



**Board of State and Community Corrections**  
600 Bercut Drive, Sacramento, CA 95811  
916.445.5073 PHONE  
916.327.3317 FAX  
[bscc.ca.gov](http://bscc.ca.gov)

GOVERNOR **Edmund G. Brown Jr.**  
CHAIR **Linda Penner**  
EXECUTIVE DIRECTOR **Kathleen T. Howard**

October 11, 2013

**To:** PROJECT DIRECTORS AND FISCAL OFFICERS

**From:** DARYLE McDANIEL, Field Representative  
Corrections Planning and Programs Division  
Board of State and Community Corrections

**Subject:** CALIFORNIA YOUTHFUL OFFENDER REENTRY PROGRAM, FISCAL YEAR  
(FY) 2013/2014, REQUEST FOR APPLICATION

The Board of State and Community Corrections (BSCC) is pleased to release the FY 2013/14 Edward Byrne Memorial Justice Assistant Grant (JAG) Program, California Youthful Offender Reentry (Cal YOR) Program, Request for Application (RFA).

On September 25, 2013, the Board agreed to fund the Cal YOR Program for one year. The California Office of Emergency Services (Cal OES) transferred oversight of three (3) of the Cal YOR projects with depleted funds to the BSCC on October 1, 2013. The remaining six (6) Cal YOR projects will remain with Cal OES until they deplete their funding or until December 30, 2013.

All Cal YOR projects must submit a Request for Application (RFA) to the BSCC for processing and funding within the timeframe set forth in the RFA. The six (6) projects with an existing JAG funded project with Cal OES will have their actual funding held in abeyance until they have depleted that funding. Upon the verification of the deletion of the projects funds, the projects will become eligible for funding through BSCC.

A link to the Application packet is also available on our website at: [www.bscc.ca.gov/programs-and-services/cpp/services](http://www.bscc.ca.gov/programs-and-services/cpp/services). Click the Edward Byrne Memorial Justice Assistance Grant Program dropdown accordion and scroll down to 2013-14 Request for Applications, Cal YOR Program.

In order to be considered for funding, an Application packet must be received by the BSCC no later than close of business on Friday, December 6, 2013. Applications should be mailed to: Board of State and Community Corrections, 600 Bercut Drive, Sacramento, CA, 95811, Attention: Cal YOR Program, Corrections Planning and Programs Division.

If you have any questions concerning this RFA, the application process, or programmatic issues please contact Daryle McDaniel, Field Representative by telephone at (916) 341-7392 or by email at [Daryle.Mcdaniel@BSCC.ca.gov](mailto:Daryle.Mcdaniel@BSCC.ca.gov).

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## CONTACT INFORMATION

This Request for Application (RFA) provides the information necessary to prepare an application for the Board of State and Community Corrections (BSCC) grant funds for the Cal YOR Program.

Questions concerning this RFA, the application process, or programmatic issues should be submitted by telephone, fax, or email to:

Daryle McDaniel, Field Representative  
Corrections Planning and Programs Division  
Phone Number: 341-7392  
Fax Number: (916) 327-3317  
Email: [Daryle.McDaniel@bscc.ca.gov](mailto:Daryle.McDaniel@bscc.ca.gov)

## APPLICATION DUE DATE

One original and one copy of the application must be **received**, by the BSCC's Corrections Planning and Programs Division by **5:00 pm, December 6, 2013, at:**

Board of State and Community Corrections  
Corrections Planning and Programs Division  
600 Bercut Drive  
Sacramento, CA 95811  
Attn: Cal YOR Program, Corrections Planning and Programs Division

## PROJECT DESCRIPTION

The purpose of the Cal YOR Program is to provide a collaborative and comprehensive approach for successful community reintegration through the provision of wrap-around services to youthful offenders, aged 16 to 23 years, who are returning from a period of confinement or out of home placement. Program services will be complementary to, and consistent with, the long-term objective of providing a continuum of state and local responses to juvenile delinquency that enhance public safety and improve outcomes, thereby reducing recidivism.

## BACKGROUND INFORMATION

The Cal YOR Program is intended to support the local infrastructure that provides comprehensive reentry services for youthful offenders. For the purposes of this Program, the term "youthful offender" shall be used to describe an individual who was convicted of a crime, and entered the juvenile justice system prior to adulthood, which is defined in the State of California as when an individual attains 18 years of age. Youthful Offenders aged 16 to 23 years, within 72 hours upon release from custody and control of the California Department of Corrections and Rehabilitation (CDCR) or a county shall be eligible to participate in this Program.

Program services are to be complementary to, and consistent with, the long-term objective of providing a continuum of state and local responses to juvenile delinquency that enhance public safety and improve outcomes, thereby reducing recidivism.

The services provided to these youthful offenders must include the following:

1. Integrated education and job training services and activities on an equally divided basis, with 50 percent of participants' time spent in classroom-based instruction, counseling, and leadership development instruction, and 50 percent of participants' time spent in experimental job training.
  - a. The education component described shall include basic skills instruction, secondary education services, and other activities designed to lead to the attainment of a high school diploma or its equivalent. The curriculum for this component shall include math, language arts, vocational education, life skills training, social studies related to the cultural and community history of the participants, and leadership skills.
  - b. Bilingual services shall be available for individuals with limited English proficiency, and an English learning curriculum shall be provided where feasible and appropriate.
  - c. A program shall have a goal of a minimum teacher-to-student ratio of one teacher for every 18 students.
2. Assistance in attaining postsecondary education and in obtaining financial aid shall be made available to participants prior to graduation from the program.
3. Counseling services designed to assist participants in positively participating in society, including all of the following, as necessary:
  - a. Outreach, assessment and orientation.
  - b. Individual and peer counseling.
  - c. Life skills training.
  - d. Drug and alcohol abuse treatment services.
  - e. Drug and alcohol abuse education and prevention.
  - f. Referral to appropriate drug rehabilitation, medical, mental health, legal, housing, and other community services and resources. A program shall have a goal of a minimum counselor-to-participant ratio of one counselor for every 28 participants.
4. Leadership development training that provides participants with meaningful opportunities to develop leadership skills, including decision making, problem solving, and negotiating.

## GRANT REQUIREMENTS

### GRANT PERIOD/FUNDING

The grant period for the projects listed below is October 1, 2013 through September 30, 2014. Funds must be expended or encumbered by the end of the 12-month grant period. There is no guarantee of continued funding beyond the initial grant period.

#### FY 2013/2014 Cal YOR Allocation Chart

Able-Disabled Advocacy, Inc.	\$106,500
Metro United Urban Ministries	\$106,500
Paving the Way Foundation	\$91,057

The grant period for the projects listed below is January 1, 2014 through September 30, 2014. Funds must be expended or encumbered by the end of the 9-month grant period. There is no guarantee of continued funding beyond the initial grant period.

### FY 2013/2014 Cal YOR Allocation Chart

Fresno County Economic Opportunities Commission	\$74,763
Homeboy Industries	\$74,763
Breakout Prison Outreach/CA. Youth Outreach	\$74,763
San Jose Conservation Corps & Charter School	\$74,763
LA CAUSA, Inc. (LA Communities Advocating for Unity Social Justice and Action)	\$74,763
WestCare California, Inc. TREES Program	\$74,763

### ELIGIBILITY

Eligible Applicants: Only the community-based/nonprofit organizations (501(c)(3)) previously funded under Cal EMA's California Youthful Offender Reentry (Cal YOR) Program are eligible to submit an application for Fiscal Year (FY) 2013/2014 funds to the Board of State and Community Corrections. The Applicant must be able to demonstrate: a) experience in working with the target population, and b) ability to collaborate with related public and private service provider organizations, including but not limited to, parole and probation services.

Eligible Service Population: Youthful Offenders, aged 16 to 23 years, returning to the community after a period of confinement or out-of-home placement are the target population for the California Youthful Offender Reentry (Cal YOR) Program. Projects receiving BSCC grant funding must serve a population comprised of both youthful parolees and youthful probationers under the jurisdiction of the county or local juvenile court system.

Eligible Projects: Cal YOR projects are to be innovative, collaborative and comprehensive. Projects must seek to improve youthful offenders' successful return and reintegration into the community either as a new parolee or probationer.

Projects are expected to continue their currently funded innovative programs that provide youthful offenders with educational activities, including basic skills instruction and assistance in attaining postsecondary education, job training, counseling services, housing assistance, leadership development and substance abuse treatment for youthful offenders to promote successful community reintegration.

A project or an approach is considered innovative if it demonstrates a combination of proven elements or components; or if it is an expansion or extension of an evidence-based program or model. Applicants are required to identify and define the evidence-based or promising model or approach their program incorporates or is based upon, and cite the research studies indicating the program's or intervention's effectiveness.

### GRANT EXPENDITURES

Grant funds can be used to supplement existing funds dedicated to the project, but may not replace (supplant) funds that have been appropriated for the same purpose. For information on eligible and ineligible costs refer to BSCC's Grant Administration and Audit Guide: <http://www.bscc.ca.gov/resources>

## REPORTING REQUIREMENTS

### **Federal Funding Accountability and Transparency Act**

The intent of the Federal Funding Accountability and Transparency Act (FFATA) is to empower every American with the ability to hold the government accountable for each spending decision; the end result is to reduce wasteful spending in the government. The FFATA legislation requires information on federal awards (federal financial assistance and expenditures) be made available to the public via a single, searchable website: [www.USASpending.gov](http://www.USASpending.gov).

The FFATA Subaward Reporting System (FSRS) is the reporting tool Federal prime awardees (i.e. prime contractors and prime grants recipients) use to capture and report subaward and executive compensation data regarding their first-tier subawards to meet the FFATA reporting requirements. Prime contract awardees will report against sub-contracts awarded and prime grant awardees will report against subgrants awarded. The subaward information entered in FSRS will then be displayed on [www.USASpending.gov](http://www.USASpending.gov) associated with the prime award furthering Federal spending transparency.

Funding used to support the 2013 Cal YOR Program grant activities may trigger the FFATA reporting requirement. We will contact your agency to obtain the necessary information for the FSRS once funding is awarded.

### **Quarterly Progress Reports**

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

Progress Report due dates are as follows:

Report #	Progress Reporting Period	Due Date
1	October 1, 2013 through December 31, 2013	January 15, 2014
2	January 1, 2014 through March 31, 2014	April 15, 2014
3	April 1, 2014 through June 30, 2014	July 15, 2014
4	July 1, 2014 through September 30, 2014	October 15, 2014

### **Quarterly Financial Invoices**

Disbursement of grant funds occurs on a reimbursement basis for costs incurred during a reporting period. The State Controller's Office will issue the warrant (check) to the individual designated on the application form as the Financial Officer for the grant. Grantees must submit invoices online to the BSCC on a quarterly basis, no later than 45 days following the end of each quarter. Grantees must maintain adequate supporting documentation for all costs claimed on invoices. BSCC reserves the right to require a financial audit any time between the execution of the grant agreement and 60 days after the end of the grant period. In addition, BSCC staff will conduct on-site monitoring visits that will include a review of documentation maintained as substantiation for project expenditures.

Invoice due dates are as follows:

Invoice #	Financial Reporting Period	Due Date
1	October 1, 2013 through December 31, 2013	February 17, 2014
2	January 1, 2014 through March 31, 2014	May 15, 2014
3	April 1, 2014 through June 30, 2014	August 15, 2014
4	July 1, 2014 through September 30, 2014	November 17, 2014

## PREPARING THE APPLICATION

The Applicant must submit **one original and one copy** of the application and the 'Original Copy' must be marked. The copy of the application must be assembled separately and fastened in the upper left corner. Do not bind the application. Any costs incurred to develop and submit the application is entirely the responsibility of the Applicant and shall not be charged to the State of California.

## APPLICATION INSTRUCTIONS

- A. **Applicant:** Provide the applicant agency/organization name and its Executive Officer, Director, Chief or Judge. Provide the Federal Employer ID number and the project title. Provide the required information for the designated Project Director whom has project oversight responsibilities.
- B. **Project Summary:** Provide a brief description (3-4 sentences) of the applicant's proposal for using the grant funds requested. Note: This information may be posted to the BSCC's website for informational purposes.
- C. **Funds Requested:** Provide the amount of grant funds requested. Refer to the funding chart on page 4.
- D. **Applicant Project Director:** Provide the required information for the individual with whom BSCC staff would work on a daily basis during the grant period.
- E. **Designated Financial Officer:** Provide the required information for the individual who would approve invoices before the agency/organization submits them to the BSCC and be responsible for the overall fiscal management of the grant. Reimbursement checks are mailed to the Designated Financial Officer.
- F. **Applicant's Agreement:** The person authorized by the Governing Board to sign for the agency/organization must read the assurances in this section, then sign and date the application in **blue ink**.



**APPLICANT INFORMATION**

<b>A. APPLICANT</b>			
NAME OF APPLICANT AGENCY/ORGANIZATION		FEDERAL EMPLOYER ID NUMBER	
NAME OF EXECUTIVE DIRECTOR/OFFICER/CHIEF/JUDGE		PROJECT TITLE	
NAME AND TITLE OF PROJECT DIRECTOR		TELEPHONE NUMBER	
STREET ADDRESS		FAX NUMBER	
CITY	STATE	ZIP CODE	E-MAIL ADDRESS
<b>B. PROJECT SUMMARY (3 TO 4 SENTENCES)</b>		<b>C. FUNDS REQUESTED</b>	
<b>D. APPLICANT PROJECT DIRECTOR</b>			
NAME AND TITLE		TELEPHONE NUMBER	
STREET ADDRESS		FAX NUMBER	
CITY	STATE	ZIP CODE	E-MAIL ADDRESS
<b>E. DESIGNATED FINANCIAL OFFICER</b>			
NAME AND TITLE		TELEPHONE NUMBER	
STREET ADDRESS		FAX NUMBER	
CITY	STATE	ZIP CODE	E-MAIL ADDRESS
<b>F. APPLICANT'S AGREEMENT</b>			
By signing this application, the applicant assures that the grantee will abide by the laws, policies and procedures governing this funding.			
NAME AND TITLE OF AUTHORIZED OFFICER (PERSON WITH LEGAL AUTHORITY TO SIGN)			
APPLICANT'S ORIGINAL SIGNATURE (blue ink)			DATE

**Sections I - III** below must be in Arial 12 point font, double spaced with 1 inch margins all the way around, and cannot total more than 12 pages in length. These 12 pages do not include the “Applicant Information” above, the “Proposed Budget” sections below, or any attachments.

## **SECTION I: Project Narrative**

The project narrative is the main body of information describing the problem to be addressed, the plan to address the identified problem through appropriate and achievable objectives, activities, and goals, as well as the ability of the Applicant to implement the plan.

### 1. Problem Statement

The Problem Statement should include the reason(s) youthful offenders, aged 16 to 23 years; currently reentering the community are a problem in your region and/or jurisdiction. Also include the desired effect your project will have in your region and/or jurisdiction as a result of this funding opportunity. Be sure to use relevant state and local data for support and include a brief description of the geographic location served.

### 2. Plan

Applicants must submit a plan that includes, but is not limited to, the following:

- a. Describe the overall plan for implementing and administering the Cal YOR Program. Refer to the Background Information section on pages 1 and 2 for the list of activities that must be implemented under the Cal YOR Program. Applicants are required to:
  - Identify and define the evidence-based or promising model or approach their program incorporates, or is based upon, and cite the research studies indicating the program’s intervention effectiveness.
  - Include a discussion of the intermediate sanctions to be used for violations of the program and/or technical parole or probation violations.
  - Define what constitutes successful program completion.
  - Define what would constitute grounds for terminating program participation.
- b. Describe required elements for plan development (objectives outcome goals, activities or timelines).

### **Mandatory Objectives/Outcome Goals:**

**Objective 1:** Develop youthful offender’s cognitive, behavioral, social, vocational, and other skills to assist these individuals in becoming useful, productive members of society, thereby reducing recidivism.

**Activities:** Describe in detail how the screening and assessment process will be developed and monitored in coordination with the California Department of Corrections and Rehabilitation (CDCR) and your local county entities (i.e., probation or local juvenile court system), keeping in mind that you must serve a population comprised of youthful parolees youthful probationers; how and what services will be provided to youthful offenders; the average cost per offender, per day for the program; and the number of days services are provided per offender.

**Outcome Goals:** Provide the total number of youthful offenders' parolees who were successfully enrolled in the program; provide the total number of youthful offenders who were probationers who were successfully enrolled in the program; how it was determined what services were needed for each and the total cost per day, per offender for needed services.

**Objective 2:** Assist youthful offenders and the community through the reentry process through their enrollment in training programs, and receipt of rehabilitation services.

**Activities:** Describe how these services will be provided. Include the coordination between the CDCR and your local county entities (i.e., probation or local juvenile court system), and other social services such as mental health and rehabilitation programs (i.e., education, job training, halfway houses, self-help, and peer group programs). Specifically describe the existing or proposed substance abuse testing policy and how testing will be administered to participants (i.e., urinalysis, blood, toxicological screening). Discuss the methodology of tracking participants for drug testing; also discuss how sanctions are imposed in the event of participant violation, positive testing or program noncompliance. As an Appendix to your application, include a copy of the drug policy administered by your program.

**Outcome Goals:** For those youthful offenders that are enrolled in the program, discuss the anticipated number that will remain arrest-free, drug-free and gang-free during the program. Provide the frequency of drug testing administered in the program. For those youthful offenders that successfully complete the program, discuss the number that remained arrest-free, drug-free and gang-free for one year following their release from the program. Provide the frequency of drug testing, if any, after being released from the program.

- c. Describe how the project will collect and report data relative to the aforementioned objectives/outcome goals and the activities accompanied with each objective.
- d. Describe staff personnel/job titles that will have Cal YOR Program responsibilities. Include duties, name, position title, and qualifications or certifications.

### 3 Capabilities

The Capabilities section of the project narrative demonstrates the ability of the Applicant to implement the plan. This section should include:

- a. Operational Agreements (OAs) with both the CDCR and local county entities (i.e., probation or local juvenile court system) are required for the Cal YOR Program.

These OAs must:

- Detail out how youthful offenders, aged 16 to 23 years, within 72 hours upon release from custody and control of the CDCR or a county, shall be identified and released to Applicant to participate in this Program. Remember that priority for enrollment shall be given to eligible youths that are gang affiliated, or who have an immediate family member who has been identified as gang affiliated.
- Detail the joint involvement in developing an individualized plan for each youthful offender.

- b. OAs with other service providers and community partners, such as the Department of Alcohol and Drug Programs, Department of Social Services, Department of Health and Human Services, Mental Health and County Drug and Alcohol Program Administrators are **strongly encouraged**.

## **SECTION II: Organizational Chart**

Please provide a diagram that shows the structure of your organization, the project components, project staff and other participating agencies. Clearly highlight grant-funded positions, **listing the percentage of time funded by the grant**. Titles for individuals should match those in the budget.

## **SECTION III: Project Contact Information**

Please complete the Project Contact Information Sheet. This document contains Applicant contact information for agency personnel working on the grant and must be completed in its entirety.

## **SECTION IV: Project Budget**

Applicants are required to develop a *line item* budget which will enable the project to meet the intent and requirements of the program and ensure the successful and cost effective continuation of the project. The applicant should prepare a realistic and prudent budget avoiding unnecessary or unusual expenditures which detract from the accomplishment of the original objectives and activities of the project.

Please provide a detailed Project Budget (including specific line item detail) that includes presumed and projected expenses related to Salaries and Benefits, Services and Supplies, Professional Services, CBO Contracts, Fixed Assets/Equipment and any Other grant-related costs. In addition, please provide a Budget Narrative and Duty List outlining the duties and project staff and the role that each staff has in the effort.

Project costs must be directly related to the objectives and activities of the project. The budget must cover the entire grant period.

All funds shall be used consistent with the requirements of the Grant Administration and Audit Guide January 2011: <http://www.bscc.ca.gov/resources>

## PROJECT BUDGET

**BUDGET CATEGORY:** Complete the budget category table below. Indicate the total amount of grant funds for each budget category. While recognizing that projects may use different line items in the budget process, the categories listed below are the ones that the funded project will use when invoicing the BSCC for reimbursement of expenditures. Grant funds should support direct services and minimize administrative costs. **Report amounts in whole dollars only.**

BUDGET CATEGORY	GRANT FUNDS
1. Salaries and Benefits	
2. Services and Supplies	
3. Professional Services	
4. CBO Contracts	
5. Indirect Costs ( <i>not allowable with JAG funds</i> )	-0-
6. Fixed Assets/Equipment	
7. Other	
<b>TOTAL</b>	

**LINE ITEM DETAIL:** Provide a narrative detail in each category below to sufficiently explain how the grant funds will be used based on the requested funds in the above table. In the “Other” category, funds should be budgeted for travel purposes for one mandatory grantee briefing meeting (*to be held in Sacramento, date TBA*) as well as other travel.

- SALARIES AND BENEFITS:** (e.g., number of staff and percentage of time, classification/ title, hourly rates of all project staff and benefits).
- SERVICES AND SUPPLIES:** (e.g., office supplies, training costs; itemize the services/ supplies).
- PROFESSIONAL SERVICES:** (e.g., contract with an expert consultant)
- COMMUNITY-BASED ORGANIZATIONS (CBO) CONTRACT:** (e.g., provide name of CBO, itemize nature of services that will be received. Show hours and billing rates of all CBO staff.)

5. **INDIRECT COSTS:** (Use of JAG funds for indirect costs is not allowable)

N/A

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

7. **OTHER:** (e.g., travel expenses)