

# COUNTY OF YOLO

---

## Safe Communities Program Innovation Grant Request for Funding

**FUNDING CYCLE:** Fiscal Year 2016-2017

**FOCUS AREA:** Mental Health Services<sup>1</sup>

**AVAILABLE AMOUNT:** \$33,992

**APPLICATION PERIOD:** November 16, 2016 – December 21, 2016

Please refer to the Local Innovation Subaccount Policy: Creating the “Safe Communities Program Innovation Grant” (attached) for detailed information on the grant procedure, including permissible uses, project criteria, and scoring rubric.

Departments or organizations wishing to apply for Safe Communities Program Innovation Grant funding must prepare a proposal as outlined below and submit to:

Yolo County Office of the County Administrator  
625 Court Street, Room 202, Woodland, CA 95695  
Staff Contact: Makayle Neuvert, Management Analyst  
(530) 666-8946 | [makayle.neuvert@yolocounty.org](mailto:makayle.neuvert@yolocounty.org)

### **COVER SHEET FOR STAFF TEAMS:**

**Cover Page:** Each proposal packet from a **Staff Team** shall include a cover page with the following information.

1. Department Name<sup>2</sup>
2. Supervisor Name
3. Employee(s) Name(s)
4. Project Summary/Abstract: Include a short paragraph describing the project and specifying the nature of the permissible use as outlined in the Safe Communities Program Innovation Grant.

**Proposal Packet:** The proposal packet shall also include the following information, clearly defined and explained:

1. Division Manager Approval: Include a signed statement of approval from the Division Manager or Department Head.
2. The nature and goals of the project;
3. How the project will be implemented;
4. A complete project budget;
5. The performance measures that will be used (PM1, PM2, AND PM3 – [See Inside Yolo, Yolo Performance](#) for an explanation of the PM1-2-3 system); and
6. A narrative of how the project will meet the annual “priority focus” (from the Board subcommittee), the County’s Strategic Plan goals, or the Yolo County Criminal Justice Strategic Plan goals.

---

<sup>1</sup> This focus area of “Mental Health Services” was designated at the April 26, 2016 Yolo County BOS Meeting and confirmed again at the May 31, 2016 BOS Meeting.

<sup>2</sup> Multi-disciplinary team applications are welcomed with permission of each applicable department heads.

**COVER SHEET FOR COMMUNITY-BASED ORGANIZATION (CBO):**

**Cover Page:** Each proposal packet from a **Community-Based Organization (CBO)** shall have a cover page including the following information:

1. CBO Name
2. CBO Description: Include a brief description of the organization including other contracts, services, or awards with the County of Yolo or the justice-involved population
3. Lead Applicant Contact Information: Include name, title, address, telephone number, and email address.
4. Project Team Contact Information: Include name, title, address, telephone number, and email address for all team members working the project.
5. Project Summary/Abstract: Include a short paragraph describing the project and specifying the nature of the permissible use as outlined in the Safe Communities Program Innovation Grant.

**Proposal Packet:** The proposal packet shall also include the following information, clearly defined and explained:

1. The nature and goals of the project;
2. How the project will be implemented;
3. A complete project budget;
4. The performance measures that will be used (PM1, PM2, AND PM3 – *CBOs may request this reference information from the staff contact above*); and
5. A narrative of how the project will meet the annual “priority focus” (from the Board subcommittee), the County’s Strategic Plan goals, or the Yolo County Criminal Justice Strategic Plan goals.

# COUNTY OF YOLO

---

## Local Innovation Subaccount Policy: Creating the “*Safe Communities Program Innovation Grant*”

### I. Background:

The Local Innovation Subaccount is a feature of the Public Safety Realignment of 2011. The County of Yolo Board of Supervisors has the sole discretion in the expenditure of the funds allocated to this account. In May 2016, the Board approved a process to give County staff or community-based organizations that provide services to justice-involved populations the opportunity to innovate annually with the use of these funds. The funds allocated to the Local Innovation Subaccount will be used for the “Safe Communities Program Innovation Grant” as outlined in this policy.

### II. Procedure:

- A. Each year, the County Administrator’s Office will make announcement to community-based organizations (CBOs) and send notice to County staff of the application period for the “Safe Communities Program Innovation Grant” program. The application period will be no less than three weeks, but not more than five weeks in length.
- B. Each annual application cycle will have a theme, or a “priority focus.” Prior to the published notification of the application period, the Board of Supervisor’s Community Correction Partnership Subcommittee will provide input for the desired focused use of the funds in the following fiscal year. Applications or projects that fall within the theme will receive additional points in the application scoring process (see *Scoring Procedure and Criteria* in Section IV).
- C. For an application to be considered, it must meet a “permissible use.” Refer to the details in Section III, *Permissible Use*, for a detailed list of permissible uses. All applications will first be screened by “permissible use” prior to advancing to the scoring round.
- D. An interdisciplinary team of three staff will comprise the scoring panel. A staff member on the scoring panel may not be associated with any of the applicant projects, CBOs, teams, or divisions. At least one, but no more than two members of the scoring panel shall be from the County Administrator’s Office. The scoring panel will rank project applications and the top two scoring projects will be reported to the County Administrator, or his designee, prior to project approval recommendation to the Board subcommittee.
- E. All applicant projects and their scores will be presented to the Community Corrections Partnership Subcommittee of the Board with a recommendation for which project to be approved based on the scoring rubric. All applicant projects will also be presented to the full Board of Supervisors, with the scoring team and subcommittee’s recommended selection.
- F. A previously awarded project or existing program may apply for funds. The proposal narrative should address why additional funding for an existing program is needed from the Safe Communities Program Innovation Grant and demonstrate the existing importance of the program with performance measures.

**III. Permissible Uses**

The Safe Communities Program Innovation Grant must be used within at least one of the permissible uses of the Local Innovation Subaccount. The Local Innovation Subaccount is funded by four other growth accounts; the permissible use of any one of the funding accounts constitutes the permissible use of these funds. The four funding accounts are the Trial Court Security Growth Special Account, the District Attorney and Public Defender Growth Special Account, the Juvenile Justice Growth Special Account, and the Community Corrections Growth Special Account. Permissible uses are defined as follows:

1. Trial Court Security:

- Solely to fund trial court security provided by County Sheriff’s Office. No general county administrative costs may be charged to this account, including the administration of this account.

2. Revocation Proceedings:

- Those involving persons subject to state parole and the Post-release Community Supervision Act of 2011. Funds may be used for planning, implementation and training costs associated with these proceedings.

3. Juvenile Justice:

- Enhance the capacity of county probation, alcohol, drug, and mental health, or other County departments to provide appropriate rehabilitative, housing and supervision services to youthful offenders.
- Supplement (not replace) existing services to juveniles on probation or post-release supervision using evidence-based practices. Evidence-based practices are defined as those shown by scientific research to reduce recidivism.

4. Community Corrections:

Implementing the concept of community-based punishment of the Post-release Community Supervision Act of 2011. This fund shall not supplant any other Public Safety activities.

Permissible “community-based punishment” models include:

- Short-term “flash” incarceration in jail for a period of not more than 10 days.
- Intensive community supervision.
- Home detention with electronic monitoring or GPS monitoring.
- Mandatory community service.
- Restorative justice programs, such as mandatory victim restitution and victim-offender reconciliation.
- Work, training, or education in a furlough program pursuant to Section 1208.
- Work, in lieu of confinement, in a work release program pursuant to Section 4024.2.
- Day reporting.

COUNTY OF YOLO

Local Innovation Subaccount Policy: Creating the “*Safe Communities Program Innovation Grant*”

---

- Mandatory residential or nonresidential substance abuse treatment programs.
- Mandatory random drug testing.
- Mother-infant care programs.
- Community-based residential programs offering structure, supervision, drug treatment, alcohol treatment, literacy programming, employment counseling, psychological counseling, mental health treatment, or any combination of these and other interventions.

Any permissible use listed above is a permissible use of the Safe Communities Program Innovation Grant. Applications must demonstrate, with detail, how the proposed program will meet one or more of the above “permissible uses.” Details of each of the permissible uses of the funding accounts may be located in California Government Code §30025(f)10 – 15.

**IV. Project Criteria and Scoring Rubric**

Each proposal packet from a staff team shall have a cover page with the following information included:

1. Department Name: Multi-disciplinary team applications are welcomed with permission of each applicable department heads.
2. Employee(s) Name(s): Who is implementing the project?
3. Supervisor Name: Who will be overseeing the team?
4. Division Manager Approval: A signed statement of approval from the Division Manager or Department Head.
5. Project Summary/Abstract: A short paragraph describing the project and specifying the nature of the permissible use as outlined in this policy.

Each proposal packet from a community-based organization shall have a cover page with the following information included:

6. Community-Based Organization: Name and brief description of the organization, including other contracts, services, or awards with the County of Yolo or the justice-involved population.
7. Lead Applicant: Name, and title within the organization; please include contact information.
8. Project Team: Names, titles and contact information for all members working on the applicant program.
9. Project Summary/Abstract: A short paragraph describing the project and specifying the nature of the permissible use as outlined in this policy.

COUNTY OF YOLO

Local Innovation Subaccount Policy: Creating the “Safe Communities Program Innovation Grant”

The proposal packet shall also include the following information, clearly defined and explained:

1. The nature and goals of the project;
2. How will the project be implemented;
3. A complete project budget;
4. The performance measures that will be used (PM1, PM2, AND PM3 – [\*See Inside Yolo, Yolo Performance\*](#) for an explanation of the PM1-2-3 system- CBOs may request this reference information from the staff contact below);
5. A narrative of how the project will meet the annual “priority focus” (from the Board subcommittee), the County’s Strategic Plan goals, or the Yolo County Criminal Justice Strategic Plan goals.

**Project Scoring Rubric:**

Criteria	4 – Excellent	3 – Good	2 – Limited	1 – Incomplete
<b>Proposal packet is complete, clear and concise.</b>	All required elements are present, formatting is clean, project is clearly understood	All required elements are present, formatting is acceptable, some errors or unclear information	Most required elements are present, many errors or poor description, important information missing	Required elements missing, project is unclear, excessive typos or errors
<b>Project Budget</b>	Budget includes ALL costs, demonstrates efficiency, maximizes grant dollars	Budget is clear, some ancillary costs missing	Budget is rough, needs fiscal guidance or more detail	Budget is inaccurate or incomplete
<b>Performance Measures (PMs)</b>	PMs are clearly defined, well planned, and PM3s are accurate	PM1s, PM2s are clearly defined, PM3s need refinement	PMs are vague, inaccurate, or not directly linked to the project	PMs are not addressed in the project proposal
<b>Sustainability</b>	Proposal clearly explains how with one grant award, additional revenue sources will maintain project ongoing beyond initial grant cycle	Project proposal identifies potential sustainability beyond initial grant award -OR- Justifies one-time nature of project	Sustainability is addressed in the narrative, but is not possible in this project type or approach, sustainable alternatives are unavailable	Sustainability of the project or proposed program is not considered or addressed
<b>Meets annual “priority focus” area or Strategic Plan (County and/or Criminal Justice Plan) goals</b>	Meets both the annual “priority focus” of the Board - AND- Strategic Plan goals, clearly explained in proposal	Somewhat meets the “priority focus” of the Board -or- Strategic Plan goals but lacks clarity or clear linkage with PMs	Meets a permissible funding use, but does not meet “priority focus” or other Strategic Plan goals	Does not consider the “priority focus,” Strategic Plan goals, or permissible use

**V. Recipient Reporting Responsibilities**

The applicant project team that will be recommended for Board of Supervisor’s approval will be expected to participate in the Board presentation when the award for the project is submitted for Board approval. CAO staff will assist the awardee in preparing the proposed project presentation.

At the conclusion of the award period, an evidence-based presentation of the project results and program performance measures will be presented to the Board of Supervisors by the project team.

**VI. Additional Information**

Grant award will be notified within approximately 4 weeks of application closing.

Usual and customary accounting practices and policies apply, including procurement, contracting, and billing, as examples.

Questions may be directed to the County Administrator’s Office.