|-----------|
| 1. Salaries and Benefits | \$134,038 | \$23,910 | \$157,948 |
| 2. Services and Supplies | | | |
| 3. Professional Services | | \$15,500 | \$15,500 |
| 4. CBO Contracts | \$81,250 | | \$81,250 |
| 5. Administrative Costs (may not exceed 5% of grant award) | | | |
| 6. Fixed Assets/Equipment | | | |
| 7. Data Collection | \$23,910 | | \$23,910 |
| 8. Program Evaluation | \$60,500 | | \$60,500 |
| 9. Other | | | |
| TOTAL | \$299,698 | \$39,410 | \$339,108 |

- B. BUDGET LINE ITEM DETAILS:** Provide narrative detail in each category below to sufficiently explain how the grant and local match funds will be used based on the requested funds in the above table. Match funds may be expended in any line item and are to be identified as to their respective dollar amounts, and source of the match. Cash Match includes cash spent for project related costs.

1. SALARIES AND BENEFITS (e.g., number of staff, classification/title, salary and benefits)

Deputy Probation Officer II (1 FTE – 15 months, \$134,038 grant funds) – EBP grant funds will be used to pay for a Deputy Probation Officer II position for the time period of July 1, 2012 through September 30, 2013. The position will be funded with the PCBA grant funds from July 1, 2011 through June 30, 2012. Without additional funding, this position is scheduled to be

eliminated upon the completion of the PCBA grant. This position will provide intensive supervision services to a specialized caseload of 25-30 female wards of the Court.

Supervising Probation Officer (.15 FTE – 15 months, \$23,910, cash match) –.15 FTE of an existing Supervising Probation Officer will be dedicated to the EBP funded program from July 1, 2012 through September 30, 2013. This supervisor will provide oversight of the grant supervision project and will participate in daily reviews of the participant’s progress.

2. SERVICES AND SUPPLIES (e.g., office supplies and training costs)

N/A

3. PROFESSIONAL SERVICES: (e.g., consultative services - include name of consultants or providers)

Sub-contract with the National Council on Crime and Delinquency (\$15,500, cash match) - Matching funds will be utilized to pay subscription fees for use of NCCD’s Juvenile Assessment and Intervention System (JAIS), an evidence-based, gender-specific risk/needs assessment and intervention planning tool, and JAIS technical assistance that includes a site visit by NCCD staff. The onsite technical assistance will provide the opportunity to evaluate and prioritize staff skills and development needs.

4. COMMUNITY-BASED ORGANIZATIONS (e.g., detail of services - provide name of CBO)

Sub-contract with the Center for Human Services (\$81,250, grant funds) – EBP grant funds will be used to contract with the Center for Human Services to provide case management and treatment services for the period of July 1, 2012 through September 30, 2013. These case management services for the time period of July 1, 2011 through June 30, 2012 will be funded by the PCBA grant.

5. ADMINISTRATIVE OVERHEAD: Indicate percentage and methodology for calculation. In the "Grant Funds" column of the previous table, this total may not exceed 5% of the total funds requested. In the "Match Funds" column of the previous table, agencies may expend up to their Indirect Cost Rate (over and above 5%) for match funds supported by state or local dollars.

N/A

6. FIXED ASSETS (e.g., computers and other office equipment necessary to perform project activities)

N/A

7. DATA COLLECTION (e.g., programming services, data analysis)

Supervising Probation Officer (.15 FTE – 15 months, \$23,910, grant funds) – EBP grant funds will be utilized to pay for .15 FTE of a Supervising Probation Officer position for the time period of July 1, 2012 through September 30, 2013. This position is an existing position within the Probation Department that provides program evaluation and has historically been funded with Juvenile Justice Crime Prevention Act funding that expired on June 30, 2011. The position will be partially funded with PCBA grant funds during the period of July 1, 2011 through June 30, 2012. The EBP grant funded portion of this position will provide data collection and on-going progress reports for the EBP grant project.

8. PROGRAM EVALUATION (e.g., evaluator, materials, subscription to web survey)

Sub-contract with the National Council on Crime and Delinquency (\$60,500, grant funds) – EBP grant funds will be utilized to contract with the National Council on Crime and Delinquency to conduct both a process and outcomes evaluation of the GJJI.

9. OTHER (e.g., travel expenses)

N/A

SECTION IX: PROPOSED TIMELINE

Provide a timeline for the major activities to be accomplished or obstacles to be cleared in order to begin the project (e.g., initial meeting with key stakeholders, recruiting, selecting and contracting with an expert consultant or provider, analyzing data, conducting training sessions, development of project evaluation, etc.).

| Activity | Timeframe |
|---|----------------------------------|
| Board of Supervisors Resolution | June 2011 |
| Development of GJJI process and outcomes instruments | July 2011 thru December 2011 |
| GRAD Project Implementation – not funded by EBP grant | July 2011 thru June 2012 |
| Data Collection for GRAD project local evaluation | July 2011 thru September 2013 |
| Data Collection for larger scale GJJI process and outcomes evaluation | October 2011 thru September 2013 |
| GRAD Project Extension – funded by EBP grant Final | July 2012 thru September 2013 |
| Final Evaluation Report | January 2014 |

APPENDIX A
SAMPLE RESOLUTION OF THE GOVERNING BOARD

Each grantee must submit a resolution from their Governing Board that includes, at a minimum, the assurances outlined in the sample below. Applicants are highly encouraged to submit the Resolution with their proposal. Should an award be tentatively offered pending the receipt of a Resolution, the tentative award will be withdrawn if the Resolution has not been submitted to CSA by 5:00 pm on or before September 14, 2011.

WHEREAS the (*insert name of applicant, county probation department*) desires to participate in the Evidence Based Practices Project supported by federal Juvenile Accountability Block Grant funding and administered by the Corrections Standards Authority (hereafter referred to as CSA).

NOW, THEREFORE, BE IT RESOLVED that the (*insert title of designated official*) is authorized on behalf of this Governing Board to submit the grant proposal for this funding and sign the Grant Agreement with the CSA, including any amendments thereof.

BE IT FURTHER RESOLVED that federal grant funds received hereunder shall not be used to supplant expenditures controlled by this body.

BE IT FURTHER RESOLVED that (*insert county probation department*) agrees to provide all matching funds required for said project and abide by the statutes and regulations governing the federal Grants Program as well as the terms and conditions of the Grant Agreement as set forth by the CSA.

Passed, approved, and adopted by the Governing Board of (*Board of Supervisors*) in a meeting thereof held on (*insert date*) by the following:

Ayes:

Notes:

Absent:

Signature: _____

Date: _____

Typed Name and Title: _____

ATTEST: Signature: _____

Date: _____

Typed Name and Title: _____

**APPENDIX B
EXAMPLES OF FEDERAL PERFORMANCE MEASURES
COMMONLY REQUIRED**

PERFORMANCE MEASURES

(Collected on a quarterly basis and submitted via CSA Progress Reports)

- Number of new participant admissions
- Number of program youth served
- Number and percent of program youth who offend or re-offend after program admission (short term and long term)
- Number of days detained on a new offense or re-offense
- Number of program youth receiving a sustained petition due to new offense or re-offense after program admission
- Number of sustained petitions due to new offense or re-offense after program admission
- Number and percent of program youth committed to a correctional facility (short term and long term)
- Number and percent of program youth successfully completing program requirements
- Number of program youth exiting the program, both successfully and unsuccessfully
- Number of program youth served for substance abuse
- Number and percent of program youth who have exhibited a decrease in substance abuse
- Number of program youth who have exhibited an increase in school attendance, employment status, social competencies and family relationships during the reporting period
- Number of program youth who have exhibited a decrease in antisocial behavior during the reporting period
- Number of service hours completed by program youth
- Average length of stay in the program
- Number and percent of program staff trained in program area
- Number of hours of program staff training provided
- Number of program materials developed
- Number of Full Time Equivalent Positions funded by grant dollars
- Number and percent of program families satisfied with the program
- Number and percent of program youth satisfied with the program

APPENDIX C JABG PROGRAM PURPOSE AREAS

Purpose Area 1: Developing, implementing, and administering graduated sanctions for juvenile offenders;

Purpose Area 2: Building, expanding, renovating, or operating temporary or permanent juvenile corrections, detention, or community corrections facilities;

Purpose Area 3: Hiring juvenile court judges, probation officers, and court-appointed defenders and special advocates, and funding pretrial services (including mental health screening and assessment) for juvenile offenders, to promote the effective and expeditious administration of the juvenile justice system;

Purpose Area 4: Hiring additional prosecutors, so that more cases involving violent juvenile offenders can be prosecuted and case backlogs reduced;

Purpose Area 5: Providing funding to enable prosecutors to address drug, gang, and youth violence problems more effectively and for technology, equipment, and training to assist prosecutors in identifying and expediting the prosecution of violent juvenile offenders;

Purpose Area 6: Establishing and maintaining training programs for law enforcement and other court personnel with respect to preventing and controlling juvenile crime;

Purpose Area 7: Establishing juvenile gun courts for the prosecution and adjudication of juvenile firearms offenders;

Purpose Area 8: Establishing drug court programs for juvenile offenders that provide continuing judicial supervision over juvenile offenders with substance abuse problems and the integrated administration of other sanctions and services for such offenders;

Purpose Area 9: Establishing and maintaining a system of juvenile records designed to promote public safety;

Purpose Area 10: Establishing and maintaining interagency information-sharing programs that enable the juvenile and criminal justice systems, schools, and social services agencies to make more informed decisions regarding the early identification, control, supervision, and treatment of juveniles who repeatedly commit serious delinquent or criminal acts;

Purpose Area 11: Establishing and maintaining accountability-based programs designed to reduce recidivism among juveniles who are referred by law enforcement personnel or agencies;

Purpose Area 12: Establishing and maintaining programs to conduct risk and need assessments of juvenile offenders that facilitate the effective early intervention and the provision of comprehensive services, including mental health screening and treatment and substance abuse testing and treatment to such offenders;

Purpose Area 13: Establishing and maintaining accountability-based programs that are designed to enhance school safety;

Purpose Area 14: Establishing and maintaining restorative justice programs;

Purpose Area 15: Establishing and maintaining programs to enable juvenile courts and juvenile probation officers to be more effective and efficient in holding juvenile offenders accountable and reducing recidivism;

Purpose Area 16: Hiring detention and corrections personnel and establishing and maintaining training programs for such personnel to improve facility practices and programming.

Purpose Area 17: Establishing, improving, and coordinating prerelease and post release systems and programs to facilitate the successful reentry of juvenile offenders from state or local custody in the community.

**APPENDIX D
PROPOSAL RATING CRITERIA**

| Merit Review Rating Factors | Maximum Points |
|--|-----------------------|
| Overarching system-wide plan for implementing evidence based practices through a systems change approach | 200 |
| Need for the proposed project and funds | 200 |
| Project description | 200 |
| Project management | 100 |
| Sustainability | 75 |
| Local project evaluation | 100 |
| Budget | 50 |
| Project timeline | 75 |
| Total Possible Points = 1000 | 1000 |

CORRECTIONS STANDARDS AUTHORITY

600 Bercut Drive
Sacramento, CA 95811
916-445-5073
www.cdcr.ca.gov/Divisions_Boards/CSA

BOARD OF SUPERVISORS

2011 OCT 14 P 2:26



September 14, 2011

Chief Jerry Powers
Stanislaus County Probation Department
2215 Blue Gum Avenue
Stanislaus, CA 95358

Dear Chief Powers:

The Corrections Standards Authority (CSA) is pleased to announce that on September 8, 2011 the CSA Board approved the funding recommendations for the Evidence Based Practices Project to the following probation departments:

- Yolo - \$125,875
- Humboldt - \$290,390
- Santa Cruz - \$297,644
- Santa Clara - \$300,000
- Napa - \$128,250
- Sacramento - \$300,000
- Stanislaus - \$299,698
- Riverside - \$58,143

The CSA is pleased to extend our congratulations to you and confirm that your agency has been selected to participate in the Evidence Based Practices Project. The grant period will begin October 1, 2011 and end on September 30, 2013. Contract documents and instructions will be issued to your department within the next week.

As indicated in the Request for Proposals (RFP), we will be conducting a mandatory briefing session for the new grantees. The date for the grantee briefing will be **October 4, from 10:00 a.m. until 12:30 p.m.** in the CSA's main conference room at 660 Bercut Drive, Sacramento, 95811. As this meeting will occur after the start date of the grant period, you may utilize your grant funds for travel expenses and seek reimbursement on your invoices.

Each grantee must bring their designated Project Director and Day-to-Day Contact persons as well as the individuals who will represent the fiscal and data collection requirements of the grant as we will be discussing these processes in depth. Please contact me by September 29th to confirm your agency's attendance and the number of staff who will participate in the briefing.

The CSA staff looks forward to working with your organization in the implementation of this project. Should you have questions or require additional information, please do not hesitate to contact me at (916) 3424-9384 or colleen.stoner@cdcr.ca.gov.

Respectfully Submitted,

Colleen Stoner, Field Representative
Corrections Standards Authority

CORRECTIONS STANDARDS AUTHORITY

600 Bercut Drive
Sacramento, CA 95811
916-445-5073
www.csa.ca.gov



December 7, 2011

Jerry Powers, Chief Probation Officer
Stanislaus County Probation Department
2215 Blue Gun Avenue
Modesto, CA 95358

BOARD OF SUPERVISORS
2012 JUL 20 P 2:18

Dear Chief Powers:

RE: 2011-13 Juvenile Accountability Block Grants Program (JABG) – Evidence Based Practices Program (EBP)
Contract Number: CSA 211-11

Your copy of the fully-executed Grant Agreement for funds awarded under the 2011-2013 JABG-EBP program is enclosed. This document should be kept in your official project file. Please refer to Sections 4 and 5 in the Grant Agreement to review the reporting requirements for your project.

Please refer to the Corrections Standards Authority's JABG webpage for your project's Excel invoicing file and the quarterly progress report:

<http://www.cdcr.ca.gov/CSA/ CPP/Grants/JABG/Index.html>

The Contract Administration and Audit Guide - January 2011 edition, which includes requirements and forms to be used in the administration of your grant, may be downloaded from the CSA website.

Please contact your assigned Field Representative, Colleen Stoner at (916) 324-9385 or Colleen.Stoner@cdcr.ca.gov should you have any questions or require assistance. CSA looks forward to our partnership to ensure the successful completion of your project.

Sincerely,

ROBERT J. TAKESHTA
Executive Director (A)

Enclosure

cc (letter only): Jill Silva, Assistant Chief Probation Officer
Karen Curci, Administrative Services Manager

STATE OF CALIFORNIA
STANDARD AGREEMENT
 STD 213 (Rev 06/03)

| |
|---------------------------------------|
| AGREEMENT NUMBER CSA 211-11 |
| REGISTRATION NUMBER |

1. This Agreement is entered into between the State Agency and the Contractor named below:

| |
|---|
| STATE AGENCY'S NAME DEPARTMENT OF CORRECTIONS AND REHABILITATION, CORRECTIONS STANDARDS AUTHORITY |
| CONTRACTOR'S NAME STANISLAUS COUNTY PROBATION DEPARTMENT |

2. The term of this Agreement is: **OCTOBER 1, 2011** through **SEPTEMBER 30, 2013**

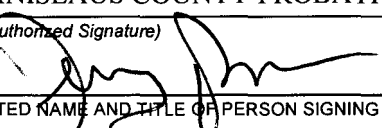
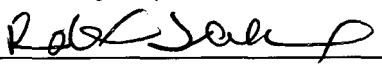
3. The maximum amount of this Agreement is: **\$ 299,698.00**
 Two hundred ninety nine thousand, six hundred ninety eight dollars and no cents

4. The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made a part of the Agreement.

- Sections 1 through 11 4 pages
- Exhibit A – Juvenile Accountability Block Grants Program Standard Conditions 6 pages
- Exhibit B – Federal Assurances 3 pages
- *Exhibit C – General Terms and Conditions GTC 610

Items shown with an Asterisk (), are hereby incorporated by reference and made part of this agreement as if attached hereto.
 These documents can be viewed at www.dgs.ca.gov (CA Department of General Services, Office of Legal Services – Standard Contract Language).*

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

| | | |
|--|---|---|
| CONTRACTOR | | California Department of General Services Use Only <input checked="" type="checkbox"/> Exempt per: State Contracting Manual (SCM) 4.06 |
| CONTRACTOR'S NAME (if other than an individual, state whether a corporation, partnership, etc.) STANISLAUS COUNTY PROBATION DEPARTMENT | | |
| BY (Authorized Signature)  | DATE SIGNED (Do not type) | |
| PRINTED NAME AND TITLE OF PERSON SIGNING JERRY POWERS, Chief Probation Officer | | |
| ADDRESS 2215 Blue Gum Avenue Modesto, CA 95358 | | |
| STATE OF CALIFORNIA | | |
| AGENCY NAME CORRECTIONS STANDARDS AUTHORITY | | |
| BY (Authorized Signature)  | DATE SIGNED (Do not type) 12/7/11 | |
| PRINTED NAME AND TITLE OF PERSON SIGNING ROBERT J. TAKESHTA, Executive Director (A) | | |
| ADDRESS 600 Bercut Drive, Sacramento, CA 95811 | | |

JUVENILE ACCOUNTABILITY BLOCK GRANTS PROGRAM

EVIDENCE BASED PRACTICES PROGRAM

STANISLAUS COUNTY PROBATION DEPARTMENT

This Grant Agreement is between the State of California, Department of Corrections and Rehabilitation, **Corrections Standards Authority**, hereafter referred to as the "CSA" and

Stanislaus County Probation Department, an entity duly organized, existing and acting pursuant to the laws of the State of California, hereafter referred to as the "Grantee".

The parties agree as follows:

SECTION 1. PROJECT SUMMARY

The Evidenced Based Practices (EBP) Project supports probation departments that are prepared to participate in a two-year systems change approach in implementing or expanding the use of EBP within their local juvenile justice communities. While probation will be the lead agency in the implementation of EBP and the main recipient of the services, the success of this project will lie in the collaboration and partnership of the key stakeholders within each juvenile justice community. It is expectation that through this project, the courts and probation departments, along with other important juvenile justice and community partners, will move forward together in supporting and implementing EBP.

Probation departments and their juvenile justice partners that participate in this project may direct funding to any of the following EBP services, supports or activities:

- Organizational development to create a culture that is accepting of best practices and evidence-based approaches;
- The development of collaborations oriented to best practices and evidence-based approaches within the juvenile justice system;
- Initial training and on-going refresher training;
- Validated risk/needs assessment tools to determine effective case planning;
- Implementation of programs and principles known to produce positive criminal justice and juvenile rehabilitative and developmental outcomes;
- Data collection and analysis to monitor program processes and outcomes;
- Performance management and improvement of programs and practices;
- Quality assurance assessments to ensure fidelity to proven models and adherence to standards of care; and
- Sustainability efforts to ensure continuation of successful programs and practices after the termination of outside funding.

The Stanislaus County Evidence Based Practices Project (Girls Juvenile Justice Initiative) will utilize JABG funding to extend and build upon the newly implemented Gender Responsive Alternatives to Detention project that provides evidence based, gender responsive services to justice involved girls.

JABG funding will also be used to document the process and outcomes of the broader Girls Juvenile Justice Initiative.

SECTION 2. ASSURANCES

- A. Grantee agrees to comply with all conditions of this Grant Agreement, all standard Grant Agreement conditions as contained in Exhibit A, all federally required assurances as contained in Exhibit B, general terms and conditions as contained in Exhibit C, and all budget items and conditions as contained in the Application for Funding.
- B. Grantee agrees to comply with the financial and administration requirements set forth in the most current edition of the CSA's *Grant Administration and Audit Guide, Federal Juvenile Justice Grants*.

SECTION 3. PROJECT OFFICIALS

- A. The CSA's Executive Director or designee shall be the CSA's representative for administration of the Grant Agreement and shall have authority to make determinations relating to any controversies that may arise under or in connection with the interpretation, performance, or payment for work performed under this Grant Agreement. Disputes shall be resolved in accordance with the provisions of Exhibit A.
- B. The Grantee project officials shall be those identified as follows and as specified in Section 1 of the Application for Funding:

Authorized officer with legal authority to sign:

NAME: Jerry Powers
TITLE: Chief Probation Officer
ADDRESS: 2215 Blue Gum Avenue, Modesto, CA 95358
TELEPHONE: (209) 525-4598
FAX: (209) 525-5486
EMAIL: powersj@stancounty.com

Designated financial officer authorized to receive warrants:

NAME: Karen Curci
TITLE: Administrative Services Manager
ADDRESS: 2215 Blue Gum Avenue, Modesto, CA 95358
TELEPHONE: (209) 525-4556
FAX: (209) 525-5486
EMAIL: curcik@stancounty.net

- C. Either party may change its project representatives upon written notice to the other party.

SECTION 4. REPORTS

- A. Grantee will submit quarterly progress reports, including results for the Federal performance indicators, in a format developed by the CSA that describes progress made with respect to program objectives and activities.

Due dates are as follows:

Reporting Periods

Due (No Later Than):

- | | |
|--|-------------------|
| 1. October 1, 2011 through December 31, 2011 | February 15, 2012 |
| 2. January 1, 2012 through March 31, 2012 | May 15, 2012 |
| 3. April 1, 2012 through June 30, 2012 | August 15, 2012 |
| 4. July 1, 2012 through September 30, 2012 | November 15, 2012 |
| 5. October 1, 2012 through December 31, 2012 | February 15, 2013 |
| 6. January 1, 2013 through March 31, 2013 | May 15, 2013 |
| 7. April 1, 2013 through June 30, 2013 | August 15, 2013 |
| 8. July 1, 2013 through September 30, 2013 | November 15, 2013 |

B. Grantee will submit all other reports and data as required by the CSA.

SECTION 5. INVOICES

- A. The Grantee shall be paid in arrears by submitting a quarterly invoice for approved program expenditures for the reporting periods and due dates noted in Section 4.
- B. An invoice is due to the CSA even when grant funds are not expended in the reporting period.

SECTION 6. GRANT AMOUNT AND LIMITATION

Under no circumstances shall the CSA be obligated to pay any amount in excess of the Grantee’s award. Grantee waives any and all claims against the CSA, the State of California, and the Federal Government on account of project costs that may exceed the sum of the award amount.

SECTION 7. AVAILABILITY OF FUNDS

- A. Grantee agrees that the CSA’s obligation to pay any sum under any provision of this Grant Agreement is contingent upon the availability of sufficient funds. This Grant Agreement is valid and enforceable only if sufficient funds are made available by the United States Congress and California Legislature.
- B. Subject to any additional restrictions, limitations, statutes or conditions enacted by the United States Congress, the outlined provisions, terms and funding may change at any time during the life of this Grant Agreement.

SECTION 8. BUDGET

| LINE ITEM | GRANT FUNDS | CASH MATCH | IN-KIND MATCH | TOTAL |
|---------------------------|------------------|-----------------|---------------|------------------|
| 1. Salaries & Benefits | \$134,038 | \$23,910 | | \$157,948 |
| 2. Services & Supplies | | | | \$0 |
| 3. Professional Services | | \$15,500 | | \$15,500 |
| 4. CBO Contracts | \$81,250 | | | \$81,250 |
| 5. Administrative Costs | | | | \$0 |
| 6. Fixed Assets/Equipment | | | | \$0 |
| 7. Data Collection | \$23,910 | | | \$23,910 |
| 8. Program Evaluation | \$60,500 | | | \$60,500 |
| 9. Other | | | | \$0 |
| TOTAL | \$299,698 | \$39,410 | \$0 | \$339,108 |

SECTION 9. AUDIT

Per Article 8 of the Standard Conditions, grant recipients must submit an audit of expenditures within 120 days following the end of the grant period. Grantees may choose either a program-specific audit or a single federal audit. Federal guidelines allow grant recipients receiving \$500,000 or more in federal funds in a fiscal year to use their federal juvenile justice grant funds to pay for the cost of the audit. Grantees falling below the \$500,000 threshold must use non-federal funds (i.e., match funds) to pay for audit costs. **For purposes of this grant award, please check one of the boxes below to indicate the grantee's choice for meeting the audit requirement.**

In conformance with Federal OMB Circular #A-133, and the California State Controller's Accounting Standards and Procedures Chapter 23, Grant Accounting Index, the identified grant will be included in the City/County Single Federal Audit Report, which will be submitted to the CSA within the required timeframe of 120 days from the end of the grant period. NOTE: Should an extension be needed, please provide in advance of the deadline a written justification that indicates the reason(s) for the extension and the timeframe needed.

OR

In conformance with Federal OMB Circular #A-133, and the California State Controller's Accounting Standards and Procedures Chapter 23, Grant Accounting Index, the grantee will provide a Program-Specific Final Audit Report to the CSA within the required timeframe of 120 days from the end of the grant period.

SECTION 10. SCOPE OF WORK

Grantee agrees to implement and complete the project in accordance with the approved Application for Funding.

SECTION 11. CONFLICTS BETWEEN DOCUMENT TERMS

In the event of any inconsistency in the Grant Agreement, except as otherwise provided herein, the inconsistency shall be resolved by giving precedence in the following order:

- 1) Grant Agreement Sections 1 through 11
- 2) Exhibit B, Federal Assurances
- 3) Exhibit A, Juvenile Accountability Block Grants Standard Conditions
- 4) Exhibit C, GTC 610

EXHIBIT A
JUVENILE ACCOUNTABILITY BLOCK GRANTS PROGRAM
STANDARD CONDITIONS

ARTICLE 1. ASSIGNMENT

This Agreement is not assignable by the Grantee, either in whole or in part, without the consent of the State in the form of a formal written amendment.

ARTICLE 2. AMENDMENT

No amendment or variation of the terms of this Agreement shall be valid unless made in writing, signed by the parties and approved as required. No oral understanding or agreement not incorporated in this Agreement is binding on any of the parties.

ARTICLE 3. PROJECT COSTS

The CSA's *Grant Administration and Audit Guide, Federal Juvenile Justice Grants* outlines eligible and ineligible project costs, as well as match and project income requirements. Grantee is responsible for ensuring that all invoices contain only eligible project costs.

ARTICLE 4. GRANTEE'S GENERAL RESPONSIBILITY

Grantee is solely responsible for the project activities as identified in the Application for Funding. Review and approval by the CSA is solely for the purpose of proper administration of grant funds by the CSA and shall not be deemed to relieve or restrict the Grantee's responsibility.

ARTICLE 5. GRANTEE ASSURANCES AND COMMITMENTS

A. Compliance with Laws and Regulations

This Grant Agreement is governed by and shall be interpreted in accordance with the laws of the State of California and the United States Department of Justice. Grantee shall at all times comply with all applicable federal and state laws, rules, and regulations, and all applicable local ordinances, specifically including, but not limited to, environmental, procurement and safety laws, rules, regulations, and ordinances.

B. Fulfillment of Assurances and Declarations

Grantee shall fulfill all assurances, declarations, representations, and statements made by the Grantee in the Application for Funding, documents, amendments, approved modifications, and communications filed in support of its request for grant funds.

C. Use of Grant Funds

Grantee shall expend all grant and matching funds solely for eligible project costs. Grantee shall, upon demand, remit to the CSA any grant funds and interest or income not expended for eligible project costs or an amount equal to any grant funds expended by the Grantee in violation of the terms, provisions, conditions, or commitments of this Grant Agreement.

D. Permits and Licenses

Grantee agrees to procure all permits and licenses necessary to complete the project, pay all charges and fees, and give all notices necessary or incidental to the due and lawful proceeding of the project work.

E. Contracting Requirements

In accordance with the provisions of this Grant Agreement, the Grantee may contract with public or private contractors for services where activities are necessary for the program/project implementation. Grantee agrees that in the event of any inconsistency between the Grant Agreement, its Exhibits and Grantee's agreement for services with a contractor, the Grant Agreement and its Exhibits will prevail. Grantee shall ensure that the contractor complies with all requirements of the Grant Agreement.

Grantee assures that for any contract awarded by the Grantee, such as insurance and fidelity bonds, as is customary and appropriate, will be obtained.

Grantee agrees to place appropriate language in all contracts for work on the project requiring the Grantee's contractors to:

1) Books and Records

Maintain adequate fiscal and project books, records, documents, and other evidence pertinent to the contractor's work on the project in accordance with generally accepted accounting principles. Adequate supporting documentation shall be maintained in such detail so as to permit tracing transactions from the invoices, to the accounting records, to the supporting documentation. These records shall be maintained for a minimum of three (3) years after acceptance of the final grant project audit under the Grant Agreement, and shall be subject to examination and/or audit by the CSA or designees, state government auditors or designees, or by federal government auditors or designees.

2) Access to Books and Records

Make such books, records, supporting documentations, and other evidence available to the CSA or designees, the Department of General Services, the Department of Finance, the Bureau of State Audits, their designated representatives, and federal government auditors or designees, during the course of the project and for a minimum of three (3) years after acceptance of the final grant project audit. The Contractor shall provide suitable facilities for access, monitoring, inspection, and copying of books and records related to the grant-funded project.

3) Non-discrimination Clause

During the performance of this Agreement, Contractor and its subcontractors shall comply with all Federal statutes relating to non-discrimination, including but not limited to prohibitions against discrimination on the basis of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition, age or marital status.

ARTICLE 6. PROJECT ACCESS

Grantee shall insure that the CSA, or any authorized representative, will have suitable access to the project activities, sites, and staff at all reasonable times during project implementation.

ARTICLE 7. RECORDS

- A. The Grantee shall establish an official file for the project. The file shall contain adequate documentation of all actions that have been taken with respect to the project, in accordance with generally accepted government accounting principles.
- B. The Grantee shall establish separate accounting records and maintain documents and other evidence sufficient to properly reflect the amount, receipt, and disposition of all project funds, including grant funds and any matching funds by the Grantee and the total cost of the project. Source documents include copies of all awards, applications, approved modifications, financial records, and narrative reports.
- C. Personnel and payroll records shall include the time and attendance reports for all individuals reimbursed under the grant, whether they are employed full-time or part-time. Time and effort reports are required for consultants and contractors.
- D. The Grantee shall maintain documentation for donated goods and/or services, including the basis for valuation.
- E. Grantee agrees to protect records adequately from fire or other damage. When records are stored away from the Grantee's principal office, a written index of the location of records stored must be on hand and ready access must be assured.
- F. All Grantee records relevant to the project must be preserved a minimum of three (3) years after closeout of the grant project and shall be subject at all reasonable times to inspection, examination, monitoring, copying, excerpting, transcribing, and auditing by the CSA or designees. If any litigation, claim, negotiation, audit, or other action involving the records has been started before the expiration of the three-year period, the records must be retained until the completion of the action and resolution of all issues which arise from it or until the end of the regular three-year period, whichever is later.

ARTICLE 8. ACCOUNTING AND AUDIT REQUIREMENTS

All funds received by the Grantee shall be deposited into separate fund accounts which identify the funds and clearly show the manner of their disposition. Grantee agrees that the audit and accounting procedures shall be in accordance with generally accepted government accounting principles and practices (see *Accounting Standards and Procedures for Counties*, California State Controller, Division of Local Government Fiscal Affairs) and adequate supporting documentation shall be maintained in such detail so as to provide an audit trail

which will permit tracing transactions from support documentation to the accounting records to the financial reports and invoices. The Grantee further agrees to the following audit requirements:

A. Federal Single Audit Act

If the Grantee expends \$500,000 or more in a year in federal funds, Grantee agrees to comply with the provisions pursuant to the Federal Office of Management and Budget Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations." Circular No. A-133 requires non-federal entities that meet the expenditure criteria to have either a single or program-specific audit conducted for that expenditure year.

B. Interim Audit

The CSA reserves the right to call for a program audit or a system audit at any time between the execution of this Grant Agreement and the completion or termination of the project. At any time, the CSA may disallow all or part of the cost of the activity or action determined to not be in compliance with the terms and conditions of this Grant Agreement, or take other remedies legally available.

C. Annual Audit

- 1) Within 120 calendar days of the Grant Agreement end date, all Grantees must obtain and submit an annual program audit to the CSA. Only Grantees expending \$500,000 or more in a year are authorized to use federal funds to pay the costs associated with performing the audit. Should the federal single audit report include this grant project, the Grantee may submit the federal single audit to satisfy the annual audit requirement. The audit shall be prepared in accordance with generally accepted auditing standards and government auditing standards for financial and compliance audits.
- 2) Since the audit function must maintain organizational independence, the Grantee's financial officer for this project shall not perform the annual audit. If the Grantee's internal auditor performs the audit, the auditor must be organizationally independent from the Grantee's accounting and project management functions. Additionally, Grantee's internal auditors who report to the financial officer, or to whom the financial officer reports, shall not perform the audit. The person conducting the audit shall be a certified public accountant, unless a Grantee auditor completes the audit.

ARTICLE 9. CHANGES

- A. Grantee shall immediately advise the CSA of any significant problems or changes that arise during the course of the project.
- B. No change or modification in the project will be permitted without prior written approval from the CSA. Changes may include modification to project scope, changes to performance measures, compliance with collection of data elements, and other significant changes in the budget or program components contained in the Application for Funding. Changes shall not be implemented by the project until authorized by the CSA.
- C. Under no circumstances will any budget line item changes be authorized which would cause the project to exceed the amount of the grant award identified in the Grant Agreement. Further, in no event shall changes be authorized for the Indirect Costs/Administrative Overhead line item that would result in that line item exceeding five percent (5%) of the grant award.

ARTICLE 10. DISBURSEMENT

The Grantee shall be paid in arrears on invoices submitted to the CSA on the forms or processes determined by the CSA, certifying to the accuracy of the reports in accordance with generally accepted governmental accounting principles and CSA regulations, guidelines, policies and procedures.

ARTICLE 11. WITHHOLDING OF GRANT DISBURSEMENTS

- A. The CSA may withhold all or any portion of the grant funds provided by this Grant Agreement in the event that the Grantee has materially and substantially breached the terms and conditions of this Grant Agreement.
- B. At such time as the balance of federal funds allocated to the Grantee reaches five percent (5%), the CSA shall withhold that amount as security, to be released to the Grantee upon compliance with all grant provisions, including: 1) submittal and approval of the final invoice; 2) submittal and approval of the final progress report; 3) submittal and approval of any additional required reports; and 4) submittal and approval of the final audit.
- C. The CSA will not reimburse Grantee for costs identified as ineligible for grant funding. If grant funds have been provided for costs subsequently discovered to be ineligible, the CSA may either withhold an equal amount from future payments to the Grantee or require repayment of an equal amount to the state by the Grantee.
- D. In the event that grant funds are withheld from the Grantee, the CSA's Executive Director or designee shall notify the Grantee of the reasons for withholding and advise the Grantee of the time within which the Grantee may remedy the failure or violation leading to the withholding.

ARTICLE 12. TERMINATION

- A. This Grant Agreement may be terminated at any time by the CSA, where it appears that there will be lack of grant funds available to fulfill this Grant Agreement, provided that after such termination, the Grantee shall be entitled to an amount that equals the eligible project costs that have been incurred by the Grantee prior to such termination.
- B. This Grant Agreement may be terminated after the award of the Grant Agreement but prior to completion of the project, by the CSA, upon action or inaction by the Grantee that constitutes a material and substantial breach of this Grant Agreement. Such action or inaction by the Grantee includes but is not limited to:
 - 1) Substantial alteration of the scope of the grant project without the prior written approval of the CSA;
 - 2) Refusal or inability to complete the grant project in a manner consistent with the Application for Funding or approved modifications;
 - 3) Failure to provide the required local match share of the total project costs;
 - 4) Failure to meet prescribed assurances, commitments, Grant Agreement, and recording, accounting, auditing, and reporting requirements.

- C. Prior to terminating the Grant Agreement under this provision, the CSA shall provide the Grantee at least 30 days written notice stating the reasons for termination and effective date thereof. The Grantee may appeal the termination decision in accordance with Article 13.

ARTICLE 13. DISPUTES

- A. Grantee shall continue with the responsibilities under this Agreement during any dispute.
- B. The Grantee may appeal a CSA staff decision on the basis of alleged misapplication, capricious interpretation of the regulations, policies and procedures, or substantial differences of opinion that may occur concerning the proper application of regulations, policies or procedures.
- C. If the Grantee is dissatisfied with an action of CSA staff, the Grantee may appeal the cause of the dissatisfaction to the Deputy Director in charge of the Corrections Planning and Programs Division of the CSA. Such appeals shall be filed within 30 calendar days of the notification of action with which the Grantee is dissatisfied. The appeal shall be in writing, and shall:
- state the basis for the dissatisfaction;
 - state the action being requested of the Deputy Director; and,
 - include any correspondence/documentation related to the cause for dissatisfaction.
- D. The Deputy Director will review the correspondence and related documentation and render a decision on the appeal within 30 calendar days, except in those cases where the Grantee withdraws or abandons the appeal. The procedural time requirement may be waived with the mutual consent of the Grantee and the Deputy Director.
- E. The Deputy Director may render a decision based on the correspondence and related documentation submitted by the Grantee and may consider other relevant sources of information deemed appropriate. The decision of the Deputy Director shall be in writing and shall provide the rationale for the decision.
- F. If the Grantee is dissatisfied with the decision of the Deputy Director, the Grantee may file a request for review by the CSA Executive Director. Such a request shall be filed within 30 calendar days after receipt of the Deputy Director's decision. The requested review shall be in writing, and shall:
- state the basis for the dissatisfaction;
 - state the action being requested of the Executive Director; and
 - include any correspondence/documentation related to the appeal.
- G. The Executive Director, after reviewing the appeal and the correspondence related to the review, may decide the matter on the record or request additional information. After a decision is made by the Executive Director, notice of the decision shall be mailed to the Grantee. The decision of the Executive Director shall be final.

ARTICLE 14. WAIVER

The parties hereto may waive any of their rights under this Grant Agreement unless such waiver is contrary to law, provided that any such waiver shall be in writing and signed by the party making such waiver.

EXHIBIT B
FEDERAL ASSURANCES

The Grantee hereby assures and certifies compliance with all federal statutes, regulations, policies, guidelines and requirements including the following:

1. As required by Section 1352, Title 31 of the U.S. Code, and implemented as 28 CFR, Part 69, the Grantee certifies that:
 - A. No federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement.
 - B. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal grant or cooperative agreement, the Grantee shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
 - C. The Grantee shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-grants, contracts under grants and cooperative agreements and subcontracts) and that all sub-recipients shall certify and disclose accordingly.
2. As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR, Part 67, the Grantee certifies that it and its principals:
 - A. Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a State or Federal Court, or voluntarily excluded from covered transactions by any federal department or agency.
 - B. Have not, within a three-year period preceding this application, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
 - C. Are not presently indicted for, or otherwise criminally, or civilly, charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated above.
 - D. Have not, within a three-year period preceding this Grant Agreement, had one or more public transactions (federal, state, or local) terminated for cause or default.
3. As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, the Grantee certifies that they will provide a drug-free workplace by:

- A. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - B. Establishing an on-going drug-free awareness program to inform employees about:
 - 1) The dangers of drug abuse in the workplace;
 - 2) The Grantee's policy of maintaining a drug-free workplace;
 - 3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - 4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
 - C. Making it a requirement that each employee to be engaged in the performance of the grant project be given a copy of the statement required by paragraph (A);
 - D. Notifying the employee in the statement required by paragraph (A) that, as a condition of employment under the grant, the employee will:
 - 1) Abide by the terms of the statement; and
 - 2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
 - E. Notifying the CSA in writing, within 10 calendar days after receiving notice under subparagraph D.2 from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531. Notice shall include the identification number of each affected grant;
 - F. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph D.2, with respect to any employee who is so convicted:
 - 1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended, or
 - 2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
 - G. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs A, B, C, D, E, and F.
- 4. Grantee agrees to comply with the financial and administration requirements set forth in the current edition of the *OJP Financial Guide*.
 - 5. Grantee will maintain an Equal Employment Opportunity Plan (EEO) if the grant award is more than \$25,000.
 - 6. If the grant award is \$500,000 or more, and the Grantee has 50 or more employees, Grantee must submit its EEO within 60 days from the date of this award to the Federal Office for Civil Rights (OCR) (www.ojp.usdoj.gov/ocr). A copy of the federal approval letter must be submitted to the CSA. If Grantee has a current EEO approval letter, it shall be submitted to the CSA.

7. Grantee acknowledges that failure to submit the required EEO that is approved by the Office for Civil Rights (OCR) is a violation of its Certified Assurances and may result in suspension or termination of funding, until such time as the Grantee is in compliance.
8. In the event a Federal or State court or administrative agency makes a finding of discrimination after a due process hearing on grounds of race, color, religion, national origin, sex, or disability against the Grantee, the Grantee will forward a copy of the finding to OCR.
9. Grantee agrees to comply with the organizational audit requirements of OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, as further described in the current edition of the *OJP Financial Guide*, Chapter 19.
10. Grantee agrees to comply with all confidentiality requirements of 42 U.S.C. section 3789 g and 28 C.F.R. Part 22 that are applicable to collection, use, and revelation of data or information.
11. Grantee agrees to comply with the requirements of 28 C.F.R. Part 46 and all OJP policies and procedures regarding the protection of human research subjects, including obtainment of Institutional Review Board approval, if appropriate, and subject informed consent.