

Humboldt County Probation Department
Shaun Brenneman, Chief Probation Officer
2002 Harrison Avenue
Eureka, CA 95501
(707) 444-0648
(707) 445-1627 FAX

Humboldt County Juvenile Delinquency Prevention Grant

**REQUEST FOR PROPOSALS # 20-01:
APPLICATION PACKET**

Released 10/20/2020

Applications due by 5:00 p.m., November 6, 2020

In addition to the grant application, this Request for Proposals (RFP) packet includes important information about funding provisions, grant eligibility, a draft Grant Agreement, and application submission requirements.

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CONTACT INFORMATION

This Request for Proposals (RFP) provides the information necessary to prepare a proposal to Humboldt County for funds to provide services for delinquent or at risk youth.

Humboldt County staff cannot assist the applicant with the actual preparation of the proposal, but any questions concerning the RFP, the proposal process, or programmatic issues may be submitted in writing, by phone, fax, or email to:

Lydia Thrash, Administrative Analyst
Humboldt County Probation Department
Phone Number: (707) 268-3330
Fax Number: (707) 443-7139
Email: lthrash@co.humboldt.ca.us

PROPOSAL DEADLINE

One original and three copies of the proposal must be **received** (not just postmarked) by the Humboldt County Probation Department by **5:00 p.m., November 6, 2020, at:**

Humboldt County Probation Department
2002 Harrison Avenue
Eureka, CA 95501
Attn: Lydia Thrash, Administrative Analyst

Proposals received after 5:00 p.m. on the due date will be deemed ineligible for funding.

BACKGROUND INFORMATION

The Juvenile Justice Crime Prevention Act (JJCPA) was created by the Crime Prevention Act of 2000 to provide a stable funding source for local juvenile justice programs aimed at curbing crime and delinquency among at risk youth. The State Controller's office distributes the JJCPA appropriated funds to the counties on a per capita basis.

Local officials and stakeholders determine where to direct resources through an interagency planning process. In Humboldt County, this process is guided by the Multi Agency Juvenile Justice Coordinating Counsel (MAJJCC). In February 2020, MAJJCC reviewed and updated its annual plan. Included in that plan, was the recommendation that \$50,000 be released to community based organizations to provide services to youth currently involved in or at risk for delinquent behavior. October 20, 2020, the Humboldt County Board of Supervisors approved release of these fund in the form of a request for proposal (RFP).

PROJECT DESCRIPTION

Eligibility

For purposes of this project, community-based organizations means a nongovernmental entity or a consortium or coalition of nongovernmental entities that provide services to young people under the age of 18. These services must be “activities designed to prevent juvenile delinquency” as stated in Section 236 of the California Welfare and Institutions code.

Grant Period

The selected applicant will be funded for a two-year, six month period. The first six month period will commence on January 1, 2021 and end on June 30, 2021. Continuation of funding for the second and third year is non-competitive and will be done via application in non-competitive fiscal years within the restrictions described in the attached draft Grant Agreement (below).

Grant Agreement

The selected applicant will be required to entering into a formal grant agreement in substantially the form attached as Attachment A.

Funding Amount

The County will award up to \$50,000 to the selected applicant each fiscal year over the three-year grant period. Expenses incurred in implementing the program will be invoiced to the Humboldt County Probation Department for reimbursement in accordance with the Grant Agreement. Any grant funds that have not been expended by the end of the grant period shall be returned to Humboldt County.

PROJECT GOAL AND DESIGN

The goal of the Juvenile Delinquency Prevention Grant is to provide services to young people or their families that prevent delinquency. The proposal should focus on factors of resiliency known to encourage improved outcomes for youth. These include:

1. School attendance and academic performance
2. Structured recreational activities
3. Positive prosocial activities
4. Mentorship or positive adult non-family relationships
5. Cultural connections
6. Development of coping skills
7. Employment or employment readiness training

This list is not meant to be exhaustive. Proposals that articulate a link to the prevention of delinquency and the proposed service will be considered.

It is expected that the grant recipient will have a demonstrated history of providing service to youth or families.

GRANT REQUIREMENTS

Eligible Grant Expenditures

The Juvenile Delinquency Prevention funds is intended to fund a project that addresses or prevents juvenile delinquency. Funds may not be used to supplant existing programming or salary costs. Expenditures will be invoiced to the Humboldt County Probation Department as detailed in the attached Grant Agreement.

Expenditures must be consistent with the budget outlined in the proposal. Changes to the proposed budget must be submitted via a modified budget prior to the submission of the invoice in which they are billed. See Budget Modification section (IV, C) for more details.

Reporting Requirements

Data Collection

Service providers are required to report to the Humboldt County Probation Department on the types of services provided and the number of the individuals served by the grant funds.

Progress Reports

The grantee must submit quarterly progress reports to the Probation Department. The reports are due within 45 days following the end of each three-month period (quarterly) during the grant period.

In addition, the grant recipient will be required to submit a final report which summarizes the goals and objectives of the project, services provided, target population and number of program participants served during the grant period. Included in the final report, grant recipients will provide a detail of expenditures supported by grant funds.

Reporting Period/Quarter	Report Due Dates
January 1 through March 31, 2021	April 15, 2021
Final Program Report through June 30, 2021	July 15, 2021

THE PROPOSAL PROCESS AND EVALUATION RATING FACTORS

Proposal Section I is to be completed by submitting the required information in the tables and fields provided within the application.

Proposal Sections II through VII are to be completed in a narrative format and may not exceed a total of 5 pages, single spaced. All narrative sections must be single-sided pages, in Times New Roman 12-point font, on plain white 8 ½" X 11" paper. The top, bottom, and side page margins must be at least one inch. Each narrative section must be clearly identified with the section title (e.g., Program Need, Program Management, etc.).

The Applicant must submit **one original and three copies** of the proposal and the 'Original Copy' must be marked. Copies of the proposal must be assembled separately and individually fastened in the upper left corner with a binder clip. All proposals are to be three-hole punched. Any costs incurred to develop and submit the proposal are entirely the responsibility of the Applicant.

Applicable Law

The solicitation and any contract resulting from this solicitation shall be governed in all respects by the laws of the State of California and any litigation with respect thereto shall be brought in the courts of this State in the County of Humboldt. The successful Applicant shall comply with all applicable federal, state, and local laws and regulations.

Conflict of Interest

Applicant warrants and covenants that no official or employee of the County, nor any business entity in which an official of the County has an interest, has been employed or retained to solicit or assist in the procuring of the resulting grant award, nor will any such person be employed in the performance of such contract without immediate divulgence of such fact to the County.

Public Records and Trade Secrets

All proposals and materials submitted become the property of the County and are subject to disclosure under Public Records Act (Government Code § 6250 *et seq.*). However, if prior to the award of contract further negotiations are contemplated, the County must discern whether public disclosure should await the completion of the negotiations. In these circumstances the County must establish that the public interest in nondisclosure clearly outweighs the public's interest in disclosure (Government Code § 6255; *Michaelis, Montanari and Johnson v. Superior Court (Los Angeles)*, 38 Cal. 4th 1065 (2006)).

The RFP and all responses are considered public information with the exception noted above and for trade secrets specifically identified, which will be handled according to state statutes or other laws. Any information that contains trade secrets shall be communicated to County by the proposer. Any page of the proposal that is deemed to be a trade secret by the proposer shall be clearly

marked "PROPRIETARY INFORMATION" at the top of the page in at least one-half inch (1/2") size letters.

Public Information Requests prior to award may publish the respondents of the RFP but not the proposals until award is made.

Reservation of Rights

The County retains the right to do any of the following:

- Cancel the RFP process at any time;
- Amend or modify the project scope of services prior to the submission of proposals as necessity may dictate;
- Cancel the RFP after opening, but prior to award if the County determines that cancellation is in the best interest of the County for reasons including but not limited to those listed below:
 1. The service(s) are no longer required.
 2. Proposals received are at an unreasonable cost;
 3. Proposals did not independently arrive in open competition, were collusive, or were not submitted in good faith;
 4. The County determines after analysis of the proposals that needs can be satisfied through an alternative method.
- Negotiate contract terms and conditions with any qualified proposer;
- Reject any response which is in any way not in compliance with the RFP;
- Decline award of contract.

Technical Review

Humboldt County Probation Department staff will conduct a technical review of each proposal to determine if it meets all technical compliance requirements prior to being forwarded to a panel of individuals selected by the Chief Probation Officer to review each application for consideration. The Probation Department staff's review will include verifying the following:

- Applicant is a nongovernmental entity or a consortium or coalition of nongovernmental entities;
- Applicant has a demonstrated history of providing services to the targeted population during the five years immediately prior to the submission of this application;
- Applicant's proposed use of grant funds meets the goals and objectives of the project;
- Proposal contains all required sections and signatures.

It is the Probation Department's intent to avoid having otherwise worthy proposals eliminated from consideration due to relatively minor and easily corrected errors/omissions. Applicants will therefore have an opportunity to respond to deficiencies identified during the technical review process, which will take place between November 9, 2020 and November 13, 2020. If necessary, applicants will be allowed to make non-substantive changes that would bring the proposal into technical compliance. Applicants will be notified on or before November 16, 2020, of any changes that are required and all non-substantive technical changes must be completed and submitted by 5 PM on November 23, 2020. During this timeframe it is highly recommended that the applicant's designated "Contact Person" be available to discuss and correct any deficiencies. Proposals that fail to meet all technical requirements by 5:00 p.m. on November 23, 2020 will be excluded from further consideration for funding.

Merit Review

The rating committee will review and rate each proposal that is found to meet all technical requirements. The committee will consist of a manager from the Humboldt County Probation Department, the Humboldt County Office Of Education, and the Humboldt County Department of Health and Human Services. The rating factors that will be used, and the maximum rating points allocated to each factor are shown below. Each rating factor will be evaluated regarding the extent to which it is adequately addressed in the proposal. Following this rating process, the rating committee will forward funding recommendations to the Humboldt County Chief Probation Officer to award the grant. Applicants selected to receive the grant funds will be notified in writing by December 14, 2020.

PROPOSAL EVALUATION RATING FACTORS	
EVALUATION FACTOR	MAXIMUM POINTS
Applicant's History	25
Project Need	50
Project Description	50
Project Management	25
TOTAL POINTS	150

SUMMARY OF KEY DATES

ACTIVITY	TIMELINE
Release Request for Proposals (RFP)	October 20,2020

Grant proposals due to the Humboldt County Probation by 5:00 p.m.	November 6, 2020
Technical Review Completed by the Probation Department	November 13, 2020
Proposal evaluation completed by Merit Review Committee	December 4, 2020
Merit Review Committee Recommends Applicants for Grant Awards	December 8, 2020
Humboldt County Awards Grants	December 14, 2020
Grant Period Begins	January 1, 2021

**JUVENILE DELINQUENCY PREVENTION GRANT
SECTION I: APPLICANT INFORMATION**

A. APPLICANT IMPLEMENTING THE GRANT

APPLICANT NAME	FEDERAL ID NUMBER	TELEPHONE NUMBER
STREET ADDRESS	CITY	STATE ZIP CODE
MAILING ADDRESS	CITY	STATE ZIP CODE

B. PROJECT SUMMARY (brief 3 or 4 sentences describing the project)

C. GRANT AMOUNT AWARD

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D. APPLICANT PROJECT DIRECTOR

NAME AND TITLE	TELEPHONE NUMBER
STREET ADDRESS	FAX NUMBER
CITY	STATE ZIP CODE E-MAIL ADDRESS

E. APPLICANT PROJECT FINANCIAL OFFICER

NAME AND TITLE	TELEPHONE NUMBER
STREET ADDRESS	FAX NUMBER
CITY	STATE ZIP CODE E-MAIL ADDRESS

F. APPLICANT DAY-TO-DAY CONTACT PERSON

NAME AND TITLE	TELEPHONE NUMBER
EMAIL ADDRESS	

G.. APPLICANT'S AGREEMENT

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

NAME AND TITLE OF PERSON AUTHORIZED TO SIGN AGREEMENT

APPLICANT'S SIGNATURE	DATE
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NARRATIVE SECTION

Note: Sections II – VI are to be completed in a narrative format. Rating factors will be evaluated regarding the extent to which a proposal adequately addresses the topics listed under the section titles below. If a sub-element doesn't apply, the Applicant should say so and state the reason. Omission or lack of clarity for any section is likely to result in a reduction of allowable points. Applicant shall follow the format indicated below.

SECTION II: SERVICE PROVIDER HISTORY

Provide a description of the following:

- Description of the nongovernmental entity, or consortium or coalition of the nongovernmental entities' mission and goals.
- Description of the nongovernmental entity, or consortium or coalition of the nongovernmental entities' history of providing community based services to targeted population.

SECTION III: PROJECT NEED

Provide a description of the following:

- Need for the project
- How is the need statement supported by local data
- How the need relates to preventing or addressing juvenile delinquency

SECTION IV: PROJECT DESCRIPTION

Provide a description of the following:

- The population to be targeted by the project
- Project design and key components (project description, steps, procedures, resources, and services that will be used)
- How will the project enable the targeted population to juvenile delinquency and build and sustain healthy lives

SECTION V: PROJECT MANAGEMENT

Provide a description of the following:

- Plan for project management and oversight (staff allocation, management structure, list of service-providing staff)
- Staff qualifications and experience required to provide services
- How the plan for project management supports the scope and goals of the project
- How data will be collected and reported to Humboldt County Probation
- How the project will be evaluated to determine level of success

SECTION VI: PROPOSED BUDGET

A. BUDGET LINE ITEM TOTALS:

Provide the following budget information, **using whole numbers**, for the grant funds being awarded (up to \$50,000).

Proposed Budget Line Items	Grant Funds
1. Salaries and Benefits	
2. Services and Supplies	
3. Professional Services	
4. Fixed Assets/Equipment	
TOTAL	

B. BUDGET LINE ITEM DETAILS:

Provide narrative detail in each category below to sufficiently explain how the grant funds will be used based on the requested funds in the above table. Use the fields provided to submit your responses.

- 1. SALARIES AND BENEFITS (e.g., number of staff, classification/title, salary and benefits)**
- 2. SERVICES AND SUPPLIES (e.g., office supplies and training costs)**
- 3. PROFESSIONAL SERVICES (e.g., include name of consultants or providers)**
- 4. FIXED ASSETS (e.g., computers and other office equipment necessary to perform project activities)**

C. BUDGET MODIFICATIONS AFTER AWARD

Budget modifications with no significant impact to the proposed program and which are moving 10% or less of the total budget between categories, will be considered. Budget modifications to increase the overall budget will not be considered once funds are initially awarded. Budget modifications which are due to significant program modifications will likewise not be allowable.

Budget modifications will require approval prior to the corresponding invoice(s) being paid. For budget modifications please submit:

1. A revised budget table (section VI, A)
2. Revised Budget Details (section VI, B)
3. A brief narrative explaining the need for the change.

SECTION VII: PROPOSED TIMELINE

Provide a timeline for the major activities to be accomplished and obstacles to be cleared in order to begin the project.

ACTIVITY	TIME FRAME