

California Department of Corrections and Rehabilitation

Corrections Standards Authority

Juvenile Accountability Block Grants Program

2006 Direct Allocation Grants

Application Packet



Arnold Schwarzenegger, Governor

Issued April 2006

Overview of Grant Award and Application Requirements

The Juvenile Accountability Block Grants (JABG) Program, administered at the federal level by the Office of Juvenile Justice and Delinquency Prevention, supports state and local efforts to reduce juvenile crime through programs that focus on offender accountability (Public Law 107-273). As California's administering agency for this federally funded program, the Corrections Standards Authority (CSA) will distribute the 2006 annual allocations to those localities meeting the federal funding threshold to receive direct allocations. The grant year will cover July 1, 2006 through June 30, 2007.

Due Date: This application is due to the CSA via e-mail by **May 15, 2006**.

Eligible Applicants: Units of local government meeting the minimum federal funding threshold are eligible to apply for the formula-based direct allocation. **Please refer to Appendix A for a listing of eligible units of local government, including the federally determined grant amount for each.** Localities shall designate an implementing agency for the grant project.

Local Match: Applicants must assure that they will contribute a cash match of 10% of the total program costs (see Appendix A for required match amounts based on the federal formula). Applicants opting to use JABG funds to construct new and permanent detention facilities must provide a 50% cash match. Matching funds may be either state or local dollars. Federal funds are not an allowable match source.

Eligible Expenditures: Grantees must expend JABG funds for projects that fall within the 16 federally designated program purpose areas, with a focus on juvenile accountability. **Please see Appendix B for information on the JABG program purpose areas.**

Disbursement of Grant Funds: Disbursement of grant funds occurs on a reimbursement basis for actual program costs incurred during a reporting period. Grantees must submit invoices on line to the CSA on a quarterly basis, within 45 days following the end of the reporting period. Grantees must maintain adequate supporting documentation for all costs, both grant and match, claimed on invoices.

Federal Performance Measures: Federal regulations require JABG grantees to select a program purpose area(s) from the JABG program list and report specific data pertaining to the area(s) identified. Grantees will report data to the CSA on a quarterly basis via progress reports.

Local Advisory Board: Under federal law, a local advisory board must review a Coordinated Enforcement Plan (CEP) outlining how JABG funds will be expended. For the purpose of this grant, this application is the CEP. The board must include, if appropriate, representatives from the police, sheriff and probation departments, district attorney's office, juvenile court, education, social services, a nonprofit and nongovernmental victim advocacy organization, and a nonprofit religious or community group. Grantees may use an existing advisory board with similar membership (e.g., Juvenile Justice Coordinating Council) to meet this requirement.

Resolution: Applicants must submit a resolution from their governing board (City Council or Board of Supervisors) addressing specific requirements. **Please see Attachment C for a Sample Resolution.** The resolution must be on file with the CSA prior to a finalized grant award agreement.

Waivers: A qualifying unit of local government may waive its right to a direct grant award and request that such unit's funds be awarded to and expended for its benefit by a larger or contiguous unit of local government. **Please see Attachment D for the pertinent waiver**

documentation.

Complete Application Submittal: A complete application includes the application document, Federal Performance Measures form and governing body's resolution. Additionally, waiver documents are required from any applicant receiving funds waived from another locality.

Progress Reports: Grantees must submit quarterly progress reports, including the mandatory federal data and project progress notes, utilizing the JABG Progress Report form provided on the CSA website (see link below).

Audit: Grantees must submit an audit of expenditures within 120 days of the end of the grant period. Reasonable and necessary extensions to the timeframe may be granted if requested. Grantees may choose to submit either a program specific audit or a federal single audit.

Key Dates:

May 15, 2006	Applications due to CSA
July 1, 2006	Grant year begins
November 15, 2006	First quarterly progress report due covering July – Sept. 2006 First quarterly financial invoice due covering July – Sept. 2006
February 15, 2007	Second quarterly progress report due covering Oct. – Dec. 2006 Second quarterly financial invoice due covering Oct. – Dec. 2006
May 15, 2007	Third quarterly progress report due covering Jan. – Mar. 2007 Third quarterly financial invoice due covering Jan. – Mar. 2007
August 15, 2007	Fourth quarterly progress report due covering Apr. – June 2006 Fourth quarterly financial invoice due covering Apr. – June 2006
October 31, 2007	Final audit report due (unless extension granted)

Contact and Program Information: Questions regarding this application process may be directed to your [county's assigned Field Representative](#). Further information about the [JABG program](#), including fiscal and progress reporting forms and the Grant Contract Administration and Audit Guide, is also available on the CSA's web site.



DEPARTMENT OF CORRECTIONS AND REHABILITATION
CORRECTIONS STANDARDS AUTHORITY

**Juvenile Accountability Block Grants Program
2006 Direct Allocation Application**

SECTION I: APPLICANT INFORMATION

A. APPLICANT AND CONTACT INFORMATION			
APPLICANT CITY/COUNTY	IMPLEMENTING AGENCY	FEDERAL EMPLOYER IDENTIFICATION NUMBER	
San Mateo	Probation Department	94-6000532	
PROJECT MANAGER'S NAME	TITLE	TELEPHONE NUMBER	
Christine McGlynn	Director	650-312-5337	
ADDRESS	CITY	ZIP CODE	
21 Tower Road	San Mateo	94402	
FAX NUMBER	EMAIL ADDRESS	B. AMOUNT OF FUNDS REQUESTED	
650-312-5597	cmcglynn@co.sanmateo.ca.us	\$45,172	
C. PROJECT TITLE			
Victim Impact Awareness			
D. BRIEF DESCRIPTION OF PROJECT			
The program holds juvenile offenders under the age of 18 accountable for their criminal behavior through participation in a cognitively based, skill building curriculum and mediation with the victim when appropriate.			
E. DESIGNATED FINANCIAL OFFICER			
NAME, TITLE	AGENCY	TELEPHONE NUMBER	
Christy Morrill	San Mateo County Probation Dept	650-312-8872	
ADDRESS	FAX NUMBER		
21 Tower Road	650-312-5337		
CITY	STATE	ZIP CODE	E-MAIL ADDRESS
San Mateo	CA	94402	cmorrill@co.sanmateo.ca.us
F. DAY-TO-DAY PROJECT CONTACT PERSON			
NAME AND TITLE	AGENCY	TELEPHONE NUMBER	
Josephine Ojeda	San Mateo County Probation	650-877-5713	
ADDRESS	FAX NUMBER		
1024 Mission Road	650-615-9374		
CITY	STATE	ZIP CODE	E-MAIL ADDRESS
South San Francisco	CA	94080	jojeda@co.sanmateo.ca.us
G. PERSON RESPONSIBLE FOR FEDERAL DATA COLLECTION AND REPORTING			
NAME AND TITLE	TELEPHONE NUMBER	E-MAIL ADDRESS	
Christine McGlynn	650-312-5337	cmcglynn@co.sanmateo.ca.us	
H. PERSON AUTHORIZED TO SIGN GRANT AGREEMENT/CONTRACT WITH CSA			
NAME AND TITLE			

I. Applicant's Agreement

By submitting this application, the applicant assures that it will abide by the laws, policies and procedures governing this funding.

SECTION II: PROJECT INFORMATION

A. PROJECT DESCRIPTION: In the space below, provide the following project information:

1. Describe the project(s)/program(s) to be supported with JABG funds.
2. Define project goals and major activities/services.
3. Define the juvenile justice population(s) served and/or targeted by the project, and the estimated number of youth to be served.
4. Support the project need with local data/information.
5. Describe staffing, including classification and number of staff required to achieve project goals.

1. The project supported by the JABG funds is the Victim Impact Awareness (VIA) Program. The purpose of this program is to educate youth who have victimized others about the impact that their actions have on others. This class, usually taught in 75 minute sessions over an 8 week period, is facilitated by staff from the probation department and from a non-profit counseling agency. Speakers are brought in to talk about their experiences as victims and videos are used to help youth to understand how their behavior impacts others.

2. Youth are required to complete a behavioral contract, which includes what they will do to keep from victimizing others, in the first or second session. They must attend at least 6 of the 8 sessions but cannot miss the first and second. They are given a pre-test at the beginning and a post test at the end to assess their change in understanding the impact their behavior had on the victim and the community. They are also referred to the Victim Offender Mediation Program with the hope that they will mediate with their victim.

3. The population served will be any youth with a sustained law violation where there was a victim. The goal is to offer the class to 240 youth and to have 180 of those youth complete the program successfully.

4. A legal office specialist will keep track of attendance, completion of program requirements and number who complete the classes successfully. She will also check probation records to determine if those who completed the VIA program reoffended between 6 months to 1 year after completion of the program.

5. There will be at least 4 probation officers and 2 therapists to support the two groups offered each quarter.

B. PROGRAM PURPOSE AREA(S): All funded projects must fall within one or more federally recognized purpose areas established for JABG. Appendix B includes a detailed listing of the 16 program purpose areas from which each applicant must choose. Each separate purpose area identified in this section will require subsequent data reporting on quarterly progress reports to the CSA. Applicants are encouraged to consolidate this portion as much as possible. In the space below, please indicate the selected program purpose area(s) by number and topic, and the federal dollar amount allotted to each. (*Example: #8 Juvenile Drug Courts - \$ 47,189*)

#11 Accountability - \$50,191

C. FEDERAL PERFORMANCE MEASURES: Grantees receiving over \$10,000 must report data to the CSA on mandatory performance measures developed by the Office of Juvenile Justice and Delinquency Prevention. Once a purpose area(s) has been selected in Section II-B above, click

below on the corresponding selection(s) and follow the directions for choosing the data to be reported. Data choices will appear in either one or both of these categories – direct service programs or system change programs. Grantees must first determine which category(s) best describes their project, as this will determine the data to be collected. Please note the Reporting Format column that prescribes the precise data to be collected. **Applicants must submit the completed Federal Performance Measure form(s) as part of this application process.**

[\(1\) Graduated sanctions](#)

[\(9\) Juvenile records system](#)

[\(2\) Detention facilities](#)

[\(10\) Information sharing](#)

[\(3\) Court staffing/pretrial services](#)

[\(11\) Accountability](#)

[\(4\) Prosecutors \(staffing\)](#)

[\(12\) Risk and needs assessment](#)

[\(5\) Prosecutors \(funding\)](#)

[\(13\) School safety](#)

[\(6\) Training for law enforcement/court personnel](#)

[\(14\) Restorative justice](#)

[\(7\) Juvenile gun courts](#)

[\(15\) Juvenile courts and probation](#)

[\(8\) Juvenile drug courts](#)

[\(16\) Detention/corrections personnel](#)

SECTION III: BUDGET INFORMATION

A. WAIVER AND MATCH CALCULATION: Completion of this segment of the budget section is only for those applicants receiving waivers of funding from other jurisdictions. Applicants not receiving waivers may proceed to the next segment – part B of this budget section.

1.	Applicant unit of local government direct grant amount	(A)	\$	45,172
2.	Additional direct grants received from other eligible recipients (waivers):			
	Waiving jurisdiction:		Waiver Amount:	
			\$	
			\$	
			\$	
	Total amount from other recipients	(B)	\$	
3.	Total amount of federal award (A + B)	(C)	\$	45,172
4.	Total project cost [(C x 10) ÷ 9] (round to nearest dollar)	(D)	\$	50,191
5.	Cash match (D – C) See Appendix A	(E)	\$	5,019

B. BUDGET LINE ITEM TOTALS: Please complete the applicable fields in the following table for the proposed budget. Administrative overhead may not exceed 5% of the total grant funds requested. With the exception of new and permanent construction projects requiring a 50% cash match, the required cash match for all other projects is 10% of the total project costs. See Appendix A for pre-calculated 10% match amounts based on federal formula.

Budget Line Items	Grant Funds	Cash Match	Total
Salaries and Benefits	\$0	\$4,651	\$4,651
Services and Supplies	\$0	\$0	\$0
Professional Services	\$0	\$0	\$0
CBO Contracts	\$45,172	\$368	\$45,540
Administrative Overhead	\$0	\$0	\$0
Fixed Assets/Equipment	\$0	\$0	\$0
Other	\$0	\$0	\$0
Total	\$45,172	\$5,019	\$50,191

C. BUDGET LINE ITEM DETAILS: Provide sufficient detail/breakdown to explain how the requested funds outlined in the table above will be expended in each applicable line item. Identify match items, their respective dollar amounts, and source of the match funds.

1. **SALARIES AND BENEFITS:** Number of staff, classification, salary and benefits.

The remainder of the matching money will go toward the funding of a Legal Office Specialist who will assist with class rosters, sending out notification and keeping statistics.

2. **SERVICES AND SUPPLIES:** Includes leases, rent, utilities, travel and training.

0

3. **PROFESSIONAL SERVICES:** Includes evaluator, consultant services, therapists, and other professionals as required.

0

4. **COMMUNITY-BASED ORGANIZATIONS:** Name of organization and services to be provided.

Staff from North Peninsula Family Alternatives and Youth and Family Enrichment Services will co-facilitate classes with probation staff. Each agency will receive \$22,770 for this program.

5. **ADMINISTRATIVE OVERHEAD:** Indicate percentage and how calculated. This total may not exceed 5% of the grant funds.

0

6. **FIXED ASSETS/EQUIPMENT:** Office equipment, vehicles, other equipment necessary to perform program activities.

0

7. **OTHER:** Any other items not covered above but necessary to meet program goals.

0

SECTION IV: LOCAL ADVISORY BOARD

In meeting the federal requirement, indicate in the spaces below the membership of the locally designated advisory board charged with reviewing the plan for expending JABG funds.

<u>Name</u>	<u>Title</u>	<u>Agency</u>
Mark Raffaelli	Chief of Police	South San Francisco Police Dept
James Gilletti	Detective	San Mateo Co Sheriff's Office
Eddie Thomas	Deputy District Attorney	District Attorney's Office
Sue Larramendy	Associate Superintendent	Office of Education
Kimberly Wheeler	Exec. Director, Mental Health	YMCA
Margaret Copenhagen	Lawyer	Law Offices of MA Copenhagen
Bob Rybicki	Executive Director	Youth & Family Enrichment Serv.
Christine McGlynn	Director	San Mateo Co Probation
David Cherniss	Juvenile Mediation Program Mgr	Juvenile Mediation Program

SECTION V: BOARD OF SUPERVISORS' RESOLUTION

As part of the grant application process, applicants must submit a resolution from the City Council/Board of Supervisors addressing specified issues. **Please see Attachment C for a Sample Resolution.** The resolution need not be submitted at the same time as the application document; however, the original resolution or copy thereof must be provided to the CSA prior to a grant award agreement being signed. Resolutions may be directed to the applicant's assigned Field Representative by e-mail, fax (916/445-5096) or mail (Corrections Standards Authority, 600 Bercut Drive, Sacramento 95814).

SECTION VI: AUDIT IDENTIFICATION

Grant recipients must submit an audit of expenditures within 120 days following the end of the grant period. Grantees may choose either a program specific audit or a single federal audit. Federal guidelines allow grant recipients receiving \$500,000 or more in federal funds (from all sources including pass-through sub-awards) in a fiscal year to use their federal juvenile justice grant funds to pay for the cost of the audit. Grantees falling below the \$500,000 threshold must use non-federal funds (i.e., match funds) to pay for audit costs. For purposes of this application, please check one of the boxes below to indicate the grantee's choice for meeting the audit requirement.

In conformance with Federal OMB Circular #A-133, and the California State Controller's Accounting Standards and Procedures Chapter 23, Grant Accounting Index, the identified grant will be included in the City/County **Single Federal Audit Report**, which will be submitted to the CSA within the required timeframe of 120 days from the end of the 12-month grant period. NOTE: Should an extension be needed, please provide in advance of the deadline a written justification that indicates reasons for the extension and the timeframe needed.

In conformance with Federal OMB Circular #A-133, and the California State Controller's Accounting Standards and Procedures Chapter 23, Grant Accounting Index, the grantee will provide a

Program Specific Final Audit Report to the CSA within the required timeframe of 120 days from the end of the 12-month grant period.

**PLEASE E-MAIL YOUR COMPLETED APPLICATION
BY MAY 15, 2006
TO YOUR COUNTY'S ASSIGNED FIELD REPRESENTATIVE**

APPENDIX A - ALLOCATIONS FOR ELIGIBLE LOCALITIES

LOCALITY	DIRECT ALLOCATION	10% CASH MATCH*	TOTAL PROJECT COST
ALAMEDA COUNTY	\$120,216	\$13,357	\$133,573
BUTTE COUNTY	13,447	1,494	14,941
CONTRA COSTA COUNTY	58,431	6,492	64,923
EL DORADO COUNTY	11,230	1,248	12,478
FRESNO CITY	14,823	1,647	16,470
FRESNO COUNTY	49,418	5,491	54,909
KERN COUNTY	61,114	6,790	67,904
LONG BEACH CITY	16,835	1,871	18,706
LOS ANGELES CITY	227,296	25,255	252,551
LOS ANGELES COUNTY	747,072	83,008	830,080
MARIN COUNTY	16,818	1,869	18,687
MERCED COUNTY	14,294	1,588	15,882
MONTEREY COUNTY	26,139	2,904	29,043
OAKLAND CITY	23,753	2,639	26,392
ORANGE COUNTY	140,966	15,663	156,629
PLACER COUNTY	11,881	1,320	13,201
RIVERSIDE COUNTY	87,960	9,773	97,733
SACRAMENTO CITY	14,210	1,579	15,789
SACRAMENTO COUNTY	123,401	13,711	137,112
SAN BERNARDINO CITY	10,754	1,195	11,949
SAN BERNARDINO COUNTY	79,226	8,803	88,029
SAN DIEGO CITY	37,043	4,116	41,159
SAN DIEGO COUNTY	177,860	19,762	197,622
SAN FRANCISCO CITY/COUNTY	108,305	12,034	120,339
SAN JOAQUIN COUNTY	40,036	4,448	44,484
SAN JOSE CITY	20,080	2,231	22,311
SAN LUIS OBISPO COUNTY	14,657	1,629	16,286
SAN MATEO COUNTY	45,172	5,019	50,191
SANTA BARBARA COUNTY	33,354	3,706	37,060
SANTA CLARA COUNTY	155,548	17,283	172,831
SANTA CRUZ COUNTY	18,839	2,093	20,932
SHASTA COUNTY	13,603	1,511	15,114
SOLANO COUNTY	25,578	2,842	28,420
SONOMA COUNTY	38,752	4,306	43,058
STANISLAUS COUNTY	30,590	3,399	33,989
STOCKTON CITY	14,431	1,603	16,034
TULARE COUNTY	25,660	2,851	28,511
VENTURA COUNTY	57,798	6,422	64,220
YOLO COUNTY	11,026	1,225	12,251
TOTALS	\$2,737,616	\$304,180	\$3,041,796

*10% of total project costs, as per federal requirement

APPENDIX B – JABG PROGRAM PURPOSE AREAS

- 1) **Graduated sanctions:** Developing, implementing, and administering graduated sanctions for juvenile

offenders.

2) **Corrections/detention facilities:** Building, expanding, renovating, or operating temporary or permanent juvenile corrections, detention or community corrections facilities.

3) **Court staffing and pretrial services:** Hiring juvenile court judges, probation officers, and court-appointed defenders and special advocates, and funding pretrial services (including mental health screening/assessment) for juvenile offenders to promote the effective, expeditious administration of the juvenile justice system.

4) **Prosecutors (staffing):** Hiring additional prosecutors so that more cases involving violent juvenile offenders can be prosecuted and backlogs reduced.

5) **Prosecutors (funding):** Providing funding to enable prosecutors to address drug, gang, and youth violence problems more effectively and for technology, equipment, and training to assist prosecutors in identifying and expediting the prosecution of violent juvenile offenders.

6) **Training for law enforcement and court personnel:** Establishing and maintaining training programs for law enforcement and other court personnel with respect to preventing and controlling juvenile crime

7) **Juvenile gun courts:** Establishing juvenile gun courts for the prosecution and adjudication of juvenile firearms offenders

8) **Juvenile drug courts:** Establishing drug court programs to provide continuing judicial supervision over juvenile offenders with substance abuse problems and to integrate administration of other sanctions and services for such offenders

9) **Juvenile records system:** Establishing and maintaining a system of juvenile records designed to promote public safety

10) **Information sharing:** Establishing and maintaining interagency information-sharing programs that enable the juvenile and criminal justice systems, schools, and social services agencies to make more informed decisions regarding the early identification, control, supervision, and treatment of juveniles who repeatedly commit serious delinquent or criminal acts.

11) **Accountability:** Establishing and maintaining accountability-based programs designed to reduce recidivism among juveniles who are referred by law enforcement personnel or agencies.

12) **Risk and needs assessment:** Establishing and maintaining programs to conduct risk and needs assessments of juvenile offenders that facilitate effective early intervention and the provision of comprehensive services, including mental health screening and treatment and substance abuse testing and treatment, to such offenders.

13) **School safety:** Establishing and maintaining accountability-based programs designed to enhance school safety.

14) **Restorative justice:** Establishing and maintaining restorative justice programs.

15) **Juvenile courts and probation:** Establishing and maintaining programs to enable juvenile courts and juvenile probation officers to be more effective and efficient in holding juvenile offenders accountable and reducing recidivism.

16) **Detention/corrections personnel:** Hiring detention and corrections personnel and establishing and maintaining training programs for such personnel, to improve facility practices and programming.

ATTACHMENT C – SAMPLE RESOLUTION

Applicants must submit a resolution from the governing body (City Council/Board of Supervisors) that includes, at a minimum, the language and assurances outlined in the following sample:

WHEREAS the *(insert name of applicant city/county)* desires to receive and utilize federal grant funds available through the Juvenile Accountability Block Grants (JABG) Program administered by the Corrections Standards Authority (hereafter referred to as CSA).

NOW, THEREFORE, BE IT RESOLVED that the *(insert title of designated official)* is authorized on behalf of the *(insert City Council/Board of Supervisors)* to submit the JABG application and sign the Grant Agreement with the CSA, including any amendments thereof.

BE IT FURTHER RESOLVED that the *(city/county)* agrees to provide all matching funds required for said project, and abide by the statutes and regulations governing the JABG Program as well as the terms and conditions of the Grant Agreement as set forth by the CSA.

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

Passed, approved, and adopted by the *(insert City Council/Board of Supervisors)* of *(insert name of city/county)* in a meeting thereof held on *(insert date)* by the following:

Ayes:

Notes:

Absent:

Signature: _

Date: __

Typed Name and Title: _

ATTEST: Signature:

Date: __

Typed Name and Title: _

ATTACHMENT D – WAIVER OF DIRECT GRANT AWARD

The following template/information must be provided on any waiver document submitted with a grant application. Original waiver documents must be submitted by mail to the Corrections Standards Authority (600 Bercut Drive, Sacramento, CA 95814).

I, (name/title), the legally authorized administrative officer (city manager or county administrator) representing the (name of waiving unit of local government) authorize the Corrections Standards Authority to transfer award funds allocated under the Juvenile Accountability Block Grants 2006 in the amount of \$(grant amount) to (name of receiving unit of local government).

Authorized Official's Signature

Authorized Official's Typed Name

Authorized Official's Typed Title

Date Executed

Waiving unit of local government's official seal or notary stamp is required below.