



# Evidence-Based Practices (EBP) Training Project

**REQUEST FOR APPLICATIONS:  
APPLICATION PACKET  
Released November 14, 2014**

**Eligible Applicants: California Probation  
Departments**

**Applications due by 5:00 p.m., January 21, 2015**

*In addition to the grant application, this Request for Applications (RFA) packet includes important information about funding provisions, grant eligibility, and application submission requirements.*



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## CONTACT INFORMATION

This Request for Applications (RFA) provides the information necessary to prepare an application to the Board of State and Community Corrections (BSCC) for grant funds available through the Evidence-Based Practices (EBP) Training Project.

The BSCC staff cannot assist the applicant with the actual preparation of the application, but any questions concerning the RFA, the application process, or programmatic issues may be submitted in writing, by phone, fax, or email to:

Colleen Stoner, Field Representative  
Corrections Planning and Programs Division  
Phone Number: (916) 324-9385  
Fax Number: (916) 327-3317  
Email: [Colleen.Stoner@bscc.ca.gov](mailto:Colleen.Stoner@bscc.ca.gov)

## APPLICATION DUE DATE

One original and ten copies of the application must be **received** (not just postmarked) by the BSCC's Corrections Planning and Programs Division by **5:00 p.m., January 21, 2015, at:**

Board of State and Community Corrections  
Corrections Planning and Programs Division  
600 Bercut Drive  
Sacramento, CA 95811  
Attn: Colleen Stoner, Field Representative

**Applications received after 5:00 p.m. on the due date will be deemed ineligible for funding.**

## BACKGROUND INFORMATION

The BSCC is the Designated State Administrative Agency for the following three federal juvenile justice funding sources: Title II Formula Grant Program and the Juvenile Accountability Block Grant Program (JABG). The State Advisory Committee on Juvenile Justice and Delinquency Prevention (SACJJDP) aligned these programs to support California's Title II Three-Year plan. The plan outlines three priority areas: Reducing Racial and Ethnic Disparity (R.E.D.); EBP; and strategies to support positive outcomes for youth, their families, and communities. The legislative mandates associated with the BSCC also direct the Board to support statewide efforts in implementing evidence-based practices.

To support the Three-Year plan, the SACJJDP approved \$250,000 in discretionary JABG funds (CDFR 16.523) to further develop the EBP priority area. On April 22, 2014, the SACJJDP recommended that the BSCC board authorize an Executive Steering Committee (ESC) to oversee the development of an RFA to identify probation departments that are prepared to receive training that will assist them in implementing or expanding the use of evidence-based practices within their local juvenile justice communities. On May 8, 2014, the BSCC board approved the recommendation of the SACJJDP and authorized staff to assemble an ESC for this project. On August 20, 2014 the JABG ESC convened to begin the development of the program design, evaluation process, and criteria that will be used to select the applications. This RFA is a result of those efforts.

## PROJECT DESCRIPTION

As previously described, funding for the EBP Training Project is to be used to support probation departments that are prepared to receive training that will assist them in implementing or expanding the use of evidence-based practices within their local juvenile justice communities. Specifically, this project is intended help fund training for probation staff and their juvenile justice partners (i.e. child welfare, behavioral health, mental health, judiciary, education, public health, social services, nonprofit community based organizations, law enforcement, the faith community, etc.) and/or community stakeholders to increase skills, competency, and proficiency in implementing effective correctional practices that promote rehabilitation and are known to reduce recidivism.

Given the funding amounts available and the limited scope of the project, it is the intent of the BSCC to create a simplified application process and minimize the oversight and reporting requirements of the grantees selected through this competitive process.

### **Eligibility**

Juvenile justice communities in all 58 counties in California are eligible to apply. Probation departments must be identified as the lead agency in submitting an application for this project. Probation departments are also eligible to apply jointly or as a region. If a joint or regional application is submitted, one probation department must be identified as the primary applicant and will be responsible for the oversight of the grant. Probation departments may submit one joint/regional application or one individual application per county.

While the intent is to receive a wide range of applications representing California's diverse probation departments, only the most meritorious applications will be funded. Counties that have already begun the implementation of evidence-based practices but have continued training needs to help them expand or improve upon those efforts, as well as counties that are just beginning to implement EBP and need initial training, are encouraged to apply.

### **Grant Period**

Successful applicants will be funded for a 14 month cycle beginning on May 1, 2015 and ending on June 30, 2016.

### **Funding Amount**

A total of approximately \$250,000 in federal JABG funding is available statewide. Probation departments will be allowed to request up to a maximum of:

- \$5,000 for a small-sized county;
- \$10,000 for a medium-sized county; and
- \$20,000 for a large-sized county.

*See Appendix A for County Population Index.*

Joint or regional applications representing multiple jurisdictions may request up to the combined amount of the county sizes included in the application. For example, if a county consortium comprised of 3 small, 2 medium, and 1 large county applied for funding, a grant request of up to \$55,000 could be submitted (i.e., \$15,000 + \$20,000 + \$20,000, respectively) . Probation departments applying for funding should request only the amount of funds needed to support their application and not base the request on the maximum allowable. A 10 percent cash match

of the funds awarded to the primary recipient is required and will be the responsibility of the primary applicant.

## **PROJECT GOAL AND DESIGN**

The goal of the EBP Training Project is to reduce recidivism of youthful offenders by providing a comprehensive and flexible funding source that supports probation departments in receiving training and technical assistance to aid them in implementing or expanding the use of evidence-based practices within their local juvenile justice communities. While probation will be the lead agency in the implementation of the training requested and the main recipient of the services, the success of this project will lie in the collaboration and partnership of the key stakeholders within each juvenile justice community. Toward this end, the ESC has placed high expectations that through this project the courts and probation departments, along with other important juvenile justice and community stakeholders, will come together to participate in the training requested.

It is anticipated applicants seeking funding through the EBP Training Project will be at varied stages of advancement related to implementing evidence-based practices. Depending upon the training or re-training needs of each probation department and their juvenile justice partners selected through this competitive process, funding could be directed at, but not limited to, training on any of the following EBP related topics:

- Assessment Tools;
- Case Planning and Management;
- Cognitive-Behavioral Interventions;
- Continuous Quality Improvement;
- Gender Specific Care;
- Juvenile Brain Development;
- Organizational Development;
- Program Evaluation; and
- Trauma Informed Care.

### **Evidence-Based Practices**

Applicants seeking funding through this grant process will be required to demonstrate that the training requested is directly linked to the implementation of evidence-based practices. The following information is offered to assist applicants in understanding the BSCC's broad view of evidence-based practices.

The concept of evidence-based practices was developed outside of criminal justice and is commonly used in other applied fields such as medicine, nursing, and social work. In criminal justice, this term marks a significant shift by emphasizing measurable outcomes and ensuring services and resources are actually effective in promoting rehabilitation and reducing recidivism. The BSCC is committed to supporting this focus on better outcomes for the entire juvenile and criminal justice systems and for those involved in it. On a basic level, evidence-based practices include the following elements:

1. Evidence the intervention is likely to work (i.e., produce a desired benefit);
2. Evidence the intervention is being carried out as intended; and
3. Evidence allowing an evaluation of whether the intervention worked.

Evidence-based practices involves using research-based and scientific studies to identify interventions that reliably produce significant reductions in recidivism, when correctly applied to offender populations through the use of the following four principles of effective intervention:

- A. Risk Principle – focuses attention on the crucial question of WHO is being served and calls for targeting higher risk offenders.
- B. Need Principle – requires that priority be given to addressing criminogenic risk/need factors with a clear focus on WHAT programs are delivered.
- C. Treatment Principle – conveys the importance of using behavioral treatment approaches to achieve the best possible outcomes and requires attention to the question of HOW programs are delivered.
- D. Fidelity Principle – draws attention to HOW WELL programs are delivered and reiterates the necessity that programs be implemented as designed.

Successful implementation of evidence-based practices also includes:

- organizational development to create and sustain a culture accepting of best practices and evidence-based approaches;
- a commitment to initial and ongoing professional development and training;
- use of validated risk/needs assessment tools;
- data collection and analysis;
- use of programs known to produce positive criminal justice outcomes;
- quality assurance activities to ensure program fidelity;
- performance management to improve programs and policies;
- a “systems change approach” to develop collaborations so tasks, functions and sub-units work effectively together and not at cross-purposes; and
- a focus on sustainability.

In discussions of evidence-based practices in criminal justice, it is common to distinguish between *programs* and *strategies*.

*Programs* are designed to change the behavior of individuals in the criminal justice system and are measured by individual level outcomes. Programs aiming to reduce substance use and antisocial behavior, for example, include Cognitive Behavioral Therapy, Behavioral Programs, Social Skills Training, and Family Crisis Counseling.

*Strategies* may include programs to change individual behavior; however, this term is often used to describe a general intervention approach that supports community level policy objectives. For example, while case management is applied to improve the overall effectiveness and efficiency of social service and criminal justice agencies, pretrial assessment is designed to enable informed decisions about which arrested defendants can be released pretrial without putting public safety at risk. *Strategies* can also refer to the strategic application of effective practices that are correlated with a reduction in recidivism such as the use of assessment tools, quality assurance protocols, and delivery of interventions by qualified and trained staff.

## **Additional Evidence-based Practices Resources:**

Blueprints for Violence Prevention –

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

Bureau of Justice Assistance – Justice Reinvestment Initiative (JRI) -

[https://www.bja.gov/ProgramDetails.aspx?Program\\_ID=92](https://www.bja.gov/ProgramDetails.aspx?Program_ID=92)

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>

Helping America's Youth –

<http://www.findyouthinfo.gov/>

Justice Research and Statistic Association –

<http://www.jrsa.org/>

National Criminal Justice Association –

<http://www.ncja.org/>

National Institute of Corrections, EBP in the Criminal Justice System: An Annotated Bibliography –

<http://nicic.gov/Library/026917>

National Institute of Justice, New Tool for Law Enforcement Executives –

<http://nij.gov/five-things/>

National Reentry Resource Center (NRRC) –

<http://www.nationalreentryresourcecenter.org/>

Office of Juvenile Justice and Delinquency Prevention Model Program Guide -

<http://www.ojjdp.gov/mpg/>

Peabody Research Institute, Vanderbilt University, Director Mark Lipsey -

<http://peabody.vanderbilt.edu/research/pri/publications.php>

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 (SAMHSA) National Registry of Evidence Based Programs and Practices –  
<http://www.nrepp.samhsa.gov/>

University of Cincinnati, Effective Programs/Curricula Recommendations –  
[http://www.bscc.ca.gov/downloads/Univ\\_of\\_Cincinnati\\_Curricula\\_Recommendations\\_Oct\\_2011.pdf](http://www.bscc.ca.gov/downloads/Univ_of_Cincinnati_Curricula_Recommendations_Oct_2011.pdf)

Washington State Institute for Public Policy –  
<http://www.wsipp.wa.gov/rptfiles/07-06-1201.pdf>

Board of State and Community Corrections –  
<http://www.bscc.ca.gov/board/evidence-based-practices>

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

Find Youth Information –  
<http://www.findyouthinfo.gov/>

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>

Association for the Advancement of Evidence-Based Practice “Implementing Proven Programs for Juvenile Offenders: Assessing States’ Progress.” A report prepared by Peter Greenwood, Ph.D., 2011. –  
<http://www.advancingebp.org/wp-content/uploads/2012/01/AEBP-assessment.pdf>

### **Reducing Racial and Ethnic Disparity (R.E.D.) Training Opportunity for Award Recipients**

The BSCC is committed to working with state and local agencies to reduce the overrepresentation of youth of color who come into contact with the juvenile justice system (at all points, from arrest through confinement) relative to their numbers in the general population. In support this effort, the BSCC will invite the EBP Training Project award recipients to attend a one-day regional R.E.D. training for project directors and other interested staff which will be provided during the program year. The regional R.E.D. courses will be provided at no cost to attendees and address issues relevant to participants who have received previous R.E.D. training as well as those attending training for the first time. Award recipients will be contacted with details about the R.E.D. training dates and locations after the start of the EBP Training Project. Additional information about R.E.D. can be found at [http://www.bscc.ca.gov/s\\_cppgrantfundedprograms.php](http://www.bscc.ca.gov/s_cppgrantfundedprograms.php) or applicants may contact the R.E.D. Coordinator, Shalinee Hunter, by telephone at (916) 322-8081 or by email at [shalinee.hunter@bscc.ca.gov](mailto:shalinee.hunter@bscc.ca.gov).

## GRANT REQUIREMENTS

### Board Resolution

Applicants must submit a Resolution from their governing board (Board of Supervisors) addressing specific requirements (see Attachment B for a sample Resolution). Applicants are strongly encouraged to submit the Resolution with their application. The resolution must be on file with the BSCC prior to a finalized grant award agreement being executed.

### Match Requirements

As previously mentioned and per federal statute, all JABG applicants must provide a cash match of 10 percent of the total project costs. Matching funds may be either state or local dollars. Federal funds are not an allowable match source for this grant. The primary applicant submitting a joint or regional application on behalf of two or more other probation departments will be responsible for the match amount.

### Eligible 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 additional information related to this topic, refer to the Grant Administration and Audit Guide - BSCC, Federal Juvenile Justice Grants at [http://www.bscc.ca.gov/s\\_cppresources](http://www.bscc.ca.gov/s_cppresources).

### Reporting Requirements

#### Data Collection

Given the limited scope of this grant, the BSCC does not want to overburden the grantees with unnecessary reporting requirements; however, specific federal outcome measures are required during the term of the funding period. Grantees will need to be prepared to collect and provide specific process and outcome measures. See Appendix C for a Sample Progress Report and data requirements for funding recipients.

#### Progress Reports

As indicated above, as part of the grant administration, grantees must submit quarterly progress reports to the BSCC. The reports are due within 45 days following the end of each three-month period (quarterly) during the grant. Should project activities be completed prior to the end of the grant, grantees will be release from further reporting requirements.

Reporting Period/Quarter	Report Due Dates
April through June 2015 / Qtr 1	August 15, 2015
July through September 2015 / Qtr 2	November 15, 2015
October through December 2015 / Qtr 3	February 15, 2016
January through March 2016 / Qtr 4	May 15, 2016
April through June 2016 / Qtr 5	August 15, 2016

#### Quarterly 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 (see Reporting Period/Quarter above for due dates). Should project activities be completed prior to the end of the grant, grantees will be release from further invoicing requirements.

Grantees must maintain adequate supporting documentation for all costs claimed on invoices. In addition, BSCC staff will conduct on-site monitoring visits that will include a review of documentation maintained as substantiation for project expenditures.

### Audit

The grantee must submit an audit of expenditures (either grant-specific or as part of a city/county single audit) within 120 days of the end of the grant period. Reasonable and necessary extensions to the due date may be granted, if requested. In addition, the 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.

## THE APPLICATION PROCESS AND EVALUATION RATING FACTORS

Application Sections I, V, VI, are to be completed by submitting the required information in the tables and fields provided within the application.

Application Sections II, III and IV are to be completed in a narrative format and may not exceed a total of 3 pages, double spaced. All narrative sections must be single-sided pages, in Times New Roman 12 point font, on plain white 8½" X 11" paper. The top, bottom, and side page margins must be at least one inch. Each narrative section must be identified with the section title (e.g., Program Need and Description, Collaboration etc.).

The Applicant must submit **one original and ten copies** of the application and the 'Original Copy' must be marked as such. Copies of the application must be assembled separately and individually fastened in the upper left corner with a binder clip. All applications are to be three-hole punched, and all copies packaged together with rubber banding. Do not bind applications. No staples are to be used. Any costs incurred to develop and submit the application are entirely the responsibility of the Applicant and shall not be charged to the State of California.

### Technical Review

The BSCC staff will conduct a technical review of each application to determine if it meets all technical compliance requirements prior to being forwarded to the ESC for consideration. The BSCC staffs' review will include verifying the following:

- Applicant is a California probation department;
- Application meets all format requirements;
- Application contains all required sections, attachments and signatures; and
- Minimum required local match amount is satisfied (10%).

It is the BSCC's intent to avoid having otherwise worthy applications eliminated from consideration due to relatively minor and easily corrected errors/omissions. Applicants will therefore will be given an opportunity to respond to deficiencies identified during the technical review process, which will take place between Thursday, January 22, 2015 and Thursday January 29, 2015. Applicants will be notified on January 30, 2015 of any changes that are required and all non-substantive technical changes must be completed and submitted by 5:00 p.m. on February 2, 2015. **During this timeframe it is highly recommended that the applicant's designated "Contact Person" be available to discuss and correct any deficiencies.** Proposals that fail to meet all technical requirements by 5:00 p.m. on February 2, 2015 will be excluded from further consideration for funding.

## **Merit Review**

The rating committee will review and rate each application that is found to meet all technical requirements. The rating factors that will be used, and the maximum rating points allocated to each factor are shown below. Each rating factor will be evaluated regarding the extent to which it is adequately addressed in the application. Following this rating process, the rating committee will forward funding recommendations to the SACJJDP and the BSCC Board which will act on the recommendations. It is currently anticipated that the SACJJDP will review this matter on March 18, 2015 and the BSCC Board will act on their recommendation at their meeting on April 9, 2015. **Applicants are not to contact members of the rating committee, SACJJDP, or the BSCC Board about their applications.**

<b>APPLICATION EVALUATION RATING FACTORS</b>	
<b>EVALUATION FACTOR</b>	<b>MAXIMUM POINTS</b>
Project Need and Description	325
How the Training Requested Supports Evidence Based Practices	325
Collaboration	150
Proposed Budget	100
Timeline	100
<b>TOTAL POINTS</b>	<b>1,000</b>

<b>SUMMARY OF KEY DATES</b>	
<b>ACTIVITY</b>	<b>TENTATIVE TIMELINE</b>
Release Request for Applications (RFA)	November 14, 2014
Grant application due to the BSCC by 5:00 p.m.	January 21, 2015
Non-substantive technical changes by Applicants due by 5:00 p.m.	February 2, 2015
Application evaluation completed by ESC Committee	March 5, 2015
SACJJDP recommends grant awards	March 18, 2015
BSCC Board awards grant	April 9, 2015
New Grants Begin	May 1, 2015

**SECTION I: APPLICANT INFORMATION**  
**EVIDENCE-BASED PRACTICES (EBP) TRAINING PROJECT**  
**2015/16**

**A. COUNTY PROBATION DEPARTMENT IMPLEMENTING THE GRANT**

NAME OF DEPARTMENT		FEDERAL EMPLOYER IDENTIFICATION NUMBER	TELEPHONE NUMBER
STREET ADDRESS		CITY	STATE ZIP CODE
MAILING ADDRESS		CITY	STATE ZIP CODE
COUNTY SIZE (check one): <input type="checkbox"/> SMALL <input type="checkbox"/> MEDUIM <input type="checkbox"/> LARGE			
TYPE OF SUBMISSION (check one) : <input type="checkbox"/> INDIVIDUAL APPLICATION <input type="checkbox"/> JOINT/REGIONAL APPLICATION			

**B. SUMMARY OF TRAINING REQUESTED (brief 3 or 4 sentences describing the project)**

**C. TOTAL GRANT AMOUNT REQUESTED**

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**D. APPLICANT PROJECT FINANCIAL OFFICER**

NAME AND TITLE		TELEPHONE NUMBER	
STREET ADDRESS		FAX NUMBER	
CITY	STATE	ZIP CODE	E-MAIL ADDRESS

**E. APPLICANT DAY-TO-DAY CONTACT PERSON RESPONSIBLE FOR GRANT OVERSIGHT**

NAME AND TITLE	TELEPHONE NUMBER
EMAIL ADDRESS	

**F. APPLICANT'S AGREEMENT**

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 PERSON AUTHORIZED TO SIGN AGREEMENT	
E-MAIL ADDRESS	TELEPHONE NUMBER
APPLICANT'S SIGNATURE	DATE

## NARRATIVE SECTIONS

Note: Sections II, III, and IV are to be completed in a narrative format (see instructions on page 8). Rating factors will be evaluated regarding the extent to which an application adequately addresses the topics listed under the section titles below. If a sub-element doesn't apply, the Applicant should say so and state the reason. Omission or lack of clarity for any section is likely to result in a reduction of allowable points.

### SECTION II: PROJECT NEED AND DESCRIPTION (325 points)

Provide a description of the following:

- Need for the training project in serving juvenile offenders
- How the training project serves as an intervention to the need
- Training design [description of training(s) requested, credentials of the provider, steps, procedures, resources, and services that will be delivered]

### SECTION III: HOW THE TRAINING PROJECT SUPPORTS EVIDENCE-BASED PRACTICES (325 points)

Provide a description of the following:

- Department's system-wide plan currently in place for implementing evidence-based practices within the department and local jurisdiction
- The nexus between the progress made to date in implementing the system-wide plan of evidence-based practices and the need for the training requested
- How the need for the training requested relates to promoting rehabilitation and reducing recidivism through evidence-based practices
- Research demonstrating that the requested training is grounded in evidence-based practices

### SECTION IV: COLLABORATION (150 points)

Provide a description of the following:

- List and number of local and/or regional collaborators who will participate in the training requested (probation staff, juvenile court judge, district attorney, public defender, CBO, additional juvenile justice community stakeholders as well as other county probation departments).

### SECTION V: PROPOSED BUDGET (100 points)

A. TOTAL GRANT AMOUNT REQUESTED:

B. TYPE OF APPLICATION (Check one):

- Individual Application     Joint/Regional Application

For Joint / Regional Applications Only: In the table below, please list the participating probation departments and designate the size of each department (see Attachment A for County Population Index).

Participating Probation Departments (For Joint or Regional Applications Only)	Small	Medium	Large
	Check One		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

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

The federal formula for calculating the match is:

*Award Amount divided by 0.9%; multiplied by 10%*

**Example:** For an award amount of 20,000, match would be calculated as follows:

$\$20,000 / 0.9 \text{ percent} = \$22,222$  (Total Project Cost)

$10 \text{ percent} \times \$22,222 = \$2,222$  match

All funds shall be used consistent with the requirements of the Grant Administration and Audit Guide - BSCC, Federal Juvenile Justice Grants at:

[http://www.bscc.ca.gov/s\\_cppresources](http://www.bscc.ca.gov/s_cppresources).

Proposed Budget Line Items	Grant Funds	Cash Match	Total
1. Services and Supplies			
2. Professional Services			
3. CBO Contracts			
4. Administrative Costs (may not exceed 5% of grant award)			
5. Other			
<b>TOTAL</b>			

**D. BUDGET LINE ITEM DETAILS:** Provide narrative detail in each category below to sufficiently explain how the grant and local cash match funds will be used based on the requested funds in the above table. Use the fields provided to submit your responses. Match funds may be expended in any line item, and are to be identified as to their respective dollar amounts and source of the match. The 'other' category funds should be budgeted for travel purposes.

**1. SERVICES AND SUPPLIES: (e.g., office supplies related to training costs)**

**2. PROFESSIONAL SERVICES: (e.g., consultative services - include name of consultants or providers, hours/days of training, and number of participants to be served)**

**3. COMMUNITY-BASED ORGANIZATIONS: (e.g., detail of services - provide name of CBO, hours/days of training, and number of participants to be served)**

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

**5. OTHER (e.g., travel expenses)**

**SECTION VI: PROPOSED TIMELINE**  
(100 points)

Provide a timeline for the major activities to be accomplished and obstacles to be cleared in order to complete the project (e.g., contracting with an expert provider, conducting training sessions, etc.).

Activity	Timeframe
█	█
█	█
█	█
█	█
█	█
█	█
█	█
█	█
█	█

**APPENDIX A**  
**COUNTY POPULATION INDEX**  
 SOURCE: CA DEPARTMENT OF FINANCE, POPULATION ESTIMATES, JANUARY 2014

<b>Large Counties (700,001+)</b>	
Alameda	1,573,254
Contra Costa	1,087,008
Fresno	964,040
Kern	873,092
Los Angeles	10,041,797
Orange	3,113,991
Riverside	2,279,967
Sacramento	1,454,406
San Bernardino	2,085,669
San Diego	3,194,362
San Francisco	836,620
San Joaquin	710,731
San Mateo	745,193
Santa Clara	1,868,558
Ventura	842,967

<b>Medium Counties (200,001-700,000)</b>	
Butte	222,316
Marin	255,846
Merced	264,922
Monterey	425,756
Placer	366,115
San Luis Obispo	272,357
Santa Barbara	433,398
Santa Cruz	271,595
Solano	424,233
Sonoma	490,486
Stanislaus	526,042
Tulare	459,446
Yolo	206,381

<b>Small Counties (&lt;200,000)</b>	
Alpine	1,079
Amador	36,151
Calaveras	44,650
Colusa	21,660
Del Norte	28,131
El Dorado	181,058
Glenn	28,353
Humboldt	134,648
Imperial	180,672
Inyo	18,590
Kings	150,181
Lake	64,699
Lassen	32,581
Madera	153,897
Mariposa	18,467
Mendocino	89,029
Modoc	9,197
Mono	14,143
Napa	139,255
Nevada	97,225
Plumas	19,140
San Benito	57,517

<b>Small Counties (cont.)</b>	
Shasta	179,412
Sierra	3,089
Siskiyou	45,231
Sutter	95,733
Tehama	63,717
Trinity	13,389
Tuolumne	53,604
Yuba	73,682

**APPENDIX B**  
**SAMPLE RESOLUTION OF THE GOVERNING BOARD**

**Each grantee must submit a resolution from their Governing Board that includes, at a minimum, the assurances outlined in the sample below. Applicants are highly encouraged to submit the resolution with their application.** The resolution must be on file with the BSCC prior to receiving a finalized grant award agreement and a fully executed contract.

WHEREAS the *(insert county probation department)* desires to participate in the Evidence-Based Practices Training Project supported by federal Juvenile Accountability Block Grant funding and administered by the Board of State and Community Corrections (hereafter referred to as BSCC).

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

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

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

Passed, approved, and adopted by the Governing Board of *(name of 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 C**  
**EVIDENCE-BASED PRACTICES TRAINING PROJECT**  
**BOARD OF STATE AND COMMUNITY CORRECTIONS**  
**2015/2016 QUARTERLY PROGRESS REPORT**

**SECTION 1**  
**PROJECT INFORMATION**

<b>Grantee:</b> [REDACTED]	<b>Grant Award Number:</b> [REDACTED] (This is your current contract number)
<b>Implementing Agency:</b> [REDACTED]	<b>Date Report Submitted:</b> [REDACTED]
<b>Prepared By:</b> [REDACTED] <b>Title:</b> [REDACTED]	<b>Phone:</b> ( [REDACTED] ) [REDACTED] - [REDACTED] <b>Email:</b> [REDACTED]
<b>Day-to-Day Contact:</b> [REDACTED] <b>Title:</b> [REDACTED]	<b>Phone:</b> ( [REDACTED] ) [REDACTED] - [REDACTED] <b>Email:</b> [REDACTED]

Reporting Quarters				
<input type="checkbox"/> Qtr 1 April-June 2015	<input type="checkbox"/> Qtr 2 July – September 2015	<input type="checkbox"/> Qtr 3 October – December 2015	<input type="checkbox"/> Qtr 4 January – March 2016	<input type="checkbox"/> Qtr 5 April – June 2016

**SECTION II**  
**FEDERAL REPORTING REQUIREMENTS**

Below are output and outcome measures that are required by the federal funding source, OJJDP, for this grant. Should your project be unable to provide the data requested, an explanation must be provided for all zero reported data fields.

<b>Program Purpose Area: 6 Training Law Enforcement/Court Personnel</b>	
<b><u>Output Measure #149</u></b>	
Number and percent of law enforcement staff trained in preventions or controlling juvenile crime	
A. Number of law enforcement staff trained (include P.D. staff):	[REDACTED]
B. Number of law enforcement staff:	[REDACTED]
C. Percent (A/B):	[REDACTED]

Explain all zero reported data fields: [REDACTED]

<b>Program Purpose Area: 6 Training Law Enforcement/Court Personnel</b>	
<b><u>Output Measure #150</u></b>	
Number and percent of court personnel trained in preventing or controlling juvenile crime	
A. Number of court personnel trained:	[REDACTED]
B. Number of court personnel staff:	[REDACTED]
C. Percent (A/B):	[REDACTED]

Explain all zero reported data fields: [REDACTED]

**APPENDIX C**  
**EVIDENCE-BASED PRACTICES TRAINING PROJECT**  
**BOARD OF STATE AND COMMUNITY CORRECTIONS**  
**2015/2016 QUARTERLY PROGRESS REPORT**

**Program Purpose Area: 6 Training Law Enforcement/Court Personnel**  
**Output Measure #157**

Number of people trained during the reporting period

A. Number of people trained:

Explain all zero reported data fields:

**Program Purpose Area: 6 Training Law Enforcement/Court Personnel**  
**Outcome Measure #159**

Percent of people exhibiting increase knowledge of the program area during the reporting period

A. Number of people exhibiting an increase in knowledge post-training:

B. Number of people trained during the reporting period:

C. Percent of people trained who exhibited increase knowledge (A/B):

Explain all zero reported data fields:

**SECTION III**  
**TRAINING INFORMATION**

<b>Name of Training:</b>			
<b>Provider:</b>			
<b>Date(s) of Training:</b>			
<b>Total Number of Participants:</b>			
<b>Type of Participants:</b>	<b>Attended</b>	<b>Number of Attendees</b>	<b>If Joint/Regional, Project List Counties Participating in Training</b>
PO Line Staff	<input type="checkbox"/>		
PO Managers	<input type="checkbox"/>		
PO Supervisors	<input type="checkbox"/>		
PO Chief	<input type="checkbox"/>		
Judges	<input type="checkbox"/>		
District Attorney	<input type="checkbox"/>		
Sheriff/Police	<input type="checkbox"/>		
SBO Non Faith Based	<input type="checkbox"/>		
CBO Faith Based	<input type="checkbox"/>		
School Personnel	<input type="checkbox"/>		
Other Treatment Providers	<input type="checkbox"/>		
Other Stakeholders	<input type="checkbox"/>		

How will the above training be used to promote evidence-based practices aimed promoting rehabilitation and reducing recidivism?

**APPENDIX C**  
**EVIDENCE-BASED PRACTICES TRAINING PROJECT**  
**BOARD OF STATE AND COMMUNITY CORRECTIONS**  
**2015/2016 QUARTERLY PROGRESS REPORT**

<b>Name of Training:</b>			
<b>Provider:</b>			
<b>Date(s) of Training:</b>			
<b>Total Number of Participants:</b>			
<b>Type of Participants:</b>	<b>Attended</b>	<b>Number of Attendees</b>	<b>If Joint/Regional Project, List Counties Participating in Training</b>
PO Line Staff	<input type="checkbox"/>		
PO Managers	<input type="checkbox"/>		
PO Supervisors	<input type="checkbox"/>		
PO Chief	<input type="checkbox"/>		
Judges	<input type="checkbox"/>		
District Attorney	<input type="checkbox"/>		
Sheriff/Police	<input type="checkbox"/>		
SBO Non Faith Based	<input type="checkbox"/>		
CBO Faith Based	<input type="checkbox"/>		
School Personnel	<input type="checkbox"/>		
Other Treatment Providers	<input type="checkbox"/>		
Other Stakeholders	<input type="checkbox"/>		

How will the above training be used to promote evidence-based practices aimed at promoting rehabilitation and reducing recidivism?

<b>Name of Training:</b>			
<b>Provider:</b>			
<b>Date(s) of Training:</b>			
<b>Total Number of Participants:</b>			
<b>Type of Participants:</b>	<b>Attended</b>	<b>Number of Attendees</b>	<b>If Joint/Regional Project, List Counties Participating in Training</b>
PO Line Staff	<input type="checkbox"/>		
PO Managers	<input type="checkbox"/>		
PO Supervisors	<input type="checkbox"/>		
PO Chief	<input type="checkbox"/>		
Judges	<input type="checkbox"/>		
District Attorney	<input type="checkbox"/>		
Sheriff/Police	<input type="checkbox"/>		
SBO Non Faith Based	<input type="checkbox"/>		
CBO Faith Based	<input type="checkbox"/>		
School Personnel	<input type="checkbox"/>		
Other Treatment Providers	<input type="checkbox"/>		
Other Stakeholders	<input type="checkbox"/>		

How will the above training be used to promote evidence-based practices aimed at promoting rehabilitation and reducing recidivism?

Please submit additional pages of Section III as needed for any additional trainings conducted during the reporting period.

*Submit either an electronic or hard copy to Field Representative, Colleen Stoner at [Colleen.Stoner@bscc.ca.gov](mailto:Colleen.Stoner@bscc.ca.gov) or:  
 Board of State and Community Corrections, 600 Bercut Drive, Sacramento, CA 95811*

For BSCC Use Only: Field Representative Reviewing Report:  Date Reviewed:  Comments: