



COUNTY OF HUMBOLDT

AGENDA ITEM NO.
C-7

For the meeting of: **November 10, 2015**

Date: October 26, 2015
To: Board of Supervisors
From: William Damiano, Chief Probation Officer *WD*
Subject: Approval of Supplemental Budget in budget unit 235 (4/5 vote required)

RECOMMENDATION(S):

That the Board of Supervisors:

Approve the Probation Department Supplemental Budget request to increase the Grant Fund Initiative (3591) line of Probation Public Safety Realignment Budget Unit 235 (4/5 vote required)

SOURCE OF FUNDING:

Budget Act Item 5227-101-3529 of Chapter 25, Statutes of 2014 allocated eight million dollars to the Board of State and Community Corrections (BSCC) for community recidivism and crime reduction. Fifty Thousand dollars was Humboldt County's allocation based on County population.

DISCUSSION:

Budget Act Item 5227-101-3529 of Chapter 25, Statutes of 2014 allocated eight million dollars to the Board of State and Community Corrections (BSCC) for the Community Recidivism Reduction Grant as described in Penal Code Section 1233.10. Counties were eligible to receive funds if the Board of Supervisors, in collaboration with the county's Community Corrections Partnership (CCP), agreed to develop a competitive grant program intended to funds community recidivism and crime reduction

Chief Damiano

Prepared by Elisha Hardison, Legal Office Business Manager CAO Approval

REVIEW: Auditor *MSM* County Counsel *S* Human Resources _____ Other _____

TYPE OF ITEM:
 Consent
 Departmental
 Public Hearing
 Other _____

PREVIOUS ACTION/REFERRAL:

Board Order No. C-10

Meeting of: September 9, 2014

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT
Upon motion of Supervisor *Lovelace* Seconded by Supervisor *Sundberg*
Ayes *Sundberg, Lovelace, Fennell, Bohn*
Nays _____
Abstain _____
Absent *Bass*

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: *Nov. 10, 2015*
By: *Kathy Hayes*
Kathy Hayes, Clerk of the Board

services. August 20, 2014 the CCP discussed this possibility and voted unanimously to recommend the Board submit a letter of interest in receiving the funds.

On September 9, 2014, the Humboldt County Board of Supervisors notified BSCC that Humboldt County agreed to distribute these funds to service providers as specified in the Budget Act 2014. Humboldt County's grant allocation is \$50,000 and is based on the population of Humboldt County. The Board of Supervisors, in collaboration with the CCP, agreed to develop and administer the Request for Proposals (RFP), and collect and submit project data to the BSCC. The Board of Supervisors directed staff to work with the Humboldt County CCP to develop the RFP application. The Humboldt County Probation Department has agreed to administer the grant award and collect and submit data to BSCC.

On December 5, 2014, Humboldt County was remitted a payment in the amount of \$50,000. The Board of Supervisors were obligated to award the grant funds to a nongovernmental entity or a consortium or coalition of nongovernmental entities that provide community recidivism and crime reduction services to persons who have been released from state prison, a county jail, or a juvenile detention facility, who are under the supervision of a parole or probation department, or any other person at risk of becoming involved in criminal activities. Community recidivism and crime reduction services include, but are not limited to: delinquency prevention, homelessness prevention and reentry services.

On August 1, 2015, Humboldt County Probation Department released the Request for Proposals for this grant with applications being due by 5:00pm, August 21, 2015. On September 9, 2015 the grant awards were released by Chief Probation Officer William Damiano in which five proposals were accepted for a total grant obligation of \$44,354. The grant period is September 1, 2015 through June 30, 2016. During this time sub-grantees may submit monthly expense claims, the first of which will arrive in October 2015.

FINANCIAL IMPACT:

There is no impact to the general fund; these grant funds are part of an allocation to BSCC for the specific purpose of this grant. The awarded funds will be transferred via the attached supplemental budget from trust 3570 into the Probation budget line item 1100-235-514060 (State Small Grants) for payment to these sub-grantees via Probation budget line item 1100-235-3591 (Grant Fund Initiatives). There is no net impact on the budget, unspent funds will be returned to the State after the final grant payments have been made. This grant supports the Board's strategic framework of helping to create opportunities for improved safety and health.

OTHER AGENCY INVOLVEMENT:

Board of State and Community Corrections (BSCC)
Community Corrections Partnership (CCP)

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board may elect not to approve Probation's proposal for administering this grant however that is not recommended. The funds must be transferred into a budget in order to be paid out to sub-grantees. The line items in the supplemental budget have been verified through the Humboldt County Auditor's Office and the funds transferred will only be what those awarded, the portion of the \$50,000 that is not awarded will remain in trust 3570 until the grant has ended.

ATTACHMENTS:

1. Humboldt County Recidivism and Crime Reduction Grant RFP
2. Humboldt County Recidivism and Crime Reduction Grant Award Announcement
3. Supplemental Budget- Budget Unit 235

Humboldt County Probation Department
Tim Canning, Administrative Analyst
2002 Harrison Avenue
Eureka, CA 95501
(707) 444-0648
(707) 445-1627 FAX

Humboldt County RECIDIVISM and CRIME REDUCTION GRANT

**REQUEST FOR PROPOSALS # 1501:
APPLICATION PACKET**

Released August 1st, 2015

Applications due by 5:00 p.m., August 21st, 2015

In addition to the grant application, this Request for Proposals (RFP) packet includes important information about funding provisions, grant eligibility, 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 the Recidivism and Crime Reduction grant funds.

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:

Tim Canning, Administrative Analyst
Humboldt County Probation Department
Phone Number: (707) 444-0648
Fax Number: (707) 445-1627
Email: tcanning@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., August 21st, 2015, at:**

Humboldt County Probation Department
2002 Harrison Avenue
Eureka, CA 95501
Attn: Tim Canning, Administrative Analyst

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

BACKGROUND INFORMATION

The Budget Act of 2014 (Chapter 25, Statutes of 2014) allocated \$8 million to the Board of State and Community Corrections (BSCC) for the Community Recidivism Reduction Grant, described in Penal Code Section 1233.10. Counties were eligible to receive funds if the Board of Supervisors, in collaboration with the county's Community Corrections Partnership, agreed to develop a competitive grant program intended to fund community recidivism and crime reduction services.

On September 9, 2014, the Humboldt County Board of Supervisors notified BSCC that Humboldt County agreed to distribute these funds to service providers as specified in the Budget Act of 2014. Humboldt County's grant allocation of \$50,000 is based on the population within the county. The Board of Supervisors, in collaboration with the Community Corrections Partnership, have agreed to develop and administer the Request for Proposals, and collect and submit project data to the BSCC. The Board of Supervisors directed staff to work with the Humboldt County Community Corrections Partnership to develop the Request for Proposals application. The Humboldt County Probation Department has agreed to administer the grant award, and collect and submit data to BSCC.

On December 5, 2014, Humboldt County was issued a payment in the amount of \$50,000. The Board of Supervisors must award the grant funds to a nongovernmental entity or a consortium or coalition of nongovernmental entities that provide community recidivism and crime reduction services to persons who have been released from state prison, a county jail, or a juvenile detention facility, who are under the supervision of a parole or probation department, or any other person at risk of becoming involved in criminal activities. Community recidivism and crime reduction services include, but are not limited to delinquency prevention, homelessness prevention and reentry services.

PROJECT DESCRIPTION

Eligibility

For purposes of this project, a “community recidivism and crime reduction service provider” means a nongovernmental entity or a consortium or coalition of nongovernmental entities that provides community recidivism and crime reduction services to persons who have been released from the state prison, a county jail, a juvenile detention facility, and who are under the supervision of a parole or probation department; or any other person at risk of becoming involved in criminal activities.

The community recidivism and crime reduction service provider shall have a demonstrated history of providing services listed below under the heading “Eligible Grant Expenditures” to the targeted population during the five years immediately prior to the submission of this application to be eligible to receive these grant funds.

Grant Period

Successful applicants will receive a one-time grant award that must be expended during the grant award period beginning September 1, 2015 and ending June 30, 2016.

Funding Amount

Humboldt County has been awarded \$50,000 for distribution to any nongovernmental entity, or a consortium or coalition of nongovernmental entities who provide services to the target population indicated above. The Board of Supervisors, in collaboration with the Community Corrections Partnership will award up to \$10,000 to five or more nongovernmental entities that are approved to receive this funding. Should any funding remain after full proposals are approved, partial funding will be offered to the next highest ranking proposal until all available funds are obligated.

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 Community Recidivism Reduction Project is to provide services that are designed to enable persons, to whom the services are provided, to refrain from engaging in crime, reconnect with their family members, and contribute to their communities.

It is expected that grant recipients have a demonstrated history of providing services to individuals who have been released from state prison, county jail or a juvenile detention facility and are under the supervision of the Probation Department; or any other person deemed at risk of becoming involved in criminal activities.

GRANT REQUIREMENTS

Eligible Grant Expenditures

The Community Recidivism Reduction Fund is intended to fund community recidivism and crime reduction services, which may include, but are not limited to, delinquency prevention, homelessness prevention and reentry services, pursuant to California Penal Code Section 1233.10(a). These services may include any or all of the following:

1. Self-help groups.

2. Individual or group assistance with basic life skills.
3. Mentoring programs.
4. Academic and educational services, including, but not limited to, services to enable the recipient to earn his or her high school diploma.
5. Job training skills and employment.
6. Truancy prevention programs.
7. Literacy programs.
8. Any other service that advances community recidivism and crime reduction efforts, as identified by the county board of supervisors and the Community Corrections Partnership.
9. Individual or group assistance with referrals for any of the following:
 - a. Mental and physical health assessments
 - b. Counseling services
 - c. Education and vocational programs
 - d. Employment opportunities
 - e. Alcohol and drug treatment
 - f. Health, wellness, fitness, and nutrition programs and services
 - g. Personal finance and consumer skills programs and services
 - h. Other personal growth and development programs to reduce recidivism
 - i. Housing assistance.

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. The Probation Department will be responsible for reporting this data to the Board of Supervisors and the BSCC.

Progress Reports

As part of the grant administration and program evaluation process, grantees 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, project recipients 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
September 1 through September 30 2015 / Quarter 1	October 15, 2015
October through December 2015 / Quarter 2	January 15, 2015
January through March 2016 / Quarter 3	April 15, 2016
April through June 2016 / Quarter 4	July 15, 2016
Final Program Report	August 15, 2016

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 1/2" 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 August 22, 2015 and August 25, 2015. 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 August 25, 2015 of any changes that are required and all non-substantive technical changes must be completed and submitted by 5:00 pm on August 28, 2015. 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 August 28, 2015 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 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 Administrative Office and the chair of the Community Corrections Partnership which will act on the recommendations. Applicants selected to receive the grant funds will be notified in writing by September 9, 2015.

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)	August 1, 2015
Grant proposals due to the Humboldt County Probation by 5:00 p.m.	August 21, 2015
Technical Review Completed by the Probation Department	August 22, 2015
Proposal evaluation completed by Merit Review Committee	August 28, 2015
Merit Review Committee Recommends Applicants for Grant Awards	August 28, 2015
Humboldt County Awards Grants	September 9, 2015
Grant Period Begins	September 1, 2015

**COMMUNITY RECIDIVISM AND CRIME REDUCTION GRANT PROJECT
2015/2016**

SECTION I: APPLICANT INFORMATION

A. APPLICANT IMPLEMENTING THE GRANT

APPLICANT NAME	FEDERAL ID NUMBER	TELEPHONE NUMBER

STREET ADDRESS	CITY	STATE	ZIP CODE
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MAILING ADDRESS	CITY	STATE	ZIP CODE
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B. PROJECT SUMMARY (brief 3 or 4 sentences describing the project)

C. GRANT AMOUNT AWARD

\$5,000

D. APPLICANT PROJECT DIRECTOR

NAME AND TITLE	TELEPHONE NUMBER
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STREET ADDRESS	FAX NUMBER
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CITY	STATE	ZIP CODE	E-MAIL ADDRESS
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E. APPLICANT PROJECT FINANCIAL OFFICER

NAME AND TITLE	TELEPHONE NUMBER
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STREET ADDRESS	FAX NUMBER
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CITY	STATE	ZIP CODE	E-MAIL ADDRESS
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F. APPLICANT DAY-TO-DAY CONTACT PERSON

NAME AND TITLE	TELEPHONE NUMBER
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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

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 reducing community recidivism and crime

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 refrain from engaging in crime, reconnect with their family members, and contribute to their communities
- How the project and its implementation will reduce community recidivism and crime

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 \$10,000).

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)**

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



**COUNTY PROBATION DEPARTMENT
COUNTY OF HUMBOLDT**

2002 Harrison Avenue, Eureka, CA 95501
Telephone (707) 445-7401 Fax (707) 443-7139

Award announcement

The Humboldt County Probation Department is pleased to announce that on September 9, 2015, the following agencies were recommended for funding under the Humboldt County Community Recidivism and Crime Reduction Grant program:

- Alcohol and Drug Care Services, Inc.
- Boys and Girls Club of the Redwoods, Teen Court
- Humboldt Recovery Center
- Redwood Teen Challenge
- Arcata House Partnership

We look forward to working with these organizations in the implementation of this program. Should you have questions or require additional information, please do not hesitate to contact me at (707) 268-3308 or bdamiano@co.humboldt.ca.us.

Respectfully,

Bill Damiano
Chief Probation Officer

ATTACHMENT 3
FY 2015/16
SUPPLEMENT BUDGET
BUDGET UNIT PROBATION 235

REVENUES:

1100-235-514060	State Small Grants	\$44,354.00
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TOTAL REVENUES:		\$44,354.00
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EXPENDITURES:

1100-235-3591	Grant Fund Initiatives	\$44,354.00
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TOTAL EXPENDITURES:		\$44,354.00
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