



BOARD OF STATE AND COMMUNITY CORRECTIONS

SB 1022

ADULT LOCAL CRIMINAL JUSTICE FACILITIES

CONSTRUCTION FINANCING PROGRAM

PROPOSAL FORM

This document is not to be reformatted.

SECTION 1: PROJECT INFORMATION

A: APPLICANT INFORMATION AND PROPOSAL TYPE

COUNTY NAME Napa		STATE DOLLARS REQUESTED \$ 13,474,000	
SMALL COUNTY (200,000 OR UNDER GENERAL COUNTY POPULATION) <input checked="" type="checkbox"/>	MEDIUM COUNTY (200,001 - 700,000 GENERAL COUNTY POPULATION) <input type="checkbox"/>	LARGE COUNTY (700,001 + GENERAL COUNTY POPULATION) <input type="checkbox"/>	
TYPE OF PROPOSAL – PROGRAM SPACE PROPOSAL <u>OR</u> BEDS AND PROGRAM SPACE PROPOSAL PLEASE CHECK ONE (ONLY):			
PROGRAM SPACE <input type="checkbox"/>		BEDS AND PROGRAM SPACE <input checked="" type="checkbox"/>	

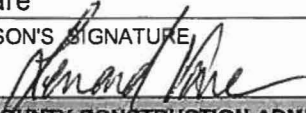
B: BRIEF PROJECT DESCRIPTION

FACILITY NAME Napa County Staff Secure Facility		
PROJECT DESCRIPTION The County of Napa envisions a 72-bed staff secure facility (BSCC Type IV) which will provide an environment that fosters cognitive behavioral change and allow individuals to build a foundation for transition back into the community. Inmates who are nearing the end of their sentences, and who meet the classification requirements, would be “stepped-down” into the staff secure facility. While in the facility, each resident would be assigned to a case manager who would work with them to develop a plan that addresses their specific criminogenic needs and prepares them for life outside of confinement. Individuals would be required to participate in employment readiness training, access job search assistance, and could participate based on their needs in evidence based cognitive behavioral groups such as anger management, parenting classes, life skills, criminal thinking and low level substance abuse. Many of these programs would be offered at the facility, but residents may also be directed to social services, non-profits or other groups in the community that could augment the programming they receive. In addition, case managers would assist residents by helping them apply or register for any social services they may be eligible to receive including Medi-Cal, housing assistance programs, or mental health treatment continuation.		
STREET ADDRESS 2300 Napa Vallejo Highway		
CITY Napa	STATE CA	ZIP CODE 94558

C. SCOPE OF WORK – INDICATE FACILITY TYPE AND CHECK ALL BOXES THAT APPLY.

FACILITY TYPE (II, III or IV) Type IV	<input checked="" type="checkbox"/> NEW STAND-ALONE FACILITY	<input type="checkbox"/> RENOVATION/ REMODELING	<input type="checkbox"/> CONSTRUCTING BEDS OR OTHER SPACE AT EXISTING FACILITY
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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	72	0	0	0
TOTAL BEDS (A+B+C+D)	72			

E: APPLICANT'S AGREEMENT			
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.			
PERSON AUTHORIZED TO SIGN AGREEMENT			
NAME Lenard Vare		TITLE Director of Corrections	
AUTHORIZED PERSON'S SIGNATURE 		DATE 10/16/13	
G: DESIGNATED COUNTY CONSTRUCTION ADMINISTRATOR			
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.)			
COUNTY CONSTRUCTION ADMINISTRATOR			
NAME Steve Lederer		TITLE Director of Public Works	
DEPARTMENT Department of Public Works		TELEPHONE NUMBER 707-259-8228	
STREET ADDRESS 1195 3 rd Street, Suite 101			
CITY Napa	STATE CA	ZIP CODE 94559	E-MAIL ADDRESS steve.lederer@countyofnapa.org
H: DESIGNATED PROJECT FINANCIAL OFFICER			
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.)			
PROJECT FINANCIAL OFFICER			
NAME Tracy Schulze		TITLE Napa County Auditor-Controller	
DEPARTMENT Auditor-Controller's Office		TELEPHONE NUMBER 707-299-1733	
STREET ADDRESS 1195 3 rd Street, Suite B10			
CITY Napa	STATE CA	ZIP CODE 94559	E-MAIL ADDRESS tracy.schulze@countyofnapa.org
I: DESIGNATED PROJECT CONTACT PERSON			
This person is responsible for project coordination and day-to-day liaison work with BSCG. (Must be county staff, not a consultant or contractor, and must be identified in the Board of Supervisors' resolution.)			
PROJECT CONTACT PERSON			
NAME Liz Habkirk		TITLE Principal Management Analyst	
DEPARTMENT County Executive Office		TELEPHONE NUMBER 707-253-4826	
STREET ADDRESS 1195 3 rd Street, Suite 310			
CITY Napa	STATE CA	ZIP CODE 94559	E-MAIL ADDRESS liz.habkirk@countyofnapa.org

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 Project Costs, State Reimbursement and County Contribution (Match) section of the 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 B 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. While it is necessary to fully include each eligible project cost for state reimbursed and county cash contribution line items, it is not necessary to include county in-kind contribution amounts. All other eligible costs are considered hard costs and are to be claimed under state reimbursed or county cash contribution.

Inclusion of the in-kind contribution amounts is optional and counties may choose whether or not to include any of the amounts eligible under each in-kind contribution line item. 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 (or with proposal submittal if the county is seeking funding preference under the real estate due diligence criterion), 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 proposals are as follows:

- **\$80,000,000** for large counties;
- **\$40,000,000** for medium counties; and
- **\$20,000,000** for small counties.

A. SMALL COUNTY PETITION FOR REDUCTION IN CONTRIBUTION

A small county may petition the 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 1022 RFP process and receives a conditional award. Small counties requesting the reduction must still provide a minimum of five percent contribution that may be any combination of 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. BUDGET SUMMARY TABLE
(Report to nearest \$1000)

LINE ITEM	STATE REIMBURSED	CASH CONTRIBUTION	IN-KIND CONTRIBUTION	TOTAL
1. Construction	\$ 10,317,000	\$ 764,000		\$ 11,081,000
2. Additional Eligible Costs*	\$ 1,467,000	\$ 0		\$ 1,467,000
3. Architectural	\$ 988,000	\$ 15,000		\$ 1,003,000
4. Project/Construction Management	\$ 702,000	\$ 0		\$ 702,000
5. CEQA		\$ 32,000		\$ 32,000
6. State Agency Fees		\$ 51,000		\$ 51,000
7. Audit		\$ 10,000	\$ 0	\$ 10,000
8. Needs Assessment		\$ 20,000	\$ 0	\$ 20,000
9. Transition Planning		\$ 88,000	\$ 0	\$ 88,000
10. County Administration			\$ 301,000	\$ 301,000
11. Land Value			\$ 230,000	\$ 230,000
TOTAL PROJECT COSTS	\$ 13,474,000	\$ 980,000	\$ 531,000	\$ 14,985,000
PERCENT OF TOTAL	89.92%	6.54%	3.54%	100.00 %

* Additional Eligible Costs: This line item is limited to specified fees and moveable equipment and moveable furnishings (eligible for state reimbursement or cash contribution), and public art (eligible for cash contribution only).

Provide an explanation below of how the dollar figures were determined for each of the budget line items 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 line item explanation below, include how state financing and the county contribution dollar amounts have been determined and calculated (be specific).

1. Construction (includes fixed equipment and furnishings):

Construction cost estimates (State portion of \$10,317,00 and County match of \$764,000) are based on a detailed architectural space program and summary conceptual site design. The estimate was prepared by the County's architectural and criminal justice planning consultant, Carter Goble Lee Companies. The estimate was then reviewed by staff from the Public Works Department, County Executive Office, Corrections Department, Information Technology Services Department, Probation Department and Auditor-Controller's office for accuracy in meeting the County's experience with construction projects and specific programmatic needs as determined by the Project Team. It also includes site demolition and preparation costs for the total area to be

included for the staff secure facility, fixed kitchen equipment, security electronic systems, and a construction contingency of 10% of total construction costs. The County's cash match includes costs for development of site access (including circulation roads and parking specific to this facility), the cost to upgrade the intersection of the access road and Napa-Vallejo Highway (required by the EIR prior to any occupancy of the site for criminal justice facility purposes), and a 12% portion of the costs for required construction to bring utilities (water, sewer, electric/gas) to the site. The 12% portion reflects the 72-bed Staff Secure facility's ratio of the final number of correctional beds that will be located on the site after final build out of the 526-main jail (72 beds out of a total of 598 beds = 12%).

2. **Additional Eligible Costs (specified allowable fees, moveable equipment and moveable furnishings, and public art):**

- a) **Define each allowable fee type and the cost of each:** Building Permit Fees: \$79,000; Utility Use Fees: Water-\$34,000, Sewer-\$395,000, PG&E- \$31,000
- b) **Moveable equipment and moveable furnishings total amount:** \$928,000,
- c) **Public art total amount:** \$0

3. **Architectural:**

- a) **Describe the county's current stage in the architectural process:** The County has completed a detailed architectural space program (included in Section 5 of this application) and summary conceptual design.
- b) **Given the approval requirements of the SPWB and associated state reimbursement parameters, define which portions/phases of the architectural services the county intends to seek state dollar reimbursement:** The County is seeking reimbursement for architectural services moving forward from conceptual design to schematic design, design development, construction documents, and architectural support services during bidding and construction.
- c) **Define the budgeted amount for what is described in b) above:** \$988,000
- d) **Define which portion/phases of the architectural services the county intends to cover with county contribution dollars:** The County is putting forward approximately \$15,000 in cash match for architectural services to refine the space program and design to this point. This does not account for other costs associated with this project since early 2012
- e) **Define the budgeted amount for what is described in d) above:** \$15,000

4. **Project/Construction Management:**

The County identified Project/Construction Management costs of approximately \$702,000 (7% of total construction costs less contingency costs) based on fees historically paid by the County for construction management and commissioning services

5. **CEQA:**

CEQA fees of \$32,000 were calculated based on the 12% portion of total costs of the full contract costs (\$274,000) for EIR/CEQA services the County has obtained from Ascent Environmental.

6. **State Agency Fees (maximums: due diligence \$16,000; SFM \$35,000):**

- a) **Real estate due diligence fee:** \$16,000
- b) **State Fire Marshal fee:** \$35,000

7. **Audit – Define whether the county is intending to use independent county auditor (in-kind) or services of contracted auditor (cash) and amount budgeted:**

As the County's Auditor-Controller will serve as the project's financial officer, the County will need a contracted auditor to monitor the project. The cash contribution of \$10,000 is based on 0.1% of the total construction costs (less contingency costs), and reflects the County's historical experience.

8. **Needs Assessment – Define whether work is performed by county staff (in-kind) or consultant (cash) :**
CGL Companies was retained to assist the County on developing the needs assessment by reviewing and guiding the work of the County Staff assigned to the project. The cash contribution noted above is for the estimated \$20,000 in fees for services that CGL provided per the contract. Although County staff contributed significant in-kind work, those costs were not included as a part of the match.
9. **Transition Planning – Define whether work is performed by county staff (in-kind) or consultant (cash):**
The cash contribution of \$88,000 is for the County to hire a consultant to assist with transition planning and is based on 0.88% of total construction costs (less contingency costs). This was presented as industry standard and reflects the County's historical experience.
10. **County Administration:**
County Administration is estimated at \$301,000 or 3% of the total construction costs of the project (less contingency costs), and reflects the County's historical experience. This accounts for County staff oversight and coordination of the project delivery process from design through bidding, construction and commissioning
11. **Land Value:**
The total appraised fair market value of the property is \$5,000,000. The land value of \$230,000 was calculated based on the \$4.23 per square foot appraised value of the parcel and applied to the anticipated total 54,337 square feet that will be required for the building, circulation, drives, and landscaping.

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 Capital Outlay/Board of State and Community Corrections Process Details and Timing 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 timeframes for specific milestone activities in this SB 1022 process. (The BSCC Board intends to make conditional awards at a January 2014 meeting.)

KEY EVENTS	START DATES	COMPLETION DATES	COMMENTS
Site assurance/comparable long-term possession <u>within 90 days of award</u>	1/15/2014	4/14/2014	County has an irrevocable option on the property and will close escrow within the time frames required by the State. Assumes a 1/15/14 award date.
Real estate due diligence package submitted <u>within 120 days of award</u>	1/15/2014	5/15/2014	Assumes a 1/15/14 award date
State Public Works Board meeting – Project Established <u>within 18 months of award</u>	1/15/2014	7/15/2014	Assumes a 1/15/14 award date
Schematic Design with Operational Program Statement <u>within 24 months of award</u> (design-bid-build projects)	7/15/2014	7/15/2015	Assumes a 1/15/14 award datedate
Performance criteria or performance criteria and concept drawings with Operational Program Statement <u>within 30 months of award</u> (design-build projects)			Not applicable
Design Development (Preliminary drawings) with Staffing Plan	7/15/2015	1/15/2016	Includes timelines outlined in RFP for State review periods
Staffing/Operating Cost Analysis approved by the Board of Supervisors	1/15/2016	4/15/2016	Includes timelines outlined in RFP for State review periods
Construction Documents (Working drawings)	4/15/2016	10/15/2016	Includes timelines outlined in RFP for State review periods
Construction Bids	2/1/2017	5/1/2017	Includes timelines outlined in RFP for State review periods
Notice to Proceed <u>within 42 months of award</u>	5/1/2017	7/1/2017	Includes timelines outlined in RFP for State review periods
Construction (maximum 3 years)	7/1/2017	7/1/2019	

to complete)			
Staffing/Occupancy <u>within 90</u> <u>days of completion</u>	7/1/2019	9/28/2019	

SECTION 4: FACT SHEET

To synopsise and capture key information from Section 5: Narrative, applicants must complete this Fact Sheet. Minimal information is requested. Narrative information or explanations are not to be included on this Fact Sheet nor as part of the tables in this section. Explanations of what is provided in these tables may be included in the Narrative section of the Proposal Form. Proposal narratives may include reference back to one or more of these specific tables (e.g., refer to Table 4 in the Fact Sheet), rather than repeat information in the narrative that is already provided in the tables.

Tables 1 through 7 below constitute the Fact Sheet, which shall be provided with each proposal submittal, without regard as to whether the proposal includes bed construction. These tables of information shall be used by the raters in conjunction with the information provided in the proposal narrative (see Narrative section of the Proposal Form).

The information requested in this Fact Sheet pertains to those facilities (Type II, III and IV), approaches and programs under the jurisdiction of the sheriff or local department of corrections.

Tables 1 – 4, 6 and 7: For Average Daily Population (ADP), provide the average number per day for the first six months of 2013. For programs that started after January 1, 2013, provide the average number per day for the length of time the program was in effect (after the name of the program, provide the starting date). The same time period parameters pertain to Assessments per Month. "Lack of space" releases in Table 1 refers to the total of non-sentenced inmates released and sentenced inmates released early.

Table 3: The term "approaches" includes home detention, not incarcerating misdemeanants, etc., or other policies/procedures and approaches that do not include specific measures influencing recidivism reduction.

Tables 4, 5 and 7: The term "programming" refers to the utilization of formal programs that specifically incorporate measures to influence recidivism reduction.

Table 1: Provide the following information.

1.	County general population	139,045
2.	Number of detention facilities	1
3.	BSCC-rated capacity of system	264
4.	ADP (Secure Detention) of system	249
5.	ADP (Alternatives to Detention) of system	25
6.	Percentage felony inmates of system	75%
7.	Percentage non-sentenced inmates of system	53%

8.	Arrests per month	359
9.	Bookings per month of system	439
10.	"Lack of space" releases per month	66

Table 2: Provide the name, BSCC-rated capacity (RC) and ADP of the adult detention facilities in your jurisdiction.

	Facility Name	RC	ADP
1.	Napa County Department of Corrections	264	249
2.			
3.			
4.			
5.			
6.			
7.			
8.			

Table 3: List approaches currently in place to reduce the need for beds, and ADP for each.

	Pre-Trial Approaches	ADP
1.	Cite & Release	3
2.	Pre-Trial Release Program (Average Caseload of 30)	1
3.	Court-Ordered Supervised Release on Recognizance	2.7
4.	On-Call Probation Officer Available to Law Enforcement	Avg. 19 calls/month
5.		
6.		
	Sentenced Offender Approaches	ADP
1.	Home Detention/Electronic Monitoring Program	7.5
2.	Early release programs (PC 4024/4018 Orders)	2.2
3.		
4.		
5.		
6.		

Table 4: List the current offender programming in place and the ADP in each program.		
	Pre-Trial Program	ADP
1.	Deferred Entry of Judgment Program - Driving offenses (Average # of Enrollees)	46
2.	Deferred Entry of Judgment Program - Misdemeanor offense (Average # of Enrollees)	50
3.	Community Corrections Service Center (In-Custody)(Average # of Enrollees)	42
4.		
5.		
6.		
	Sentenced Offender Program	ADP
1.	Work Furlough Program	5.1
2.	County Parole Board Release	12
3.	Jail Education & Employment Program (JEEP)	39
4.	Work Programs - Community Corrections Work Program	1.8
5.	Work Programs - Corrections Conservation Corps	5.2
6.		

Table 5: List the offender programming gaps and deficiencies.	
	Gaps and Deficiencies
1.	Expanded JEEP capacity; Expanded Work/Education Release
2.	Re-entry planning
3.	Cognitive Behavioral Groups
4.	Substance Abuse Treatment
5.	Mental Health Treatment
6.	Vocational Training

Table 6: List the offender assessments used for the purpose of jail population management.		
	Assessment Tools	Assessments per Month
1.	Ohio Risk Assessment for pretrial program	148
2.	LS/CMI for Community Corrections Service Center	5
3.	Objective Classification Assessment	202
4.		
5.		
6.		

Table 7: List the offender assessments used for determining programming.		
	Assessment Tools	Assessments per Month
1.	LS/CMI for Community Corrections Service Center	5
2.		
3.		
4.		
5.		
6.		

SECTION 5: NARRATIVE

As defined previously in the RFP, there are two proposal types in this funding process. What follows below are the narrative points that must be discussed within each of the five major topic areas. Please note:

- **Beds and Program Space Proposals:** Proposals that include any type of bed construction (remodel/renovation or new construction) shall address all of the points under each of the five major topic areas below.
- **Program Space Proposals:** Proposals that do not include any type of bed construction shall address all five major topic areas, skipping those areas within 1, 2 and 3 that specifically fall under the Bed Construction heading. The All Projects heading under 2 does apply.

Attach up to the maximum number of 35 pages of double-spaced narrative (no smaller than 12 point font) ordered in the subject areas indicated within the proposal type. If it can be written in less than the maximum 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 facility (must meet the requirements outlined in the Regional Facilities section of the RFP), clearly indicate so. Include the names of the partnering counties and their individual data which supports the project and responds to the requested narrative points.

1.	PROJECT NEED
Bed Construction	
B: 1.01	Describe the findings of the needs assessment completed by the county.
B: 1.02	Provide a county jail system overview (e.g.; capacity, ADP and other relevant factors), including a description of other current or planned construction. If the county has an AB 900 award(s), indicate such and identify the number of beds to be constructed and current stage of planning or construction for this project(s).
B: 1.03	Describe the system issues anticipated to be remedied by the new construction, such as: overcrowding, medical, or mental health beds.
B: 1.04	Describe the current trends in the number of arrests, bookings, releases due to lack of space and other relevant factors as they relate to the need for beds.
B: 1.05	Discuss the current approach to reducing the need for beds, including programs and alternatives to incarceration.
B: 1.06	Provide data showing the effectiveness/impacts of these alternatives.

B: 1.07	Describe any plans underway, or future plans, to implement alternatives to incarceration and their anticipated results.
Program Space Construction	
PS: 1.01	Describe the process for determining the need for program space.
PS: 1.02	Describe the current approach to offender programming (i.e., use of current program space, types of programs, and services) for custody and non-custody offenders.
PS: 1.03	Describe what least restrictive alternatives have been put in place to address the needs of the population intended to be served by this proposal.
PS: 1.04	Describe the gaps and deficiencies in current programming for custody and non-custody offenders, and which of these gaps or deficiencies will be addressed with proposed program space construction funding.
PS: 1.05	Describe the approach taken to determining the kind of programming that will take place in the new program space.
PS: 1.06	Provide information and data supporting the county's need for program space.
PS: 1.07	Indicate the approach to alternatives to incarceration and how the program will assist in managing the jail population.
PS: 1.08	Describe the need for programming that could assist with the jail population management.

2.	SCOPE OF WORK
All Projects	
A: 2.01	Detail the full scope of work that is the subject of this proposal, including a comprehensive description of the number and types of beds (if any), program spaces, and other core and ancillary spaces; indicate whether this is new stand-alone construction, an addition to an existing facility, or space that is being remodeled or renovated.
Bed Construction	
B: 2.01	Describe the planning process that resulted in this bed construction scope of work.
B: 2.02	Describe the relationship between stated needs and the planned construction.
B: 2.03	Describe the anticipated beneficial outcomes of the new bed construction.
B: 2.04	Define the staffing that will be required to operate the new construction.
Program Space Construction	
PS: 2.01	Describe the planning process used to develop the design for the construction of program space.
PS: 2.02	Describe the relationship between stated needs and the proposed program space construction.
PS: 2.03	Define the features of this program space construction that make it suitable for the intended programming.

PS: 2.04	Describe plans to implement and operate programs in the space.
PS: 2.05	Describe the anticipated beneficial outcomes of the new program space construction.

3.	OFFENDER MANAGEMENT AND PROGRAMMING
Bed Construction	
B: 3.01	Describe how the proposed construction will address the county's offender management goals regarding use of secure detention
B: 3.02	Describe how the proposed bed construction aligns with the Community Corrections Partnership (CCP) plan.
B: 3.03	Describe the use of, or plans to use, offender assessment(s) and other interventions to address jail population management, including objective tools or instruments to manage the offender population, such as pretrial assessments, etc.
B: 3.04	Describe the county's planned construction in relation to the expected need for beds in the future.
Program Space Construction	
PS: 3.01	Describe how this program space construction will address the county's offender management goals.
PS: 3.02	Describe how the program space construction aligns with the CCP plan.
PS: 3.03	Describe the programming to be conducted in the new program space.
PS: 3.04	Describe how the program space will foster a quality reentry model and seamless reentry process.
PS: 3.05	Describe collaborative partnerships that will provide services within the program space and provide continuity through the reentry and community supervision process.
PS: 3.06	Describe the sources of financial support (i.e., Medi-Cal, other federal sources, etc.) that will be accessed to aid in the delivery of programs.
PS: 3.07	Describe the offender assessment(s) and the process for determining the programming offenders (custody and non-custody) will receive.
PS: 3.08	Describe the approach to the principles and objectives of evidence-based programming that will be incorporated to reduce recidivism, including program evaluation.
PS: 3.09	Define the staff qualifications necessary to present the planned programming (e.g., staff training certification).
PS: 3.10	Describe the target population and estimated numbers of individuals to be served daily and annually in the program space. Describe how you arrived at those estimates.

4.	ADMINISTRATIVE WORK PLAN
4.01	Describe the plan for project management and administration, including key positions and responsibilities.
4.02	Describe the current state of the county's project planning process.

4.03	Describe the county's readiness to proceed with the project.
4.04	Describe the construction project timeline.

5.	BUDGET REVIEW AND REASONABLENESS
5.01	Justify the amount of state financing requested for the planned construction.
5.02	Describe the anticipated benefits/impact of the construction in relation to construction costs (including any fiscal benefits).
5.03	Describe steps that the county has taken to minimize costs of this project.
5.04	Describe efforts to leverage other sources of funds (e.g., federal) for program delivery.
5.05	Detail the cost effectiveness of this construction project, including from a population management perspective.

1. PROJECT NEED

B1.01. Describe the findings of the needs assessment completed by the county. The current Napa County Jail is challenged by both overcrowding and the dearth of housing and programming space for its changing population. Despite continued use of alternatives to incarceration, the jail operates near its rated capacity, and the ADP chronically exceeds the number of beds needed to maintain the operating margin recommended by professional jail industry standards. The jail also lacks the mix of housing types necessary to properly align inmate custody and classification needs with appropriate housing assignment for inmate and staff safety.

Of particular note is the absence of an adequate re-entry component to support inmates' transition to the community - especially significant given the introduction of 1170(h) inmates into the county jail system. To address this need, the County is proposing to construct a staff-secure alternative custody facility (SSF). As described more fully in Sub-Heading 2: Scope of Work, the new 72-bed SSF will bridge the gap between secure detention and release by providing sentenced inmates who qualify with a normative, program intensive environment that prepares them for successful community re-entry. Based on eligibility factors, it is estimated that about 80 inmates will be eligible for consideration for transfer to the SSF at its inception, from whom participants will be selected through case-by-case review.

As shown in the Needs Assessment, the SSF is in line with Napa County's longstanding commitment to evidence-based programming (EBP), reaffirmed as part of Realignment by the Community Corrections Partnership (CCP) and the Board of Supervisors (BOS). As a corollary, the SSF will help to relieve population pressures in the existing jail and will provide the Napa County Department of Corrections (NCDC) with the flexibility required to match inmates' housing assignments with their custody classifications – two on-going challenges.

In addition to housing and program deficiencies, the Needs Assessment also details the jail's failing infrastructure, its outdated systems, and the significant resources that have been applied to capital improvement projects throughout the building. Napa County plans to construct a new jail: a separate project, not part of this SB1022 application. The proposed SSF will provide some interim relief at the existing facility by expanding capacity in the short term with appropriate beds for a transition population, as the new jail is not likely to be completed before 2020.

Since the beginning of its Criminal Justice Master Planning process in 2004, the County has been committed to maintaining offenders in the least restrictive environment and to reducing recidivism through EBP. The County's population management measures have enabled it to restrain current population growth, despite Realignment. However, further measures are indicated by the long-term ADP projections that were developed in planning the new jail. These projections (Appendix I, Chart 1) assume that evidence-based practices such as the proposed SSF will reduce secure jail bed capacity needs by 72 beds, the size of the planned SSF.

B1.02. Provide a county jail system overview (e.g. capacity, ADP, and other relevant factors), including a description of other current or planned construction. If the county has an AB 900 award, indicate such and identify the number of beds to be constructed and current stage of planning or construction for this project(s). NCDC, which is independent of the Sheriff's Office, manages jail operations for the County of Napa. The original Hall of Justice building which houses the current jail opened in 1976. An annex was added in 1989, making the current configuration a mix of linear and direct supervision, with a total rated capacity of 264 beds. There are also 10 non-rated beds for temporary occupancy for medical and emergency needs not included in the rated capacity.

Applying an operating margin to the ADP (as suggested by industry-recognized best practice), the jail's current rated capacity of 264 beds is sufficient for an ADP of 225. The ADP for FY13 is 256; with a dip during the first 6 months of year 2013, when it dropped as law enforcement prepared for an anticipated influx of arrestees during a local concert festival. Apart from this anomaly, the jail population has hovered between 250 and 260 for most of the past three years, with occasional spikes up to 300 and dips to 230. At either range, the ADP has exceeded the number of beds required with the recommended operating margin.

The County is actively pursuing the construction of a new jail complex to be located approximately 2 miles south of its current location in downtown Napa. The complex will include a new 366-bed main jail, as well as the 72-bed SSF that is the subject of this proposal. The 366-bed jail capacity is based on projections of ADP growth by 2025. The new jail will replace, not supplement, the current jail.

The County contracted with the corrections planning firm Carter Goble Lee (CGL) (the consultant) in 2006 to project future jail population growth and to determine the number and types of beds needed to safely house the expected population. The projections were updated in 2012, taking into account Realignment as well as a slower growth in ADP than had earlier been projected. The consultant developed a conceptual site diagram illustrating the relationship between the jail and the SSF (see Appendix II) and a summary space program for the SSF (see Appendix III). The SSF is not contingent upon construction of the new jail. However, together the proposed facilities will accommodate the projected ADP with the applied operating margin, providing NCDC with the appropriate mix of housing classifications, specialty beds, and programming spaces specific to the populations served. Napa County does not currently have any AB900 awards.

B1.03. Describe the system issues anticipated to be remedied by the new construction, such as: overcrowding, medical, or mental health beds. The primary system issue to be addressed by the new SSF is the need for a mission-specific environment focused on helping individuals change their behavior and reduce the rate at which they return to custody. The CCP and BOS have agreed that such a step-down facility is a priority because it will allow qualified inmates to serve part of their sentences in the least restrictive environment compatible with public safety and fulfill the County's commitment to reducing recidivism through EBP: **Behavioral change** will be fostered because participants who leave the facility for work, school, family visits and special programs will be able to practice skills learned in cognitive-behavioral and other change programs; and **Pre-release preparation** will be accomplished by helping participants find work, housing, and aftercare programs as needed.

Table 1.1. Recent trends in Arrests, Admissions, ADP, and PC Section 4024 Releases¹

Year	Arrests	Admissions	ADP	4024 Releases
2008	4948	5688	240	154
2009	4979	5952	254	392
2010	5076	6007	257	292
2011	4674	5623	266	563
2012	4765	5196	252	727

B1.04. Describe the current trends in the number of arrests, bookings, releases due to lack of space and other relevant factors as they relate to the need for beds. Table 1.1 (above) displays trends over the past 5 years in ADP and several factors that affect it: arrests,

¹ Arrests: United States Department of Justice, Office of Juvenile Justice and Delinquency Programs. Easy Access to FBI Arrest Statistics, 1994-2010. http://ojjdp.gov/ojstatbb/ezaucr/asp/ucr_display.asp. Other data from Napa County Criminal Justice Information Management System.

admissions, and population reduction releases (under PC 4024.). While ADP increased over the first four years, it has since dropped substantially despite the addition of Realignment offenders. The timing of this reversal in trajectory is important, because it provides evidence, detailed in Section B1.06, that part of the explanation is due to the intensification of the County's population management efforts in 2011.

B1.05. Discuss the current approach to reducing the need for beds, including programs and alternatives to incarceration. Napa's current and continuing approach to reducing the need for beds stems from collaboration among key agencies including courts, corrections, probation, public defender, district attorney, social services, law enforcement, and executive staff. Critical to this process has been acceptance of the fundamental tenets of evidence-based practice and agreement to support each other in their application. The County uses actuarial risk assessments to guide program and supervision decisions, and has established analytic capacities to monitor relevant trends and evaluate what is and isn't working, always aiming to develop programs that are proven effective and specifically targeted to needs. The Realignment plan adopted by the CCP in 2011 endorses the use of alternatives to incarceration, governed by the criteria of safe management, appropriate punishment, evidence of recidivism reduction, and cost. Alternatives to incarceration, substantially expanded since 2011 include the following:

Work Programs: The County offers work furlough, in which employed inmates are released to their jobs during working hours; the Corrections Conservation Corps (CCC) in which inmates work with Napa County's Public Works department; and the Community Corrections Work Program (CCWP) which uses a Correctional Officer to monitor the work crews that provide service to Cal-Trans and other community groups.

Electronic Monitoring/Home Detention: Inmates are considered for release according to a release matrix, which ranks eligible inmates according to the seriousness of their offenses and time left to serve. Inmates under release status are supervised by Probation.

County Parole: The Board which consists of the Director of Corrections, the Chief Probation Officer, and a public appointee (currently the former Sheriff) reviews inmates for eligibility, providing inmates with a behavioral incentive and reduction in time served for deserving inmates.

Pre-Trial Release: A special Probation unit is stationed at the jail to interview defendants as they are booked, check references, and make recommendations so judges can quickly make informed decisions about recognizance release.

Deferred Entry of Judgment Programs: Pre-filing diversion programs include one for people arrested for driving with a suspended license and one for people arrested for misdemeanors other than DUI, sex offenses, and domestic violence. Defendants enter into a plea agreement, attend programming and meet other specific requirements, such as obtaining their license, and are not sentenced if they complete the program.

On-Call Probation Officer: Recognizing that 10% of law enforcement arrests were being made for probation violations, and that 17% of jail beds in 2010 were occupied because of technical violations, a new program was implemented that allows law enforcement officers to consult with an on-call Probation Officer about whether someone violating terms of probation needs to be booked, rather than cited in the field, for the violation alone.

Expanded Mental Health Court: Mental Health Court is a diversion program offered to those whose involvement in the criminal justice system is partly attributable to mental illness. Using Realignment funding, the program was expanded to serve 15 rather than 5 qualifying individuals with intensive mental health services and case management.

Drug & Alcohol Treatment Services: The County used Realignment funding to add five contracted drug and alcohol treatment beds that can be filled by inmates from the jail by Court Order on the recommendation of the Probation Department.

Court Orders: When the population exceeds 90% of the rated capacity, the County may obtain Penal Code Section 4024 orders from the Court that allow up to 5 business days of early release for sentenced inmates.

B1.06. Provide data showing the effectiveness/impact of these alternatives. Napa jail's population has remained stable or decreased despite the influx of sentenced offenders and parolees due to Realignment. That bedspace demand has been restrained by population management and alternative custody programs is suggested by the following considerations:

Difference between projected and actual ADP not entirely explained by external factors: For the Criminal Justice Master Plan Phase I Report (2007), the planning consultant tested a series of models for the growth of the jail population. Among those that showed a reasonable fit to past trends, the BOS accepted a mid-range model that projected population from 2006 onwards on the basis of trends in County population growth, historical ADP, and arrests. Since then, Napa's population has not grown as quickly as predicted and annual arrests have declined rather than increased. (Appendix I, Chart 2). The current ADP is 21% below what was projected, despite the unforeseen addition of 30-35 Realignment offenders (Appendix I, Chart 3). This difference is twice the decline in index offenses (10%) and about 50% greater than the related decline in arrests (13%), suggesting that the County's population management policies are likely responsible for 40% to 50% of the 75-bed difference, and that without these efforts, the ADP for FY2013 would have been 285-290 rather than 250.

Timing of recent population management efforts and ADP patterns: In June of 2011, faced with populations averaging 280 and concerned about the looming influx of Realignment offenders,

key stakeholders convened for weekly population management meetings. Jail population and booking summaries were provided to monitor reasons for admissions and to identify inmates eligible for early release. This process led to implementation of the pre-trial release program (10/2011), the revised home detention policy (2012), and the use of on-call probation officers (2012), all referenced above - and these efforts coincided with the reversal of ADP trends displayed in Table 1.1 above.

Patterns in census and program data: The average numbers of defendants and inmates in alternative programs are displayed in Tables 3 and 4 of Section 4 of this application. Although we don't know that *all* alternatively-placed inmates would otherwise occupy secure detention beds on a daily basis, the census of these programs strengthens the argument for attributing Napa's recent success in restraining ADP growth to these efforts. The effect of the on-call probation officer and the associated matrix of evidence-based probation sanctions is evidenced by the decline in the percentage of beds occupied by probation violators, from 17% in 2010 to 11% in FY2013. Finally, the importance of the interagency collaboration that has characterized Napa's criminal justice policymaking is supported by the use of split sentences for Realignment offenders. Before the onset of Realignment, staff had projected that such inmates would occupy 60 beds by the end of the first year if their entire terms were served in jail; instead, they have occupied 30-35 beds. Napa's courts applied split sentences in 68% of judgments during the first year of Realignment, compared to 24% statewide.²

B1.07. Describe any plans underway, or future plans, to implement alternatives to incarceration and their anticipated results. Napa County is committed to using the least restrictive response to offender management, and alternatives to incarceration will continue to be

² CPOC Realignment Dashboard, <http://www.cpoc.org/assets/Realignment/dashboard.swf>.

a fundamental component of the corrections continuum – modified and/or expanded as warranted by review of evidence about implementation issues and the scope and effects of the programs. The proposed SSF will not replace non-residential alternatives to incarceration; it will provide a residential option to secure confinement, providing the support, programs, and environment that support successful community transition, and maintain public safety.

PS1.01. Describe the process for determining the need for program space. The need for the SSF proposed here, and the required program space, was identified in plans for managing Realignment submitted by the CEO to the BOS in June of 2011, reaffirmed by the CCP in the County's Realignment plan in October of 2011. Information was gathered about the workings of programs in other jurisdictions, and site visits were conducted to staff-secure alternative custody facilities in Oregon and San Francisco. Informed by this information, and based on the stated mission and target population for Napa's SSF, it was determined that a variety of programs would be required, including EBP cognitive behavioral programs addressing criminogenic needs; educational, vocational, and job preparedness skills; family reintegration programs; as well as concrete services to support release readiness (housing, service referrals, etc). A committee representing key stakeholder agencies was formed to develop the corresponding SSF space program. The resulting plan was supported by the CCP in January 2013 and approved by the BOS in February 2013.

PS1.02. Describe the current approach to offender programming (i.e. use of current program space, types of programs, and services) for custody and non-custody offenders. For both custody and non-custody offenders, Probation works closely with the courts, primarily using the Level of Service/Case Management Inventory (LS/CMI), to inform sentencing and supervision recommendations. Governed by terms of their sentences, probationers are assessed,

behavior under supervision is monitored, and referrals are made as warranted to batterer or DUI programs, drug and alcohol treatment, mental health care, and social services. Napa's primary recidivism reduction program is the Community Corrections Service Center (CCSC), a day reporting center primarily serving offenders on probation, although some are able to begin while still incarcerated. Participants are referred on the basis of risk, monitored for compliance with probation and program conditions, guided through a sequence of cognitive-behavioral courses, and assisted in finding employment, housing and social services. Probation Officers also run cognitive behavior groups for probationers who do not require the intensity of the CCSC but could benefit from receiving specific services.

Programs for custody inmates include the Jail Employment and Readiness Program (JEEP), serving 36 minimum-security inmates; a cognitive behavioral group; and Alcoholics Anonymous, Narcotics Anonymous, and religious programming. The ability to provide these programs in a consistent manner, and in the dosages prescribed by curriculum or best practices, is hampered by the lack of classroom, group, and counseling spaces in the jail.

PS1.03. Describe what least restrictive alternatives have been put in place to address the needs of the population intended to be served by this proposal. The SSF will supplement, not replace non-residential community-based alternatives to incarceration, and the County's continuum of less restrictive and alternative programs will continue to be available for eligible pretrial defendants and sentenced offenders. The SSF will provide a less restrictive alternative to secure detention: a step-down option for those sentenced offenders who are not immediately eligible for non-residential alternatives and who are likely to benefit from the array of programs to be offered (described in Sub-Heading 3: Offender Management and Programming).

PS1.04. Describe the gaps and deficiencies in current programming for custody and non-custody offenders, and which of these gaps or deficiencies will be addressed with proposed program space construction funding. A severe lack of program space and logistical obstacles caused by the inefficient design of the current jail prevents many inmates from participating in the in-custody programs described in PS1.02. It is estimated that about 15% of inmates are able to participate in the programs. For example, the JEEP program can serve no more than 36 inmates because of the restricted capacity of the minimum-security unit, and many inmates eligible for the CCSC are unable to begin their program before release from custody. There is no appropriate housing environment or dedicated program space in the existing jail to adequately prepare inmates for community transition, resulting in a critical gap in the current continuum: no ability to step down inmates from secure confinement to community supervision. While the new jail will provide program space for the general population, the SSF will include a number and variety of spaces dedicated to supporting EBP programs that are proven to result in successful jail to community transition, including classrooms and group rooms that are flexible for varied programming, and individual offices for on-site case management, counseling and coordination of community-based referrals both for those residing in the SSF and post-release.

PS1.05. Describe the approach taken to determining the kind of programming that will take place in the new program space. The SSF environment and program offerings will be designed to support its function and mission as a rehabilitative and re-entry step-down facility. It will offer a substantial array of behavioral change and pre-release planning opportunities, with the opportunity to practice skills and establish plans for community life before release. This approach coincides with strategies described in the joint NIC-Urban Institute initiative on

Transition from Jail to the Community,³ is further informed by review of program offerings at similar facilities in other jurisdictions, and supports the needs of the target population in Napa as outlined in the County's CCP.

PS1.06. Provide information and data supporting the county's need for program space.

Evidence of the County's need for the SSF and the related program space has been summarized in B1.01, B103, and P.1.04. With only two housing units available for programming opportunities and no other dedicated programming or counseling space, the current jail is limited in terms of program space generally, with only 15% of inmates participating due to space constraints. The little space that is available is not adequate for the number of programs and daily dosages required to support positive behavioral change and successful community transition.

PS1.07. Indicate the approach to alternatives to incarceration and how the program will assist in managing the jail population. The entire operation and function of the SSF is derived from the County's approach to alternatives to incarceration, which is governed by the criteria of safe management, appropriate punishment, evidence of recidivism reduction, and cost. While the per diem cost of the SSF will be lower than secure detention, its primary objective is to reduce recidivism as only a step-down program in a flexible, minimum-security setting can accomplish. As well as offering an environment designed to facilitate change and successful community transition, the SSF will provide a more appropriate setting with the requisite programming for some sentenced inmates who are currently placed in scarce medium-security beds. As mentioned in B1.01 and displayed in Appendix I, Chart I, the 72-bed SSF will be

³ For example: Warwick, K., Dodd, H., and Neustetter, S.R. Case Management Strategies for Successful Jail ReEntry. Washington, DC: The Urban Institute, 2012.

needed to achieve the evidence-based ADP reductions built into the County's long-term capacity plans.

PS1.08. Describe the need for programming that could assist with the jail population management. Focusing on the need for programming, the SSF's primary contribution to population management lies in recidivism reduction. Over the first six months of this year, 70% of the jail's ADP was attributable to people with previous arrests. Population analysis indicates that from 2008 through 2010, high jail utilizers (5 or more stays totaling at least 30 days) represented 4% of people admitted but occupied 25% of the beds. Realignment will bring inmates with longer lengths of stay and an emphasis on rehabilitation and re-entry. Evidence-based programming, like that which is planned for the SSF has had a measurable impact on recidivism reduction. In this regard, it is expected that the SSF will make a major contribution to managing future population growth.

2. SCOPE OF WORK

A2.01. Detail the full scope of work that is the subject of this proposal, including a comprehensive description of the number and type of beds, program spaces, and other core and ancillary spaces; indicate whether this is new stand-alone construction, an addition to an existing facility, or space that is being remodeled or renovated. The County is planning a 72-bed, staff secure, Type IV facility (SSF), which will provide an environment that fosters cognitive behavioral change and allow individuals to build a foundation for transition back into the community. The SSF will serve as an alternative to the secure jail, and will enhance the County's current corrections continuum by providing a step-down transition to the community. A space program summary and an overview of the components of the facility are included in Appendix III and IV, respectively.

The building will be a stand-alone facility, located on the same site as a future jail facility. The residential component will consist of four minimum security 18-bed dorms (one for females), each with bathrooms, laundry facilities, and day rooms for less structured free time activities. The facility will also have ample, varied spaces for multiple programming opportunities to be conducted simultaneously and in the dosages required. Program spaces will include three counseling rooms where residents will meet with their case managers or other providers to focus on individual case plans, a job search room complete with six individual workstations, a computer lab with ten work stations and instructor station for lessons, two 24-seat classrooms with capability to turn into four 12-seat rooms that can be used for group sessions and educational program offerings such as GED preparation or other vocational training, and a program coordinator's office for staff or outside providers to prepare for sessions.

The facility will contain a warming/prep kitchen with the necessary equipment to receive meals from a contracted vendor and prep them for distribution to residents. Refrigeration and storage areas will be available for necessary on-site items. Residents will take their meals together in the SSF's dining area.

The facility will have two monitor stations that security staff will use in addition to roving the facility. The facility will have monitored entry/exit access 24-7 and doors and windows will be alarmed for unauthorized use. The facility will be staff-secure, and constructed of durable, residential grade materials similar to college dormitory construction, rather than security grade.

B2.01. Describe the planning process that resulted in this bed construction scope of work.

The County has long focused resources on the use of evidence-based, research-tested practices and programs proven to reduce recidivism, improve re-entry outcomes, increase public safety and ultimately reduce jail bedspace demand. This approach also guided the County's plan for meeting its overall correctional system capacity requirements. The 72-bed SSF enhances the

County's corrections continuum by providing an evidence-based alternative to secure custody that will better prepare residents for successful community re-entry. To define the scope of work, the County formed a committee to review similar facilities and programs, explore locations for the SSF, and conceptualize the facility environment.

B2.02. Describe the relationship between stated needs and the planned construction. The SSF adds a critical component to the County's corrections continuum, providing transition from secure custody to community supervision where residents receive services geared toward reducing criminal activity while maintaining public safety. The SSF will provide a staff secure residential option in a less restrictive setting, allowing the County to reserve its secure beds, now and in the future, for higher custody inmates.

B2.03. Describe the anticipated beneficial outcomes of the new bed construction. The addition of the SSF completes the County's corrections continuum from secure incarceration to release and community supervision. The staff secure, residential grade construction is less expensive to build and provides a physical environment more conducive to positive behavioral change than the secure and crowded jail, and it. A corollary outcome is the reduction of crowding in the existing jail, a benefit to both inmates and staff.

B2.04. Define the staffing that will be required to operate the new construction. The County intends to issue a Request for Proposal for a specialized contractor to provide security, case management and counseling, and administrative services for the SSF. The Director of Corrections will have responsibility over the facility, and will enter into a partnership with the Probation Department to provide oversight of the program administration. Both the Probation Department and NCDC will have full time staff assigned to the facility in addition to the

contracted staff. Based on research of similar facilities, it is anticipated the staffing will follow this outline once the 72 beds are substantially full.

Position	Total	Comments
Director	1	Contractor - Business Shift
Assistant Director	1	Contractor - Modified Business Shift
On-Site Classification Specialist	1	County Staff – Modified Business Shift
On-Site Probation Officer	1	County Staff – Business Shift
Clerical Support Staff	1	Contractor - Business Shift
Case Managers	2	Contractor - Modified Business Shift: Ratio of 1:36
Security Team Leaders	4	Contractor - Four Shifts: 1 Team Leader per Shift
Security Team Staff	10	Contractor - Four Shifts: Ratio of 1:24-36
TOTAL STAFF	21	

PS2.01. Describe the planning process used to develop the design for the construction of program space. The planning process that led to the design of the program space included an intensive review of other facilities around the country and collaborative discussions with key stakeholders regarding the nature of programs and services required for the SSF target population. Key elements for program space included flexibility for a varied curricula; sufficient classrooms to ensure adequate exposure and dosage to EBP offerings; program proximity to the dormitories to support unescorted movement; and recognition that residents may have the opportunity to access community-based programs and services as part of their treatment plan.

PS2.02. Describe the relationship between stated needs and the proposed program space construction. The County recognizes the need for an expanded continuum of programs and custody options to target the changing needs of offenders in its correctional system. The continuum allows for the appropriate punishment and confinement of individuals who threaten public safety, but it also recognizes that many of these individuals are influenced by behavioral

and environmental factors and without addressing those factors, there will be no change in behavior. The SSF will provide a variety of spaces where residents will be engaged in programs based on an individual case plan developed in concert with a Case Manager to serve two principal objectives: 1) Behavioral Change: A cognitive-behavioral curriculum will assist residents in altering their thinking patterns and understanding what is necessary to refrain from drug and alcohol abuse, maintain employment, and act as considerate and responsible members of their families and communities. 2) Pre-release Preparation: Participants will be assisted in finding work, housing, and aftercare programs as needed.

PS2.03. Define the features of this program space construction that make it suitable for the intended programming. The facility will be a Type IV BSCC rated facility with a normative physical environment that will foster self-responsibility. Residents will be responsible for maintaining their own sleeping areas and doing their own laundry. The facility will have ample programming and classroom space previously described, that will allow program staff flexibility in configuring rooms to meet the needs of small and large groups. Multiple programming opportunities will occur at the same time and will include cognitive behavioral group, job readiness training, employment searches, and individual counseling and re-entry preparation. Residents will live in a structured environment while having opportunities to practice the type of personal freedom they will regain upon sentence completion and community re-entry.

PS2.04. Describe plans to implement and operate programs in the space. The County intends to contract with a specialized vendor to provide supervision, case management, and program delivery. Probation and NCDC staff will have an on-site presence in the facility, working with the contracted vendors to ensure program and operational integrity. The County will also engage its own Health and Human Services Agency to provide services for re-entry

preparation that may include applications for Medi-Cal, Cal-Fresh, housing assistance or other programs offered. Napa Valley College has expressed interest in providing vocational trainings and certification programs that may be offered to residents of the facility.

PS2.05. Describe the anticipated beneficial outcomes of the new program space construction. The SSF is an expression of the County's EBP approach, and adds a critical re-entry component to the County's continuum of programs and sanctions. The facility's planned program space will allow ample opportunities for individuals to address their identified needs. The benefit will be that residents will be released back into the community having completed behavioral programming and building a foundation for transition – employment, housing, access to aftercare services – that will help to reduce recidivism and improve public safety.

3. OFFENDER MANAGEMENT AND PROGRAMMING

B3.01. Describe how this proposed construction will address the county's offender management goals regarding the use of secure detention. Capacity and design limitations in the jail make it difficult to properly classify inmates. Inmates classified as appropriate for minimum security housing may be housed in the medium custody section of the jail until appropriate minimum custody beds become available, creating a bottleneck in the jail with eligible inmates frequently awaiting the release of other minimum custody sentenced offenders before they can be reassigned to a minimum custody unit.

The proposed SSF will immediately address the County's offender management goals by creating a step-down facility to accommodate eligible inmates approved for minimum security placement. There they can access work assignments, educational, and cognitive programs with a re-entry focus, reserving secure jail bedspace for those inmates who pose a risk to public safety. Currently, the re-entry options available within the jail are extremely limited and do not provide

a wide range of options to help residents reintegrate back into the community. The SSF will employ EBP's that are proven to reduce recidivism, lessening future jail bedspace demand and the associated costs through a sustainable offender management plan.

B3.02. Describe how the proposed bed construction aligns with the CCP plan. The proposed bed construction is keenly aligned with Napa County's CCP plan, implemented in 2011. The County is committed to implementing EBP, with the following goals:

1. Reduce incarceration of defendants on pretrial status;
2. Establish alternative sanctions for offenders under supervision in the community;
3. Provide penalties other than secure confinement, as appropriate, for sentenced offenders.

The CCP plan states that it will be important for the County to focus on sentenced offenders, and specifically calls for the development of a staff secure facility:

"It will be crucial to have sufficient resources to assist offenders in being successful. Referrals to programs will be based on assessment data and could include additional assessments, education, treatment programs, community referrals and linkages, housing assistance and a pre-release program . . . Further options for sentenced offenders include designing a staff-secure residential facility with special rules and monitoring, [where] staff keep track of residents' comings and goings, but no specialized security personnel are required."

As a staff secure, program-rich facility with adequate capacity for serving offenders transitioning back to the community, the proposed SSF bed construction is very much aligned with the CCP plan.

B3.03. Describe the use of, or plans to use, offender assessments and other interventions to address jail population management, including objective tools or instruments to manage the offender population, such as pre-trial assessments, etc. NCDC presently works in conjunction with Probation to provide offender assessments prior to placement into programs such as the day reporting center. Probation officers use the LS/CMI assessment to review risk levels before recommending offenders into both the custody and the non-custody day reporting

program. Probation also oversees the jail's pre-trial program where Probation officers review arrestee files and make recommendations to the on-call judge for pre-trial releases. This group of released inmates is then supervised by Probation.

Internally, the jail currently uses objective classification to manage the housing and programming needs of inmates in custody based on the National Institute of Corrections (NIC) model of best practices. Inmates are booked and initially classified by the intake officer before being assigned housing. Classification staff interview inmates within 72 hours of being housed to ascertain information related to type of crime, gang involvement, potential housing concerns, past criminal history, previous history of violence, and other factors affecting housing and custody assignment.

Moving forward, eligibility for the SSF will be based on established classification criteria. From this eligible pool, inmates will be selected for placement in the SSF based on an actuarial risk-needs assessment tool, such as the LS/CMI, and other factors that NCDC staff deem relevant regarding the ability to function safely in a minimum security, staff secure setting.

B3.04. Describe the county's planned construction in relation to the expected need for beds in the future. As described in the Needs Assessment, and displayed in Appendix I, Chart 1, the County's long-term capacity plans assume an evidence-based secure bedspace reduction, over coming years, of 72 beds, which can be realized with implementation of the planned SSF. Without such a facility, the jail would need to be larger with more expensive hard beds to accommodate the growth in population, and would continue to lack an environment conducive to positive behavioral change, successful re-entry, and reduced recidivism. As an additional benefit, the SSF will relieve some of the overcrowding at the current facility, pending future construction of a new jail.

PS3.01. Describe how this program space construction will address the county's offender management goals. The County jail currently has a number of repeat offenders who are high-users of correctional beds. A large number have substance abuse issues and/or other non-violent types of offenses that keep them in the correctional system. Many do not have job skills needed to become productive members of society. Others do not have suitable places to live once they are released from custody and often return to the same types of behavior that resulted in their past arrests and detention. Current options for this population are severely limited with regard to re-entry and on-going programming. As described under Sub-Heading 2, the program space construction of the new SSF will include classrooms that can be used to provide a variety of programs; computer labs; and individual counseling spaces. Within the SSF, residents will be able to find employment, enroll in educational programs, attend substance abuse programming as well as court-ordered programs such as domestic violence prevention and anger management courses.

With Realignment, the jail also expects to see a group of offenders with longer jail sentences for crimes that can be classified as non-serious and non-violent. Some of these offenders can serve part of their terms in the SSF, a community-based, residential setting where they are able to work and receive programming before returning to community.

PS3.02. Describe how the program space construction aligns with the CCP plan. Program space construction is aligned with the CCP plan. According to the CCP plan implemented in 2011, the County should be looking at a wide range of options when addressing the needs of the offenders in our community and in-custody. The CCP plan suggested referral of inmates to programs based on assessment data to include education and treatment programs, community referrals and linkages, housing assistance and a pre-release program. The CCP also recommended using less restrictive settings to manage the inmate population which may include

electronic monitoring, home detention, work release, and day reporting. The CCP specifically recommends a staff secure facility, (cited in B.302), and the preliminary program and facility program plans were subsequently ratified by the CCP in January 2013.

PS3.03. Describe the programming to be conducted in the new program space. Residents will be assigned case managers who will work with them to develop a plan that addresses their specific criminogenic needs and prepares them for life outside of confinement. Residents will be required to participate in employment readiness training, job search assistance, and based on their needs, in evidence based cognitive behavioral groups such as anger management, parenting classes, life skills, criminal thinking and substance abuse treatment. A variety of programs are planned for the SSF:

Behavioral Change Programs

Thinking for a Change: an integrated, cognitive behavioral change program for residents including cognitive restructuring and the development of social skills and problem solving skills.

Moral Recognition Therapy: a cognitive-behavioral counseling program that combines education, group and individual counseling, and structured exercises designed to foster moral development in treatment-resistant clients.

Other Programs: individual based needs such as parenting classes, anger management classes, substance abuse groups and treatment, life skills classes, and individual counseling. Individuals will also have access to GED preparation courses and GED testing, if applicable to them.

Pro-Social Activities: In support of the re-entry goals, opportunities to participate in pro-social activities and learn how to have fun with peers without engaging in disruptive behavior.

Pre-Release Planning

Employment Readiness: Unemployment has been linked to reoffending and the goal of the SSF will be to reduce recidivism rates by establishing a stable environment for re-entry which

includes employment. Researchers have documented that offenders find it difficult to make the transition to searching for work for a variety of reasons including limited marketable skills and life skills such as managing budgets and schedules, planning for transportation to and from work, or understanding workplace expectations concerning communications and appropriate dress. While at the SSF, residents will engage in a guided process to address these limitations and better prepare them for employment.

Vocational Programs: The County has had positive preliminary conversations with Napa Valley College about establishing vocational or certification programs that may specifically benefit residents. The proposed location of the new jail complex and the SSF is directly across the highway from the college, providing optimal access to this resource. The County's Workforce Investment Board will also assist in developing appropriate vocational programs for residents.

Re-Entry Assistance: In addition to the evidence-based programming and job readiness described above, residents in the SSF will have access to assistance in applying for public programs such as Medi-Cal, CalWORKs, Cal Fresh (food stamps), and continued mental health assistance. The SSF will establish relationships with local non-profit providers and community groups so that residents can access community-based programs and services while residing in the facility or upon their release.

PS3.04. Describe how the program space will foster a quality reentry model and seamless reentry program. The SSF is modeled after a number of successful programs throughout the country, providing a step-down option between secure confinement and existing non-residential supervision (e.g. community corrections service center, probation). The program would closely resemble the Type IV facility operated under the authority of the San Diego County Sheriff's office in partnership with the San Diego Probation Department. The facility is contracted to a private company which provides the day-to-day operation. While modeled after the San Diego

program, the facility proposed in this application will be customized to reflect the profile characteristics and needs of Napa County's inmate population.

The facility will provide residents with a number of programming options (PS: 3.03) as well as the ability to find gainful employment prior to release from custody. Currently, a majority of inmates lose employment upon entry into jail. Having to search for employment after release can be stressful and reduce their stability. Additionally, many have difficulty finding appropriate housing upon release, and must go into the homeless shelter or rely on family or friends for a place to live. Given these challenges, it is not uncommon to find offenders returning to custody shortly after release, creating a vicious cycle for many, particularly if they also have a dependence on alcohol or illegal drugs.

SSF programs will help residents address substance abuse issues, learn job skills and obtain work placement, gain training and education, and find options for housing upon release from custody. The County also intends to establish relationships with community partners who will provide job skills, training, and employment while the offender is in custody, leading to fulltime work upon release. It is also a goal to help the offender become self sufficient and encourage payment of victim restitution and other court fees using the wages earned from gainful employment.

PS3.05. Describe the collaborative partnerships that will provide services within the program space and provide continuity through the reentry and community supervision process. The SSF will operate under the authority of the Director of Corrections, with the Probation department providing day-to-day oversight of programming as well as monitoring participants in the community. Probation will also ensure that the treatment needs of participants are addressed while in the facility, working closely with the selected vendor on program operations. NCDC will have authority over transfer of inmates into the SSF and returns to the

jail, with input from Probation staff. Both NCDC and Probation will assign staff to the facility. Such partnerships are not novel for Napa County, as its criminal justice programs include collaborations between County and other public and private agencies that produce positive results. For example, NCDC currently partners with Probation in its electronic monitoring program. Probation officers also work in the jail to assess inmates for pre-release programs. This unique partnership has strengthened the relationship between the two agencies and provides a solid foundation from which to build a similar partnership for servicing the SSF.

PS3.06. Describe the sources of financial support (i.e. Medi-Cal, other Federal sources, etc.) that will be accessed to aid in the delivery of programs. The estimated budget for the staff secure facility includes staffing costs for a contract provider and costs for food, building maintenance, transportation, and community activities as well as the Classification Specialist and Probation Officer assigned to the facility. The operating budget projection is approximately \$2.2 million annually.

The County has received support from its CCP and Board of Supervisors to use State Realignment funds to support the day to day operations of the staff secure facility. The County has been conservative about allocating its State Realignment funding, thus the County believes Realignment funds may be used, assuming no reduction in this funding source for the operations of the staff secure facility. Additionally, SSF staff will work with Health and Human Services Agency representatives to enroll residents in any eligible programs and services such as Medi-Cal or other County, State or Federal programs which meet the needs of the residents.

PS3.07. Describe the offender assessments and the process for determining the programming offenders (custody and non-custody) will receive. Offenders assigned to the SSF will come from the secure jail facility. Eligible offenders will be assigned to the SSF based

on the classification and behavioral assessment described in B3.03. NCDC will work closely with Probation in determining the eligibility of candidates for the SSF. Staff knowledge and familiarity of the offender from both the NCDC and Probation side will have an impact on such decisions. Upon admission to the SSF, offenders will be assigned to a case manager who will work with them to develop an individualized plan using information obtained in the classification assessment and other tools such as the LS/CMI, in conjunction with discussions with the offender about specific needs, goals, and desired areas of focus. Interventions may include cognitive behavioral classes to address criminogenic need, release readiness programs and skill building, and concrete services.

Probation currently conducts assessments prior to placing offenders into community supervision (the day reporting center program). The LS/CMI is one tool for developing a case plan for those ready to step down from the SSF to non-residential supervision.

PS3.08. Describe the approach to the principles and objectives of evidence-based programming that will be incorporated to reduce recidivism, including program evaluation. The rehabilitative and re-entry mission of the SSF stems from evidence-based practices and the recognized benefits of step-down services as a part of a correctional continuum. Staff will consider the criminogenic needs of the inmate when determining the type of programming that will be offered while in the SSF. The facility will provide EBP programs that will address the need to create pro-social thinking as well as address the need to have pro-social peers to assist with the rehabilitation goals. Additionally, the SSF will incorporate classes related to substance abuse treatment, educational opportunities, work programs, and the like.

County Executive Office staff conduct independent program evaluations, combining probation, court, jail, and program information to describe how programs are working and evaluate effects on recidivism. Working with CEO staff, the NCDC/Probation team will monitor

implementation of the program to assess program integrity and ensure collection of the data needed to describe outcomes, including placements into work and educational programs as well as recidivism.

PS 3.09. Define the staff qualifications necessary to present the planned programming (e.g. staff training certification). The facility will have a Director and an Assistant Director who will oversee the program and the contract staff assigned to the facility. Security personnel will be trained to the level of the CORE corrections academy and will be required to undergo 24 hours of training annually. The direct supervision design of the dormitories provides opportunities for role modeling, and establishing expectations of mutual respect and personal accountability. The SSF will include a Classification Specialist from NCDC and a Probation officer from the Probation Department. The facility will also include two Case managers who are trained to assist residents with job and program placement. All vendors and service providers will be required to have the training and credentials needed to deliver the program curricula.

PS3.10. Describe the target population and estimated numbers of individuals to be served daily and annually in the program space. Describe how you arrived at those estimates. The target population for the SSF includes male and female inmates who are within two years of release. A one-day snapshot from January 2013 was used to estimate how many inmates would qualify for reclassification and transfer to a staff-secure Type IV facility. This snapshot represented a jail population of 275, coinciding with the projected jail ADP associated with the opening of the SSF. This snapshot was used to assess the feasibility of placing a significant number of inmates in a SSF. These estimates do not describe the likely participants in the program, but the *pool* from which the SSF anticipates would be drawn on the basis of the staff's

knowledge and expectations about who would fit in or benefit from the program. For this purpose, the following criteria were applied:

Sentence-Eligible: Prospective participants will be sentenced offenders (including those detained for review because of supervision violations rather than a new offense), and excluding those with federal immigration holds for unknown offenses. There were 123 *sentence-eligible* offenders in our sample population.

Classification-Eligible: Offenders classified maximum custody—usually segregated because of dangerous behavior, gang affiliations, or safety issues—will not be considered for reclassification and transfer to the SSF. There were 182 classification-eligible offenders in the sample population.

Time-Eligible. In order to focus on those with a potential to benefit from the planned SSF program, sentenced offenders should have more than two weeks left to serve on their sentences but not more than two years to serve. There were 109 *time-eligible* sentenced offenders in the sample.

The sample included 80 offenders who met all three criteria. Of these, 13 (16%) were minimum custody, 67 (82%) medium; 13 were women (17%); and 67 were men (83%). Tables 1 and 2 display the offense types and time structures of the SSF-eligible pool.

The population projections anticipate growth of about 20% by 2025, which would yield an eligible population pool of about 85. Anticipating that growth pressures and other factors are likely to change over the coming years, Napa County considers it reasonable to plan for a 72-bed SSF, with the understanding that not all beds would be occupied immediately.

**Table 1. Type of Most Serious Offense of
SSF-Eligible Offenders**

Offense Type	Frequency	Percent
Minor Misdemeanor	4	5.0
Violation	22	27.5
DUI	6	7.5
Drugs	8	10.0
Other	16	20.0
Property Felony	13	16.3
Felony vs. Persons	11	13.8
Total	80	100.0

**Table 2. Total Sentenced Jail Time of
SSF-Eligible Sentenced Offenders**

	Frequency	Percent
15-30 days	7	9.7
31-60 days	12	16.7
2-3 months	11	15.3
3-6 months	17	23.6
6-12 months	16	22.2
Over 1 year	9	12.5
Total	72	100.0

4. ADMINISTRATIVE WORK PLAN

4.01 Describe the plan for project management and administration, including key positions and responsibilities. Internally, the County intends to continue its established project team, with representatives from NCDC; Probation; Planning, Building, and Environmental Services (PBES); County Executive Office; Public Works; Auditor-Controller's Office; and County Counsel. This team has been responsible for developing the mission and vision for the Staff Secure Facility and has worked collaboratively to prepare this SB 1022 application. Each team member will continue to have a role in the project delivery process including the design, construction and commissioning for the Staff Secure Facility. In order to facilitate project delivery of the facility the following roles have been established:

County Project Manager: Steve Lederer, Director of Public Works. The County Project

Manager and his staff will be responsible for:

- The project delivery process including project design, construction and commissioning;
- Project budget and schedule administration;
- Oversight of required architectural, engineering and construction management consultants contracted by the County for the design preparation and construction/commissioning oversight of the facility;
- Oversight of project design preparation and construction for conformance to applicable codes/regulations, EIR mitigations and funding requirements;
- Administration of the construction contract awarded by the BOS to a general contractor through Public Contract Code requirements for construction.
- Liaison between the contracted parties and the County project team; communicate information between these groups and assist in decision making.

Project Financial Officer: Tracy Schulze, Napa County Auditor-Controller. The Project Financial Officer will be responsible for ensuring the County complies with all requirements of the State funding mechanism including monitoring project expenditures, assisting with the preparation of reimbursement requests and maintaining the appropriated funding specifically designated for the project.

Project Contact Person: Liz Habkirk, Principal Management Analyst in the CEO. The Project Contact Person will serve as the liaison between the BSCC and the County's project team and will be responsible for ensuring that all requirements and timelines outlined by the State are met.

4.02. Describe the current state of the county's project planning process. The SSF, originally identified in the 2011 CCP Plan, has been under serious consideration for over a year with

committed support from both the CCP and BOS. The County has fully developed the mission and vision for the facility as described in the 2013 Needs Assessment accompanying this application and throughout the application itself.

In November 2012, the Board of Supervisors established the preferred site for the new jail and proposed SSF, and the County began the CEQA process on the project. In early 2013, the County retained Ascent Environmental and began work to conduct an Environmental Impact Report (EIR). At this time, the public comment period on the draft EIR has closed, and staff and the consultants are compiling responses to those comments and making changes as necessary to the EIR. The final EIR is scheduled to be presented before the Board of Supervisors for certification before the end of 2013. Following certification of the EIR, the County will file a Notice of Determination, thus commencing the 30-day statute of limitations for litigation.

The County has obtained an irrevocable option on the property and has commenced the initial real estate due diligence including appraisal, preliminary title report, records searches and title exceptions map. Because historically the property has been used for industrial purposes, the County has also completed Phase I Environmental analysis, and will move forward with a more detailed investigation of the property which may include soil and subsurface sampling. Once the property has cleared all the environmental assessments and the EIR has passed the litigation period, the County will execute the option and close on the property within 30 days. The Board of Supervisors has approved a financing plan for purchase of the property which includes the issuance of Certificates of Participation (COP) under the County's existing debt limit. A tentative schedule to complete the purchase of the property is located in Appendix V.

Additionally, informed by site visits to similar facilities, the project team has prepared baseline policies and procedures to guide creation of the facility. Using this research, the team has worked with the consultants to develop a detailed architectural space program and

preliminary building diagrams. The CCP has extended support for the use of the County's Realignment funding for the operations of the facility and the BOS has publicly stated their support for the program, including allocating the required cash match for SB 1022 funding and funding for non-allowable expenses.

The County is prepared to move forward with the development of this facility and desires to do so as soon as possible in accordance with the requirements of the SB 1022 funding.

4.03. Describe the county's readiness to proceed with the project. As described above, the County has made substantial progress towards developing a project plan for the facility, the EIR process, and making the necessary steps towards securing and clearing a property for construction. The County has reviewed all of the requirements included in the SB 1022 funding and is prepared to move forward with the project meeting the timeline deadlines detailed below.

4.04. Describe the construction project timeline. The construction project timeline was developed by the County's Public Works (PW) Department and the Project Contact with the concurrence of the County's contracted planning and programming consultant, maintaining compatibility with a plan to stage future development of the site for co-location of an eventual new jail facility. Using the combined experience of the PW staff on the local construction process and the consultant's experience in designing and constructing correctional facilities, the Project Timetable completed in Section 3 of the submittal package represents a conservative approach. It also accounts for the time necessary to present items to the State and obtaining approval. The County intends to prioritize resources for the project and will work diligently to reduce timelines as much as possible.

5. BUDGET REVIEW AND REASONABLENESS

5.01. Justify the amount of state financing requested for the planned construction. The original project budget estimate for the SSF was developed in September 2012. The space

program was refined to reflect changes recommended by the Project Team: reducing the number of staff offices and administrative spaces, reviewing the site more specifically for demolition and site preparation costs, including Draft EIR recommendations that would impact the construction of the building, and reviewing construction industry bid market trends since the original estimate was provided. The initial estimate was updated as a part of the process to prepare this SB 1022 application.

The total cost of \$14,985,000 (detailed in Appendix VI) reflects the County's comprehensive process for updating cost estimates for the facility. The State financing portion requested (\$13,474,000) reflects approximately 90% of the total project costs. The remaining costs are attributable to County cash and in-kind match sources, as well as provisions for the non-allowable costs reflected in the requirements outlined in the SB 1022 RFP documentation. As a small county, Napa is petitioning for a reduction in contribution to a minimum 5% contribution match, to account for any unforeseeable changes in cost assumptions.

The cash matches are appropriated in the following budgets:

General Fund Capital Improvement Projects – SB 1022 Program	\$913,000
General Fund Capital Improvement Projects – Jail Replacement Project	\$32,000
General Fund – Central Services Department	<u>\$35,000</u>
TOTAL	\$980,000

In developing total costs, the County reviewed portions of the construction that would ultimately benefit the entire campus (main jail and SFF), including bringing utilities to the site, connection fees for utilities, and the EIR. A proportion of the costs, representing 12% of the total for these cost elements, are included in the total project costs presented in this application. Correctional beds on the campus are currently planned for 366 with expansion capacity to 526

The 12% portion represents the SSF proportion of total correctional beds on the campus at full build-out (526 jail plus 72 SSF).

5.02. Describe any anticipated benefits/impact of the construction in relation to construction costs (including and fiscal benefits). The current jail facility has limited minimum security beds and negligible program space. The proposed project, estimated to cost approximately \$15M, will provide a 72-bed staff secure minimum security, step-down facility with ample program space, allowing the County to achieve its goal of rehabilitation and successful re-entry for the long term population in local jail custody. Offenders residing in the SSF will receive intensive programming to address criminogenic, educational and training needs, as well as support services administered by a multidisciplinary team of professionals and contracted service providers. Benefits of the construction include preparing residents to become more productive members of the community; reducing crime and improving public safety in the community; saving taxpayer dollars by reducing recidivism and jail bedspace demand; adding capacity to relieve overcrowding at the existing jail; reducing the number of secure beds required in the proposed new jail; and staff-efficient design and operation.

5.03. Describe steps that the county has taken to minimize costs to this project. The Project Team looked for the most cost efficient methods of construction, reduced unnecessary administrative spaces and focused on providing maximum program space for residents. The SSF will be of durable residential grade construction, similar to a college dormitory; this is much less expensive construction than typical secure correctional grade construction. The Staff Secure operation minimizes the need for costly locking systems and security trappings. Co-locating the SSF and the future jail on the same site will result in additional cost savings over time, as core

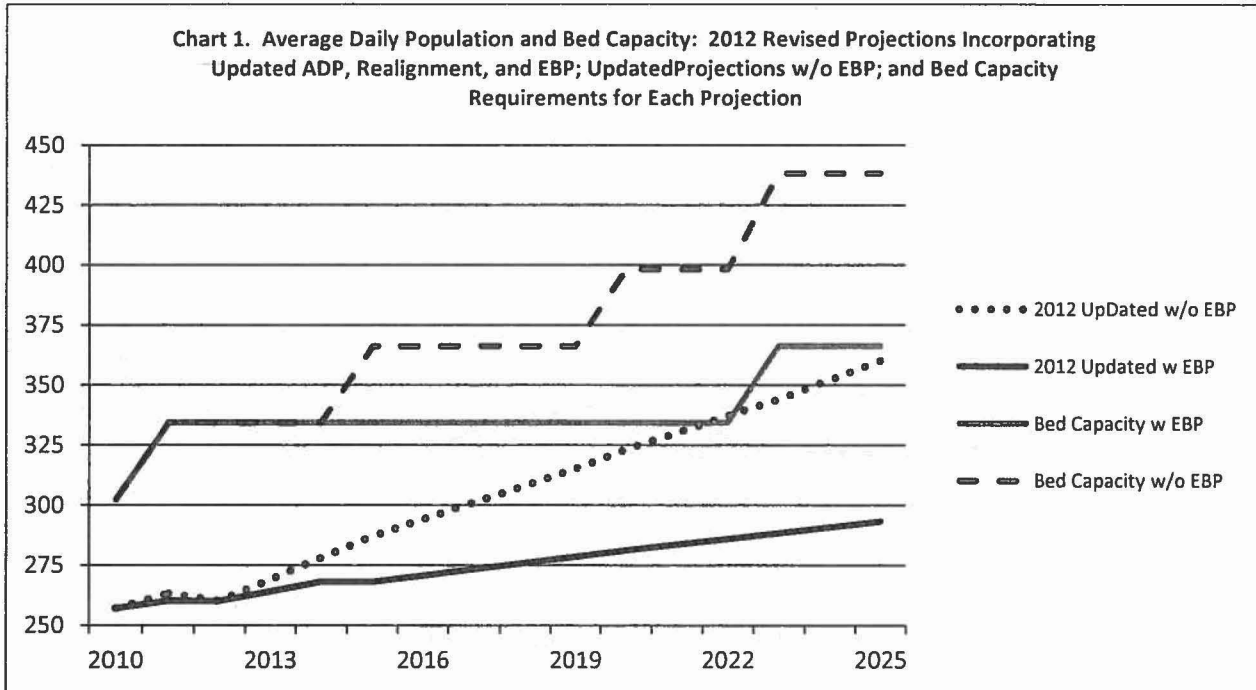
building services (jail kitchen and facility maintenance, e.g.) and utilities infrastructure can be shared rather than duplicated.

5.04. Describe efforts to leverage other sources of funds (e.g. federal) for program delivery.

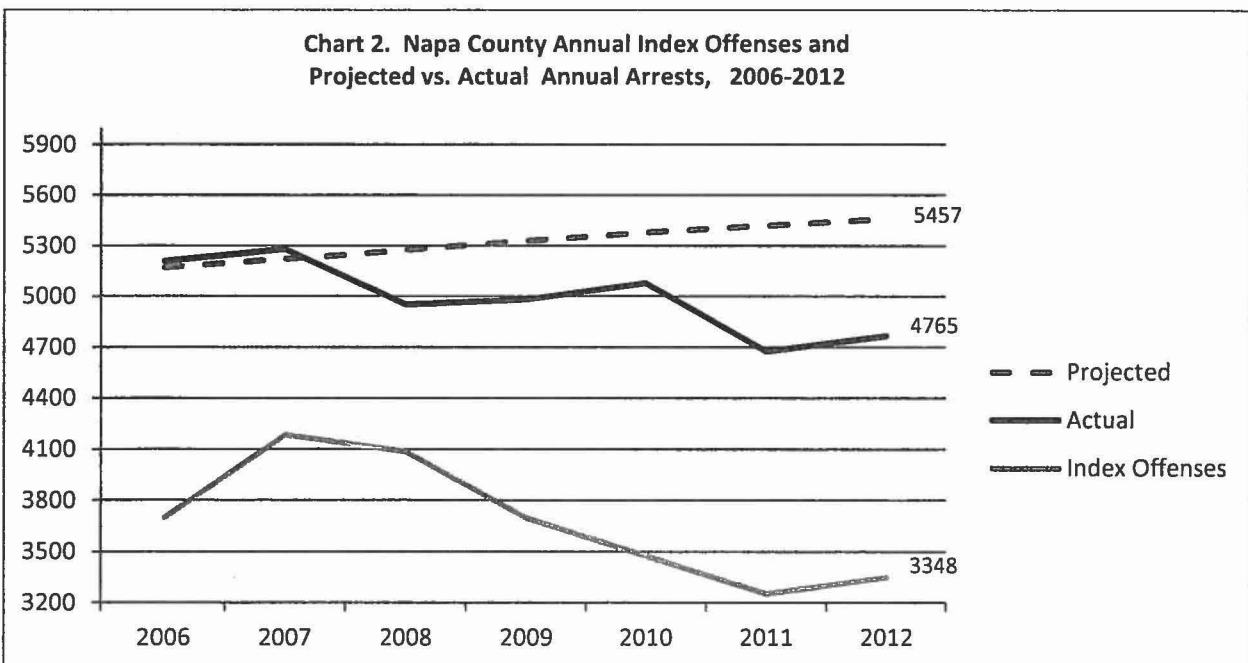
The County's CCP has committed to using State Realignment Funding, which is constitutionally guaranteed to the counties, as the main source of funding for facility operations. Additionally, the County's Health and Human Services Agency will assist residents with access to Federal programs for which they will be eligible upon release. The County also anticipates that residents of the SSF will be eligible for Medi-Cal insurance coverage after the Affordable Healthcare Act has been implemented on January 1, 2014. This will greatly reduce total operational costs as residents will be able to access outside medical services under the provisions of their individual coverage.

5.05. Detail the cost effectiveness of this construction project, including from a population management perspective. The needs assessment identified costs of approximately \$85.00 per day per inmate to be housed in the SSF. This represents a substantial savings over the \$144.00 per day operating costs (current rates) of the secure jail. Additionally, construction of the SSF will allow the County to reduce the total number of beds planned for the new jail facility (which reduces capital construction costs and long-term operational costs. Finally, the additional capacity provided by the 72-bed SFF will reduce or forestall the need to contract out for bedspace when the census at the existing jail outpaces the County's ability to manage bedspace demand through alternatives to incarceration. Per diem costs for outsourcing inmates are estimated at \$100/inmate/day.

Appendix I: Long Term ADP Projections

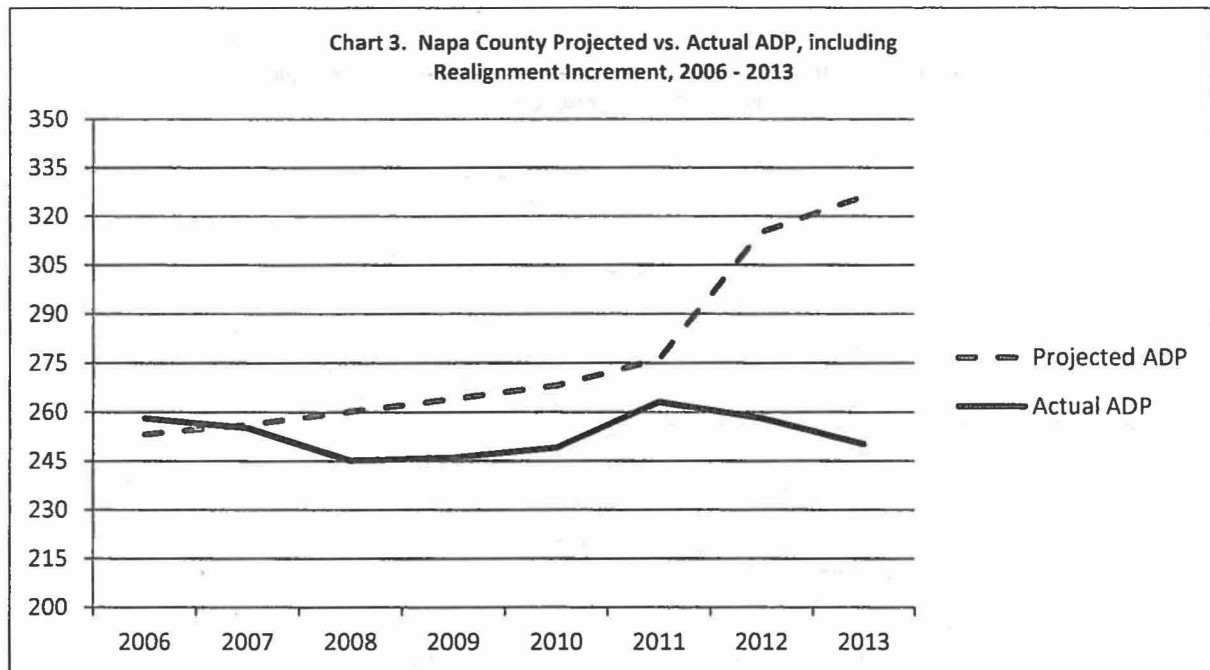


Note. Jail capacity requirements exceed ADP because of the need to accommodate inmates of various classifications, to reserve space for population peaks, and to maintain beds for temporary use (for example, infirmary and emergency security or treatment beds). The jail capacity line is discontinuous because if additional space is required, it's added in units, which in the CGL conceptual design contain multiples of 32 beds.

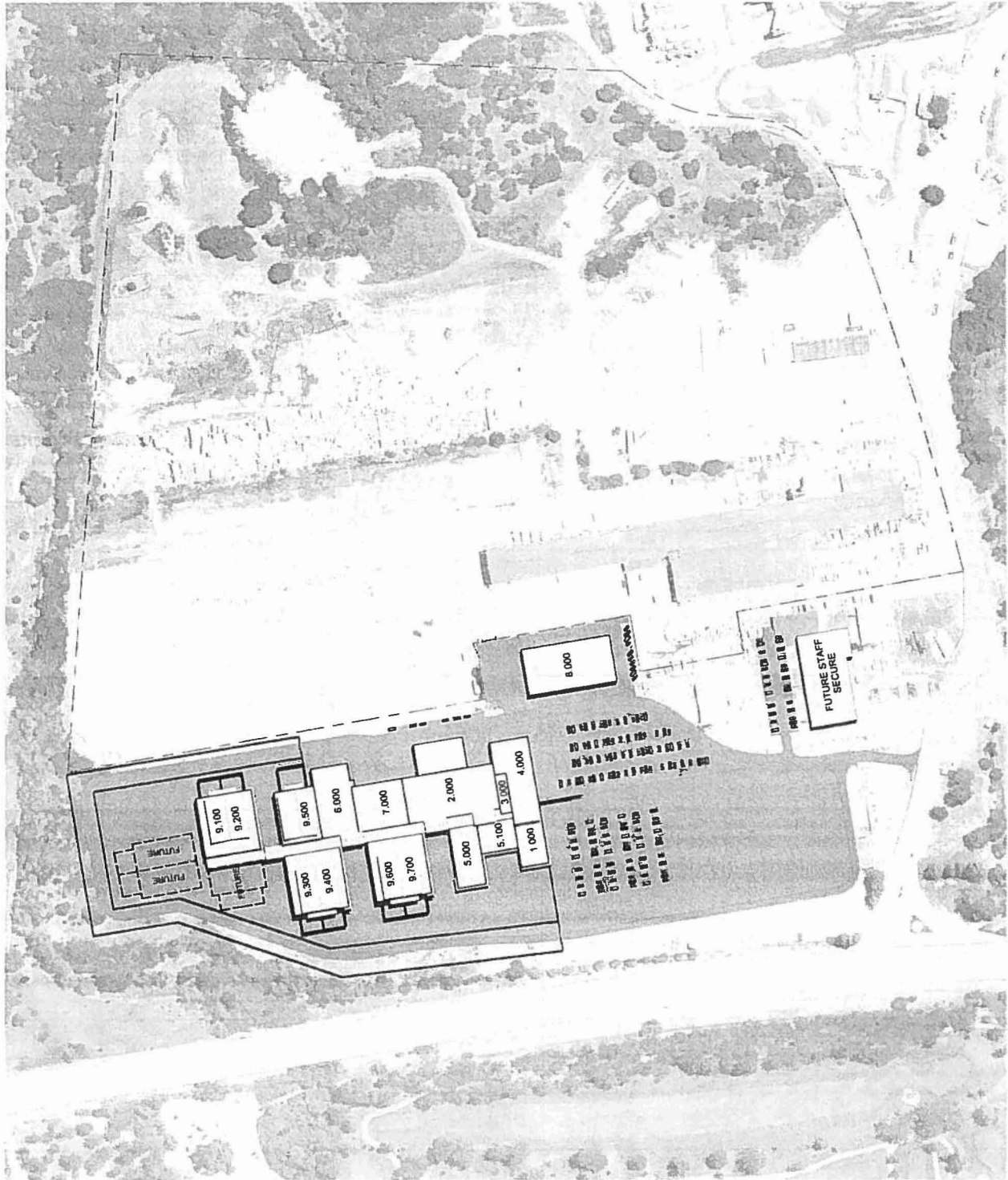


Note. Index crime rates: State of California Department of Justice. CJSJ Statistics on Crimes and Clearances. <http://oag.ca.gov/crime/cjsj/stats/crimes-clearances>. Arrests: United States Department of Justice, Office of Juvenile Justice and Delinquency Programs. Easy Access to FBI Arrest Statistics, 1994-2010. http://ojjdp.gov/ojstatbb/ezaucr/asp/ucr_display.asp

Appendix I: Long Term ADP Projections



Appendix II: Conceptual Site Diagram



Program Number	Area Legend	Program Name
1 001		PUBLIC ACCESS AND FACILITY
2 000		ADMINISTRATION
3 000		RETAIL/RECREATION/LEASE
4 000		SECURITY OPERATIONS
5 000		STAFF SERVICES
6 000		PROGRAMS AND SERVICES
7 000		VEGETATION
8 000		PERFORMANCE SERVICES
9 000		RECREATION
10 000		FACILITY SERVICES
11 000		Male Minimum Custody Dormitory
12 000		Male Low-Medium Custody
13 000		Male Medium Custody Double Cells
14 000		Male Medium Custody Single Cells
15 000		Male Maximum Custody Single Cells
16 000		Women's Minimum Custody Unit
17 000		Women's Medium Custody Unit
18 000		Women's Maximum Custody Unit
19 000		Special Management Housing
20 000		Special Management Housing

Appendix III: Summary Space Program

10.000 NAPA COUNTY STAFF SECURE FACILITY						
Space #	Component	Persons/ Units per Area	Number of Areas	NSF Space Standard	Square Feet	Comments
10.100	Facility Entry					
10.101	Entry Vestibule	1	1	80	80	double-door airlock
10.102	Reception Counter	2	1	60	120	2 work stations with PCs, copier, fax, phone, counter with cabinet storage behind work stations, intercom, storage closet behind, gun lockers behind in lobby wall
10.103	Intake and Drug Screening Room	1	1	200	200	near reception counter, bench, photo station with ID card printer, ID Iris scan, UA/drug and alcohol detection machine, toilet and sink
10.104	Property Room	72	1	2.5	180	1/2 size lockers stacked, open shelving
10.105	Lobby and Waiting Area	20	1	20	400	seating, public phones, water fountain, display racks, bulletin board, 72 - 1 cu.ft. resident lockers built in wall for valuables near lobby, 4 gun lockers
10.106	Contact Visit Room/Counseling/Classrooms	20	2	20	800	mechanical room divider in middle for 2 10-person counseling/classrooms, phone and data ports, wireless internet, AV equipment, counters around perimeter, marker boards both sides
10.107	Electronic Monitoring Equip. Storage Closet	1	1	80	80	shelving
10.108	Probation Officers Office	2	2	60	240	2 private offices with 2 desks in each
10.109	Clerical Workstations	2	1	60	120	2 work stations pooled in open area
10.110	Public Male Toilet	1	1	120	120	1 toilet, 1 urinal, 2 lavatories, ADA
10.111	Public Female Toilet	1	1	120	120	2 toilets and 2 lavatories, ADA
10.112	Staff Male Toilet	1	1	50	50	ADA
10.113	Staff Female Toilet	1	1	50	50	ADA
10.114	Hygiene Kits Storage Room	1	1	80	80	open shelving
10.115	Janitor's Closet	1	1	35	35	shelving, sink
10.116	Visitors Lockers	50	1	50	50	outside of front entry, coin operated lock, shed roof
				Subtotal NSF	2,725	
				DGSF @ 30%	818	
				Subtotal DGSF	3,543	
10.200	Administration					
10.201	Visitor Waiting Area	5	1	15	75	5 chairs
10.202	Administrative Assistant	1	1	60	60	open workstation adjacent to waiting
10.203	Director's Office	1	1	150	150	private office
10.204	Assistant Director's Office	1	1	120	120	private office
10.205	Staff Office	2	1	60	120	private office for 2 workstations
10.206	Clerks' Workstations	2	1	60	120	2 open workstations pooled with acoustical panels
10.207	Conference Room	8	1	25	200	conference table and chairs for 8, storage counter, A/V equipment
10.208	Records and Case Files Storage Room	300	1	0.25	75	locked room, lateral filing and shelving
10.209	Break/ Copy Room	1	1	50	50	counter with sink, shelving, microwave, coffee, small refrigerator, copier
10.210	Staff Toilet	1	1	50	50	ADA
10.211	Janitor's Closet	1	1	35	35	shelving, sink
				Subtotal NSF	1,055	
				DGSF @ 30%	317	
				Subtotal DGSF	1,372	
10.300	Resident Programs and Activities - Adjacent to Housing					
10.301	Outside Agency/Contractor Workroom	6	1	60	360	8 workstations in one room
10.302	Counseling Waiting Area	5	1	15	75	chairs
10.303	Clerical Workstation	1	1	60	60	open workstation
10.304	Counselors Offices	1	2	100	200	2 private offices
10.305	Individual Counseling Rooms	1	3	80	240	table, 2 chairs, intercom
10.306	Program Coordinator's Office	1	1	100	100	
10.307	Staff Offices	1	2	100	200	adjacent to lobby
10.308	Job Search Room	7	1	40	280	1 staff workstation, 6 small carrels, phone and data ports
10.309	Computer Lab	6	1	35	210	10 work stations against walls, instructor station in center, phone and data ports on walls
10.310	Classrooms	24	2	25	1,200	2 24-seat rooms with mechanical dividers to create 4 12-seat rooms, movable tables and chairs, carpeting, marker boards, counter with storage in each, data ports in each area
10.311	Video Visitation Kiosk	1	1	50	50	on desktop PC at workstation alcove
10.312	Staff Toilets	1	2	140	280	ADA, 1 male/1 female, 3 fixtures each
10.313	Resident Toilet	1	2	50	100	ADA, 1 male/1 female, 2 fixtures each
10.314	General Supplies and Materials Storage	1	1	120	120	shelving
10.315	Medical Triage/ Exam Room	1	1	110	110	
10.316	Janitor's Closet	1	1	35	35	shelving, sink
10.317	Outdoor Recreation Courtyard	1	1	2500	2,500	basketball half court/1 hoop, plus seating area off court, only half of the area included in total
				Subtotal NSF	4,870	
				DGSF @ 30%	1,461	
				Subtotal DGSF	6,331	

Appendix III: Summary Space Program

10:00 NAPA COUNTY STAFF SECURE FACILITY						
Space #	Component	Persons/ Units per	Number of Areas	NSF Space Standard	Square Feet	Comments
10.400	Support					
10.401	Loading Dock	1	1	150	150	double-door airlock, adjacent to kitchen, storage, maintenance, laundry, M/E rooms
10.402	General Storage	1	1	300	300	shelving, adjacent to dock
10.403	Warming/ Prep Kitchen	1	1	400	400	re-heating and cooking equipment for bulk quantities brought from Jail kitchen, 1 walk-in refrigerator, tray and ware storage
10.404	Walkin Refrigerator/ Freezer	1	1	200	200	Walkin cooler/freezer with area added for two days prepared meals
10.405	Dry Goods Storage	1	1	100	100	Shelving and Storage for Misc Dry food products
10.406	Ware Washing Room	1	1	250	250	for cleaning bulk containers before return to Jail kitchen and all wares kept at CCC
10.407	Dining Room	72	1	20	1,440	seating for 100, vending machines
10.408	Staff Dining/Break Room	10	1	20	200	2 tables, 10 chairs, counter with sink, microwave, refrigerator
10.409	Linen Storage	1	1	150	150	shelving
10.410	Mechanical Room	1	1	500	500	provisional, to be sized by engineering design
10.411	Electrical Room	1	1	300	300	provisional, to be sized by engineering design
10.412	Resident Toilets	1	2	50	100	ADA, adjacent to dining room, 1 male/1 female
10.413	Staff Toilets	1	2	50	100	ADA, adjacent to staff dining/break room, 1 male/1 female
10.414	Janitor's Closet	1	1	35	35	shelving, sink
				Subtotal NSF	4,225	
				DGSF @ 25%	1,056	
				Subtotal DGSF	5,281	
10.500	Housing - 72 Beds (4 Dormitories, 3 Male & 1 Female)					
10.501	Work Crew Entry Area	1	1	200	200	
10.502	Changing Room	36	1	8	288	36 - 2 cu.ft. wall-mounted clothing slots, slop sink and hose bib
10.503	Search Room	1	1	100	100	
10.504	Corrections Work Crew Staff & Staff Security Team Office	4	1	50	200	4 workstations
10.505	Staff Toilets	1	2	50	100	ADA
10.506	Facility Staff Workstations	1	2	40	80	2 separate strategically located stations, 1 close to males and 1 adjacent to females
10.507	Quiet Room	1	2	50	100	
10.508	18-Bed Dorm Sleeping Rooms (1 is females)	18	4	40	2,880	4 - 18-bed sleeping rooms with 9 bunk beds each, each bed has lockable shelving/drawer underneath, carpeting, window
10.509	18-Bed Dorm Dayrooms (1 is females)	18	4	25	1,800	movable tables and chairs for 18, TV, phone, counter with sink, book shelves, carpeting
10.510	Laundry Rooms (1 is females)	1	4	80	320	1 per 18-bed dorm with 1 washer and 1 dryer in each room, shelving, counter for folding
10.511	Dorm Bathrooms (1 is females)	1	4	150	600	1 per 18-bed dorm with 3 lavatories, 3 toilets, 3 shower stalls per bathroom, ADA
10.512	Storage	1	4	100	400	1 each dorm unit for bedding, hygiene kits, extra clothing, supplies, etc.
10.513	Janitor's Closet	1	4	35	140	1 each dorm, shelving, sink
				Subtotal NSF	7,208	
				DGSF @ 35%	2,523	
				Subtotal DGSF	9,731	
				CCC Building Total NSF	20,083	
				CCC Building DGSF Factor	6,174	
				CCC Building Total DGSF	26,257	

NAPA COUNTY STAFF SECURE FACILITY				
Space #	Component	Net Square Feet	Departmental Gross SF	Total SF
3.100	Facility Entry	2,725	618	3,543
3.200	Administration	1,055	317	1,372
3.300	Resident Programs and Activities Area	4,870	1,461	6,331
3.400	Support	4,225	1,056	5,281
3.500	Housing - 72 Beds	7,208	2,523	9,731
Total Square Feet		20,083	6,174	26,257
Building Gross Factor @ 12%				3,151
		GRAND TOTAL BGSF		29,408

Source: Carter Goble Lee, August 2013.

Appendix IV: Overview of Facility Components

Below we describe the preliminary design for the physical building that will house the Staff Secure Facility, following the Title 24 Needs Assessment guidelines:

- a. **Facility Type:** The facility will be a Type IV BSCC rated facility housing inmates eligible under Penal Code Section 1208 for work/education furlough and/or other programs involving inmate access into the community.
- b. **Occupancy:** The facility will be comprised of four (4) 18-bed dormitories, one designated for female inmates and the remaining three for male inmates. Dorms will be open concept with a designated dayroom area containing moveable tables and chairs, book shelves, and TV available. Each dorm unit will also have bathrooms (3 lavatories, 3 toilets, 3 shower stalls), and laundry areas (with 1 washer/dryer including counters for folding).
- c. **Intake/Release Processing:** Inmates will come to the facility after being processed in the main jail. As such, the SSF will include an area for receiving transfers from the jail for minimal admissions processing only. The facility will have an intake and drug screening room which will be located near the reception counter for inmates returning from work, programs, or family visits in the community. There will also be a property room with ½ size lockers and open shelving to store some inmate property, although most property will be located in the dormitory areas.

Jail staff will conduct a classification review and consider programming readiness before recommending an individual for transfer to the staff secure facility. A Classification Specialist from the Corrections Department will be assigned to the SSF on a full-time basis to process inmates for release. In addition, the concept of the facility will be to prepare inmates for re-entry so the Classification Specialist will work alongside Case Manager Counselors to ensure the inmate has met all requirements prior to their scheduled release date.

- d. **Visiting:** Two rooms will be available for contact visitation, along with a central video visitation kiosk that will be available to residents of the facility. Visiting in the facility will be secondary however, as residents who have approval from their case managers will be allowed family visitation furloughs outside of the facility as a way to assist them in preparing for their transition back into the community.
- e. **Program Space:** Key to this facility will be the availability of program space. The mission of the facility is to prepare residents for re-entry into the community, and the facility will have ample, varied spaces that will allow for multiple programming opportunities to be conducted at the same time. Program spaces will include three counseling rooms where residents will meet with their case managers or other providers to focus on individual case plans, a job search room complete with six individual workstations, a computer lab with ten work stations and instructor station

Appendix IV: Overview of Facility Components

for lessons, two 24-seat classrooms with capability to turn into four 12-seat rooms that can be used for group sessions and educational program offerings such as GED preparation or other vocational training and a program coordinator's office for staff or outside providers to prepare for sessions. The County also intends on partnering with Napa Valley College on developing certification and vocational programs that may be offered on their campus across the highway from the proposed facility.

- f. **Medical & Mental Health Services:** The facility will have a medical triage/exam room available. Facility staff will maintain under lock the medications for residents who have prescriptions. As discussed later in this Needs Assessment, the provision of medical services is still under discussion, but the planning assumption at this point is that inmates will be able to access community treatment and services through Medi-Cal, and/or through the main jail.
- g. **Outdoor Exercise:** Preliminary plans for the facility call for an outdoor recreational courtyard with a half basketball court/hoop and additional seating area off the court. Individual and group outdoor recreation time will be coordinated so as not to conflict with facility or community-based program participation requirements.
- h. **Attorney/Confidential Interview Rooms:** Although the facility does not provide specifically for attorney rooms as these inmates are sentenced offenders, individual counseling rooms are available and could serve as confidential interview rooms if necessary. It is anticipated that individuals would seek permission to visit their attorney's offices if that is required.
- i. **Central & Other Control Rooms:** The facility will have two monitor stations that security staff will use in addition to roving the facility. The facility will have monitored entry/exit access 24-7 and doors and windows will be alarmed for unauthorized use.
- j. **Administration:** The facility will provide private offices for the Director and Assistant Director, Case Managers, and the Probation Officer and the Classification Specialist assigned to the facility. There will also be open workstation areas for the clerical staff, a conference room that will accommodate meetings of 8 people, a break/copy room and staff restrooms. There will also be storage areas for electronic monitoring equipment, hygiene kits, and janitorial closets. There will also be a locked records and case files storage room.
- k. **Staff Stations:** In addition to the administrative staff areas, the security staff will be stationed in key locations near the residents' dormitories. A work station will be strategically located in the center of the four dormitories with another workstation and an office with four computer stations also available to security staff. The environment the County is hoping to create is one in which all staff, especially security staff, are

Appendix IV: Overview of Facility Components

actively engaging with the residents and building modeling relationships. The work stations will be designed to maximize direct supervision ability and allow security staff to interact with the residents. There will be workroom and office space made available to approved program providers

- l. Public Areas: Public will enter the facility lobby and screened before any contact visitation. Generally public access will be limited to the visiting areas described above and to administrative offices.
- m. Kitchen/Food Service: The facility will be designed with warming/prep kitchen capabilities and will have all the necessary equipment to receive meals from a contracted vendor and prep them for distribution to residents. Refrigeration and storage areas will be available for necessary on-site items. A dining area will provide sufficient space for residents to eat their meals.
- n. Laundry: As described above, each dormitory will have its own washer/dryer unit and residents will be responsible for their individual laundry needs. Although limited in the amount and types of clothing they can have, residents will not be issued uniforms.
- o. Receiving Space/Maintenance/Storage: The SSF will be equipped to receive supplies directly from vendors. Ample janitorial and equipment storage will be available throughout the facility with locked areas as necessary. Once a new jail is built on the site, a separate facility will house maintenance staff and equipment. Until that time, maintenance staff will continue to work from the current jail facility and provide service to the SSF as necessary.

Appendix V: Tentative Property Purchase Schedule

Tentative Date	Action to be Completed
Dec. 4, 2013	County releases FEIR
Dec 4 th – 14 th ,	Ten day review period for FEIR
Dec. 17, 2013	<p>BOS certifies the FEIR, adopts CEQA findings and authorizes Chair to exercise the option to purchase the property and execute the Purchase & Sale Agreement (PSA)</p> <p>BOS actions on Dec. 17th:</p> <p>(1) Hold a public hearing on its intention to purchase property;</p> <p>(2) Adopt a resolution certifying the EIR;</p> <p>(3) Adopts CEQA Findings;</p> <p>(4) Consistent with General Plan;</p> <p>(5) Adopts "Pacific Coast Alternative"; and</p> <p>(6) Authorizes Chair to exercise option and execute PSA.</p>
Dec. 17, 2013	Record/File Notice of Determination
Jan. 3, 2014	Order updated title report
Jan. 13, 2014	Last day for County to notify Seller of any title report
Jan. 16 , 2014	30 Day statute of limitations for CEQA challenge expires
March 14, 2014	Last day for County to exercise option to purchase property
March 30, 2014	Issue C.O.P. Debt Financing to finalize purchase of
April 14, 2014	Close Escrow on property

Appendix VI Budget Summary

STAFF SECURE FACILITY									
		NSF	Dept. Gross	Total Net Area	Bldg. Gross 12%	Total BGSF	Unit Cost Per Sq. Ft	Total Cost	
10.000 Community Corrections Unit and Day Reporting Center									
10.100	Facility Entry and Day Reporting Center	2,725	818	3,543	425	3,968	\$ 260	\$ 1,031,576	
10.200	Administration	1,055	317	1,372	165	1,536	\$ 260	\$ 399,381	
10.300	Resident Programs and Activities - Adjacent to Housing	4,870	1,461	6,331	760	7,091	\$ 265	\$ 1,879,041	
10.400	Support	4,225	1,056	5,281	634	5,915	\$ 265	\$ 1,567,475	
10.500	Housing - 72 Beds	72	7,208	2,523	9,731	1,168	10,898	\$ 275	\$ 2,997,086
SUBTOTAL COST - Construction Costs		20,083	6,174	26,257	3,151	29,408	\$ 265	\$ 7,874,559	
Total Acres Required for Community Corrections							54,337	1.25	
Admin, Inmate Services and Support Core		100 % Ground				18,509	18,509		
Inmate Housing		100 % Ground				10,898	10,898		
Site Circulation, Drives, Utilities and Landscape		84.77% of Total Print area					24,929		
OTHER CONSTRUCTION RELATED COSTS									
Site Preparation (Building Site @1.25 Acres & Access @ 4 Acres)				Acres	5.25	115,000		\$ 603,750	
Demolition - Existing Structures & Services				Acres	1.20	130,000		\$ 156,000	
Site Access / Roads / Paving				LF	107	2,354	\$ 17.25	\$ 40,607	
Parking - 2/3 Sec. Staff, Oper. Staff & 20% Pop (Visit.)				Spaces	45		\$ 3,400	\$ 153,000	
Security Electronics - 8% Construction							8.00%	\$ 629,965	
Intersection Upgrades								\$ 450,000	
Utility Connections and Extensions						\$ 1,002,750	12.00%	\$ 120,330	
SUBTOTAL OTHER CONSTRUCTION RELATED COSTS								\$ 2,153,651	
TOTAL CONSTRUCTION COST								\$ 10,028,210	
CONSTRUCTION CONTINGENCY - 10% of Construction Costs								\$ 1,002,821	
TOTAL CONSTRUCTION COST								\$ 11,031,031	
SOFT COSTS									
Additional Eligible Costs									
Permits, Fees, Testing & Etc.									
Materials Testing & Inspections							1.00%	\$ 78,746	
City of Napa - Water						\$ 282,000	12.00%	\$ 33,840	
Napa Sanitation - Sewer						\$ 3,293,320	12.00%	\$ 395,198	
PG & E						\$ 265,000	12.00%	\$ 31,800	
CalTrans						\$ 1,000	12.00%	\$ 120	
State Agency Fees (Fire Marshall & Due Diligence Review)								\$ 51,000	
Furniture Fixtures & Equipment							9.25%	\$ 927,609	
Kitchen Equipment							0.50%	\$ 50,141	
Architectural/Engineering & Speciality Consult. FEES							10.00%	\$ 1,002,821	
Construction Management (includes commissioning)							7.00%	\$ 701,975	
CEQA (12% of EIR cost for total New Jail Project estimate)						\$ 269,450	12.00%	\$ 32,334	
Audit							0.10%	\$ 10,028	
Land Costs - Property						54,337	\$ 4.23	\$ 229,846	
Needs Assessment							0.00%	\$ 20,000	
County Project Management/Administration							3.00%	\$ 300,846	
Transition Planning							0.88%	\$ 88,248	
TOTAL ELIGIBLE COSTS		-						\$ 3,954,553	
PROJECT COST TOTAL							\$	14,985,584	
Project Cost per Sq.Ft.								510	

Source: Carter Goble Lee; Rev. August 29, 2013

All cost figures in 2013 dollars.

Source: Carter Goble Lee; Rev. August 29, 2013

All cost figures in 2013 dollars.

SECTION 6: BOARD OF SUPERVISORS' RESOLUTION

All counties applying for SB 1022 financing must include a Board of Supervisors' resolution with the proposal submittal. The resolution must include the requisite components as outlined below. ("A" applies only to counties seeking the funding preference as described in the RFP – Funding Preference section.) For counties submitting multiple proposals (which requires participation in a regional facility as described in the RFP), separate resolutions for each proposal, with the necessary language contained in each resolution, is required.

- A. All counties seeking to satisfy one or more of the funding preference criteria must provide the resolution language outlined below. Criterion #1 is mandatory if any funding preference is sought. Criteria #2, 3 and 4 are optional.

PREFERENCE CRITERION #1: Adequate County Contribution Funds
In addition to all of the required documentation identified in the RFP, the following language must appear in the resolution:

The County of _____ (the "County") is seeking funding preference for its proposed project within the Adult Local Criminal Justice Facilities Construction Financing Program (the "SB 1022 Financing Program"). As such, the Board of Supervisors of _____ County does hereby represent, warrant and covenant as follows:

1) Lawfully Available Funds. The county cash contribution funds, as described in the documentation accompanying the County's SB 1022 Financing Program Proposal Form, have been derived exclusively from lawfully available funds of the County.

2) County Cash Contribution Funds Are Legal and Authorized. The payment of the county cash contribution funds for the proposed adult local criminal justice facility project (the "Project") (i) is within the power, legal right, and authority of the County; (ii) is legal and will not conflict with or constitute on the part of the County a material violation of, a material breach of, a material default under, or result in the creation or imposition of any lien, charge, restriction, or encumbrance upon any property of the County under the provisions of any charter instrument, bylaw, indenture, mortgage, deed of trust, pledge, note, lease, loan, installment sale agreement, contract, or other material agreement or instrument to which the County is a party or by which the County or its properties or funds are otherwise subject or bound, decree, or demand of any court or governmental agency or body having jurisdiction over the County or any of its activities, properties or funds; and (iii) have been duly authorized by all necessary and appropriate action on the part of the governing body of the County.

3) No Prior Pledge. The county cash contribution funds and the Project are not and will not be mortgaged, pledged, or hypothecated by the County in any manner or for any purpose and have not been and will not be the subject of a grant of a security interest by the County. In addition, the county cash contribution funds and the Project are not and will not be mortgaged, pledged, or hypothecated for the benefit of the County or its creditors in any manner or for any purpose and have not been and will not be the subject of a grant of a security interest in favor of the County or its creditors. The County shall not in any manner impair, impede or challenge the security, rights and benefits of the owners of any lease-revenue bonds sold by the State Public Works Board for the Project (the "Bonds") or the trustee for the Bonds.

4) Authorization to Proceed with the Project. The Project proposed in the County's SB 1022 Financing Program proposal is authorized to proceed in its entirety when and if state financing is awarded for the Project within the SB 1022 Financing Program.

PREFERENCE CRITERION #2: Real Estate Due Diligence

The following statement must appear in the resolution:

The County is seeking funding preference for submittal of the complete initial real estate due diligence package.

PREFERENCE CRITERION #3: CEQA Compliance

One of the following two statements must appear in the resolution:

The County is seeking funding preference for submittal of documentation evidencing that compliance with CEQA has been fully completed for the proposed project, and further is certifying that all related statutes of limitation have expired without challenge.

Or:

The County is seeking funding preference for submittal of documentation evidencing that compliance with CEQA has been fully completed for the proposed project, and is certifying that all challenge has been completely resolved in a manner that allows the project to move forward as proposed.

PREFERENCE CRITERION #4: Authorization of Project Documents

The following language must appear in the resolution; the bracketed and underlined information must be updated as appropriate to be consistent with the person(s) each county authorizes to execute the respective project documents:

The County is seeking funding preference associated with review of and authorization to execute the project documents required within the SB 1022 Financing Program. As such, the Board of Supervisors of _____ County does hereby approve the form of the Project Delivery and Construction Agreement, the Board of State and Community Corrections Jail Construction Agreement, the Ground Lease, the Right of Entry for Construction and Operation, and the Facility Sublease. Each of the [Chairman of the Board of Supervisors, the Chief Executive Officer of the County and the Chief Operations Officer of the County], or their designees (collectively, the "Authorized Officers"), acting alone, is hereby authorized for and in the name of the County to execute, and the Clerk to the Board of Supervisors is authorized to attest, the Project Delivery and Construction Agreement, the Board of State and Community Corrections Jail Construction Agreement, the Ground Lease, the Right of Entry for Construction and Operation, and the Facility Sublease, in substantially the form hereby approved, with such additions thereto and changes therein as are required by the BSCC or the State Public Works Board to effectuate the SB 1022 Financing Program and as condition to the issuance of the Bonds. Approval of such changes shall be conclusively evidenced by the execution and delivery thereof by any one of the Authorized Officers each of whom, acting alone, is authorized to approve such changes.

Each of the Authorized Officers is authorized to execute these respective agreements at such time and in such manner as is necessary within the SB 1022 Financing Program. Each of the Authorized Officers is further authorized to execute, acknowledge and deliver any and all documents required to consummate the transactions contemplated by the Project Delivery and Construction Agreement, the Board of State and Community Corrections Jail Construction Agreement, the Ground Lease, the Right of Entry for Construction and Operation, and the Facility Sublease.

B. For all counties, except as otherwise noted below, the Board of Supervisors' resolution for the project shall 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 (page two of Proposal Form) and submit the proposal for funding.
- Assurance that the County will adhere to state requirements and terms of the agreements between the County, the Board of State and Community Corrections and the State Public Works Board in the expenditure of any state financing allocation and county contribution funds.

- Assurance that the County has appropriated, or will appropriate after notification of conditional award of financing but before state/county financing agreements, the amount of county cash contribution identified by the County on the financing program proposal form submitted to the Board of State and Community Corrections; the County acknowledges the need to identify the source of funds for county cash contribution, and assures that the cash match contribution does not supplant (replace) funds otherwise dedicated or appropriated for construction activities. (*This section does not apply to counties seeking the funding preference.*)
- Assurance that the County will 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.
- For Beds and Program Space proposals (that are NOT regional facility projects as defined in this RFP), include the following certification: The County certifies that it is not and will not be leasing housing capacity in this SB 1022 financed adult local criminal justice facility to any other public or private entity for a period of 10 years beyond the completion date of the adult local criminal justice facility.
- For Beds and Program Space proposals (that ARE regional facility projects as defined in this RFP), include the following certification: The County certifies that it is not and will not be leasing housing capacity in this SB 1022 financed adult local criminal justice facility for profit purposes to any other public or private entity for a period of 10 years beyond the completion date of the adult local criminal justice facility.
- (Provide the following site assurance for the adult local criminal justice facility at the time of proposal or not later than ninety (90) days following the Board of State and Community Corrections' notice of conditional 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 Board of State and Community Corrections. (*This section does not apply to counties using a build-to-suit arrangement.*)
- Attestation to \$_____ as the current fair market land value for the proposed new or expanded facility. (This can be claimed for on-site land value for new facility construction, on-site land value of a closed facility that will be renovated and reopened, or on-site land value used for expansion of an existing facility. It cannot be claimed for land value under an existing operational detention facility. If claimed as in-kind contribution, an independent appraisal will be required as a pre-agreement condition.

(This section applies only to counties that are claiming land value as part of the county's contribution. Further, this section does not apply to counties using a build-to-suit arrangement.)

CERTIFIED

RESOLUTION NO. 2013-124

**RESOLUTION OF THE BOARD OF SUPERVISORS OF NAPA COUNTY,
STATE OF CALIFORNIA, AUTHORIZING APPLICATION FOR SB 1022
FUNDING TO BUILD A STAFF SECURE CRIMINAL JUSTICE FACILITY,
AND MAKING REQUIRED CERTIFICATIONS**

WHEREAS, pursuant to the Adult Local Criminal Justice Facilities Construction Financing Program ("the SB 1022 Financing Program"), the State may provide lease-revenue bond financing for the acquisition, design and construction of adult local criminal justice facilities; and

WHEREAS, Napa County has proposed to build a staff secure criminal justice facility ("the Project") on that certain real property having Assessor Parcel Number 046-370-021 and located at 2300 Napa Vallejo Highway, property which Napa County has an irrevocable option to purchase and own through fee-simple ownership; and

WHEREAS, Napa County is seeking funding preference for its proposed Project within the SB 1022 Financing Program; and

WHEREAS, pursuant to the SB 1022 Financing Program, Napa County is required to pay a portion of the costs of the Project ("County cash contribution funds").

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of Napa County, that the County shall proceed with submitting an application with the State, for award and allocation of financing as authorized by SB 1022 for construction of the Project.

BE IT FURTHER RESOLVED that the County hereby represents, warrants and covenants as follows:

- (1) Lawfully Available Funds: The County cash contribution funds, as described in the documentation accompanying the County's SB 1022 Financing Program Proposal Form, have been derived exclusively from lawfully available funds of Napa County.
- (2) County Cash Contribution Funds Are Legal and Authorized. The payment of the County cash contribution funds and the Project (a) are within the power, legal right, and authority of Napa County, (b) are legal and will not conflict or constitute on the part of the County a material violation of, a material breach of, a material default under, or result in the creation or imposition of any lien, charge, restriction, or encumbrance upon any property of the County under the provisions of any charter, instrument, bylaw, indenture, mortgage, deed of trust, pledge, note, lease, loan, installment sale agreement, contract, or other material agreement or instrument to which the County is a party or by which the County or its properties or funds are otherwise subject or bound, decree, or demand of any court or governmental agency or body having jurisdiction over the County or any of its activities, properties or funds, and (c) have been duly authorized by all necessary and appropriate action on the part of the governing body of the County. The authorized representatives of the County executing this resolution and certification are fully authorized and empowered to take such actions for and on behalf of the County.
- (3) No Prior Pledge. The County cash contribution funds and the Project are not and will not be mortgaged, pledged, or hypothecated by Napa County in any manner or for any purpose and have not been and will not be the subject of a grant of a security interest by Napa County. In addition, the County cash contribution funds and the Project are not and will not be mortgaged, pledged, or hypothecated for the benefit of Napa County or its creditors in any manner or for any purpose and have not been and will not be the subject of a grant of security interest in favor of Napa County or its

creditors. Napa County shall not in any manner impair, impede or challenge the security, rights and benefits of the owners of the Bonds or the trustee for the Bonds.

(4) Authorization to Proceed with the Project. The Project is authorized to proceed in its entirety when and if State financing is awarded for the Project within the SB 1022 Financing Program.

BE IT FURTHER RESOLVED that the County is seeking funding preference for submittal of the complete initial real estate due diligence package.

BE IT FURTHER RESOLVED that the County is seeking funding preference associated with review of and authorization to execute the project documents required within the SB 1022 Financing Program.

(1) Authorization of Project Documents: The Board of Supervisors of Napa County does hereby approve the form of the Project Delivery and Construction Agreement, the Board of State and Community Corrections Jail Construction Agreement, the Ground Lease, the Right of Entry for Construction and Operation, and the Facility Sublease. The Chairman of the Board of Supervisors and the County Executive Officer of the County, the County Auditor, or their designees (collectively, the "Authorized Officers"), acting alone, are hereby authorized for and in the name of the County to execute, and the Clerk to the Board of Supervisors is authorized to attest, the Project Delivery and Construction Agreement, the Board of State and Community Corrections Jail Construction Agreement, the Ground Lease, the Right of Entry for Construction and Operation and the Facility Sublease, in substantially the form hereby approved, with such additions thereto and changes therein as are required by the Board of State and Community Corrections or the State Public Works Board to effectuate the SB 1022 Financing Program and as condition to the issuance of the Bonds. Approval of such changes shall be conclusively evidenced by the execution and delivery thereof by any one of the Authorized Officers each of whom, acting alone, is authorized to approve such changes.

(2) Execution of Documents: Each of the Authorized Officers is authorized to execute these respective agreements at such time and in such manner as is necessary within the SB 1022 Financing Program. Each of the Authorized Officers is further authorized to execute, acknowledge and deliver any and all documents required to consummate the transactions contemplated by the Project Delivery and Construction Agreement, the Board of State and Community Corrections Jail Construction Agreement, the Ground Lease, the Right of Entry for Construction and Operation, and the Facility Sublease.

BE IT FURTHER RESOLVED, as required by the SB 1022 Financing Program Request for Proposal forms that:

(1) Names, Titles and Positions: The names, titles and positions of the County Construction Administrator, Project Financial Officer and Project Contact Person are as follows: County Construction Administrator: Steve Lederer, Public Works Director; Project Financial Officer: Tracy Schulze, Napa County Auditor-Controller; Project Contact Person: Liz Habkirk, Principal Management Analyst.

(2) Authorization to Sign Applicant's Agreement: The Director of Corrections, Lenard Vare, is hereby authorized to sign the Applicant's Agreement (Page 2 of the Proposal Form) and submit the proposal for funding.

(3) Adherence to State Requirements: The County hereby assures that it will adhere to state requirements and terms of the agreements between the County, the Board of State and Community Corrections and the State Public Works Board in the expenditure of any state financing allocation and County contribution funds.

(4) Appropriation of County Cash Contribution: - The County hereby assures that it has appropriated the amount of County cash contribution identified by the County on the financing program proposal form submitted to the Board of State and Community Corrections; the County acknowledges the need to identify the source of funds for the County cash contribution, and assures that the cash match contribution does not supplant (replace) funds otherwise dedicated or appropriated for construction activities.

(5) Staffing: The County hereby assures that it will 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.

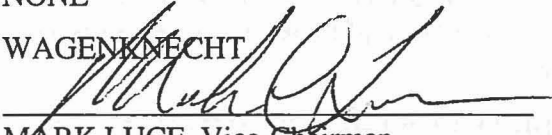
(6) No Leasing Housing Capacity: The County certifies that it is not and will not be leasing housing capacity in this SB 1022 financed adult local criminal justice facility to any other public or private entity for a period of 10 years beyond the completion date of the adult local criminal justice facility.

(7) Site Assurance: The County hereby assures that within 90 days of conditional award, it will have 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 Board of State and Community Corrections.

(8) Fair Market Value: The County hereby attests to Five Million Dollars (\$5,000,000) as the current fair market land value for the proposed new facility.

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED by the Board of Supervisors of the County of Napa, State of California, at a regular meeting of the Board held on the 15th day of October, 2013, by the following vote:

AYES:	SUPERVISORS	DILLON, CALDWELL, LUCE and DODD
NOES:	SUPERVISORS	NONE
ABSENT:	SUPERVISORS	WAGENETNECHT


MARK LUCE, Vice-Chairman
Napa County Board of Supervisors

ATTEST: GLADYS I. COIL
Clerk of the Board of Supervisors

By: 

APPROVED AS TO FORM
Office of County Counsel

By: Silva Darbinian (e-signature)

Date: October 3, 2013

APPROVED BY THE NAPA COUNTY
BOARD OF SUPERVISORS

Date: 10/15/2013

Processed by: 

Deputy Clerk of the Board