



**SENATE BILL 81, ROUND TWO  
LOCAL YOUTHFUL OFFENDER  
REHABILITATIVE FACILITY  
CONSTRUCTION FUNDING PROGRAM  
PROPOSAL FORM**

*This document is not to be reformatted.*

**SECTION 1: PROJECT INFORMATION**

A. APPLICANT INFORMATION AND PROPOSAL				
COUNTY NAME		STATE AND BUDGET REQUESTED		
SMALL COUNTY (200,000 OR UNDER GENERAL COUNTY POPULATION) <input type="checkbox"/>	MEDIUM COUNTY (200,000 + GENERAL COUNTY POPULATION) <input type="checkbox"/>	LARGE COUNTY (700,001 + GENERAL COUNTY POPULATION) <input type="checkbox"/>		
TYPE OF PROPOSAL – PROGRAM SPACE, BEDS OR BEDS AND PROGRAM SPACE PROPOSAL PLEASE CHECK ALL THAT APPLY (CHECK ONLY):				
PROGRAM SPACE <input type="checkbox"/>		BEDS AND PROGRAM SPACE <input type="checkbox"/>		
B: BRIEF PROJECT DESCRIPTION				
FACILITY NAME				
PROJECT DESCRIPTION				
STREET ADDRESS				
CITY		STATE	ZIP CODE	
C. SCOPE OF WORK – INDICATE FACILITY TYPE <u>AND</u> CHECK ALL BOXES THAT APPLY.				
FACILITY TYPE DESCRIPTION (camp, hall, special purpose hall, etc...)	<input type="checkbox"/> NEW STAND-ALONE FACILITY	<input type="checkbox"/> RENOVATION/ REMODELING	<input type="checkbox"/> CONSTRUCTING BEDS OR OTHER SPACE AT EXISTING FACILITY	
D. BEDS CONSTRUCTED – Provide the number of BSCC-rated beds and non-rated special use beds that will be subject to construction as a result of the project, <u>whether remodel/renovation or new construction.</u>				
	A. MINIMUM SECURITY BEDS	B. MEDIUM SECURITY BEDS	C. MAXIMUM SECURITY BEDS	D. SPECIAL USE BEDS
Number of beds constructed				
TOTAL BEDS (A+B+C+D)				

<b>E. APPLICANT'S AGREEMENT</b>			
By signing this application, the authorized person assures that: a) the County will abide by the laws, regulations, policies, and procedures governing this financing program; and, b) certifies that the information contained in this proposal form, budget, narrative, and attachments is true and correct to the best of his/her knowledge.			
<b>PERSON AUTHORIZED TO SIGN AGREEMENT</b>			
NAME	TITLE		
AUTHORIZED PERSON'S SIGNATURE			DATE
<b>F. DESIGNATED COUNTY CONSTRUCTION ADMINISTRATOR</b>			
This person shall be responsible to oversee construction and administer the state/county agreements. (Must be county staff, not a consultant or contractor, and must be identified in the Board of Supervisors' resolution.)			
<b>COUNTY CONSTRUCTION ADMINISTRATOR</b>			
NAME	TITLE		
DEPARTMENT			TELEPHONE NUMBER
STREET ADDRESS			
CITY	STATE	ZIP CODE	E-MAIL ADDRESS
<b>G. DESIGNATED PROJECT FINANCIAL OFFICER</b>			
This person is responsible for all financial and accounting project related activities. (Must be county staff, not a consultant or contractor, and must be identified in the Board of Supervisors' resolution.)			
<b>PROJECT FINANCIAL OFFICER</b>			
NAME	TITLE		
DEPARTMENT			TELEPHONE NUMBER
STREET ADDRESS			
CITY	STATE	ZIP CODE	E-MAIL ADDRESS
<b>H. DESIGNATED PROJECT CONTACT PERSON</b>			
This person is responsible for project coordination and day-to-day liaison work with the BSCC. (Must be county staff, not a consultant or contractor, and must be identified in the Board of Supervisors' resolution.)			
<b>PROJECT CONTACT PERSON</b>			
NAME	TITLE		
DEPARTMENT			TELEPHONE NUMBER
STREET ADDRESS			
CITY	STATE	ZIP CODE	E-MAIL ADDRESS

## SECTION 2: BUDGET SUMMARY

### **Budget Summary Instructions**

Definitions of total project costs for purposes of this program (state reimbursed, county cash contribution, and county in-kind contribution) can be found in the “Financing” section of the Senate Bill (SB) 81, Round Two, Construction of Local Youthful Offender Rehabilitative Facilities (LYORFs) Request for Proposals (RFP). The county cash and in-kind contributions are collectively the county contribution. Those defined costs in the RFP shall be the guide for accurately completing this budget summary section.

In the Budget Summary Table that follows in part D of this section, indicate the amount of state financing requested and the amount of cash and/or in-kind contributions allotted to each budget line-item, in total defining the total project costs. It is necessary to fully include each eligible project cost for state-reimbursed, county cash, and county in-kind contribution amounts.

The in-kind contribution line items represent only county staff salaries and benefits or current fair market value of land. An appraisal of land value will be required after conditional award and only if land value is included as part of the county’s contribution.

The total amount of state financing requested cannot exceed 90 percent of the total project costs. The county contribution must be a minimum of 10 percent of the total project costs (unless the applicant is a small county petitioning for a reduction in the county contribution amount). County contributions can be any combination of cash or in-kind project costs. Small counties that petition for a reduction in the contribution amount must provide a minimum of five percent contribution of the total project costs. Small counties requesting a reduction in county contribution must state so in part A of this section.

State financing limits (maximums) for all county proposals are as follows. For proposed regional LYORF projects, the size of the lead county determines the maximum amount of funds to be requested for the entire project:

- **\$17,500,000** for large counties;
- **\$12,500,000** for medium counties; and,
- **\$ 9,600,000** for small counties.

**A. Small County Petition for Reduction in Contribution**

A small county may petition the Board of State and Community Corrections (BSCC) Board for a reduction in its county contribution. This proposal document will serve as the petition and the BSCC Board's acceptance of the county's contribution reduction, provided the county abides by all terms and conditions of this SB 81, Round Two RFP and Proposal process and receives a conditional award. Small counties requesting the reduction must still provide a minimum of 5 percent contribution that may be any combination of 5 percent cash and/or in-kind contribution. If requesting a reduction in match contribution, check the box below to indicate the county's petition.

**This proposal includes a petition for a county contribution reduction request as reflected in the proposal budget.**

**B. Mandatory Prequalification Matching Funds Attest**

In order to attest that the county has the readiness to proceed with the proposed project, the county has the matching funds identified and will be used for the county match funding for this project.

**This proposal includes a Board of Supervisors' Resolution that is attached and includes language that assures funding is available.**

x \_\_\_\_\_

**C. California Environmental Quality Act (CEQA) compliance**

Has the county completed the CEQA compliance for the project site?

**Yes. If so, include documentation evidencing the completion.**

**No. If no, describe the status of the CEQA certification.**

**D. Budget Summary Table (Report to Nearest \$1,000)**

BUDGET CATEGORY	STATE REIMBURSED	CASH CONTRIBUTION	IN-KIND CONTRIBUTION	TOTAL
1. Construction (no moveable equipment/furnishings)	\$ [ ]	\$ [ ]	\$ [ ]	\$ [ ]
2. Architectural	[REDACTED]	\$ [ ]	\$ [ ]	\$ [ ]
3. CEQA		\$ [ ]	\$ [ ]	\$ [ ]
4. Construction Management		\$ [ ]	\$ [ ]	\$ [ ]
5. State Agency Fees		\$ [ ]	\$ [ ]	\$ [ ]
6. Audit of Grant		\$ [ ]	\$ [ ]	\$ [ ]
7. Site Acquisition (cost or current fair market value)		\$ [ ]	\$ [ ]	\$ [ ]
8. Needs Assessment		\$ [ ]	\$ [ ]	\$ [ ]
9. County Administration		\$ [ ]	\$ [ ]	\$ [ ]
10. Transition Planning		\$ [ ]	\$ [ ]	\$ [ ]
<b>TOTAL PROJECT COSTS</b>		\$ [ ]	\$ [ ]	\$ [ ]
<b>PERCENT OF TOTAL</b>	[ ] %	[ ] %	[ ] %	100.00 %

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 (match) 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 financing and the county contribution dollar amounts have been determined and calculated (be specific).

1. **Construction (no moveable equipment/furnishings):**
2. **Architectural:**
  - a) Describe the county’s current stage in the architectural process:
  - b) Given the approval requirements of the State Public Works Board (SPWB) and associated state reimbursement parameters (see “Financing” section in the RFP), define which portions/phases of the architectural services the county intends to seek state dollar reimbursement:
  - c) Define the budgeted amount for what is described in b) above:



## SECTION 3: PROJECT TIMETABLE

Prior to completing this timetable, the county must consult with all appropriate county staff (e.g., county counsel, general services, public works, county administrator) to ensure that dates are achievable. Please consult the “State Public Works Board/Board of State and Community Corrections Processes and Requirements” section of the RFP for further information. Complete the table below indicating start and completion dates for each key event, including comments if desired. Note the required time frames for specific milestone activities in this process. The BSCC Board intends to make conditional awards at an April 2015 board meeting.

KEY EVENTS	START DATES	COMPLETION DATES	COMMENTS
Site assurance/comparable long-term possession <u>within 90 days of award</u>			
Real estate due diligence package submitted <u>within 120 days of award</u>			
SPWB meeting – Project established <u>within 18 months of award</u>			
Schematic Design with Operational Program Statement <u>within 24 months of award</u> (design-bid-build projects)			
Performance criteria or performance criteria and concept drawings with Operational Program Statement <u>within 30 months of award</u> (design-build projects)			
Design Development (preliminary drawings) with Staffing Plan			
Staffing/Operating Cost Analysis approved by the Board of Supervisors			
Construction Documents (working drawings)			
Construction Bids			
Notice to Proceed <u>within 42 months of award</u>			
Construction (maximum three years to complete)			
Staffing/Occupancy <u>within 90 days of completion</u>			

## SECTION 4: NARRATIVE

### **PLEASE ADDRESS EACH OF THE FOLLOWING ITEMS. IF AN ITEM IS NOT APPLICABLE, PLEASE STATE AND DESCRIBE WHY IT IS NOT APPLICABLE.**

Attach up to the maximum number of 35 pages. Section 4.1 is limited to one page and may be single-spaced narrative with one-inch margins; thereafter, all remaining sections (Sections 4.2 – 4.7) must be double-spaced narrative with one-inch margins. All narrative (Sections 4.1 – 4.7) must use no smaller than 12-point font and be ordered in the subject areas indicated within the proposal type. If the narrative can be written in less than the maximum 35 pages, please do so (avoid “filler”). Up to 10 additional pages of essential appendices may be included at the discretion of the applicant. Appendices cannot be used to give required narrative information. Pictures, charts, illustrations, or diagrams are encouraged in the narrative or appendices to assist reviewers in fully understanding the proposed scope of work. Data sources must be identified.

If the project is for a regional LYORF (must meet the requirements outlined in the “Additional Considerations” section, “Regional County Local Youthful Offender Rehabilitative Facilities” sub-section of the RFP), clearly indicate so. Include the names of the partnering counties and their individual data that support the project and respond to the requested narrative points.

#### **1. What is Your Proposed Project?**

Applicants must clearly describe their proposed use of SB 81, Round Two funds by addressing the following questions listed below. Objectives should be clear, measurable, research-informed, and in line with best practices.

- A. Describe project eligibility and how your proposal meets the intent of Welfare and Intuitions Code (WIC), Sections 1970-1978 in that it proposes renovation or construction of facilities in line with the legislative goal to enhance the rehabilitation of youthful offenders through support service spaces or program space; renovation of existing space; new stand-alone facility or replacement facility; and addition of beds.
- B. Provide a description of programming needs and how they will be supported through, and aligned with, specific facility changes and design.

#### **2. Why is this New Facility or Program Change Needed?**

Applicants must clearly demonstrate the need for a new facility or facility renovation by addressing the following:

- A. Include a clear and detailed description of how the proposed new facility or facility change will support the county’s vision for rehabilitating youth and provide a continuum of care and overall improvement of its juvenile justice system.
- B. Describe and provide both quantitative and qualitative data that support the need and enhance the case for the project plan. Qualitative data may include results of interviews and focus groups with youth, families, and community stakeholders.

- C. Describe how this project will support and enhance the county's overall approach to juvenile justice, in light of existing services, programs, and facilities.

### **3. How will this Project Help the County Promote the Rehabilitation of Youthful Offenders?**

Applicants must clearly describe how this project will help the county promote the rehabilitation of youthful offenders by addressing the questions below. Objectives should be clearly informed by research and best practices in facility design and programming treatment model.

- A. How do rehabilitation purposes integrate into project objectives and facility design, including how new construction or renovation will contribute to goals such as, but not limited to, more effective treatment and service delivery, provision of detention alternatives, gender-specific programming, and reduction of racial and ethnic disparity?
- B. How do program plans address alignment with key county departments and community-based organizations that provide an integrated treatment model, including family involvement, education, health, and mental health services for youth?
- C. How do program plans address the need for and alignment with institutional and community partners around family support and involvement, re-entry planning, and transitions to school, employment, and community?
- D. Include a description of how new design or facility change will contribute to improved results (e.g., rehabilitation, education, family support) along with a plan for tracking and evaluating change.

### **4. Is the Project Plan Cost-Effective and Fiscally Sustainable?**

The proposal must represent a cost-effective request of state funds and the county must demonstrate that the plan is fiscally sustainable. In addition to the budget category descriptions that you provided in the Budget Summary Table, include in your discussion, at a minimum, the following points:

- A. Include a clear rationale for how the expected benefits are worth the costs to be incurred in this project.
- B. Budget proposal reflects effective utilization of state funds, as well as county cash and in-kind match. Address the potential for future funding for design and construction, as well as for design and delivery of new programming (if applicable).
- C. The project plan provides a convincing rationale for proposed utilization of state and county funds.
- D. How will the county support ongoing operational costs? Board item may be attached to support response.

## **5. County's Readiness to Move Forward with Proposed Project**

Applicants must clearly describe their readiness to move forward with the proposed project by addressing the points, issues, and items below.

- A. Construction elements are clearly described (e.g., site identified, ownership of construction site, site planning, utility services, etc.).
- B. Address your ability to meet the June 30, 2017 establishment deadline with the SPWB, as required by Government Code 1973(d) and included in SB 81 legislation.

## **6. Describe the Administrative Work Plan and how it aligns With Project Objectives?**

The proposal must provide a clear and comprehensive administrative work plan for designing, performing, and managing the proposed project. The project timeline must be thorough, reasonable, and clearly articulated. Include in your discussion, at a minimum, the following points:

- A. Describe the current stage of the planning process, plan for project design, reasonable project timeline, and connection of work inputs to desired project objectives.
- B. Provide a description of project administration and staff, including roles of other county departments and/or non-county partner entities.
- C. The work plan describes elements of "green" construction if being used.
- D. The work plan describes necessary support for information technology.

## **7. Overall Evaluation**

- A. Overall, how does the proposal address evidence-based and promising practices/programs and best practices for the county's juvenile justice program?
- B. Overall, how does the proposal demonstrate the organizational need and readiness for the programmatic changes?

## SECTION 5: BOARD OF SUPERVISORS' RESOLUTION

All counties applying for SB 81, Round Two financing must include a Board of Supervisors' resolution with the proposal submittal. The resolution must include the requisite components as outlined below. For counties submitting multiple proposals (which requires participation in a regional LYORF as described in the RFP), separate resolutions for each proposal, with the necessary language contained in each resolution, are required.

**For all counties, except as otherwise noted below, the Board of Supervisors' resolution for the project shall be attached to the original proposal and contain the following:**

- Names, titles, and positions of county construction administrator, project financial officer, and project contact person.
- Authorization of appropriate county official to sign the applicant's Agreement and submit the proposal for funding.
- Assurance that the county will adhere to state requirements and terms of the agreements between the county, the BSCC, and the SPWB in the expenditure of state funds and county match funds.
- Assurance that the county has appropriated, or will appropriate after conditional project award but before state/county funding agreements, the amount of match identified by the county on the funding Proposal Form submitted to the BSCC; identifies the source of cash match when appropriated as \_\_\_\_\_ in the sum of \$\_\_\_\_\_, and assures that state and cash matching funds do not replace funds otherwise dedicated or appropriated for construction activities.
- Assurance that the county will fully and safely staff and operate the facility that is being constructed (consistent with Title 15, California Code of Regulations, Chap. 1, Sub.5) within 90 days after project completion.
- All projects shall provide the following site assurance for the county facility at the time of proposal or not later than 90 days following the BSCC's notice of Intent to Award: 1) assurance that the county has project site control through either fee simple ownership of the site or comparable long-term possession of the site and right of access to the project sufficient to assure undisturbed use and possession of the site; and, 2) will not dispose of, modify the use of, or change the terms of the real property title, or other interest in the site of facility subject to construction, or lease the facility for operation to other entities, without permission and instructions from the BSCC, for so long as the SPWB lease-revenue bonds secured by the financed project remain outstanding.

- Attestation to \$\_\_\_\_\_ as the site acquisition land cost or current fair market land value for the proposed new or expanded facility. This can be claimed for on-site land cost/value for new facility construction, on-site land cost/value of a closed facility that will be renovated and reopened, or on-site land cost/value used for expansion of an existing facility. It cannot be claimed for land cost/value under an existing operational facility. (If claimed as in-kind match, actual on-site land cost documentation or independent appraisal value will be required as a pre-agreement condition.)
- Regional LYORF projects only: A Board of Supervisors' resolution from the lead county in the regional partnership containing the items identified above, along with a Memorandum of Understanding (MOU) or Joint Powers Agreement (JPA) between each of the partner counties. Please consider the information about regional LYORFs for the purposes of this funding program as described in the "Additional Considerations" section, "Regional County Local Youthful Offender Rehabilitative Facilities" sub-section of the RFP, before developing these documents. If preliminary MOUs and JPAs are submitted, final documents must be submitted within 90 days following the notification to the lead county of conditional Intent to Award state funds.

## SECTION 6: PROPOSAL CHECKLIST

- a. Page 1 of the Proposal Form is the first page of your proposal. Please use standard copy paper. Do not use heavyweight, card stock, or glossy paper. Covers, table of contents, introductory letters, tabs, or dividers are not allowed.
- b. The formal proposal includes the Proposal Form, narrative, and appendices as a combined document.
- c. Provide one original proposal with Applicants Agreement signed by proper authority on page 2 section E.
- d. In addition to the wet signature original, provide 16 hard paper copies of the proposal and 1 electronic copy (read only). The electronic version should be an Adobe Acrobat file (pdf) on a standard CD ROM.
- e. Three-hole punch on the left side and two-hole punch the top of the original and all copies of the proposal.
- f. Use a clip to secure each of the proposals. (Do not put proposals in binders or use staples.)
- g. The font used for the proposal and the appendices can be no smaller than 12 point.
- h. The narrative for Section 4.1 is limited to one page and may be single-spaced with one-inch margins.
- i. The narrative for Sections 4.2 – 4.7 must be double-spaced with one-inch margins.
- j. The entire narrative (Sections 4.1 – 4.7) cannot exceed 35 pages.
- k. Up to 10 additional pages of essential appendices may be included at the discretion of the applicant. Appendices cannot be used to give required narrative information. Pictures, charts, illustrations, or diagrams are encouraged in the narrative or appendix to assist reviewers in fully understanding the proposed scope of work.
- l. Attach to the original proposal one Board of Supervisors' resolution (original or copy), fully executed, containing the language cited in Section 5 of the Proposal Form. Please include an additional copy of the resolution.
- m. Provide one copy of a needs assessment study (as described previously in the RFP) if the county intends to build a new facility or add bed space to an existing facility. Projects for renovation and program space only are not required to submit a separate needs assessment study but are required to comprehensively document the need for the project in the proposal.
- n. For regional LYORFs, provide one copy of the MOU or JPA and the Board of Supervisors' resolution.
- o. No other attachments are allowed.