



DEPARTMENT OF CORRECTIONS AND REHABILITATION  
CORRECTIONS STANDARDS AUTHORITY

**2007 LOCAL JAIL CONSTRUCTION  
FUNDING PROGRAM  
PROPOSAL FORM**

*This document is not to be reformatted.*

**SECTION 1: PROJECT INFORMATION**

**A: APPLICANT INFORMATION**

<b>COUNTY NAME</b>		<b>AMOUNT OF STATE FUNDS REQUESTED</b>	
		\$	
<b>SMALL COUNTY</b> (200,000 OR UNDER GENERAL COUNTY POPULATION)	<b>MEDIUM COUNTY</b> (200,001 - 700,000 GENERAL COUNTY POPULATION)	<b>LARGE COUNTY</b> (700,001+ GENERAL COUNTY POPULATION)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**B: TYPE OF PROJECT**

<b>FACILITY NAME</b>			
<b>NEW FACILITY</b>	<b>EXISTING FACILITY</b>	<b>FACILITY TYPE (II, III or IV)</b>	<b>REGIONAL JAIL PROJECT</b>
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
<b>STREET ADDRESS</b>			
<b>CITY</b>	<b>STATE</b>	<b>ZIP CODE</b>	

**C: BRIEF PROJECT TITLE**

<b>C: BRIEF PROJECT TITLE</b>
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**D. SCOPE OF WORK – JAIL CONSTRUCTION (CHECK ONE)**

<input type="checkbox"/> BUILDING NEW FACILITY	<input type="checkbox"/> RENOVATION/REMODELING OF EXISTING FACILITY <u>AND</u> ADDING BEDS	<input type="checkbox"/> ADDING BEDS AT EXISTING FACILITY
WILL THE PROPOSED PROJECT BE USED TO REPLACE AN EXISTING FACILITY? <input type="checkbox"/> YES <input type="checkbox"/> NO		

**E. NET BED GAIN, COUNTY-WIDE**

Include the TOTAL number of CSA-rated beds and non-rated special use beds FROM ALL DETENTION FACILITIES COUNTY-WIDE that will be added, eliminated or gained as a result of the project. (+BEDS ADDED -BEDS ELIMINATED =BEDS GAINED)

	No. of rated beds added	No. of rated beds eliminated	No. of rated beds gained
MINIMUM SECURITY BEDS			
MEDIUM SECURITY BEDS			
MAXIMUM SECURITY BEDS			
SPECIAL USE BEDS	No. of non-rated beds added	No. of non-rated beds eliminated	No. of non-rated beds gained
<b>COUNTY-WIDE TOTAL</b>	No. of beds added	No. of beds eliminated	No. of beds gained

**F: APPLICANT'S AGREEMENT**

By signing this proposal, the authorized person assures that: a) the county will abide by the laws, regulations, policies and procedures governing this funding, and b) certifies that the information contained in this proposal form, budget, narrative and attachments is true and correct to the best of his/her knowledge.

**NAME AND TITLE OF PERSON AUTHORIZED TO SIGN AGREEMENT (SHERIFF, DIRECTOR OF CORRECTIONS, OR BOARD OF SUPERVISORS' CHAIR)**

AUTHORIZED PERSON'S SIGNATURE

DATE

**G: DESIGNATED COUNTY CONSTRUCTION ADMINISTRATOR**

This person shall be responsible to oversee construction and administer the state/county agreements. (Must be county personnel, not consultants or contractors, and must be identified in the Board of Supervisors' resolution.)

**COUNTY CONSTRUCTION ADMINISTRATOR**

DEPARTMENT

TELEPHONE NUMBER

STREET ADDRESS

FAX NUMBER

CITY

STATE

ZIP CODE

E-MAIL ADDRESS

**H: DESIGNATED PROJECT FINANCIAL OFFICER**

This person is responsible for all financial and accounting project related activities. (Must be county personnel, not consultants or contractors, and must be identified in the Board of Supervisors' resolution.)

**PROJECT FINANCIAL OFFICER**

DEPARTMENT

TELEPHONE NUMBER

STREET ADDRESS

FAX NUMBER

CITY

STATE

ZIP CODE

E-MAIL ADDRESS

**I: DESIGNATED PROJECT CONTACT PERSON**

This person is responsible for project coordination and day-to-day liaison work with CSA. (Must be county personnel, not consultants or contractors, and must be identified in the Board of Supervisors' resolution.)

**PROJECT CONTACT PERSON**

DEPARTMENT

TELEPHONE NUMBER

STREET ADDRESS

FAX NUMBER

CITY

STATE

ZIP CODE

E-MAIL ADDRESS

## SECTION 2: COST AND BUDGET SUMMARY

### A. COST SUMMARY

Indicate the amount of state funds requested and the amount of cash match and in-kind match the county is contributing in defining the total eligible project cost. The amount of state funds requested cannot exceed 75% of the total eligible project cost or the respective capped state dollar amounts as shown below, whichever is the smaller amount, regardless of county size. (Any county meeting the minimum cash match requirement will receive points for cash match; greater points will be given to those projects with more cash match when computed as a percentage of the total state funds requested.) Small counties may request a reduction of in-kind match. See below.

FUND SOURCE	AMOUNT	% OF TOTAL
<b>State Funds Requested:</b> (May not exceed: \$100,000,000 for large counties; \$80,000,000 for medium counties; \$30,000,000 for small counties).	\$ <input style="width: 50px;" type="text"/>	%
<b>Cash Match:</b> (large counties - 10% minimum) (small & medium counties - 5% minimum)	\$ <input style="width: 50px;" type="text"/>	%
<b>In-Kind Match*:</b> (large counties – 15% maximum) (small & medium counties - 20% maximum*)	\$ <input style="width: 50px;" type="text"/>	%
<b>TOTAL ELIGIBLE PROJECT COST:</b>	\$ <input style="width: 50px;" type="text"/>	100 %

#### \*SMALL COUNTIES REQUESTING MATCH REDUCTION:

Counties under 200,000 in population may petition the Corrections Standards Authority (CSA) Board for a reduction in the percentage of in-kind match contribution. (Small counties must still contribute a minimum of 5% cash match.) Counties have two options for submitting a petition for a reduction in match as detailed below. Counties may not petition after funding award.

1. **Advance notice.** Counties interested in petitioning the CSA Board at the earliest possible Board meeting date, and prior to submittal of a proposal by the March 18, 2008 deadline, must contact CSA staff as soon as possible to make arrangements.
2. **Concurrent with the submittal of the proposal.** Counties may submit a petition with their proposal and request that their petition go before the CSA Board at the next possible Board meeting date.

If your county has or will be petitioning the CSA Board for a reduction in in-kind match, please check the appropriate box below and provide the requested details.

- Advance Notice** – Please indicate the date of the CSA Board meeting in which your petition was heard, the outcome of the petition request, and the in-kind match percentage the county must now contribute:
  
- Concurrent with Submittal of Proposal** – Please state your in-kind match reduction needs and request, including the request for the petition to be heard at the next possible CSA Board meeting:

**B. BUDGET SUMMARY**

Consistent with the Cost Summary in Section 2, indicate the amount of state funds, cash match and in-kind match allotted to each budget category. In the space below the table, provide a brief explanation of line items as requested.

LINE ITEM	STATE FUNDS	CASH MATCH	IN-KIND MATCH
1. Construction (No moveable Equipment/Furnishings)	\$ [ ]	\$ [ ]	\$ [ ]
2. Architectural	[ ]	\$ [ ]	\$ [ ]
3. CEQA	[ ]	\$ [ ]	\$ [ ]
4. Construction Management	[ ]	\$ [ ]	\$ [ ]
5. Audit of Grant	[ ]	[ ]	\$ [ ]
6. Site Acquisition (Cost or Current Fair Market Value)	[ ]	[ ]	\$ [ ]
7. Needs Assessment	[ ]	[ ]	\$ [ ]
8. County Administration	[ ]	[ ]	\$ [ ]
9. Transition Planning	[ ]	[ ]	\$ [ ]
<b>TOTAL PROJECT COST:</b>	\$ [ ]	\$ [ ]	\$ [ ]

Provide line item descriptions, including how state funds and match dollar amounts have been determined and calculated, and how budget items are linked to scope of work. Describe how funding sources are maximized for this construction project:

## SECTION 3: PROJECT TIMETABLE

Prior to completing this timetable, the county must consult with all appropriate county staff (e.g., county counsel, general services, public works, county administrator, etc.) to ensure that dates are achievable and that the county has reviewed the state agreement requirements portions of the RFP, including project scope and timeline impact due to the State Public Works Board process. Complete the table below indicating start and completion dates for each key event, and including comments if desired. Construction must be complete within three years from Notice to Proceed, and occupancy must occur within 90 days of construction completion.

KEY EVENTS	START DATES	COMPLETION DATES	COMMENTS
Schematic Design with Operational Program Statement			
Design Development with Staffing Plan			
Staffing/Operating Cost Analysis			
Construction Documents			
Construction Bids			
Notice to Proceed			
Construction			
Occupancy			

## SECTION 4: NARRATIVE

Attach up to a maximum of 35 pages of double-spaced narrative (no smaller than 12 point font) ordered in the five (A – E) subject areas indicated below. If it can be written in less than 35 pages, please do so (avoid “filler”). Up to 10 additional pages of essential appendices may be included at the discretion of the applicant. Appendices cannot be used to give required narrative information. Pictures, charts, illustrations or diagrams are encouraged in the narrative or appendix to assist reviewers in fully understanding the proposed scope of work.

### **A. ABSTRACT**

Provide a one-page abstract that summarizes the key points of the proposal, including a description of the scope of work. Be clear and concise.

### **B. PROJECT NEED**

Applicants must demonstrate the county need for the construction project. Include, as applicable and at a minimum, discussion of points listed below. All data sources must be identified.

*Note: If a new facility is proposed or if 25 beds or more are being added to an existing facility, one copy of a needs assessment study containing the elements as defined in Title 24, CCR must be sent to the CSA with the proposal. The proposal narrative must also summarize the county need for state funds, as indicated.*

1. State the conclusions of your needs assessment.
2. Provide the information and statistical data to support the needs assessment conclusions.
3. Identify security, safety or health needs (if any).
4. Identify program and service needs (if any).
5. Describe litigation, court ordered caps or consent decrees related to crowding or conditions of confinement.
6. List non-compliance findings or recommendations from state and local authorities such as the CSA, health department, fire marshal, Grand Jury, building inspectors, or others.
7. Discuss your Average Daily Population (ADP) as compared to system capacity.
8. Describe expected future growth (up to 5 years) and the accommodations you have made for the expected growth.
9. Indicate the extent to which your ADP consists of long-term (routine) contract beds.
10. To the degree possible, provide the latest available demographic data, including trend data if applicable, with respect to:
  - a. County population estimates
  - b. County crime statistics
  - c. Crowding and bed need estimates

- d. Detention facility population data as reported to CSA in the latest Jail Profile Survey that includes:
  1. Inmates with felony versus misdemeanor charges
  2. Inmates with violent versus non-violent offenses
  3. Pre-trial/pre-adjudicated versus convicted/adjudicated offenders
  4. Any additional data to support your state funding request

### **C. DETENTION ALTERNATIVES**

Applicants must include, but are not limited to, the discussion points listed below. Articulate what programming efforts have been undertaken, including evidence-based programs designed to reduce recidivism among local offenders. All data sources must be identified.

1. Demonstrate all appropriate steps to reduce crowding have been undertaken.
2. Describe programs, existing or new, designed to reduce recidivism.
3. Demonstrate efforts to implement a risk-based detention system (or other appropriate model) related to the decision to incarcerate or not incarcerate offenders.
4. Provide a history of actions taken to alleviate crowding.
5. Identify how long various programs have been in place and how successful they have been in reducing reliance on confinement.
6. Describe current population management measures and how effective they have been.

### **D. SCOPE OF WORK AND PROJECT IMPACT**

Applicants must clearly describe the project's scope of work and the impact the project will have on the county's detention system. Applicants are encouraged to build "green" but compliance is voluntary and design or materials must not compromise security.

1. Describe the proposed scope of work specifically payable from state funds, cash match and in-kind match.
2. Define whether the project expands an existing facility or if it creates a new one.
3. Indicate if the county already owns the site.
4. Describe how the scope of work will meet identified needs, or mitigate/remedy/improve conditions.
5. Contrast pre-construction conditions with post-construction conditions, including, if applicable, construction project impact on: a) law; b) compliance with regulations; c) conditions of confinement; d) facility programming; e) continuum of community care; f) safety; g) security; h) health issues and i) program space intended for rehabilitative programs and services designed to reduce recidivism.
6. Describe the extent to which the facility will be "green."



**E. ADMINISTRATIVE WORK PLAN**

The proposal must provide a clear and comprehensive plan for designing, performing and managing the proposed project that is likely to result in success. The project timeline must be thorough, reasonable and clearly articulated. Include in your discussion, at a minimum, the following points:

1. Describe the current stage of the planning process.
2. Describe the plan for project design.
3. Provide the project timeline and milestones.
4. Describe the plan for project management (including key staff names and titles).
5. Describe the plan for project administration (including key staff names and titles).
6. Describe how the county will translate the proposal into a completed project.
7. Describe what the county will do to demonstrate their readiness to proceed.
8. Demonstrate the financial capacity and ability to staff the facility within 90 days of its completion.
9. Describe the functions and responsibilities of project staff/contractors.
10. Describe the monitoring/control protocols that will ensure successful project completion.

## SECTION 5: FUNDING PREFERENCES

AB 900 legislation (Chapter 7, Statutes of 2007), Government Code Sections 15820.907(b) and 15820.907(c) require that jail construction funding preference be given to counties that assist the state in siting reentry facilities; and/or assist the state in siting mental health day treatment and crisis care services to parolees; and/or provide a continuum of care to parolees at the conclusion of their period of parole. Applicants may choose to meet any one or more of these funding preferences. Check the boxes for all that apply.

### **A. REENTRY FACILITY SITING PREFERENCE (300 POINTS)**

Counties that agree to assist the state in siting a reentry facility will receive a gradation of points within the 300 point range. A resolution from the County Board of Supervisors must accompany the proposal (see Section 6 for requirements and specified resolution language). Each county participating in a regional state reentry facility siting will be qualified for the preference points afforded for that assistance.

**Yes.** 1. 150 points (minimum) – The County has signed an Agreement to Cooperate with the California Department of Corrections and Rehabilitation and in the Board of Supervisors' resolution, stipulates that a Reentry Planning Team is planned or existing, and is evidenced through providing copies of local meeting/planning documents (i.e., letters providing notification of meeting dates and team membership).

**Yes.** 2. 300 points (maximum) – The identified reentry facility site location(s) is stipulated in the Board of Supervisors' resolution, accompanied by a resolution from the City Council if the site is owned by the city, and includes those components named in number 1 above.

**No.** The county is not applying for jail construction funding preference under this criterion.

### **B. PAROLEE MENTAL HEALTH SERVICES PREFERENCE (100 POINTS)**

Counties that agree to assist the state in siting mental health day treatment and crisis care services to parolees; and/or counties who agree to provide a continuum of care to parolees at the conclusion of their period of parole will receive a gradation of points within the 100 point range. A resolution from the County Board of Supervisors must accompany the proposal (see Section 6 for requirements and specified resolution language).

**Yes.** 1. 50 points (minimum) – The County agrees to assist the state in siting mental health day treatment and crisis care for parolees, and/or the County agrees to provide a continuum of care for mental health and substance abuse treatment so that parolees can continue to receive services at the conclusion of their period of parole.

**Yes.** 2. 100 points (maximum) – The County has identified a physical location at which the mental health day treatment and crisis care services may be provided to parolees; and includes the components of number 1 above.

**No.** The county is not applying for jail construction funding preference under this criterion.

## SECTION 6: BOARD OF SUPERVISORS' RESOLUTION

- A. Attach the County Board of Supervisors' resolution for the project that contains the following:
- Names, titles and positions of County Construction Administrator, Project Financial Officer and Project Contact Person.
  - Authorization of appropriate county official to sign the Applicant's Agreement and submit the proposal for funding.
  - Assurance that the County will adhere to state requirements and terms of the agreements between the County, the California Department of Corrections and Rehabilitation, the Corrections Standards Authority and the State Public Works Board in the expenditure of state funds and county match funds.
  - Assurance that the County has appropriated, or will appropriate after conditional project award but before state/county funding agreements, the amount of match identified by the County on the funding proposal form submitted to the Corrections Standards Authority; identifies the source of cash match and when appropriated, and assures that state and cash matching funds do not supplant (replace) funds otherwise dedicated or appropriated for construction activities.
  - Assurance that the County will fully and safely staff and operate the facility that is being constructed (consistent with Title 15, California Code of Regulations) within ninety (90) days after project completion.
  - (All projects: Provide the following site assurance for the local jail at the time of proposal or not later than ninety (90) days following the Corrections Standards Authority's notice of Intent to Award): Assurance that the County has project site control through either fee simple ownership of the site or comparable long-term possession of the site, and right of access to the project sufficient to assure undisturbed use and possession of the site, and will not dispose of, modify the use of, or change the terms of the real property title, or other interest in the site of facility subject to construction, or lease the facility for operation to other entities, without permission and instructions from the Corrections Standards Authority.
  - Attestation to \$\_\_\_ as the site acquisition land cost or current fair market land value for the proposed new or expanded jail facility. This can be claimed for on-site land cost/value for new facility construction, on-site land cost/value of a closed facility that will be renovated and reopened, or

on-site land cost/value used for expansion of an existing facility. It cannot be claimed for land cost/value under an existing operational detention facility. (If claimed as in-kind match, actual on-site land cost documentation or independent appraisal value will be required as a pre-agreement condition).

**B.** If the County is seeking preference in the form of additional rating points for assisting the state in siting a reentry facility, the following additional language must appear in the Board of Supervisors' resolution.

1. The County agrees to work with the California Department of Corrections and Rehabilitation toward achieving the goal of improving successful reintegration of adult offenders into the communities of the County.
2. In order to receive the minimum of 150 points, the resolution must state that the County has signed an Agreement to Cooperate with the California Department of Corrections and Rehabilitation, and stipulates that a Reentry Planning Team is planned or existing for the purpose of working collaboratively with the California Department of Corrections and Rehabilitation, as evidenced by providing copies of local meeting/planning documents (i.e., letters providing notification of meeting dates and team membership).
3. In order to receive the maximum 300 points, the resolution must identify the reentry facility site location(s), accompanied by a resolution from the City Council if the site is owned by the city, and includes those components named in numbers 1 and 2 above.

**C.** If the County is seeking preference in the form of additional rating points for assisting the state in siting mental health day treatment and crisis care and/or providing a continuum of care to parolees at the conclusion of their period of parole, the following must be included in the Board of Supervisors' resolution:

1. In order to receive the minimum 50 points, the resolution must state that the County agrees to assist the state in siting mental health day treatment and crisis care for parolees, and/or the resolution must state that the County agrees to provide a continuum of care for mental health and substance abuse treatment so that parolees can continue to receive services at the conclusion of their period of parole.
2. In order to receive the maximum 100 points, the resolution must identify a physical location at which the mental health day treatment and crisis care services will be provided to parolees and include the language from number 1.