



**DEPARTMENT OF CORRECTIONS AND REHABILITATION
CORRECTIONS STANDARDS AUTHORITY**

REQUEST FOR PROPOSALS

**Disproportionate Minority Contact
Enhanced Technical Assistance Project**

July 2006

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BACKGROUND INFORMATION AND PROJECT DESCRIPTION

Background Information

The Juvenile Justice and Delinquency Prevention Act of 2002 reauthorized the Office of Juvenile Justice and Delinquency Prevention (OJJDP) to administer the Formula Grants program, which supports state and local delinquency prevention/intervention efforts and juvenile justice system improvements. Congress appropriates funds and OJJDP awards them to states on the basis of their proportionate population under age 18.

To receive a Formula Grants award, states must comply with four core requirements of federal law. One of these requirements is that states must demonstrate a good faith effort to address disproportionate minority contact (DMC), which refers to the overrepresentation of minority youth who come into contact with the juvenile justice system (at all points, from arrest through confinement) relative to their numbers in the general population. For more information on the legislative history of DMC, tools for examining DMC, and research studies/resources related to DMC, prospective grantees are encouraged to visit OJJDP's [DMC web site](#).

In January 2004, the Corrections Standards Authority (then, the Board of Corrections) assumed responsibility for administering California's Formula Grants funds. To ensure compliance with the DMC requirement, the Corrections Standards Authority (CSA) subsequently formed a workgroup to develop recommendations on strategies the state might pursue, using available federal funds, to address DMC. Workgroup members relied on their subject matter expertise and experience as well as an examination of other states' efforts in developing recommendations for the board's consideration.

In March 2005, the board adopted the workgroup's recommendations. As a result, the CSA established a full-time DMC coordinator position and implemented the Technical Assistance Project, a 14-month collaborative effort between the National Council on Crime and Delinquency and three counties to address DMC. In response to findings from an ongoing assessment of the [DMC Technical Assistance Project](#), CSA staff crafted a proposal for enhancing this initiative through an investment of additional federal dollars and an incremental three-year approach to DMC reduction efforts. In March 2006, the CSA board approved this proposal and, in July 2006, the board approved the competitive Request for Proposals (RFP) process for the Enhanced DMC Technical Assistance Project (DMC-TAP).

Project Description

A total of \$2.625 million in Formula Grant funds is available for counties selected to participate in the Enhanced DMC-TAP, which is designed to assist probation departments in understanding and identifying DMC and to equip these agencies with the tools and resources needed to provide leadership in developing and/or strengthening community-based DMC reduction activities. Through the competitive process, the CSA will award \$750,000 to counties to participate in the Enhanced DMC-TAP for the first of three 12-month phases:

- **Phase 1 - DMC Infrastructure and Education**

The purpose of the first phase is to assist probation departments in establishing or strengthening the foundation for a DMC reduction effort. Grant funds are earmarked for identified infrastructure needs within the department (e.g., DMC staff and/or resources needed to implement/improve data collection and analysis efforts) and for contracting with an expert consultant to conduct probation staff training sessions on DMC and assist with data analysis.

Grant Period: January 1 through December 31, 2007

Grant Award: Up to \$150,000 will be awarded to each county selected to participate in this phase through the competitive RFP process.

- **Phase 2 - Stakeholder Collaboration and Plan Development**

The purpose of this phase is to support the education of stakeholders (e.g., police, judges, district attorneys, and public defenders) about the probation department's DMC efforts and to engage stakeholders in the development of a long-term DMC reduction plan. Grant funds are earmarked for contracting with an expert consultant to facilitate stakeholder collaboration and assist in developing DMC reduction strategies. Funds are also available for continued support of DMC staff within the department.

Grant Period: January 1 through December 31, 2008

Grant Award: Up to \$175,000 will be awarded to each county that completes Phase 1 and submits an application (non-competitive) for second year funding.

- **Phase 3 - Implementation of DMC Reduction Plan**

The purpose of this phase is to support implementation of the DMC reduction plan developed in Phase 2. Grant funds are earmarked for specific activities outlined in the DMC reduction plan (e.g., development of risk assessment tools, provision of cultural awareness/competency training, implementation or expansion of prevention and/or diversion programs for at-risk youth). Funds are also available for continued support of DMC staff.

Grant Period: January 1 through December 31, 2009

Grant Award: Up to \$200,000 will be awarded to each county that completes Phase 2 and submits an application (non-competitive) for third and final year funding.

In addition to these grants, the Enhanced DMC-TAP includes an evaluation component that will be implemented in the second and third phases. Specifically, the CSA is dedicating available federal funds to an independent evaluation designed to identify the project's operational strengths and weaknesses and to elicit suggestions from participants for improvement. This "process evaluation" will assist the CSA in planning future DMC activities.

The activities outlined in this RFP for each phase of the DMC-TAP may be modified, as warranted, in the grantee's contract with the CSA.

GRANT REQUIREMENTS AND RFP PROCESS

GRANT REQUIREMENTS

Eligibility: States may only award Formula Grant funds to units of local government. Therefore, while the purpose of this Project is to assist probation departments, counties must apply for the grants and designate the probation department as the implementing agency on the grant application. All counties are eligible to submit a proposal for funds that will be awarded on a competitive basis for Phase I of the Project.

Board of Supervisors' Resolution: A resolution from the county Board of Supervisors addressing specific grant-related issues (**see Appendix A – Sample Resolution**) must be submitted with the grant application. If circumstances preclude the submission of the resolution with the grant proposal, applicants must submit a letter of intent to provide the resolution to the CSA prior to the awarding of grants (see Key Dates).

Data Collection/Progress Reports: Grantees must collect specified output and outcome data on federally required performance measures and submit these data to the CSA in quarterly progress reports (**see Appendix B – DMC Performance Measures**). The performance measures may change for the second and third phases of the Enhanced DMC-TAP. In addition, grantees in the second and third phases of the project must participate in a process evaluation that will be conducted by an independent evaluator.

Invoices: Disbursement of grant funds occurs on a reimbursement basis for 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 claimed on invoices. For additional information, refer to the CSA's [Grant Administration and Audit Guide](#).

Audit: Grantees must submit an audit of expenditures (either grant-specific or as part of a federal single audit) within 120 days of the end of each 12-month grant period. Reasonable and necessary extensions to the timeframe may be granted if requested.

RFP PROCESS

RFP Workshop: CSA staff will conduct a workshop on Wednesday, August 22, from 9:30 a.m. until noon in the CSA's Conference Room at 660 Bercut Drive, Sacramento, 95814. The primary purpose of this workshop is to answer questions from prospective applicants about the RFP requirements and process. This session is not mandatory. However, for planning purposes, please complete and return the RFP Workshop Registration Form (**see Appendix C**).

Proposal Submission: Proposals are due **October 2, 2006**. Applicants must submit one original and three copies of the proposal (i.e., grant application and resolution from the county Board of Supervisors). Proposals may be mailed or hand delivered to the attention of Shalinee Hunter, DMC Coordinator for the Corrections Standards Authority, at 600 Bercut Drive, Sacramento, 95814.

Proposal Evaluation: An independent panel of juvenile justice practitioners and DMC experts will evaluate the merits of the proposals in accordance with specified rating criteria (**see Appendix D**). The panel will develop funding recommendations for consideration by the CSA board, which will make final grant award decisions at its November 2006 meeting. Applicants will be notified in writing of the panel's funding recommendations.

GRANTEE BRIEFING SESSION

CSA staff will conduct a briefing session on Wednesday, November 29, from 9:30 a.m. until noon in the CSA's Conference Room at 660 Bercut Drive, Sacramento, 95814. The purpose of this session, which is mandatory, is to review the contract development process, on-line invoicing and budget modification systems, data collection and reporting requirements, and other grant management and monitoring activities.

KEY DATES

July 24, 2006	CSA issues RFP
August 22, 2006	RFP Workshop
October 2, 2006	Proposals due to the CSA
October 6-23, 2006	Proposal evaluation by review committee
November 15, 2006	CSA awards grants
November 29, 2006	Grantee Briefing Session (date subject to change)
January 1, 2007	Grant period for Phase 1 begins

CONTACT INFORMATION

Questions about DMC, the Enhanced DMC Technical Assistance Project and/or this RFP process should be directed to the Shalinee Hunter, DMC Coordinator, at 916-322-89081 or shalinee.hunter@cdcr.ca.gov.

APPLICATION INSTRUCTIONS

SECTION I: APPLICANT INFORMATION (Items A-G)

- A. **Applicant Agency:** Only units of local government may be awarded federal Formula Grant Program funds. Since this project focuses on probation, the eligible unit of local government is the county. Complete the required information (including federal identification number) for the county submitting the proposal.
- B. **Summary of Proposal:** Provide a brief description (3-4 sentences) of the county's proposal for using grant funds requested in Phase 1 of the Project.
- C. **Amount of Funds Requested:** The amount of grant funds requested for Phase 1 may not exceed \$150,000.
- D. **Implementing Agency:** Federal law allows a county to designate an agency to implement the project. For this grant, the implementing agency is the probation department. Complete the required sections.
- E. **Day-to-Day Contact Person:** Provide the required information for the individual with whom CSA staff would work on a daily basis during the 12-month grant period.
- F. **Designated Financial Officer:** Provide the required information for the individual who would approve invoices before the county submits them to the CSA and be responsible for the overall fiscal management of the grant. Reimbursement checks are mailed to the Designated Financial Officer.
- G. **Applicant's Agreement:** The person authorized by the County Board of Supervisors to sign for the unit of local government must read the assurances in this section, then sign and date the application. Typically, this would be the Chief Probation Officer.

SECTIONS II – VI

The instructions for each of these sections are outlined in the application. Sections II (Initial Data Analysis and Issue Identification), III (Description of Infrastructure Needs), and IV (Expert Consultant Selection and Work Plan) require narratives. Please be as concise as possible. Double-space the narrative sections and use, at a minimum, an 11-point font.

If you experience "technical difficulties" with the application form or have any questions about the information requested, please contact Shalinee Hunter, DMC Coordinator, at 916-322-8081 (shalinee.hunter@cdcr.ca.gov) or the [assigned Field Representative](#) for your county.



**California Department of Corrections and Rehabilitation
Corrections Standards Authority**

**Federal Formula Grants Program
Enhanced DMC Technical Assistance Project**

SECTION I: APPLICANT INFORMATION

A. UNIT OF LOCAL GOVERNMENT				
COUNTY	ADMINISTRATIVE OFFICER	FEDERAL EMPLOYER ID NUMBER)		
MAILING ADDRESS	CITY	STATE	ZIP CODE	
B. SUMMARY OF PROPOSAL		C. FUNDS REQUESTED		
D. IMPLEMENTING AGENCY				
PROBATION DEPARTMENT		CHIEF PROBATION OFFICER		
NAME AND TITLE OF PROJECT DIRECTOR		TELEPHONE NUMBER		
STREET ADDRESS		FAX NUMBER		
CITY	STATE	ZIP CODE	E-MAIL ADDRESS	
E. DAY-TO-DAY CONTACT PERSON				
NAME AND TITLE		TELEPHONE NUMBER		
STREET ADDRESS		FAX NUMBER		
CITY	STATE	ZIP CODE	E-MAIL ADDRESS	
F. DESIGNATED FINANCIAL OFFICER				
NAME AND TITLE		TELEPHONE NUMBER		
STREET ADDRESS		FAX NUMBER		
CITY	STATE	ZIP CODE	E-MAIL ADDRESS	
G. APPLICANT'S AGREEMENT				
By signing this application, the applicant assures that it will abide by the laws, policies and procedures governing this funding.				
NAME AND TITLE OF AUTHORIZED OFFICER (PERSON WITH LEGAL AUTHORITY TO SIGN)				
APPLICANT'S SIGNATURE				DATE

SECTION II: INITIAL DATA ANALYSIS AND ISSUE IDENTIFICATION

Data Analysis

Provide the DMC-related data requested in the following table. Use the data sources and/or definitions outlined below the table.

	White	Black	Hispanic	Asian	Pacific Islander	Native American	Other
At-Risk Population							
	%	%	%	%	%	%	%
Bookings							
	%	%	%	%	%	%	%
Pre-disposition							
	%	%	%	%	%	%	%
Post-disposition							
	%	%	%	%	%	%	%

At-Risk Population: Report the number and percentage of at-risk youth by ethnicity. The California Department of Finance publishes [population projections](#) by county, age and ethnicity. Counties are listed at the bottom of the page on this web site. Use the data for the year 2000, and combine the data for youth ages 10-14 and 15-19.

Bookings: Report the total number of juvenile hall bookings and percentage of total bookings, by ethnicity, for 2005.

Pre-disposition: Report the total number and percentage of juveniles detained in 2005, by ethnicity, pending a disposition by the Juvenile Court.

Post-disposition: Report the total number and percentage of juveniles detained in 2005, by ethnicity, pursuant to a disposition from the Juvenile Court.

Note: Although county probation departments report data on bookings and number of juveniles detained (pre- and post-disposition) to the CSA through the Juvenile Detention Profile Survey, that survey does not request information related to ethnicity. Therefore, applicants will need to draw upon other sources for the requested data.

Issue Identification

Using the data provided in this section and any other data deemed to be pertinent, identify and discuss potential issues related to DMC in the county, particularly those of interest and/or concern to the probation department.

SECTION III: DESCRIPTION OF INFRASTRUCTURE NEEDS

Identify the staffing and other infrastructure resources needed by the probation department to establish/strengthen the foundation for a DMC reduction effort. Staffing may include a full or part-time DMC coordinator who would serve as Project Manager and work collaboratively with an expert consultant in the development of DMC training sessions and analysis of DMC data. Staffing may also include full and/or part-time support staff (e.g., information technology specialists, office technicians/assistants) for the project. Other resources may include computers and software programs.

SECTION IV: EXPERT CONSULTANT SELECTION AND WORK PLAN

Describe the process and criteria that will be used to select and contract with an expert consultant for the purpose of conducting DMC training for juvenile probation staff and assisting department staff in the analysis of data related to DMC. Outline a preliminary work plan for the consultant (e.g., number and type of training sessions, role in data analysis).

Selection Process/Criteria

Work Plan

SECTION V: PROPOSED BUDGET

- A. BUDGET LINE ITEM TOTALS:** Complete the following table for the grant funds being requested in Phase 1 (up to \$150,000). While recognizing that counties may use different line items in the budget process, these are the ones used by the CSA on its invoices.

Proposed Budget Line Items	Grant Funds
Salaries and Benefits	\$
Services and Supplies	\$
Professional Services	\$
CBO Contracts	\$
Indirect Costs (may not exceed 10% of grant award)	\$
Fixed Assets/Equipment	\$
Other	\$
Total	\$

- B. BUDGET LINE ITEM DETAILS:** Provide sufficient detail in each category to explain how the grant funds will be used.

1. SALARIES AND BENEFITS (e.g., number of staff, classification, salary and benefits)

2. SERVICES AND SUPPLIES (e.g., office supplies, staff travel and training costs)

3. PROFESSIONAL SERVICES: (e.g., contract with an expert consultant)

4. COMMUNITY-BASED ORGANIZATIONS (e.g., contract with a CBO for expert consultant services)

5. INDIRECT COSTS: Indicate percentage and how calculated. This total may not exceed 10% of the grant funds.

6. FIXED ASSETS (e.g., computers and other office equipment necessary to perform project activities)

7. OTHER

SECTION VI: PROPOSED TIMELINE

Provide a timeline for activities that will be undertaken in Phase 1 of the project (e.g., recruiting and hiring staff, selecting and contracting with an expert consultant, analyzing data, conducting training sessions, etc.).

Activity

Timeframe

**APPENDIX A
SAMPLE BOARD OF SUPERVISORS' RESOLUTION**

Counties must submit a resolution from the Board of Supervisors that includes, at a minimum, the assurances outlined in the following sample.

WHEREAS the *(insert name of applicant county)* desires to participate in the Enhanced DMC Technical Assistance Project supported by federal Formula Grant funds and 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 Board of Supervisors to submit the grant proposal for this funding and sign the Grant Agreement with the CSA, including any amendments thereof.

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

BE IT FURTHER RESOLVED that the county agrees to abide by the statutes and regulations governing the federal Formula Grants Program as well as the terms and conditions of the Grant Agreement as set forth by the CSA.

Passed, approved, and adopted by the Board of Supervisors of *(insert name of 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: _____

APPENDIX B DMC Performance Measures

OUTPUT PERFORMANCE MEASURES

#	OUTPUT MEASURE	OBJECTIVE	DEFINITION	REPORTING FORMAT
1	Formula grants allocated or awarded for DMC at the State or local levels	Increase organizational/system capacity	The amount of funds in whole dollars that are allocated at the state level for the DMC Coordinator and awarded for DMC at the state and local levels during the reporting period. Program records are the preferred data source.	Dollars allocated and awarded for DMC
2	Number and percent of program staff trained	Increase organizational/system capacity	The number and percent of program staff who are trained on DMC-related issues such as improving staff's understanding of cultural differences, cultural context, cultural diversity, cultural awareness, bias, multicultural workplaces, etc. during the reporting period	A. Number of staff who participated in training B. Total number of staff C. Percent (A/B)
3	Number of hours of program staff training provided	Increase organizational/system capacity	The number of DMC-related training hours provided to program staff during the reporting period of the program. Training includes in-house and external trainings, conducted and available to staff.	Number of DMC-related hours of training provided to staff
4	Number of data improvement projects implemented	Improve planning and development	The number of data improvement projects funded at the state or local levels specifically to improve the quality and completeness of DMC data.	Number of projects funded during the reporting period

OUTCOME PERFORMANCE MEASURES

#	OUTCOME MEASURE	OBJECTIVE	DEFINITION	REPORTING FORMAT
1	Number of local agencies reporting improved data collections systems	Improve system effectiveness	The number of local-level agencies that show improved data collection systems as evidenced by an ability to collect data by race; collect data by race with increased accuracy and consistency; report timely data collection and submission, etc. during the reporting period. Data improvement project files are the preferred data source.	Number of improved local-level data collection systems during the reporting period.
2	Number and percent of non-program personnel with increased knowledge of program area	Increase program support	The number of non-program personnel, such as representatives from law enforcement, courts, referral agencies, or community members who gained a greater knowledge of DMC and DMC-related topics through trainings or other formal learning opportunities. Training does not need to have been given by the program. Self-report data collected using training evaluation or assessment forms are the expected data source.	A. Number of non-program personnel trained during the reporting period who report increased knowledge B. Number of non-program personnel trained during the reporting period and returning surveys C. Percent (A/B)
3	Number and percent of program staff with increased knowledge of program area	Increase program support	The number of program staff who gained a greater knowledge of DMC and DMC-related topics through trainings or other formal learning opportunities. Appropriate for any program whose staff received program-related training. Training does not need to have been given by the program. Self-report data collected using training evaluation or assessment forms are the expected data source.	A. Number of program staff trained during the reporting period who report increased knowledge B. Number of program staff trained during the reporting period and returning surveys C. Percent (A/B)
4	Number of minority staff hired	Improve system effectiveness	The number of staff of a specific minority group hired during the reporting period.	The number of minority staff hired

**APPENDIX C
RFP Workshop Registration Form**

CSA staff is conducting a workshop for representatives of counties interested in applying for federal grant funds that have been earmarked for the Enhanced DMC Technical Assistance Project. Staff will discuss the RFP requirements and process and will answer questions from prospective applicants.

**RFP Workshop
Wednesday, August 22, 2006
9:30 a.m. to Noon
660 Bercut Drive
Sacramento, CA 95814**

Prospective Applicant County:

Names, Titles and E-mail Addresses of RFP Workshop Attendees:

Name and Title	E-mail Address
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Please indicate any specific questions you have about the RFP or other grant-related issues you would like addressed at the Workshop.

PLEASE FAX OR E-MAIL THIS FORM BY TUESDAY, AUGUST 3, 2006 TO:

**SHALINEE HUNTER
DMC COORDINATOR
FAX: (916) 445-5796
Shalinee.hunter@cdcr.ca.gov**

**APPENDIX D
Proposal Rating Criteria**

Merit Review Rating Factor	Maximum Points
Clear and Comprehensive: The proposal is clearly written and well organized. The proposal includes all of the required components, and the responses are thorough.	25
Initial Issue Identification and Data Analysis: The proposal clearly demonstrates an understanding of the importance of addressing DMC through the identification and discussion of potential DMC issues in the jurisdiction. The proposal documents the need to further examine these issues through the inclusion and analysis of specified data.	35
Description of Infrastructure Needs: The proposal makes a clear and compelling argument for the need for requested staff positions and/or other resources to establish or/strengthen the foundation for a DMC reduction effort.	35
Expert Consultant Selection and Work Plan: The proposal clearly describes the process and criteria the applicant will use to contract with an expert consult. The proposal outlines a preliminary work plan that addresses his/her roles and responsibilities.	45
Budget Appropriateness: The proposed budget is reasonable and appropriate given the nature and scope of project activities.	35
Proposed Timeline: The proposed timeline for activities is realistic given the nature and scope of the project.	25
Total Possible Points	200