

# **SUMMARY ACTION MINUTES**

## **SPECIAL MEETING ORANGE COUNTY JUVENILE JUSTICE COORDINATING COUNCIL**

*Thursday, May 23, 2013, 1:30 P.M.*

### **PROBATION DEPARTMENT**

Training Room 5  
1001 S. Grand Ave.  
Santa Ana, California

**STEVE SENTMAN, Chair**  
Probation

**DAVID DZIEJOWSKI**  
Public Defender

**MARY HALE**  
Health Care Agency, Mental Health

**RICK MARTIN**  
Education Representative

**JANE PORPHIR**  
Community Based Drug & Alcohol Representative

**MICHAEL L. RILEY, PH.D**  
Social Services Agency

**DONALD BARNES**  
Sheriff-Coroner

**MARGOT CARLSON**  
Community Based Organization Rep.

**ANARUTH GONZALEZ**  
Juvenile Court Representative

**KEVIN HASKINS**  
District Attorney

**JOHN M. W. MOORLACH**  
Supervisor, 2<sup>nd</sup> District

**KEVIN RANEY**  
Chief of Police, Garden Grove

**KAREN RUAN**  
At Large Community Representative

**VACANT**  
Business Representative

**ATTENDANCE:** Council Members Dziejowski, Hale, Martin, Moorlach, Raney, Riley, Sentman, Benjamin (Alternate for Carlson) and Rudy (Alternate for Barnes)

**EXCUSED:** Council Members Barnes, Carlson, Gonzalez, Haskins, Porphir and Ruan

**CLERK OF THE COUNCIL:** Jamie Ross, Deputy

### **ADMINISTRATIVE MATTERS: (Items 1 - 2)**

1. Welcome and Introductions  
**PRESENTED**

## SUMMARY ACTION MINUTES

2. Discussion and approval of Juvenile Accountability Block Grant application to Board of State and Community Corrections

11 10 123456789 15 12 13 14    **APPROVED AS RECOMMENDED**  
XXA X X X X

### **PUBLIC & COUNCIL COMMENTS:**

**PUBLIC COMMENTS:** None

**COUNCIL COMMENTS:** None

**ADJOURNED:** 1:36 P.M.

\*\*\* KEY \*\*\*

### *Left Margin Notes*

1 Donald Barnes	A = Abstained
2 Margot Carlson	X = Excused
3 David Dziejowski	N = No
4 Anaruth Gonzalez	C.O. = Council Order
5 Mary Hale	
6 Kevin Haskins	
7 Rick Martin	
8 John M. W. Moorlach	
9 Jane Porphir	
10 Kevin Raney	
11 Michael L. Riley, Ph.D.	
12 Karen Ruan	
13 Steve Sentman	
14 Hether Benjamin (Alternate)	
15 James Rudy (Alternate)	

(1st number = Moved by; 2nd number = Seconded by)

---

STEVE SENTMAN  
Chair

---

Jamie Ross, Deputy  
Clerk of the Council

**BOARD OF STATE AND  
COMMUNITY CORRECTIONS**

---

600 Bercut Drive, Sacramento, CA 95811

916.445.5073 **PHONE**

916.327.3317 **FAX**

**bscc.ca.gov**

---

---

**Juvenile Accountability Block  
Grant (JABG) Program  
Fiscal Year 2013/2014**

**REQUEST FOR APPLICATIONS:  
DIRECT ALLOCATION GRANT  
APPLICATION PACKET**

**April 17, 2013**

***Applications due by 5:00 p.m., June 1, 2013***

---

---

*In addition to the grant application, this Request for Applications (RFA) packet includes important information about funding provisions, grant eligibility, and application submission requirements.*

## TABLE OF CONTENTS

OVERVIEW OF GRANT AWARD .....	1
APPLICATION REQUIREMENTS.....	3
SUMMARY OF KEY DATES.....	5
CONTACT INFORMATION.....	5
SECTION I – APPLICANT INFORMATION .....	6
SECTION II – PROJECT INFORMATION.....	7
SECTION III – BUDGET INFORMATION .....	10
SECTION IV – LOCAL ADVISORY BOARD .....	11
SECTION V – BOARD OF SUPERVISORS’ RESOLUTION .....	12
SECTION VI – AUDIT IDENTIFICATION.....	12
ATTACHMENT A – 2013/14 Direct Allocations for Eligible Localities .....	13
ATTACHMENT B – JABG Program Purpose Areas.....	14
ATTACHMENT C – Sample Resolution .....	15
ATTACHMENT D – Waiver of Direct Grant Award.....	16

## Overview of Grant Award

The Juvenile Accountability Block Grants (JABG) Program, administered at the federal level by the Office of Juvenile Justice and Delinquency Prevention (OJJDP), supports state and local efforts to reduce juvenile crime through programs that focus on offender accountability (Public Law 107-273). As the designated state agency for this federally funded program, the Board of State and Community Corrections (BSCC) distributes the Federal annual allocations to those local jurisdictions meeting the federal funding threshold to receive a direct allocation. The grant year will cover July 1, 2013 through June 30, 2014.

This year, local jurisdictions that meet the threshold for receiving a direct allocation will receive an additional amount of funding (see Appendix A). This opportunity comes as a result of an excess in discretionary JABG funding that remains unspent. If unused, these funds revert back to the federal government rather than directly benefiting the California local programs that qualify for JABG funding. In an attempt to maximize the fiscal support of local programs, these funds are being redirected to serve their intended purpose. Although this enhancement was also available to augment the 2012/13 allocation and is available again this year, it should be considered as a one-time funding opportunity. Future availability of these funds is dependent upon unspent discretionary JABG funding remaining on a year-to-year basis.

California's State Advisory Committee on Juvenile Justice and Delinquency Prevention (SACJJDP), which oversees the use of federal funds administered by the BSCC, identified three priority areas in their new three-year Strategic Plan on which California is to focus its efforts. The three priority areas are:

1. Disproportionate Minority Contact – includes direct services, education/awareness, and support through resources and advocacy to address any disparities in the decision-making processes within the juvenile justice system that impact youth of color and the corresponding disproportionality of youth of color coming into contact with the juvenile justice system.
2. Evidence-Based Practices - places an emphasis on achieving measurable outcomes and making sure that the services provided and the resources used are effective. It involves using research-based, and scientific studies to identify interventions that reliably produce significant reductions in recidivism, when correctly applied to offender populations through the use of the following four principles of effective intervention:
  - a. Risk Principle – focuses attention on the crucial question of WHO is being served and calls for targeting the highest risk offenders.
  - b. Need Principle – requires that priority be given to addressing criminogenic risk/need factors with a clear focus on WHAT programs are delivered.
  - c. Treatment Principle – conveys the importance of using behavioral treatment approaches to achieve the best possible outcomes and requires attention to the questions of HOW programs are delivered.
  - d. Fidelity Principle – draws attention to HOW WELL programs are delivered and reiterates the necessity that programs be implemented as designed.

Successful implementation of EBP includes organizational development to create and sustain a culture accepting of best practices and evidence-based approaches, including a commitment to initial and ongoing professional development and training, use of

validated risk/needs assessment tools, data collection and analysis, use of programs and practices known to produce positive criminal justice outcomes, quality assurance assessments to ensure program fidelity, performance management to improve programs and policies, a “systems change approach” to develop collaborations so that tasks, functions and sub-units work effectively together and not at cross-purposes, and a focus on sustainability.

3. A strategy to support efforts to develop and strengthen services, programs, and policies that promote positive outcomes for youth, their families, and communities – focuses on system improvement of juvenile detention policy and practice, and may include programs, research, and other initiatives to examine issues or improve practices, policies, or procedures on a system-wide basis (e.g., examining problems affecting decisions from arrest to disposition and detention to corrections).

The SACJJDP encourages JABG recipients to align the use of their direct allocation with the three priority areas identified in the SACJJDP’s Strategic Plan.

## Application Requirements

**Due Date:** This application is due to the BSCC via e-mail by June 1, 2013. A signed, hard copy of the application is to follow, submitted by the applicant via U.S. mail.

**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 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.

**Local Match:** Applicants must assure that they will contribute a cash match of 10% of the total project costs (see Appendix A for required match amounts **based on the federal formula** which requires match to be computed by dividing the funding allocated by  $0.9 \times 1.0$ ). 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 18 federally designated program purpose areas, with a focus on juvenile accountability. **Please see Appendix B for information on the JABG program purpose areas and performance measures.** Additionally, the California SACJJDP strongly encourages JABG recipients to align the use of their direct allocation with the three priority areas identified in their strategic plan.

**Disbursement of Grant Funds:** Disbursement of grant funds occurs on a reimbursement basis for actual project costs incurred during a reporting period. Grantees must submit invoices online to the BSCC 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 BSCC on a quarterly basis via progress reports.

**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 BSCC 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.**

**Disproportionate Minority Contact Training:** To receive federal funding, the state of California is required to demonstrate a good faith effort to address Disproportionate Minority Contact (DMC). DMC refers to the overrepresentation of youth of color who come into contact with the juvenile justice system (at all points, from arrest through confinement) relative to their numbers in the general population. In an effort to comply with this requirement, the BSCC has undertaken a number of activities to ensure that California addresses DMC. Accordingly, JABG recipients are invited to attend a one day regional DMC training for project directors and other interested staff which will be provided during the program year.

Viewing direct service for at-risk youth through the DMC lens not only complements the principles of the JABG program but can effectively influence the impact of current interventions. The regional DMC courses will be provided at no cost to attendees and address issues relevant to participants who have received previous training as well as those attending DMC training for the first time. Two trainings will be offered; one for the northern region and one for the southern region. JABG funding may be used to reimburse agencies for travel related expenditures such as mileage, meals, lodging if required, and other per diem costs. Applicants should include these costs in the budget section of this application. Registration information regarding the date, time and location of the regional trainings will be sent to all project directors. Additional information about DMC can be found at [www.bscc.ca.gov](http://www.bscc.ca.gov) or applicants may contact DMC Coordinator, Shalinee Hunter, at (916) 322-8081; [Shalinee.hunter@bscc.ca.gov](mailto:Shalinee.hunter@bscc.ca.gov).

**Complete Application Submittal:** A complete application includes the application document, Federal Performance Measures form(s) 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 BSCC website [www.bscc.ca.gov](http://www.bscc.ca.gov).

**The Federal Funding Accountability and Transparency Act:** The intent of the Federal Funding Accountability and Transparency Act (FFATA) is to empower every American with the ability to hold the government accountable for each spending decision. The end result is to reduce wasteful spending in the government. The FFATA legislation requires information on federal awards (federal financial assistance and expenditures) be made available to the public via a single, searchable website, which is [www.USASpending.gov](http://www.USASpending.gov).

The FFATA Subaward Reporting System (FSRS) is the reporting tool Federal prime awardees (i.e. prime contractors and prime grants recipients) use to capture and report subaward and executive compensation data regarding their first-tier subawards to meet the FFATA reporting requirements. Prime contract awardees will report against subcontracts awarded and prime grant awardees will report against subgrants awarded. The subaward information entered in FSRS will then be displayed on [www.USASpending.gov](http://www.USASpending.gov) associated with the prime award furthering Federal spending transparency.

It is possible that funding used to support the 2013/14 JABG grant activities will trigger the FFATA reporting requirement. Should this occur we will contact your agency to obtain the information needed to report into the FSRS.

**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.

**Summary of Key Dates:**

June 1, 2013	Applications due to the BSCC via email with signed hard copy to follow via U.S. mail
July 1, 2013	Grant year begins
November 15, 2013	First quarterly progress report due covering July – Sept. 2013 First quarterly financial invoice due covering July – Sept. 2013
February 15, 2014	Second quarterly progress report due covering Oct. – Dec. 2013 Second quarterly financial invoice due covering Oct. – Dec. 2013
May 15, 2014	Third quarterly progress report due covering Jan. – Mar. 2014 Third quarterly financial invoice due covering Jan. – Mar. 2014
June 30, 2014	Grant year ends
August 15, 2014	Fourth quarterly progress report due covering Apr. – June 2014 Fourth quarterly financial invoice due covering Apr. – June 2014
October 31, 2014	Final audit report due (unless extension granted)

**Contact and Program Information:** Questions regarding this application process may be directed to Colleen Stoner, Field Representative for the BSCC, by telephone at (916) 324-9385 or by email at [colleen.stoner@bscc.ca.gov](mailto:colleen.stoner@bscc.ca.gov)

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 BSCC's web site at [www.BSCC.ca.gov](http://www.BSCC.ca.gov).

**JUVENILE ACCOUNTABILITY BLOCK GRANT (JABG) PROGRAM****2013/14 DIRECT ALLOCATION APPLICATION****SECTION I: APPLICANT INFORMATION****A. APPLICANT AND CONTACT INFORMATION**

APPLICANT NAME Orange County	TELEPHONE NUMBER (714) 836-3600	FEDERAL EMPLOYER IDENTIFICATION NUMBER 95-6000928	
STREET ADDRESS 401 Civic Center Drive West	CITY Santa Ana	STATE CA	ZIP CODE 92701
MAILING ADDRESS (if different) P.O. Box 808	CITY Santa Ana	STATE CA	ZIP CODE 92702

<b>B. PROJECT TITLE</b>	<b>C. PROGRAM PURPOSE AREA</b>	<b>D. AMOUNT OF FUNDS REQUESTED</b>
Orange County JABG Project	5: Funding for Prosecutors	\$159,752

**E. BRIEF DESCRIPTION OF PROJECT**

This program is designed to hold juvenile sex offenders accountable and to reduce recidivism.

**F. IMPLEMENTING AGENCY**

AGENCY NAME Orange County District Attorney's Office	TELEPHONE NUMBER (714) 935-7438		
NAME, TITLE OF PROJECT DIRECTOR Kevin Haskins, Assistant District Attorney	FAX NUMBER (714) 935-6351		
STREET ADDRESS 341 The City Drive South	STATE CA	ZIP CODE 92688	E-MAIL ADDRESS <a href="mailto:Kevin.Haskins@da.ocgov.com">Kevin.Haskins@da.ocgov.com</a>

**G. DESIGNATED FINANCIAL OFFICER**

NAME, TITLE Kim Dinh, Fiscal Services Manager	TELEPHONE NUMBER (714) 347-8439		
STREET ADDRESS 401 Civic Center Drive West	FAX NUMBER (714) 834-4366		
CITY Santa Ana	STATE CA	ZIP CODE 92701	E-MAIL ADDRESS <a href="mailto:Kim.Dinh@da.ocgov.com">Kim.Dinh@da.ocgov.com</a>

**H. DAY-TO-DAY PROJECT CONTACT PERSON**

NAME AND TITLE Lori Stevens. Grants Coordinator	TELEPHONE NUMBER (714) 347-8411		
STREET ADDRESS 401 Civic Center Drive West	FAX NUMBER (714) 834-4366		
CITY Santa Ana	STATE CA	ZIP CODE 92701	E-MAIL ADDRESS <a href="mailto:Lori.Stevens@da.ocgov.com">Lori.Stevens@da.ocgov.com</a>

**I. APPLICANT'S AGREEMENT**

By submitting 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) Tony Rackauckas, District Attorney	TELEPHONE NUMBER (714) 834-3636			
STREET ADDRESS 401 Civic Center Drive West	CITY Santa Ana	STATE CA	ZIP CODE 92701	FAX NUMBER (714) 834-4326
MAILING ADDRESS (if different) P.O. Box 808	CITY Santa Ana	STATE CA	ZIP CODE 92702	E-MAIL ADDRESS <a href="mailto:Tony.Rackauckas@da.ocgov.com">Tony.Rackauckas@da.ocgov.com</a>
APPLICANT'S SIGNATURE	DATE May 31, 2013			

## **SECTION II: PROJECT INFORMATION**

### **A. PROJECT DESCRIPTION:**

**Part I:** In the space below #5, 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) to be served by the project, including the estimated number of youth.
4. Support the project need with local data/information.
5. Describe staffing, including classification and number of staff required to achieve project goals.

**This project is designed to enhance public safety and to raise the level of accountability of juvenile sex offenders in Orange County. The program provides for one experienced Deputy District Attorney (DDA) to focus solely on juvenile sex offender cases.**

**The goal of the project is to prosecute juvenile sex offender cases more effectively. The program utilizes the vertical prosecution model, whereby a single prosecutor follows the case from the point of charting, through witness preparation, trial and disposition. Vertical prosecution for sex offense cases has multiple benefits including the following: reducing the number of individuals to whom the victim must provide statements; maintaining consistency and continuity of case processing; and promoting prosecutor familiarity with the victim and the facts of each case. As part of the comprehensive effort to hold juvenile sex offenders accountable, the Health Care Agency provides mental health counseling, and the Probation Department assists the District Attorney's Office and Juvenile Court in the pre- and post-disposition of sex offender cases.**

**The target population is juvenile sex offenders in Orange County. Juveniles who perpetrate sex offenses are defined as those who commit any sexual act against the victim's will, without consent, or in an aggressive, exploitive, or threatening manner. They are usually between 12 and 17 years of age and are mostly male. The estimated number of youth to be "served" (cases to be reviewed) is 100.**

**Juvenile perpetrated sexual aggression has become a problem of major concern. In Fiscal Year 2011-2012, the Orange County District Attorney's JABG Program filed a total of 100 juvenile sex offense cases. During the same year, a total of 123 cases were resolved. Because the legal issues are very complex, these cases require further investigation, more preparation time, and lengthier court trials. Even after the trial or plea, the case remains very active because the probationer must be monitored closely with many progress reviews.**

**The JABG funding provides salary support for one experienced DDA to work full-time on juvenile sex offender cases. The DDA will continue to focus on the most serious of the sex offense cases and on any subsequent cases involving juvenile sex offenders.**

**Part II:** Further identify the target population for your program by completing the table below. Place an "X" next to at least one population segment (or "not applicable") in each of the six designated areas. Multiple boxes may be checked in any one area. Each "X" shall indicate the populations, if any, to which the program intends to offer targeted services. Targeted services include any services or approaches **specifically designed** to meet the needs of the population (e.g. gender specific, culturally based, developmentally appropriate services).

TARGET POPULATION	
<b>1. RACE</b>	<b>4. AGE</b>
<input checked="" type="checkbox"/> Not applicable	<input type="checkbox"/> Not applicable
<input type="checkbox"/> American Indian/Alaskan Native	<input type="checkbox"/> Under 11
<input type="checkbox"/> Asian	<input checked="" type="checkbox"/> 12-13
<input type="checkbox"/> Black/African American	<input checked="" type="checkbox"/> 14-15
<input type="checkbox"/> Hispanic or Latino (of any race)	<input checked="" type="checkbox"/> 16-17
<input type="checkbox"/> Native Hawaiian/Other Pacific Islander	<input type="checkbox"/> 18 and over*
<input type="checkbox"/> Other Race	
<input type="checkbox"/> White/Caucasian	
<b>2. JUSTICE</b>	<b>5. GEOGRAPHIC</b>
<input type="checkbox"/> At-Risk Population (no prior offense)	<input checked="" type="checkbox"/> Not applicable
<input type="checkbox"/> First Time Offenders	<input type="checkbox"/> Rural
<input type="checkbox"/> Repeat Offenders	<input type="checkbox"/> Suburban
<input checked="" type="checkbox"/> Sex Offenders	<input type="checkbox"/> Tribal
<input type="checkbox"/> Status Offenders	<input type="checkbox"/> Urban
<input type="checkbox"/> Violent Offenders	
<b>3. GENDER</b>	<b>6. OTHER POPULATIONS</b>
<input checked="" type="checkbox"/> Not applicable	<input checked="" type="checkbox"/> Not applicable
<input type="checkbox"/> Male	<input type="checkbox"/> Mental Health
<input type="checkbox"/> Female	<input type="checkbox"/> Pregnant
	<input type="checkbox"/> Substance Abuse
	<input type="checkbox"/> Truant/Dropout

\*Participants 18 years and over must be under the jurisdiction of the juvenile justice system.

**PROGRAM PURPOSE AREA(S):** All funded projects must fall within one or more federally recognized purpose areas established for JABG. Attachment B includes a detailed listing of the 18 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 BSCC. For this reason, applicants are encouraged to consolidate their programs into one program purpose area whenever possible. In addition to the Program Purpose areas, California's State Advisory Committee on Juvenile Justice and Delinquency Prevention (SACJJDP), which oversees the use of federal funds administered by the BSCC, encourages JABG recipients to align the use of their direct allocation with the three priority areas that are identified in the SACJJDP's Strategic Plan. The three priority areas are: (1) Disproportionate Minority Contact, (2) Evidence-Based Practices, and (3) a strategy to support efforts to develop and strengthen services, programs, and policies that promote positive outcomes for youth, their families, and communities. More information

about these priority areas is provided in the Overview of Grant Award section of this application.

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*)

**#5 Funding for Prosecutors - \$159,752**

**B. FEDERAL PERFORMANCE MEASURES:** All grantees must report data to the BSCC on mandatory **Core Measures** developed by the OJJDP (see table below). Additionally grantees are to report on the performance indicators for each program purpose area identified in their application. Once a purpose area(s) has been chosen in Section II-A above, applicants are to click the corresponding PDF link(s) below to locate the performance measure grid that identifies the data to be collected and reported. Please note the grid identifies the mandatory measures to be collected in the "Output/Outcome Measures" column and the precise data to be reported in the "Reporting Format" column. Applicants must select **at least one** Output Measure **and** one Outcome Measure for each program purpose area identified. In the space below, please indicate the selected program purpose area(s) by number and topic, along **with at least one** Output Performance Measure **and** **one** Outcome Performance Measure that will be reported throughout the grant period. (*Example: #8 Juvenile Drug Courts – Output Measure/Number of drug court slots – Outcome Measure/Number and percent of eligible youth to enter the drug court*)

**C. #5 Funding for Prosecutors – Output Measure #125/Number of dollars spent to support prosecutors dealing with violence cases – Outcome Measure #145/Average number of days from assignment to closing a case.**

Data to be collected will fall into either one or both of the following categories:

- Direct Service - Defined as an actual service with an individual or group which could take the form of mentoring, counseling, or educational activities. The efforts of these services are defined as prevention, intervention, or rehabilitative.
- System Improvement – Defined as efforts to make desired changes in overall practices, policies or procedures through activities such as hiring personnel, providing training or technical assistance, purchasing equipment/supplies or new information systems, or conducting research.

Grantees must determine which category best describes their project, as this will later determine the data to be collected in the quarterly progress reports.

## JABG Purpose Areas

### **Core Measures (Required for All Grantees)**

Performance Measures Matrix  
([PDF](#) | [MS Word](#))

### **1 Graduated Sanctions**

Performance Measures Matrix  
([PDF](#) | [MS Word](#))

### **2 Facilities**

Performance Measures Matrix  
([PDF](#) | [MS Word](#))

### **3 Hiring Court Staff/Pretrial Services**

Performance Measures Matrix  
([PDF](#) | [MS Word](#))

### **4 Hiring Prosecutors**

Performance Measures Matrix  
([PDF](#) | [MS Word](#))

### **5 Funding for Prosecutors**

Performance Measures Matrix  
([PDF](#) | [MS Word](#))

### **6 Training Law Enforcement/Court Personnel**

Performance Measures Matrix  
([PDF](#) | [MS Word](#))

### **7 Gun Courts**

Performance Measures Matrix  
([PDF](#) | [MS Word](#))

### **8 Drug Courts**

Performance Measures Matrix  
([PDF](#) | [MS Word](#))

### **9 Juvenile Records**

Performance Measures Matrix  
([PDF](#) | [MS Word](#))

### **10 Information Sharing**

Performance Measures Matrix  
([PDF](#) | [MS Word](#))

### **11 Accountability-Based Programs**

Performance Measures Matrix  
([PDF](#) | [MS Word](#))

### **12 Risk/Needs Assessments**

Performance Measures Matrix  
([PDF](#) | [MS Word](#))

### **13 School Safety**

Performance Measures Matrix  
([PDF](#) | [MS Word](#))

### **14 Restorative Justice**

Performance Measures Matrix  
([PDF](#) | [MS Word](#))

### **15 Court/Probation Programming**

Performance Measures Matrix  
([PDF](#) | [MS Word](#))

### **16 Hiring Detention/Corrections staff**

Performance Measures Matrix  
([PDF](#) | [MS Word](#))

### **17 Reentry**

Performance Measures Matrix  
([PDF](#) | [MS Word](#))

OJJDP has identified an 18<sup>th</sup> program purpose area for jurisdictions that wish to provide training, coordination, and innovative strategies for indigent defense services. OJJDP is currently developing the federal performance measures specific to this new program purpose area; however, these will not be available in time for the FY 2013/14 application process. Applicants who want to utilize this program purpose area should select # 3, Hiring Court Staff/Pretrial Services, from the Performance Measures Matrix above and indicate the funding will be used for indigent defense services.

- C. DMC REGIONAL TRAINING:** In the space below enter the number and position(s) of the staff you intend to send to DMC regional trainings. **1 Deputy District Attorney**

### 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 skip to the next segment – part B of this budget section.

1.	Applicant unit of local government direct grant amount		(A)	\$	0
2.	Additional direct grants received from other eligible recipients (waivers):				
	Waiving jurisdiction:	Waiver Amount:			
		\$ 0			
		\$ 0			
		\$ 0			
	Total amount from other recipients		(B)	\$	0
3.	Total amount of federal award (A + B)		(C)	\$	0
4.	Cash Match (C / .9 x .1) (round to nearest dollar)		(D)	\$	0
5.	Total Project Costs (C + D) (round to nearest dollar)		(E)	\$	0

NOTE: The above Waiver and Match table is an Excel document. Double click on the document; fill in the numbers for auto calculation, then save.

**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 Attachment A for pre-calculated 10% match amounts based on federal formula (federal allocation divided by 0.9 X .10 for each line item).
- Other may include travel related costs for participants attending the DMC regional training (see Overview of Grant Award and Application Requirements).

Budget Line Items	Grant Funds	Cash Match	Total
Salaries and Benefits	\$ 128,168.00	\$ 14,240.00	\$ 142,408.00
Services and Supplies	\$ 2,565.00	\$ 285.00	\$ 2,850.00
Professional Services	\$ 21,032.00	\$ 2,337.00	\$ 23,369.00
CBO Contracts			\$ -
Administrative Overhead	\$ 7,988.00	\$ 887.00	\$ 8,875.00
Fixed Assets/Equipment			\$ -
Other			\$ -
<b>Total</b>	<b>\$ 159,753.00</b>	<b>\$ 17,749.00</b>	<b>\$ 177,502.00</b>

NOTE: The budget table is an Excel document. Double click on the document; fill in the numbers for auto calculation, then save.

**D. 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. Detail total must equal detail of line item totals in above table. Identify match items, their respective dollar amounts, and source of the match funds.

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

A total of \$88,450 is allocated to project staff. This includes \$81,850 for a full-time deputy district attorney (calculated @ \$39.20/hour) and \$6,600 for 5.75 percent of the salary of the district attorney investigator assigned to the project (calculated @ \$49.88/hour). The salaries comprise approximately fifty percent (50%) of the total program budget.

A total of \$51,610 is allocated to the benefits of project staff (\$46,438 for the attorney and \$5,175 for the investigator). Negotiated benefits include retirement, group health insurance, dental insurance, life and AD&D insurance, salary continuance insurance, unemployment insurance, workers' compensation insurance, and Medi-Care. The benefits account for approximately twenty-nine percent (29%) of the total project budget.

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

A total of \$2,850 is allocated to the Probation Department for staff to participate in trainings and conferences related to the assessment and treatment of juvenile sex offenders. This accounts for approximately two percent (2%) of the program budget.

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

A total of \$23,369 is budgeted for the professional services for the mental health services of juvenile sex offenders. This accounts for approximately fourteen percent (14%) of the total program budget.

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

None budgeted.

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

A total budget amount of \$8,875 for this category represents five percent (5%) of the total program budget.

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

None budgeted.

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

None budgeted.

## **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.

**Date of meeting to approve application:**

<u>Name</u>	<u>Title</u>	<u>Agency</u>
Steve Sentman	Chief Probation Officer	Probation Department
Margot Carlson	Executive Director	Community Services Program
Donald Barnes	Captain	Sheriff-Coroner
David Dziejowski	Assistant Public Defender	Public Defender
Kevin Haskins	Assistant District Attorney	District Attorney
Anaruth Gonzalez	Executive Assistant	Superior Court
Mary Hale	Chief, Behavioral Health	Health Care Agency
Karen Ruan	Executive Director	Orange County Bar Foundation
Jane Porphir	Representative	Community Based Organization
Rick Martin	Assistant Superintendent	Board of Education
John Moirlach	Supervisor	Board of Supervisors
Kevin Rainey	Chief	Garden Grove Police Department
Mike Riley	Director	Social Service Agency

## 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 D 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 BSCC prior to a grant award agreement being signed. Resolutions may be directed by mail to the JABG Coordinator, Colleen Stoner at the Board of State and Community Corrections, 600 Bercut Drive, Sacramento, CA 95811.

## 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 BSCC 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.

OR

- 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 BSCC within the required timeframe of 120 days from the end of the 12-month grant period.

---

**PLEASE E-MAIL YOUR COMPLETED APPLICATION  
BY JUNE 1, 2013  
To  
[Colleen.Stoner@bscc.ca.gov](mailto:Colleen.Stoner@bscc.ca.gov)**

**ATTACHMENT A – FFY 2013/14 DIRECT ALLOCATIONS FOR ELIGIBLE LOCALITIES**  
**(THE 2013/14 DIRECT ALLOCATIONS ARE BASED ON CALIFORNIA'S 2012/13 FEDERAL ALLOCATION)**

LOCALITY	DIRECT ALLOCATION	DIRECT ALLOCATION WITH INCREASE	10% CASH MATCH	TOTAL PROJECT COST
<b>Alameda</b> , County of	\$49,992	\$99,984	\$11,109	\$111,093
<b>Contra Costa</b> , County of	\$29,083	\$58,166	\$6,463	\$64,629
<b>Fresno</b> , County of	\$25,429	\$50,858	\$5,651	\$56,509
<b>Kern</b> , County of	\$28,409	\$56,818	\$6,313	\$63,131
<b>Los Angeles</b> , City of	\$67,451	\$134,902	\$14,989	\$149,891
<b>Los Angeles</b> , County of	\$327,617	\$655,234	\$72,804	\$728,038
<b>Monterey</b> , County of	\$13,305	\$26,610	\$2,957	\$29,567
<b>Oakland</b> , City of	\$16,652	\$33,304	\$3,700	\$37,004
<b>Orange</b> , County of	\$79,876	\$159,752	\$17,750	\$177,502
<b>Placer</b> , County of	\$10,733	\$21,466	\$2,385	\$23,851
<b>Riverside</b> , County of	\$53,918	\$107,836	\$11,982	\$119,818
<b>Sacramento</b> , City of	\$10,316	\$20,632	\$2,292	\$22,924
<b>Sacramento</b> , County of	\$59,680	\$119,360	\$13,262	\$132,622
<b>San Bernardino</b> , County of	\$52,581	\$105,162	\$11,685	\$116,847
<b>San Diego</b> , City of	\$17,708	\$35,416	\$3,935	\$39,351
<b>San Diego</b> , County of	\$86,971	\$173,942	\$19,327	\$193,269
<b>San Francisco</b> , City/County of	\$47,066	\$94,132	\$10,459	\$104,591
<b>San Joaquin</b> , County of	\$21,948	\$43,896	\$4,877	\$48,773
<b>San Mateo</b> , County of	\$24,120	\$48,240	\$5,360	\$53,600
<b>Santa Barbara</b> , County of	\$16,426	\$32,852	\$3,650	\$36,502
<b>Santa Clara</b> , County of	\$64,730	\$129,460	\$14,384	\$143,844
<b>Solano</b> , County of	\$12,098	\$24,196	\$2,688	\$26,884
<b>Sonoma</b> , County of	\$20,235	\$40,470	\$4,497	\$44,967
<b>Stanislaus</b> , County of	\$14,433	\$28,866	\$3,207	\$32,073
<b>Tulare</b> , County of	\$13,819	\$27,638	\$3,071	\$30,709
<b>Ventura</b> , County of	\$29,779	\$59,558	\$6,618	\$66,176
<b>TOTALS</b>	<b>\$1,194,375</b>	<b>\$2,388,750</b>	<b>\$265,415</b>	<b>\$2,654,165</b>

## ATTACHMENT 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 special advocates, and funding pretrial services (including mental health screening/assessment) for juvenile offenders to promote the effective and 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 case 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 help prosecutors identify and expedite 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 for juvenile offenders that 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 that facilitate effective early intervention and the provision of comprehensive services, including mental health screening and treatment and substance abuse testing and treatment, to juvenile offenders.
- 13) **School safety:** Establishing and maintaining accountability-based programs that are designed to enhance school safety, which programs may include research-based bullying, cyber bullying, and gang prevention programs.
- 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, including activities to address the requirements of the Prison Rape Elimination Act (PREA)
- 17) **Reentry systems and programs:** Establishing, improving and coordinating pre-release and post-release systems and programs to facilitate the successful reentry of juvenile offenders from state and local custody in the community.
- 18) **Hiring court-appointed defenders:** Provide training, coordination, and innovative strategies for indigent defense services.

## 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 Grant (JABG) Program administered by the Board of State and Community Corrections (hereafter referred to as the BSCC).

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 BSCC, 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 BSCC.

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: \_\_\_\_\_

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

## 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 Board of State and Community Corrections (600 Bercut Drive, Sacramento, CA 95811).**

I, (name/title), the legally authorized administrative officer (city manager or county administrator) representing the (name of waiving unit of local government) authorize the Board of State and Community Corrections to transfer award funds allocated under the Juvenile Accountability Block Grants 2013 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