

File No. 220609

Committee Item No. 12

Board Item No. 24

## COMMITTEE/BOARD OF SUPERVISORS

### AGENDA PACKET CONTENTS LIST

Committee: Government Audit and Oversight

Date: June 16, 2022

Board of Supervisors Meeting:

Date: June 28, 2022

#### Cmte Board

<input type="checkbox"/>	<input type="checkbox"/>	Motion
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Resolution
<input type="checkbox"/>	<input type="checkbox"/>	Ordinance
<input type="checkbox"/>	<input type="checkbox"/>	Legislative Digest
<input type="checkbox"/>	<input type="checkbox"/>	Budget and Legislative Analyst Report
<input type="checkbox"/>	<input type="checkbox"/>	Youth Commission Report
<input type="checkbox"/>	<input type="checkbox"/>	Introduction Form
<input type="checkbox"/>	<input type="checkbox"/>	Department/Agency Cover Letter and/or Report
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	MOU 2022 MOU Referral 052322
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Grant Information Form 050522
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Grant Budget
<input type="checkbox"/>	<input type="checkbox"/>	Subcontract Budget
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Contract / DRAFT Standard Agreement
<input type="checkbox"/>	<input type="checkbox"/>	Form 126 – Ethics Commission
<input type="checkbox"/>	<input type="checkbox"/>	Award Letter
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Program Application Package
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Application 052121
<input type="checkbox"/>	<input type="checkbox"/>	Public Correspondence

#### OTHER

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Program Proposal</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Program Modification Corresp for Grant Submission 032222</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Program Modification for Grant Submission 032222</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Approval Notice 061121</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Approval Notice 062921</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u>JUV Letter 050521</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u>President Action Memo BFC-GAO Transfer 060722</u>

Prepared by: Jessica Perkinson

Date: June 10, 2022

Prepared by: Jessica Perkinson

Date: June 17, 2022

Prepared by: \_\_\_\_\_

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

1 [Accept and Expend Grant - Retroactive - California Board of State and Community  
2 Corrections - Youth Programs and Facilities Grant - \$152,571]

3 **Resolution retroactively authorizing the Juvenile Probation Department to accept and**  
4 **expend a grant from the Youth Programs and Facilities Grant in the amount of \$152,571**  
5 **from the California Board of State and Community Corrections for a term from June 10,**  
6 **2021, through June 1, 2024.**

7  
8 WHEREAS, On September 30, 2020, Governor Newsom signed Senate Bill 823 (SB  
9 823), which began the closure of the California's Division of Juvenile Justice (DJJ) and the  
10 realignment of DJJ functions, including the secure commitment of youth, to local jurisdictions;  
11 and

12 WHEREAS, Following enactment of Senate Bill 823, on July 1, 2021, the Juvenile  
13 Courts ceased all new Juvenile Court admissions to DJJ; and

14 WHEREAS, SB 823 required each county to create a subcommittee of its multiagency  
15 Juvenile Justice Coordinating Council (JJCC) to develop a plan describing the facilities,  
16 programs, placements, services, supervision, and reentry strategies needed to provide  
17 appropriate rehabilitation and supervision services for the juvenile realignment population; and

18 WHEREAS, The San Francisco JJCC created the DJJ, Realignment Subcommittee,  
19 chaired by the Chief Juvenile Probation Officer, as required by SB 823; and

20 WHEREAS, On November 30, 2021, the DJJ Realignment Subcommittee voted to use  
21 San Francisco's Juvenile Hall as an interim Secure Youth Treatment Facility (SYTF) for youth  
22 who would have been eligible for DJJ commitment prior to DJJ's closure, for all local secure  
23 commitments required by the SB 823 Realignment, until such time as the City could provide  
24 an alternative secure commitment facility for those youth; and  
25

1 WHEREAS, On November 30, 2021, the DJJ Realignment Subcommittee also voted to  
2 recommend to City leadership that the SYTF be co-located with the facility that ultimately  
3 replaces Juvenile Hall and that the SYTF be healing-centered, family centered, community-  
4 connected, and culturally responsive; and

5 WHEREAS, The Board of State and Community Corrections (BSCC) released the  
6 Youth Programs and Facilities Grant (YPFG) opportunity to support each county's  
7 infrastructure and improvements to programs, services, and facilities serving youth who are  
8 realigned to counties as a result of the closure of the Division of Juvenile Justice; and

9 WHEREAS, The DJJ Realignment Subcommittee applied for \$82,500 in YPFG funds  
10 under the BSCC's "Deferred Spending Approval Process" in which counties that had not yet  
11 finalized how YPFG funds would be spent could apply based on available information,  
12 describing the infrastructure and improvements for the realignment population, including a  
13 timeline for submitting a modified application; and

14 WHEREAS, On June 11, 2021, the BSCC awarded San Francisco YPFG funds in the  
15 amount of \$82,500 for a term from June 10, 2021, through June 1, 2024; and

16 WHEREAS, Following the initial award, the BSCC increased San Francisco's award  
17 from \$82,500 to \$152,571; and

18 WHEREAS, On December 7, 2021, the DJJ Realignment Subcommittee modified and  
19 submitted a BSCC YPFG grant proposal to reflect the adjusted grant amount and the priorities  
20 identified by the DJJ Realignment Subcommittee, which included funding to upgrade a  
21 classroom, redesign a current classroom and transform it into a college lounge, upgrades for  
22 outdoor space for recreational use, programming use, and family visitation, the purchase of  
23 materials and supplies to support new and existing programming including educational and  
24 vocational programming like the gardening, culinary, parenting, and physical education  
25 programs; and

1           WHEREAS, On March 22, 2022, the BSCC approved San Francisco's modified grant  
2      proposal for funds in the amount of \$152,571 and for a term of June 10, 2021, through June 1,  
3      2024; and now, therefore, be it

4           RESOLVED, That the Chief Juvenile Probation Officer, on behalf of the DJJ  
5      Realignment Subcommittee and the Board of Supervisors, is authorized to accept and expend  
6      the BSCC YPFG funds in the amount \$152,571 and for a term of June 10, 2021, through June  
7      1, 2024; and be it

8           FURTHER RESOLVED, That the Chief Juvenile Probation Officer is authorized to  
9      execute by electronic signature the standard grant agreement for the BSCC YPFG funds on  
10     file with the Clerk of the Board of Supervisors in File No. 220609, including any amendments,  
11     modifications, and any of its exhibits necessary for the completion of the BSCC YPFG; and be  
12     it

13          FURTHER RESOLVED, That the grant funds received hereunder shall not be used to  
14     supplant any expenditures that the Juvenile Probation Department already is obligated to pay;  
15     and, be it

16          FURTHER RESOLVED, That the Board of Supervisors hereby waives inclusion of  
17     indirect costs in the grant budget; and, be it

18          FURTHER RESOLVED, That within 30 days of the grant agreement being fully-executed  
19     by all parties, the Juvenile Probation Department shall provide the final Grant Agreement to the  
20     Clerk of the Board for inclusion into the official file.

21     .

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Recommended:

/s/ \_\_\_\_\_

Katherine Miller, Chief Juvenile Probation Officer

Approved:

\_\_\_\_\_  
/s/

London N. Breed, Mayor

Approved:

\_\_\_\_\_  
/s/

Ben Rosenfield, Controller

**File Number:** \_\_\_\_\_  
(Provided by Clerk of Board of Supervisors)

**Grant Ordinance Information Form**  
(Effective July 2011)

Purpose: Accompanies proposed Board of Supervisors ordinances authorizing a Department to accept and expend grant funds.

The following describes the grant referred to in the accompanying resolution:

1. Grant Title: **California Board of State and Community Corrections – Youth Programs and Facilities Grant**

2. Department: **Juvenile Probation Department**

3. Contact Person: **Verónica Martínez**

Telephone: **415-680-8451**

4. Grant Approval Status (check one):

☒ [X] Approved by funding agency

☐ [ ] Not yet approved

5. Amount of Grant Funding Approved or Applied for: **\$152,571**

6. a. Matching Funds Required: **N/A**

b. Source(s) of matching funds (if applicable): **N/A**

7. a. Grant Source Agency: **California Board of State and Community Corrections**

b. Grant Pass-Through Agency (if applicable): **N/A**

8. Proposed Grant Project Summary:

**The Board of State and Community Corrections (BSCC) released the Youth Programs and Facilities Grant (YPFG) opportunity to support California counties infrastructure and improvements to programs, services, and facilities serving youth who are realigned to counties as a result of the closure of the Division of Juvenile Justice.**

9. Grant Project Schedule, as allowed in approval documents, or as proposed:

Start-Date: **June 10, 2021**

End-Date: **June 1, 2024**

10. Number of new positions created and funded: **Zero**

11. Explain the disposition of employees once the grant ends? **N/A**

12. a. Amount budgeted for contractual services: **\$0.00**

b. Will contractual services be put out to bid? **N/A**

c. If so, will contract services help to further the goals of the Department's Local Business Enterprise (LBE) requirements? **N/A**

d. Is this likely to be a one-time or ongoing request for contracting out? **N/A**

13. a. Does the budget include indirect costs?

☐ [ ] Yes ☒ [X] No

b. 1. If yes, how much? **N/A**

b. 2. How was the amount calculated? **N/A**

c. 1. If no, why are indirect costs not included?

☐ Not allowed by granting agency

☒ To maximize use of grant funds on direct services

☐ Other (please explain):

c. 2. If no indirect costs are included, what would have been the indirect costs?  
10% or \$15,257

14. Any other significant grant requirements or comments: **Prohibits supplantation.**

**\*\*Disability Access Checklist\*\***

15. This Grant is intended for activities at (check all that apply):

<input checked="" type="checkbox"/> Existing Site(s)	<input checked="" type="checkbox"/> Existing Structure(s)	<input type="checkbox"/> Existing Program(s) or Service(s)
<input type="checkbox"/> Rehabilitated Site(s)	<input type="checkbox"/> Rehabilitated Structure(s)	<input type="checkbox"/> New Program(s) or Service(s)
<input type="checkbox"/> New Site(s)	<input checked="" type="checkbox"/> New Structure(s)	

16. The Departmental ADA Coordinator or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local access laws and regulations and will allow the full inclusion of persons with disabilities, or will require unreasonable hardship exceptions, as described in the comments section:


Comments:

Departmental ADA Coordinator or Mayor's Office of Disability Reviewer:

Preston Treichel  
(Name)

HR Director  
(Title)

Date Reviewed: 05/05/2022

  
(Signature Required)

Overall Department Head or Designee Approval:

Katherine Weinstein Miller  
(Name)

Chief Juvenile Probation Officer  
(Title)

Date Reviewed: 05/05/22

  
(Signature Required)



<b>Applicant:</b>	<b>San Francisco</b>		
<b>LINE ITEMS</b>	<b>SB 823 BUDGET</b>		
	<b>STATE REIMBURSED</b>	<b>CASH CONTRIBUTION</b>	<b>TOTAL</b>
1. Construction	\$ -	\$ -	\$ -
2. Architectural	\$ -	\$ -	\$ -
3. Fixed Furnishings/Equipment	\$ -	\$ -	\$ -
4. Moveable Furnishings/Equipment	\$ -	\$ -	\$ -
5. Construction Management	\$ -	\$ -	\$ -
6. Transportation/Equipment	\$ 35,000.00	\$ -	\$ 35,000.00
7. Training Materials/Supplies	\$ 17,000.00	\$ -	\$ 17,000.00
8. Programing Materials/Supplies	\$ 9,800.00	\$ -	\$ 9,800.00
9. Other One-Time Personnel Costs (planning, development, and project management) (Not to Exceed 25% of total budget)	\$ 20,600.00	\$ -	\$ 20,600.00
10. Other		\$ -	\$ -
<b>Total Project Costs</b>	\$ 82,400.00	\$ -	\$ 82,400.00
<b>Percentage of Total</b>	100%	0%	100%

Provide an explanation below of how the dollar figures were determined for each of the budget categories above that contain dollar amounts. Every cash contribution line item shall be included with a reporting of the full amount budgeted unless a line item is not an actual cash contribution project cost for the county. (In that case, indicate so below.) For each budget category explanation below, include how state funding and the county contribution dollar amounts have been determined and calculated (be specific).

<b>LINE ITEMS</b>	<b>COMMENTS</b>
-------------------	-----------------

1. Construction	None.
2. Architectural	None.
3. Fixed Furnishings/Equipment	None.
4. Moveable Furnishings/Equipment	None.
5. Construction Management	None.
6. Transportation Equipment	Should San Francisco determine that there are appropriate placements outside of the City & County, we will need to purchase two vehicles for transporting families to the location of their loved one.
7. Training Materials/Supplies	Should San Francisco decide that keeping young people locally is appropriate, we will need to purchase training curriculum and supplies to adequately prepare staff to work with an older population for longer lengths of stay.

8. Programing Materials/Supplies	Should San Francisco decide that keeping young people locally is appropriate, we will need to ensure that we can bring in programming for young people that is age and developmentally-appropriate.
9. Other One-Time Personnel Costs (planning, development, and project management) (Not to Exceed 25% of total budget)	It will be integral that all of our community and justice partners are also prepared to work with this population closer to home. We will need planning, project development, and training support for all partners working with this population.
10. Other	None.

**STANDARD AGREEMENT**

STD 213 (Rev 03/2019)

AGREEMENT NUMBER

CountyName823PartA

PURCHASING AUTHORITY NUMBER (If Applicable)

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

CONTRACTING AGENCY NAME

**BOARD OF STATE AND COMMUNITY CORRECTIONS**

CONTRACTOR NAME

**County of [Click here to enter county name.](#)****2. The term of this Agreement is:**

START DATE

**JUNE 10, 2021**

THROUGH END DATE

**JUNE 1, 2024****3. The maximum amount of this Agreement is:****\$000,000.00****4. The parties agree to comply with the terms and conditions of the following exhibits, attachments, and appendices which are by this reference made a part of the Agreement.**

EXHIBITS	TITLE	PAGES
Exhibit A	Scope of Work	3
Exhibit B	Budget Detail and Payment Provisions	4
Exhibit C	General Terms and Conditions	4
Exhibit D	Special Terms and Conditions	4
Attachment 1*	Youth Programs and Facilities Grant Program (YPFG) – Request for Application	*
Attachment 2	YPFG Grant Application	<a href="#">Click or tap</a>
Appendix A	YPFG Scoring Panel	1

\* This item is hereby incorporated by reference and can be viewed at: <https://www.bscc.ca.gov/youth-programs-and-facilities-grant-program-ypgp/>

**IN WITNESS WHEREOF, THIS AGREEMENT HAS BEEN EXECUTED BY THE PARTIES HERETO.****CONTRACTOR**

CONTRACTOR NAME (if other than an individual, state whether a corporation, partnership, etc.)

**GRANTEE NAME**

CONTRACTOR BUSINESS ADDRESS

[Click or tap here to enter text.](#)

CITY

[Click or tap here to enter](#)

STATE

CA

ZIP

[Click or tap](#)

PRINTED NAME OF PERSON SIGNING

[Click or tap here to enter text.](#)

TITLE

[Click or tap here to enter text.](#)

CONTRACTOR AUTHORIZED SIGNATURE



DATE SIGNED

**STATE OF CALIFORNIA**

CONTRACTING AGENCY NAME

**BOARD OF STATE AND COMMUNITY CORRECTIONS**

CONTRACTING AGENCY ADDRESS

2590 Venture Oaks Way, Suite 200

CITY

Sacramento

STATE

CA

ZIP

95833

PRINTED NAME OF PERSON SIGNING

John Prince

TITLE

Deputy Director

CONTRACTING AGENCY AUTHORIZED SIGNATURE



DATE SIGNED

## EXHIBIT A: SCOPE OF WORK

### 1. GRANT AGREEMENT – Youth Programs and Facilities Grant Program (YPFG)

This Grant Agreement is between the State of California, Board of State and Community Corrections (hereafter referred to as BSCC) and [Click here to enter Grantee name.](#) (hereafter referred to as the Grantee or Contractor).

### 2. PROJECT SUMMARY AND ADMINISTRATION

- A. On September 30, 2020, Governor Newsom signed Senate Bill 823 (Chapter 337, Statutes of 2020), which began the closure of the state's Division of Juvenile Justice, realigning those state functions to county governments. Under SB 823, DJJ intake will close for most youth on July 1, 2021, and counties then become fully responsible for housing, programming, and treatment of youth at higher offense and needs levels who can no longer be committed to DJJ.

As part of SB 823, \$9.6 million was set aside for the Board of State and Community Corrections to "award one-time grants, to counties for the purpose of providing resources for infrastructure-related needs and improvements to assist counties in the development of a local continuum of care." (Welf. & Inst. Code, § 2250, subd. (a).)

- B. Grantee agrees to administer the project in accordance with Attachment 1: YPFG Request for Application (incorporated by reference) and Attachment 2: YPFG Grant Application, which are attached and hereto and made part of this agreement.

### 3. PROJECT OFFICIALS

- A. The BSCC's Executive Director or designee shall be the BSCC's representative for administration of the Grant Agreement and shall have authority to make determinations relating to any controversies that may arise under or regarding the interpretation, performance, or payment for work performed under this Grant Agreement.

- B. The Grantee's project officials shall be those identified as follows:

**Authorized Officer** with legal authority to sign:

Name: [Click here to enter text.](#)  
Title: [Click here to enter text.](#)  
Address: [Click here to enter text.](#)  
Phone: [Click here to enter phone # eg \(555\) 555-5555.](#)

**Designated Financial Officer** authorized to receive warrants:

Name: [Click here to enter text.](#)  
Title: [Click here to enter text.](#)  
Address: [Click here to enter text.](#)  
Phone: [Click here to enter phone # eg \(555\) 555-5555.](#)  
Email: [Click here to enter email.](#)

**Project Director** authorized to administer the project:

Name: [Click here to enter text.](#)  
Title: [Click here to enter text.](#)  
Address: [Click here to enter text.](#)  
Phone: [Click here to enter phone # eg \(555\) 555-5555.](#)

## EXHIBIT A: SCOPE OF WORK

Email: [Click here to enter email.](#)

- C. Either party may change its project representatives upon written notice to the other party.
- D. By signing this Grant Agreement, the Authorized Officer listed above warrants that he or she has full legal authority to bind the entity for which he or she signs.

### 4. DATA COLLECTION

Grantees will be required to comply with all data collection and reporting requirements as described in Attachment 1: YPFG Request for Application and Attachment 2: YPFG Grant Application.

### 5. REPORTING REQUIREMENTS

By July 31, 2024, each grantee that receives a grant from the Youth Programs and Facilities Grant Program shall submit a Final Report to the BSCC with the following information:

- 1. An accounting of expenditures.
- 2. A description of the physical and system enhancements made.
- 3. How many regional placement beds were supported with the funding.
- 4. What proportion of the regional placement beds were contracted to other counties and which counties.

### 6. PROJECT RECORDS

- A. The Grantee shall establish an official file for the project. The file shall contain adequate documentation of all actions taken with respect to the project, including copies of this Grant Agreement, approved program/budget modifications, financial records and required reports.
- 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 documentation includes 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 also required for all subcontractors and consultants.
- D. The grantee shall maintain documentation of 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,

## **EXHIBIT A: SCOPE OF WORK**

examination, monitoring, copying, excerpting, transcribing, and auditing by the BSCC 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.

### **7. CONFLICT OF INTEREST**

- A. Existing law prohibits any grantee, subgrantee, partner or like party who participated on the YPFG Scoring Panel (See Appendix A) from receiving funds from the YPFG grants awarded under this RFA. Applicants who are awarded grants under this RFA are responsible for reviewing the YPFG Scoring Panel membership roster (see Appendix A) and ensuring that no grant dollars are passed through to any entity represented by the members of the YPFG Scoring Panel.
- B. In cases of an actual conflict of interest with a Scoring Panel member, the Board may revoke the grant award and legal consequences could exist for the parties involved, including, but not limited to, repayment of the grant award.

## EXHIBIT B: BUDGET DETAIL AND PAYMENT PROVISIONS

### 1. INVOICING AND PAYMENTS

- A. The Grantee shall be paid quarterly in arrears by submitting an invoice (Form 201) to the BSCC that outlines actual expenditures claimed for the invoicing period.
- B. All project expenditures and any county match contributions must be incurred by the end of the grant project period, June 1, 2024, and included on the invoice due July 15, 2024. Project expenditures incurred after June 1, 2024 will not be reimbursed.
- D. Grantee shall submit an invoice to the BSCC each invoicing period, even if grant funds are not expended or requested during the invoicing period.
- E. Upon the BSCC's request, supporting documentation must be submitted for project expenditures. Grantees are required to maintain supporting documentation for all expenditures on the project site for the life of the grant and make it readily available for review during BSCC site visits.

#### Quarterly Invoicing Periods:

#### Due no later than:

- |  |                  |
|--|------------------|
| 1. June 10, 2021 to August 31, 2021        | October 15, 2021 |
| 2. September 1, 2021 to November 30, 2021  | January 15, 2022 |
| 3. December 1, 2021 to February 28, 2022   | April 15, 2022   |
| 4. March 1, 2022 to May 31, 2022           | July 15, 2022    |
| 5. June 1, 2022 to August 31, 2022         | October 15, 2022 |
| 6. September 1, 2022 to November 30, 2022  | January 15, 2023 |
| 7. December 1, 2022 to February 28, 2023   | April 15, 2023   |
| 8. March 1, 2023 to May 31, 2023           | July 15, 2023    |
| 9. June 1, 2023 to August 31, 2023         | October 15, 2023 |
| 10. September 1, 2023 to November 30, 2023 | January 15, 2024 |
| 11. December 1, 2023 to February 29, 2024  | April 15, 2024   |
| 12. March 1, 2024 to June 1, 2024          | July 15, 2024    |

### 2. GRANT AMOUNT AND LIMITATION

- A. In no event shall the BSCC be obligated to pay any amount in excess of the grant award. Grantee waives any and all claims against the BSCC, and the State of California on account of project costs that may exceed the sum of the grant award.
- B. Under no circumstance will a budget item change be authorized that would cause the project to exceed the amount of the grant award identified in this Grant Agreement.

### 3. BUDGET CONTINGENCY CLAUSE

- A. This grant agreement is valid through YPFG funding generated from the General Fund. The Grantee agrees that the BSCC's obligation to pay any sum to the grantee under any provision of this agreement is contingent upon the availability of sufficient funding granted through the passage of Senate Bill 823 (Statutes of 2020, Chapter 337).
- B. If YPFG funding is reduced or falls below estimates contained within the YPFG Request for Application, the BSCC shall have the option to either cancel this Grant Agreement with no



## **EXHIBIT B: BUDGET DETAIL AND PAYMENT PROVISIONS**

liability occurring to the BSCC or offer an amendment to this agreement to the Grantee to reflect a reduced amount.

- C. If BSCC cancels the agreement pursuant to Paragraph 3(B) or Grantee does not agree to an amendment in accordance with the option provided by Paragraph 3(B), it is mutually agreed that the Grant Agreement shall have no further force and effect. In this event, the BSCC shall have no liability to pay any funds whatsoever to Grantee or to furnish any other considerations under this Agreement and Grantee shall not be obligated to perform any provisions of this Grant Agreement except that Grantee shall be required to maintain all project records required by Paragraph 6 of Exhibit A for a period of three (3) years following the termination of this agreement.

### **4. PROJECT COSTS**

- A. Grantee is responsible for ensuring that actual expenditures are for eligible project costs. "Eligible" and "ineligible" project costs are set forth in the July 2020 BSCC Grant Administration Guide, which can be found under Quick Links here:

[https://www.bscc.ca.gov/s\\_correctionsplanningandprograms/](https://www.bscc.ca.gov/s_correctionsplanningandprograms/)

The provisions of the BSCC Grant Administration Guide are incorporated by reference into this agreement and Grantee shall be responsible for adhering to the requirements set forth therein. To the extent any of the provisions of the BSCC Grant Administration Guide and this agreement conflict, the language in this agreement shall prevail.

- B. Grantee is responsible for ensuring that invoices submitted to the BSCC claim actual expenditures for eligible project costs.
- C. Grantee shall, upon demand, remit to the BSCC any grant funds 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. Grant funds must be used to support new program activities or to augment existing funds that expand current program activities. Grant funds shall not replace (supplant) any federal, state and/or local funds that have been appropriated for the same purpose. Violations can result in recoupment of monies provided under this grantor suspension of future program funding through BSCC grants.

### **5. PROMPT PAYMENT CLAUSE**

Payment will be made in accordance with, and within the time specified in, Government Code Chapter 4.5, commencing with Section 927.

### **6. WITHHOLDING OF GRANT DISBURSEMENTS**

- A. The BSCC may withhold all or any portion of the grant funds provided by this Grant Agreement in the event the Grantee has materially and substantially breached the terms and conditions of this Grant Agreement.
- B. At such time as the balance of state funds allocated to the Grantee reaches five percent (5%), the BSCC may 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 Report;
- C. The BSCC will not reimburse Grantee for costs identified as ineligible for grant funding. If grant funds have been provided for costs subsequently deemed ineligible, the BSCC 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.

## EXHIBIT B: BUDGET DETAIL AND PAYMENT PROVISIONS

D. In the event that grant funds are withheld from the Grantee, the BSCC'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.

### 7. PROJECT BUDGET

LINE ITEMS	SB 823 BUDGET		
	STATE REIMBURSED	CASH CONTRIBUTION	TOTAL
1. Construction	\$0.00	\$0.00	\$0.00
2. Architectural	\$0.00	\$0.00	\$0.00
3. Fixed Furnishings/Equipment	\$0.00	\$0.00	\$0.00
4. Moveable Furnishings/Equipment	\$0.00	\$0.00	\$0.00
5. Construction Management	\$0.00	\$0.00	\$0.00
6. Transportation/Equipment	\$0.00	\$0.00	\$0.00
7. Training Materials/Supplies	\$0.00	\$0.00	\$0.00
8. Programing Materials/Supplies	\$0.00	\$0.00	\$0.00
9. Other One-Time Personnel Costs (planning, development, and project management) (Not to Exceed 25% of total budget)	\$0.00	\$0.00	\$0.00
10. Other County Costs	\$0.00	\$0.00	\$0.00
Total Project Costs	\$0.00	\$0.00	\$0.00
<b>Percentage of Total</b>	0.00%	0.00%	0.00%

## EXHIBIT C: GENERAL TERMS AND CONDITIONS (04/2017)

1. **APPROVAL:** This Agreement is of no force or effect until signed by both parties and approved by the Department of General Services, if required. Contractor may not commence performance until such approval has been obtained.
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 the Agreement is binding on any of the parties.
3. **ASSIGNMENT:** This Agreement is not assignable by the Contractor, either in whole or in part, without the consent of the State in the form of a formal written amendment.
4. **AUDIT:** Contractor agrees that the awarding department, the Department of General Services, the Bureau of State Audits, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. Contractor agrees to maintain such records for possible audit for a minimum of three (3) years after final payment, unless a longer period of records retention is stipulated. Contractor agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, Contractor agrees to include a similar right of the State to audit records and interview staff in any subcontract related to performance of this Agreement. (Gov. Code §8546.7, Pub. Contract Code §10115 et seq., CCR Title 2, Section 1896).
5. **INDEMNIFICATION:** Contractor agrees to indemnify, defend and save harmless the State, its officers, agents and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, suppliers, laborers, and any other person, firm or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this Agreement, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by Contractor in the performance of this Agreement.
6. **DISPUTES:** Contractor shall continue with the responsibilities under this Agreement during any dispute.
7. **TERMINATION FOR CAUSE:** The State may terminate this Agreement and be relieved of any payments should the Contractor fail to perform the requirements of this Agreement at the time and in the manner herein provided. In the event of such termination the State may proceed with the work in any manner deemed proper by the State. All costs to the State shall be deducted from any sum due the Contractor under this Agreement and the balance, if any, shall be paid to the Contractor upon demand.
8. **INDEPENDENT CONTRACTOR:** Contractor, and the agents and employees of Contractor, in the performance of this Agreement, shall act in an independent capacity and not as officers or employees or agents of the State.
9. **RECYCLING CERTIFICATION:** The Contractor shall certify in writing under penalty of perjury, the minimum, if not exact, percentage of post-consumer material as defined in the Public Contract Code Section 12200, in products, materials, goods, or supplies offered or sold to the State regardless of whether the product meets the requirements of Public Contract Code Section 12209. With respect to printer or duplication cartridges that comply with the requirements of Section 12156(e), the certification required by this subdivision shall specify that the cartridges so comply (Pub. Contract Code §12205).
10. **NON-DISCRIMINATION CLAUSE:** During the performance of this Agreement, Contractor and its subcontractors shall not deny the contract's benefits to any person on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic

## **EXHIBIT C: GENERAL TERMS AND CONDITIONS (04/2017)**

information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status, nor shall they discriminate unlawfully against any employee or applicant for employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status. Contractor shall insure that the evaluation and treatment of employees and applicants for employment are free of such discrimination. Contractor and subcontractors shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code §12900 et seq.), the regulations promulgated thereunder (Cal. Code Regs., tit. 2, §11000 et seq.), the provisions of Article 9.5, Chapter 1, Part 1, Division 3, Title 2 of the Government Code (Gov. Code §§11135-11139.5), and the regulations or standards adopted by the awarding state agency to implement such article. Contractor shall permit access by representatives of the Department of Fair Employment and Housing and the awarding state agency upon reasonable notice at any time during the normal business hours, but in no case less than 24 hours' notice, to such of its books, records, accounts, and all other sources of information and its facilities as said Department or Agency shall require to ascertain compliance with this clause. Contractor and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement. (See Cal. Code Regs., tit. 2, §11105.)

Contractor shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the Agreement.

- 11. CERTIFICATION CLAUSES:** The CONTRACTOR CERTIFICATION CLAUSES contained in the document [CCC 04/2017](#) are hereby incorporated by reference and made a part of this Agreement by this reference as if attached hereto.
- 12. TIMELINESS:** Time is of the essence in this Agreement.
- 13. COMPENSATION:** The consideration to be paid Contractor, as provided herein, shall be in compensation for all of Contractor's expenses incurred in the performance hereof, including travel, per diem, and taxes, unless otherwise expressly so provided.
- 14. GOVERNING LAW:** This contract is governed by and shall be interpreted in accordance with the laws of the State of California.
- 15. ANTITRUST CLAIMS:** The Contractor by signing this agreement hereby certifies that if these services or goods are obtained by means of a competitive bid, the Contractor shall comply with the requirements of the Government Codes Sections set out below.
  - A. The Government Code Chapter on Antitrust claims contains the following definitions:
    - 1) "Public purchase" means a purchase by means of competitive bids of goods, services, or materials by the State or any of its political subdivisions or public agencies on whose behalf the Attorney General may bring an action pursuant to subdivision (c) of Section 16750 of the Business and Professions Code.
    - 2) "Public purchasing body" means the State or the subdivision or agency making a public purchase. Government Code Section 4550.
  - B. In submitting a bid to a public purchasing body, the bidder offers and agrees that if the bid is accepted, it will assign to the purchasing body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2 (commencing with Section 16700) of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, materials, or services by the bidder for sale to the purchasing body pursuant to the bid. Such assignment shall be made and become effective

## **EXHIBIT C: GENERAL TERMS AND CONDITIONS (04/2017)**

at the time the purchasing body tenders final payment to the bidder. Government Code Section 4552.

- C. If an awarding body or public purchasing body receives, either through judgment or settlement, a monetary recovery for a cause of action assigned under this chapter, the assignor shall be entitled to receive reimbursement for actual legal costs incurred and may, upon demand, recover from the public body any portion of the recovery, including treble damages, attributable to overcharges that were paid by the assignor but were not paid by the public body as part of the bid price, less the expenses incurred in obtaining that portion of the recovery. Government Code Section 4553.
- D. Upon demand in writing by the assignor, the assignee shall, within one year from such demand, reassign the cause of action assigned under this part if the assignor has been or may have been injured by the violation of law for which the cause of action arose and (a) the assignee has not been injured thereby, or (b) the assignee declines to file a court action for the cause of action. See Government Code Section 4554.

**16. CHILD SUPPORT COMPLIANCE ACT:** For any Agreement in excess of \$100,000, the contractor acknowledges in accordance with Public Contract Code 7110, that:

- A. The contractor recognizes the importance of child and family support obligations and shall fully comply with all applicable state and federal laws relating to child and family support enforcement, including, but not limited to, disclosure of information and compliance with earnings assignment orders, as provided in Chapter 8 (commencing with section 5200) of Part 5 of Division 9 of the Family Code; and
- B. The contractor, to the best of its knowledge is fully complying with the earnings assignment orders of all employees and is providing the names of all new employees to the New Hire Registry maintained by the California Employment Development Department.

**17. UNENFORCEABLE PROVISION:** In the event that any provision of this Agreement is unenforceable or held to be unenforceable, then the parties agree that all other provisions of this Agreement have force and effect and shall not be affected thereby.

**18. PRIORITY HIRING CONSIDERATIONS:** If this Contract includes services in excess of \$200,000, the Contractor shall give priority consideration in filling vacancies in positions funded by the Contract to qualified recipients of aid under Welfare and Institutions Code Section 11200 in accordance with Pub. Contract Code §10353.

**19. SMALL BUSINESS PARTICIPATION AND DVBE PARTICIPATION REPORTING REQUIREMENTS:**

- A. If for this Contract Contractor made a commitment to achieve small business participation, then Contractor must within 60 days of receiving final payment under this Contract (or within such other time period as may be specified elsewhere in this Contract) report to the awarding department the actual percentage of small business participation that was achieved. (Govt. Code § 14841.)
- B. If for this Contract Contractor made a commitment to achieve disabled veteran business enterprise (DVBE) participation, then Contractor must within 60 days of receiving final payment under this Contract (or within such other time period as may be specified elsewhere in this Contract) certify in a report to the awarding department: (1) the total amount the prime Contractor received under the Contract; (2) the name and address of the DVBE(s) that participated in the performance of the Contract; (3) the amount each DVBE received from the prime Contractor; (4) that all payments under the Contract have been made to the DVBE; and (5) the actual

## **EXHIBIT C: GENERAL TERMS AND CONDITIONS (04/2017)**

percentage of DVBE participation that was achieved. A person or entity that knowingly provides false information shall be subject to a civil penalty for each violation. (Mil. & Vets. Code § 999.5(d); Govt. Code § 14841.)

- 20. LOSS LEADER:** If this contract involves the furnishing of equipment, materials, or supplies then the following statement is incorporated: It is unlawful for any person engaged in business within this state to sell or use any article or product as a “loss leader” as defined in Section 17030 of the Business and Professions Code. (PCC 10344(e).)



## **EXHIBIT D: SPECIAL TERMS AND CONDITIONS**

### **1. GRANTEE'S GENERAL RESPONSIBILITY**

- A. Grantee agrees to comply with all terms and conditions of this Grant Agreement. Review and approval by the BSCC are solely for the purpose of proper administration of grant funds and shall not be deemed to relieve or restrict the Grantee's responsibility.
- B. Grantee is responsible for the performance of all project activities identified in Attachment 1: YPFG Request for Application and Attachment 2: YPFG Grant Application.
- C. Grantee shall immediately advise the BSCC of any significant problems or changes that arise during the course of the project.

### **2. 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. Grantee shall at all times comply with all applicable State laws, rules and regulations, and all applicable local ordinances.
- B. Fulfillment of Assurances and Declarations  
Grantee shall fulfill all assurances, declarations, representations, and statements made by the Grantee in Attachment 1: YPFG Request for Application and Attachment 2: YPFG Grant Application, documents, amendments, approved modifications, and communications filed in support of its request for grant funds.
- C. 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.

### **3. POTENTIAL SUBCONTRACTORS**

- A. In accordance with the provisions of this Grant Agreement, the Grantee may subcontract for services needed to implement and/or support program activities. Grantee agrees that in the event of any inconsistency between this Grant Agreement and Grantee's agreement with a subcontractor, the language of this Grant Agreement will prevail.
- B. Nothing contained in this Grant Agreement or otherwise, shall create any contractual relation between the BSCC and any subcontractors, and no subcontract shall relieve the Grantee of his responsibilities and obligations hereunder. The Grantee agrees to be as fully responsible to the BSCC for the acts and omissions of its subcontractors and of persons either directly or indirectly employed by any of them as it is for the acts and omissions of persons directly employed by the Grantee. The Grantee's obligation to pay its subcontractors is an independent obligation from the BSCC's obligation to make payments to the Grantee. As a result, the BSCC shall have no obligation to pay or to enforce the payment of any moneys to any subcontractor.
- C. Grantee shall ensure that all subcontractors comply with the eligibility requirements stated in the YPFG RFA and described in Appendix D.
- D. Grantee assures that for any subcontract awarded by the Grantee, such insurance and fidelity bonds, as is customary and appropriate, will be obtained.
- E. Grantee agrees to place appropriate language in all subcontracts for work on the project requiring the Grantee's subcontractors to:
  - 1) Books and Records

## **EXHIBIT D: SPECIAL TERMS AND CONDITIONS**

Maintain adequate fiscal and project books, records, documents, and other evidence pertinent to the subcontractor'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 the acceptance of the final grant project audit under the Grant Agreement and shall be subject to examination and/or audit by the BSCC 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 BSCC or designee, the State Controller's Office, the Department of General Services, the Department of Finance, California State Auditor, and their designated representatives during the course of the project and for a minimum of three (3) years after acceptance of the final grant project audit. The Subcontractor shall provide suitable facilities for access, monitoring, inspection, and copying of books and records related to the grant-funded project.

## **4. PROJECT ACCESS**

Grantee shall ensure that the BSCC, or any authorized representative, will have suitable access to project activities, sites, staff and documents at all reasonable times during the grant period including those maintained by subcontractors. Access to program records will be made available by both the grantee and the subcontractors for a period of three (3) years following the end of the grant period.

## **5. ACCOUNTING AND AUDIT REQUIREMENTS**

- A. Grantee agrees that accounting procedures for grant funds received pursuant to this Grant Agreement shall be in accordance with generally accepted government accounting principles and practices, and adequate supporting documentation shall be maintained in such detail as to provide an audit trail. Supporting documentation shall permit the tracing of transactions from such documents to relevant accounting records, financial reports and invoices.
- B. The BSCC reserves the right to call for a program or financial audit at any time between the execution of this Grant Agreement and three years following the end of the grant period. At any time, the BSCC 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.

## **6. DEBARMENT, FRAUD, THEFT OR EMBEZZLEMENT**

It is the policy of the BSCC to protect grant funds from unreasonable risks of fraudulent, criminal, or other improper use. As such, the Board will not enter into contracts or provide reimbursement to grantees that have been:

- 1. debarred by any federal, state, or local government entities during the period of debarment; or
- 2. convicted of fraud, theft, or embezzlement of federal, state, or local government grant funds for a period of three years following conviction.

Furthermore, the BSCC requires grant recipients to provide an assurance that there has been no applicable debarment, disqualification, suspension, or removal from a federal, state or local grant program on the part of the grantee at the time of application and that the grantee will immediately notify the BSCC should such debarment or conviction occur during the term of the Grant contract.



## **EXHIBIT D: SPECIAL TERMS AND CONDITIONS**

BSCC also requires that all grant recipients include, as a condition of award to a subgrantee or subcontractor, a requirement that the subgrantee or subcontractor will provide the same assurances to the grant recipient. If a grant recipient wishes to consider a subgrantee or subcontractor that has been debarred or convicted, the grant recipient must submit a written request for exception to the BSCC along with supporting documentation.

All Grantees must have on file with the BSCC a completed and signed Certification of Compliance with BSCC Policies on Debarment, Fraud, Theft and Embezzlement (Required as Item 6 of the original Application Package checklist, Appendix D.)

### **7. MODIFICATIONS**

No change or modification in the project will be permitted without prior written approval from the BSCC. 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 Attachment 1: YPFG Request for Application Request and Attachment 2: YPFG Grant Application.

### **8. TERMINATION**

- A. This Grant Agreement may be terminated by the BSCC at any time after grant award and prior to completion of project upon action or inaction by the Grantee that constitutes a material and substantial breach of this Grant Agreement. Such action or inaction includes but is not limited to:
- 1) substantial alteration of the scope of the grant project without prior written approval of the BSCC;
  - 2) refusal or inability to complete the grant project in a manner consistent with Attachment 1: YPFG Request for Application Request and Attachment 2: YPFG Grant Application, or approved modifications; and
  - 3) failure to meet prescribed assurances, commitments, recording, accounting, auditing, and reporting requirements of the Grant Agreement.
- B. Prior to terminating the Grant Agreement under this provision, the BSCC shall provide the Grantee at least 30 calendar days written notice stating the reasons for termination and effective date thereof. The Grantee may appeal the termination decision in accordance with the instructions listed in Exhibit D: Special Terms and Conditions, Number 8. Settlement of Disputes.

### **9. SETTLEMENT OF DISPUTES**

- A. The parties shall deal in good faith and attempt to resolve potential disputes informally. If the dispute persists, the Grantee shall submit to the BSCC County Facilities Construction Division Deputy Director a written demand for a final decision regarding the disposition of any dispute between the parties arising under, related to, or involving this Grant Agreement. Grantee's written demand shall be fully supported by factual information. The BSCC County Facilities Construction Division Deputy Director shall have 30 days after receipt of Grantee's written demand invoking this Section "Disputes" to render a written decision. If a written decision is not rendered within 30 days after receipt of the Grantee's demand, it shall be deemed a decision adverse to the Grantee's contention. If the Grantee is not satisfied with the decision of the BSCC County Facilities Construction Division Deputy Director, the Grantee may appeal the decision, in writing, within 15 days of its issuance (or the expiration of the 30-day period in the event no decision is rendered), to the BSCC Executive Director, who shall have 45 days to

## **EXHIBIT D: SPECIAL TERMS AND CONDITIONS**

render a final decision. If the Grantee does not appeal the decision of the BSCC County Facilities Construction Division Deputy Director, the decision shall be conclusive and binding regarding the dispute and the Contractor shall be barred from commencing an action in court, or with the Victims Compensation Government Claims Board, for failure to exhaust Grantee's administrative remedies.

- B. Pending the final resolution of any dispute arising under, related to or involving this Grant Agreement, Grantee agrees to diligently proceed with the performance of this Grant Agreement, including the providing of services in accordance with the Grant Agreement. Grantee's failure to diligently proceed in accordance with the State's instructions regarding this Grant Agreement shall be considered a material breach of this Grant Agreement.
- C. Any final decision of the State shall be expressly identified as such, shall be in writing, and shall be signed by the Executive Director, if an appeal was made. If the Executive Director fails to render a final decision within 45 days after receipt of the Grantee's appeal for a final decision, it shall be deemed a final decision adverse to the Grantee's contentions. The State's final decision shall be conclusive and binding regarding the dispute unless the Grantee commences an action in a court of competent jurisdiction to contest such decision within 90 days following the date of the final decision or one (1) year following the accrual of the cause of action, whichever is later.
- D. The dates of decision and appeal in this section may be modified by mutual consent, as applicable, excepting the time to commence an action in a court of competent jurisdiction.

### **9. UNION ACTIVITIES**

For all agreements, except fixed price contracts of \$50,000 or less, the Grantee acknowledges that applicability of Government Code §§16654 through 16649 to this Grant Agreement and agrees to the following:

- A. No State funds received under the Grant Agreement will be used to assist, promote or deter union organizing.
- B. Grantee will not, for any business conducted under the Grant Agreement, use any State property to hold meetings with employees or supervisors, if the purpose of such meetings is to assist, promote or deter union organizing, unless the State property is equally available to the general public for holding meetings.
- C. If Grantee incurs costs or makes expenditures to assist, promote or deter union organizing, Grantee will maintain records sufficient to show that no reimbursement from State funds has been sought for these costs, and that Grantee shall provide those records to the Attorney General upon request.

### **10. 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.

YPFG Scoring Panel Committee - Grant Cycle from June 10, 2021 to June 1, 2024

	Name	Title & Organizational Affiliation	From
1.	Linda Penner, Co-Chair	BSCC Board Chair	Board of State and Community Corrections
2.	David Steinhart, Co-Chair	BSCC Board Member, Program Director	Commonweal Juvenile Justice Program
3.	Miguel Garcia	Advocacy Coordinator	Anti-Recidivism Coalition (ARC)
4.	Rachel Rios	Executive Director	La Familia Counseling Center
5.	Michelle Scray Brown	Probation Chief (Retired)	San Bernardino County



# **Youth Programs and Facilities Grant Program**

## **APPLICATION PACKAGE**

**Eligible Applicants:** California Counties

**RFA Released:** April 9, 2021

**RFA Due:** May 12, 2021

**Grant Period:** June 10, 2021 to June 1, 2024



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# Youth Programs and Facilities Grant Program

## Background

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On September 30, 2020, Governor Newsom signed Senate Bill 823 (Chapter 337, Statutes of 2020), which began the closure of the state's Division of Juvenile Justice, realigning those state functions to county governments. Under SB 823, DJJ intake will close for most youth on July 1, 2021, and counties then become fully responsible for housing, programming, and treatment of youth at higher offense and needs levels who can no longer be committed to DJJ.

As part of SB 823, \$9.6 million was set aside for the Board of State and Community Corrections to "award one-time grants, to counties for the purpose of providing resources for infrastructure-related needs and improvements to assist counties in the development of a local continuum of care." (Welf. & Inst. Code, § 2250, subd. (a).)

### Request for Application Development

The Board of State and Community Corrections (BSCC) issued a Request for Information (RFI) on December 18, 2020 to inform the Board's decision making and identifying potential counties to receive a one-time grant as part of the Youth Programs and Facilities Grant (YPFG) Program under SB 823, for the purposes of providing resources for infrastructure related needs and improvements to assist them in the development of a local continuum of care for justice system-involved youth.

The survey requested information about the county's intent to house these youth after June 30, 2021, specific programming that may be developed/offered for the population, whether youth from other counties will be housed, anticipated number of these youth to be housed, and infrastructure needs to house these youth. Counties were asked to respond to the RFI by January 15, 2021. Fifty-seven of the 58 Counties in California responded to the survey. For the youth population that can no longer be committed to DJJ, a majority of responding counties indicated they lack capacity to serve youth in one or more of the following high-needs categories and that they intend to refer these youth to other counties for appropriate treatment and placement: 1. Females, 2. Sex Offenders, and 3. Seriously Mentally Ill youth.

On February 11, 2021, the BSCC Board approved a request for the development of a Request for Application (RFA). This RFA will allocate grant resources to support the infrastructure needs of counties, including counties that can provide facility and treatment space for referrals from other counties that lack this local, specialized capacity.

Between February 19 and March 22, 2021, the BSCC solicited and received written public comment on the grant program and on the further development of the RFA. In addition, on March 22, 2021, the BSCC convened a statewide virtual Stakeholder Input Session for live public comment on the grant process and the RFA. Public comments have been

reviewed and incorporated by the YPFG working group into this final Request for Applications.

### **Purpose of the YPFG Program**

The purpose of the YPFG Program is to award one-time funding to counties solely for infrastructure needs to facilitate youth programming that maintains trauma-informed, culturally relevant and gender appropriate services to youth in the care of counties.

Infrastructure and improvement needs are defined below. Further information about eligible costs are available in the Budget Considerations section (page 9).

- Site preparation, fixed equipment and fixed furnishings, installation of fixed equipment and fixed furnishings necessary for the operation of the facility or program.
- Moveable equipment, and moveable furnishings necessary for the activation and operation of the facility or program.
- Additional infrastructure-related needs and improvements to assist counties in the development of a local continuum of care including but are not limited to supplies; transportation acquisitions; and training material acquisition.

While the intent of this grant is to address infrastructure needs, other DJJ Realignment funding will be provided to counties after July 1, 2021, to establish evidence-based and best practice programming for all youth that aligns with individual case plan development, the establishment of relevant goals and needs, treatment, and transition planning for successful re-entry to the community. Facility providers, community-based organizations and families will work together with agency personnel to integrate services in and out of custody to provide a continuum of care.

### **Consideration of SB 823 Intent**

In completing this application, Applicants should acknowledge and demonstrate their commitment to supporting the intent of SB 823 such that the infrastructure needs that are identified and funded support the following:

- Justice system involved youth remain closer to their families and communities and they receive age-appropriate treatment.
- Youth needs are met by providing and implementing public health approaches to support positive youth development and building the capacity of a continuum of community-based approaches.
- The use of evidence-based and promising practices and programs that improve the outcomes of youth and public safety.
- Further the development of a local “continuum of care”.
- Reduce the transfer of youth into the adult criminal justice system.
- Ensure that dispositions are in the least restrictive appropriate environment.
- Reduce and then eliminate racial and ethnic disparities.
- Reduce the use of confinement in the juvenile justice system by utilizing community-based responses and interventions.



The terms “trauma-informed approaches”, “trauma-informed care”, and “culturally responsive” are used in SB 823 and are defined in section 1302 of Title 15 of the California Code of Regulations (CCR). These definitions are:

- **Trauma-informed approaches** are policies, practices and procedures that ensure that all parties involved recognize and respond appropriately to the impact of traumatic stress and ensure the physical and psychological safety of all youth, family members, and staff.
- **Trauma-informed care** means an organizational structure and system framework that involves understanding, recognizing, and responding to traumatic stress reactions and the effects of all types of trauma. Trauma-informed care also emphasizes raising awareness and providing resources about trauma and the impact of trauma on youth, family members and staff.
- **Culturally responsive** means considering the diverse population of a facility with regard to race, language, ethnicity, sexual orientation, gender, gender expression, immigration status and values.

### **Programming in County Facilities Subject to State Minimum Standards**

Applicants planning to use YPFG funds for infrastructure or improvements to local facilities covered by Title 15 of the CCR, including juvenile halls and probation camps, must ensure that funded projects observe the programming requirements that are included in the facility standards. Required opportunities for programs, recreation, and exercise in juvenile facilities are specified in Section 1371 of Title 15 of the CCR. Programming is to include, but not be limited to, trauma focused, cognitive, evidence-based, best practice interventions that are culturally relevant and linguistically appropriate, or pro-social interventions and activities designed to reduce recidivism. These programs should be based on the youth's individual needs as required by Sections 1355 and 1356. Such programs may be provided under the direction of the Chief Probation Officer or the County Office of Education and can be administered by county partners such as mental health agencies, community-based organizations, faith-based organizations, or probation staff.

### **Evidence-based Practices**

The BSCC is committed to supporting programs, practices, and strategies that are rooted in documented evidence showing they reduce youth risk factors and rates of recidivism while also considering participant characteristics, situations, and preferences. Applicants for Part A regional projects are asked to describe evidence-based or research-based approaches in program descriptions for their projects. Applicants may find it helpful to review the information on evidence-based treatment practices in Appendix A of this RFP as well as in the Substance Abuse and Mental Health Services Administration's (SAMHSA) Guide to Evidence-Based Practices available at:

[www.samhsa.gov/ebpwebguide](http://www.samhsa.gov/ebpwebguide).

## Funding Information

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Of the \$9.12 million available (after BSCC administrative cost), funding is available for two project types:

- Regional Hubs (Part A)
- All County Distribution – All Counties (Part B)

Counties may submit an application for funding in both categories, but must submit a separate application for each part, Part A and Part B. Counties wishing to receive funding in only one category may submit only one application and must note which “Part” is being applied for.

### Regional Hubs (Part A)

A total of \$5 million is available to fund up to five projects (up to \$1 million each) to develop regional hubs to serve youth referred by other counties in the three high-needs areas: (1) females, (2) youthful sex offenders, and (3) seriously mentally ill youth. Funding will be prioritized so that each of the three high-needs areas is funded. This funding priority will be implemented as follows:

1. Applicants will identify the high-need area their project will address on the Applicant Information Form. Applicants may submit only one Part A application and can apply to serve only one high-need area.
2. Applications for Part A will be scored and must receive at least 50% of the total points available to be considered for funding (see Application Scoring Process – Part A Applicants Only on page 12).
3. It is the intent to fund at least one application in each of the high-needs areas. This means that an application for a particular high-needs area may be funded even if the application scores lower than other applications that fund different high-needs areas.

If there are not sufficient qualified applicants in Part A, Regional Hubs, to exhaust all funds, those funds will be used to augment the Part B, All County Distribution.

### All County Distribution (Part B)

A minimum of \$4.12 million will be allocated pro rata (by formula) to all counties based on county juvenile population (age 12 – 17) to support infrastructure and improvements for local programs and facilities for their in-county population of realigned youth. These Part B funds must be spent on infrastructure or improvements to programs, services, or facilities serving youth who are realigned to counties as a result of the closure of the Division of Juvenile Justice.

To ensure that large, medium, and small counties all have the opportunity to share in the available funding, the \$4.12 million has been distributed based on county juvenile population category (see Appendix F, County Juvenile Population Index). The county juvenile population categories are based on each county's share of the statewide population of youth age 12 through 17. In the table below, the maximum dollar amount that can be requested by a county is listed as the Funding Amount Per County, according to the category in which that county falls:

	Small Counties	Medium Counties	Large Counties
Juvenile Population Threshold	Population < 25,000	Population 25,001-95,000	Population 95,001+
Total Number of Counties	35	15	8
Total Amount to Category	\$1,648,010	\$1,236,000	\$1,236,000
Total Percent to Category	40%	30%	30%
Funding Amount Per County Applicant	<b>\$47,086</b>	<b>\$82,400</b>	<b>\$154,500</b>

The table above reflects a total allocation of \$4.12 million. It is possible that funds available for Part B may be augmented. This may occur in two ways:

1. Funds available in Part A are not exhausted. The amount remaining from Part A will be used to increase the amount available for Part B accordingly. The new total amount available will be distributed as outlined in the table above (40% to small counties, 30% to medium counties, and 30% to large counties).
2. One or more counties do not apply for Part B funds. Any individual county share that is not applied for will be distributed as outlined in the table above (40% to small counties, 30% to medium counties, and 30% to large counties).

If one or both of the two scenarios above occur, counties that applied will be notified, provided with the total amount of increased funding available, and will be permitted to adjust their project accordingly through a budget modification process.

## **Eligible Applicants**

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Only California's 58 counties are eligible to apply.

All YPFG county applicants and grantees are required to designate a Lead Public Agency to serve as the coordinator for the administration of the YPFG. The Applicant County should designate a department, agency, or office under its jurisdiction to serve as the Lead Public Agency. The Lead Public Agency is responsible for the management of the grant and reporting requirements. The application must be signed by either the chief executive officer of the county or the duly designated head of the Lead Public Agency.

## Part B Deferred Spending Approval Process

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For Part B funding, counties that have not yet finalized how these funds will be spent may apply based on available information, describing the infrastructure and improvements for the realignment population that are contemplated including a timeline for submitting a modified application with more complete information no later than six months from the award date. The county should submit a place holder budget requesting the full amount available depending on the county size designation.

## Contact Information

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This Request for Application (RFA) provides the information necessary to prepare an application to the BSCC for grant funds available through the YPFG program.

The BSCC staff cannot assist the applicant or its partners with the actual preparation of the application. Any technical questions concerning the RFA, the application process, or program issues must be submitted to by email to: [SB823Grant@bscc.ca.gov](mailto:SB823Grant@bscc.ca.gov).

The BSCC will accept and respond to questions about the RFA **until April 30, 2021**. Frequently asked questions and answers (FAQs) concerning this RFA will be posted on the BSCC website and posted periodically through April 30, 2021.

## Application Due Date and Submission Instructions

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The YPFG Program Application Package for Part A and Part B is provided at the end of this document. Applicants must submit (1) electronic copy of the original signed application for each part they are applying for (i.e., one for Part A and one for Part B if applying for both parts) to the BSCC **by 11:59 p.m. on Friday, May 12, 2021**.

Applicants must ensure the proposal package is signed with a digital signature **OR** a wet blue ink signature that is then scanned with the completed application package.

**A complete application package includes a scanned copy of the signed application and all required attachments as described in the Application Checklist (page 16 for Part A and page 26 for Part B).**

Email the application package in a single email to: [SB823Grant@bscc.ca.gov](mailto:SB823Grant@bscc.ca.gov).

**The deadline for submitting the  
application package by email is:**

**11:59 p.m. (PDT) on May 12, 2021**

## **General Grant Requirements**

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The grant period will begin on June 10, 2021 and end on June 1, 2024.

### **Grant Agreement**

Applicants approved for funding by the BSCC Board are required to enter into a grant agreement with the BSCC. Grantees must agree to comply with all terms and conditions of the Grant Agreement. See Appendix B for a sample grant agreement (State of California: Contract and General Terms and Conditions). The terms and conditions of the grant agreement may change before execution.

The grant agreement start date is expected to be June 10, 2021. Grant agreements are considered fully executed only after they are signed by both the Grantee and the BSCC. Work, services, and encumbrances cannot begin prior to the grant agreement start date. Work, services, and encumbrances that occur after the start date, but prior to grant agreement execution, may not be reimbursed. Grantees are responsible for maintaining their grant agreement, all invoices, records, and relevant documentation for at least three years after the final payment under the contract.

### **Supplanting**

BSCC grant funds shall be used to support new program activities or to augment existing funds that expand current program activities. BSCC grant funds shall not be used to replace existing funds. Supplanting is strictly prohibited for all BSCC grants. When using outside funds as match, applicants must be careful not to supplant. Supplanting is the deliberate reduction in the amount of federal, state, or local funds being appropriated to an existing program or activity because grant funds have been awarded for the same purposes.

It is the responsibility of the Grantee to ensure that supplanting does not occur. The Grantee must keep clear and detailed financial records to show that grant funds are used only for allowable costs and activities.

### **Payment of State Grant Funds – Part A Regional Hub**

Payment will be made to counties in arrears (reimbursement) based on invoices (which may include progress reports) submitted to the BSCC on a monthly, every other month or quarterly basis. Counties will pay first and then submit reimbursement requests to the BSCC. Invoices are processed by the BSCC upon receipt, and then forwarded to the appropriate state agencies for payment. The typical turn-around time for payment to counties after submittal of an invoice is approximately 30-60 days. Counties should plan for needed cash flow to support the project on a monthly, every other month or quarterly reimbursement basis.

## **Payment of State Grant Funds – Part B All County Distribution**

Grantees shall be paid in one lump sum. The State Controller's Office (SCO) will issue the warrant (check) to the individual designated on the Applicant Information Form as the Financial Officer for the grant. Grantees must submit quarterly invoices to document how the money was spent to the BSCC through an online process no later than 45 days following the end of the invoicing period. Grantees must maintain adequate supporting documentation for all costs claimed on invoices. BSCC staff will conduct a desk review process which requires grantees to submit electronic documentation to support all grant funds claimed during the invoicing period and on-site monitoring visits that will include a review of documentation maintained as substantiation for project expenditures.

## **Compliance Monitoring Visits**

The BSCC staff will monitor each project to assess whether the project is in compliance with grant requirements and making progress toward grant objectives. As needed, monitoring visits may also occur to provide technical assistance on fiscal, programmatic, evaluative, and administrative requirements. For your reference, a sample Monitoring Visit Checklist Tool is provided in Appendix C.

## **Report Requirements**

By July 1, 2024, each grantee that receives a grant from the Youth Programs and Facilities Grant Program shall submit a detailed report to the BSCC with the following information:

- An accounting of expenditures.
- A description of the physical and system enhancements made.
- How many regional placement beds were supported with the funding (Part A grantees only).
- What proportion of the regional placement beds were contracted to other counties and which counties (Part A grantees only).

More detailed instructions on the report process will be made available to grantees.

## **Grantee Orientation Process**

Following the start of the grant period, BSCC staff will conduct a virtual Grantee Orientation (at a date to be determined later). The purpose of this mandatory training is to review the grant requirements, invoicing and modification processes, reporting requirements, as well as other grant management and monitoring activities. Typically, the Project Director, Financial Officer, and Day-to-Day Contact must attend.

## **Debarment, Fraud, Theft or Embezzlement**

It is the policy of the BSCC to protect grant funds from unreasonable risks of fraudulent, criminal, or other improper use. As such, the Board will not enter into contracts or provide reimbursement to applicants that have been:

1. debarred by any federal, state, or local government entities during the period of debarment; or
2. convicted of fraud, theft, or embezzlement of federal, state, or local government grant funds for a period of three years following conviction.

Furthermore, the BSCC requires grant recipients to provide an assurance that there has been no applicable debarment, disqualification, suspension, or removal from a federal, state or local grant program on the part of the grantee at the time of application and that the grantee will immediately notify the BSCC should such debarment or conviction occur during the term of the Grant contract.

The BSCC also requires that all grant recipients include, as a condition of award to a subgrantee or subcontractor, a requirement that the subgrantee or subcontractor will provide the same assurances to the grant recipient. If a grant recipient wishes to consider a subgrantee or subcontractor that has been debarred or convicted, the grant recipient must submit a written request for exception to the BSCC along with supporting documentation. All applicants must complete Appendix D certifying that they are in compliance with the BSCC's policies on debarment, fraud, theft and embezzlement.

## **Budget Considerations**

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### **Eligible Costs for State Reimbursement for Part A and Part B Grants**

State Grant Funds can be used for design, construction, and infrastructure or improvement activities that occur after the Grant Agreement had been signed by both the County and the BSCC. All construction, including renovation, proposed to be completed within this program must meet all of the requirements as identified in this RFA and must enable facilities to: maintain compliance with safety and security considerations in facility operational standards as contained in Title 15 of the California Code of Regulations; fire and life safety standards and physical plant requirements contained in Title 24 commencing with Section 1231 of the California Code of Regulations. If for any reason the proposed project is claimed to be exempt from any state or local laws, regulations, ordinances, standards, or requirements, counties must provide the BSCC with a statement citing the appropriate exemption.



Project costs eligible for this state financing are:

1. Costs for the design and construction of the BSCC-approved YPFG project, incurred after the execution of the grant agreement, including site preparation, fixed equipment and fixed furnishings, installation of fixed equipment and fixed furnishings necessary for the operation of the facility or program.
2. Moveable equipment, and moveable furnishings necessary for the activation and operation of the facility or program.
3. Additional infrastructure-related needs and improvements to assist counties in the development of a local continuum of care including but are not limited to supplies; transportation acquisitions; and training material acquisition.

A maximum of 25 percent of proposed project expenditures may be allocated for one-time personnel costs that are necessary to plan, develop or manage the proposed improvement or infrastructure program or project. This 25 percent allowance may include payments to public or private agency personnel or consultants for planning, development or management of the project but shall not be construed to limit or disallow personnel or contract costs incurred for the design, purchase, installation, construction, renovation or other direct implementation of project improvements or infrastructure.

Costs attributed to the items above must be identified in the application.

### **Ineligible Costs**

Project items or costs not eligible for state grant funding shall include but are not limited to, the following:

1. Temporary holding or court holding facilities.
2. Purchase, lease, or rent of land; excavation of burial sites; public art; off-site costs including access roads, power generation and utilities development; bonus payments; and debt service or interest payments on indebtedness.

Funds from the YPFG Program shall not be used by counties to enter into contracts with private entities whose primary business is the custodial confinement of adults or youth in a prison or prison-like setting. (Welf. & Inst. Code, § 2250, subd. (d).)

### **Overview of the RFA Process**

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#### **Confirmation of Receipt of Application**

Upon submission of an application, applicants will receive a confirmation email from the BSCC stating the application has been received. The email will be sent to the individual who signed the application and the person listed as the Project Director.



## Disqualification

The following will result in disqualification:

- The original hard copy or electronic version of the application are not received by 11:59 p.m. on May 12, 2021.
- The applicant is not one of the following: (1) a county government agency, which includes individual agencies or departments within a County.

“Disqualification” means the application will not be considered for YPFG funding.

## Technical Compliance Review

It is the BSCC’s intent to avoid having otherwise worthy applications eliminated from consideration due to relatively minor and easily corrected errors or omissions. Therefore, during the week immediately following the proposal due date, BSCC staff will conduct a Technical Compliance Review - a review to determine whether an application is in compliance with all technical requirements. Applicants will have a limited opportunity to respond to deficiencies identified during the technical review process by making nonsubstantive changes that bring the proposal into technical compliance.

Unless disqualified, Part A applications will advance to the Application Rating Process.

Unless disqualified, Part B applicants will be notified of the funding recommendations. It is anticipated the BSCC Board will act on the recommendations at its meeting on June 10, 2021. Applicants are not to contact members of the Scoring Panel nor the BSCC Board to discuss applications.

## Summary of Key Dates

The following table shows an estimated timeline of key dates related to the YPFG Program.

Activity	Date
Release Request for Applications	April 9, 2021
Final Frequently Asked Questions Posted	April 30, 2021
Applications Due to the BSCC	May 12, 2021
Application Rating Process and Development of Funding Recommendations	May 2021
BSCC Board Considers Funding Recommendations	June 10, 2021
Notice to Grantees	June 10, 2021
New Grant Begins	June 10, 2021

## **Application Scoring Process – Part A Applications Only**

The BSCC will be using a Scoring Panel process to complete the reading and rating of Part A applications, and to develop scoring recommendations for the BSCC Board.

The YPFG Program Scoring Panel members will read and rate each Part A application in accordance with the prescribed rating factors listed in the table below. The raters will base their scores on how well an applicant addresses the items listed under each rating factor within the Application Narrative and Budget. Ratings, once submitted to the BSCC, will be final.

At the conclusion of this process, applicants will be notified of the funding recommendations. It is anticipated the BSCC Board will act on the recommendations at its meeting on June 10, 2021. Applicants are not to contact members of the Scoring Panel nor the BSCC Board to discuss applications.

### **Rating Factors**

The Rating Factors to be used and the maximum points assigned to each factor are shown in the table below. Applicants are asked to address each of these factors as a part of their application. The percent value assigned to each of the Rating Factors correlates to its importance (see Percent of Total Value column).

#### **YPFG Program Regional Hubs (Part A) Rating Factors and Point Values**

	<b>Rating Factors</b>	<b>Point Range</b>	<b>Percent of Total Value</b>	<b>Weighted Rating Factor Score</b>
1	Juvenile Justice Realignment Population	0 - 5	<b>20%</b>	40
2	Infrastructure and Improvements	0 - 5	<b>20%</b>	40
3	Realignment Program Description	0 - 5	<b>25%</b>	50
4	Regional Factors	0 - 5	<b>25%</b>	50
5	Budget	0 - 5	<b>10%</b>	20
<b>Maximum Final Application Score:</b>			<b>100%</b>	<b>200</b>

Raters will score an applicant's response in each of the Rating Factor categories on a scale of 0-5, according to the six-point rating scale shown below. Each rating is then weighted according to the "Percent of Total Value" column (determined by the ESC) associated with each Rating Factor to arrive at the final Weighted Score for each Rating Factor. The Weighted Rating Factor Score for each rating factor are then added together to calculate the Final Application Score.

## Threshold/Minimum Score

An application must meet a threshold of **50%**, or minimum score of **100** total points to be considered for funding.

## Six-Point Rating Scale

<b>Not Responsive 0</b>	<b>Poor 1</b>	<b>Fair 2</b>	<b>Satisfactory 3</b>	<b>Good 4</b>	<b>Excellent 5</b>
The response <b>fails to address</b> the criteria.	The response addresses the criteria in a <b>very inadequate</b> way.	The response addresses the criteria in a <b>non-specific or unsatisfactory</b> way.	The response addresses the criteria in an <b>adequate</b> way.	The response addresses the criteria in a <b>substantial</b> way.	The response addresses the criteria in an <b>outstanding</b> way.

## Scoring Panel and Conflicts of Interest

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Existing law prohibits any grantee, subgrantee, partner, or like party who participated on the above referenced YPFG Program Scoring Panel from receiving funds from the grants awarded under this RFA. Applicants who are awarded grants under this RFA are responsible for reviewing the YPFG Program Scoring Panel membership roster and ensuring that no grant dollars are passed through to any entity represented by any member of the Scoring Panel. [Scoring-Panel-Membership](#) will be posted to the BSCC website no later than May 1, 2021.

## Part A: Regional Hub Application Instructions and Rating Factors

The following section contains pertinent information on how to complete the Request for Application Package for the YPFG Program, Part A Regional Hub. See page 6 for submittal instructions.

### **The following items are included in this section:**

- Cover Sheet
- Proposal Checklist
- Applicant Information Form – Instructions
- Applicant Information Form
- Instructions for Application Narrative and Budget
- Rating Factors:
  - Juvenile Justice Realignment Population
  - Infrastructure and Improvements
  - Realignment Program Description
  - Regional Factors
  - Budget
- Required Request for Applications Attachment
  - Certification of Compliance with BSCC Policies on Debarment, Fraud, Theft and Embezzlement

# **Youth Programs and Facilities Grant Program (YPFG)**

## **Part A Regional Application Package Coversheet**

**Submitted by:**

INSERT NAME OF APPLICANT COUNTY

**Date Submitted:**

INSERT DATE

## Part A Regional Hubs Application Checklist

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[NOTE: Only Fill Out Part A if County Intends to Operate a Regional Hub]

A complete application package for funding under the Youth Programs and Facilities Grant (YPFG) Program must contain the following items:

	Required Items:	✓
1	Cover Sheet (previous page) <ul style="list-style-type: none"><li>• Insert Applicant Name and Date of Submission</li></ul>	
2	YPFG Proposal Checklist <ul style="list-style-type: none"><li>• Signed by the authorized signatory with a digital signature <b>OR</b> a wet signature in blue ink.</li></ul>	
3	Applicant Information Form <ul style="list-style-type: none"><li>• Signed by the authorized signatory with a digital signature <b>OR</b> a wet signature in blue ink.</li></ul>	
4	Application Narrative <ul style="list-style-type: none"><li>• 10 pages or fewer</li></ul>	
5	Budget Attachment	
6	Certification of Compliance with BSCC Policies on Debarment, Fraud, Theft and Embezzlement (Appendix D) <ul style="list-style-type: none"><li>• Signed by the authorized signatory with a digital signature <b>OR</b> a wet signature in blue ink.</li></ul>	
	Optional:	
7	Governing Board Resolution (Appendix E) <i>Note: The Governing Board Resolution is due prior to contract execution but is not required at the time of proposal submission.</i>	

**I have reviewed this checklist and verified that all required items are included in this proposal packet.**

**X**

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*Applicant Authorized Signature (see Applicant Information Form, Part L, next page)*

## Part A Regional Hub Application Information Form: Instructions

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- A. **Applicant:** Complete the required information for the local government submitting the application ( i.e. <NAME> County).
- B. **Tax Identification Number:** Provide the tax identification number of the Applicant.
- C. **Project Title:** Provide the title of the project.
- D. **Project Summary:** Provide a summary (100-150 words) of the project. Note: this information will be posted to the BSCC's website for informational purposes.
- E. **High-Needs Area: Indicate the high-needs area to be served:** 1. Females, 2. Sex Offenders, or 3. Seriously Mentally Ill youth. Select only one.
- F. **Grant Funds Requested:** Provide dollar amount of grant funds requested.
- G. **Lead Public Agency (LPA):** Indicate which local public agency will be the Lead for the YPFG Program. The county probation department can be the LPA.
- H. **Project Director:** Provide the name, title and contact information for the individual responsible for oversight and management of the project. This person must be an employee of the Grantee.
- I. **Financial Officer:** Provide the name, title and contact information for the individual responsible for fiscal oversight and management of the project. Typically, this is the individual that will certify and submit invoices. This person must be an employee of the Grantee.
- J. **Day-to-Day Project Contact:** Provide the name, title and contact information for the individual who serves as the primary contact person for the grant. Typically, this individual has day-to-day oversight for the project. This person must be an employee of the Grantee.
- K. **Day-to-Day Fiscal Contact:** Provide the name, title and contact information for the individual who serves as the primary contact person for fiscal matters related to the grant. This may be the individual who prepares the invoices for approval by the Financial Officer. This person must be an employee of the Grantee.
- L. **Authorized Signature:** Complete the required information for the person authorized to sign for the Applicant. This individual must read the assurances under this section, then sign and date in the appropriate fields.

## Part A Regional Hub Applicant Information Form

<b>A. APPLICANT &lt; Name&gt; County</b>				<b>B. TAX IDENTIFICATION NUMBER</b>			
NAME OF APPLICANT				TAX IDENTIFICATION #:			
STREET ADDRESS		CITY		STATE		ZIP CODE	
MAILING ADDRESS (if different)		CITY		STATE		ZIP CODE	
<b>C. PROJECT TITLE:</b>							
<b>D. PROJECT SUMMARY (100-150 words):</b>							
<b>E. High-needs Area</b>		<input type="checkbox"/> Females <input type="checkbox"/> Sex Offenders <input type="checkbox"/> Seriously Mentally Ill Youth					
<b>F. GRANT FUNDS REQUESTED: (Up to \$1,000,000.00)</b>							
\$							
<b>G. LEAD PUBLIC AGENCY:</b>							
<b>H. PROJECT DIRECTOR:</b>							
NAME		TITLE		TELEPHONE NUMBER			
STREET ADDRESS				FAX NUMBER			
CITY		STATE		ZIP CODE		EMAIL ADDRESS	
<b>I. FINANCIAL OFFICER:</b>							
NAME		TITLE		TELEPHONE NUMBER			
STREET ADDRESS				FAX NUMBER			
CITY		STATE		ZIP CODE		EMAIL ADDRESS	
PAYMENT MAILING ADDRESS (if different)		CITY		STATE		ZIP CODE	
<b>J. DAY-TO-DAY <u>PROGRAM</u> CONTACT:</b>							
NAME		TITLE		TELEPHONE NUMBER			
STREET ADDRESS				FAX NUMBER			
CITY		STATE		ZIP CODE		EMAIL ADDRESS	



K. DAY-TO-DAY <u>FISCAL</u> CONTACT:			
NAME	TITLE	TELEPHONE NUMBER	
STREET ADDRESS		FAX NUMBER	
CITY	STATE	ZIP CODE	EMAIL ADDRESS

L. AUTHORIZED SIGNATURE			
By signing this application, I hereby certify that I am vested by the Applicant with the authority to enter into contract with the BSCC, and that the grantee and any subcontractors will abide by the laws, policies and procedures governing this funding.			
NAME OF AUTHORIZED OFFICER	TITLE	TELEPHONE NUMBER	EMAIL ADDRESS
STREET ADDRESS	CITY	STATE	ZIP CODE
EMAIL ADDRESS			
APPLICANT'S SIGNATURE ( <u>Signed by the authorized signatory with a digital signature OR a wet signature in blue ink.</u> )  <b>X</b>			DATE

\*Authorized Signature: Must be a representative with the authority to sign documents and obligate the applicant\*

## CONFIDENTIALITY NOTICE

All documents submitted as a part of the Youth Programs and Facilities Grant (YPFG) Program are public documents and may be subject to a request pursuant to the California Public Records Act. The BSCC, as a state agency, may have to disclose these documents to the public. The BSCC cannot ensure the confidentiality of any information submitted in or with this proposal. (Gov. Code, §§ 6250 et seq.)

## Instructions for Application Narrative and Budget for Part A Regional Hubs

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**Instructions: The Application Narrative** must be submitted in Arial 12-point font with one-inch margins on all four sides. The narrative must be 1.5-line spaced and cannot exceed **10 numbered pages** in length. For the Application Narrative, address each of the five (5) Rating Factor sections below.

**Rating Factor 1:** Juvenile Justice Realignment Population

**Rating Factor 2:** Infrastructure and Improvements

**Rating Factor 3:** Realignment Program Description

**Rating Factor 4:** Regional Factors

Each section should be titled according to its section header as provided (e.g., Juvenile Justice Realignment Population, Infrastructure, and Improvements). Within each section, address the numbered criteria in a cohesive, comprehensive narrative format. Do not include website links.

**Instructions: The Budget and Budget Narrative** must be completed using the Budget Attachment (an Excel workbook, a link and instructions are provided on page 22). For the Budget and Budget Narrative address the numbered criteria provided below.

**Rating Factor 5:** Budget

The 10-page limit does not include the Cover Sheet, Application Checklist, Applicant Information Form, Budget Table or other required attachments (see YPFG (Part A) Program Proposal Checklist).

It is up to the applicant to determine how to use the total page limit in addressing each section, however as a guide, the percent of total point value for each section is listed under each header.

Each of the five (5) rating factors will be rated according to the following six-point rating scale.

Not Responsive 0	Poor 1	Fair 2	Satisfactory 3	Good 4	Excellent 5
The response fails to address the criteria.	The response addresses the criteria in a <b>very inadequate</b> way.	The response addresses the criteria in a <b>non-specific or unsatisfactory</b> way.	The response addresses the criteria in an <b>adequate</b> way.	The response addresses the criteria in a <b>substantial</b> way.	The response addresses the criteria in an <b>outstanding</b> way.

### **Rating Factor 1: Juvenile Justice Realignment Population**

Percent of Total Value: 20%

For the Juvenile Justice Realignment Population rating factor address the criteria defined below in narrative form. The response will be evaluated with a single rating based on a scale of 0-5.

- 1.1. Describe the juvenile justice realignment population to be served by the regional project or program for which infrastructure and improvement funds are sought. Include a description of the service population by age, gender, offense, offense history and treatment or program need and by any other factors you plan to utilize.
- 1.2. Describe the number of youth to be served (maximum capacity at a given time), proposed length of stay and whether youth in the general population will also be served by this realignment project or program.

### **Rating Factor 2: Infrastructure and Improvements**

Percent of Total Value: 20%

For the Infrastructure and Improvements rating factor address the criteria defined below in in narrative form. The response will be evaluated with a single rating based on a scale of 0-5.

- 2.1 Describe the infrastructure and improvements for which funds are sought, including the facility (e.g., juvenile hall, probation camp, other) and location where the improvements or infrastructure will be added.
- 2.2 Explain why the infrastructure and improvements are needed in relation to existing resources and how this will generate program enhancements which will serve the realigned population.
- 2.3 Provide a timetable and plan for the purchase, installation or build out of the improvements or infrastructure.

### **Rating Factor 3: Realignment Program Description**

Percent of Total Value: 25%

For the Realignment Program Description rating factor address the criteria defined below in narrative form. *This section describes the program in general, specific information about the regional aspects of the program are requested in Section 4.*

- 3.1 Describe the proposed regional program for which these funds are sought. Include how the program will address and meet the security, treatment and rehabilitation needs of youth in the proposed service population (females, sex offenders, seriously mentally ill)?
- 3.2 Describe the agencies or community-based programs or service providers that will be involved or integrated into the program or project.

- 3.3 Describe whether and how the program is modeled on a research- or evidence-based approach for the defined service population.
- 3.4 Describe how the facility improvements or infrastructure needs to provide the proposed program are related to the “development of a local continuum of care”?
- 3.5 Describe the outcome measures that will be applied by the program or project to assess youth outcomes and project or program performance.

#### **Rating Factor 4: Regional Factors**

Percent of Total Value: 25%

For the Regional Factors rating factor address the criteria defined below in narrative form. The response will be evaluated with a single rating based on a scale of 0-5.

- 4.1 Describe the counties from which the host county will accept referrals from for the program's defined service population.
- 4.2 Describe the referral and acceptance process for referrals from other counties.
- 4.3 Describe the program capacity that will be dedicated and/or set aside for youth from other counties.
- 4.4 Describe the process for contracts or agreements with referring counties to pay for services and operating costs.
- 4.5 Describe how case management planning will occur between the host county and referring county.

#### **Rating Factor 5: Budget**

Percent of Total Value: 10%

For the Budget section, address the criteria defined below when completing the Budget Attachment. The response will be evaluated with a single rating based on a scale of 0-5.

- 5.1 Provide a complete and detailed budget information in each section of the Budget Attachment (link below) that includes:
  - a. language supporting each expense.
  - b. expenses that are allowable within the definitions or parameters of the RFA.
  - c. expenses that are appropriate for the described program or project.

#### **Budget Attachment Instructions:**

As part of the application process, applicants are required to submit the **Budget Attachment**, which is an Excel Workbook that can be accessed at: <https://www.bscc.ca.gov/wp-content/uploads/RFA-Budget-Table.Final.xlsx>

Upon submission, the Budget Attachment will become Section 5 of the Application and will be reviewed as such based on the Budget Rating Factor section criteria listed above.

Applicants should be aware that budget of a funded application will still be subject to review and approval by the BSCC staff to ensure all proposed costs listed within the budget narrative are allowable and eligible. Regardless of any ineligible costs that may need to be addressed post award, the starting budget and the total amount requested will be the figures used for the Standard Grant Agreement.

Applicants are solely responsible for the accuracy and completeness of the information entered in the Budget Table and Budget Narrative Table. Detailed instructions for completing the Budget Attachment are listed on the Instructions tab of the Excel workbook.

### **Required Attachment for Part A Regional Hubs**

---

Please see Appendix D for the **Certification of Compliance with BSCC Policies on Debarment, Fraud, Theft and Embezzlement.**

## Part B: All County Distribution Application Instructions

The following section contains pertinent information on how to complete the Request for Application Package for the YPFG Program, Part B All County Distribution. See page 6 for submittal instructions.

**The following items are included in this section:**

- Cover Sheet
- Proposal Checklist
- Applicant Information Form – Instructions
- Applicant Information Form
- Instructions for Application Narrative and Budget
- Required Request for Applications Attachment – Certification of Compliance with BSCC Policies on Debarment, Fraud, Theft and Embezzlement

# **Youth Programs and Facilities Grant Program (YPFG)**

## **Part B All County Distribution Application Package Coversheet**

**Submitted by:**

INSERT NAME OF APPLICANT COUNTY

**Date Submitted:**

INSERT DATE

## Part B All County Distribution Application Checklist

A complete application package for funding under the Youth Programs and Facilities Grant (YPFG) Program must contain the following items:

	Required Items:	✓
1	Cover Sheet (previous page) <ul style="list-style-type: none"><li>• Insert Applicant Name and Date of Submission</li></ul>	<input type="checkbox"/>
2	YPFG Proposal Checklist <ul style="list-style-type: none"><li>• Signed by the authorized signatory with a digital signature <b>OR</b> a wet signature in blue ink.</li></ul>	<input type="checkbox"/>
3	Applicant Information Form <ul style="list-style-type: none"><li>• Signed by the authorized signatory with a digital signature <b>OR</b> a wet signature in blue ink.</li></ul>	<input type="checkbox"/>
4	Application Narrative <ul style="list-style-type: none"><li>• 2 pages or fewer</li></ul>	<input type="checkbox"/>
5	Budget Attachment	<input type="checkbox"/>
6	Certification of Compliance with BSCC Policies on Debarment, Fraud, Theft and Embezzlement (Appendix D) <ul style="list-style-type: none"><li>• Signed by the authorized signatory with a digital signature <b>OR</b> a wet signature in blue ink.</li></ul>	<input type="checkbox"/>
	Optional:	
7	Governing Board Resolution (Appendix E) <i>Note: The Governing Board Resolution is due prior to contract execution but is not required at the time of proposal submission.</i>	<input type="checkbox"/>

**I have reviewed this checklist and verified that all required items are included in this proposal packet.**

X

\_\_\_\_\_  
*Applicant Authorized Signature (see Applicant Information Form, Part L, next page)*



## **Part B All County Distribution Application Information Form: Instructions**

---

- A. Applicant:** Complete the required information for the local government submitting the application ( i.e. <NAME> County).
- B. Tax Identification Number:** Provide the tax identification number of the Applicant.
- C. Project Title:** Provide the title of the project.
- D. Project Summary:** Provide a summary (100-150 words) of the project. Note: this information will be posted to the BSCC's website for informational purposes.
- E. Grant Funds Requested:** Provide dollar amount of grant funds requested.
- F. Deferred Spending:** Indicate whether the county is electing to use the deferred spending option. This would defer payment until a modified application with more complete information is submitted no later than six months from the award date.
- G. Lead Public Agency (LPA):** Indicate which local public agency will be the Lead for the YPFG Program. The county probation department can be the LPA.
- H. Project Director:** Provide the name, title and contact information for the individual responsible for oversight and management of the project. This person must be an employee of the Grantee.
- I. Financial Officer:** Provide the name, title and contact information for the individual responsible for fiscal oversight and management of the project. Typically, this is the individual that will certify and submit invoices. This person must be an employee of the Grantee.
- J. Day-to-Day Project Contact:** Provide the name, title and contact information for the individual who serves as the primary contact person for the grant. Typically, this individual has day-to-day oversight for the project. This person must be an employee of the Grantee.
- K. Day-to-Day Fiscal Contact:** Provide the name, title and contact information for the individual who serves as the primary contact person for fiscal matters related to the grant. This may be the individual who prepares the invoices for approval by the Financial Officer. This person must be an employee of the Grantee.
- L. Authorized Signature:** Complete the required information for the person authorized to sign for the Applicant. This individual must read the assurances under this section, then sign and date in the appropriate fields.

## Part B All County Distribution Applicant Information Form

<b>A. APPLICANT &lt; Name&gt; County</b>				<b>B. TAX IDENTIFICATION NUMBER</b>			
NAME OF APPLICANT				TAX IDENTIFICATION #:			
STREET ADDRESS			CITY		STATE		ZIP CODE
MAILING ADDRESS (if different)			CITY		STATE		ZIP CODE
<b>C. PROJECT TITLE:</b>							
<b>D. PROJECT SUMMARY (100-150 words):</b>							
<b>E. GRANT FUNDS REQUESTED: (See Appendix F: County Juvenile Population Index)</b>							
\$							
<b>F. DEFERRED SPENDING: Is the application for a deferred spending award?</b>					<input type="checkbox"/> YES <input type="checkbox"/> NO		
<b>G. LEAD PUBLIC AGENCY:</b>							
<b>H. PROJECT DIRECTOR:</b>							
NAME		TITLE			TELEPHONE NUMBER		
STREET ADDRESS					FAX NUMBER		
CITY		STATE		ZIP CODE	EMAIL ADDRESS		
<b>I. FINANCIAL OFFICER:</b>							
NAME		TITLE			TELEPHONE NUMBER		
STREET ADDRESS					FAX NUMBER		
CITY		STATE		ZIP CODE	EMAIL ADDRESS		
PAYMENT MAILING ADDRESS (if different)			CITY		STATE		ZIP CODE
<b>J. DAY-TO-DAY <u>PROGRAM</u> CONTACT:</b>							
NAME		TITLE			TELEPHONE NUMBER		
STREET ADDRESS					FAX NUMBER		
CITY		STATE		ZIP CODE	EMAIL ADDRESS		

K. DAY-TO-DAY <u>FISCAL</u> CONTACT:			
NAME	TITLE	TELEPHONE NUMBER	
STREET ADDRESS		FAX NUMBER	
CITY	STATE	ZIP CODE	EMAIL ADDRESS

L. AUTHORIZED SIGNATURE			
By signing this application, I hereby certify that I am vested by the Applicant with the authority to enter into contract with the BSCC, and that the grantee and any subcontractors will abide by the laws, policies and procedures governing this funding.			
NAME OF AUTHORIZED OFFICER	TITLE	TELEPHONE NUMBER	EMAIL ADDRESS
STREET ADDRESS	CITY	STATE	ZIP CODE
EMAIL ADDRESS			
APPLICANT'S SIGNATURE ( <u>Signed by the authorized signatory with a digital signature OR a wet signature in blue ink.</u> )  <b>X</b>			DATE

\*Authorized Signature: Must be a representative with the authority to sign documents and obligate the applicant\*

**CONFIDENTIALITY NOTICE**

All documents submitted as a part of the Youth Programs and Facilities Grant (YPFG) Program are public documents and may be subject to a request pursuant to the California Public Records Act. The BSCC, as a state agency, may have to disclose these documents to the public. The BSCC cannot ensure the confidentiality of any information submitted in or with this proposal. (Gov. Code, §§ 6250 et seq.)

## Instructions for Application Narrative and Budget for Part B All County Distribution

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A minimum of \$4.12 million in YPFG Program funds will be allocated to all counties based on juvenile population (ages 12 – 17) to support infrastructure and improvements for local programs and facilities for realigned youth. These Part B funds must be spent on allowable infrastructure or improvement expenses for programs, services, or facilities serving youth who are realigned to counties as a result of the closure of the Division of Juvenile Justice. In the narrative, applicant counties should describe the need and the proposed expenditures as they relate to programs, services, or facilities the county will create or utilize to house or serve the realignment population.

For information about eligible costs, see the Budget Considerations section (page 9). Note that a maximum of 25 percent of the proposed expenditures may be allocated for one-time county personnel, costs necessary to plan or implement the proposed infrastructure program or project.

### Deferred Spending Approval Process

For Part B funding, counties that have not yet finalized how these funds will be spent may apply based on available information, describing the infrastructure and improvements for the realignment population that are contemplated including a timeline for submitting a modified application with more complete information no later than six months from the award date. The county should submit a place holder budget requesting the full amount available depending on the county size designation.

**Instructions:** The Application Narrative must be submitted in Arial 12-point font with one-inch margins on all four sides. The narrative must be 1.5-line spaced and cannot exceed **2 numbered pages** in length. For the Application Narrative, address each of the four (3) sections below.

**Section 1:** Project Need

**Section 2:** Project Description

Each section should be titled according to its section header as provided (e.g., Juvenile Project Need). Within each section, addressed the numbered criteria in a cohesive, comprehensive narrative format. Do not include website links.

**Instructions: The Budget and Budget Narrative** must be completed using the Budget Attachment (an Excel workbook, a link and instructions are provided on page 32). For the Budget and Budget Narrative address the numbered criteria provided below.

### **Section 3: Budget**

The 2-page limit does not include the Cover Sheet, Application Checklist, Applicant Information Form, Budget Table or other required attachments (see YPFG (Part B) Program Proposal Checklist).

It is up to the applicant to determine how to use the total page limit in addressing each section.

#### **Section 1: Project Need**

For the Project Need section, address the information requested below in narrative form.

- 1.1. Describe the project need as it relates to programs, services or facilities the county will create or utilize to house or serve youth who are realigned to counties as a result of the closure of DJJ. Include a description of the service population by age, gender, offense, offense history, and treatment or program need and by any other factors you plan to utilize.
- 1.2. Describe the number of youth to be served (maximum capacity at any time), and proposed length of stay.

#### **Section 2: Project Description**

For the Project Description section, address the information requested below in narrative form.

- 2.1. Describe the infrastructure and improvements for which funds are sought, including the facility (e.g., juvenile hall, probation camp, other) and location where the improvements or infrastructure will be added.
- 2.2. Explain why the infrastructure and improvements are needed in relation to existing resources and how this will generate program enhancements which will serve the realigned population.

### Section 3: Budget

For the Budget section, provide the information below when completing the Budget Attachment.

- 3.1. Provide a complete and detailed budget information in each section of the Budget Attachment (link below) that includes:
- language supporting each expense.
  - expenses that are allowable within the definitions or parameters of the RFA.
  - expenses that are appropriate for the described program or project.

#### **Budget Attachment Instructions:**

As part of the application process, applicants are required to submit the **Budget Attachment**, which is an Excel Workbook that can be accessed at: <https://www.bscc.ca.gov/wp-content/uploads/RFA-Budget-Table.Final.xlsx>

Upon submission, the Budget Attachment will become Section 3 of the Application.

Applicants should be aware that budget of a funded application will still be subject to review and approval by the BSCC staff to ensure all proposed costs listed within the budget narrative are allowable and eligible. Regardless of any ineligible costs that may need to be addressed post award, the starting budget and the total amount requested will be the figures used for the Standard Grant Agreement.

Applicants are solely responsible for the accuracy and completeness of the information entered in the Budget Table and Budget Narrative Table. Detailed instructions for completing the Budget Attachment are listed on the Instructions tab of the Excel workbook.

#### **Required Attachment for Part B All County Distribution**

---

Please see Appendix D for the **Certification of Compliance with BSCC Policies on Debarment, Fraud, Theft and Embezzlement.**

## Appendix A: Evidence-Based Resources

The BSCC is committed to supporting programs, practices, and strategies that are rooted in documented evidence showing they reduce youth risk factors and rates of recidivism while also considering participant characteristics, situations, and preferences.

In the process of developing and describing their projects for purposes of this RFA, applicants may find it helpful to focus on the following three basic principles:

- 1. Is there evidence or data to suggest that the intervention, service, or strategy is likely to work, i.e., produce a desired benefit?** For example, was the intervention, service, or strategy selected by the project used by another entity with documented positive results? Is there published research/information on the intervention the project has chosen to implement showing its effectiveness? Is the intervention or strategy being used by another entity with a similar problem and similar target population?
- 2. Once an intervention, service, or strategy is selected, will you be able to demonstrate that it is being carried out as intended?** For example, does this intervention, service, or strategy provide for a way to monitor quality control or continuous quality improvement? If this intervention, service, or strategy was implemented in another area, are there procedures in place to ensure the model is being closely followed (so the project is more likely to achieve similar desired outcomes)?
- 3. Is there a plan to collect data that will allow for an appraisal of whether the intervention, service, or strategy worked?** For example, will the intervention, service, or strategy selected allow for the collection of data or other information so outcomes can be measured at the conclusion of the project? Are there or will there be processes in place to identify, collect, and analyze that data/information?

The websites provided below may be useful to applicants in the proposal development process. This list is not exhaustive, and it is offered as a suggested starting point for applicants to use in researching evidence-based programs, practices, and strategies.

Blueprints for Violence Prevention

<http://www.colorado.edu/cspv/blueprints/index.html>

Board of State and Community Corrections

[http://www.bscc.ca.gov/s\\_web-basedresourcesonevidence-basedpractices/](http://www.bscc.ca.gov/s_web-basedresourcesonevidence-basedpractices/)

California Institute of Behavioral Health Solutions

<http://www.cibhs.org/evidence-based-practices-0>

Coalition for Evidence-Based Policy  
<http://evidencebasedprograms.org/>

CrimeSolutions.gov  
<http://www.crimesolutions.gov/>

Evaluating Drug Control and System Improvement Projects  
Guidelines for Project Supported by the Bureau of Justice Assistance  
<https://www.bja.gov/evaluation/guide/documents/nijguide.html>

Justice Research and Statistic Association  
<http://www.jrsa.org/>

National Child Traumatic Stress Network  
<https://www.NCTSN.Org>

National Criminal Justice Reference Service (NCJRS)  
“Preventing and Reducing Youth Crime and Violence: Using Evidence-Based Practice.”  
A report prepared by Peter Greenwood, Ph.D., for the California Governor’s Office of  
Gang and Youth Violence Policy, 2010.  
<https://www.ncjrs.gov/App/Publications/abstract.aspx?ID=255934>

National Institute of Corrections  
<http://nicic.gov/Library/>

National Reentry Resource Center  
<http://nationalreentryresourcecenter.org/>

Office of Justice Programs – Crime Solutions.gov  
<http://www.CrimeSolutions.gov>

Office of Juvenile Justice and Delinquency Prevention Model Program Guide  
<http://www.ojjdp.gov/mpg/>

Promising Practices Network  
<http://www.promisingpractices.net/>

Reducing Recidivism to Increase Public Safety: A Cooperative Effort by Courts and  
Probation Hon, J. Richard Couzens, Placer County Superior Court (Ret.)  
<http://www.courts.ca.gov/documents/EVIDENCE-BASED-PRACTICES-Summary-6-27-11.pdf>

Substance Abuse and Mental Health Services Administration  
[www.samhsa.gov/ebpwebguide](http://www.samhsa.gov/ebpwebguide)

The National Documentation Centre on Drug Use  
<http://www.drugsandalcohol.ie/3820/>



Washington State Institute for Public Policy  
<http://www.wsipp.wa.gov/>

## Appendix B: Sample Grant Agreement

STATE OF CALIFORNIA DEPARTMENT OF GENERAL SERVICES

SCO ID: 5227-BSCCXXX20

**STANDARD AGREEMENT**  
STD 213 (Rev 03/2019)

AGREEMENT NUMBER  
**BSCC XXX-21**

PURCHASING AUTHORITY NUMBER (If Applicable)

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

CONTRACTING AGENCY NAME

**BOARD OF STATE AND COMMUNITY CORRECTIONS**

CONTRACTOR NAME

**GRANTEE NAME**

2. The term of this Agreement is:

START DATE

**JUNE 10, 2021**

THROUGH END DATE

**JUNE 1, 2024**

3. The maximum amount of this Agreement is:

**\$XXX,XXX**

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

EXHIBITS	TITLE	PAGES
Exhibit A	Scope of Work	3
Exhibit B	Budget Detail and Payment Provisions	2
Exhibit C	General Terms and Conditions (04/2017)	3
Exhibit D	Special Terms and Conditions	3
Exhibit E		13
Attachment 1	2021 Request for Applications	*
Attachment 2	2021 Grant Application	XX
Attachment 3		*


\*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: [2020 BJA CEF Program Solicitation](#)

IN WITNESS WHEREOF, THIS AGREEMENT HAS BEEN EXECUTED BY THE PARTIES HERETO.

### CONTRACTOR

CONTRACTOR NAME (if other than an individual, state whether a corporation, partnership, etc.)


**GRANTEE NAME**

CONTRACTOR BUSINESS ADDRESS XXX	CITY XXX	STATE XX	ZIP XXX
PRINTED NAME OF PERSON SIGNING XXX	TITLE XXX		
CONTRACTOR AUTHORIZED 	DATE SIGNED		

### STATE OF CALIFORNIA

CONTRACTING AGENCY NAME

**BOARD OF STATE AND COMMUNITY CORRECTIONS**

CONTRACTING AGENCY ADDRESS 2590 Venture Oaks Way, Suite 200	CITY Sacramento	STATE CA	ZIP 95833
PRINTED NAME OF PERSON SIGNING	TITLE Deputy Director		
CONTRACTING AGENCY AUTHORIZED 	DATE SIGNED		

CALIFORNIA DEPARTMENT OF GENERAL SERVICES APPROVAL: EXEMPT PER SCM, VOLUME 1, CH. 4.06

## Appendix C: Sample Comprehensive Visit Monitoring Tool

### County Facilities Construction (CFC) Programs Division COMPREHENSIVE MONITORING VISIT (CMV) TOOL

#### Instructions to Grantees

- Please complete this entire document prior to the Comprehensive Monitoring Visit.
- Refer to the CMV Tool User Guide for Grantees for instructions.
- During the visit, the Field Representative will review your responses with you.
- The completed CMV Tool along with the day(s) agenda should be returned to BSCC at least one week prior to the scheduled visit.

<b>Grantee:</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Award Year:</b> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>
<b>Grant Program:</b>	<b>Federal Funds:</b> <input type="checkbox"/> <b>State Funds:</b> <input type="checkbox"/>
<b>Contract Number:</b>	<b>Grant Amount:</b>
<b>Project Title:</b>	
<b>Project Director:</b>	<b>Financial Officer:</b>
<b>Project Director Phone:</b>	<b>Financial Officer Phone:</b>
<b>Project Director E-Mail:</b>	<b>Financial Officer E-mail:</b>
<b>Field Representative:</b>	
<b>Date of Visit:</b>	<b>Agenda Included:</b> Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Name and Title of Individual Completing the Form:</b>	
<b>Name:</b>	<b>Title:</b>

**Persons Interviewed During the Visit:**

Name	Title	Agency

**Project Sites Visited (include initial meeting site):**

Name of Agency or Organization	Address

**Brief Project Summary:**

## Appendix D: Certification of Compliance with BSCC Policies on Debarment, Fraud, Theft and Embezzlement

It is the policy of the BSCC to protect grant funds from unreasonable risks of fraudulent, criminal, or other improper use. As such, the Board will not enter into contracts or provide reimbursement to applicants that have been:

1. debarred by any federal, state, or local government entities during the period of debarment; or
2. convicted of fraud, theft, or embezzlement of federal, state, or local government grant funds for a period of three years following conviction.

Furthermore, the BSCC requires grant recipients to provide an assurance that there has been no applicable debarment, disqualification, suspension, or removal from a federal, state or local grant program on the part of the grantee at the time of application and that the grantee will immediately notify the BSCC should such debarment or conviction occur during the term of the Grant contract.

BSCC also requires that all grant recipients include, as a condition of award to a subgrantee or subcontractor, a requirement that the subgrantee or subcontractor will provide the same assurances to the grant recipient. If a grant recipient wishes to consider a subgrantee or subcontractor that has been debarred or convicted, the grant recipient must submit a written request for exception to the BSCC along with supporting documentation.

By checking the following boxes and signing below, applicant affirms that:

☐ I/We are not currently debarred by any federal, state, or local entity from applying for or receiving federal, state, or local grant funds.

☐ I/We have not been convicted of any crime involving theft, fraud, or embezzlement of federal, state, or local grant funds within the last three years. We will notify the BSCC should such debarment or conviction occur during the term of the Grant contract.

☐ I/We will hold subgrantees and subcontractors to these same requirements.

A grantee may make a request in writing to the Executive Director of the BSCC for an exception to the debarment policy. Any determination made by the Executive Director shall be made in writing.

<b>AUTHORIZED SIGNATURE</b>			
(This document must be signed by the person who is authorized to sign the Grant Agreement.)			
NAME OF AUTHORIZED OFFICER	TITLE	TELEPHONE NUMBER	
STREET ADDRESS	CITY	STATE	ZIP CODE
EMAIL ADDRESS			
AUTHORIZED OFFICER SIGNATURE ((Blue Ink Only or E-signature)) <b>X</b>			DATE

## Appendix E: Sample Governing Board Resolution

Before grant funds can be reimbursed, a grantee must either (1) submit a resolution from its Governing Board that delegates authority to the individual authorized to execute the grant agreement or (2) provide sufficient documentation indicating that the prospective grantee has been vested with plenary authority to execute grant agreements (e.g., a City Council or County Board of Supervisors delegating such authority to an Agency head).

Below is assurance language that, **at a minimum**, must be included in the resolution submitted to the Board of State and Community Corrections.

---

WHEREAS the **(insert name of Local Government)** desires to participate in the Youth Programs and Facilities Grant Program funded through the California State General Fund and administered by the Board of State and Community Corrections (hereafter referred to as the BSCC).

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

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

BE IT FURTHER RESOLVED that the **(insert name of Local Government)** agrees to ensure all matching funds required for the above grant are provided and abide by the terms and conditions of the Grant Agreement as set forth by the BSCC.

Passed, approved, and adopted by the **(insert name of Governing Board)** 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 F: County Juvenile Population Index

Juvenile Population (age 12 – 17) Chart			
Large Counties (pop. 95,001 +)	Medium Counties (pop. 25,001-95,000)	Small Counties (pop. below 25,000)	
Alameda	Contra Costa	Alpine	Amador
Los Angeles	Fresno	Butte	Calaveras
Orange	Kern	Colusa	Del Norte
Riverside	Merced	El Dorado	Glenn
Sacramento	Monterey	Humboldt	Imperial
San Bernardino	Placer	Inyo	Kings
San Diego	San Francisco	Lake	Lassen
Santa Clara	San Joaquin	Madera	Marin
	San Mateo	Mariposa	Mendocino
	Santa Barbara	Modoc	Mono
	Solano	Napa	Nevada
	Sonoma	Plumas	San Benito
	Stanislaus	San Luis Obispo	Santa Cruz
	Tulare	Shasta	Sierra
	Ventura	Siskiyou	Sutter
		Tehama	Trinity
		Tuolumne	Yolo
		Yuba	
<b>Data Source:</b> California Department of Finance. Demographic Research Unit. Report P-2B: Population Projections by Individual Year of Age, California Counties, 2010-2060 (Baseline 2019 Population Projections; Vintage 2020 Release). Sacramento: California. March 2021 <a href="https://www.dof.ca.gov/Forecasting/Demographics/Projections/documents/P2B_County_Age.xlsx">https://www.dof.ca.gov/Forecasting/Demographics/Projections/documents/P2B_County_Age.xlsx</a>			

# **Youth Programs and Facilities Grant Program (YPFG)**

## **Part B All County Distribution Application Package Coversheet**

**Submitted by:**

City & County of San Francisco

**Date Submitted:**

May 12<sup>th</sup>, 2021



## Part B All County Distribution Application Checklist

A complete application package for funding under the Youth Programs and Facilities Grant (YPFG) Program must contain the following items:

	Required Items:	✓
1	Cover Sheet (previous page) <ul style="list-style-type: none"> <li>Insert Applicant Name and Date of Submission</li> </ul>	<input checked="" type="checkbox"/>
2	YPFG Proposal Checklist <ul style="list-style-type: none"> <li>Signed by the authorized signatory with a digital signature <b>OR</b> a wetsignature in blue ink.</li> </ul>	<input checked="" type="checkbox"/>
3	Applicant Information Form <ul style="list-style-type: none"> <li>Signed by the authorized signatory with a digital signature <b>OR</b> a wetsignature in blue ink.</li> </ul>	<input checked="" type="checkbox"/>
4	Application Narrative <ul style="list-style-type: none"> <li>2 pages or fewer</li> </ul>	<input checked="" type="checkbox"/>
5	Budget Attachment	<input checked="" type="checkbox"/>
6	Certification of Compliance with BSCC Policies on Debarment, Fraud, Theft and Embezzlement (Appendix D) <ul style="list-style-type: none"> <li>Signed by the authorized signatory with a digital signature <b>OR</b> a wetsignature in blue ink.</li> </ul>	<input checked="" type="checkbox"/>
	<b>Optional:</b>	
7	Governing Board Resolution (Appendix E) <i>Note: The Governing Board Resolution is due prior to contract execution but is not required at the time of proposal submission.</i>	<input type="checkbox"/>

I have reviewed this checklist and verified that all required items are included in this proposal packet.

X Katherine Weinstein Miller  
Katherine Weinstein Miller (May 19, 2021 15:54 PDT)  
Applicant Authorized Signature (see Applicant Information Form, Part L, next page)

## Part B All County Distribution Applicant Information Form

A. APPLICANT San Francisco County				B. TAX IDENTIFICATION NUMBER	
NAME OF APPLICANT City & County of San Francisco, Juvenile Probation Department			TAX IDENTIFICATION #: 94-6000417		
STREET ADDRESS 375 Woodside Ave	CITY San Francisco	STATE CA	ZIP CODE 94127		
MAILING ADDRESS (if different)		CITY	STATE	ZIP CODE	
C. PROJECT TITLE: San Francisco's Youth and Programs Facilities Proposal					
D. PROJECT SUMMARY (100-150 words):					
With the impending closure of DJJ, there are sure to be infrastructure-related needs for the City and County of San Francisco to address in order to adequately respond to the needs of the realigned DJJ population. Though we are still determining what exactly those will be, these funds will go to addressing whatever is identified as our most pressing need (transportation, training materials, etc.).					
E. GRANT FUNDS REQUESTED: (See Appendix F: County Juvenile Population Index)					
<b>\$82,400</b>					
F. DEFERRED SPENDING: Is the application for a deferred spending award?				<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
G. LEAD PUBLIC AGENCY:			San Francisco's Juvenile Probation Department		
H. PROJECT DIRECTOR:					
NAME Maria McKee		TITLE Director of Research and Planning		TELEPHONE NUMBER (415) 635-6979	
STREET ADDRESS 375 Woodside Ave			FAX NUMBER		
CITY San Francisco	STATE CA	ZIP CODE 94127	EMAIL ADDRESS maria.mckee@sfgov.org		
I. FINANCIAL OFFICER:					
NAME Cheryl Taylor		TITLE Interim Finance Director		TELEPHONE NUMBER 415-753-4491	
STREET ADDRESS 375 Woodside Ave			FAX NUMBER		
CITY San Francisco	STATE CA	ZIP CODE 94122	EMAIL ADDRESS Cheryl.taylor1@sfgov.org		
PAYMENT MAILING ADDRESS (if different)		CITY	STATE	ZIP CODE	
J. DAY-TO-DAY PROGRAM CONTACT:					
NAME Emily Fox		TITLE Community Partnership & Strategy Coordinator		TELEPHONE NUMBER 415-933-0403	
STREET ADDRESS 375 Woodside Ave			FAX NUMBER		
CITY San Francisco	STATE CA	ZIP CODE 94127	EMAIL ADDRESS emily.fox@sfgov.org		

**K. DAY-TO-DAY FISCAL CONTACT:**

NAME Jenny Ng	TITLE Accounting Supervisor	TELEPHONE NUMBER 415-753-7562	
STREET ADDRESS 375 Woodside Ave		FAX NUMBER	
CITY San Francisco	STATE CA	ZIP CODE 94127	EMAIL ADDRESS jenny.m.ng@sfgov.org

**L. AUTHORIZED SIGNATURE**

By signing this application, I hereby certify that I am vested by the Applicant with the authority to enter into contract with the BSCC, and that the grantee and any subcontractors will abide by the laws, policies and procedures governing this funding.

NAME OF AUTHORIZED OFFICER Katherine Miller	TITLE Chief Juvenile Probation Officer	TELEPHONE NUMBER 415-753-7556	EMAIL ADDRESS katherine.miller@sfgov.org
STREET ADDRESS 375 Woodside Ave	CITY San Francisco	STATE CA	ZIP CODE 94127
EMAIL ADDRESS katherine.miller@sfgov.org			
APPLICANT'S SIGNATURE (Signed by the authorized signatory with a digital signature <u>OR</u> a wet signature in blue ink.)  <i>x Katherine Weinstein Miller</i> <small>Katherine Weinstein Miller (May 19, 2021 15:54 PDT)</small>			DATE  May 19, 2021

\*Authorized Signature: Must be a representative with the authority to sign documents and obligate the applicant\*

**CONFIDENTIALITY NOTICE**

All documents submitted as a part of the Youth Programs and Facilities Grant (YPFG) Program are public documents and may be subject to a request pursuant to the California Public Records Act. The BSCC, as a state agency, may have to disclose these documents to the public. The BSCC cannot ensure the confidentiality of any information submitted in or with this proposal. (Gov. Code, §§ 6250 et seq.)

## **Section 1: Project Need**

**1.1.** San Francisco faces unique challenges with the impending closure of DJJ and realignment of DJJ functions back to local jurisdictions. Since 2019, San Francisco has been engaged in a robust local process to close our juvenile hall and reimagine what a non-institutional place of detention will look like for young people who require secure holding, primarily pre-adjudication. This local process now coincides with the statewide process of realigning DJJ functions to our county and demands that we be creative, thoughtful, and intentional in deciding what our full continuum of care looks like for young people in the juvenile justice system. We have recently added five new community member seats to the subcommittee of our Juvenile Justice Coordinating Council tasked with creating this continuum. As we are still engaged in our local planning process, our subcommittee members have decided to request that San Francisco enter the Deferred Spending Approval Process while we further develop our plan.

San Francisco historically has not had a high number of young people in DJJ facilities. In fact, between 2016-2020, San Francisco committed only 11 young people to DJJ. As we contemplate realignment today, San Francisco only has one young person committed to DJJ. Overwhelmingly, young people from San Francisco who are sent to DJJ are committed because their immediate sustained petition is serious and violent, or because that young person has a long history of serious and violent behaviors paired with failures in out of home placements. Young people are often 18 or older when they have been committed to DJJ and all of the last 11 commitments have been young men. Seven of the eleven young people committed to DJJ between 2016-2020 have been African-American, two have been Latinx, one is Pacific Islander, and one is white. Finally, most young people sent to DJJ from San Francisco stay at least two years. Based on recent trends, San Francisco must contemplate a continuum of care for a realigned population that is very small in number, made up primarily of transitional-aged youth, who come with serious histories and high needs, and need to transition into successful adulthood when they are released. Additionally, we must examine every decision and component of this continuum for these young people through a racial

equity lens as we see the stark racial disparities in the population of young people who have been sent to DJJ from San Francisco.

**1.2** Based on prior year commitment data, San Francisco anticipates having two commitments to our facility per year, with a maximum capacity of 6 at any given time, for an average length of stay of 28 months.

## **Section 2: Project Description**

**2.1.** Because San Francisco has historically low numbers of DJJ commitments, we are considering what it might look like to take a regional approach for young people the court commits to a long-term secure placement. We are considering the possibility of reopening our former juvenile ranch and offering it as a regional placement; we are considering sending our young people to one, or multiple, placements in the San Francisco Bay Area should that be a reasonable option; and, we are simultaneously considering all other possibilities brought to us by our subcommittee members. Because we have not yet made any interim or final decisions about the placement of these young people, we are requesting to undertake the Deferred Spending Approval Process.

**2.2.** Should we send our young people out of county, we may spend the Youth Programs & Facilities Grant on transportation to families to ensure that they have every opportunity to see their loved one. If we offer a space here in San Francisco, we will need to purchase program curriculum and associated staff training and technical assistance in order to ensure that our staff who have historically worked with young people under 18 for a short amount of time feel prepared to work in support of transitional-age youth for longer lengths of stay. We also recognize that holding this population locally in our juvenile hall, while it is open, would require some infrastructure and training adjustments that could be supported by this grant.

San Francisco will submit a finalized proposal to the BSCC no later than November 12<sup>th</sup>, 2021. It is our intent that by then we will have a much clearer picture of what the future looks like for secure facilities and shifted continuums of care in San Francisco, as well as what is being offered around the region that may be a good fit for the realigned population in San Francisco.

<b>Applicant:</b>	<b>San Francisco</b>		
<b>LINE ITEMS</b>	<b>SB 823 BUDGET</b>		
	<b>STATE REIMBURSED</b>	<b>CASH CONTRIBUTION</b>	<b>TOTAL</b>
1. Construction	\$ -	\$ -	\$ -
2. Architectural	\$ -	\$ -	\$ -
3. Fixed Furnishings/Equipment	\$ -	\$ -	\$ -
4. Moveable Furnishings/Equipment	\$ -	\$ -	\$ -
5. Construction Management	\$ -	\$ -	\$ -
6. Transportation/Equipment	\$ 30,000.00	\$ -	\$ 30,000.00
7. Training Materials/Supplies	\$ 20,000.00	\$ -	\$ 20,000.00
8. Programing Materials/Supplies	\$ 13,600.00	\$ -	\$ 13,600.00
9. Other One-Time Personnel Costs (planning, development, and project management) (Not to Exceed 25% of total budget)	\$ 20,600.00	\$ -	\$ 20,600.00
10. Other		\$ -	\$ -
<b>Total Project Costs</b>	<b>\$ 84,200.00</b>	<b>\$ -</b>	<b>\$ 84,200.00</b>
<b>Percentage of Total</b>	<b>100%</b>	<b>0%</b>	<b>100%</b>

Provide an explanation below of how the dollar figures were determined for each of the budget categories above that contain dollar amounts. Every cash contribution line item shall be included with a reporting of the full amount budgeted unless a line item is not an actual cash contribution project cost for the county. (In that case, indicate so below.) For each budget category explanation below, include how state funding and the county contribution dollar amounts have been determined and calculated (be specific).

LINE ITEMS	COMMENTS
1. Construction	None.
2. Architectural	None.
3. Fixed Furnishings/Equipment	None.
4. Moveable Furnishings/Equipment	None.
5. Construction Management	None.

6. Transportation Equipment	Should San Francisco determine that there are appropriate placements outside of the City & County, we will need to purchase at least one vehicle for transporting families to the location of their loved one.
7. Training Materials/Supplies	Should San Francisco decide that keeping young people locally is appropriate, we will need to purchase training curriculum and supplies to adequately prepare staff to work with an older population for longer lengths of stay.
8. Programing Materials/Supplies	Should San Francisco decide that keeping young people locally is appropriate, we will need to ensure that we can bring in programming for young people that is age and developmentally-appropriate.
9. Other One-Time Personnel Costs (planning, development, and project management) (Not to Exceed 25% of total budget)	It will be integral that all of our community and justice partners are also prepared to work with this population closer to home. We will need planning, project development, and training support for all partners working with this population.
10. Other	None.



## Appendix D: Certification of Compliance with BSCC Policies on Debarment, Fraud, Theft and Embezzlement

It is the policy of the BSCC to protect grant funds from unreasonable risks of fraudulent, criminal, or other improper use. As such, the Board will not enter into contracts or provide reimbursement to applicants that have been:

1. debarred by any federal, state, or local government entities during the period of debarment; or
2. convicted of fraud, theft, or embezzlement of federal, state, or local government grant funds for a period of three years following conviction.

Furthermore, the BSCC requires grant recipients to provide an assurance that there has been no applicable debarment, disqualification, suspension, or removal from a federal, state or local grant program on the part of the grantee at the time of application and that the grantee will immediately notify the BSCC should such debarment or conviction occur during the term of the Grant contract.

BSCC also requires that all grant recipients include, as a condition of award to a subgrantee or subcontractor, a requirement that the subgrantee or subcontractor will provide the same assurances to the grant recipient. If a grant recipient wishes to consider a subgrantee or subcontractor that has been debarred or convicted, the grant recipient must submit a written request for exception to the BSCC along with supporting documentation.

By checking the following boxes and signing below, applicant affirms that:

- ☒ I/We are not currently debarred by any federal, state, or local entity from applying for or receiving federal, state, or local grant funds.
- ☒ I/We have not been convicted of any crime involving theft, fraud, or embezzlement of federal, state, or local grant funds within the last three years. We will notify the BSCC should such debarment or conviction occur during the term of the Grant contract.
- ☒ I/We will hold subgrantees and subcontractors to these same requirements.

A grantee may make a request in writing to the Executive Director of the BSCC for an exception to the debarment policy. Any determination made by the Executive Director shall be made in writing.

<b>AUTHORIZED SIGNATURE</b>			
(This document must be signed by the person who is authorized to sign the Grant Agreement.)			
NAME OF AUTHORIZED OFFICER Katherine Miller	TITLE Chief Juvenile Probation Officer	TELEPHONE NUMBER 415-753-7556	
STREET ADDRESS 375 Woodside Ave	CITY San Francisco	STATE CA	ZIP CODE 94127
EMAIL ADDRESS katherine.miller@sfgov.org			
AUTHORIZED OFFICER SIGNATURE ((Blue Ink Only or E-signature)) <b>X</b> <u>Katherine Weinstein Miller</u> <small>(Katherine.Weinstein.Miller@May 19, 2021 12:42 PM)</small>			DATE May 19, 2021






# YPFG San Francisco Application.Final

Final Audit Report

2021-05-19

Created:	2021-05-18
By:	Emily Fox (missesemilyfox@gmail.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAA9OLjecRO4sA4XkRxMcnapOHESsSabWpL

## "YPFG San Francisco Application.Final" History

-  Document created by Emily Fox (missesemilyfox@gmail.com)  
2021-05-19 - 10:50:46 PM GMT- IP address: 69.209.6.71
-  Document emailed to Katherine Weinstein Miller (katherine.miller@sfgov.org) for signature  
2021-05-19 - 10:51:32 PM GMT
-  Email viewed by Katherine Weinstein Miller (katherine.miller@sfgov.org)  
2021-05-19 - 10:53:50 PM GMT- IP address: 208.121.64.3
-  Document e-signed by Katherine Weinstein Miller (katherine.miller@sfgov.org)  
Signature Date: 2021-05-19 - 10:54:09 PM GMT - Time Source: server- IP address: 208.121.64.3
-  Agreement completed.  
2021-05-19 - 10:54:09 PM GMT

## **Section 1: Project Need**

**1.1.** San Francisco faces unique challenges with the impending closure of DJJ and realignment of DJJ functions back to local jurisdictions. Since 2019, San Francisco has been engaged in a robust local process to close our juvenile hall and reimagine what a non-institutional place of detention will look like for young people who require secure holding, primarily pre-adjudication. This local process now coincides with the statewide process of realigning DJJ functions to our county and demands that we be creative, thoughtful, and intentional in deciding what our full continuum of care looks like for young people in the juvenile justice system. We have recently added five new community member seats to the subcommittee of our Juvenile Justice Coordinating Council tasked with creating this continuum. As we are still engaged in our local planning process, our subcommittee members have decided to request that San Francisco enter the Deferred Spending Approval Process while we further develop our plan.

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equity lens as we see the stark racial disparities in the population of young people who have been sent to DJJ from San Francisco.

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## **Section 2: Project Description**

**2.1.** Because San Francisco has historically low numbers of DJJ commitments, we are considering what it might look like to take a regional approach for young people the court commits to a long-term secure placement. We are considering the possibility of reopening our former juvenile ranch and offering it as a regional placement; we are considering sending our young people to one, or multiple, placements in the San Francisco Bay Area should that be a reasonable option; and, we are simultaneously considering all other possibilities brought to us by our subcommittee members. Because we have not yet made any interim or final decisions about the placement of these young people, we are requesting to undertake the Deferred Spending Approval Process.

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San Francisco will submit a finalized proposal to the BSCC no later than November 12<sup>th</sup>, 2021. It is our intent that by then we will have a much clearer picture of what the future looks like for secure facilities and shifted continuums of care in San Francisco, as well as what is being offered around the region that may be a good fit for the realigned population in San Francisco.

**From:** [BSCC SB823 Grant](#)  
**To:** [Fox, Emily \(JUV\)](#); [Shores, Michael@BSCC](#); [Coleman, Sharon@BSCC](#); [BSCC SB823 Grant](#)  
**Subject:** RE: San Francisco's YPFG Budget Modification Submission  
**Date:** Tuesday, March 22, 2022 8:41:20 AM  
**Attachments:** [San Francisco SB 823 Part B - Budget Modification - Approved.pdf](#)  
[San Francisco SB 823 Part B - Invoice #3.xlsx](#)

---

Hi Emily,

BSCC preliminarily approves the attached budget modification submittal based on the requirements and intent of the SB 823 grant, including that the proposed expenditures conform to the Board's Titles 15 and 24 regulations regarding juvenile detention facilities. This preliminary approval does not include approvals that may be required from the State Public Works Board or the California Department of Corrections and Rehabilitation for upgrading SB 81 facilities. Final determination of compliance with Titles 15 and 24 will be made following the completion of the construction project.

Please use the attached workbook for future invoices (#3) and Budget Modification Requests. The current approved Budget Modification worksheets are locked so please let us know if you need another Budget Modification. I'll create another Budget Mod worksheet and unlock the Project Budget Narrative worksheet for you upon request.

The next step or items we'll need is your Board Resolution, Grant Agreement Template, W9 and Govt TIN form. A sample Board Resolution can be found on page 43/44 of the Request for Applications document on our SB 823 homepage. The Govt TIN and Grant Agreement Template are located under the Resources section of the SB 823 homepage located here:

<https://www.bscc.ca.gov/youth-programs-and-facilities-grant-program-ypgp/>

Please let us know if you have any questions.

Thanks,

**Ryan Okimura**, Manager  
BOARD OF STATE AND COMMUNITY CORRECTIONS  
2590 Venture Oaks Way, Sacramento, CA 95833  
Cell 916.207.7713  
email [ryan.okimura@bscc.ca.gov](mailto:ryan.okimura@bscc.ca.gov)  
**LEADERSHIP ★ EXCELLENCE ★ SUPPORT**

---

**From:** Fox, Emily (JUV) <emily.fox@sfgov.org>  
**Sent:** Thursday, March 10, 2022 3:12 PM  
**To:** Shores, Michael@BSCC <michael.shores@bscc.ca.gov>; Coleman, Sharon@BSCC <Sharon.Coleman@bscc.ca.gov>; BSCC SB823 Grant <SB823Grant@bscc.ca.gov>  
**Subject:** RE: San Francisco's YPFG Budget Modification Submission

Hi Mike,

I was hoping to check in on the status of San Francisco's updated application and budget. Our judges are eager to see changes in our SYTF for our long-term commitments and we'd love to update them on our progress.

Thanks so much!

Emily

Emily Fox  
Community Partnership & Strategy Coordinator  
Juvenile Probation Department  
City & County of San Francisco  
415.933.0403

---

**From:** Fox, Emily (JUV) <[emily.fox@sfgov.org](mailto:emily.fox@sfgov.org)>  
**Sent:** Monday, February 7, 2022 4:15 PM  
**To:** Shores, Michael@BSCC <[michael.shores@bscc.ca.gov](mailto:michael.shores@bscc.ca.gov)>; Coleman, Sharon@BSCC <[Sharon.Coleman@bscc.ca.gov](mailto:Sharon.Coleman@bscc.ca.gov)>; BSCC SB823 Grant <[SB823Grant@bscc.ca.gov](mailto:SB823Grant@bscc.ca.gov)>  
**Subject:** Re: San Francisco's YPFG Budget Modification Submission

No rush, thank you for letting me know! Appreciate all your time and work on this!

Emily Fox  
Community Partnership & Strategy Coordinator  
San Francisco Juvenile Probation Department  
[emily.fox@sfgov.org](mailto:emily.fox@sfgov.org)  
415.933.0403

---

**From:** Shores, Michael@BSCC <[michael.shores@bscc.ca.gov](mailto:michael.shores@bscc.ca.gov)>  
**Sent:** Monday, February 7, 2022 4:13:47 PM  
**To:** Fox, Emily (JUV) <[emily.fox@sfgov.org](mailto:emily.fox@sfgov.org)>; Coleman, Sharon@BSCC <[Sharon.Coleman@bscc.ca.gov](mailto:Sharon.Coleman@bscc.ca.gov)>; BSCC SB823 Grant <[SB823Grant@bscc.ca.gov](mailto:SB823Grant@bscc.ca.gov)>  
**Subject:** RE: San Francisco's YPFG Budget Modification Submission

Hi Emily, SF County is in the group of projects currently being worked on. I don't have a firm timeline for completion but we will get to it as fast as we can.

I hope this helps,

Mike Shores

---

**From:** Fox, Emily (JUV) <[emily.fox@sfgov.org](mailto:emily.fox@sfgov.org)>  
**Sent:** Monday, February 7, 2022 12:48 PM

**To:** Shores, Michael@BSCC <[michael.shores@bscc.ca.gov](mailto:michael.shores@bscc.ca.gov)>; Coleman, Sharon@BSCC <[Sharon.Coleman@bscc.ca.gov](mailto:Sharon.Coleman@bscc.ca.gov)>; BSCC SB823 Grant <[SB823Grant@bscc.ca.gov](mailto:SB823Grant@bscc.ca.gov)>  
**Subject:** RE: San Francisco's YPFG Budget Modification Submission

Hi Mike,

I'm working on putting the Accept & Expend packet for San Francisco's YPFG together for our Board of Supervisors and was wondering if you had a sense of when the BSCC team might have a chance to review our updated application and budget.

Thanks so much for all your work on this!

Emily

Emily Fox  
Community Partnership & Strategy Coordinator  
Juvenile Probation Department  
City & County of San Francisco  
415.933.0403

---

**From:** Shores, Michael@BSCC <[michael.shores@bscc.ca.gov](mailto:michael.shores@bscc.ca.gov)>  
**Sent:** Thursday, January 20, 2022 8:22 AM  
**To:** Fox, Emily (JUV) <[emily.fox@sfgov.org](mailto:emily.fox@sfgov.org)>; Coleman, Sharon@BSCC <[Sharon.Coleman@bscc.ca.gov](mailto:Sharon.Coleman@bscc.ca.gov)>; BSCC SB823 Grant <[SB823Grant@bscc.ca.gov](mailto:SB823Grant@bscc.ca.gov)>  
**Cc:** Miller, Katherine (JUV) <[katherine.miller@sfgov.org](mailto:katherine.miller@sfgov.org)>; McKee, Maria (JUV) <[maria.mckee@sfgov.org](mailto:maria.mckee@sfgov.org)>; Taylor, Cheryl (JUV) <[cheryl.taylor1@sfgov.org](mailto:cheryl.taylor1@sfgov.org)>; Arcelona, Steve (JUV) <[steve.arcelona@sfgov.org](mailto:steve.arcelona@sfgov.org)>  
**Subject:** RE: San Francisco's YPFG Budget Modification Submission

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Thank you Emily, we will review as soon as possible and get back to you with any questions.

Mike

Michael Shores  
Field Representative – County Facilities Construction Division (CFC)  
BOARD OF STATE AND COMMUNITY CORRECTIONS (BSCC)  
2590 Venture Oaks Way, Suite 200, Sacramento, CA 95833  
Website <http://www.bscc.ca.gov>  
Office: 916-445-5806  
Cell: 916-207-3563

---

**From:** Fox, Emily (JUV) <[emily.fox@sfgov.org](mailto:emily.fox@sfgov.org)>  
**Sent:** Wednesday, January 19, 2022 5:14 PM  
**To:** Shores, Michael@BSCC <[michael.shores@bscc.ca.gov](mailto:michael.shores@bscc.ca.gov)>; Coleman, Sharon@BSCC <[Sharon.Coleman@bscc.ca.gov](mailto:Sharon.Coleman@bscc.ca.gov)>; BSCC SB823 Grant <[SB823Grant@bscc.ca.gov](mailto:SB823Grant@bscc.ca.gov)>  
**Cc:** Miller, Katherine (JUV) <[katherine.miller@sfgov.org](mailto:katherine.miller@sfgov.org)>; McKee, Maria (JUV) <[maria.mckee@sfgov.org](mailto:maria.mckee@sfgov.org)>; Taylor, Cheryl (JUV) <[cheryl.taylor1@sfgov.org](mailto:cheryl.taylor1@sfgov.org)>; Arcelona, Steve (JUV) <[steve.arcelona@sfgov.org](mailto:steve.arcelona@sfgov.org)>  
**Subject:** San Francisco's YPFG Budget Modification Submission

Hi Michael, Sharon, and Ryan,

Thank you so much for your flexibility with us while we made our budget modifications for San Francisco's YPFG. Attached to this email you will find our updated workbook (thanks to Ryan for helping me with formatting issues!) as well as our updated budget table. I did still have some formatting issues in the budget table, so please be sure to click on the cells with narrative text so you can see all of the included information. Please let me know if you have any questions or if there are any edits you'd like us to make.

Best,

Emily

Emily Fox  
Community Partnership & Strategy Coordinator  
Juvenile Probation Department  
City & County of San Francisco  
415.933.0403



- ☒ **Line-Item Change**  
*Check this box if you are modifying narrative details within a line item (or line items) but not changing the budget.*
- ☒ **Budget Modification**  
*Check this box if you are modifying line-item dollar amounts by moving funds from one line-item to another.*

**Important Note: You must provide a detailed justification for all modification requests. All modifications require BSCC approval.**

<b>Grantee:</b>	San Francisco County	<b>Grant Program:</b>	SB 823 YPFG, Part B
<b>Address</b>		<b>Lead Public Agency:</b>	Juvenile Probation Department

<b>Contract #:</b>	XXXX823B	<b>Modification Request #</b>	1
<b>Term:</b>	TO	<b>Effective on Invoice #</b>	3

Line Items	Current Budget	Available Budget	Changes (+/-)	Modified Budget
1. Construction	\$ -	\$ -	\$ -	\$ -
2. Architectural	\$ -	\$ -	\$ -	\$ -
3. Fixed Furnishings/Equip	\$ -	\$ -	\$ -	\$ -
4. Moveable Furnishings/Equip	\$ -	\$ -	\$ 80,000	\$ 80,000
5. Construction Management	\$ -	\$ -	\$ -	\$ -
6. Transportation/Equipment	\$ 35,000	\$ -	\$ (35,000)	\$ -
7. Training Materials/Supplies	\$ 17,000	\$ -	\$ (17,000)	\$ -
8. Programming Materials/Supplies	\$ 9,800	\$ -	\$ 62,771	\$ 72,571
9. One-Time Personnel Costs	\$ 20,600	\$ -	\$ (20,600)	\$ -
10. Other County Costs		\$ -	\$ -	\$ -
0				
<b>TOTAL</b>	\$ 82,400	\$ -	\$ 70,171	\$ 152,571

**JUSTIFICATION FOR MODIFICATION:**

San Francisco requested a deferred spending approval process in order to give our DJJ Realignment Subcommittee the time they needed to identify priorities for DJJ Realignment and the YPFG. Since initiating the deferred spending approval process, the funding available to San Francisco has increased from \$82,400 to \$152,571. The following budget modifications reflect both of these changes.

**Line Item 4:** Increase spending from \$0 to \$80,000. San Francisco County initially considered sending all young people committed to an SYTF out of county. The DJJ Realignment Subcommittee decided against this and instead will invest in moveable furnishings that can easily be transferred to a new space, should San Francisco decide to move our SYTF to a new space in the future. That these furnishings and equipment are moveable is especially important given the local conversation in San Francisco around the future site of our juvenile hall, which also currently serves as our SYTF site. These furnishings include an upgrade to one of our classrooms as well as the redesign of a current classroom into a college lounge. Most, if not all, of the young people in San Francisco who are a part of the DJJ Realignment population are over 18 and many have already completed their high school requirements. The purchase of these moveable furnishings, such as study carrels, couches, rugs, etc. will give our older students a better, more developmentally appropriate space in which to learn and participate in their education. Also included in this line item are purchases to upgrade our outdoor space for recreational use, programming use, and for family visitation. All of these furnishings will be moveable as well, should San Francisco's SYTF move to a new space in the future. These purchases include picnic tables, benches, umbrellas, metal tables for food prep, storage, etc., and assorted outdoor furniture. Finally, San Francisco will invest in improving the experience of long term commitment by investing in new mattresses for the facility.

**Line Item 6:** Decrease in spending from \$35,000 to \$0. Because San Francisco does not currently plan to send any young people committed to an SYTF out of county, we do not have a need for vehicles to do that transport. We have reallocated these dollars to other line items.

**Line Item 7:** Decrease in spending from \$17,000 to \$0. San Francisco will be funding collective training opportunities with JIRBG dollars instead of YPFG dollars and thus do not require these dollars in this line item. We have reallocated these dollars to other line items.

**Line Item 8:** Increase spending from \$9,800 to \$72,571. San Francisco will use YPFG dollars to purchase programming materials and supplies for the expanded programming we are creating as a result of DJJ Realignment. We have increased this line item amount to purchase additional materials and supplies for priority programming identified by the DJJ Realignment Subcommittee. These purchases include Virtual Reality (VR) equipment for our older students, which will allow them to learn from and participate in activities that would otherwise be impossible from inside our facility such as Career & Technical Education (CTE) coursework in the education center. We also seek to invest in garden supplies for our gardening program run by the school district; culinary program equipment and supplies such as a propane grill, pots, pans, and other cooking utensils; sports equipment both for recreational use as well as our Physical Education programming; and supplies for our parenting program, such as toys for toddlers, coloring books, etc. for those young people in our care who are parents and have their children come to visit.

**Line Item 9:** Decrease spending from \$20,600 to \$0. San Francisco no longer anticipates the need to use dollars from YPFG to support staff time for project management or development.

**PERSON PREPARING REPORT**

Emily Fox, Community Partnership & Strategy  
*Name, Title*  
415-933-0403  
*Phone*  
emily.fox@sfgov.org  
*Email*  
1/18/2022

**AUTHORIZED FINANCIAL OFFICER**

I hereby certify that I am the authorized financial officer of the herein named agency. I further certify that I have not violated any of the provisions of Section 1090 of the Government Code in incurring the expenditures reported in this invoice, nor in any other way; that Sections 1090 through 1096 of the Government Code will not be violated in any way in the expenditure of funds pursuant to this invoice; that statement of funds above is true, correct, and in accordance with program provisions in all respects; and that all expenditures submitted after the expiration date of this contract are for the purpose of substantiating obligations legally incurred during the contract period. Furthermore, by submitting this invoice, I acknowledge that it must adhere to all of the requirements in the

*Date*

BSCC Grant Administration Guide, including any updates to the Guide during the term of the grant agreement.

**Cheryl Taylor, Interim Finance Manager**

*Name, Title*

**414-753-4491**

*Phone*

**1/19/2022**

*Date*

☒ **CERTIFIED**

**BSCC USE ONLY**

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

Approved By: \_\_\_\_\_

BSCC Field Representative

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

PROJECT BUDGET NARRATIVE & MODIFICATIONS

Construction

None.

MOD x APPROVAL DATE:

Architectural

None.

MOD x APPROVAL DATE:

Fixed Furnishings/Equipment

None.

MOD x APPROVAL DATE:

Moveable Furnishings/Equipment

None.

**MOD 1 APPROVAL DATE:**

**Classroom Upgrade & College Lounge:** These purchases will support an upgrade to one of our classrooms as well as the redesign of a current classroom into a college lounge. Moveable furnishings include items such as study carrels, couches, rugs, etc.

**Outdoor Furniture:** These purchases will support an upgrade to our outdoor space for recreational use, programming, and family visitation. Moveable furnishings include picnic tables, benches, umbrellas, metal tables for food prep, storage, etc., and assorted outdoor furniture.

Francisco will purchase new mattresses for young people in our facility.

**Mattresses:** San

**Total = \$0 original +**

\$80,000 modification = **\$80,000.00**

**\*All moveable furnishings and equipment will comply with Title 15 & 24 regulations.**

**Project/Construction Management**

None.

**MOD x APPROVAL DATE:****Transportation/Equipment**

~~Should San Francisco determine that there are appropriate placements outside of the City & County, we will need to purchase at least one vehicle for transporting families to the location of their loved one.~~

**MOD 1 APPROVAL DATE:**

~~San Francisco does not currently plan to send any young people committed to a SYTF out of county and so does not have a need for vehicles to do that transport. We have reallocated these dollars to other line items.~~

**Total =**

~~\$35,000 original - \$35,000 modification = **\$0**~~

**Training Materials/Supplies**

~~Should San Francisco decide that keeping young people locally is appropriate, we will need to purchase training curriculum and supplies to adequately prepare staff to work with an older population for longer lengths of stay.~~

**MOD 1 APPROVAL DATE:**

San Francisco will be funding collective training opportunities with JJRBG dollars instead of YPFG dollars at a much higher rate and thus do not require these dollars in this line item. <b>Total = \$17,000 original - \$17,000 modification = \$0</b>
<b>Programing Materials/Supplies</b>
<del>Should San Francisco decide that keeping young people locally is appropriate, we will need to ensure that we can bring in programming for young people that is—age and developmentally appropriate.</del>
<b>MOD 1 APPROVAL DATE:</b>
<b>Virtual Reality (VR) Equipment:</b> Purchase additional VR equipment and infrastructure for our older students which will allow them to learn from and participate in activities that would otherwise be impossible from inside our facility such as Career & Technical Education (CTE) coursework in the education center. <b>Garden Supplies:</b> Purchase gardening supplies for our outdoor gardening program run by the school district, including tools, plants, materials for raised beds and planter boxes, etc. <b>Program Equipment and Supplies:</b> Purchase equipment and supplies for our culinary program, located in our outdoor space including a propane grill, pots, pans, and other cooking utensil. Purchase sports equipment for both recreational use as well as our Physical Education programming. <b>Supplies:</b> Purchase supplies for our parenting program, including toys for toddlers, coloring books, etc. for those young people in our care who are parents and receive visits from their children. \$62,771.00 modification = <b>\$72,571.00</b> and supplies purchases will comply with Title 15 & 24 regulations.
<b>Culinary</b> <b>Sports Equipment:</b> <b>Parenting Programming</b> <b>Total = \$9,800.00 original +</b> <b>*All programming equipment</b>
<b>One-Time Personnel Costs</b>
<del>It will be integral that all of our community and justice partners are also prepared to work with this population closer to home. We will need planning, project—development, and training support for all partners working with this population.</del>
<b>MOD 1 APPROVAL DATE:</b>
San Francisco no longer anticipates the need to use dollars from YPFG to support staff time for project management or development. <b>Total = \$20,600 original - \$20,600 modification = \$0</b>
<b>Other</b>
None.
<b>MOD x APPROVAL DATE:</b>

MOD x APPROVAL DATE:

**From:** [BSCC SB823 Grant](#)  
**To:** [Fox, Emily \(JUV\)](#); [BSCC SB823 Grant](#); [Miller, Katherine \(JUV\)](#); [Cowan, Sheryl \(JUV\)](#); [Taylor, Cheryl \(JUV\)](#); [McKee, Maria \(JUV\)](#)  
**Subject:** San Francisco's YPFG Application - Part B  
**Date:** Friday, June 11, 2021 10:39:07 AM  
**Attachments:** [SB 823 Appendix E.docx](#)

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Good morning,

Yesterday, the BSCC Board unanimously passed the agenda item which approved conditional funding for your grant application. **Congratulations** on your new grant with the BSCC.

**Please let us know as soon as possible whether you will be accepting your conditional grant.**

BSCC received three applications for Part A and 37 applications for Part B. As the RFA made up to \$5 million available to fund up to five Part A projects and a total of three applications were received, an additional \$2 million is now available to Part B applicants. The below table shows the updated grant funds available to Part B applicants. **Part B applicants: please submit an updated budget table and narrative (if necessary) if interested in applying for the additional grant funds.**

**We will provide additional notice if funding availability should further change due to applicants relinquishing their award.**

	Small Counties	Medium Counties	Large Counties
Juvenile Population Threshold	Population < 25,000	Population 25,001-95,000	Population 95,001+
Total Number of Counties	17	14	6
Total Amount to Category	\$2,448,000	\$1,836,000	\$1,836,000
Total Percent to Category	40%	30%	30%
Funding Amount Per County Applicant	<b>\$144,000</b>	<b>\$131,143</b>	<b>\$306,000</b>

I'd like to provide some next steps/updates on upcoming activities for the SB 823 YPFG grant:

- The contract documents (Standard Agreement) should be coming your way soon. These will be emailed (with instructions for submittal) to the individual listed as the

Authorized Officer on the grant application with a cc to all other individuals listed on the Applicant Information Form.

- If you have not submitted a Resolution from your Governing Board, we will need this document in order to fully execute your contract/Standard Agreement. Please note: the language provided in Appendix E of the Request for Application (attached for your convenience) must include, at a minimum:
    - Language that delegates authority to the individual/position authorized to execute the grant agreement including any amendments or provide sufficient documentation indicating that the signer has been vested with plenary authority to execute grant agreements (e.g., a City Council or County Board of Supervisors delegating such authority to an Agency head);
    - A non-supplantation declaration; and
    - Agreement to abide by all terms and conditions of the contract/Standard Agreement.
  - The BSCC will be providing a mandatory virtual **Grantee Orientation** soon. More information including dates/times will be forthcoming.
  - Please note: although your application has been recommended for funding and awarded by the Board, staff will be reviewing your budget section carefully to ensure all proposed costs listed within the budget narrative are actually allowable and eligible for reimbursement with SB 823 funds. In addition, any single item purchase more than \$3,500 will need pre-approval by BSCC before the actual item(s) is procured (even if it is in your original budget). We will work with projects on any issues that may arise. Regardless of any narrative updates that may need to be addressed, we will be using the figures provided in your application budget table as your starting budget for the reimbursement invoices and the total amount requested for your contract/Standard Agreement. Please reference the July 2020 BSCC Grant Administration Guide for general guidance for items that may require pre-approval: <https://www.bscc.ca.gov/wp-content/uploads/BSCC-Grant-Admin-Guide-July-2020-Final.pdf>
  - For counties that have completed SB81 facilities and Bonds have already been sold, any spending of grant funds within your SB81 funded projects related to additions, betterments, extensions or improvements, will require prior approval from your Facilities Standards & Operations (FSO) assigned Field Representative to ensure T15/T24 compliance and consent from the State Public Works Board (SPWB), CDCR, and BSCC. Please refer to Section 11 of your Facility Sublease agreement for additional information.
  - In addition, if counties are entering into any new arrangements/agreements for the use of SB81 facilities, prior approval by SPWB will be required.
- It is our pleasure to serve as the BSCC representatives for this grant program. Staff at the BSCC are currently teleworking so we ask for your patience during this contracting period. If you have any questions or think we can be of assistance, please do not hesitate to contact me or John Prince.

Again, congratulations on your award and we look forward to working with you.

*John Prince*

*Ryan Okimura*

John Prince, Deputy Director <a href="mailto:SB823Grant@bscc.ca.gov">SB823Grant@bscc.ca.gov</a>	Ryan Okimura, Staff Services Manager <a href="mailto:SB823Grant@bscc.ca.gov">SB823Grant@bscc.ca.gov</a>
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<a href="mailto:John.Prince@bscc.ca.gov">John.Prince@bscc.ca.gov</a>	<a href="mailto:Ryan.Okimura@bscc.ca.gov">Ryan.Okimura@bscc.ca.gov</a>
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**Ryan Okimura**, Manager  
BOARD OF STATE AND COMMUNITY CORRECTIONS  
2590 Venture Oaks Way, Sacramento, CA 95833  
phone 916.327.3967 | cell 916.207.7713  
email [ryan.okimura@bscc.ca.gov](mailto:ryan.okimura@bscc.ca.gov)  
**LEADERSHIP ★ EXCELLENCE ★ SUPPORT**

**From:** [BSCC SB823 Grant](#)  
**To:** [BSCC SB823 Grant](#); [Fox, Emily \(JUV\)](#); [Miller, Katherine \(JUV\)](#); [Cowan, Sheryl \(JUV\)](#); [Taylor, Cheryl \(JUV\)](#); [McKee, Maria \(JUV\)](#)  
**Subject:** RE: San Francisco's YPFG Application - Part B  
**Date:** Tuesday, June 29, 2021 4:13:01 PM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Good afternoon,

There was a recent Part A relinquishment, so an additional \$1 million in grant funds are now available to Part B applicants. Small Counties are now awarded \$167,529 each, Medium Counties \$152,571, and Large Counties \$356,000. The updated budget process will be explained at the grantee orientation next week.

	Small Counties	Medium Counties	Large Counties
Juvenile Population Threshold	Population < 25,000	Population 25,001- 95,000	Population 95,001+
Total Number of Counties	17	14	6
Total Amount to Category	\$2,848,000	\$2,136,000	\$2,136,000
Original Funding Amount Per County Applicant	\$47,086	\$82,400	\$154,500
Updated Funding Amount Per County Applicant as of 6.10.2021	\$144,000	\$131,143	\$306,000
Updated Funding Amount Per County Applicant as of 6.29.2021	<b>\$167,529</b>	<b>\$152,571</b>	<b>\$356,000</b>

Thank you,

**Ryan Okimura**, Manager  
BOARD OF STATE AND COMMUNITY CORRECTIONS  
2590 Venture Oaks Way, Sacramento, CA 95833  
phone 916.327.3967 | cell 916.207.7713  
email [ryan.okimura@bscc.ca.gov](mailto:ryan.okimura@bscc.ca.gov)  
LEADERSHIP ★ EXCELLENCE ★ SUPPORT

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**From:** BSCC SB823 Grant <[SB823Grant@bscc.ca.gov](mailto:SB823Grant@bscc.ca.gov)>  
**Sent:** Monday, June 28, 2021 4:39 PM  
**To:** BSCC SB823 Grant <[SB823Grant@bscc.ca.gov](mailto:SB823Grant@bscc.ca.gov)>; Fox, Emily (JUV) <[emily.fox@sfgov.org](mailto:emily.fox@sfgov.org)>; Miller, Katherine (JUV) <[katherine.miller@sfgov.org](mailto:katherine.miller@sfgov.org)>; Cowan, Sheryl (JUV) <[sheryl.cowan@sfgov.org](mailto:sheryl.cowan@sfgov.org)>; Taylor, Cheryl (JUV) <[cheryl.taylor1@sfgov.org](mailto:cheryl.taylor1@sfgov.org)>; McKee, Maria (JUV) <[maria.mckee@sfgov.org](mailto:maria.mckee@sfgov.org)>  
**Subject:** RE: San Francisco's YPFG Application - Part B

Good afternoon,

Please see attached agenda for information regarding the upcoming Grantee Orientation.

Let me know if you have any questions.

Thank you,

**Ryan Okimura**, Manager  
BOARD OF STATE AND COMMUNITY CORRECTIONS  
2590 Venture Oaks Way, Sacramento, CA 95833  
phone 916.327.3967 | cell 916.207.7713  
email [ryan.okimura@bscc.ca.gov](mailto:ryan.okimura@bscc.ca.gov)  
LEADERSHIP ★ EXCELLENCE ★ SUPPORT

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**From:** BSCC SB823 Grant <[SB823Grant@bscc.ca.gov](mailto:SB823Grant@bscc.ca.gov)>  
**Sent:** Friday, June 11, 2021 10:39 AM  
**To:** Fox, Emily (JUV) <[emily.fox@sfgov.org](mailto:emily.fox@sfgov.org)>; BSCC SB823 Grant <[SB823Grant@bscc.ca.gov](mailto:SB823Grant@bscc.ca.gov)>; Miller, Katherine (JUV) <[katherine.miller@sfgov.org](mailto:katherine.miller@sfgov.org)>; Cowan, Sheryl (JUV) <[sheryl.cowan@sfgov.org](mailto:sheryl.cowan@sfgov.org)>; Taylor, Cheryl (JUV) <[cheryl.taylor1@sfgov.org](mailto:cheryl.taylor1@sfgov.org)>; McKee, Maria (JUV) <[maria.mckee@sfgov.org](mailto:maria.mckee@sfgov.org)>

**Subject:** San Francisco's YPFG Application - Part B

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- In addition, if counties are entering into any new arrangements/agreements for the use of SB81 facilities, prior approval by SPWB will be required.

It is our pleasure to serve as the BSCC representatives for this grant program. Staff at the BSCC are currently teleworking so we ask for your patience during this contracting period. If you have any questions or think we can be of assistance, please do not hesitate to contact me or John Prince.

Again, congratulations on your award and we look forward to working with you.

## *John Prince*

John Prince, Deputy Director  
[SB823Grant@bscc.ca.gov](mailto:SB823Grant@bscc.ca.gov)  
[John.Prince@bscc.ca.gov](mailto:John.Prince@bscc.ca.gov)

## *Ryan Okimura*

Ryan Okimura, Staff Services Manager  
[SB823Grant@bscc.ca.gov](mailto:SB823Grant@bscc.ca.gov)  
[Ryan.Okimura@bscc.ca.gov](mailto:Ryan.Okimura@bscc.ca.gov)

**Ryan Okimura**, Manager  
BOARD OF STATE AND COMMUNITY CORRECTIONS  
2590 Venture Oaks Way, Sacramento, CA 95833  
phone 916.327.3967 | cell 916.207.7713  
email [ryan.okimura@bscc.ca.gov](mailto:ryan.okimura@bscc.ca.gov)  
**LEADERSHIP ★ EXCELLENCE ★ SUPPORT**



**City and County of San Francisco  
Juvenile Probation Department**

**Katherine Weinstein Miller**  
Chief Probation Officer

375 Woodside Avenue  
San Francisco, CA 94127  
(415) 753-7800

May 5, 2022

Angela Calvillo,  
Clerk of the Board  
Board of Supervisors  
1 Dr. Carlton B. Goodlett Place, Room 244  
San Francisco, CA 94102

Dear Ms. Calvillo:

Attached please find an original single-sided and two single-sided, black and white copies of the proposed Resolution for the Board of Supervisors approval, which will authorize the San Francisco Juvenile Probation Department to accept and expend a Youth Programs and Facilities Grant (YPFG) in the amount of \$152,571 from the California Board of State and Community Corrections (BSCC) to support San Francisco's infrastructure and improvements to programs, services, and facilities serving youth who are realigned to counties as a result of the closure of the Division of Juvenile Justice for the period of June 10, 2021 – June 1, 2024.

The following is a list of accompanying documents for your review:

- ✓ Proposed resolution
- ✓ Grant information form, including disability checklist
- ✓ BSCC Youth Program Facilities Grant RFA
- ✓ SF YPFG narrative proposal
- ✓ SF YPFG original budget proposal
- ✓ BSCC grant approval communication dated 6.11.21
- ✓ BSCC communication dated 6.29.21 indicating additional funds available
- ✓ SF YPFG budget modification to increase grant amount submission
- ✓ BSCC budget modification approval communication dated 3.22.22
- ✓ SB-823-Grant-Agreement-Template

The following person(s) may be contacted regarding this matter:

• Verónica Martínez  
Director of Finance,  
[veronica.martinez@sfgov.org](mailto:veronica.martinez@sfgov.org)  
415-680-8451

• Emily Fox  
Community Partnership & Strategy  
Coordinator  
[emily.fox@sfgov.org](mailto:emily.fox@sfgov.org)  
415.933.0403

Respectfully,

A handwritten signature in black ink, appearing to read "KAM", followed by a long horizontal flourish.

Katherine Weinstein Miller  
Chief Juvenile Probation Officer  
[katherine.miller@sfgov.org](mailto:katherine.miller@sfgov.org)  
415-753-7556



President, Board of Supervisors  
District 10

City and County of San  
Francisco

**SHAMANN WALTON**

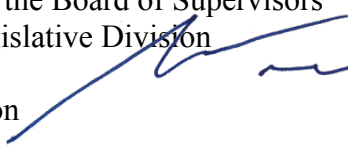
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**MEMORANDUM**

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DATE: June 7, 2022

TO: Angela Calvillo, Clerk of the Board of Supervisors  
Board of Supervisors Legislative Division

FROM: President Shamann Walton 

CC: Chair Dean Preston, Government Audit & Oversight  
Anne Pearson, Deputy City Attorney  
Tom Paulino, Mayor's Office  
City Administrator's Office

SUBJECT: **Transferring Items from B&F to GAO**

---

Dear Madam Clerk and Legislative Division Staff,

I am hereby granting the request to transfer the following matters from the Budget & Finance Committee to the Government Audit & Oversight Committee due to the impacted schedule of the Budget & Finance Committee:

- 220544 [Agreement - LAZ Parking California, LLC - Parking Meter Coin and Parking Data Collection Services - Not to Exceed \$50,798,833]
- 220554 [Real Property Lease Amendment - Evans Investment Partners, LLC - 750 and 752 Vallejo Street - \$120,792 Annual Base Rent - Estimated \$267,382 Tenant Improvement Cost]
- 220599 [Contract Amendment - Professional Contractor Supply (PCS) - Purchase of Hardware Supplies - \$11,500,000]
- 220600 [Contract - Lystek International Limited - Class A Biosolids Management Services - Not to Exceed \$22,400,000]
- 220601 [Contract - Kemira Water Solutions - Ferric Ferrous Chloride - Not to Exceed \$26,000,000]
- 220602 [Contract - TR International Trading Company - Ferric Ferrous Chloride - Not to Exceed \$28,000,000]
- 220603 [Contract - Univar Solutions USA Inc. - Sodium Hypochlorite - Not to Exceed \$74,000,000]
- 220604 [Contract - Univar Solutions USA Inc. - Sodium Bisulfite - Not to Exceed \$19,000,000]
- 220608 [Multifamily Housing Revenue Bonds - 700-730 Stanyan Street - Not to Exceed \$130,000,000]
- 220645 [Accept and Expend Grant - California Arts Council - Design and Planning for Harvey Milk Plaza - \$1,500,000]
- 220646 [Multifamily Housing Revenue Bonds - Sunnydale HOPE SF Block 3A - Not to

Exceed \$74,000,000]

- 220647 [Multifamily Housing Revenue Bonds - Building E Balboa Reservoir - 11 Frida Kahlo Way - Not to Exceed \$102,000,000]