

**Youth Programs and Facilities Grant Program
(YPFG)**

**Part B All County Distribution Application
Package Coversheet**

Submitted by:
Ventura County

Date Submitted:
May 12, 2021


Part B All County Distribution Application Checklist

A complete application package for funding under the Youth Programs and Facilities Grant (YPFG) Program must contain the following items:

	Required Items:	✓
1	Cover Sheet (previous page) <ul style="list-style-type: none"> • Insert Applicant Name and Date of Submission 	<input checked="" type="checkbox"/>
2	YPFG Proposal Checklist <ul style="list-style-type: none"> • Signed by the authorized signatory with a digital signature OR a wet signature in blue ink. 	<input checked="" type="checkbox"/>
3	Applicant Information Form <ul style="list-style-type: none"> • Signed by the authorized signatory with a digital signature OR a wet signature in blue ink. 	<input checked="" type="checkbox"/>
4	Application Narrative <ul style="list-style-type: none"> • 2 pages or fewer 	<input checked="" type="checkbox"/>
5	Budget Attachment	<input checked="" type="checkbox"/>
6	Certification of Compliance with BSCC Policies on Debarment, Fraud, Theft and Embezzlement (Appendix D) <ul style="list-style-type: none"> • Signed by the authorized signatory with a digital signature OR a wet signature in blue ink. 	<input checked="" type="checkbox"/>
	Optional:	
7	Governing Board Resolution (Appendix E) <i>Note: The Governing Board Resolution is due prior to contract execution but is not required at the time of proposal submission.</i>	<input type="checkbox"/>

I have reviewed this checklist and verified that all required items are included in this proposal packet.

X




Applicant Authorized Signature (see Applicant Information Form, Part L, next page)

Part B All County Distribution Applicant Information Form

A. APPLICANT < Name> County		B. TAX IDENTIFICATION NUMBER			
NAME OF APPLICANT Ventura County Probation Agency		TAX IDENTIFICATION #: 80096001			
STREET ADDRESS 800 S. Victoria Ave.	CITY Ventura	STATE CA	ZIP CODE 93009		
MAILING ADDRESS (if different) N/A	CITY	STATE	ZIP CODE		
C. PROJECT TITLE:		Ventura County Juvenile Facilities Vocational Center			
D. PROJECT SUMMARY (100-150 words):					
<p>The Ventura County Probation Agency (VCPA) plans to create a state-of-the-art Vocational Center embedded in the campus of our Juvenile Facilities. Utilizing promising practices as noted in the Results First Clearinghouse Database, our goals will be to have our realigned youth further their education, become job ready, trade certified and have a job waiting for them upon reentry. Data to be collected will include number of program participants, classes offered and completed, number of trade and high school equivalency certificates earned, number of job placements, number of youth enrolled in college courses, and recidivism rates. Our outcomes will be better behavior while in custody, high school equivalency certificates, college course credits earned, opportunities for increased earnings, job placements and reduced recidivism.</p>					
E. GRANT FUNDS REQUESTED: (See Appendix F: County Juvenile Population Index)					
Ventura County would like to request the amount of \$82,400.00.					
F. DEFERRED SPENDING: Is the application for a deferred spending award?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
G. LEAD PUBLIC AGENCY:		Ventura County Probation Agency			
H. PROJECT DIRECTOR:					
NAME Sandra Carrillo	TITLE Division Manager	TELEPHONE NUMBER (805)981-5545			
STREET ADDRESS 4333 Vineyard Ave.		FAX NUMBER			
CITY Oxnard	STATE CA	ZIP CODE 93036	EMAIL ADDRESS Sandra.Carrillo@Ventura.org		
I. FINANCIAL OFFICER:					
NAME Sylvia Rodriguez	TITLE Principal Accountant	TELEPHONE NUMBER (805)654-5124			
STREET ADDRESS 800 S. Victoria Ave.		FAX NUMBER			
CITY Ventura	STATE CA	ZIP CODE 93009	EMAIL ADDRESS Sylvia.Rodriguez@Ventura.org		
PAYMENT MAILING ADDRESS (if different) N/A	CITY	STATE	ZIP CODE		
J. DAY-TO-DAY PROGRAM CONTACT:					
NAME Michelle Larson	TITLE Supervising DPO	TELEPHONE NUMBER (805)981-5554			
STREET ADDRESS 4333 Vineyard Ave.		FAX NUMBER			
CITY Oxnard	STATE CA	ZIP CODE 93036	EMAIL ADDRESS Michelle.Larson@Ventura.org		

K. DAY-TO-DAY FISCAL CONTACT:			
NAME	TITLE	TELEPHONE NUMBER	
Derek Fourage	Senior Accountant	(805)654-2159	
STREET ADDRESS		FAX NUMBER	
800 S. Victoria Ave.			
CITY	STATE	ZIP CODE	EMAIL ADDRESS
Ventura	CA	93009	Derek.Fourage@Ventura.org

L. AUTHORIZED SIGNATURE			
By signing this application, I hereby certify that I am vested by the Applicant with the authority to enter into contract with the BSCC, and that the grantee and any subcontractors will abide by the laws, policies and procedures governing this funding.			
NAME OF AUTHORIZED OFFICER	TITLE	TELEPHONE NUMBER	EMAIL ADDRESS
Mark Varela	Director/Chief Probation Officer	(805)654-2100	Mark.Varela@Ventura.org
STREET ADDRESS	CITY	STATE	ZIP CODE
800 S. Victoria Ave.	Ventura	CA	93009
EMAIL ADDRESS			
Mark.Varela@Ventura.org			
APPLICANT'S SIGNATURE (Signed by the authorized signatory with a digital signature <u>OR</u> a wet signature in blue ink.)		DATE	
X 		5/12/21	

Authorized Signature: Must be a representative with the authority to sign documents and obligate the applicant

CONFIDENTIALITY NOTICE

All documents submitted as a part of the Youth Programs and Facilities Grant (YPPFG) Program are public documents and may be subject to a request pursuant to the California Public Records Act. The BSCC, as a state agency, may have to disclose these documents to the public. The BSCC cannot ensure the confidentiality of any information submitted in or with this proposal. (Gov. Code, §§ 6250 et seq.)

Application Narrative

Section 1: Ventura County Juvenile Facilities Vocational Center Project Need

1.1 Our realigned population will inherently have longer lengths of stay and will likely transition to a young adult while in the facility. Due to the serious and violent nature of the offenses committed by these youth, they will face a huge barrier in obtaining employment upon release. The creation of a Vocational Center will improve employment prospects and possibly secure them with a job prior to their release so this population will have a better chance of achieving success upon re-entry.

Ventura County Juvenile Facilities (VCJF) target population consists of youth who have been declared a 602 Welfare and Institutions Code ward, have committed a serious or violent offense, and are under the age of 25. Currently, the VCJF has ten youth in its custody who are eligible for the vocational program if committed. Of the ten program eligible youth, eight are male and two are female. Their ages range from sixteen to twenty-one. They are all pending serious and violent felonies including: murder, attempted murder, robbery, discharging a firearm into an inhabited dwelling and aggravated assault. Prior offenses include: burglary, assault, weapons, resisting arrest, drug possession and vandalism. Treatment currently provided for these youth include mental health services, cognitive behavioral therapy, substance abuse counseling, medical and dental services.

1.2 The number of youth to be served in this program will be 20. Their proposed length of stay could be anywhere from 3-5 years.

Section 2: Ventura County Juvenile Facilities Vocational Center Project Description

2.1 We plan to convert a housing unit on the camp side of our facility into a dedicated Vocational Center for youth to leverage their strengths and learn about career paths and specific trades that have regional demand. The Vocational Center will be supported with procedures based on best-practices and will include a system of continuous program development to improve the quality of services and successful community re-entry outcomes. To accomplish this, we will need six computers, an additional Paxton Patterson construction trade module, a Promethean Board, vocational workbooks/educational material, vocational and motivational posters, Paxton Patterson work benches and

comfortable furniture to promote a campus like feel. Infrastructure needs include the plans and construction design for additional no-climb fencing in the detention and commitment yards, mesh privacy screen for the perimeter fence (next to the vocational center) and security cameras for the 4 classrooms for additional safety and security purposes.

2.2 The infrastructure portion of our request is a safety and security necessity as there are a few areas in our detention and commitment yards where the addition of no-climb fencing will prohibit youth from attempting to gain access to the roof. The mesh privacy screen is needed as a neighboring non-profit can peer into the rear portion of our facility that is not currently being utilized. The security cameras will need to be installed in the Vocational Center classrooms to effectively monitor daily activities.

The creation of a Vocational Center will allow us to enhance, expand and centralize our current programming services. Current trade classes are provided by staff and are limited to two trade modules in two different locations of our facility. Youth enrolled in college courses are currently taking these classes in their assigned housing unit. With the addition of the Promethean board, the additional construction module, and the work benches, we can offer a better variety of trade classes and improve the classroom environment/work and learning area. The additional space will allow us to bring in representatives from Trade Unions, teach interviewing skills, provide resume building assistance, offer money management classes, and facilitate the opportunity for on-site job training. In order to prepare this population for successful re-entry, they will be able to use the computers to prepare for their Hi-SET equivalency exam, take online college courses, obtain DMV resources such as identification cards, driving permits, driver's license preparation and obtain their social security card. Youth taking college courses will be able to study in a different environment with less distractions. An existing employment specialist will now have office space to provide needs assessments and work with employers who are willing to employ our youth despite their prior history. With the addition of comfortable furniture and vocational/motivational posters and workbooks, we hope to facilitate a positive environment for growth, self-determination, and enriched programming that incorporates diversity, equity, and inclusion for the realigned population.

Applicant:	Ventura County Probation Agency		
LINE ITEMS	SB 823 BUDGET		
	STATE REIMBURSED	CASH CONTRIBUTION	TOTAL
1. Construction	\$ 2,709.75	\$ 300.25	\$ 3,010.00
2. Architectural	\$ 13,837.70	\$ 1,533.29	\$ 15,370.99
3. Fixed Furnishings/Equipment	\$ 22,506.20	\$ 2,493.80	\$ 25,000.00
4. Moveable Furnishings/Equipment	\$ 7,800.65	\$ 864.35	\$ 8,665.00
5. Construction Management	\$ -	\$ -	\$ -
6. Transportation/Equipment	\$ -	\$ -	\$ -
7. Training Materials/Supplies	\$ -	\$ -	\$ -
8. Programing Materials/Supplies	\$ 35,545.70	\$ 3,938.65	\$ 39,484.35
9. Other One-Time Personnel Costs (planning, development, and project management) (Not to Exceed 25% of total budget)	\$ -	\$ -	\$ -
10. Other	\$ -	\$ -	\$ -
Total Project Costs	\$ 82,400.00	\$ 9,130.34	\$ 91,530.34
Percentage of Total	90%	10%	100%

Provide an explanation below of how the dollar figures were determined for each of the budget categories above that contain dollar amounts. Every cash contribution line item shall be included with a reporting of the full amount budgeted unless a line item is not an actual cash contribution project cost for the county. (In that case, indicate so below.) For each budget category explanation below, include how state funding and the county contribution dollar amounts have been determined and calculated (be specific).

LINE ITEMS	COMMENTS
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<p>1. Construction</p>	<p>Describe any construction costs associated with the project: We budgeted the purchase and installation of Mesh Privacy Screening for Juvenile Facility perimeter fencing for the rear of the facility that is needed for additional safety and security purposes. This budgeted item was quoted by our County approved vendor (\$3,010). Total budget for each line item exceeded the overall appropriations of the State Grant money, thus requiring funding from the County. Ventura County used a weighted average for each line item to come up with an effective percentage to accurately budget the project's funding.</p>
<p>2. Architectural</p>	<p>a) Describe the county's current stage in the architectural process: Pending b) Define the budgeted amount for architectural design: We are requesting No Climb fencing in our detention and commitment yards for safety and security purposes. Through our General Services Agency (GSA) we are requesting the schematic design and construction documents, such as permits, to be drawn up. The cost is budgeted for GSA's approved outside vendor to draft the designs and to complete all needed jurisdictional documents to be processed (\$15,371). Total budget for each line item exceeded the overall appropriations of the State Grant money, thus requiring funding from the County. Ventura County used a weighted average for each line item to come up with an effective percentage to accurately budget the project's funding.</p>
<p>3. Fixed Furnishings/Equipment</p>	<p>Describe the items to be purchased and installed for the project: Purchase and installation of cameras in 4 classrooms of the Vocational Center. There are currently no cameras in these classrooms. The need to add them is necessary to monitor daily activities. (\$25,000) Total budget for each line item exceeded the overall appropriations of the State Grant money, thus requiring funding from the County. Ventura County used a weighted average for each line item to come up with an effective percentage to accurately budget the project's funding.</p>

4. Moveable Furnishings/Equipment	Describe the items to be purchased and where they are to be placed for the project: We are creating a Vocational Center on the camp side of our facility for our youth which will allow us to enhance and expand our current programming services. We are purchasing furniture for our vocational center, to make it feel more campus like (\$8,665). Total budget for each line item exceeded the overall appropriations of the State Grant money, thus requiring funding from the County. Ventura County used a weighted average for each line item to come up with an effective percentage to accurately budget the project's funding.
5. Construction Management	Describe which portions/phases of the construction management services the county intends to claim as a)State Reimbursed b)Cash Contribution: N/A
6. Transportation Equipment	Describe the equipment to be purchased and the expected use: N/A
7. Training Materials/Supplies	Describe the training materials and supplies to be purchased: N/A

8. Programing Materials/Supplies	Describe the programming materials and supplies to be purchased: We are purchasing a Promethean Board for our Paxton Patterson Modules (\$4,364). The budget was determined by a direct quote from our vendor for the equipment. We are also purchasing 6 computers (\$7,788) to be used for Hi-Set equivalency exams, and to take online college courses. An Assortment of books, posters and reading materials for the Vocational Center (\$500). Examples of books are Resume Writing workbooks, Teens' Guide to College & Career Planning workbooks, Job-Hunter's workbooks. Modules from our vendor Paxton Paterson to teach life skills and vocational jobs, i.e. Building Skills in Construction and Machinery (\$26,832). Total budget for each line item exceeded the overall appropriations of the State Grant money, thus requiring funding from the County. Ventura County used a weighted average for each line item to come up with an effective percentage to accurately budget the project's funding.
9. Other One-Time Personnel Costs (planning, development, and project management) (Not to Exceed 25% of total budget)	Describe any one-time personnel costs associated with the project: N/A
10. Other	Describe any other cash contribution costs associated with the project: N/A

Appendix D: Certification of Compliance with BSCC Policies on Debarment, Fraud, Theft and Embezzlement

It is the policy of the BSCC to protect grant funds from unreasonable risks of fraudulent, criminal, or other improper use. As such, the Board will not enter into contracts or provide reimbursement to applicants that have been:

1. debarred by any federal, state, or local government entities during the period of debarment; or
2. convicted of fraud, theft, or embezzlement of federal, state, or local government grant funds for a period of three years following conviction.

Furthermore, the BSCC requires grant recipients to provide an assurance that there has been no applicable debarment, disqualification, suspension, or removal from a federal, state or local grant program on the part of the grantee at the time of application and that the grantee will immediately notify the BSCC should such debarment or conviction occur during the term of the Grant contract.

BSCC also requires that all grant recipients include, as a condition of award to a subgrantee or subcontractor, a requirement that the subgrantee or subcontractor will provide the same assurances to the grant recipient. If a grant recipient wishes to consider a subgrantee or subcontractor that has been debarred or convicted, the grant recipient must submit a written request for exception to the BSCC along with supporting documentation.


By checking the following boxes and signing below, applicant affirms that:

I/We are not currently debarred by any federal, state, or local entity from applying for or receiving federal, state, or local grant funds.

I/We have not been convicted of any crime involving theft, fraud, or embezzlement of federal, state, or local grant funds within the last three years. We will notify the BSCC should such debarment or conviction occur during the term of the Grant contract.

I/We will hold subgrantees and subcontractors to these same requirements.

A grantee may make a request in writing to the Executive Director of the BSCC for an exception to the debarment policy. Any determination made by the Executive Director shall be made in writing.

AUTHORIZED SIGNATURE			
<i>(This document must be signed by the person who is authorized to sign the Grant Agreement.)</i>			
NAME OF AUTHORIZED OFFICER Mark Varela	TITLE Director, Chief Probation Officer	TELEPHONE NUMBER (805) 654-2100	
STREET ADDRESS 800 South Victoria Ave	CITY Ventura	STATE CA	ZIP CODE 93009
EMAIL ADDRESS Mark.Varela@Ventura.org			
AUTHORIZED OFFICER SIGNATURE ((Blue Ink Only or E-signature)) X 		DATE 5/12/21	