

## SECTION 2: BUDGET SUMMARY

### Budget Summary Instructions

**(This must be part of the 35 page narrative)** Definitions of total project costs for purposes of this program (state reimbursed, county cash contribution, and county in-kind contribution) can be found in the “Budget Considerations” page 22 of the Senate Bill (SB) 844, Construction of Adult Local Criminal Justice Facilities (ALCJF’s) Request for Proposals (RFP). The county cash and in-kind contributions are collectively the county contribution. Those defined costs in the RFP shall be the guide for accurately completing this budget summary section.

In the Budget Summary Table that follows in part D of this section, indicate the amount of state financing requested and the amount of cash and/or in-kind contributions allotted to each budget line-item, in total defining the total project costs. It is necessary to fully include each eligible project cost for state-reimbursed, county cash, and county in-kind contribution amounts.

The in-kind contribution line items represent only county staff salaries and benefits, needs assessment costs, transition planning costs and/or current fair market value of land. An appraisal of land value will only be required after conditional award and only if land value is included as part of the county’s contribution.

The total amount of state financing requested cannot exceed 90 percent of the total project costs. The county contribution must be a minimum of 10 percent of the total project costs (unless the applicant is a small county petitioning for a reduction in the county contribution amount). County contributions can be any combination of cash or in-kind project costs. Small counties requesting a reduction in county contribution must state so in part A of this section. The County contribution must include all costs directly related to the project necessary to complete the design and construction of the proposed project, except for those eligible costs for which state reimbursement is being requested.

State financing limits (maximums) for all county proposals are as follows. For proposed regional ALCJF’s, the size of the lead county determines the maximum amount of funds to be requested for the entire project. In the small county category the lead county may request up to an additional 10% of the maximum amount as an incentive to build a regional facility:

- **\$70,000,000** for large counties;
- **\$30,000,000** for medium counties; and,
- **\$25,000,000** for small counties.

**A.**

## Under 200,000 Population County Petition for Reduction in Contribution

Counties with a population below 200,000 may petition the Board of State and Community Corrections (BSCC) for a reduction in its county contribution. This proposal document will serve as the petition and the BSCC Board's acceptance of the county's contribution reduction, provided the county abides by all terms and conditions of this SB 844 RFP and Proposal process and receives a conditional award. The county (below 200,000 population) may request to reduce the required match to an amount not less than the total non-state reimbursable projects cost as defined in Title 15, Division 1, Chapter 1, Subchapter 6, Construction Financing Program section 1712.3. If requesting a reduction in match contribution, check the box below to indicate the county's petition.

**By checking this box the county hereby petitions for a contribution reduction request as reflected in the proposal budget.**

### **B. Readiness to Proceed Preference**

In order to attest that the county is seeking the readiness to proceed with the proposed project, the county included a Board of Supervisors' resolution doing the following:

1) identifying and authorizing an adequate amount of available matching funds to satisfy the counties' contribution, 2) approving the forms of the project documents deemed necessary, as identified by the board to the BSCC, to effectuate the financing authorized in SB 844 3) and authorizing the appropriate signatory or signatories to execute those documents at the appropriate times. The identified matching funds in the resolution shall be compatible with the state's lease revenue bond financing. Additionally see Section 6 "Board of Supervisors' Resolution" for further instructions.

**This proposal includes a Board of Supervisors' Resolution that is attached and includes language that assures funding is available and compatible with state's lease revenue bond financing. See below for the description of compatible funds.**

*County Cash Contribution Funds Are Legal and Authorized.* The payment of the county cash contribution funds for the proposed adult local criminal justice facility project (i) is within the power, legal right, and authority of the County; (ii) is legal and will not conflict with or constitute on the part of the County a material violation of, a material breach of, a material default under, or result in the creation or imposition of any lien, charge, restriction, or encumbrance upon any property of the County under the provisions of any charter instrument, bylaw, indenture, mortgage, deed of trust, pledge, note, lease, loan, installment sale agreement, contract, or other material agreement or instrument to which the County is a party or by which the County or its properties or funds are otherwise subject or bound, decree, or demand of any court or governmental agency or body having jurisdiction over the County or any of its activities, properties or funds; and (iii) have been duly authorized by all necessary and appropriate action on the part of the governing body of the County.

*No Prior Pledge.* The county cash contribution funds and the Project are not and will not be mortgaged, pledged, or hypothecated by the County in any manner or for any purpose and have not been and will not be the subject of a grant of a security interest by the County. In addition, the county cash contribution funds and the

Project are not and will not be mortgaged, pledged, or hypothecated for the benefit of the County or its creditors in any manner or for any purpose and have not been and will not be the subject of a grant of a security interest in favor of the County or its creditors. The County shall not in any manner impair, impede or challenge the security, rights and benefits of the owners of any lease-revenue bonds sold by the State Public Works Board for the Project (the "Bonds") or the trustee for the Bonds.

Authorization to Proceed with the Project. The Project proposed in the County's SB 844 Financing Program proposal is authorized to proceed in its entirety when and if state financing is awarded for the Project within the SB 844 Financing Program.

**C. California Environmental Quality Act (CEQA) compliance**

Has the county completed the CEQA compliance for the project site?

**Yes. If so, include documentation evidencing the completion (preference points).**

**No. If no, describe the status of the CEQA certification.**

**D. Agreement Not to Lease Beds if Increasing County Capacity**

If the proposed project results in a net increase in rated beds in the county, will the county certify and covenant in writing that the county will not lease housing capacity from the proposed SB 844 project to any other public or private entities for a period of 10 years beyond the completion date of the adult local criminal justice facility?

**Yes. The County agrees that if the project results in a net increase in rated beds, the County will not lease capacity in the SB 844 financed adult local criminal justice facility to any other public or private entity for a period of 10 years beyond the completion date of the adult local criminal justice facility. The County further agrees to certify and covenant in writing to this requirement in future agreements as provided by the BSCC and/or SPWB.**

**No. (Project not eligible for SB844 funding)**

**E.**

**Budget Summary Table (Report to Nearest \$1,000)**

LINE ITEM	STATE REIMBURSED	CASH CONTRIBUTION	IN-KIND CONTRIBUTION	TOTAL
1. Construction	\$ 19,840,093	\$ 0		\$ 19,840,093
2. Additional Eligible Costs*	\$ 2,033,610	\$ 0		\$ 2,033,610
3. Architectural	\$ 1,884,809	\$ 0		\$ 1,884,809
4. Project/Construction Management	\$ 1,091,205	\$ 0		\$ 1,091,205
5. CEQA	\$ 0	\$ 42,000		\$ 42,000
6. State Agency Fees**	\$ 150,284	\$ 16,000		\$ 166,284
7. Audit		\$ 30,000	\$ 0	\$ 30,000
8. Needs Assessment		\$ 101,500	\$ 0	\$ 101,500
9. Transition Planning		\$ 0	\$ 542,000	\$ 542,000
10. County Administration			\$ 250,000	\$ 250,000
11. Land Value			\$ 120,335	\$ 120,335
<b>TOTAL PROJECT COSTS</b>	<b>\$ 25,000,000</b>	<b>\$ 189,500</b>	<b>\$ 912,335</b>	<b>\$ 26,101,835</b>
<b>PERCENT OF TOTAL</b>	<b>95.78%</b>	<b>0.73%</b>	<b>3.50%</b>	<b>100.00 %</b>

\* Additional Eligible Costs: This line item is limited to specified fees and moveable equipment and moveable furnishings (eligible for state reimbursement or cash contribution), and public art (eligible for cash contribution only)

\*\* For State Agency Fees: State reimbursable costs include Real Estate Due Diligence only. State Fire Marshal fees may only be claimed as cash match.

Provide an explanation below of how the dollar figures were determined for each of the budget categories above that contain dollar amounts. Every cash contribution (match) line item shall be included with a reporting of the full amount budgeted unless a line item is not an actual cash contribution project cost for the county. (In that case, indicate so below.) For each budget category explanation below, include how state financing and the county contribution dollar amounts have been determined and calculated (be specific).

1. **Construction (includes fixed equipment and furnishings) (state reimbursement/cash match):** Includes labor and materials, 36-month escalation to mid-point of construction, and 7% contingency=\$1,297,950.
2. **Additional Eligible Costs (specified allowable fees, moveable equipment and furnishings, and public art)**
  - a) **Define each allowable fee types and the cost of each:** Permits:\$376,962, Inspection: 297,601, Special Testing & Geo-tech: \$178,561, Commissioning: \$89,280, Plan Check: \$99,200, Water, Electrical, Sewer Connection fees: \$396,802.

- b) **Moveable equipment and moveable furnishings total amount:**  
FF&E:595,203
- c) **Public art total amount:** \$0

3. **Architectural(state reimbursement/cash match): \$1,884,809**
- a) **Describe the county’s current stage in the architectural process:** completed programming and prepared schematic level drawings.
  - b) **Given the approval requirements of the State Public Works Board (SPWB) and associated state reimbursement parameters (see “State Lease Revenue Bond Financing” section in the RFP), define which portions/phases of the architectural services the county intends to seek state dollar reimbursement:** Bridging documents. Working drawings will be design/build entity responsibility (part of construction contract).
  - c) **Define the budgeted amount for what is described in b) above:** Bridging documents: \$534,000; Working Drawings: \$1,350,800.
  - d) **Define which portion/phases of the architectural services the county intends to cover with county contribution dollars:** All portions/phases will be State reimbursed. .

**Define the budgeted amount for what is described in d) above:** \$0.

4. **Project/Construction Management - Describe which portions/phases of the construction management services the county intends to claim as:**
- a) **Cash** \$0
  - b) **In-Kind** \$0
5. **CEQA – may be state reimbursement (consultant or contractor) or cash match** cash match, \$42,000.
6. **State Agency Fees – Counties should consider approximate costs for the SFM review which may be county cash contribution (match). \$16,000 for the due diligence costs which may be county cash contribution (match) or state reimbursement.** Cash match \$16,000; State reimbursed for \$150,284.
7. **Audit of Grant - Define whether the county is intending to use independent county auditor (in-kind) or services of contracted auditor (cash) and amount budgeted:** County cash match=\$30,000.
8. **Needs Assessment - Define work performed by county staff (in-kind), define hired contracted staff services specifically for the development of the needs assessment (cash match):** No in-kind match. Hire consultant firm to prepare and cash match of \$101,500.
9. **Transition Planning – Define work performed by county staff (in-kind), define the staff hired specifically for the proposed project (cash match):** in-kind match for Sheriff staff in the amount of \$542,000.
10. **County Administration – Define the county staff salaries/benefits directly associated with the proposed project.** In-kind match in the amount of \$250,000.

**11. Site Acquisition - Describe the cost or current fair market value (in-kind): Fair market Value is \$120,335.**

## 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) to ensure that dates are achievable. Please consult the “State Public Works Board (State Capital Outlay Process)/Board of State and Community Corrections Processes and Requirements” section, page 30 of the RFP for further information. Complete the table below indicating start and completion dates for each key event, including comments if desired. Note the required time frames for specific milestone activities in this process. The BSCC Board intends to make conditional awards at its June 2017 board meeting.

KEY EVENTS	START DATES	COMPLETION DATES	COMMENTS
Site assurance/comparable long-term possession <u>within 90 days of award</u>	7/1/17	8/31/17	Proposed Justice Site
Real estate due diligence package submitted <u>within 120 days of award</u>	7/1/17	9/30/17	To be done concurrently with Proj. Establishment
SPWB meeting – Project established <u>within 18 months of award</u>	7/1/17	10/13/17	
Schematic Design with Operational Program Statement <u>within 24 months of award</u> (design-bid-build projects)	N/A	N/A	
Performance criteria with Operational Program Statement <u>within 30 months of award</u> (design-build projects)	11/13/17	2/18/18	Design/Build Delivery
Design Development (preliminary drawings) with Staffing Plan	N/A	2/18/18	Staffing Plan Due
Staffing/Operating Cost Analysis approved by the Board of Supervisors	N/A	2/20/18	
Construction Documents (working drawings)	N/A	N/A	Included in Design Build
Construction Bids or Design-Build Solicitation	4/2/18	8/10/18	
Notice to Proceed <u>within 42 months of award</u>	9/17/18	9/17/18	
Construction (maximum three years to complete)	9/17/18	12/30/19	15 months
Staffing/Occupancy <u>within 90 days of completion</u>	12/30/19	3/30/20	

## SECTION 4: FACT SHEET

To capture key information from Section 5: Narrative, applicants must complete this Fact Sheet. Minimal information is requested. Narrative information or explanations are not to be included on this Fact Sheet nor as part of the tables in this section. Explanations of what is provided in these tables may be included in the Narrative section of the Proposal Form. Proposal narratives may include reference back to one or more of these specific tables (e.g., refer to Table 3 in Section 4 Fact Sheet).

**Table 1: Provide the following information**

1.	County general population	181,058
2.	Number of detention facilities	2
3.	BSCC-rated capacity of jail system (multiple facilities)	461
4.	ADP (Secure Detention) of system	384
5.	ADP (Alternatives to Detention) of system	285
6.	Percentage felony inmates of system	86%
7.	Percentage non-sentenced inmates of system (this is not for the pretrial information that is requested in the rating criteria Section 5)	53%
8.	Arrests per month	513
9.	Bookings per month of system	524
10.	“Lack of Space” releases per month	90

**Table 2: Provide the name, BSCC-rated capacity (RC) and ADP of the adult detention facilities (type II, III, and IV) in your jurisdiction (county)**

	Facility Name	RC	ADP
1.	El Dorado County Placerville Jail	303	252
2.	El Dorado County South Lake Tahoe Jail	158	132
3.			
4.			
5.			
6.			
7.			
8.			



**Table 3: List of the offender assessments used for determining programming**

<b>Assessment tools</b>		<b>Assessments per Month</b>
1.	Eureka Microskills Assessment	2
2.	Comprehensive Adult Student Assessment	1
3.		
4.		
5.		
6.		

## SECTION 5: NARRATIVE

Section 5 is limited to 35 pages (the budget narrative from Section 2 must be included in the 35 page limit) and must be double-spaced with one-inch margins. All narrative (Section 5) must use no smaller than 12-point Arial font and be ordered in the 6 subject areas listed below. If the narrative can be written in less than the maximum 35 pages, please do so (avoid “filler”). Pictures, charts, illustrations, or diagrams are encouraged in the narrative. Data sources must be identified.

If the project is for a regional ALCJF (must meet the requirements outlined in the “Eligible Projects” section, “Limit on Number of Projects/Set Asides” (pages 9 and 10) section of the RFP), clearly indicate so. Include the names of the partnering counties and their individual data that support the project and respond to the requested narrative points.

In order for a proposal to be able to compete and be rated by the ESC, it must include the following:

- Any locked facility constructed or renovated with state funding awarded under this program shall include space to provide onsite, in-person visitation capable of meeting or surpassing the minimum number of weekly visits required by state regulations for persons detained in the facility. (Gov. Code § 15820.946 subd. (f))
- Any county applying for financing authority under this program shall include a description of efforts to address sexual abuse in its adult local criminal justice facility constructed or renovated. (Gov. Code § 15820.946 subd. (g))

The Proposal structure is designed to allow county applicants to demonstrate how their proposed project meets the need for ALCJFs as stated in SB 844, and how proposed expenditures of public funds meet the identified need and are justified. The presentation of information about the proposed project should allow both applicants and raters to make a step-by-step connection between the need addressed by the project and its associated budget request.

The raters will ask many questions about the proposed project as they evaluate, including but not limited to:

- What need is the project designed to meet?
- What construction work does the county propose is necessary to meet this need?
- How will offender programming and/or treatment be served in the proposed new or renovated facility?
- What is the county plan of action to accomplish the legal, design, and build steps required for this project?
- What is the total project cost, what are the funding sources, and how will the county allocate expenditures of these funds?

- Will the county be prepared to proceed with the project in a timely manner if financing is approved?

SB 844 describes the purpose for which ALCFJ construction financing is to be awarded. Additionally, the legislation states specific factors to be considered in assessing how well a proposal suits those purposes. In each section of the proposal, the rater (1) assesses how well the narrative addresses the general merit factors that apply to this section, and (2) assesses special factors mentioned in the SB 844 legislation as criteria for funding.

- General merit is assessed on a 13-point scale:
  - 0 Fails to meet minimum standards for financing
  - 1-3 Reaches minimum standards despite deficiencies
  - 4-6 Generally adequate
  - 7-9 Good
  - 10-12 Excellent
- Special merit factors are scored from 0 to 4; depending on the factor, it may be scored on a 0-4 range, or as yes/no (0/4).

For an ALCJF construction project, county applicants must answer the following questions:

**1. Statement of Need: What are the safety, efficiency, and offender programming and/or treatment needs addressed by this construction proposal? Please cite findings from the needs assessment (through 2019) submitted with this proposal.**

General Merit Factors

- To what extent does the need described in the proposal match the legislative intent of SB844?
- Does the applicant provide a compelling case for the use of state financing to meet this need?
- How well is the description of need supported by evidence provided by the applicant?

**2. Scope of Work: Describe the areas, if any, of the current facility to be replaced or renovated, and the nature of the renovation, including the number of cells, offices, classrooms or other programming/treatment spaces to be replaced or added and the basic design of the new or renovated units.**

General Merit Factors:

- How will the planned replacement, renovation, or new construction meet the needs described in Question 1 (Statement of Need)?
- How well does the proposed project plan suit general operational requirements for the type of facility in the proposal, including factors such as safety, security and efficiency?
- Where applicable, how well does the proposed project meet specific needs for programming and treatment space?

Special factors (Gov. Code, §15820.946, subd. (c)) Funding consideration:

- A. Does the county plan for seeking to replace compacted, outdated, or unsafe housing capacity that will also add treatment space; or,
- B. Does the county plan for seeking to renovate existing or build new facilities that provide adequate space for the provision of treatment and rehabilitation services, including mental health treatment.

**3. Programming and Services: Describe the programming and/or treatment services currently provided in your facility. Provide the requested data on pretrial inmates and risk-based pretrial release services. Describe the facilities or services to be added as a result of the proposed construction; the objectives of the facilities and services; and the staffing and changes in staffing required to provide the services.**

General Merit Factors:

- A. How clearly described are the facility's current programming and/or treatment services?
- B. If improvements to programming and/or treatment services are expected as a result of the planned construction project:
  - Are the improvements to programming and/or treatment services clearly described?
  - How strong is the evidence provided by the applicant that the programming and/or treatment services planned for inmates upon project completion will help reduce recidivism or meet inmates' health and treatment needs while incarcerated?
  - What are the applicant's current efforts and the plan to provide a post-release continuum of care? Describe the applicant's efforts to collaborate with community based partners in this effort.
- C. If improvements are designed to replace compacted, outdated, or unsafe housing capacity:
  - How are the program and treatment service needs of the facility population expected or planned to be met?
  - Are the improvements to housing deficiencies clearly described?
  - To what extent will the deficiencies be remedied by the proposed construction?
- D. How thoroughly does the staffing plan and lines of authority (including interagency partnerships, if relevant) in program and treatment management meet operational objectives?

Special Factors (Gov. Code, § 15820.946, subd. (b)) Mandatory Criterion:

- A. The county provided documentation that states the percentage of its inmates on pretrial status between January 1, 2015 and December 31, 2015 in the narrative of question 3.
- B. Provided a description of the county risk-assessment-based pretrial release program is provided in the narrative of question 3.

**4. Administrative Work Plan: Describe the steps required to accomplish this project. Include a project schedule, list the division/offices including personnel that will be responsible for each phase of the project, and how it will be coordinated among responsible officials both internally and externally.**

General Merit Factors:

- A. How clearly described are the elements of the work plan: timeline, assigned responsibilities, and coordination?
- B. Can the scope of work described in Question 2 (Scope of Work) feasibly be accomplished within the time allotted?

**5. Budget Narrative: Describe the amounts and types of funding proposed and why each element is required to carry out the proposed project. Describe how the county will meet its funding contribution (match) requirements for all project costs in excess if the amount of state financing requested and how operational costs (including programming costs) for the facility will be sustained.**

General Merit Factors:

- A. Is the allocation of effort in the budget appropriately matched to the objectives described under project need, scope of work, offender treatment and programming, and administrative work plan?
- B. Are the budgeted costs an efficient use of state resources?
- C. Rate the applicant's plan for sustaining operational costs, including programming over the long term.

**6. Readiness to Proceed (Gov. Code, § 15820.946, subd. (b)(2)) Funding Preference:**

- A. Did the county provide a board resolution: 1) authorizing an adequate amount of available matching funds to satisfy the counties' contribution 2) approving the forms of the project documents deemed necessary, as identified by the board (SPWB) to the BSCC, to effectuate the financing authorized by the legislation, 3) authorizing the appropriate signatory or signatories to execute those documents at the appropriate times. The matching funds mentioned in the resolution shall be compatible with the state's lease revenue bond financing. See page 2 of the Proposal Form and Instructions for more information regarding "compatible funds".

Note: Finance and the SPWB will ultimately make the final determination of any fund sources compatibility with the SPWB's lease revenue bond financing. For multi-county proposals or regional proposals, applicants must attach their MOUs. All partners in the regional application must provide a board resolution.

- B. Did the county provide documentation evidencing CEQA compliance has been completed? Documentation of CEQA compliance shall be either a final Notice of Determination or a final Notice of Exemption, as appropriate, and a letter from county counsel certifying the associated statute of limitations has expired and either no challenges were filed or identifying any challenges filed and explaining how they have been resolved in a manner that allows the project to proceed as proposed.

The evaluation factors to be used and the maximum points that will be allocated to each factor are shown in the table below.

EVALUATION FACTOR		Scoring Method	Percentage	Weighted Score
1.	Statement of Need	0-12	15%	18
2.	Scope of Work	0-12	15%	18
	SF A/B: Feasible plan to replace compacted housing/expand program/treatment space	0-4		4
3.	Programming and Services	0-12	25%	30
	SF A: Documents pretrial inmate percentage	0/4		4
	SF B: Describes risk assessment-based pretrial release process	0/4		4
4.	Administrative Work Plan	0-12	10%	12
5.	Budget Narrative	0-12	10%	12
6.	A. Readiness: Board Resolution	0/12	10%	12
	B. Readiness: CEQA Compliance	0/12	15%	18
<b>TOTAL POINTS</b>		<b>96</b>	<b>100%</b>	<b>132</b>

Notes:

SF                      Special Factor  
0-12                    Scored on a 0 to 12 pt. range  
0-4                     Scored on a 0 to 4 pt. range  
0/4                     Scored 4 if pass, 0 if fail  
0/12                    Scored 12 if pass, 0 if fail

## SECTION 6: BOARD OF SUPERVISORS' RESOLUTION

All counties applying for SB 844 financing must include a Board of Supervisors' resolution with the proposal submittal. The resolution must include the requisite components as outlined below. For counties submitting multiple proposals (which requires participation in a regional ALCJF as described in the RFP), separate resolutions for each proposal, with the necessary language contained in each resolution, are required.

**The Board of Supervisors' resolution for the project shall be attached to the original proposal and must contain all of the following:**

- A. Names, titles, and positions of county construction administrator, project financial officer, and project contact person.
- B. Approving the forms of the project documents deemed necessary, as identified by the board (SPBW) to the BSCC, to effectuate the financing authorized by the legislation.
- C. Authorization of appropriate county official to sign the applicant's Agreement and submit the proposal for funding.
- D. Assurance that the county will adhere to state requirements and terms of the agreements between the county, the BSCC, and the SPWB in the expenditure of state financing and county match funds.
- E. Assurance that authorizes an adequate amount of available matching funds to satisfy the counties' contribution. The identified matching funds in the resolution shall be compatible with the states' lease revenue bond financing. (see page 2 of this form for description of compatible funds)
- F. 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, Chapter 1, Subchapter 6 section 1756 (j) 5) within 90 days after project completion.
- G. All projects shall provide the following site assurance for the county facility at the time of proposal or not later than 90 days following the BSCC's notice of Intent to Award: 1) 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, 2) 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 BSCC, for so long as the SPWB lease-revenue bonds secured by the financed project remain outstanding.
- H. Attestation to \$ 120,335 as the current fair market land value for the proposed new or expanded facility. This can be claimed for on-site land value for new facility construction, on-site land value of a closed facility that will be renovated and

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

- I. Regional ALCJF projects only: A Board of Supervisors' resolution from all counties in the regional partnership containing the items identified above, along with a Memorandum of Understanding (MOU) or Joint Powers Agreement (JPA) between each of the partner counties. Please consider the information about regional ALCJFs for the purposes of this funding program as described in the "Eligible Projects" section, "Limit on Number of Projects/Set Asides" sub-section of the RFP, before developing these documents. If preliminary MOUs and JPAs are submitted, final documents must be submitted within 90 days following the notification to the lead county of conditional Intent to Award state financing.

Note: Additionally, refer to "Section 5: Narrative - Readiness to Proceed."



## PROPOSAL CHECKLIST

- a. Page 1 of the Proposal Form is the first page of your proposal. Please use standard copy paper. Do not use heavyweight, card stock, or glossy paper. Covers, table of contents, introductory letters, tabs, or dividers are not allowed.
- b. The formal proposal includes the Proposal Form, narrative, and required attachments (needs assessment, board resolution, regional project MOU's or JPA's, one (1) additional attachment with a limit of 4 pages of schematics, graphs or charts) as a combined document.
- c. Provide one original proposal with Applicants Agreement signed by proper authority on page 2 section E.
- d. In addition to the wet signature original and 1 electronic copy (read only). The electronic version should be an Adobe Acrobat file (pdf) on a standard CD ROM.
- e. Two whole punch the top of the original copy of the proposal.
- f. Use a clip to secure the proposals. (Do not put proposals in binders or use staples.)
- g. The Arial font used for the proposal and the appendices can be no smaller than 12 point.
- h. The narrative for Sections 5 must be double-spaced with one-inch margins.
- i. The entire narrative (Section 5 and Section 2) cannot exceed 35 pages.
- j. The only attachments are the board resolution, needs assessment, regional project MOU's and JPA's, and one (1) attachment with a limit of four (4) pages of schematics, graphs or charts.
- k. Attach to the original proposal the Board of Supervisors' resolution (original or copy), fully executed, containing the language cited in Section 6 of the Proposal Form. Please include an additional copy of the resolution.
- l. Provide one copy of a needs assessment study (as described previously in the RFP) if the county intends to build a new facility or add bed space to an existing facility. Projects for renovation and program space only are not required to submit a separate needs assessment study but are required to comprehensively document the need for the project in the proposal.
- m. For regional ALCJFs, provide one copy of the MOU or JPA and the Board of Supervisors' resolution from all participating counties.