



DEPARTMENT OF CORRECTIONS AND REHABILITATION  
CORRECTIONS STANDARDS AUTHORITY

**2007 LOCAL YOUTHFUL OFFENDER REHABILITATIVE  
FACILITY CONSTRUCTION FUNDING PROGRAM  
PROPOSAL FORM**

*This document is not to be reformatted.*

**SECTION 1: PROJECT INFORMATION**

**A: APPLICANT INFORMATION**

<b>COUNTY NAME</b>		<b>AMOUNT OF STATE FUNDS REQUESTED</b>	
		\$	
<b>SMALL COUNTY (200,000 OR UNDER GENERAL COUNTY POPULATION)</b>	<b>MEDIUM COUNTY (200,001 - 700,000 GENERAL COUNTY POPULATION)</b>	<b>LARGE COUNTY (700,001+ GENERAL COUNTY POPULATION)</b>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**B: TYPE OF PROJECT**

<b>FACILITY NAME</b>			
<b>NEW FACILITY</b>	<b>EXISTING FACILITY</b>	<b>FACILITY TYPE (JH, Camp, or other)</b>	<b>REGIONAL FACILITY</b>
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
<b>STREET ADDRESS</b>			
<b>CITY</b>	<b>STATE</b>	<b>ZIP CODE</b>	

**C: BRIEF PROJECT TITLE**

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**D. SCOPE OF WORK – JUVENILE FACILITY CONSTRUCTION (CHECK ONE)**

<input type="checkbox"/> BUILDING NEW JUVENILE FACILITY	<input type="checkbox"/> ADDING BEDS AND ANCILLARY SPACE AT EXISTING FACILITY	<input type="checkbox"/> RENOVATION OF EXISTING FACILITY <u>AND</u> ADDING BEDS AND ANCILLARY SPACE	<input type="checkbox"/> RENOVATION OF EXISTING FACILITY OR ADDING ANCILLARY SPACE <u>WITHOUT</u> ADDING BEDS
WILL THE PROPOSED PROJECT BE USED TO REPLACE AN EXISTING FACILITY? <input type="checkbox"/> YES <input type="checkbox"/> NO			

**E. NET BED GAIN OR LOSS, COUNTY-WIDE**

If applicable, include the TOTAL # of CSA-rated beds and non-rated special use beds FROM ALL JUVENILE FACILITIES COUNTY-WIDE that will be added, eliminated or gained (lost) as a result of the project. (+BEDS ADDED -BEDS ELIMINATED =BEDS GAINED OR LOST)

	No. of rated beds added	No. of rated beds eliminated	No. of rated beds gained or lost
<b>MINIMUM SECURITY BEDS</b>			
<b>MEDIUM SECURITY BEDS</b>			
<b>MAXIMUM SECURITY BEDS</b>			
<b>SPECIAL USE BEDS</b>	No. of non-rated beds added	No. of non-rated beds eliminated	No. of non-rated beds gained or lost
<b>COUNTY-WIDE TOTAL</b>	No. of beds added	No. of beds eliminated	No. of beds gained or lost

**F: APPLICANT'S AGREEMENT**

By signing this proposal, the authorized person assures that: a) the county will abide by the laws, regulations, policies and procedures governing this funding, 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.

**NAME AND TITLE OF PERSON AUTHORIZED BY THE BOARD OF SUPERVISORS' TO SIGN AGREEMENT (E.G., CHIEF PROBATION OFFICER, COUNTY ADMINISTRATIVE OFFICER, BOARD OF SUPERVISORS' CHAIR)**

AUTHORIZED PERSON'S SIGNATURE

DATE

DEPARTMENT

TELEPHONE NUMBER

STREET ADDRESS

FAX NUMBER

CITY

STATE

ZIP CODE

E-MAIL ADDRESS

**G: DESIGNATED COUNTY CONSTRUCTION ADMINISTRATOR**

This person shall be responsible to oversee construction and administer the state/county agreements. (Must be county personnel, not consultants or contractors, and must be identified in the Board of Supervisors' resolution.)

**COUNTY CONSTRUCTION ADMINISTRATOR (Name and title)**

DEPARTMENT

TELEPHONE NUMBER

STREET ADDRESS

FAX NUMBER

CITY

STATE

ZIP CODE

E-MAIL ADDRESS

**H: DESIGNATED PROJECT FINANCIAL OFFICER**

This person is responsible for all financial and accounting project related activities. (Must be county personnel, not consultants or contractors, and must be identified in the Board of Supervisors' resolution.)

**PROJECT FINANCIAL OFFICER (Name and title)**

DEPARTMENT

TELEPHONE NUMBER

STREET ADDRESS

FAX NUMBER

CITY

STATE

ZIP CODE

E-MAIL ADDRESS

**I: DESIGNATED PROJECT CONTACT PERSON**

This person is responsible for project coordination and day-to-day liaison work with CSA. (Must be county personnel, not consultants or contractors, and must be identified in the Board of Supervisors' resolution.)

**PROJECT CONTACT PERSON (Name and title)**

DEPARTMENT

TELEPHONE NUMBER

STREET ADDRESS

FAX NUMBER

CITY

STATE

ZIP CODE

E-MAIL ADDRESS

## SECTION 2: COST AND BUDGET SUMMARY

### A. COST SUMMARY

Indicate the amount of state funds requested and the amount of cash match and in-kind match the county is contributing in defining the total eligible project cost. The amount of state funds requested cannot exceed 75% of the total eligible project cost or the specified state dollar amounts as shown in the table below, whichever is the smaller amount. As an exception to this, small counties only may request a reduction of in-kind match. In such instance the amount of state funds requested may exceed 75% of the total eligible project cost, without exceeding the small county set-aside and must be used only for eligible construction costs. (Any county meeting the minimum cash match requirement will receive points for cash match; greater points will be given to those projects with more cash match when computed as a percentage of the total state funds requested.)

FUND SOURCE	AMOUNT	% OF TOTAL
<b>State Funds Requested:</b> (May not exceed: \$35,000,000 for large and medium counties or \$30,000,000 for small counties)	\$ <span style="background-color: #cccccc; display: inline-block; width: 50px; height: 15px;"></span>	%
<b>Cash Match:</b> (large counties - 10% minimum) (small & medium counties - 5% minimum)	\$ <span style="background-color: #cccccc; display: inline-block; width: 50px; height: 15px;"></span>	%
<b>In-Kind Match*:</b> (large counties – 15% maximum) (small & medium counties - 20% maximum*)	\$ <span style="background-color: #cccccc; display: inline-block; width: 50px; height: 15px;"></span>	%
<b>TOTAL ELIGIBLE PROJECT COST:</b>	\$ <span style="background-color: #cccccc; display: inline-block; width: 50px; height: 15px;"></span>	100 %

#### **\*SMALL COUNTIES REQUESTING MATCH REDUCTION:**

Counties under 200,000 in population may petition the Corrections Standards Authority (CSA) Board for a reduction in the percentage of in-kind match contribution. (Small counties must still contribute a minimum of 5% cash match.) Counties may submit a petition with their proposal and request that their petition go before the CSA Board at the next possible Board meeting date.

If your county will be petitioning the CSA Board for a reduction in in-kind match, please check box below and provide the requested details.

- Please state your in-kind match reduction needs (percentage of reduction) and request, including the request for the petition to be heard at the next possible CSA Board meeting:

**B. BUDGET SUMMARY**

Consistent with the Cost Summary in Section 2, indicate the amount of state funds, cash match and in-kind match allotted to each budget category. In the space below the table, provide a brief explanation of the budget line items which can continue onto the next page as needed.

LINE ITEM	STATE FUNDS	CASH MATCH	IN-KIND MATCH
1. Construction (No moveable Equipment/Furnishings)	\$ [ ]	\$ [ ]	\$ [ ]
2. Architectural	[ ]	\$ [ ]	\$ [ ]
3. CEQA	[ ]	\$ [ ]	\$ [ ]
4. Construction Management	[ ]	\$ [ ]	\$ [ ]
5. Audit of Grant	[ ]	[ ]	\$ [ ]
6. Site Acquisition (Cost or Current Fair Market Value)	[ ]	[ ]	\$ [ ]
7. Needs Assessment	[ ]	[ ]	\$ [ ]
8. County Administration	[ ]	[ ]	\$ [ ]
9. Transition Planning	[ ]	[ ]	\$ [ ]
<b>SUB TOTALS:</b>	\$ [ ]	\$ [ ]	\$ [ ]

<b>STATE FUNDS + CASH MATCH + IN-KIND MATCH = TOTAL ELIGIBLE PROJECT COST</b>
\$ [ ]

For each budget line-item above (1 through 9) that indicates an amount being claimed, provide a brief detailed description of how the budgeted amounts (state funds and match dollars) have been determined or calculated. Include whether the amount is based on an estimate (identify the basis for the estimate) or actual costs already incurred; whether escalation and/or contingency are included; whether the services will be or have already been performed by either a consultant, other professional

**services, or county staff; the basis for site acquisition costs and whether those costs claimed are based on a current fair market value appraisal or recent land purchase documentation; and, the basis for county administration or transition planning costs, only including the county's estimated staff time (salaries and benefits) on project-related activities. (Note: a) each line item amount should be directly linked to the proposed scope of work, and b) costs for ineligible items as specified in the RFP should not be included in the above amount of state funds, cash match and in-kind match.) Please use the space below to explain.**

## 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, etc.) to ensure that dates are achievable and that the county has reviewed the state agreement requirements portions of the RFP, including project scope and timeline impact due to the State Public Works Board process. Complete the table below indicating start and completion dates for each key event, and including comments if desired. Construction must be complete within three years from Notice to Proceed, and occupancy must occur within 90 days of construction completion.

KEY EVENTS	START DATES	COMPLETION DATES	COMMENTS
Schematic Design with Operational Program Statement			
Design Development with Staffing Plan			
Staffing/Operating Cost Analysis			
Construction Documents			
Construction Bids			
Notice to Proceed			
Construction			
Occupancy			

## SECTION 4: NARRATIVE

Please see Section 6: Proposal Checklist, for the information regarding the required format and content for the Abstract (Subsection A), the remainder of the Narrative (Subsections B-H) and the Board of Supervisors' resolution (Section 5).

### **A. ABSTRACT**

Provide a one-page abstract that summarizes the key points of the proposal, including a clear description of the scope of work.

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

### **B. COUNTY'S APPROACH TO THE REHABILITATION OF JUVENILE OFFENDERS**

Applicants must clearly describe the county's approach to the rehabilitation of juvenile offenders including as applicable, but not limited to, the discussion points listed below. All data sources must be identified.

1. State the county's role in the rehabilitation of juvenile offenders.
2. Describe the county's specific rehabilitation and recidivism-reduction programs for juvenile offenders.
3. Describe the results of process and outcome evaluations (if any) of county rehabilitation programs for juvenile offenders.
4. Describe the county's future plans for the rehabilitation of county juvenile offenders.
5. Describe the risk and needs assessment tools and practices used locally for juvenile offenders.
6. Describe how assessment findings are used to assign offenders to programs.
7. Describe the classification system for the county's proposed facility.

### **C. PROJECT NEED**

Applicants must clearly demonstrate the county need for the project. Include, as applicable and at a minimum, discussion of points listed below. All data sources must be identified.

*Note: If a new juvenile facility is proposed, or if adding bed space to an existing juvenile facility is proposed, one copy of a needs assessment study containing the elements as defined in Title 24, CCR must be sent to the CSA with the proposal. For expansion of an existing facility, a targeted needs assessment may be submitted if a comprehensive needs assessment has been submitted and accepted by the CSA within five years. Please see Title 24, Part 1, Section 13-201(c)2 for further information. The proposal narrative must also summarize the county need for state funds, as indicated.*

1. Summarize the conclusions of the county's needs assessment specific to this proposal.
2. Provide information and statistical data to support the needs assessment.
3. Identify security, safety or health needs (if any).
4. Identify program and service needs (if any).
5. Describe litigation, court orders or consent decrees related to crowding or other conditions of confinement (if any).
6. Provide non-compliance findings or recommendations from state and local authorities (if any).
7. Provide information regarding any court-ordered caps or CSA crowding assessment (if any).

**D. RELATIONSHIP BETWEEN CONSTRUCTION PLAN AND REHABILITATION OF JUVENILE OFFENDERS**

Applicants must clearly describe how the proposed construction, expansion or renovation project will assist in the rehabilitation of juvenile offenders including, but not limited to, the discussion points listed below.

1. Describe the rehabilitation efforts that will be made possible or enhanced by the construction, expansion or renovation.
2. Provide information regarding how the rehabilitation efforts associated with the new construction, expansion or renovation will fit into the county's overall plan for juvenile offender rehabilitation.
3. Describe how the effectiveness of the rehabilitative efforts associated with the new construction, expansion or renovation will be evaluated.
4. Describe how the proposed construction, expansion or renovation will support and integrate with rehabilitative services.

**E. DETENTION ALTERNATIVES**

Applicants must include as applicable, but are not limited to, the discussion points listed below. Articulate what programming efforts have been undertaken, including evidence-based programs designed to reduce recidivism among local juvenile offenders. All data sources must be identified.

1. Describe issues in your county relating to crowding (e.g., growth in the at-risk population).
2. Describe steps taken to reduce crowding, including detention alternatives.
3. Compare the proportions of minority populations in juvenile facilities with minority populations in the general population.
4. Describe steps taken to reduce disproportionate minority contact.

**F. SCOPE OF WORK AND PROJECT IMPACT**

Applicants must clearly and comprehensively describe the project's scope of work in its entirety and the impact the project will have. Regardless of information provided elsewhere in the narrative, this section must describe all components within the scope of work and describe exactly how many beds are being added and/or eliminated (if applicable). Applicants are encouraged to build "green" but compliance is voluntary and design or materials must not



compromise security. Include in your discussion, at a minimum, the following points:

1. Describe the proposed scope of work in total (payable from state funds, cash match and in-kind match collectively).
2. Describe how the scope of work will meet identified needs, or mitigate/remedy/improve existing conditions.
3. Will the new construction be “green” and in what way?
4. Will the new construction support new information technology and in what way?

#### **G. ADMINISTRATIVE WORK PLAN**

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

1. Describe the current stage of the planning process.
2. Provide the plan for project design.
3. Provide the project timeline.
4. Describe the county’s plan for project management (including key staff).
5. Describe the county’s plan for project administration.
6. How will the county translate the proposal into a completed project?
7. Describe the county’s readiness to proceed with the project (e.g., does the county already own the construction site?).

#### **H. COST- EFFECTIVENESS/BUDGET REVIEW**

The proposal must represent a cost-effective request of state funds. In addition to the budget line-item descriptions that you provided in Section 2 (B), include in your discussion, at a minimum, the following points:

1. Provide justification for the amount of state funds requested, given the content and scope of your proposed construction, expansion or renovation project.
2. Describe how the county’s approaches to addressing the identified construction, expansion or renovation needs are cost effective (i.e., describe how the benefits will be worth the costs).
3. Describe steps the county has taken to minimize construction, expansion or renovation costs.
4. Describe other funding sources that might be available to enhance or support your construction, expansion or renovation project and help stretch the impact of state funds.

## SECTION 5: BOARD OF SUPERVISORS' RESOLUTION

- A. Attach to the original proposal, one copy of the County Board of Supervisors' resolution for the project that contains 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 California Department of Corrections and Rehabilitation, the Corrections Standards Authority and the State Public Works Board 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 Corrections Standards Authority; identifies the source of cash match when appropriated as \_\_\_\_\_ in the sum of \$\_\_\_\_\_, and assures that state and cash matching funds do not supplant (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) within ninety (90) days after project completion.
  - All projects: Provide the following site assurance for the county juvenile facility at the time of proposal or not later than ninety (90) days following the Corrections Standards Authority's notice of Intent to Award: 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 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 Corrections Standards Authority, for so long as State Public Works Board 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 juvenile 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 Facility 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 facilities for the purposes of this funding program as described on page 13 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 assurance statement signed by proper authority.
- d. In addition to the original, provide 22 copies of the proposal and 15 electronic copies (read only). The electronic versions 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 abstract (Section 4, A) is limited to one page and may be single-spaced.
- i. The narrative (Section 4, B through H) must be double-spaced.
- j. The narrative (Section 4, A through H) cannot exceed 40 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 this RFP) if the county intends to build a new juvenile facility or add bed space to an existing juvenile 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 facilities, provide one copy of the Memorandum of Understanding or Joint Powers Agreement and the Board of Supervisors' resolution.
- o. No other attachments are allowed.