1. Agenda

    Documents:

        2-16-2022 HNRC MEETING AGENDA VIRTUAL TNP EDIT.PDF

2. Agenda Packet

    Documents:

        2-16-2022 HNRC MEETING AGENDA VIRTUAL TNP EDIT.PDF
        1-12-2022 HNRC SPECIAL MEETING MINUTES.PDF
        2-16-2022 MEMO CDBG AND HTF GRANTS.PDF
        HNRC COMMITTEE RATER CONFLICT OF INTEREST 2-16-22.PDF
        NONPROFIT PRESENTATIONS SCHEDULE FEBRUARY 16, 2022.PDF
        GRANT PROPOSAL EVALUATION CRITERIA FY 2022-2023 AND FY 2023-2024 RFP-22-HCD-471.PDF
        COMPETITIVE GRANT PROPOSALS FY 2022-2023 AND FY 2023-2024.PDF
        GRANT PROPOSALS FY 2022-23 AND FY 2023-2024 RATING WORKSHEET.PDF
        GRANT PROPOSALS FY 2022-23 AND FY 2023-2024 FUNDING RECOMMENDATION WORKSHEET.PDF

3. Additional Material

    Documents:

        BAY AREA COMMUNITY HEALTH PROPOSAL ON CURRENT FORM.PDF
        COVER PAGE WITH GRANT REQUEST AMOUNT SOUTH COUNTY COMPASSION CENTER.PDF

4. Late Correspondence

    Documents:

        PROJECT SENTINEL LATE CORRESPONDENCE LANDLORD TENANT COUNSELING AND DISPUTE RESOLUTION.PDF
        PROJECT SENTINEL LATE CORRESPONDENCE PROJECT SENTINEL FAIR HOUSING.PDF

4.I. Late Correspondence

    Documents:

        CARAS LATE CORRESPONDENCE INQUIRY RESPONSE .PDF
        SVILC LATE CORRESPONDENCE INQUIRY RESPONSE.PDF
        CITY STAFF LATE CORRESPONDENCE ON FY 21-22 GRANT APPLICANT PERFORMANCE AND FY 22-23 PROPOSAL SUBMITTAL INFORMATION.PDF

City of Gilroy
Housing & Community Development
7351 Rosanna Street
Gilroy, CA 95020



Housing & Neighborhood Revitalization Committee (HNRC)

Regular Meeting Agenda

Wednesday, February 16, 2022 – 6:00 p.m.
Virtual Meeting

HOUSING & NEIGHBORHOOD REVITALIZATION COMMITTEE MEMBERS:		
Vanessa Ashford, Chair	Greg Bozzo	Michael Sanchez
Jasmine Ledesma, Vice-Chair	Makhan (Mak) Gupta	Laraine Spencer
	Carissa Purnell	

THIS MEETING WILL BE CONDUCTED VIA ONLINE VIRTUAL PORTAL PURSUANT TO THE PROVISIONS OF ASSEMBLY BILL 361

MEETING MATERIAL IS AVAILABLE ON THE CITY WEBSITE AT http://www.cityofgilroy.org/AgendaCenter.

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Weblink: https://us02web.zoom.us/j/84463608424?pwd=OGM5cTNBdEJQanloZ2RQTGMveTk0dz09

Or via Telephone: +1 669 900 6833
Webinar ID: 844 6360 8424
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PUBLIC COMMENTS WILL BE TAKEN ON AGENDA ITEMS BEFORE ACTION IS TAKEN BY THE HOUSING AND NEIGHBORHOOD REVITALIZATION COMMITTEE. **PUBLIC COMMENTS WILL NOT BE TAKEN THROUGH FACEBOOK LIVE.**

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City of Gilroy
Housing & Community Development
7351 Rosanna Street
Gilroy, CA 95020



I. Call to Order - Welcome
a. Roll Call

II. Report on Posting of the Agenda

III. Public Comments <u>on Items Not on the Agenda:</u>
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IV. Approval of Meeting Minutes (report attached)
a. Minutes from January 12, 2022
b. Public comment
c. Possible Action: Motion to approve minutes

V. FY 2021-2022 Community Development Block Grant (CDBG) and Housing Trust Fund (HTF) Grant Applicant Presentations (report attached)
a. Staff report by Sandra Nava, HCD Technician II
b. 2-minute presentation on proposal from each nonprofit grant applicant
c. Public comment
d. Possible Action: Receive proposal summaries and ask questions

VI. Committee Consolidation Transition Plan
a. Staff report by Bryce Atkins, Senior Management Analyst
b. 2022 Meeting schedule
c. Public comment
d. Possible Action: Provide feedback

VII. Selection of 2022 Leadership (Continued from January 12, 2022)
a. Committee Discussion
b. Public comment
c. Recommended Action: Select Chair and Vice-Chair

VIII. Informational Items

IX. Updates

X. Future Agenda Items
- March 9, 2022 Approval of CDBG and HTF Grant Funding Recommendations
- March 9, 2022 Committee Consolidation Transition Plan

XI. Adjournment
The next regular meeting is March 9, 2022

City of Gilroy
Housing & Community Development
7351 Rosanna Street
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Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, task forces, councils and other agencies of the City exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's view.
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Housing & Community Development
7351 Rosanna Street
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City of Gilroy
Housing Division
7351 Rosanna Street
Gilroy, CA 95020



Housing & Neighborhood Revitalization Committee (HNRC) Special Meeting Minutes

Wednesday, January 12, 2022 – 6:00 p.m.

I. Call to Order - Welcome

The meeting was called to order by Chair Vanessa Ashford via teleconference at 6:03 p.m. The Chair read aloud a statement announcing that the meeting was being conducted by teleconference pursuant to the extension of Brown Act waivers provided for under Assembly Bill 361, as would subsequent meetings so long as the City Council could make findings that it was necessary in order to protect public safety and the Governor's declared emergency remained in effect.

Roll call: Chair Vanessa Ashford, Greg Bozzo, Makhan (Mak) Gupta, Carissa Purnell, Michael Sanchez, Laraine Spencer
Absent: Vice-Chair Jasmine Ledesma (excused)

City staff participating: Crystal Zamora, Program Administrator, Bryce Atkins, Senior Management Analyst, Thai Pham, City Clerk, Sandra Nava, HCD Technician II

II. Report on Posting of the Agenda

Secretary Nava announced that the agenda was posted on January 11, 2022 at 1:45 p.m.

III. Public Comments <u>on Items Not on the Agenda:</u>

There were no public comments.

IV. Selection of Leadership

The committee discussed waiting until discussion is held on the committee consolidation transition plan, before selecting new leadership. Motion to continue the selection of leadership to February 16, 2022 was made by Member Bozzo, seconded by Member Gupta and carried 5-1 (Member Sanchez voting no).

There were no public comments

V. Approval of Meeting Minutes

Motion to approve the July 14, 2021 and September 8, 2021 meeting minutes was made by Member Purnell, seconded by Chair Ashford and unanimously carried 6-0.

There were no public comments.

VI. Approval of 2022 Meeting Schedule

Discussion was held on the proposed 2022 meeting schedule, which was created prior to Council's decision to consolidate committees. Staff encouraged the adoption of the schedule and informed members they could consider amending the schedule at the next meeting. Motion to approve the 2022 meeting schedule was made by Member Gupta, seconded by Member Sanchez and carried 5-1 (Chair Ashford voting no).

There were no public comments.



VII. Housing Element Update

Cindy McCormick, Customer Service Manager, provided an update on three housing topics: Housing Element update, potential affordable housing policy, and adopted objective design standards for multi-family projects and for Senate Bill 9 projects.

There were no public comments.

VIII. FY 2022-2023 and 2023-2024 Community Development Block Grant (CDBG) and Housing Trust Fund (HTF) Grant Funding Cycle Orientation

Sandra Nava, HCD Technician II, gave an overview of the CDBG and HTF 2-year grant funding cycle timeline, funding availability, and process HNRC members should follow to rate, rank, and provide grant funding recommendations.

There were no public comments.

IX. Informational Items

Bryce Atkins, Management Analyst, informed members that there will be a recurring agenda item to discuss the Council approved committee consolidation transition plan.

There were no public comments.

X. Staff Updates

Crystal Zamora, Program Administrator, provided an update on the CARES Act Small Business Relief and Rent Assistance Grants and rent relief progress.

There were no public comments.

XI. Future Agenda Items

February 16, 2022

- Presentations from Applicants for FY 2022-23 and 2023-24 CDBG and HTF Grants
- Committee Consolidation Transition Plan
- Possible Amendment of the 2022 Meeting Schedule

March 9, 2022

- Approval of CDBG and HTF Grand Funding Recommendations
- Committee Consolidation Transition Plan

XII. Adjournment

Chair Ashford adjourned the meeting at 7:55 p.m.
The next Regular Meeting is February 16, 2022.

City of Gilroy
Housing Division



Memorandum

Date: February 16, 2022

To: Housing and Neighborhood Revitalization Committee (HNRC)

From: Sandra Nava, Housing & Community Development Technician II

Subject: FY 2022-2023 and FY 2023-2024 Community Development Block Grant (CDBG) and Housing Trust Fund (HTF) Grant Applicant Presentations and Proposal Rating, Ranking, and Funding Recommendation Process

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BACKGROUND

Members will be asked to disclose if they have a real or apparent conflict of interest that precludes them from participating in the grant proposal evaluation process. Staff will provide a brief description of the grant proposal presentation process.

Thirteen competitive and two internal City of Gilroy, non-competitive, proposals were received by the January 31, 2022 deadline. The committee is tasked with reviewing the competitive proposals. Bay Area Community Health (BACH) accidentally submitted its eligible proposal on the FY 2021-2022 form, which was for a 1-year funding cycle; the agency was given the opportunity to transfer the information submitted to the FY 2022-2023 and FY 2023-2024 form, without adding any additional information. As a result, the HNRC should only consider the proposed "Community Outreach and Navigation: PrEP" project for the first year of the funding cycle, FY 2022-2023.

Nonprofit agencies who submitted eligible proposals for FY 2022-2023 and FY 2023-2024 Community Development Block Grant (CDBG) and local Housing Trust Fund (HTF) grants will provide a 2-minute summary of the proposal for which they seek funding, followed by up to 8 minutes for questions, after each presentation. After tonight's meeting, eligible HNRC members will evaluate eligible proposals from home in the following manner:

First, members will score each proposal based on the attached evaluation criteria, "Exhibit A", using the grant proposal rating worksheet provided. Email this worksheet to staff by February 25th.

Next, wait to complete the funding recommendation worksheet until March 1st, the date staff will receive direction on the availability of the Housing Trust Fund. From the highest ranked proposal to the lowest, members will list grant allocation recommendations, and specify the funding type code on the funding recommendation worksheet. Email this worksheet to staff by end of day March 2nd.

After receiving the HNRC's grant funding allocation recommendations, staff will create a Council grant allocation recommendation summary that will be presented to the HNRC for consideration, at the March 9, 2022 meeting. Due to this being a 2-year funding cycle, the grant allocations ultimately approved by the City Council in May will be for FY 2022-2023, with the same amount awarded for FY 2023-2024, based on satisfactory progress in the first fiscal year and funding availability.

The City expects to receive approximately the same CDBG grant award in FY 2022-2023 that it received in FY 2021-2022. If we estimate a grant award of $470,000 and an annual set-aside for internal city programs, the following is the breakdown:

$470,000 CDBG FY 2022-2023 grant award from HUD

-$ 94,000 is allocated to program administration (capped by HUD at 20% of the grant)

-$ 70,500 is allocated to public services, capped by HUD at 15% of the grant. The Recreation Department's request is $38,452 for the Gilroy Youth Center, leaving approximately $32,000 available for distribution.

$305,500 the remaining balance can be distributed to non-public service programs, such as the repair and accessibility modification program and to eligible public works projects. The Public Works Department's request for the Annual Sidewalk/Curb Ramp Project is $386,000.

As you consider the CDBG amounts available for distribution, $32,000 for public services and $305,500 for non-public services, make note that you are not tasked with reviewing or making funding recommendations for the internal City of Gilroy programs.

The City's local Housing Trust Fund (HTF) has provided up to $168,000 in grant funding each fiscal year for housing or homeless related public services. On February 28th the City Council will be reviewing the HTF and providing direction on the future use of these funds. There is the potential for a reduction or elimination of this funding source for public services, which if realized, may happen in the upcoming funding cycle, or a later cycle. On March 1st the outcome of the City Council's decision will be shared with the HNRC members.

ANALYSIS

N/A

NEXT STEPS

Staff will be available for questions.

City of Gilroy

APPLICANT

CONFLICT OF INTEREST

This is to confirm that I have no conflict of interest with any of the applicants for FY 2022-2023 and FY 2023-2024 Community Development Block Grant and local Housing Trust Fund grant funding.

If I do have a conflict, I will so advise the Housing and Neighborhood Revitalization Committee (HNRC) Chairperson at the February 16, 2022 HNRC meeting.

_____

Print Name

_____ _____

Signature Date

City of Gilroy

Housing Trust Fund & Community Development Block Grant Funding
FY 2022-2023 and FY 2023-2024

Grant Applicant Presentation Schedule
Wednesday, February 16, 2022
Virtual Webinar
Housing & Neighborhood Revitalization Committee (HNRC)
Meeting 6:00 p.m.

22-RFP-HCD-471-Request for Proposals

PUBLIC SERVICES

	Agency	Project Title	Time
1.	The Health Trust	Meals on Wheels	6:10 p.m.
2.	South County Compassion Center	Outreach for the Unhoused	6:20 p.m.
3.	Silicon Valley Independent Living Center	Housing and Emergency Services for Persons with Disabilities	6:30 p.m.
4.	Saint Joseph's Family Center	Homeless Prevention Services	6:40 p.m.
5.	Saint Joseph's Family Center	Gilroy Street Team	6:50 p.m.
6.	Project Sentinel	Project Sentinel Fair Housing	7:00 p.m.
7.	Project Sentinel	Landlord-Tenant Counseling & Dispute Resolution	7:10 p.m.

Break 5 Minutes

8.	Live Oak Adult Day Services	Adult Day Care	7:25 p.m.
9.	Community Agency for Resources Advocacy and Services (C.A.R.A.S.)	Homeward Bound Homeless Prevention Services	7:35 p.m.
10.	Community Agency for Resources Advocacy and Services (C.A.R.A.S.)	RYSE UP (Reaching our Young people to Succeed and Empower with Unlimited Potential	7:45 p.m.
11.	Boys & Girls Club of Silicon Valley	Ochoa Clubhouse CORE Enrichment	7:55 p.m.
12.	Bay Area Community Health	Community Outreach and Navigation PrEP	8:05 p.m.

NON PUBLIC SERVICES

1.	Rebuilding Together Silicon Valley	Repair and Accessibility Modification Program for Low-Income Homeowners and Renters	8:15 p.m.

CITY OF GILROY
EXHIBIT A
CITY OF GILROY – CDBG and HTF
EVALUATION CRITERIA

FYs 2022-2023 and 2023-2024 REQUEST FOR PROPOSALS

In evaluating eligible projects, the criteria listed below will be used to determine which projects will be recommended for funding. Each project proposal will be rated on the degree to which it meets each of the numerical rating factors.

RATING FACTORS

- The rating a project receives will be based on the information provided in the Project Proposal
- Use whole numbers only when rating proposals
- A high numerical score alone does not guarantee funding

Examples of high, medium, and low degrees needed to meet each criterion are shown. After rating numerically, proposals with tied scores should be further evaluated, for ranking purposes, based on which proposal meets a greater need.

CRITERION 1: NEED Measures how effectively the proposed project addresses one or more FY 2020-2025 Consolidated Plan priority needs.		**AGENCY RESPONSE** **Found in Section 2, A2 of proposal**
HIGH **(6 pts.)** Clearly documents an effective approach to meeting this need.	**MEDIUM** **(3 pts.)** Need is clearly documented, approach is less effective than in comparative proposals.	**LOW** **(0 pts.)** Need is not clearly documented and/or applicant cannot demonstrate they are addressing a Consolidated Plan priority goal being met.

CRITERION 2: TARGETED INCOME Measures the income levels of proposed beneficiaries.		**AGENCY RESPONSE** **Found in Section 2, B1 of proposal**
HIGH **(6 pts.)** All proposed beneficiaries are extremely low income	**MEDIUM** **(4 pts.)** All proposed beneficiaries are Very low income or lower	**LOW** **(2 pts.)** All proposed beneficiaries are low income or lower

CRITERION 3: EXPERIENCE Measures the extent of experience the agency has providing the proposed service or similar service.		**AGENCY RESPONSE** **Found in Section 2, C3 of proposal**
HIGH **(4 pts.)** Agency has experience providing the same service proposed.	**MEDIUM** **(2 pts.)** Agency has experience providing a similar service to that proposed.	**LOW** **(0 pts.)** Agency has no organizational or staff experience providing the type of service proposed.

CRITERION 4: LEVERAGED FUNDS Measures the total revenue the agency proposes to acquire from other funding sources in order to operate the proposed program.		**AGENCY RESPONSE** **Found in Section 3, D of proposal**
HIGH **(4 pts.)** 25% or higher of total proposed project revenues are budgeted from other sources.	**LOW** **(1 pt.)** Less than 25% of total proposed project revenues are budgeted from other sources.	**BELOW** **(0 pts.)** No proposed project revenues are budgeted from other sources.

CRITERION 5: WORKING WITH OTHER AGENCIES Measures the agency's efforts to collaborate in order to augment rather than duplicate services to beneficiaries. ***BONUS POINTS***: measures the use of leveraging staff and resources to enhance services.		**AGENCY RESPONSE** **Found in Section 2, A5 & A6 of proposal** **Found in Section 2, A6**		
HIGH **(4 pts.)** Agency clearly demonstrates how it actively works with other agencies in delivering program services.	**MEDIUM** **(2 pts.)** Agency actively participates in a consortium of service providers related to project services. The South County Collaborative or Santa Clara County Collaborative on Affordable Housing and Homeless Issues are examples.	**LOW** **(1pt.)** Agency has informal but established working relationships with other public service providers.	**NO SCORE** **(0 pt.)** Applicant shows no evidence of working with other agencies.	***BONUS POINTS*** **(2 pts.)** Collaboration with other service providers including elements such as shared staff, locations or budgets that resulted in increased, expanded, or different services.

CRITERION 6: MEASURABLE OUTCOMES AND SYSTEM Measures the extent to which the application proposes outcome measures and a feasible measurement system.		AGENCY RESPONSE **Found in Section 2, B3, #1 and #2 of proposal**
HIGH **(4 pts.)** Application identifies outcome measures for proposed services and has implemented a feasible outcome measurement system.	**MEDIUM** **(1 pt.)** Application identifies outcome measures and measurement methods, but has not implemented a feasible outcome measurement system.	**BELOW** **(0 pts.)** Application does not identify outcome measures and/or feasible outcome measurement system.

CRITERION 7: PROGRAM PERFORMANCE Measures applicant's history or track record of meeting goals and completing projects.			WHERE TO FIND Information to be provided by Housing & Community Development staff.		
High **(4 pts.)** Applicant has demonstrated history of exceeding all 3 performance benchmarks (i.e. unduplicated participants, activities and outcomes).	**Medium** **(2 pts.)** Applicant has demonstrated history of meeting at least 2 of 3 performance benchmarks and has no pending or unresolved monitoring or financial audit findings requiring corrective actions.	**Low** **(1 pt.)** Applicant has demonstrated history of meeting at least 1 of 3 standard performance benchmarks and has no pending or unresolved monitoring or financial audit findings requiring corrective actions.	**NEW APPLICANT** **(0 pt.)**	**CORRECTIVE ACTIONS PENDING** **(-2 pt.)** A project with pending corrective actions identified in monitoring reports from the City, another funding source or financial audit. This includes projects subject to a corrective action plan, including probationary status from any funding source.	**CORRECTIVE ACTIONS UNRESOLVED** **(-4 pts.)** A project with unresolved corrective actions not being adequately addressed at the time of application. Rating also applies to applicants who have shown substantial delays in implementing past projects and have not corrected past performance problems.

Community Development Block Grant/ Gilroy Housing Trust Fund
Application City of Gilroy 22-RFP-HCD-471
Fiscal Year 2022-2023

SECTION 1: COVER SHEET

A. Applicant Information

Legal Name of Organization: Bay Area Community Health
Mailing Address: 40910 Fremont Blvd.
City, State, Zip Code: Fremont, CA 94538
Contact Person Name: Rosanna Salgado McDonald Title: Director, Fund Development
Email Address: rsalgado@bach.health Webpage: www.bach.health
Telephone Number: 408-729-4290

B. Project Overview

Project Name: Community Outreach and Navigation: PrEP
Project Location: 9460 No Name Uno
City, State, Zip: Gilroy, CA 95020

Brief Project Description: Bay Area Community Health, a Federally Qualified Health Center (FQHC) with an extensive history of delivering HIV outreach, prevention, and treatment services, requests $15,000 in funding to train and deploy a .15 full-time equivalent (FTE) bilingual English/Spanish outreach worker to serve Gilroy residents at risk of contracting HIV. PrEP (pre-exposure prophylaxis) is a medicine people at risk for HIV take to prevent getting HIV from sex or injection drug use. When taken as prescribed, PrEP is highly effective for preventing HIV. If funded, the project will address the HIV epidemic by ensuring that Gilroy residents at risk of HIV have access to prevention through PrEP medication, and receive HIV testing and subsequent responsive care services including case management, linkage to care, and client navigation support along the PrEP continuum. The project is designed to increase the number of Gilroy residents accessing and using clinically-indicated PrEP; thus decreasing the number of residents who contract HIV. The project benefits from mutual referrals by/to essential services provided by BACH's Gilroy-based referral partners to meet housing, food, and other needs, as well as lowering barriers to care through access to BACH's full array of health and wellness services at BACH's Gilroy clinic.

C. Funds Requested

Funding request for Fiscal Year 2022/2023: $ 15,000

Gilroy CDBG/HTF funds in Fiscal Year:	2020-2021	2021-2022
Requested:	$0.00	$16,000.00
Received:	$0.00	$10,250.00

Identify the City of Gilroy Consolidated Plan priority need(s) being met:

- ☐ Preserve Affordable Housing for Home Ownership
- ☐ Small Business Expansion
- ☐ Supportive Services for Homeless
- ☐ Fair Housing Support
- ☐ Install Safety & Enhanced Public Improvements
- ☐ Workforce Development
- ☒ Supportive Services for Special Needs Populations
- ☐ Neighborhood Revitalization

SECTION 2: PROJECT INFORMATION

A. Project Overview and Target Population [Limit each response to no more than half a page]

1. Describe the primary purpose of the proposed project:

To increase community awareness, increase access to health care, and lower the rates of HIV (human immunodeficiency virus) in Gilroy, thus addressing the HIV epidemic. The STD/HIV Prevention & Control Program of the County of Santa Clara Public Health Department has identified five key strategies in stopping the HIV epidemic: 1) improve quality and usability of collected data; 2) improve PrEP and PEP utilization and access, 3) increase and improve HIV and STD testing and integration, 4) improve linkage and retention in HIV care, and 5) increase general HIV education & awareness and reduce stigma around HIV, sexual orientation, and gender identity.

1.05. **Description of Services**

Location of services:	BACH's Gilroy Clinic, 9460 No Name Uno, Gilroy, CA 95020
Hours of operation:	Monday – Friday, 8:00am – 8:00pm, Saturday – Sunday, 8:00am – 5:00pm

Activity 1:	
Activity Name:	Outreach to Partners

Activity Description:
Connect with Gilroy-serving partners; disseminate targeted email and social media notices; deliver online informational sessions to confirm mutual referrals (housing assistance, food pantries, for example); and publicize the availability of PrEP services. Internal education to BACH clinic staff. All outreach will be culturally sensitive and bilingual (English/Spanish.)

Activity 2:	
Activity Name:	Targeted Outreach to Community Members at Risk of HIV.

Activity Description:
BACH will use a "smart screening algorithm" in its electronic health record: OCHIN Epic to identify potential PrEP candidates. Further inreach to higher-risk BACH patients through targeted text campaigns; to BACH patient population through video clip and flyers in clinic waiting and exam room and at BACH's school-based health center based at Glenview Elementary School (which serves the entire family). BACH will deploy the bilingual English/Spanish outreach worker in Gilroy to serve new populations of Latino-majority migrant workers with varying document status as well as previously underserved HIV positive and high-risk HIV negative individuals. She will also receive referrals from service partners. As in all of its outreach, staff will adhere to current COVID-19 public health protocols, incorporating social distancing and masks, hand sanitizer and wipes to ensure a safe and healthy environment.

Activity 3:	
Activity Name:	Education, Services, and Referrals for Clients

Activity Description:

The outreach worker will meet with clients and provide education, support and referrals to HIV testing, and PrEP prescription. Referral to Valley Medical Center (if HIV positive). Includes culturally specific navigation (help with appointments, transportation, appointment accompaniment) for HIV- and HIV+ clients. BACH's policy is to link HIV+ patients to care within 30 days.

2. Describe the need(s) that the proposed project addresses, its community impact, and how it addresses a City Council priority.

Bay Area Community Health, a Federally Qualified Health Center (FQHC) with an extensive history of delivering HIV outreach, prevention, and treatment services, requests $15,000 in funding to train and deploy a .15 full-time equivalent (FTE) PrEP Outreach Navigator to serve Gilroy residents at risk of contracting HIV. PrEP (pre-exposure prophylaxis) is a medicine people at risk for HIV take to prevent getting HIV from sex or injection drug use. When taken as prescribed, PrEP is highly effective for preventing HIV.

According to the County of Santa Clara Public Health Department, geographic areas with high rates of people living with HIV/AIDS were concentrated in the north central part of the county, as well as in the more rural southern region. Many of these areas are associated with higher poverty levels, lower educational attainment, and higher unemployment. (HIV Epidemiology Annual Report County of Santa Clara 2018)

If funded, the project will address the HIV epidemic by ensuring that Gilroy residents at risk of HIV have access to prevention through PrEP medication, and receive HIV testing and subsequent responsive care services including case management, linkage to care, and client navigation support along the PrEP continuum. The project is designed to increase the number of Gilroy residents accessing and using clinically-indicated PrEP; thus decreasing the number of residents who contract HIV. The project benefits from mutual referrals by/to essential services provided by BACH's Gilroy-based referral partners to meet housing, food, and other needs, as well as lowering barriers to care through access to BACH's full array of health and wellness services at BACH's Gilroy clinic.

The proposed project addresses the need for education and prevention services among Gilroy residents at risk of HIV. These include men who have sex with men (MSM), injection drug users, Latino-majority migrant workers with varying document status, previously underserved HIV positive and high-risk HIV negative individuals, and transgender women who have sex with men. The project's impact on the community is improved public health, lessened future burden on the local health, social services, and public benefits systems. The project meets the City Council's goal to Enhance Public Safety Capabilities.

3. Describe the project's target population, including client eligibility requirements. Discuss how and if they are an at-risk and/or under-served population.

The target population for the proposed project is men who have sex with men (MSM), injection drug users, Latino-majority migrant workers with varying document status, previously underserved HIV positive and high-risk HIV negative individuals, and transgender women who have sex with men. In 2019 in Santa Clara County, there were 3,481 HIV positive individuals and 159 new diagnoses, with the highest rate among men aged 25-44 (28.1 per 100,000). Among men, African Americans and Latinos have the highest rates (67.7 and 33.2 per 100,000, respectively) compared to whites 9.2 per 100,000). Among males, prevalence was highest among men who have sex with other men (MSM), at 71%. Santa Clara County people living with HIV are 43% Latino, 30% white, 12% Asian/Pacific Islander, and 11% African American. More than 10% were not linked with care within one month of diagnosis. (Source: HIV Surveillance Report Santa Clara County, HIV PSRA Meeting, 2020, Public Health Department.)

Many MSM experience barriers to HIV health care that include financial issues, housing instability, lack of insurance, stigma, limited access to transportation, fear of needles or medical procedures, lack of wanting to reveal their participation in PrEP or their lifestyle choices to families or others, co-occurring Substance Use Disorders (SUDs) or mental health issues, lack of access to primary and specialized care during

weekend and evening hours, and concerns regarding side effects. Compounding the stigma that MSM experience, many African American and Latino men, regardless of sexual orientation and gender, also have experienced unethical and inappropriate treatment by public and private health care entities, creating a widespread mistrust of healthcare providers within these populations. (Source: Is Healthcare Leaving Latino Men Behind? Healthify, May 16, 2017 and HIS Healthcare Literature Review: https://www.hishealth.org/research/literature-review.)

BACH has a 50 year-plus history of delivering primary health care, including wellness and preventive care, to underserved and at risk populations. In addition, our clinics in Alameda County have delivered HIV and Trans specialty health care for 30 years; BACH is well-equipped to efficiently cross-train and support the outreach worker assigned to this project, to expand our HIV preventive care and services to Santa Clara County, beginning with Gilroy.

4. What other private or government organizations are now or will address the same needs identified herein? List and describe the services provided by each in relation to the needs addressed.

The County of Santa Clara's Getting to Zero team has applied for federal funding to support research and services to increase the use of PrEP; that request is pending. BACH has been invited to serve as a subcontractor to this research project. In addition, BACH is in the process of partnering with the Health Trust to co-locate an HIV Case Manager at its Gilroy Clinic. The outreach worker added by the proposed project in Gilroy would work in tandem with this case manager, expanding and enhancing the care clients will receive. Both the County's and the Health Trust's efforts would support and enhance the proposed project in Gilroy.

5. Explain how the proposed program/project augments rather than duplicates the services of others.

The proposed PrEP awareness, service, and navigation program services are not being currently being offered by others to serve Gilroy residents. BACH's Gilroy Clinic is well equipped to provide PrEP prescriptions, HIV testing and care, but there are no dedicated staff members to ensure that robust HIV prevention and navigation takes place. The proposed project is an efficient and low-cost way for under- or uninsured community members served by BACH to receive this important information and care. Further, the proposed services augment services offered by our partners (for example, housing assistance, food, childcare, and shelter). The project also augments BACH's own services, increasing access to BACH's robust array of services: Medical, Optometry, Dental, Chiropractic, Podiatry, OBGYN, and Acupuncture. BACH is pleased to have available to deploy to this project an existing outreach staff member who is a Gilroy resident, who is bilingual in Spanish and English.

6. Describe how your agency collaborates with other service providers (e.g. shared staffing, locations, or budgets). Specify the names of collaborative groups of which you are a member.

BACH's collaboration and referral partners in Gilroy include the South County Youth Task Force, Gavilan College, Community Solutions, LGBT Community Resource Center, Catholic Charities, the Salvation Army, South Valley Community Church, St. Mary Parish, Victory Outreach, Uesugi Farms, Christopher Ranch, B & T Farms, Gilroy Compassion Center, Gilroy Winter Shelter National Guard Armory, HomeFirst – Boccardo Family Living Center. Our patients and their clients benefit from mutual referrals. Several of these entities are hosting BACH's upcoming COVID testing and vaccine events. BACH is a member of the South County Youth Task Force and the Chamber of Commerce of Gilroy.

For many years, BACH has worked closely with Abode Housing Services in Alameda and Santa Clara Counties on housing and housing assistance referrals for our patients experiencing homelessness or who are housing insecure. This partnership will be especially valuable to clients of this program.

As mentioned, BACH is developing a project together with the Health Trust to co-locate an HIV Case

Manager at BACH's Gilroy Clinic. The outreach worker for the proposed project would work in tandem with this case manager, further expanding and enhancing the care clients will receive.

Finally, BACH has a 50 year-plus partnership with Santa Clara County, and is currently part of a proposed Countywide HIV prevention program, now being considered by the National Center for HIV/AIDS, Viral Hepatitis, STD & TB Prevention, Centers for Disease Control and Prevention.

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NOTE: For Reference the 2020 HUD Income Limit Standards for Santa Clara County are provided below.

	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
0% - 30% AMI Extremely Low Income	$33,150	$37,900	$42,650	$47,350	$51,150	$54,950	$58,750	$62,550
31% - 50% AMI Very Low Income	$55,300	$63,200	$71,100	$78,950	$85,300	$91,600	$97,900	$104,250
51% - 80% AMI Low Income	$78,550	$89,750	$100,950	$112,150	$121,150	$130,100	$139,100	$148,050

B. Performance Measures/Numeric Goals

1. **Unduplicated Participants** – Indicate, by quarter, the proposed number of unduplicated participants the City grant funded project will serve. An unduplicated participant is a Gilroy resident who is counted only once each fiscal year. If this project has other funding sources, only list and report on the percentage of unduplicated persons served under this grant.

Unduplicated Participants	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
	20	20	20	20	80

Provide the proposed number of unduplicated Gilroy participants for each category listed below.

	# of Gilroy Clients		# of Gilroy Clients
Extremely Low Income (0%-30% AMI)	70	Youth (0-18 years)	2
Very Low Income (31%-50% AMI)	8	Adults (19-61 years)	75
Low Income (51%-80% AMI)	2	Seniors (62+ years)	3
Moderate Income (81%-120% AMI)	0	Disabled Individuals	5
Above Moderate Income (120%+ AMI)	0	Other Special Needs	5

2. **Service Units** – Provide activity name, define unit of service, and list the proposed number of units of service that will be provided each quarter resulting from the Gilroy grant only. A unit of service is the "thing" you propose to track each quarter. (i.e. each case, meal, shelter night, job, etc.)

Activity 1:	Outreach to External Service Partners				
Unit of Service =	Mutual referral agreements and education presentations				
Goal:	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
	2	2	2	2	8

Activity 2:	Outreach to High Risk Community Members and Inreach to current patients				
Unit of Service =	Texts, calls, targeted social media posts				
Goal:	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
	125	125	125	125	600

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Activity 3:	Education, Services, and Referrals for Clients				
Unit of Service =	Telephone engagement, warm internal handoff for testing/prescription, referral to external providers				
Goal:	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
	25	25	25	25	100

3. **Outcome Measure Statement and Measurement Methodology** – List outcome measure(s) as a percentage (an outcome measure is the proposed measurable outcome(s) expected to be achieved through the activities to be provided) and include the measurement tool(s) you propose to use, then below the outcome measure section describe the measurement methodology to be implemented in order to arrive at the actual percentage achieved. Finally, list the numerical percentages you propose for Q2 (representing outcomes from Q1-Q2) and Q4 (representing outcomes from Q3-Q4).

Example:		
Outcome Measure	50% of clients receiving job readiness training will increase their income by securing new employment as measured by either employer verification letters, pay stubs, or benefit letter.	
Measurement Methodology:	Staff will verify the number of clients securing new employment. The number of unduplicated clients securing new employment will be divided by the total number of unduplicated clients served to arrive at the actual percentage securing new employment.	
	Quarter 2	Quarter 4
Outcome Goal:	50%	50%

Outcome Measure #1	Eight Gilroy based partners and 100% of the relevent staff at the Gilroy Clinic will be trained and equipped to provide referrals, resulting in 100 engagements with clients: Gilroy residents at high risk for HIV.	
Measurement Methodology:	Electronic Health Record	
	Quarter 2	Quarter 4
Outcome Goal:	50	50

Outcome Measure #2	Gilroy residents at high risk for HIV will receive at least one referral for testing, prescription, or other needed services, including referrals and resources for housing.	
Measurement Methodology:	Electronic Health Record	
	Quarter 2	Quarter 4
Outcome Goal:	10	10

1. How will the activities being provided under this grant contribute to meeting the outcome measures?

The main activities relating to services provided to clients include screening clients using an evidence-based Motivational Interviewing format that encourages PrEP and nPEP navigation. If clients decide to start PrEP, staff will document the referral provider and appointment date for entry into BACH's electronic health record database – OCHIN Epic. Staff will educate clients about PrEP and its use, benefits, risks, costs, role of health insurance, role of HIV testing before and during PrEP, how to access it, and other topics. Staff later confirms client use of PrEP with BACH PrEP providers and follow-up with clients at one and three months (and thereafter) in accordance with PrEP medication dispensation and testing protocols to encourage treatment adherence. For clients that navigate into care who have other PrEP providers, staff will follow up with the providers to verify PrEP medical visits, and that clients have started PrEP.

Overall, the project's three activities -- Outreach to Partners, Targeted Outreach to High Risk Community Members, and Education, Navigation, and Referrals for Clients -- are designed to lead to greater understanding

of HIV prevention, fewer HIV cases, and less burden on local health, social services, and public benefits systems. BACH provides a robust array of services and so do our partners. The ancillary benefits (linkage to health care, food, and housing, for example) contrubute to improved community wellness.

2. Describe in detail how your agency will implement the proposed outcome measurement methodology.

BACH will implement the proposed outcome management and methodology in its electronic health record. In April 2021, BACH will have begun using OCHIN Epic, which is being tailored to accommodate all the services and engagements of the proposed program. BACH is well-prepared to report to the City of Gilroy on all the project's activities.

C. Project Administration and Monitoring [Limit each response to no more than half a page]

1. Use the space and table below to briefly describe how the project will be managed and administered, included proposed staff time and staff functions.

The program as designed will be managed by Claudia Lepe, one of BACH's experienced outreach workers. Claudia, an English/Spanish bilingual Gilroy resident, Ms. Lepe will be cross-trained in HIV and PrEP by BACH's Transvision staff. The project will be supervised by Eder Torralba, who manages BACH's Community Health Services in Santa Clara County.

Ms. Lepe will conduct the activities of the program. She is assigned to this project at .15 FTE. Mr. Torralba is assigned to the project at .0333 FTE.

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Position Title	Program/Project Duties	Total Annual Salary	Total Hours per Week	% Time Allocated to CDBG/ HTF Activity	CDBG / HTF Salary Reimbursement Request
Outreach Worker	Serve as project manager and conduct all activities of the project.	$46,000.00	5	15	5750.00
Community Health Services Manager	Supervise project manager	$76,000.00	1.33	3.33	$2,532.00

2. Describe your written policies and/or established procedures for assuring persons with disabilities and/or limited English proficiency have access to services and benefits.

BACH provides culturally specific comprehensive primary and preventive medical care, behavioral health, and oral health services using a Patient Centered Medical Home delivery model. BACH's array of primary care services are delivered in a culturally and linguistically appropriate manner with clinic staff fluent in 21 languages and dialects including but not limited to Spanish, Mandarin, Cantonese, Vietnamese, Tagalog, Pashto, Burmese, Farsi, and American Sign Language. According to 2019 demographic data, the racial/ethnic makeup of our patient population is 36% Hispanic/Latino, 37% Asian/Middle Eastern (including the largest Afghani community in the United States), 45% White, 6% Black/African American, 2% Native American, and 2% identified as multiethnic.

3. Briefly describe your agency's mission and history. Include a description of your agency's experience in providing the proposed services.

BACH's mission is to deliver exceptional health and social services that improve quality of life for the individuals, families, and communities we serve. Our vision is for everyone in our community to have access to high quality, comprehensive, and affordable health care. BACH was formed in 2020, merging the strengths of two longstanding federally qualified health centers: southern Alameda County's Tri-City Health Center and Santa Clara County's Foothill Community Health Center. Formed during the middle of the COVID-19 pandemic, Bay Area Community Health (BACH) brings decades of combined service to the geographic region that stretches from Union City to Gilroy.
Before forming BACH, Tri-City Health Center served the Tri-City area for 50 years, becoming a force for providing health services to all in southern Alameda County, regardless of ability to pay. Similarly, Foothill Community Health Center began serving low-income families and individuals in East San Jose in 1996 and the greater Santa Clara County region in 2011. Both organizations bring decades of service, relationships, and professional staff to Bay Area Community Health. BACH serves more than 100,000 people, who rely on high-quality healthcare services, regardless of their immigration status, ethnicity, disabilities, or ability to pay.

Recent achievements include the merger between TCHC and FCHC to become one of the largest community health centers in Northern California. In March 2020, BACH launched a COVID-19 pandemic response plan that included opening COVID-19 drive-through testing facilities in San Jose and Fremont. Mobile health vans are deployed and prioritized for community-based testing. As of January 24, 2021 BACH has tested over 30,000 community members. As said, the agency is planning many more testing events in Santa Clara County, as well as a major vaccination campaign.

Bay Area Community Health's HIV Program in Alameda County offers one of the most comprehensive Ryan White HIV Services in the Bay Area. Today, HIV is a chronic, manageable condition, and BACH provides th latest treatment and specialty care for people living with this disease. Patients receive medication support, access to mental health care, and assistance with housing, food and other basic needs. Patients also receive

application assistance for medication access programs. Services include case management services, dental services, mental health services, nutrition services, support groups (English/Spanish), emergency financial assistance, long/short-term housing assistance, insurance counseling/referrals, and substance use disorder services. BACH is eager to begin applying the expertise we have built to our services into Santa Clara County, beginning with Gilroy.

4. If previously funded by the City of Gilroy, what were the goals and accomplishments of CDBG/HTF projects?

NA

5. Explain how your agency collects and reports income, race/ethnicity, and disability data.

As a federally qualified health center, BACH serves community members of all ages, ethnicities, and abilities, with our without health insurance. Every year, BACH reports to the federal HRSA a detailed data on patients, services, and performance using the measures defined in the Uniform Data System (UDS). The UDS is a standardized reporting system that provides consistent information about health centers and look-alikes. This information is collected for patient information, delivered services, exam notes, patient visits, and upcoming services and screenings in BACH's electronic health record: OCHIN Epic.

BACH's Outreach and Eligibility Workers are trained to conduct eligibility screening to determine each patient's ability to qualify for public health programs such as Medi-Cal, Alameda Alliance for Health Plan, the State's Child Health and Disability Prevention Program, and Family PACT. To determine eligibility, our Outreach and Eligibility Workers screen the patient's income level and family size. Income documents, such as paystubs, are collected and scanned to complete enrollment in public health programs. Once at our clinic, patients must also complete a number of intake forms in order to receive care services. The intake process captures what insurance or public health programs they are enrolled in and the number of individuals in their household. This information is used by BACH to determine their income level and socioeconomic status according to the Federal Poverty Guidelines.

If it is determined that the patient is ineligible for any payer program (i.e., uninsured), services are made available through BACH's Sliding Fee Discount Program (SFDP). The practice management system used by our Enrollment Specialists has the logic, poverty tables, and calculators embedded in the system to determine a patient's eligibility for the sliding fee discount. This ensures that patient discounts are applied uniformly and fairly. When provided, income documents are scanned and filed in the patient's chart. Patient sliding fee schedule re-eligibility is determined annually.

6. Explain how your agency collects customer service data and provide the metrics used to collect this data.

BACH's Continuous Quality Improvement Committee reviews information related to clinical outcomes and program monitoring, patient satisfaction survey results, trends in patient complaints and risk management issues. BACH's Quality Improvement department regularly evaluates services for access, availability, effectiveness, timeliness, patient satisfaction (via Patient Satisfaction Surveys) and outcomes.

D. HUD Low Mod Income National Objective Options (please select one of the three categories below)

☒ **1. Low Mod – Limited Clientele Activities Category**

The HUD National Objective your project will meet is Low Mod Income (LMI) which benefits low and very low-income persons as defined by HUD's income limits for Santa Clara County.

The Low Mod Limited Clientele (LMC) Category is the category under the LMI national objective your project will meet. Under the LMC category, at least 51% of the beneficiaries of an activity have to be LMI persons.

Put a check (X) next to the qualifying criteria below your LMC project activity meets, select one:

- ☒ a) The activity will exclusively serve a group of persons in any one or a combination of categories generally presumed to be low, very low, or extremely low income: abused children, battered spouses, elderly persons, adults meeting the definition of "severely disabled" in the Bureau of Census's Current Population Reports, homeless persons, illiterate adults, persons living with AIDS, and migrant farm workers; or
- ☒ b) The activity will require documentation on family size and income to document that at least 51% of the clientele are persons whose family income does not exceed HUD income limits for Santa Clara County; or
- ☐ c) The activity will have income eligibility requirements that limit the activity exclusively to low, very low, and extremely low-income persons; or
- ☒ d) The activity will be of such a nature and in such a location that it may be reasonably concluded that the activity's clientele will primarily be low, very low, or extremely low-income persons.

☐ **2. Low Mod - Housing Activities Category**

The HUD National Objective your project will meet is Low Mod Income (LMI) which benefits low and very low-income persons as defined by HUD's income limits for Santa Clara County. The Low Mod Housing Activities (LMH) Category is the category under the LMI national objective your project will meet.

Owner-occupied housing rehabilitation programs established to meet the Low Mod Housing National Objective found at 24 CFR 570.208(a)(3) must benefit households earning less than 80% of area median income adjusted for household size as published by HUD.

Select one of the Two Accepted Methods for Calculating Household Income for your Project

- ☐ Part 5 definition of income (24 CFR Part 5.609); or
- ☐ Adjusted gross income under Internal Revenue Service (IRS) form 1040

Each method requires collection and evaluation of source documentation. Self-certification is not acceptable for documenting compliance with the housing national objective. The awarded agency(ies) will be expected to determine income eligibility, establish performance measures, and meet performance objectives.

☐ **3. Low Mod - Area Benefit Activities Category**

The HUD National Objective your project will meet is Low Mod Income (LMI) which benefits low and very low-income persons as defined by HUD's income limits for Santa Clara County. The Low Mod Area (LMA) Category is the category under the LMI national objective your project will meet.

The area benefit category is the most commonly used national objective for activities that benefit a residential neighborhood. An area benefit activity is one that benefits all residents in a particular area, where at least 51% of the residents are LMI persons.
Examples of area benefit activities located in a predominantly LMI neighborhood may include:

- Acquisition of land to be used as a neighborhood park;
- Construction of a health clinic;
- Improvements to public infrastructure (i.e. the installation of gutters and sidewalks); and
- Development of a community center

The above activities benefit all LMI residents in a service area and may qualify under the LMI area benefit category The applicant is responsible for determining that a service area complies with CDBG regulations.

E. Select one Eligible Project Activity you propose to provide Gilroy residents.

- ☐ Services for Senior Citizens
- ☐ Services for Disabled Persons
- ☐ Services for Youth
- ☐ Services for Victims of Domestic Violence
- ☐ Services for Homeless
- ☐ Substance Abuse Counseling and Treatment
- ☐ Services for Those At Risk of Homelessness
- ☐ Housing Rehabilitation
- ☐ Public Improvements
- ☐ Code Enforcement
- ☐ Employment Services
- ☐ Fair Housing Services
- ☐ Public Facilities
- ☒ Health Services
- ☐ Tenant / Landlord Counseling
- ☐ Economic Development
- ☐ Other, list

F. HUD Performance Measures

HUD requires that recipients of federal funding assess the outcomes of their programs. Below, please select one primary HUD objective and one primary HUD outcome to be addressed by this project.

Objectives

- ☒ **Objective #1: Creates a suitable living environment.** This objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment (such as poor quality infrastructure) to social issues such as crime prevention, literacy or elderly health services.
- ☐ **Objective #2: Provides decent housing.** This objective focuses on housing programs where the purpose of the program is to meet individual, family, or community needs and not programs where housing is an element of a larger effort, since such programs would be more appropriately reported under suitable living environment.
- ☐ **Objective #3: Creates economic opportunity.** This objective applies to the types of activities related to economic development, commercial revitalization, or job creation.

Outcomes

- ☒ **Outcome #1: Improve availability/accessibility.** This category applies to activities that make services, infrastructure, public facilities, housing, or shelters available or accessible to low/moderate income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low/moderate income people where they live.
- ☐ **Outcome #2: Improve affordability.** This category applies to activities that provide affordability in a variety of ways in the lives of low/moderate income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care.
- ☐ **Outcome #3: Improve sustainability.** This category applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low/moderate income or by removing or eliminating slums or blighted areas through multiple activities or services that sustain communities or neighborhoods.

SECTION 3: FINANCIAL AND OTHER ORGANIZATION INFORMATION

A. Agency Information

Executive Director: Zettie Page III, MD, PhD, MBA, MSW, MS Email: zpage@bach.health

DUNS #: 052955804 Fax: (510) 657-8954

Non-profit with 501(c)(3) Status ☒ Yes ☐ No Faith-based organization ☐ Yes ☒ No

Registered at sam.gov ☒ Yes ☐ No

B. Total Agency Budget

Administration	21,028,624
Fundraising	1,585,072
Proposed Project (Total Gilroy grant budget)	$15,000.00
All Other Programs	$83,041,786.00
Total Agency Budget	105,671,482

C. Proposed City of Gilroy Grant Budget

Proposed City of Gilroy Grant Project Expenses	FY 2021-2022 CDBG/HTF Allocation (If Applicable)	FY 2022-2023 CDBG/HTF Request	List % Change from FY 21/22 allocation to FY 2022/2023 Request
Salaries	$7,534.00	$9,432.00	25%
Benefits	$2,716.00	$3,396.00	
Office Supplies			
Communication			
Publications/Printing/Advertising		$1,500.00	
Travel		$672.00	
Rent/Lease/Mortgage			
Utilities			
Insurance			
Equipment Rental/Maintenance, Specify:			
Audit/Legal/Professional Services (for CDBG/HTF portion only)			
Direct Services (Funding for specific service such as a meal, ride), Specify:			
Contracted Services, Specify:			
Other, Specify:			
Total Expenses:		$15,000	

1. Please explain any variation in excess of 10% between 2021-2022 allocation and proposed 2022-2023 expenses (If applicable).
Staff salary increases to keep pace with need for program within the community and cost of living increases.

2. Indirect costs billed to a CDBG grant require a HUD approved indirect cost plan and those billed to an HTF grant require a city approved indirect cost plan. Do you plan to bill the grant for indirect costs? ☒ **Yes** ☐ **No**

3. Does your agency charge fees for the services that you are requesting funding? ☐ **Yes** ☒ **No** If so, please attach a fee schedule to this page.

D. Leveraged Funds

Proposed Project Revenues FY 2022-2023	List Amount
Proposed CDBG/HTF City of Gilroy Grant	$15,000.00
Other Revenue Sources for proposed project (Please List)	
NA	$0.00
Total of Other Revenue Sources:	0

1. If your organization is not leveraging the requested CDBG/HTF funds with other funds, please explain why.
The budget for the pilot project is supported by the CDBG/HTF funds. The project's activities are expected to be sustainable without CDBG support after the grant period.

E. REQUIREMENTS

First-time applicants: Submit **all** items below with the proposal, as one document.

New applicants or those submitting a proposal for a new project must meet with HCD Technician, Sandra Nava, prior to application submittal to determine if the proposed project meets CDBG and HTF eligibility requirements.

Current grant recipients: Put a check (X) next to an item below if the most current copy is on file with the Housing & Community Development office. Submit all unchecked items below with the proposal, as one document.

☒ a. **Articles of Incorporation and Bylaws** (submit any amendments).

☒ b. **Current Policy & Procedures Manual.** Include current policy prohibiting discrimination, grievance procedures, procurement procedures and conflict of interest requirements for both employees and clients.

☒ c. **Current Nonprofit Determination.** Submit current determination letters from the federal Internal Revenue Service and the State Franchise Tax Board listing the organization's current name and address documenting the organization is tax exempt.

☒ d. **Current List of Board of Directors.** Include the current name, telephone number, address, occupation or affiliation of each member, and service term. Identify the principal officers of the governing body.

☒ e. **Current Authorization to Request Funds.** Submit the governing body's authorization to submit the City of Gilroy funding request. This consists of copies of the resolution (if applicable) and/or of the **minutes of the meeting** in which the governing body's resolution, motion, or other official action is recorded authorizing the funding request.

☒ f. **Current Designation of Authorized Official.** Documentation must be submitted of the governing body's action authorizing the representative(s) of the agency to negotiate for and contractually bind the agency. This consists of a signed letter from the Chairperson or Secretary of the governing body providing the name, title, address, and telephone number of each authorized individual.

☒ g. **Current Organizational Chart.** Include the organization's current administrative framework and staff positions.

☒ h. **Current Financial Statement and Audit and Management Letter, if applicable.** Also, if applicable, describe any actions taken to correct identified findings or concerns.

Any agency that does not have a financial statement or audit to submit must contact Sandra Nava prior to submitting this application.

☒ i. **Résumés of Chief Program Administrator and Chief Fiscal Officer**

Community Development Block Grant/ Gilroy Housing Trust Fund
Application City of Gilroy 22-RFP-HCD-471
Fiscal Year 2022-2023

SECTION 4: AUTHORIZATION

The applicant hereby assures and certifies compliance all applicable federal, state, and local laws, regulations, policies, and requirements (including, but not limited to 2 CFR Part 200), as they relate to the acceptance and use of CDBG and local funds by private, non-profit organizations. Also, the applicant assures and certifies the following information:

1. It possesses legal authority to make a grant submission and to execute a community public service program;
2. The agency's governing body has duly adopted or passed as an official act a resolution, motion or similar action authorizing the person identified as the official representative of the corporation to submit this funding application and all associated information and assurances;
3. The grant will be conducted and administered in compliance with:
   a. Title VI of the Civil Rights Act of 1964 (Public Law 88-352; 42 U.S.C. 2000d et seq.), as amended, and implementing regulations issued at 24 CFR Part 1; and
   b. Title VIII of the Civil Rights Act of 1968 (Public Law 90-284; 42 U.S.C. 3601 et seq.), as amended, implementing regulations issued at 24 CFR Part 107, and Executive Order 11063; and
   c. Section 104(b) and Section 109 of Title I of the Housing and Community Development Act of 1974 (Public Law 93-383; U.S.C. 5301 *et seq.*), as amended; and
   d. Section 504 of the Rehabilitation Act of 1973 (Public Law 93-112; 29 U.S.C. 794), as amended; and
   e. Executive Order 11246, the implementing regulations issued at 41 CFR Chapter 60, and the Development Act of 1968 (12 U.S.C. 1701u; and
   f. The Age Discrimination Act of 1975 (Public Law 94-135; U.S.C. 6101), as amended.
   g. Presidential Executive Order 13166 ("Improving Access to Services for Persons with Limited English Proficiency"); and
   h. Executive Orders 11625, 12432 and 12138, encouraging the use of minority and women-owned business enterprises in connection with activities funded under this grant.
4. It will affirmatively further fair housing.
5. It will implement the requirements of the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821-4846) and implementing regulations at 24 CFR Part 35.
6. It will comply with Uniform Federal Accessibility Standards at 24 CFR Part 40, Appendix A, as they related to major rehabilitation or conversion.

As a duly authorized representative of the Agency, I submit this application to the JURISDICTION and verify, under penalty of perjury under the laws of the State of California or of the JURISDICTION, that the information contained herein is, to the best of my knowledge, true, correct and complete. **(Attach documentation that verifies the signer has the authority to submit this application and execute the contract).**

AUTHORIZED SIGNATURE: DocuSigned by: Zettie D. Page III 8CA81C77B3824C9... DATE: 1/31/2022

NAME (Please Print): Zettie D. Page III TITLE: CEO

Community Development Block Grant/ Gilroy Housing Trust Fund Application
City of Gilroy 22-RFP-HCD-471
Fiscal Years 2022-2023 and 2023-2024

SECTION 1: COVER SHEET

A. Applicant Information

Legal Name of Organization: Boys & Girls Clubs of Silicon Valley
Mailing Address: 518 Valley Way
City, State, Zip Code: Milpitas, California, 95035
Contact Person Name: Cindy Stella Title: Grants & Contracts Manager
Email Address: Cindy.stella@bgclub.org Webpage: Bgclub.org
Telephone Number: 408-890-2908

B. Project Overview

Project Name: Ochoa Clubhouse CORE Enrichment
Project Location: 901 Arizona Circle
City, State, Zip: Gilroy, CA 95020

Brief Project Description:
Located at the Ochoa Migrant Center, Boys & Girls Clubs of Silicon Valley will provide 80 youth, ages 5 to 18, with a multi-element youth development program that will feature small group and one-to-one mentoring with adult professionals; academic support, arts, sports, fitness and recreational activities in a fun, safe and supportive environment.

`ore program components will include:

- Academic Enrichment: daily homework assistance; literacy, math and science activities.
- Arts: painting, printmaking, collage, mixed media, sculpture and more.
- Sports and Fitness: activities that improve health and fitness while developing skills, teamwork and sportsmanship.
- Recreation: activities that address social-emotional development by building cooperation and interpersonal communication skills.
- Youth of the Month: celebrates outstanding contributions to Club, community and family.

C. Funds Requested

$ 15,000 (Grant request for fiscal year 2022-2023) $ 15,000 (Grant request for fiscal year 2023-2024)

Total estimated project cost for Fiscal Year:		
	2022 / 2023	2023 / 2024
Projected cost:	$90,00	$96,000

Gilroy CDBG/HTF funds in Fiscal Year:		
	2020 / 2021	2021 / 2022
Requested:		
Received:		

Identify the City of Gilroy 2020-2025 Consolidated Plan priority need(s) being met:

- ☐ Preserve Affordable Housing for Home Ownership
- ☐ Small Business Expansion
- ☐ Supportive Services for Homeless
- ☐ Fair Housing Support
- ☐ Install Safety & Enhanced Public Improvements
- ■ Workforce Development
- ☐ Supportive Services for Special Needs Populations
- ☐ Neighborhood Revitalization

SECTION 2: PROJECT INFORMATION

A. Project Overview and Target Population [Limit each response to no more than half a page]

1. Describe the primary purpose of the proposed project:
BGCSV takes a holistic approach to creating well-rounded, confident, and healthy youth and aims to provide targeted programs and services that speak to all aspects of a child's development, assuring that members are 1) on track to graduate from high school with a plan for the future; 2) demonstrating good character and citizenship; and 3) living a healthy lifestyle.

1.05. **Description of Services**

Location of services:	901 Arizona Circle, Gilroy CA 95020
Hours of operation:	1:00PM - 6:00PM

Activity 1:	Homework Help and Small Group Tutoring
Activity Description: Programs that enable youth to strengthen critical thinking and digital literacy skills; and deepen proficiencies in basic educational disciplines (English-language arts, math, science) enabling youth to set goals, explore careers and prepare them for postsecondary education and/or employment.	

Activity 2:	Summer Enrichment Program: Enrichment Activities
Activity Description: Programs that are cross curricular, inquiry-/project based that develop core competencies and align with academic standards. These programs actively work in preventing summer learning loss.	

Activity 3:	After School Program: Enrichment Activities
Activity Description: Programs that empower young people to support and influence their Club and community; identify and apply learning to everyday situations and develop values as pertains to civic, community and personal responsibility through group decision-making and collaborative projects b. Programs that develop members' creativity, awareness and appreciation of cultural diversity through the visual, written and performing arts; hands-on exploration of a variety of mediums emphasizing historical context and cultural significance. c. Programs that help young people resist alcohol, tobacco, drugs and early sexuality; develop members' self-concept, interpersonal communication and conflict resolution abilities; set personal goals and live successfully as self-sufficient adults.	

2. Describe the need(s) that the proposed project addresses, its community impact, and how it addresses a 2020-2025 Consolidated Plan priority.
Boys & Girls Clubs of Silicon Valley's program supports education and enrichment development for at-risk and homeless youth in the Gilroy community, and helps equip youth with the 21st Century tools they need to be successful in school and in life, thus addressing the need for homelessess prevention and services in the City of Gilroy.

3. Describe the project's target population, including client eligibility requirements. Discuss how and if they are an at-risk and/or under-served population.
Our Ochoa Clubhouse is located in Gilroy at the Ochoa Migrant Center—a subsidized residential facility that features one hundred family bungalows. Our Ochoa Clubhouse serves homeless youth and their families during the winter and spring months; and serves migrant families from late spring to early fall. Though the Gilroy Unified School District provides transportation between school and the center, we are unable to provide additional enrichment opportunities for our youth such as field trips or off-site service learning experiences. Serving 100 youth in 2018, 100% are low-income and 88% Hispanic.

4. What other private or government organizations are now or will address the same needs identified herein? List and describe the services provided by each in relation to the needs addressed.
There are not any other organizations that are providing after school and summer for residents of the ochoa migrant center.

5. Explain how the proposed program/project augments rather than duplicates the services of others.
We are the only organization to provide services to the homeless children from January-March each year.

6. Describe how your agency collaborates with other service providers (e.g. shared staffing, locations, or budgets). Specify the names of collaborative groups of which you are a member.
- EAH Housing manages and allows for use of the facilities at no cost to Boys & Girls Clubs of Silicon Valley - St. Joseph's Family Center provides case management support to families and children that are participating in the winter shelter homeless program.We also provide pantry service to residents of the winter shelter with help from St. Joseph's Family Center. - Gilroy Unified School District partners with Boys & Girls Clubs of Silicon Valley Partnered to provide meals to youth participating in our program throughout the summer, and transporation from Gilroy Unified Schools to the Ochoa Migrant Center during the school year. - Gilroy Library provides free books to all participants throughout the year - Santa Clara County Office of Education provides a Book Mobile every month at our location

Community Development Block Grant/ Gilroy Housing Trust Fund Application
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NOTE: For Reference the 2021 HUD Income Limit Standards for Santa Clara County are provided below.

	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
0% - 30% AMI Extremely Low Income	$34,800	$39,800	$44,750	$49,700	$53,700	$57,700	$61,650	$65,650
31% - 50% AMI Very Low Income	$58,000	$66,300	$74,600	$82,850	$89,500	$96,150	$102,750	$109,400
51% - 80% AMI Low Income	$82,450	$94,200	$106,000	$117,750	$127,200	$136,600	$146,050	$155,450

B. Performance Measures/Numeric Goals

1. **Unduplicated Participants** – Indicate, by quarter, the proposed number of unduplicated participants the City grant funded project will serve. An unduplicated participant is a Gilroy resident who is counted only once each fiscal year. If this project has other funding sources, only list and report on the percentage of unduplicated persons served under this grant.

Unduplicated Participants	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
	40	13	13	14	80

Provide the proposed number of unduplicated Gilroy participants for each category listed below.

	# of Gilroy Clients		# of Gilroy Clients
Extremely Low Income (0%-30% AMI)	40	Youth (0-18 years)	80
Very Low Income (31%-50% AMI)	40	Adults (19-61 years)	
Low Income (51%-80% AMI)		Seniors (62+ years)'	
Moderate Income (81%-120% AMI)		Disabled Individuals	
Above Moderate Income (120%+ AMI)		Other Special Needs	

2. **Service Units** – Provide activity name, define unit of service, and list the proposed number of units of service that will be provided each quarter resulting from the Gilroy grant only. A unit of service is the "thing" you propose to track each quarter. (i.e. each case, meal, shelter night, job, etc.)

Activity 1:	Homework Help and Small Group Tutoring				
Unit of Service =	1				
Goal:	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
	0	25	63	52	140

Activity 2:	Summer Enrichment Programming: Enrichment Activities				
Unit of Service =	2.2				
Goal:	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
	123.2	0	0	0	123.2

Activity 3:	After School Enrichment Program: Enrichment Activities				
Unit of Service =	2.2				
Goal:	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
	0	55	138.6	114.4	308

3. **Outcome Measure Statement and Measurement Methodology** – List outcome measure(s) as a percentage (an outcome measure is the proposed measurable outcome(s) expected to be achieved through the activities to be provided) and include the measurement tool(s) you propose to use, then below the outcome measure section describe the measurement methodology to be implemented in order to arrive at the actual percentage achieved. Finally, list the numerical percentages you propose for Q2 (representing outcomes from Q1-Q2) and Q4 (representing outcomes from Q3-Q4).

Example:		
Outcome Measure	50% of clients receiving job readiness training will increase their income by securing new employment as measured by either employer verification letters, pay stubs, or benefit letter.	
Measurement Methodology:	Staff will verify the number of clients securing new employment. The number of unduplicated clients securing new employment will be divided by the total number of unduplicated clients served to arrive at the actual percentage securing new employment.	
	Quarter 2	Quarter 4
Outcome Goal:	50%	50%

Outcome Measure #1	Customer Satisfaction: 70% or more will report being satisfied with our program.	
Measurement Methodology:	Bi-annual surveys and Vision Membership Tracking software.	
	Quarter 2	Quarter 4
Outcome Goal:	70%	70%

Outcome Measure #2	60% or more will report an increase in developmental assets.	
Measurement Methodology:	Bi-annual surveys and Vision Membership Tracking software.	
	Quarter 2	Quarter 4
Outcome Goal:	60%	60%

1. How will the activities being provided under this grant contribute to meeting the outcome measures?

Through our Core Enrichment Programs, we engage young people in learning, encourage them to succeed and help them become the self-directed, lifelong learners and leaders we want them to be. To achieve our priority outcomes, we offer project-based, experiential and contextual learning programs that have real-world applications that youth can use throughout their lives.

Programs are provided within the following Core Enrichment Areas that address the 21st Century Skills our members need to be successful in school, a career and life—Critical Thinking, Creativity, Collaboration, Citizenship and Communication:

- **Character and Leadership Development** – programs that empower young people to support and influence their Club and community; identify and apply learning to everyday situations and develop values

as pertains to civic, community and personal responsibility through group decision-making and collaborative projects.

- **Education and Career Development** – programs that enable youth to strengthen critical thinking and digital literacy skills; and deepen proficiencies in basic educational disciplines (English-language arts, math, science) enabling youth to set goals, explore careers and prepare them for postsecondary education and/or employment.
- **Arts and Cultural Enrichment** – programs that develop members' creativity, awareness and appreciation of cultural diversity through the visual, written and performing arts; hands-on exploration of a variety of mediums emphasizing historical context and cultural significance.
- **Health and Life Skills** – programs that help young people resist alcohol, tobacco, drugs and early sexuality; develop members' self-concept, interpersonal communication and conflict resolution abilities; set personal goals and live successfully as self-sufficient adults.
- **Sports, Fitness and Social Recreation** – programs that help members meet State physical fitness standards and address social-emotional development by building cooperation and team skills through structured activities.

2. Describe in detail how your agency will implement the proposed outcome measurement methodology.

Instruments of evaluation and assessment may include:

- Vision Membership Tracking Software: tracks frequency of member attendance; specific program participation and demographic information.
- Youth, Parent, Staff and/or Teacher Evaluation (if applicable): a comprehensive outcome-based evaluati that incorporates the use of performance, program-based outcomes, logic modeling, assessment of youth development asset productivity and assessments of BGCSV's target changes and outcomes. There are four types of questions included: satisfaction, asset development service productivity, agency-specified service productivity and/or change in status over time.
- Program Survey: written assessment asking members to evaluate specific programs and staff's ability to delivery on key outcomes.

C. Project Administration and Monitoring [Limit each response to no more than half a page]

1. Use the space and table below to briefly describe how the project will be managed and administered, included proposed staff time and staff functions.

See below.

Position Title	Program/Project Duties	Total Annual Salary	Total Hours per Week	% Time Allocated to CDBG/ HTF Activity	CDBG / HTF Salary Reimbursement Request
PT Site Supervisor	Manages facility, program and staff; leads programs and activities	35,000	~25	43%	15,000
PT Specialist	Leads programs/activities	23,000	22.5		
M&G	Operational Oversight (11%) and admin (15%): finance, HR, etc	20,000			

2. Describe your written policies and/or established procedures for assuring persons with disabilities and/or limited English proficiency have access to services and benefits.

Boys & Girls Clubs of Silicon Valley is an all abilities and inclusive youth development organization. Those youth that require special accommodation (e.g. I.E.P., a diagnosed behavioral condition, developmental delay or disability) must submit a completed Special Accommodations Form along with their membership application. A one-to-one meeting with the Site/Unit Director will be arranged to discuss/determine eligibility. Eligibility criteria for enrollment are as follows:

He/she uses the toilet or urinal like same age/gender peers

- He/she changes his/her volume depending upon the requirements of the setting (i.e. loud in gym, quiet in study room) like same age/gender peers
- He/she moves at the same speed as same age/gender peers
- He/she is willing to try new activities like same age/gender peers
- During play, he/she follows rules (stated and implied) like same age/gender peers
- He/she responds to communication of others like same age/gender peers
- He/she engages in a range of conversational topics with other children and adults like same age/gender peers
- He/she maintains his/her role in turn-taking activities like other same age/gender peers
- He/she follows routines and directions like same age/gender peers
- He/she is as emotionally regulated as same age/gender peers
- He/she manages transitions like same age/gender peers
- He/she initiates interactions with others like other same age/gender peers

3. Briefly describe your agency's mission and history. Include a description of your agency's experience in providing the proposed services.

Boys & Girls Clubs of Silicon Valley's (BGCSV) mission is to inspire and empower all young people, especially those who need us most, to realize their full potential as productive, responsible and caring adults. Serving approximately 3,000 youth annually, ages 5-18, we provide outcome- and needs-based programs that develop the 21st Century skills our members need to be successful in school, a career and life: Critical Thinking, Creativity, Collaboration, Communication and Citizenship.

By providing youth with accessible out-of-school enrichment programs, assistance and mentorship, we are part of the solution to close the opportunity gap to achieve greater economic, political and social equality among youth and the communities in which they live, ensuring that members are proactive about their education, their life and their future.

What began over 75 years ago as a club serving boys who needed a positive alternative to the streets, has now expanded, comprising 16 clubhouses throughout Santa Clara County—12 sites in San Jose, 3 sites in Morgan Hill and 1 site in Gilroy that serves both homeless and migrant families.

4. If previously funded by the City of Gilroy, what were the goals and accomplishments of CDBG/HTF projects?

N/A.

5. Explain how your agency collects and reports income, race/ethnicity, and disability data.
Vision

6. Explain how your agency collects customer service data and provide the metrics used to collect this data.
Boys & Girls Clubs collects child youth and parent surveys as a bi-annual evaluation Questions directly involving customer service data includes: 1: How would you rate quality of program? 2: are you/your child learning and having fun? 3: Are program staff helpful? 4: Would you tell a friend/classmate/parent to enroll their child in our program?

D. HUD Low Mod Income National Objective Options (please select one of the three categories below)

■ 1. Low Mod – Limited Clientele Activities Category

The HUD National Objective your project will meet is Low Mod Income (LMI) which benefits low and very low-income persons as defined by HUD's income limits for Santa Clara County.

The Low Mod Limited Clientele (LMC) Category is the category under the LMI national objective your project will meet. Under the LMC category, at least 51% of the beneficiaries of an activity have to be LMI persons.

Put a check (X) next to the qualifying criteria below your LMC project activity meets, only select one:

- ☐ a) The activity will exclusively serve a group of persons in any one or a combination of categories generally presumed to be low, very low, or extremely low income: abused children, battered spouses, elder' persons, adults meeting the definition of "severely disabled" in the Bureau of Census's Curre. Population Reports, homeless persons, illiterate adults, persons living with AIDS, and migrant farm workers; or
- ☐ b) The activity will require documentation on family size and income to document that at least 51% of the clientele are persons whose family income does not exceed HUD income limits for Santa Clara County; or
- ☐ c) The activity will have income eligibility requirements that limit the activity exclusively to low, very low, and extremely low-income persons; or
- ■ d) The activity will be of such a nature and in such a location that it may be reasonably concluded that the activity's clientele will primarily be low, very low, or extremely low-income persons.

☐ 2. Low Mod - Housing Activities Category

The HUD National Objective your project will meet is Low Mod Income (LMI) which benefits low and very low-income persons as defined by HUD's income limits for Santa Clara County. The Low Mod Housing Activities (LMH) Category is the category under the LMI national objective your project will meet.

Owner-occupied housing rehabilitation programs established to meet the Low Mod Housing National Objective found at 24 CFR 570.208(a)(3) must benefit households earning less than 80% of area median income adjusted for household size as published by HUD.

Select one of the Two Accepted Methods for Calculating Household Income for your Project

- ☐ Part 5 definition of income (24 CFR Part 5.609); or
- ☐ Adjusted gross income under Internal Revenue Service (IRS) form 1040

Each method requires collection and evaluation of source documentation. Self-certification is not acceptable for

documenting compliance with the housing national objective. The awarded agency(ies) will be expected to determine income eligibility, establish performance measures, and meet performance objectives.

☒ **3. Low Mod - Area Benefit Activities Category**

The HUD National Objective your project will meet is Low Mod Income (LMI) which benefits low and very low-income persons as defined by HUD's income limits for Santa Clara County. The Low Mod Area (LMA) Category is the category under the LMI national objective your project will meet.

The area benefit category is the most commonly used national objective for activities that benefit a residential neighborhood. An area benefit activity is one that benefits all residents in a particular area, where at least 51% of the residents are LMI persons.
Examples of area benefit activities located in a predominantly LMI neighborhood may include:

- Acquisition of land to be used as a neighborhood park;
- Construction of a health clinic;
- Improvements to public infrastructure (i.e. the installation of gutters and sidewalks); and
- Development of a community center

The above activities benefit all LMI residents in a service area and may qualify under the LMI area benefit category. The applicant is responsible for determining that a service area complies with CDBG regulations.

E. Select one Eligible Project Activity you propose to provide Gilroy residents.

- ☐ Services for Senior Citizens
- ☐ Services for Disabled Persons
- ■ Services for Youth
- ☐ Services for Victims of Domestic Violence
- ☐ Services for Homeless
- ☐ Substance Abuse Counseling and Treatment
- ☐ Services for Those At Risk of Homelessness
- ☐ Housing Rehabilitation
- ☐ Public Improvements
- ☐ Code Enforcement
- ☐ Employment Services
- ☐ Fair Housing Services
- ☐ Public Facilities
- ☐ Health Services
- ☐ Tenant / Landlord Counseling
- ☐ Economic Development
- ☐ Other, list

F. HUD Performance Measures

HUD requires that recipients of federal funding assess the outcomes of their programs. Below, please select only one primary HUD objective and only one primary HUD outcome to be addressed by this project.

Objectives

- ■ **Objective #1: Creates a suitable living environment.** This objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment (such as poor-quality infrastructure) to social issues such as crime prevention, literacy, or elderly health services.
- ☐ **Objective #2: Provides decent housing.** This objective focuses on housing programs where the purpose of the program is to meet individual, family, or community needs and not programs where housing is an element of a larger effort, since such programs would be more appropriately reported under

suitable living environment.

☐ **Objective #3: Creates economic opportunity.** This objective applies to the types of activities related to economic development, commercial revitalization, or job creation.

Outcomes

☐ **Outcome #1: Improve availability/accessibility.** This category applies to activities that make services, infrastructure, public facilities, housing, or shelters available or accessible to low/moderate income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low/moderate income people where they live.

■ **Outcome #2: Improve affordability.** This category applies to activities that provide affordability in a variety of ways in the lives of low/moderate income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care.

☐ **Outcome #3: Improve sustainability.** This category applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low/moderate income or by removing or eliminating slums or blighted areas through multiple activities or services that sustain communities or neighborhoods.

SECTION 3: FINANCIAL AND OTHER ORGANIZATION INFORMATION

A. Agency Information

Executive Director: Steve Wymer Email: Steve.wymer@bgclub.org

DUNS #: 044178775 Fax: (408) 957-9675

Non-profit with 501(c)(3) Status ☐ Yes ☐ No Faith-based organization ☐ Yes ☐ No

Registered at sam.gov ☐ Yes ☐ No

B. Total Agency Budget

	2021-2022	2020-2021
Administration	1,157,514	982,835
Fundraising	771,676	589.701
Proposed Project (Total Gilroy grant budget)	15,000	N/A
All Other Programs	4,501,445	3,343,437
Total Agency Budget	6,430,635	4,915,973

C. Proposed City of Gilroy Grant Budget

Proposed City of Gilroy Grant Project Expenses	FY 2021-2022 CDBG/HTF Allocation (If Applicable)	FY 2022-2023 and 2023-2024 CDBG/HTF Request	List % Change from FY 21/22 allocation to FY 22/23 and FY 23/24 Request
Salaries		24,600	
Benefits		5,400	
Office Supplies			
Communication			
Publications/Printing/Advertising			
Travel			
Rent/Lease/Mortgage			
Utilities			
Insurance			
Equipment Rental/Maintenance, Specify:			
Audit/Legal/Professional Services (for CDBG/HTF portion only)			
Direct Services (Funding for specific service such as a meal, ride), Specify:			
Contracted Services, Specify:			
Other, Specify:			
Total Expenses:		30,000	

1. Please explain any variation in excess of 10% between 2021-2022 allocation and proposed 2022-2023 and 2023-2024 expenses (If applicable).

N/A

2. Indirect costs billed to a CDBG grant require a HUD approved indirect cost plan and those billed to an HTF grant require a city approved indirect cost plan. Do you plan to bill the grant for indirect costs? ☐ Yes ■ No

3. Does your agency charge fees for the services that you are requesting funding? ☐ Yes ■ No If so, please attach a fee schedule to this page.

D. Leveraged Funds

Proposed Project Revenues FY 2022-2023	List Amount
Proposed CDBG/HTF City of Gilroy Grant	30,000
Other Revenue Sources for proposed project (Please List)	
Sidney E. Frank Foundation	100,000
St. Joseph's Family Center	40,000
Total of Other Revenue Sources:	$140,000

1. If your organization is not leveraging the requested CDBG/HTF funds with other funds, please explain why.

N/A

E. REQUIREMENTS

First-time applicants: Submit **all** items below with the proposal, as described in the submittal requirements of the application packet.
New applicants or those submitting a proposal for a new project must meet with HCD Technician, Sandra Nava, prior to application submittal to determine if the proposed project meets CDBG and HTF eligibility requirements.

Current grant recipients: Put a check (X) next to an item below if the most current copy is on file with the Housing & Community Development office. Submit all unchecked items below with the proposal, as described in the submittal requirements of the application packet.

- ☐ a. **Articles of Incorporation and Bylaws** (submit any amendments).
- ☐ b. **Current Policy & Procedures Manual.** Include current policy prohibiting discrimination, grievance procedures, procurement procedures and conflict of interest requirements for both employees and clients.
- ☐ c. **Current Nonprofit Determination.** Submit current determination letters from the federal Internal Revenue Service and the State Franchise Tax Board listing the organization's current name and address documenting the organization is tax exempt.
- ☐ d. **Current List of Board of Directors.** Include the current name, telephone number, address, occupation or affiliation of each member, and service term. Identify the principal officers of the governing body.
- ☐ e. **Current Authorization to Request Funds.** Submit the governing body's authorization to submit the City of Gilroy funding request. This consists of copies of the resolution (if applicable) and/or of the **minutes of the meeting** in which the governing body's resolution, motion, or other official action is recorded authorizing the funding request.
- ☐ f. **Current Designation of Authorized Official.** Documentation must be submitted of the governing body's action authorizing the representative(s) of the agency to negotiate for and contractually bind the agency. This consists of a signed letter from the Chairperson or Secretary of the governing body providing the name, title, address, and telephone number of each authorized individual.
- ☐ g. **Current Organizational Chart.** Include the organization's current administrative framework and staff positions.
- ☐ h. **Current Financial Statement and Audit and Management Letter, if applicable.** Also, if applicable, describe any actions taken to correct identified findings or concerns.
  Any agency that does not have a financial statement or audit to submit must contact Sandra Nava prior to submitting this application.
- ☐ i. **Résumés of Chief Program Administrator and Chief Fiscal Officer**

SECTION 4: AUTHORIZATION

The applicant hereby assures and certifies compliance all applicable federal, state, and local laws, regulations, policies, and requirements (including, but not limited to 2 CFR Part 200), as they relate to the acceptance and use of CDBG and local funds by private, non-profit organizations. Also, the applicant assures and certifies the following information:

1. It possesses legal authority to make a grant submission and to execute a community public service program;
2. The agency's governing body has duly adopted or passed as an official act a resolution, motion or similar action authorizing the person identified as the official representative of the corporation to submit this funding application and all associated information and assurances;
3. The grant will be conducted and administered in compliance with:
   a. Title VI of the Civil Rights Act of 1964 (Public Law 88-352; 42 U.S.C. 2000d et seq.), as amended, and implementing regulations issued at 24 CFR Part 1; and
   b. Title VIII of the Civil Rights Act of 1968 (Public Law 90-284; 42 U.S.C. 3601 et seq.), as amended, implementing regulations issued at 24 CFR Part 107, and Executive Order 11063; and
   c. Section 104(b) and Section 109 of Title I of the Housing and Community Development Act of 1974 (Public Law 93-383; U.S.C. 5301 *et seq.*), as amended; and
   d. Section 504 of the Rehabilitation Act of 1973 (Public Law 93-112; 29 U.S.C. 794), as amended; and
   e. Executive Order 11246, the implementing regulations issued at 41 CFR Chapter 60, and the Development Act of 1968 (12 U.S.C. 1701u; and
   f. The Age Discrimination Act of 1975 (Public Law 94-135; U.S.C. 6101), as amended.
   g. Presidential Executive Order 13166 ("Improving Access to Services for Persons with Limited English Proficiency"); and
   h. Executive Orders 11625, 12432 and 12138, encouraging the use of minority and women-owned business enterprises in connection with activities funded under this grant.
4. It will affirmatively further fair housing.
5. It will implement the requirements of the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821-4846) and implementing regulations at 24 CFR Part 35.
6. It will comply with Uniform Federal Accessibility Standards at 24 CFR Part 40, Appendix A, as they related to major rehabilitation or conversion.

As a duly authorized representative of the Agency, I submit this application to the JURISDICTION and verify, under penalty of perjury under the laws of the State of California or of the JURISDICTION, that the information contained herein is, to the best of my knowledge, true, correct and complete. **(Attach documentation that verifies the signer has the authority to submit this application and execute the contract).**

AUTHORIZED SIGNATURE: _____ DATE: 1/31/22

NAME (Please Print): Mark Washbush TITLE: Chief Operating Officer

Community Development Block Grant/ Gilroy Housing Trust Fund Application
City of Gilroy 22-RFP-HCD-471
Fiscal Years 2022-2023 and 2023-2024

SECTION 1: COVER SHEET

A. Applicant Information

Legal Name of Organization: **Community Agency for Resources Advocacy and Services (C.A.R.A.S.)**
Mailing Address: **381 -B First Street**
City, State, Zip Code: Gilroy, CA 95020
Contact Person Name: Marty Estrada Title: Program Coordinator
Email Address: mestrada@carassouthcounty.org Webpage: www.carassounthcounty.org
Telephone Number: (408) 847-4978

B. Project Overview

Project Name: Homeward Bound Homeless Prevention Services
Project Location: 381-B First Street
City, State, Zip: Gilroy, CA 95020

Brief Project Description: Community Agency for Resources, Advocacy and Services (C.A.R.A.S.) will address the goal of Gilroy's Consolidated Plan Priority Needs. **(Homelessness Prevention and Safety Net Services).** We will target Extremely low Income, Low Income, Moderate-Income residents, seniors, and individuals with disabilities seeking rental and deposit assistance, (City Wide in Gilroy).

Our Homeward Bound Homeless Prevention Services will target Gilroy's Consolidated Priority needs plan and goals of the supported needs population and address services to support families, seniors, individuals with disabilities and homeless clients. Our program provides (passthrough funding) rental assistance funding from our partner agencies (Santa Clara County) who facilities funding through the (SOS) program Season of Sharing and Housing Trust Foundation and the Health Trust of Silcon Valley.

This funding stream will provide a one-time rental / deposit assistance rental / for up to $5,000.00 to qualified families, individuals who meet the program requirements. This program will support residents of Gilroy who on the verge of eviction or owe past due rent, and those who are homeless. This critical homeless prevention service is to support those who have fallen in to hard times due to illness, loss of job, covid-19, or transitioning to a new job. This supports a housing crisis from families becoming homeless in this current covid-19 pandemic.

The homeward bound program will also support farmworkers, legal services and general client resource connections- seeking other linkages to resources and benefits. Such as connecting folks to a free pharmacy to get free medication, facilitated by Santa Clara County, and public benefits or food assistance. And provide farmworker support and legal services.

We will provide services and programming at (CARAS) offices to youth, located at 381 -B First street Gilroy, CA 95020. We will dedicate (1) staff and volunteers to support the program for (60) unduplicated clients, for (12) months.

C. Funds Requested

$ 37,000.00 (Grant request for fiscal year 2022-2023) $ $37,000.00 (Grant request for fiscal year 2023-2024)

Total estimated project cost for Fiscal Year: **Gilroy CDBG/HTF funds in Fiscal Year:**

Community Development Block Grant/ Gilroy Housing Trust Fund Application
City of Gilroy 22-RFP-HCD-471
Fiscal Years 2022-2023 and 2023-2024

	2022 / 2023	2023 / 2024
Projected cost:	37,000.00	37,000.00

	2020 / 2021	2021 / 2022
Requested:	N/A	N/A
Received:	N/A	N/A

Identify the City of Gilroy 2020-2025 Consolidated Plan priority need(s) being met:

- ☐ Preserve Affordable Housing for Home Ownership
- ☐ Small Business Expansion
- ☐ Supportive Services for Homeless X
- Supportive Services for Special Needs Populations X
- ☐ Fair Housing Support
- ☐ Install Safety & Enhanced Public Improvements
- ☐ Workforce Development
- ☐ Neighborhood Revitalization

SECTION 2: PROJECT INFORMATION

A. Project Overview and Target Population [Limit each response to no more than half a page]

1. Describe the primary purpose of the proposed project:

The primary purpose of the Homeward Bound Homeless Prevention Services, is to support Gilroy residents who are extremely low-income clients, or low-income youth, and moderate income. The associated goal of Gilroy's consolidation plan is to support homeless prevention and safety net services, Special Needs Services – Persons with Disabilities

Our community is facing an acute crisis that is hitting the low-community of Gilroy very hard. The hardships of a profound pandemic in which many families are suffering evictions due to loss of income, lack of employment or are sick. We will offer a seamless process to in supporting clients in qualifying for funding services and schedule appointments to file applications in person or online. There are not enough service providers in Gilroy to handle this problem.

Our services will be facilitated at CARAS offices located at 381 First Street Unit B Gilroy, CA 95020 from 5pm to 8pm evenings every two weeks for 12 months and weekends (if need be) to support the application process. We will enroll (15) unduplicated clients every quarter for a total of (60) clients per year.

1.05. **Description of Services**

Location of services:	381 First Street Unit B Gilroy, CA 95020
Hours of operation:	M-F 9am to 5pm. CARAS will adjust hours to support youth program to 5-8pm and

Activity 1:	Outreach, Intake, Screening, Interviews, Application Process

Activity Description:

Homeward Bound Homeless Prevention Services will provide outreach by using USPS Direct Mail to send informational program flyers to extremely low-income neighborhoods. The second tier of outreach will be in the form of flyers to other community agencies, word of mouth, and neighborhood flyer postings.

Our process: We will screen, conduct risk assessments, intakes, interviews to potential candidates, over the phone in order to verify client's benchmarks for qualification purposes. Once the client is found eligible, they will be provided a hard copy of the application process with all the documentation need to process their application, we will also offer this electronically via email if the client prefers. We will use technology via email to gather documentation and the application process and or schedule walk-ins in assisting the community residents of Gilroy.

Documents needed: I.D., Income, Landlord contact, proof of children or disability paystub, W-9, Acknowledgement to

Rent/letter of intent to rent can be submitted in lieu of lease. Verification of owed costs (3-Day Notice or other written verification of exactly what lessee owes). Letter must include Land Lord or Property Manager's information (name, signature, phone #, email, etc.) Verification of income for every adult over the age of 18 years (pay stubs, letter verifying employment, benefits award letter, child support, SSI, SSA, Food Stamps, Cal Works, Cash AID, pension etc. And (projected income).

Homeward Bound Homeless Prevention Services staff will then write a narrative to support the client is approved for rental assistance. Our applications are in English and Spanish.

Activity 2:	**Resource Services**

Activity Description:

Homeward Bound Homeless Prevention Services will provide other resources to clients seeking rental assistance. Our case manager will provide clients with a list of resources and provide advocating for the client as needed. One example is the Better Health Pharmacy – County of Santa Clara Public Health Department, which offers free medication of all sorts. Many people don't know this is available to them. Homeward Bound Homeless Prevention Services will provide soft case management in seeking other resources for clients based on their needs assessment.

Many low-income families, senior's and folks with disabilities are struggling to make ends meet, and what has exacerbated their situation is the covid-19 pandemic. Inflation as also caused food and gas prices to rise considerably. The Homeward Bond Homeless Prevention Services will offer Navigation services in who and how to get to these resources.

Our services will be open to the public at 318 –B First Street Gilroy, CA weekly from 9pm to 8pm and weekends if needed for folks needing rental and deposit assistance We will enroll (15) unduplicated clients every quarter for a total of (60) clients per year.

Activity 3:	**Farmworker Support and Legal Services**

Homeward Bound Homeless Prevention Services will provide farmworkers support with clients a list of resources. Many of low-income families, clients and seniors struggle with the lack of resources.

We have partnered with SER the National Farmworker Jobs Program in Gilroy. This program provides services for migrant and seasonal farmworkers and their dependents to assists farmworkers and their dependents to acquire necessary skills to either stabilize or advance in their agricultural jobs or obtain employment in new industries. To support our farmworkers, NFJP will work to provide safe, sanitary permanent and temporary housing. The NFJP partners with the Monitor Advocate System to ensure farmworkers have equitable access to career services, skill development, and workforce protections offered by American Job Centers, to improve their living and working conditions. The MAS –Monitor Advocate Systems offers farmworkers: Conducting outreach to MSFWs at their working, living, and gathering places. Monitoring services provided to MSFWs at American Job Centers, Facilitating the Employment Service and Employment-Related Law Complaint System, which helps resolve labor-related complaints, and Promoting the Agricultural Recruitment System for U.S. workers, which connects job seekers who need employment to employers who need workers.

In addition to this the Homeward Bound Program will offer legal support in the areas of immigration policies and work with restoring DACA, DAPA U-Visas support, court documents as well. We also partnered with Catholic Charities immigration

department who uses CARAS offices weekly providing legal support (attorney) with immigration status.

Our case manager will provide these services and track program participants each will have case files to track progress, data collection, case notes, referrals and (advocacy) if needed.

2. Describe the need(s) that the proposed project addresses, its community impact, and how it addresses a 2020-2025 Consolidated Plan priority.

Gilroy's consolidated plan: According to the 2020-2025 Gilroy's consolidated plan, Homelessness Prevention and Safety Net Services.

Our proposed project will address: The 2020-2025 Gilroy Consolidated plan Homelessness Prevention and Safety Net Services consists of these factors: Gilroy Extremely low and low-income households and Hispanic households,

The community impact: Our program will provide families, seniors, individuals with disabilities rental /deposit assistances to (60) clients = this leverage funding amounts to $300,000.00 of funding at the high end at ($5,000.00) per client to the low end $180,000.00 at ($3,000.00) per client.

Also, we would have accomplished homeless prevention and eviction and homelessness for (60) clients if add children and other household members we are looking at 300 people from being displaced and possibly becoming homeless.

3. Describe the project's target population, including client eligibility requirements. Discuss how and if they are an at-risk and/or under-served population.

Our program target population is Gilroy's marginalized population living in the lowest income economic cycle of poverty. Due to their socioeconomic status, it is very often these youth have low educational achievements and live in low household incomes.

Target Population: The target population of the Homeward Bound Homeless Prevention Services will target At-Risk Hispanic and all low-income, residents of all ages providing they meet the qualifying eligibility s old). indicated as a priority need in the 2020-2025 Gilroy Consolidated plan Homelessness Prevention and Safety Net Services.

Client Eligibility Requirements: CARAS low-come with a rental or deposit crises having a rental or lease agreement. Clients have to demonstrate they will be able to pay their rent the following month or an agreement with the landlord. The process is straight forward and must submit supporting documents to meet the eligibility requirements.

At-Risk and Under-Severed Population: The report from U.S. Census Track, the community of Gilroy, (South County of Santa Clara) who are impoverished, low-income Families in the community, with ethnic minorities, immigrants, and farmworkers. As of 2019 (75%) of Gilroy, CA residents (42.7k people) were born outside of the United States. Demographics: The most common racial or ethnic group living below the poverty line in Gilroy, CA is Hispanic, followed by White and Other. U.S. Census says the population of Gilroy, CA as of 2019 is 59,032. In which 59.1% is Hispanic. Hispanic, poverty rate of 8.56%. Male Poverty Rate, 9.63% Female Poverty Rate. The non-English language spoken by the largest group is Spanish, which is spoken by 37.47% of the population.

4. What other private or government organizations are now or will address the same needs identified herein? List and describe the services provided by each in relation to the needs addressed.

- Santa Clara County, administers the Season of Sharing funding.
- St Joesph Family Services provides pass through funding (EAN) who uses Season of Sharing Funding.
- CARAS has staff experience in which surpassed funding supportive usage for multiple agencies

(combine).

- CARAS has a rental assistance program (on a very small scale) however our services operations will support clients in the evenings (5pm to 8pm) we will schedule clients for appointments when they get out of work and weekends if needed.
- CARAS will outreach to the low-income 95020 zip codes using USPS Direct mail to send flyers directly to these residents –flyer in Spanish had English

5. Explain how the proposed program/project augments rather than duplicates the services of others.

A. CARAS hours of operations will be conducted later in the evenings and weekends, which allows outreach the community to seek these services in a boarder way. There are not enough rental assistance programming services in Gilroy, cities like San Jose have multiple rental assistance agencies offering this service.

B. According to U.S. Census Track Demographics: The most common racial or ethnic group living below the poverty line in Gilroy, CA is Hispanic, followed by White and Other. U.S. Census says the population of Gilroy, CA as of 2019 is 59,032. In which 59.1% is Hispanic. Hispanic, poverty rate of 8.56%. Male Poverty Rate, 9.63% Female Poverty Rate. The non-English language spoken by the largest group is Spanish, which is spoken by 37.47% of the population.

C. Gilroy has the highest negative risk indicators in the county—highest rate of homelessness, lowest median income, most reports of child abuse, second highest rate of domestic violence (Morgan Hill rate is higher), schools lowest achieving in county, highest rate of juvenile offenders violating their probation agreements because of a lack of services, most recidivism, least substance abuse treatment for youth. A number of county services to Gilroy, such as public health nursing, have been cut or eliminated.

D. We at C.A.R.A.S. have experience, for the past (10) years provided services to the community of Gilroy, San Martin, Morgan Hill, CA (South County of Santa Clara) who are not only impoverished, low-income Families in the community, with ethnic minorities, immigrants, and farmworkers. As of 2019 (75%) of Gilroy, CA residents (42.7k people) were born outside of the United States, which is higher than the national average of 34% as of 2018. The most common racial or ethnic group living below the poverty line in Gilroy, CA is Hispanic, followed by White and Other. U.S. Census says the population of Gilroy, CA as of 2019 is 59,032. In which 59.1% is Hispanic. The majority of clients we at Community Agency for Resource, Advocacy and Services, service are people of color (Hispanics). We service families, youth, single parents, seniors, reentry clients who fall below the poverty rate and those at the poverty rate. Families & individuals fall below the economic, wellbeing in our area there is a lack of resources, supportive services, and a disfranchised and a disproportionally number of citizens.

6. Describe how your agency collaborates with other service providers (e.g. shared staffing, locations, or budgets). Specify the names of collaborative groups of which you are a member.

CARAS, has a wealth of coalition partners, in which, on a regular basis collaborate in a conservative effort in supporting multiple youth issues, youth laws, programs, tenant housing issues, civil engagements, legislative support within city, county and the state of California stakeholders. We don't share staffing or budgets, but do share locations at school sites, (Mt. Madonna high school in 2020 class room) Gilroy Prep school programing starting in Febuary-2022-class room setting.

CARAS has contractual agreements with Santa Clara County Office of Education, BSCC state of Cailfornia and National

Center for Youth Law, City of Morgan Hill, and Santa Clara County –Office of Sustainability to provide services.

CARAS conducts zoom meetings with services providers on a weekly, biweekly, and on a monthly basis, facilitating and scheduling agendas issues that affect youth, community, laws, programs, and schools.

CARAS has a comprehensive network of service providers:

Santa Clara County Office of Education, Silicon Valley De-Bug, Gilroy Prep School, South County Annex Continuation School, Mt. Madonna High School, Youth Alliance, Santa Clara County Youth Justice CBO's, California Alliance - Youth & Community Justices, VERA Insititute, ConXion to Community, Latino Community Foundation, Moca Foundation, Young Women's Freedom Center, Law Foundation, SIREN, National Center for Youth Law, Santa Clara County Catholic Immigration Department, Pit Stop Homeless Services, (SRJUR) Showing up for Racial Justice out of Morgan Hill, Living Above the influence Step Forward Foundation, Asian Law Alliance, City of Morgan Hill, and Santa Clara County / Office of Sustainability (Climate Road Map Program).

NOTE: For Reference the 2021 HUD Income Limit Standards for Santa Clara County are provided below.

	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
0% - 30% AMI Extremely Low Income	$34,800	$39,800	$44,750	$49,700	$53,700	$57,700	$61,650	$65,650
31% - 50% AMI Very Low Income	$58,000	$66,300	$74,600	$82,850	$89,500	$96,150	$102,750	$109,400
51% - 80% AMI Low Income	$82,450	$94,200	$106,000	$117,750	$127,200	$136,600	$146,050	$155,450

B. Performance Measures/Numeric Goals

1. **Unduplicated Participants** – Indicate, by quarter, the proposed number of unduplicated participants the City grant funded project will serve. An unduplicated participant is a Gilroy resident who is counted only once each fiscal year. If this project has other funding sources, only list and report on the percentage of unduplicated persons served under this grant.

Unduplicated Participants	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
	15	15	15	15	60

	# of Gilroy Clients		# of Gilroy Clients
Extremely Low Income (0%-30% AMI)	40	Youth (0-18 years)	
Very Low Income (31%-50% AMI)	20	Adults (19-61 years)	40
Low Income (51%-80% AMI)		Seniors (62+ years)	10
Moderate Income (81%-120% AMI)		Disabled Individuals	10
Above Moderate Income (120%+ AMI)		Other Special Needs	

2. **Service Units** – Provide activity name, define unit of service, and list the proposed number of units of service that will be provided each quarter resulting from the Gilroy grant only. A unit of service is the "thing" you propose to track each quarter. (i.e. each case, meal, shelter night, job, etc.)

Activity 1:	Error! Reference source not found. Outreach, Intake, Screening, applying for rental / deposit assistance				
Unit of Service =	Screen and filling out rental /deposit rental assistance and applying for funding				
Goal:	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
	15	15	15	15	60

Activity 2:	Error! Reference source not found. Resource Serivces				
Unit of Service =	Providing clients' listings of resources				
Goal:	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total

	10	10	10	10	40

Activity 3:	**Error! Reference source not found. Farmworker Support and Legal Services**				
Unit of Service =	We will provide legal services to farmworkers				
Goal:	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
	3	3	3	3	12

3. **Outcome Measure Statement and Measurement Methodology** – List outcome measure(s) as a percentage (an outcome measure is the proposed measurable outcome(s) expected to be achieved through the activities to be provided) and include the measurement tool(s) you propose to use, then below the outcome measure section describe the measurement methodology to be implemented in order to arrive at the actual percentage achieved. Finally, list the numerical percentages you propose for Q2 (representing outcomes from Q1-Q2) and Q4 (representing outcomes from Q3-Q4).

Example:		
Outcome Measure	50% of clients receiving job readiness training will increase their income by securing new employment as measured by either employer verification letters, pay stubs, or benefit letter.	
Measurement Methodology:	Staff will verify the number of clients securing new employment. The number of unduplicated clients securing new employment will be divided by the total number of unduplicated clients served to arrive at the actual percentage securing new employment.	
	Quarter 2	Quarter 4
Outcome Goal:	50%	50%

Outcome Measure #1	**75% of program participants will applications will be processed qualify for rental assistance services**	
Measurement Methodology:	**Client rental assistance approvals collected and recorded in the data collection file.**	
	Quarter 2	Quarter 4
Outcome Goal:	70%	70%

Outcome Measure #2	**70% of program participants will complete program application.**	
Measurement Methodology:	**Case Manager will work with client in completion of the application process**	
	Quarter 2	Quarter 4
Outcome Goal:	70%	70%

1. How will the activities being provided under this grant contribute to meeting the outcome measures?

The contributing factors in meeting these outcome measures, the activities Outreach, Intake, Screening, Interviews, Qualification, Enrollment is straight forward, and a part of the application process, documentation gathering and applying for funds, CARAS has a system in place to provide the services.

Case manager will work with clients in the completion of the application process but also make sure all the supporting documents, narrative best supports the client's needs for approval or rental /deposit assistance.

Farmworker Support and Legal Services activities, we will support clients by inhouse referrals to our legal team, Catholic Charities attorney and our paralegal support team providing other legal direction in filing applications. These components will meet the outcome measure deliverables.

2. Describe in detail how your agency will implement the proposed outcome measurement methodology.

CARAS Measuring Program Outcomes—The Process Outcome measurement includes specific actionable steps. The following elements of the outcome measurement process will be described in detail throughout our progress: Our application process and guide: 1. Our organization's readiness and implementation process. 2. We have applications a plan in place. 3. Program's activities: Outreach, intake, screening, interviews, qualification, and case management component ready. 4. Experience in deliverables program intended results, and outcomes. 5. Identified indicators of success for each outcome. 6. Determine appropriate data collection processes, and collect data. 7. Report data findings in a user-friendly format. Program Outreach will reach to the martialized segment of the low-income population of Gilroy in desperate need of rental /deposit assistances, resources and farmworker assistances.

C. Project Administration and Monitoring [Limit each response to no more than half a page]

1. Use the space and table below to briefly describe how the project will be managed and administered, included proposed staff time and staff functions.

The program manager will oversee the operations of the program to ensure the program's success and outcomes. And also safeguard data collection, quarterly reporting documentation, files are complete and secure.

The case manager and support staff (volunteer(s) will provide eligible clients connected to our program in offering our client participants activities: (1) assessing the client's needs; (2) application process. (3) linking the client to appropriate services; (4) submitting applications for approvals to funders. (5) Case manager will prepare all documentation in accordance with program guidelines, maintain participant files to ensure completeness of required documentation and verifications and work with funding providers and resource referrals.

Position Title	Program/Project Duties	Total Annual Salary	Total Hours per Week	% Time Allocated to CDBG/ HTF Activity	CDBG /HTF Salary Reimbursement Request
Program Coordinator	Oversee day-to-day operations of the program. Provides supervision and guidance to staff and volunteers, ensures adherence to protocols, procedures and oversees data collection and client files.	$57,000.00	40	20%	0
Case Manager	Case Manager – will work closely in submitting completed applications for funding. Identify eligible clients, connect clients to appropriate linkages to services rent, resources, legal support. Adhere to compliance matters, data reporting, filing and reports.	$48,000.00	25	100%	$21,220.00
Interns / Volunteer(s)	Interns / volunteer(s) will work closely with the case manager in supporting program daily operations, application, intake, forms case files, documentation collection	$15,000.00	30	100%	0

	interviews, data collection.				

2. Describe your written policies and/or established procedures for assuring persons with disabilities and/or limited English proficiency have access to services and benefits.

CARAS has a written policy (Diversity and Inclusion Statement) which says in part: As the CARAS Organization, we are a diverse, inclusive, and equitable workplace is one where all employees and volunteers, whatever their gender, race, ethnicity, national origin, age, sexual orientation or identity, education, or disability, feels valued and respected. We are committed to a nondiscriminatory approach and provide equal opportunity for employment and advancement in all our departments, programs, clients, families, seniors, individual participants, youth programs and worksites. We respect and value diverse life experiences and heritages and ensure that all voices are valued and heard. CARAS also complies with Title II of the Americans with Disabilities Act.

CARAS offers an indiscrimination-free and inclusive program, as a nonprofit organization we recognize and ensure the respect and dignity of people with disabilities. We communicate openly with folks with disabilities, and demonstrate flexibility, and do not pry into their medical histories and diagnoses. We do not use eligibility requirements or ask questions about physical or mental conditions that tend to screen out people with disabilities unless the criteria are necessary for the provision of the service.

CARAS staff are multilingual and proficient in English and Spanish. Our program applications, forms documents are in English and Spanish. We will provide translation of other written materials, if needed, as well as written notice of the availability of language translation(s), and for individuals and accommodate persons with disabilities at CARAS office.

3. Briefly describe your agency's mission and history. Include a description of your agency's experience in providing the proposed services.

(CARAS) Community Agency for Resources, Advocacy and Services, is a comprehensive community focused agency serving Gilroy and surrounding cities. Our specialty is meeting the needs of the low-income community, farmworkers, homeless population, youth, seniors, families, domestic violence clients, immigration supportive services and housing supportive services, in providing services, legal services, and rent and deposit assistance, under our housing prevention program.

CARAS has several years of experience working directly, community, and stakeholders and providing homeless prevention supportive services and rental/ deposit assistance. CARAS provide advocacy, leadership, mentoring in the community and in schools, and developed a Youth Advocacy Committee which focuses on current youth issues, community groups and civil engagement. CARAS works with many disenfranchised low-income families, youth, seniors' farmworkers, on issues that impact Latinos in South Santa Clara County.

Our mission is to serve the overall community, low-income families, individuals, youth, seniors, and single parents in providing housing services, housing prevention services, resources and referrals, legal support and domestic violence support. To also train youth ages 14-21 involved in the justice system through participatory defense, and leadership development.

CARAS is committed to supporting the community in service the advancement of knowledge through advocacy, innovative teaching, and learning. To provide resources, collaboration, effective communication, and the development of access to equitable resources and opportunities. We are committed to respect for individual dignity, individual rights and equitable access to the community.

4. If previously funded by the City of Gilroy, what were the goals and accomplishments of CDBG/HTF

projects?
C.A.R.A.S has **not been funded by the City of Gilroy.** And CARAS did not apply for Gilroy's Consolidated Priority needs funding cycle (2020-2021).

5. Explain how your agency collects and reports income, race/ethnicity, and disability data.

CARAS Data Collection Plan:

CARAS collects demographic data, such as Socio-economic status, zip codes, race/ethnicity, gender, sexual orientation, U.S. citizen or immigration status, family composition, senior information, individual, using a data tracking tool like an Excel spread sheet and a hard copy for filing. We collect all relevant reporting data in hard files and electronic templets. Our standard process is providing a client with an application which requests self-reporting data and documentation.

Our process in collecting data is requesting client documentation, I.D. employment income paystubs, social security proof of income checks or bank account statements. For disability data we request the client to provide medical documents /history or letters from their doctor to validate their disability or social security check stud indicating SSID, and data verification. We use a standard agency application and budget to capture data. We are also familiar with (HMIS) Homeless Management Information System data collection processes and Santa Clara County VI-SPDAT client collection. Currently we are not using this service.

We also use an Excel spread sheet collection data templet tool to collect data. The data we collect will identify age, ethnicity, disability information and use (income using 24 CFR Part 5.609), application process and submittal of rental/ deposit assistance to funding providers.

6. Explain how your agency collects customer service data and provide the metrics used to collect this data.

CARAS uses agency applications (hard copy) and Excel spreadsheets to capture data. We have an application process in which clients fill out all the basic identifying markers and budget. These are self-reporting documents, forms, and applications that the client fills out and provides the supporting documentation, The metrics are used to collect this data in complied stored, for our monthly and annual reports as required. All forms and applications are kept in client files and stored with names for a period of 5 years and depending on the file management may decide to keep them for longer periods of time.

CARAS collects customer service data to make sure we are efficient in the delivery of services. This helps staff to make sure we are providing the right support in accomplishing the customer goal.
Tracking key metrics also provides the right benchmarks for our support team can work toward and helps ensure the agency deliverables and to provide and deliver great customer service.

D. HUD Low Mod Income National Objective Options (please select one of the three categories below)

☐ **1. Low Mod – Limited Clientele Activities Category**
The HUD National Objective your project will meet is Low Mod Income (LMI) which benefits low and very low-income persons as defined by HUD's income limits for Santa Clara County.

The Low Mod Limited Clientele (LMC) Category is the category under the LMI national objective your project will meet. Under the LMC category, at least 51% of the beneficiaries of an activity have to be LMI persons.

Put a check (X) next to the qualifying criteria below your LMC project activity meets, only select one:

- ☐ a) The activity will exclusively serve a group of persons in any one or a combination of categories generally presumed to be low, very low, or extremely low income: abused children, battered spouses, elderly persons, adults meeting the definition of "severely disabled" in the Bureau of Census's Current Population Reports, homeless persons, illiterate adults, persons living with AIDS, and migrant farm workers; or
- ☐ b) The activity will require documentation on family size and income to document that at least 51% of the clientele are persons whose family income does not exceed HUD income limits for Santa Clara County; or
- ☒ c) X The activity will have income eligibility requirements that limit the activity exclusively to low, very low, and extremely low-income persons; or
- ☐ d) The activity will be of such a nature and in such a location that it may be reasonably concluded that the activity's clientele will primarily be low, very low, or extremely low-income persons.

☐ **2. Low Mod - Housing Activities Category**

The HUD National Objective your project will meet is Low Mod Income (LMI) which benefits low and very low-income persons as defined by HUD's income limits for Santa Clara County. The Low Mod Housing Activities (LMH) Category is the category under the LMI national objective your project will meet.

Owner-occupied housing rehabilitation programs established to meet the Low Mod Housing National Objective found at 24 CFR 570.208(a)(3) must benefit households earning less than 80% of area median income adjusted for household size as published by HUD.

Select one of the Two Accepted Methods for Calculating Household Income for your Project

- ☒ X Part 5 definition of income (24 CFR Part 5.609); or
- ☐ Adjusted gross income under Internal Revenue Service (IRS) form 1040

Each method requires collection and evaluation of source documentation. Self-certification is not acceptable for documenting compliance with the housing national objective. The awarded agency(ies) will be expected to determine income eligibility, establish performance measures, and meet performance objectives.

☐ **3. Low Mod - Area Benefit Activities Category**

The HUD National Objective your project will meet is Low Mod Income (LMI) which benefits low and very low-income persons as defined by HUD's income limits for Santa Clara County. The Low Mod Area (LMA) Category is the category under the LMI national objective your project will meet.

The area benefit category is the most commonly used national objective for activities that benefit a residential neighborhood. An area benefit activity is one that benefits all residents in a particular area, where at least 51% of the residents are LMI persons.
Examples of area benefit activities located in a predominantly LMI neighborhood may include:

- Acquisition of land to be used as a neighborhood park;
- Construction of a health clinic;
- Improvements to public infrastructure (i.e. the installation of gutters and sidewalks); and
- Development of a community center

The above activities benefit all LMI residents in a service area and may qualify under the LMI area benefit category. The applicant is responsible for determining that a service area complies with CDBG regulations.

E. Select one Eligible Project Activity you propose to provide Gilroy residents.

- ☐ Services for Senior Citizens
- ☐ Services for Disabled Persons
- ☒ Services for Youth
- ☐ Services for Victims of Domestic Violence
- ☐ Services for Homeless
- ☐ Substance Abuse Counseling and Treatment
- ☒ X Services for Those At Risk of Homelessness
- ☐ Housing Rehabilitation
- ☐ Public Improvements
- ☐ Code Enforcement
- ☐ Employment Services
- ☐ Fair Housing Services
- ☐ Public Facilities
- ☐ Health Services
- ☐ Tenant / Landlord Counseling
- ☐ Economic Development
- ☐ Other, list

F. HUD Performance Measures

HUD requires that recipients of federal funding assess the outcomes of their programs. Below, please select only one primary HUD objective and only one primary HUD outcome to be addressed by this project.

Objectives

- ☐ **Objective #1: Creates a suitable living environment.** This objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment (such as poor-quality infrastructure) to social issues such as crime prevention, literacy, or elderly health services.
- ☒ **Objective #2: Provides decent housing.** This objective focuses on housing programs where the purpose of the program is to meet individual, family, or community needs and not programs where housing is an element of a larger effort, since such programs would be more appropriately reported under suitable living environment.
- ☐ **Objective #3: Creates economic opportunity.** This objective applies to the types of activities related to economic development, commercial revitalization, or job creation.

Outcomes

- ☐ **Outcome #1: Improve availability/accessibility.** This category applies to activities that make services, infrastructure, public facilities, housing, or shelters available or accessible to low/moderate income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low/moderate income people where they live.
- ☐ **Outcome #2: Improve affordability.** This category applies to activities that provide affordability in a variety of ways in the lives of low/moderate income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care.
- ☒ **Outcome #3: Improve sustainability.** This category applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low/moderate income or by removing or eliminating slums or blighted areas through multiple activities or services that sustain communities or neighborhoods.

SECTION 3: FINANCIAL AND OTHER ORGANIZATION INFORMATION

A. Agency Information

Executive Director: Acting E.D. Reymundo Armendariz Email: rarmendariz@carassouthcounty.org

DUNS #: 049502189 Fax: (408) 846-1089

Non-profit with 501(c)(3) Status ☒ Yes ☐ No Faith-based organization ☐ Yes ☒ No

Registered at sam.gov ☒ Yes ☐ No

B. Total Agency Budget

	2021-2022	2020-2021
Administration	242,478.00	270,000.00
Fundraising	2,100.00	7,000.00
Proposed Project (Total Gilroy grant budget)	37,000.00	N/A
All Other Programs	10,000.00	100,000.00
Total Agency Budget	291,578.00	377,000.00

C. Proposed City of Gilroy Grant Budget

Proposed City of Gilroy Grant Project Expenses	FY 2021-2022 CDBG/HTF Allocation (If Applicable)	FY 2022-2023 and 2023-2024 CDBG/HTF Request	List % Change from FY 21/22 allocation to FY 22/23 and FY 23/24 Request
Salaries	N/A	$23,620	$23,620.00
Benefits	N/A	$2,000	$2,000.00
Office Supplies	N/A	$2,000	$2,000.00
Communication	N/A	440	$440.00
Publications/Printing/Advertising	N/A	2,500	$2,500.00
Travel	N/A	0	0
Rent/Lease/Mortgage	N/A	4,200	$4,200.00
Utilities	N/A	1,440	$1,440.00
Insurance	N/A	800	$800.00
Equipment Rental/Maintenance, Specify: **Van Rental**	N/A	0	0
Audit/Legal/Professional Services (for CDBG/HTF portion only)	N/A	0	0
Direct Services (Funding for specific service such as a meal, ride), Specify: Field Trips	N/A	0	0
Contracted Services, Specify:	N/A	0	0
Other, Specify:	N/A	0	0

Total Expenses:	N/A	**$37,000.00**	**$37,000.00**

1. Please explain any variation in excess of 10% between 2021-2022 allocation and proposed 2022-2023 and 2023-2024 expenses (If applicable).

N/A

2. Indirect costs billed to a CDBG grant require a HUD approved indirect cost plan and those billed to an HTF grant require a city approved indirect cost plan. Do you plan to bill the grant for indirect costs? ☐ **Yes** ☒ **No**

3. Does your agency charge fees for the services that you are requesting funding? ☐ **Yes** ☐ **No** If so, please attach a fee schedule to this page.

D. Leveraged Funds

Proposed Project Revenues FY 2022-2023	List Amount
Proposed CDBG/HTF City of Gilroy Grant	$37,000.00
Other Revenue Sources for proposed project (Please List)	
Donations	$2,000.00
In kind / Staffing	$11,400.00
In kind /Intern /Volunteer Time	$15,000.00
Total of Other Revenue Sources:	**$28,400.00**

1. If your organization is not leveraging the requested CDBG/HTF funds with other funds, please explain why.

E. REQUIREMENTS

First-time applicants: Submit **all** items below with the proposal, as described in the submittal requirements of the application packet.
New applicants or those submitting a proposal for a new project must meet with HCD Technician, Sandra Nava, prior to application submittal to determine if the proposed project meets CDBG and HTF eligibility requirements.

Current grant recipients: Put a check (X) next to an item below if the most current copy is on file with the Housing & Community Development office. Submit all unchecked items below with the proposal, as described in the submittal requirements of the application packet.

a. **Articles of Incorporation and Bylaws** (submit any amendments).

b. **Current Policy & Procedures Manual.** Include current policy prohibiting discrimination, grievance procedures, procurement procedures and conflict of interest requirements for both employees and clients.

c. **Current Nonprofit Determination.** Submit current determination letters from the federal Internal Revenue Service and the State Franchise Tax Board listing the organization's current name and address documenting the organization is tax exempt.

d. **Current List of Board of Directors.** Include the current name, telephone number, address, occupation or affiliation of each member, and service term. Identify the principal officers of the governing body.

e. **Current Authorization to Request Funds.** Submit the governing body's authorization to submit the City of Gilroy funding request. This consists of copies of the resolution (if applicable) and/or of the **minutes of the meeting** in which the governing body's resolution, motion, or other official action is recorded authorizing the funding request.

f. **Current Designation of Authorized Official.** Documentation must be submitted of the governing body's action authorizing the representative(s) of the agency to negotiate for and contractually bind the agency. This consists of a signed letter from the Chairperson or Secretary of the governing body providing the name, title, address, and telephone number of each authorized individual.

g. **Current Organizational Chart.** Include the organization's current administrative framework and staff positions.

h. **Current Financial Statement and Audit and Management Letter, if applicable.** Also, if applicable, describe any actions taken to correct identified findings or concerns.
Any agency that does not have a financial statement or audit to submit must contact Sandra Nava prior to submitting this application.

i. **Résumés of Chief Program Administrator and Chief Fiscal Officer**

SECTION 4: AUTHORIZATION

The applicant hereby assures and certifies compliance all applicable federal, state, and local laws, regulations, policies, and requirements (including, but not limited to 2 CFR Part 200), as they relate to the acceptance and use of CDBG and local funds by private, non-profit organizations. Also, the applicant assures and certifies the following information:

1. It possesses legal authority to make a grant submission and to execute a community public service program;
2. The agency's governing body has duly adopted or passed as an official act a resolution, motion or similar action authorizing the person identified as the official representative of the corporation to submit this funding application and all associated information and assurances;
3. The grant will be conducted and administered in compliance with:
   a. Title VI of the Civil Rights Act of 1964 (Public Law 88-352; 42 U.S.C. 2000d et seq.), as amended, and implementing regulations issued at 24 CFR Part 1; and
   b. Title VIII of the Civil Rights Act of 1968 (Public Law 90-284; 42 U.S.C. 3601 et seq.), as amended, implementing regulations issued at 24 CFR Part 107, and Executive Order 11063; and
   c. Section 104(b) and Section 109 of Title I of the Housing and Community Development Act of 1974 (Public Law 93-383; U.S.C. 5301 *et seq.*), as amended; and
   d. Section 504 of the Rehabilitation Act of 1973 (Public Law 93-112; 29 U.S.C. 794), as amended; and
   e. Executive Order 11246, the implementing regulations issued at 41 CFR Chapter 60, and the Development Act of 1968 (12 U.S.C. 1701u; and
   f. The Age Discrimination Act of 1975 (Public Law 94-135; U.S.C. 6101), as amended.
   g. Presidential Executive Order 13166 ("Improving Access to Services for Persons with Limited English Proficiency"); and
   h. Executive Orders 11625, 12432 and 12138, encouraging the use of minority and women-owned business enterprises in connection with activities funded under this grant.
4. It will affirmatively further fair housing.
5. It will implement the requirements of the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821-4846) and implementing regulations at 24 CFR Part 35.
6. It will comply with Uniform Federal Accessibility Standards at 24 CFR Part 40, Appendix A, as they related to major rehabilitation or conversion.

As a duly authorized representative of the Agency, I submit this application to the JURISDICTION and verify, under penalty of perjury under the laws of the State of California or of the JURISDICTION, that the information contained herein is, to the best of my knowledge, true, correct and complete. **(Attach documentation that verifies the signer has the authority to submit this application and execute the contract).**

AUTHORIZED SIGNATURE: Reymundo Armendariz DATE: 1/28/2022

NAME (Please Print): **Reymundo Armendariz** TITLE: **Acting Executive Director**

Community Development Block Grant/ Gilroy Housing Trust Fund Application
City of Gilroy 22-RFP-HCD-471
Fiscal Years 2022-2023 and 2023-2024

SECTION 1: COVER SHEET

A. Applicant Information

Legal Name of Organization: Community Agency for Resources Advocacy and Services (C.A.R.A.S.)
Mailing Address: 381 -B First Street
City, State, Zip Code: Gilroy, CA 95020
Contact Person Name: Marty Estrada Title: Program Coordinator
Email Address: mestrada@carassouthcounty.org Webpage: www.carassounthcounty.org
Telephone Number: (408) 394-4258

B. Project Overview

Project Name: RYSE UP (Reaching our Young people to Succeed and Empower with Unlimited Potential)
Project Location: 381-B First Street
City, State, Zip: Gilroy, CA 95020

Brief Project Description: Community Agency for Resources, Advocacy and Services (C.A.R.A.S.) will address the goal of Gilroy's Consolidated Plan Priority Needs. (Special Needs Services- Youth). We will target Extremely low Income, Low Income, and possibility Moderate-Income Hispanic Latina youth, (City Wide - Gilroy).

We will focus on Gilroy's Consolidated Priority needs plan and goals of the supported needs population and address key at-risk youth categories: crime prevention, gang intervention, youth empowerment, and recreational activities - prosocial activities.

We will provide services to (At-Risk Youth). The focus of this program is to support youth who are at risk, displaying offending behaviors, truancy and displaying trauma- impacted behaviors and issues and those who have been impacted by crime or on the verge or in the juvenile system.

The areas will address are the youths' unique socioemotional needs, risk factors, protective factors. Program RYSE UP focuses on (5) key protective factors: (1 Intervention (2) Leadership (3) Mentorship (4) Rights of Passage (5) Coaching and Case Management.

Program and services will be conducted at (CARAS) offices located at 381 -B First street Gilroy, CA 95020. We will dedicate (1) staff and volunteers to support the program for (20) unduplicated youth, ages 12-17 for (12) months. Groups and sessions will be weekly (3-4) hours and one quarterly (Saturday) for pro-social recreation activities.

C. Funds Requested

$ 37,000.00 (Grant request for fiscal year 2022-2023) $ $37,000.00 (Grant request for fiscal year 2023-2024)

Total estimated project cost for Fiscal Year:		
	2022 / 2023	2023 / 2024
Projected cost:	37,000.00	37,000.00

Gilroy CDBG/HTF funds in Fiscal Year:		
	2020 / 2021	2021 / 2022
Requested:	N/A	N/A
Received:	N/A	N/A

Community Development Block Grant/ Gilroy Housing Trust Fund Application
City of Gilroy 22-RFP-HCD-471
Fiscal Years 2022-2023 and 2023-2024

Identify the City of Gilroy 2020-2025 Consolidated Plan priority need(s) being met:

- ☐ Preserve Affordable Housing for Home Ownership
- ☐ Small Business Expansion
- ☐ Supportive Services for Homeless
- X Supportive Services for Special Needs Populations
- ☐ Fair Housing Support
- ☐ Install Safety & Enhanced Public Improvements
- ☐ Workforce Development
- ☐ Neighborhood Revitalization

SECTION 2: PROJECT INFORMATION

A. Project Overview and Target Population [Limit each response to no more than half a page]

1. Describe the primary purpose of the proposed project:

The primary purpose of the RYSE UP program is to support At-risk young girls in the city of Gilroy and meet the needs under the (priority need) of the Gilroy's Consolidation Plan which is considered a priority level as (High). The target population we seek is extremely low-income clients, or low-income, and moderate income. The associated goal of Gilroy's consolidation plan is to support services for special needs populations.

Because there is a need for a (Latina youth) program in Gilroy, our program will address crime prevention, gang intervention, youth empowerment, and recreational activities. The program curriculum will focus on (5) key protective factors: (1) Intervention (2) Leadership (3) Mentorship (4) Rights of Passage (5) Coaching and Case Management.

The secondary purpose is found Santa Clara County Juvenile Annual Justice Report (Arrest data for young Latina's in Gilroy), We will address this in question (3), page (5) of this application.

1.05. **Description of Services**

Location of services:	381 First Street Unit B Gilroy, CA 95020
Hours of operation:	M-F 9am to 5pm – CARAS will add hours support youth program to 5-8pm.

Activity 1:	Outreach, Intake, Screening, Interviews, Qualification and Enrollment

Activity Description:

The Ryse Up program will provide outreach to the targeted community by using USPS Direct Mail to mail informational program flyers to extremely low-income neighborhoods. We will also pass flyers to schools other CBO's new South County diversion program, social media and to the general community.

Once we have developed a list of potential candidates, we will do intakes, screening and interviews in determining eligibility into the program. CARAS has supporting youth application and documents for this program to start immediately if selected.

Risk assessment and income eligibility will be conducted to verify eligibly for at-risk clients for extremely low, very low- and low-income candidates. Once program candidates have been identified they will be enrolled into the Ryse Up program.

Activity 2:	Programming / Groups / Recreational Prosocial Activities

Activity Description:

The program will be staffed by (1) person & volunteers and possibly intems as support. The program will provide weekly groups from 5pm to 8pm and (1) Saturday per month for recreational activities.

Program will consist of (5) key protective factors: (1) Intervention (2) Leadership (3) Mentorship (4) Rites of Passage (5) Coaching and Case Management, and using a culturally based Chicana/Latina curriculum (Xinachtli).

Once youth have completed the program will the process of mentorship and invite them to participate in another weekly program called the (YAC) program. Youth Advisory Council. The program allows youth to participate in civil engagement, with law enforcement, stakeholders, elected officials, leaders in the community business owners, governmental leaders and various issues that effect and support youth, and the youth in their own community. This opens the door for youth empowerment and advocacy for themselves and others.

Activity 3:	Case Management Services

Case Management services will consist of intake assessments, individualized service plans to ensure the client goals are met and to provide a seamless connection to services.

The purpose of the case manager component is to act as a supportive role to each client, to stop recidivism, build self-esteem, self-confidence, leadership skills, build trust, building resiliency and empowerment, through relationships and engage youth in prosocial activities. We will facilitate a learning environment group meetings exploring the topics of leadership, mentorship, intervention, rites of passage, coaching and case management.

Our case manager will provide eligible clients connected to our program in offering our client participants five sequential case management activities: (1) assessing the client's needs; (2) developing a service plan; (3) linking the client to appropriate services; (4) monitoring client progress; and (5) advocating for the client as needed. All program participants will each have case files to track progress, data collection, activities, program sessions, case notes surveys, and referrals.

2. Describe the need(s) that the proposed project addresses, its community impact, and how it addresses a 2020-2025 Consolidated Plan priority.

The program will address the needs of at-risk youth regarding crime prevention gang intervention, youth empowerment and provide prosocial activities. There is a need for a young Hispanic youth girls' program due to the lack of resources. We at CARAS have programming in place to affect change and to equip youth with a better comprehension of positive choices they can choose to make. (They know too well of the negative consequences they have made in their young lives) We just need to support youth in a making different outlook in life – and this is what our program will focus on.

According to the 2020-2025 Gilroy's consolidated priority plan, supporting services for special needs populations, supporting youth activities, ranked as a high need of (69) percent for youth services. The Strategic Plan states goals to address basic needs, supportive services, youth services. Under the Priority Need Name Special Needs Services – Youth services were categorized as a priority need for at-risk youth that address crime prevention, gang intervention, recreational activities, and youth empowerment. The Community also echoed this in their engagement assessment efforts in identified youth services as a priority need.

The community impact in the services we are providing with stop the cycle and pipeline of incarceration, reduce gang involvement, and teach these young girls in making positive choices and the right decision. They will be empowered, instead of listening to peer pressure and or negative influences at school or in their neighborhood.

3. Describe the project's target population, including client eligibility requirements. Discuss how and if they are an at-risk and/or under-served population.

Our target population are the marginalized at-risk youth, living in the lowest income economic cycle of poverty. Due to their socioeconomic status, it is very often that these youth have low educational achievements and live in low-income households. There is a correlation between socioeconomic status and marginalized skills and arrest of youth with delinquent behaviors. The socioeconomic status (SES) is one of the most well- documented correlations of youth delinquency. Many studies have shown that youth from low (SES) families are more likely to engage in delinquent behaviors than youth from high (SES) families.

Target Population: The target population are At-Risk Hispanic Latina's, (young girls ages 12 to 17 years old). (Latina) young girls who are at risk of and on the verge of entering the juvenile system or already in the system and or experiencing truancy at school and or hanging out with negative influences.

Client Eligibility Requirements: Youth must meet the eligibility requirements. All clients will come from Gilroy, CA, at risk, low-income, youth selected from the interviews, screening, risk assessments and income.

At-Risk and Under-Severed Population: CARAS conducted research in the arrest records of Gilroy youth and found that for the years 2018, 2019 and 2020 female youth arrest records were higher than all of Santa Clara County, and higher than San Jose, CA. The Santa Clara County Juvenile Justice Report 2020 Female Arrests in Gilroy showed the highest arrests of girls of (47) youth arrested, the highest in Santa Clara County. The criminogenic needs for girls were: 82% had depression, low self –esteem, anxiety, and impulse control. 64% indicated family history problems. 43% indicated abuse/ neglect and trauma which affected youth actions or decision making. 40% indicated substance use, 44% indicated parental supervision, 37% indicated school inadequacy and 35% indicated social inadequacy, gullible being easily led. 69% indicated relationships, peer group negative.

4. What other private or government organizations are now or will address the same needs identified herein? List and describe the services provided by each in relation to the needs addressed.

Santa Clara County, Santa Clara Office of Education, State of California, (BSCC) Board of State and Community

Corrections, Youth Reinvestment Grant has a program providing Program and services the services we are proposing that addresses at-risk youth and programming.

Their grant focused on the same special needs services for youth as listed in the Gilroy consolidation plan 2020-2025, such as at-risk youth that addresses crime prevention, gang intervention youth empowerment.

BSCC – focused on At-risk youth, gang intervention, empowerment, stopping youth recidivism.
BSCC – focused on providing programming for youth in case management, life skills, prosocial activities, truancy, employment services other programming for youth.

CARAS has a program for boys and girls that addresses at-risk youth addressing gang intervention, empowerment, life skills, employment services for youth, and truancy issues.

5. Explain how the proposed program/project augments rather than duplicates the services of others.

A. There is no specific programing for At-Risk Latina Hispanic youth in Gilroy outside of CARAS that address these programmed needs for these Latina young girls.

B. There is a lack of comprehensive resources, programs in addressing these needs of Latina Youth in South County.

C. According to the arrest data from the Santa Clara County Juvenile Justice Report 2020, 2019 and 2018, Female Arrests in Gilroy showed the highest arrests of girls in Santa Clara County.

D. The RYSE UP program is not duplicating services, in fact this type of service is woefully lacking in Gilroy. CARAS also plans to present a proposal to Santa Clara County for future funding and more importantly to drastically increase the number of participants in the program.

6. Describe how your agency collaborates with other service providers (e.g. shared staffing, locations, or budgets). Specify the names of collaborative groups of which you are a member.

CARAS collaborates with other services providers in a conservative effort in supporting youth issues, youth laws, programs, tenant housing issues. We don't share staffing, but do share locations at school sites, (Mt. Madonna high school in 2020 class room) Gilroy Prep school programing starting in Febuary-2022- class room setting.

CARAS has contractual agreements with Santa Clara County Office of Education, BSCC state of Cailfornia and National Center for Youth Law, City of Morgan Hill, and Santa Clara County –Office of Sustainability.

CARAS collaborates with services providers on a weekly, biweekly, and on a monthly basis conducting zoom meetings, facilitating and scheduling agendas issues that affect youth, community, laws, programs, and schools.

CARAS has a comprehensive network of service providers:

Santa Clara County Office of Education, Silicon Valley De-Bug, Gilroy Prep School, South County Annex Continuation School, Mt. Madonna High School, Youth Alliance, Santa Clara County Youth Justice CBO's, California Alliance- Youth & Community Justices, VERA Insititute, ConXion to Community, Latino Community Foundation, Moca Foundation, Young Women's Freedom Center, Law Foundation, SIREN, National Center for Youth Law, Santa Clara County Catholic Immigration Department, Pit Stop Homeless Services, (SRJUR) Showing up for Racial Justice out of Morgan Hill, Living Above the influence Step Forward Foundation, Asian Law Alliance, City of Morgan Hill, and Santa Clara County / Office of Sustainability (Climate Road Map Program)

NOTE: For Reference the 2021 HUD Income Limit Standards for Santa Clara County are provided below.

	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
0% - 30% AMI Extremely Low Income	$34,800	$39,800	$44,750	$49,700	$53,700	$57,700	$61,650	$65,650
31% - 50% AMI Very Low Income	$58,000	$66,300	$74,600	$82,850	$89,500	$96,150	$102,750	$109,400
51% - 80% AMI Low Income	$82,450	$94,200	$106,000	$117,750	$127,200	$136,600	$146,050	$155,450

B. Performance Measures/Numeric Goals

1. **Unduplicated Participants** – Indicate, by quarter, the proposed number of unduplicated participants the City grant funded project will serve. An unduplicated participant is a Gilroy resident who is counted only once each fiscal year. If this project has other funding sources, only list and report on the percentage of unduplicated persons served under this grant.

Unduplicated Participants	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
	5	5	5	5	20

	# of Gilroy Clients			# of Gilroy Clients
Extremely Low Income (0%-30% AMI)	15		Youth (0-18 years)	20
Very Low Income (31%-50% AMI)	5		Adults (19-61 years)	
Low Income (51%-80% AMI)			Seniors (62+ years)	
Moderate Income (81%-120% AMI)			Disabled Individuals	
Above Moderate Income (120%+ AMI)			Other Special Needs	

2. **Service Units** – Provide activity name, define unit of service, and list the proposed number of units of service that will be provided each quarter resulting from the Gilroy grant only. A unit of service is the "thing" you propose to track each quarter. (i.e. each case, meal, shelter night, job, etc.)

Activity 1:	Screen and enroll participants				
Unit of Service =	Screen and Enroll Participants into the program				
Goal:	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
	5	5	5	5	20

Activity 2:	Error! Reference source not found. Supportive Services Curriculum				
Unit of Service =	Provide (1) Intervention (2) Leadership (3) Mentorship (4) Rites of Passage (5) Coaching and Case Management				
Goal:	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total

	5	5	5	5	20

Activity 3:	Error! Reference source not found. Case management Services				
Unit of Service =	Track participants progress, documentation, referrals				
Goal:	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
	5	5	5	5	20

3. **Outcome Measure Statement and Measurement Methodology** – List outcome measure(s) as a percentage (an outcome measure is the proposed measurable outcome(s) expected to be achieved through the activities to be provided) and include the measurement tool(s) you propose to use, then below the outcome measure section describe the measurement methodology to be implemented in order to arrive at the actual percentage achieved. Finally, list the numerical percentages you propose for Q2 (representing outcomes from Q1-Q2) and Q4 (representing outcomes from Q3-Q4).

Example:		
Outcome Measure	50% of clients receiving job readiness training will increase their income by securing new employment as measured by either employer verification letters, pay stubs, or benefit letter.	
Measurement Methodology:	Staff will verify the number of clients securing new employment. The number of unduplicated clients securing new employment will be divided by the total number of unduplicated clients served to arrive at the actual percentage securing new employment.	
	Quarter 2	Quarter 4
Outcome Goal:	50%	50%

Outcome Measure #1	**60% of program participants will improve self-esteem**	
Measurement Methodology:	**Response to a self-esteem survey questionnaire**	
	Quarter 2	Quarter 4
Outcome Goal:	70%	70%

Outcome Measure #2	**70% of participants will complete the curriculum, self-sufficiency matrix and personal goals**	
Measurement Methodology:	**Response to self–reporting completion of a youth self-sufficiency matrix, goal sheet, documents, and curriculum participation.**	
	Quarter 2	Quarter 4
Outcome Goal:	70%	70%

1. How will the activities being provided under this grant contribute to meeting the outcome measures?

By screening and enrolling qualified clients, and providing support services and case management, we will be able to meet the outcome measures. The surveys pre- and post and the self-sufficiency matrix will produce the outcomes. Documentation of the self-reporting areas, survey, sufficiency matrix, personal goals, and completion of the curriculum. Youth participation is key, we will connect with parents and youth weekly to ensure they come to all sessions.

Expected outcomes are: To train and equip youth, in cultural awareness, empowerment, crime prevention, gang intervention, self-confidence, self-esteem, positive focus issues building trust and team youth pro-social activities. Our program aligns with our focus areas and strategy of the consolidation plan.

Also, we have experience in this area, training youth in our previous programs Joven Noble & Xinachtli. The curriculum, a

12-week program (1) Intervention (2) Leadership (3) Mentorship (4) Rights of Passage (5) Coaching and Case Management, will provide program participants session and interactions of learning that will contribute to meeting the outcome measures. All programming will be conducted at CARAS offices.

2. Describe in detail how your agency will implement the proposed outcome measurement methodology.

We will use a survey, questionnaire and self-sufficiency matrix to capture outcome measurement.

C. Project Administration and Monitoring [Limit each response to no more than half a page]

1. Use the space and table below to briefly describe how the project will be managed and administered, included proposed staff time and staff functions.

The program manager will oversee the operations of the program to ensure the program's success and outcomes. And to collect data and reporting documentation. Program Manager will dedicate (8) hours per week to the program and check in with the case manager, interns and volunteers, regarding client progress via staff meetings.

The case manager will provide five sequential case management activities: (1) assessing the client's needs; (2) developing a service plan; (3) linking the client to appropriate services; (4) monitoring client progress; and (5) facilitating a (12) week curriculum and advocating for the client as needed. Case manager will prepare all documentation in accordance with program guidelines, maintain participant files to ensure completeness of required documentation, data and completion of the program. Hours of operation will be from 5pm to 8pm (3) hours per week. Recreational / pro-social activities will take place once every Quarterly. Case manager will have staff support- (interns and volunteers).

Case manager staff will contribute (20) hours per week, meeting with program manager and volunteers in a weekly staff meeting to discuss the program operations and progress of the clients. Prepare and facilitate the curriculum, assign duties to the volunteers, connect with parents to sign off guardian documentation, create a program wait list, and engage with youth on a weekly basis.

Position Title	Program/Project Duties	Total Annual Salary	Total Hours per Week	% Time Allocated to CDBG/HTF Activity	CDBG/HTF Salary Reimbursement Request
Program Manager	Oversee day to day operations of the Ryse Up program. Provides supervision and guidance to staff and volunteers, ensures adherence to protocols, procedures and oversees data collection and client file compliance management, and reporting.	$80,000	40	20%	0
Case Manager	Case Manager – will outreach within community partners, schools, county diversion program, parents and conduct outreach to identify eligible clients. Staff will identify youth clients who need supportive services based on program requirements. The case manager duties; responsible for tracking clients, outcomes, data collection, and analysis and other data collection tools. Case	$48,000.00	20	100%	$21,220.00

	manager will conduct daily operations, scheduling, case files, documentation, facilitation of the curriculum, compliance matters, working directly with clients, conduct case management sessions, facilitating groups, and curriculum, parent contact, intakes, screening clients, individual service plans along with volunteer support.				

2. Describe your written policies and/or established procedures for assuring persons with disabilities and/or limited English proficiency have access to services and benefits.

CARAS has a written policy (Diversity and Inclusion Statement) which says in part: As the CARAS Organization, we are a diverse, inclusive, and equitable workplace is one where all employees and volunteers, whatever their gender, race, ethnicity, national origin, age, sexual orientation or identity, education, or disability, feels valued and respected. We are committed to a nondiscriminatory approach and provide equal opportunity for employment and advancement in all our departments, programs, clients, families, seniors, individual participants, youth programs and worksites. We respect and value diverse life experiences and heritages and ensure that all voices are valued and heard.

CARAS offers an indiscrimination-free and inclusive program, as a nonprofit organization we recognize and ensure the respect and dignity of people with disabilities. We communicate openly with folks with disabilities, and demonstrate flexibility, and do not pry into their medical histories and diagnoses. We do not use eligibility requirements or ask questions about physical or mental conditions that tend to screen out people with disabilities unless the criteria are necessary for the provision of the service. We do not limit or apply that limitation across the board if it has the effect of excluding a person who, because of his or her disability, needs a youth or adult personal assistant to be present.

CARAS staff are multilingual and proficient in English and Spanish. Our program applications, forms documents are in English and Spanish. We will provide translation of other written materials, if needed, as well as written notice of the availability of translation, for individuals.

3. Briefly describe your agency's mission and history. Include a description of your agency's experience in providing the proposed services.

(CARAS) Community Agency for Resources, Advocacy and Services, has several years of experience working directly with at-risk youth, restorative practices for youth, advocacy, leadership, mentoring in the community and in schools, and developed a Youth Advocacy Committee which focuses on current youth issues, community groups and civil engagement. CARAS works with many disenfranchised low-income families, youth, seniors' farmworkers, on issues that impact Latinos in South Santa Clara County.

Our mission is to serve the overall community, low-income families, individuals, youth, seniors, and single parents in providing housing services, housing prevention services, resources and referrals, legal support and domestic violence support. To also train youth ages 14-21 involved in the justice system through participatory defense, and leadership development.

CARAS is committed to supporting the community in service the advancement of knowledge through advocacy, innovative teaching, and learning. To provide resources, collaboration, effective communication, and the development of access to

equitable resources and opportunities. We are committed to respect for individual dignity, individual rights and equitable access to the community.

4. If previously funded by the City of Gilroy, what were the goals and accomplishments of CDBG/HTF projects?

C.A.R.A.S has **not been funded by the City of Gilroy.**

5. Explain how your agency collects and reports income, race/ethnicity, and disability data.

CARAS Data Collection Plan:

CARAS collects demographic data, such as Socio-economic status, zip codes, race/ethnicity, gender, sexual orientation, U.S. citizen or immigration status, family composition, senior information, individual, using a data tracking tool like an Excel spread sheet and a hard copy for filing. All data is kept confidential and also in compliance with HIPPA laws.

The process we use in collecting data is requesting client documentation, I.D. employment income paystubs, social security proof of income checks or bank account statements. For disability data we request the client to provide medical documents /history or letter from their doctor to validate their disability or social security checks indicating SSID, and data verification. We use a standard agency application and budget to capture this data. We are also familiar with (HMIS) Homeless Management Information System data collection processes and Santa Clara County VI-SPDAT client collection. We use an Excel spread sheet collection data templet tool to collect data. The data we collect will identify age, ethnicity, (income using 24 CFR Part 5.609), program participation, pre- and post-tests, surveys, or interviews on youth's perceptions of their assets, skills, and behavior. Assess attitudes & perceptions of the whole youth peer group, focus groups. Increased leadership and community participation skills, Increased awareness of peer pressure and positive relationships, improved self-esteem or self-confidence Increased social capital Increased core life skills Improved goal setting and planning for the future Objectives for Changes in Youth. We will also conduct a risk assessment and resource referrals in the data collection. We will use this to basis our outcome measures. Increased leadership and community participation skills, conflict resolution and increased core life skills, critical thinking, problem-solving, communications, and teamwork. CARAS **six data collection methods:** Interviews, Questionnaires and surveys, Observations, Documents and records, Focus groups, Group Discussions and disability data, self–sufficiency matrix.

6. Explain how your agency collects customer service data and provide the metrics used to collect this data.

CARAS uses agency applications (hard copy) and Excel spreadsheets to capture data. We have an application process in which clients fill out all the basic identifying markers and budget. These are self-reporting documents, forms, and applications that the client fills out and provides the supporting documentation, The metrics are used to collect this data in complied stored, for our monthly and annual reports as required. All forms and applications are kept in client files and stored with names for a period of 5 years and depending on the file management may decide to keep them for longer periods of time.

CARAS collects customer service data to make sure we are efficient in the delivery of services. This helps staff to make sure we are providing the right support in accomplishing the customer goal.
Tracking key metrics also provides the right benchmarks for our support team can work toward and helps ensure the agency deliverables and to provide and deliver great customer service.

D. HUD Low Mod Income National Objective Options (please select one of the three categories below)

☐ **1. Low Mod – Limited Clientele Activities Category**

The HUD National Objective your project will meet is Low Mod Income (LMI) which benefits low and very low-income persons as defined by HUD's income limits for Santa Clara County.

The Low Mod Limited Clientele (LMC) Category is the category under the LMI national objective your project will meet. Under the LMC category, at least 51% of the beneficiaries of an activity have to be LMI persons.

Put a check (X) next to the qualifying criteria below your LMC project activity meets, only select one:

- ☐ a) The activity will exclusively serve a group of persons in any one or a combination of categories generally presumed to be low, very low, or extremely low income: abused children, battered spouses, elderly persons, adults meeting the definition of "severely disabled" in the Bureau of Census's Current Population Reports, homeless persons, illiterate adults, persons living with AIDS, and migrant farm workers; or
- ☐ b) The activity will require documentation on family size and income to document that at least 51% of the clientele are persons whose family income does not exceed HUD income limits for Santa Clara County; or
- ☒ c) **X** The activity will have income eligibility requirements that limit the activity exclusively to low, very low, and extremely low-income persons; or
- ☐ d) The activity will be of such a nature and in such a location that it may be reasonably concluded that the activity's clientele will primarily be low, very low, or extremely low-income persons.

☐ **2. Low Mod - Housing Activities Category**

The HUD National Objective your project will meet is Low Mod Income (LMI) which benefits low and very low-income persons as defined by HUD's income limits for Santa Clara County. The Low Mod Housing Activities (LMH) Category is the category under the LMI national objective your project will meet.

Owner-occupied housing rehabilitation programs established to meet the Low Mod Housing National Objective found at 24 CFR 570.208(a)(3) must benefit households earning less than 80% of area median income adjusted for household size as published by HUD.

Select one of the Two Accepted Methods for Calculating Household Income for your Project

- ☒ **X** Part 5 definition of income (24 CFR Part 5.609); or
- ☐ Adjusted gross income under Internal Revenue Service (IRS) form 1040

Each method requires collection and evaluation of source documentation. Self-certification is not acceptable for documenting compliance with the housing national objective. The awarded agency(ies) will be expected to determine income eligibility, establish performance measures, and meet performance objectives.

☐ **3. Low Mod - Area Benefit Activities Category**

The HUD National Objective your project will meet is Low Mod Income (LMI) which benefits low and very low-income persons as defined by HUD's income limits for Santa Clara County. The Low Mod Area (LMA) Category is the category under the LMI national objective your project will meet.

The area benefit category is the most commonly used national objective for activities that benefit a residential

neighborhood. An area benefit activity is one that benefits all residents in a particular area, where at least 51% of the residents are LMI persons.
Examples of area benefit activities located in a predominantly LMI neighborhood may include:

- Acquisition of land to be used as a neighborhood park;
- Construction of a health clinic;
- Improvements to public infrastructure (i.e. the installation of gutters and sidewalks); and
- Development of a community center

The above activities benefit all LMI residents in a service area and may qualify under the LMI area benefit category. The applicant is responsible for determining that a service area complies with CDBG regulations.

E. Select one Eligible Project Activity you propose to provide Gilroy residents.

- ☐ Services for Senior Citizens
- ☐ Services for Disabled Persons
- ☒ X **Services for Youth**
- ☐ Services for Victims of Domestic Violence
- ☐ Services for Homeless
- ☐ Substance Abuse Counseling and Treatment
- ☐ Services for Those At Risk of Homelessness
- ☐ Housing Rehabilitation
- ☐ Public Improvements
- ☐ Code Enforcement
- ☐ Employment Services
- ☐ Fair Housing Services
- ☐ Public Facilities
- ☐ Health Services
- ☐ Tenant / Landlord Counseling
- ☐ Economic Development
- ☐ Other, list

F. HUD Performance Measures

HUD requires that recipients of federal funding assess the outcomes of their programs. Below, please select only one primary HUD objective and only one primary HUD outcome to be addressed by this project.

Objectives

- ☒ **Objective #1: Creates a suitable living environment.** This objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment (such as poor-quality infrastructure) to social issues such as crime prevention, literacy, or elderly health services.
- ☐ **Objective #2: Provides decent housing.** This objective focuses on housing programs where the purpose of the program is to meet individual, family, or community needs and not programs where housing is an element of a larger effort, since such programs would be more appropriately reported under suitable living environment.
- ☐ **Objective #3: Creates economic opportunity.** This objective applies to the types of activities related to economic development, commercial revitalization, or job creation.

Outcomes

- ☐ **Outcome #1: Improve availability/accessibility.** This category applies to activities that make services, infrastructure, public facilities, housing, or shelters available or accessible to low/moderate income people,

including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low/moderate income people where they live.

☐ **Outcome #2: Improve affordability.** This category applies to activities that provide affordability in a variety of ways in the lives of low/moderate income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care.

☒ **Outcome #3: Improve sustainability.** This category applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low/moderate income or by removing or eliminating slums or blighted areas through multiple activities or services that sustain communities or neighborhoods.

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SECTION 3: FINANCIAL AND OTHER ORGANIZATION INFORMATION

A. Agency Information

Executive Director: Acting E.D.Reymundo Armendariz Email: rarmendariz@carassouthcounty.org

DUNS #: 049502189 Fax: (408) 846-1089

Non-profit with 501(c)(3) Status ☒ Yes ☐ No Faith-based organization ☐ Yes ☒ No

Registered at sam.gov ☒ Yes ☐ No

B. Total Agency Budget

	2021-2022	2020-2021
Administration	242,478.00	270,000.00
Fundraising	2,100.00	7,000.00
Proposed Project (Total Gilroy grant budget)	37,000.00	N/A
All Other Programs	10,000.00	100,000.00
Total Agency Budget	291,578.00	377,000.00

C. Proposed City of Gilroy Grant Budget

Proposed City of Gilroy Grant Project Expenses	FY 2021-2022 CDBG/HTF Allocation (If Applicable)	FY 2022-2023 and 2023-2024 CDBG/HTF Request	List % Change from FY 21/22 allocation to FY 22/23 and FY 23/24 Request
Salaries	N/A	$21,220	$21,220.00
Benefits	N/A	$2,000	$2,000.00
Office Supplies	N/A	$2,000	$2,000.00
Communication	N/A	440	440
Publications/Printing/Advertising	N/A	1,000	$1,000.00
Travel	N/A	0	0
Rent/Lease/Mortgage	N/A	4,200	$4,200.00
Utilities	N/A	1,440	$1,440.00
Insurance	N/A	800	$800.00
Equipment Rental/Maintenance, Specify: **Van Rental**	N/A	1,500	$1,500.00
Audit/Legal/Professional Services (for CDBG/HTF portion only)	N/A	0	0
Direct Services (Funding for specific service such as a meal, ride), Specify: Field Trips	N/A	1,200.00	$1,200.00
Contracted Services, Specify:	N/A	0	0
Other, Specify: Food for participants	N/A	1,200	$1,200.00

Total Expenses:	N/A	**$37,000.00**	$37,000.00

1. Please explain any variation in excess of 10% between 2021-2022 allocation and proposed 2022-2023 and 2023-2024 expenses (if applicable).

N/A

2. Indirect costs billed to a CDBG grant require a HUD approved indirect cost plan and those billed to an HTF grant require a city approved indirect cost plan. Do you plan to bill the grant for indirect costs? ☐ **Yes** ☒ **No**

3. Does your agency charge fees for the services that you are requesting funding? ☐ **Yes** ☒ **No** If so, please attach a fee schedule to this page.

D. Leveraged Funds

Proposed Project Revenues FY 2022-2023	**List Amount**
Proposed CDBG/HTF City of Gilroy Grant	$37,000.00
Other Revenue Sources for proposed project (Please List)	
Donations	$2,000.00
In kind / Staffing	$26,780.00
In kind /Volunteer Time	$15,000.00
Total of Other Revenue Sources:	

1. If your organization is not leveraging the requested CDBG/HTF funds with other funds, please explain why.

E. REQUIREMENTS

First-time applicants: Submit **all** items below with the proposal, as described in the submittal requirements of the application packet.
New applicants or those submitting a proposal for a new project must meet with HCD Technician, Sandra Nava, prior to application submittal to determine if the proposed project meets CDBG and HTF eligibility requirements.

Current grant recipients: Put a check (X) next to an item below if the most current copy is on file with the Housing & Community Development office. Submit all unchecked items below with the proposal, as described in the submittal requirements of the application packet.

- [X] a. **Articles of Incorporation and Bylaws** (submit any amendments).
- [X] b. **Current Policy & Procedures Manual.** Include current policy prohibiting discrimination, grievance procedures, procurement procedures and conflict of interest requirements for both employees and clients.
- [X] c. **Current Nonprofit Determination.** Submit current determination letters from the federal Internal Revenue Service and the State Franchise Tax Board listing the organization's current name and address documenting the organization is tax exempt.
- [X] d. **Current List of Board of Directors.** Include the current name, telephone number, address, occupation or affiliation of each member, and service term. Identify the principal officers of the governing body.
- [X] e. **Current Authorization to Request Funds.** Submit the governing body's authorization to submit the City of Gilroy funding request. This consists of copies of the resolution (if applicable) and/or of the **minutes of the meeting** in which the governing body's resolution, motion, or other official action is recorded authorizing the funding request.
- [X] f. **Current Designation of Authorized Official.** Documentation must be submitted of the governing body's action authorizing the representative(s) of the agency to negotiate for and contractually bind the agency. This consists of a signed letter from the Chairperson or Secretary of the governing body providing the name, title, address, and telephone number of each authorized individual.
- [X] g. **Current Organizational Chart.** Include the organization's current administrative framework and staff positions.
- [X] h. **Current Financial Statement and Audit and Management Letter, if applicable.** Also, if applicable, describe any actions taken to correct identified findings or concerns.
  Any agency that does not have a financial statement or audit to submit must contact Sandra Nava prior to submitting this application.
- [X] i. **Résumés of Chief Program Administrator and Chief Fiscal Officer**

SECTION 4: AUTHORIZATION

The applicant hereby assures and certifies compliance all applicable federal, state, and local laws, regulations, policies, and requirements (including, but not limited to 2 CFR Part 200), as they relate to the acceptance and use of CDBG and local funds by private, non-profit organizations. Also, the applicant assures and certifies the following information:

1. It possesses legal authority to make a grant submission and to execute a community public service program;
2. The agency's governing body has duly adopted or passed as an official act a resolution, motion or similar action authorizing the person identified as the official representative of the corporation to submit this funding application and all associated information and assurances;
3. The grant will be conducted and administered in compliance with:
   a. Title VI of the Civil Rights Act of 1964 (Public Law 88-352; 42 U.S.C. 2000d et seq.), as amended, and implementing regulations issued at 24 CFR Part 1; and
   b. Title VIII of the Civil Rights Act of 1968 (Public Law 90-284; 42 U.S.C. 3601 et seq.), as amended, implementing regulations issued at 24 CFR Part 107, and Executive Order 11063; and
   c. Section 104(b) and Section 109 of Title I of the Housing and Community Development Act of 1974 (Public Law 93-383; U.S.C. 5301 *et seq.*), as amended; and
   d. Section 504 of the Rehabilitation Act of 1973 (Public Law 93-112; 29 U.S.C. 794), as amended; and
   e. Executive Order 11246, the implementing regulations issued at 41 CFR Chapter 60, and the Development Act of 1968 (12 U.S.C. 1701u; and
   f. The Age Discrimination Act of 1975 (Public Law 94-135; U.S.C. 6101), as amended.
   g. Presidential Executive Order 13166 ("Improving Access to Services for Persons with Limited English Proficiency"); and
   h. Executive Orders 11625, 12432 and 12138, encouraging the use of minority and women-owned business enterprises in connection with activities funded under this grant.
4. It will affirmatively further fair housing.
5. It will implement the requirements of the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821-4846) and implementing regulations at 24 CFR Part 35.
6. It will comply with Uniform Federal Accessibility Standards at 24 CFR Part 40, Appendix A, as they related to major rehabilitation or conversion.

As a duly authorized representative of the Agency, I submit this application to the JURISDICTION and verify, under penalty of perjury under the laws of the State of California or of the JURISDICTION, that the information contained herein is, to the best of my knowledge, true, correct and complete. **(Attach documentation that verifies the signer has the authority to submit this application and execute the contract).**

AUTHORIZED SIGNATURE: Reymundo Armendariz DATE: 1/28/2022

NAME (Please Print): **Reymundo Armendariz** TITLE: **Acting Executive Director**

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SECTION 1: COVER SHEET

A. Applicant Information

Legal Name of Organization: Live Oak Adult Day Services

Mailing Address: 1147 Minnesota Ave

City, State, Zip Code: San Jose, CA 95125

Contact Person Name: Ann E. Peterson Title: Executive Director

Email Address: liveoak1147minnesota@gmail.com Webpage: liveoakadultdaycare.org

Telephone Number: 408-971-9363

B. Project Overview

Project Name: Adult Day Care

Project Location: 651 W. Sixth Street, Suite 2

City, State, Zip: Gilroy, CA 95020

Live Oak provides a specialized program of adult day care for frail, dependent low income seniors designed to maximize socialization and mental stimulation for the elderly clients in order to enhance their overall quality of life and to hopefully, keep them brighter longer. While attending the day program, their caregivers get a respite from 24/7 care. Up to 18 seniors can attend the Gilroy center every weekday from 9am to 3pm. The staff to client ratio is 1:5. While at the program, seniors receive two meals and a snack, and participate in adaptive exercise, music and art activities, along with games and puzzles for cognitive stimulation. On April 6th, Live Oak began a remote "mini" program offering exercise, music and art, games, videos and socialization activities. This program has continued each weekday and clients have the option to attend in-person or remotely. In January 2021, we began offering virtual caregiver support groups.

C. Funds Requested

$ 10,000.00 (Grant request for fiscal year 2022-2023) $ 10,000.00 (Grant request for fiscal year 2023-2024)

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Total estimated project cost for Fiscal Year:		
	2022 / 2023	2023 / 2024
Projected cost:	$10,000	$10,000

Gilroy CDBG/HTF funds in Fiscal Year:		
	2020 / 2021	2021 / 2022
Requested:	$12000	$12000
Received:	$11,549	$8560

Identify the City of Gilroy 2020-2025 Consolidated Plan priority need(s) being met:

Preserve Affordable Housing for Home Ownership
Small Business Expansion
Supportive Services for Homeless
Fair Housing Support
Install Safety & Enhanced Public Improvements
Workforce Development
Supportive Services for Special Needs Populations
Neighborhood Revitalization

SECTION 2: PROJECT INFORMATION

A. Project Overview and Target Population [Limit each response to no more than half a page]

1. Describe the primary purpose of the proposed project:

LIVE OAK ADULT DAY SERVICES is a nonprofit which provides a specialized program of adult day care for dependent seniors. We have four centers located throughout Santa Clara County. Gilroy residents have convenient access to our program center located in Gilroy. This site is one of the few providers of adult day care for the South County area. LIVE OAK'S mission is to improve the quality of life of our program participants by removing them from social isolation and providing a variety of stimulating activities to improve their psychological and physical well being. The program helps the participants maintain their level of functioning for a longer period of time and may slow down their cognitive decline. A corresponding objective is to enable the seniors to remain in their homes (either living in their own home or with family members) as long as possible so as to avoid or delay a move to long-term care and repeated hospitalizations. A companion goal is to provide support and relief to their family caregivers. While their loved one attends LIVE OAK's program, the caregivers are given some much needed respite. This allows the caregivers to continue working or to run errands. Because caregivers get this respite, they are able to continue caring for their loved one at home for a longer time.

5. **Description of Services**

Location of services:	651 W. Sixth Street, Suite 2
Hours of operation:	Monday-Friday, 9am to 3pm

Activity 1:	Recreation and Socialization

Provide recreation with mentally stimulating activities for seniors including music, singing, art, interactive word games and puzzles, adaptive physical exercise and current event and reminiscing activities each weekday. Within a protected, structured environment, provide opportunities for seniors to interact with staff, volunteers, students and each other.

Activity 2:	Meals
Provide hot, nutritious meals (breakfast and lunch) and snacks to all senior clients respecting special dietary, supplemental and nutritional needs.	

Activity 3:	
Activity Description:	

2. Describe the need(s) that the proposed project addresses, its community impact, and how it addresses a 2020-2025 Consolidated Plan priority.
Estimates of the number of seniors (age 60 and older) in Santa Clara County range from 360,000 to 470,779. It is expected that seniors will make up 20% of the population by 2030. (US Census and Santa Clara County Website). In addition, the number of residents with Alzheimer's disease is projected to double in the next fifteen years to about 60,000 people in California. As the population ages over time, the increased need for care and services is a priority issue for our community. (COASV, Exec. Summary, June 2012 and SCC Seniors' Agenda: Phase II October, 2012).Day care for frail seniors and respite for their caregivers have been designated by all the aforementioned community health studies as priority needs. Through advocacy on behalf of seniors and promotion of adult day care as a positive and economical mode of care for the frail elderly population, Live Oak provides a viable and consistent contribution to meeting the critical need for senior - related services in Santa Clara County. Live Oak's adult day care program addresses the Gilroy City Council priority of Supportive Services for Special Needs Populations.

3. Describe the project's target population, including client eligibility requirements. Discuss how and if they are an at-risk and/or under-served population.
All of our clients are considered at-risk and part of an under-served population due to their age, and physical and cognitive limitations. Disabled seniors with chronic mobility and self-care limitations, living on low-fixed incomes, are at the highest risk of social isolation, depression, neglect, abuse and premature/long-term institutionalization. Also "at-risk" are family members who provide over 70% of care for their elderly loved ones. County needs assessments on health and quality of life consistently report inadequate services for the elderly, as well as the strain on family members caring for an older dependent relative. Persons most likely to need support and long-term services, i.e., those aged 85 and over, will increase at a dramatic rate. By 2030, more than one in four (25%) county residents will be a senior (COASV and SCC CAP).

4. What other private or government organizations are now or will address the same needs identified herein? List and describe the services provided by each in relation to the needs addressed.
There are several adult day care programs for disabled, low-income seniors in Santa Clara County. Some are for-profit and others are nonprofit. Enrollment is often based on location of residence, ability to pay fees, ethnicity, and type of disability/illness. Six agencies serve specific ethnic groups (Yu-Ai-Kai/Japanese Americans; Self-Help for the Elderly/Chinese Americans; Grace/Middle Eastern Americans; Golden Castle/Russian Americans, Catholic Charities, Day Break I & II/ Chinese Americans) and one serves only clients with Alzheimer's Disease. The VA runs a small day program for more independent veterans who qualify for the 'drop-in' program. Each of these agencies run day programs similar to Live Oak.

5. Explain how the proposed program/project augments rather than duplicates the services of others.

Live Oak is the primary nonprofit adult day care provider serving the general disabled senior population of San Jose, Los Gatos, Campbell, Santa Clara, Cupertino, Sunnyvale, Milpitas, and Los Altos. Live Oak is the only program of its kind in South County for Gilroy, Morgan Hill and San Martin. Because Live Oak is a not-for-profit organization and has a sliding-scale fee structure, it can accept seniors in low to extremely low income levels regardless of their ability to pay even modest fees. Thus, Live Oak's services are readily available to indigent and fixed income seniors.

6. Describe how your agency collaborates with other service providers (e.g. shared staffing, locations, or budgets). Specify the names of collaborative groups of which you are a member.

Live Oak has a long history of working with other agencies in a variety of ways. Live Oak exchanges expertise and referrals with a variety of local agencies to help provide comprehensive benefits for clients and caregivers, and to ensure that all of our programming features the best practices in adult day care. We can offer information, and depending on location, diagnosis and/or financial situation, we will make a referral if the senior's needs are better met at another agency. Live Oak has contracted with OnLok to provide adult day care for clients in South County. Live Oak has Memos of Understanding with SarahCare to provide direct care to clients in Campbell. Live Oak collaborates with SASCC, Yu-Ai Kai, Sourcewise, Hearts and Minds, Avenidas, and SALA. The director of Live Oak is a member of the Santa Clara County Senior Care Commission, the Caregiver's Count Collaboration, and a Santa Clara County Pilot Study offering subsidies for Adult Day Care to seniors who meet the requirements. Our newest collaboration is with the Alzheimer's Association to provide Caregiver Support Groups. We have formal negotiated agreements with nonprofit agency partners providing senior nutrition and transportation services. Finally, if a family inquires about Live Oak and speaks a language for which we have no interpretative capability, we refer him/her to Santa Clara County-211, SourceWise or another senior service-related resource in the county.

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NOTE: For Reference the 2021 HUD Income Limit Standards for Santa Clara County are provided below.

	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
0% - 30% AMI Extremely Low Income	$34,800	$39,800	$44,750	$49,700	$53,700	$57,700	$61,650	$65,650
31% - 50% AMI Very Low Income	$58,000	$66,300	$74,600	$82,850	$89,600	$96,150	$102,750	$109,400
51% - 80% AMI Low Income	$82,450	$94,200	$106,000	$117,750	$127,200	$136,600	$146,050	$155,450

B. Performance Measures/Numeric Goals

1. **Unduplicated Participants** – Indicate, by quarter, the proposed number of unduplicated participants the City grant funded project will serve. An unduplicated participant is a Gilroy resident who is counted only once each fiscal year. If this project has other funding sources, only list and report on the percentage of unduplicated persons served under this grant.

Unduplicated Participants	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
	10	5	8	7	30

Provide the proposed number of unduplicated Gilroy participants for each category listed below.

	# of Gilroy Clients		# of Gilroy Clients
Extremely Low Income (0%-30% AMI)	16	Youth (0-18 years)	
Very Low Income (31%-50% AMI)	7	Adults (19-61 years)	
Low Income (51%-80% AMI)	4	Seniors (62+ years)	30
Moderate Income (81%-120% AMI)	3	Disabled Individuals	
Above Moderate Income (120%+ AMI)		Other Special Needs	

2. **Service Units** – Provide activity name, define unit of service, and list the proposed number of units of service that will be provided each quarter resulting from the Gilroy grant only. A unit of service is the "thing" you propose to track each quarter. (i.e. each case, meal, shelter night, job, etc.)

Activity 1:	Recreation and Socialization
Unit of Service =	Days Attended

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Goal:	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
	64	55	61	64	244

Activity 2:	Meals				
Unit of Service =	No. of Clients per day x 2 meals				
Goal:	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
	900	700	750	850	3200

Activity 3:					
Unit of Service =					
Goal:	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total

3. **Outcome Measure Statement and Measurement Methodology** – List outcome measure(s) as a percentage (an outcome measure is the proposed measurable outcome(s) expected to be achieved through the activities to be provided) and include the measurement tool(s) you propose to use, then below the outcome measure section describe the measurement methodology to be implemented in order to arrive at the actual percentage achieved. Finally, list the numerical percentages you propose for Q2 (representing outcomes from Q1-Q2) and Q4 (representing outcomes from Q3-Q4).

Example:		
Outcome Measure	50% of clients receiving job readiness training will increase their income by securing new employment as measured by either employer verification letters, pay stubs, or benefit letter.	
Measurement Methodology:	Staff will verify the number of clients securing new employment. The number of unduplicated clients securing new employment will be divided by the total number of unduplicated clients served to arrive at the actual percentage securing new employment.	
	Quarter 2	Quarter 4
Outcome Goal:	50%	50%

Outcome Measure #1	80% of beneficiaries will sustain and/or improve their degree of overall healthy functioning as measured by a health functioning assessment tool.

Measurement Methodology:	Upon enrollment, clients are assessed on their overall functionality, and for social, emotional, physical and cognitive ability. At the beginning of the FY, the Program Director will assess (yes or no) that they display these functions. At the end of each month the director will rate the client as to whether or not they have sustained, increased or declined on their functional abilities. This information will be tallied and sent to the Director of Operations in the monthly reports and at the end of each quarter, the number of those who have maintained or increased their functionality will be divided by the total to determine the percentage of success. This information will be reported at mid-year and end of year to the grantor.	
	Quarter 2	Quarter 4
Outcome Goal:	80%	80%

Outcome Measure #2	80% of beneficiaries will avoid institutionalization as measured by attendance in the program.	
Measurement Methodology:	Attendance as well as discharges (with disposition codes) is tracked on a master client worksheet monthly. The number of clients institutionalized will be divided by the number of enrolled clients, and those discharged for other purposes, to determine the percentage of those who avoided institutionalization.	
	Quarter 2	Quarter 4
Outcome Goal:	80%	80%

1. How will the activities being provided under this grant contribute to meeting the outcome measures?

Access to affordable day care services promoting social experiences and recreation, nutrition, physical activity, mental stimulation, and peer contact improves the qualify of life of frail, disabled seniors. Senior participants in the adult day program will exhibit improved socialization, ability for self-care, communication and mental alertness. Because adaptive physical exercise and nutritious meals are integral components of the program, many enrollees also show improved mobility and overall physical health. Family caregivers repeatedly report that their senior loved ones have a more positive outlook on life and are more communicative and easier to get along with in the home. In addition, the program provides affordable respite and support services for family caregivers helping to relieve their stress, enable them to maintain jobs, and increase their ability to better meet the challenges of caring for their dependent senior loved one in the home. The day care program is a major factor in enabling families to maintain and care for their loved ones without resorting to premature and often, long-term institutionalization.

2. Describe in detail how your agency will implement the proposed outcome measurement methodology.

The program's effectiveness can be measured by clients' attitude, responsiveness and increased mental alertness, and families sustained as a unit. Upon enrollment in the program, each client's functionality will be assessed based on the social and physical metrics of our health functioning assessment tool. This will be evaluated quarterly. Daily attendance forms show the level of service extended to each client, the level of the client's participation, along with on-site observations of client attitude and responsiveness to the program. Post-program disposition records apprise us of the program's success in keeping increasing numbers of frail seniors out of nursing homes.

C. Project Administration and Monitoring [Limit each response to no more than half a page]

1. Use the space and table below to briefly describe how the project will be managed and administered, included proposed staff time and staff functions.

The Program Director, with help from the Assistant Program Director, oversees the program, staff and the physical plant of the center. They assure adherence to licensing requirements, conduct monthly staff training, assess and evaluate prospective clients and work with the Executive Director to maintain up-to-date standards and goals. Program Specialists work with the Program Director and Assistant Program Director to design and conduct meaningful activities. They also assist with direct client care.

Position Title	Program/Project Duties	Total Annual Salary	Total Hours per Week	% Time Allocated to CDBG/HTF Activity	CDBG / HTF Salary Reimbursement Request
Program Director (Interim)	Supervise day-to-day operations of center, manage staff, supervise client care and ensure compliance with all CCL regulations. Supervise client activities, and food preparation.	$42000	35	100	$10000
Asst. Program Director	Supervise client care and assume responsibility for day-to-day operations of center in absence of Program Director.	$35000	35	100	

2. Describe your written policies and/or established procedures for assuring persons with disabilities and/or limited English proficiency have access to services and benefits.

All of Live Oak's senior clients are disabled and dependent. Annual training is provided to ensure staff are kept updated on best procedures for serving our disabled clients. Our enrollment packet includes a copy of the client's "Personal Rights" which includes a non-discrimination clause. This document is discussed with, and signed by, the family caregiver. All of our centers are handicapped accessible as per the Americans with Disabilities Act. The Federal Non-Discrimination Policy is printed on all PR/Marketing materials. Our staff are of varied ethnic backgrounds and several are bilingual. Upon enrollment of a potential client, we assess how we can provide language access to each client and their family. We utilize 211 to arrange for interpreters when needed and if the client would be better served at one of the other adult day care centers providing services primarily in their language, we will make that referral.

3. Briefly describe your agency's mission and history. Include a description of your agency's experience in providing the proposed services.

Live Oak Adult Day Service's mission is to improve the quality of life of frail dependent seniors by removing them from social isolation and providing a variety of stimulating activities to improve their psychological and physical well-being. A corresponding objective is to enable the seniors to remain in their homes (either living in their own home or with family members) as long as possible so as to avoid or delay a move to long-term care. A companion goal is to provide support and relief to their family caregivers. Live Oak is a not-for-profit organization and has been serving seniors in Santa Clara County since 1983. It operates adult day care centers in Los Gatos, Gilroy, San Jose, and Cupertino. It is licensed by the California Department of Social Services as a Community Care Licensed Facility and as such, complies with all applicable laws and regulations with regards to its facilities, operations and personnel.

4. If previously funded by the City of Gilroy, what were the goals and accomplishments of CDBG/HTF projects?

This year started with the program re-opening to in-person services in June. We reopened by implementing strict protocols for the protection of clients and staff from Covid. We feel that reopening and doing so with little to no Covid infections was a great accomplishment this year. The Clients were definitely ready to come back and their caregivers were extremely appreciative. We have an ongoing waitlist of people wanting to use our services. Another positive change this year was the connection we made with the YMCA and Gilroy Senior Center to procure fresh lunches. For many of the past years our lunches were from previously frozen meals. Clients overwhelmingly rate the new lunches highly. Since we reopened, we have met or gotten very close to our goals set by the city of Gilroy. We expect that this will continue.

5. Explain how your agency collects and reports income, race/ethnicity, and disability data.

At enrollment, a client's family fills out a Client Intake Packet which contains demographic information including age, diagnoses, income and race/ethnicity data. Client families self-report on income and self-identify as to race/ethnicity. Program Directors explain to families that these data are needed for reports to government funding partners and will only be released in aggregate numbers. This information is compiled and included in monthly and annual reports as required. Copies of forms are kept in locked client files. Live Oak receives government funding (CDBG) from six cities and, as such, is required to report income and race/ethnicity data for clients served. This information is consistent with CDBG requirements for public services programs.

6. Explain how your agency collects customer service data and provide the metrics used to collect this data.

The program's effectiveness is measured through daily monitoring of clients by the staff, attendance records, and logging of client's responses and behaviors. Feedback from caregivers is collected from verbal reports, support group meetings, and annual written surveys. In addition, post-program disposition records report how many of our clients avoid long-term institutionalization. Clients' adjustment to the program, their improved alertness, families sustained as a unit, increased enrollments, and the growing numbers of participants avoiding nursing home placement are indications of the program's success.

D. HUD Low Mod Income National Objective Options (please select one of the three categories below)

X **1. Low Mod – Limited Clientele Activities Category**

The HUD National Objective your project will meet is Low Mod Income (LMI) which benefits low and very low-income persons as defined by HUD's income limits for Santa Clara County.

The Low Mod Limited Clientele (LMC) Category is the category under the LMI national objective your project will meet. Under the LMC category, at least 51% of the beneficiaries of an activity have to be LMI persons.

Put a check (X) next to the qualifying criteria below your LMC project activity meets, only select one:

X a) The activity will exclusively serve a group of persons in any one or a combination of categories generally presumed to be low, very low, or extremely low income: abused children, battered spouses, elderly persons, adults meeting the definition of "severely disabled" in the Bureau of Census's Current Population Reports, homeless persons, illiterate adults, persons living with AIDS, and migrant farm workers; or

__ b) The activity will require documentation on family size and income to document that at least 51% of the clientele are persons whose family income does not exceed HUD income limits for Santa Clara County; or

__ c) The activity will have income eligibility requirements that limit the activity exclusively to low, very low, and extremely low-income persons; or

d) The activity will be of such a nature and in such a location that it may be reasonably concluded that the activity's clientele will primarily be low, very low, or extremely low-income persons.

2. Low Mod - Housing Activities Category

The HUD National Objective your project will meet is Low Mod Income (LMI) which benefits low and very low-income persons as defined by HUD's income limits for Santa Clara County. The Low Mod Housing Activities (LMH) Category is the category under the LMI national objective your project will meet.

Owner-occupied housing rehabilitation programs established to meet the Low Mod Housing National Objective found at 24 CFR 570.208(a)(3) must benefit households earning less than 80% of area median income adjusted for household size as published by HUD.

Select one of the Two Accepted Methods for Calculating Household Income for your Project

Part 5 definition of income (24 CFR Part 5.609); or

Adjusted gross income under Internal Revenue Service (IRS) form 1040

Each method requires collection and evaluation of source documentation. Self-certification is not acceptable for documenting compliance with the housing national objective. The awarded agency(ies) will be expected to determine income eligibility, establish performance measures, and meet performance objectives.

3. Low Mod - Area Benefit Activities Category

The HUD National Objective your project will meet is Low Mod Income (LMI) which benefits low and very low-income persons as defined by HUD's income limits for Santa Clara County. The Low Mod Area (LMA) Category is the category under the LMI national objective your project will meet.

The area benefit category is the most commonly used national objective for activities that benefit a residential neighborhood. An area benefit activity is one that benefits all residents in a particular area, where at least 51% of the residents are LMI persons.

Examples of area benefit activities located in a predominantly LMI neighborhood may include:

- Acquisition of land to be used as a neighborhood park;
- Construction of a health clinic;
- Improvements to public infrastructure (i.e. the installation of gutters and sidewalks); and
- Development of a community center

The above activities benefit all LMI residents in a service area and may qualify under the LMI area benefit category. The applicant is responsible for determining that a service area complies with CDBG regulations.

5. Select one Eligible Project Activity you propose to provide Gilroy residents:

X Services for Senior Citizens

Public Improvements

Services for Disabled Persons

Code Enforcement

Services for Youth	Employment Services
Services for Victims of Domestic Violence	Fair Housing Services
Services for Homeless	Public Facilities
Substance Abuse Counseling and Treatment	Health Services
Services for Those At Risk of Homelessness	Tenant / Landlord Counseling
Housing Rehabilitation	Economic Development
	Other, list

F. HUD Performance Measures

HUD requires that recipients of federal funding assess the outcomes of their programs. Below, please select only one primary HUD objective and only one primary HUD outcome to be addressed by this project.

Objectives

X **Objective #1: Creates a suitable living environment.** This objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment (such as poor-quality infrastructure) to social issues such as crime prevention, literacy, or elderly health services.

Objective #2: Provides decent housing. This objective focuses on housing programs where the purpose of the program is to meet individual, family, or community needs and not programs where housing is an element of a larger effort, since such programs would be more appropriately reported under suitable living environment.

Objective #3: Creates economic opportunity. This objective applies to the types of activities related to economic development, commercial revitalization, or job creation.

Outcomes

X **Outcome #1: Improve availability/accessibility.** This category applies to activities that make services, infrastructure, public facilities, housing, or shelters available or accessible to low/moderate income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low/moderate income people where they live.

Outcome #2: Improve affordability. This category applies to activities that provide affordability in a variety of ways in the lives of low/moderate income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care.

Outcome #3: Improve sustainability. This category applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low/moderate income or by removing or eliminating slums or blighted areas through multiple activities or services that sustain communities or neighborhoods.

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SECTION 3: FINANCIAL AND OTHER ORGANIZATION INFORMATION

A. Agency Information

Executive Director: Ann Peterson Email: liveoak1147minnesota@gmail.com

DUNS #: 148217268 Fax: 408-971-9079

Non-profit with 501(c)(3) Status Yes No Faith-based organization Yes No

Registered at sam.gov Yes No

B. Total Agency Budget

	2021-2022	2020-2021
Administration	$155,104	$260,332.00
Fundraising	$8,973	$12,500.00
Proposed Project (Total Gilroy grant budget)	$204,981	$199,246.00
All Other Programs	$667,780	$765,558.00
Total Agency Budget	$1,036,838	$1,237,626.00

C. Proposed City of Gilroy Grant Budget

Proposed City of Gilroy Grant Project Expenses	FY 2021-2022 CDBG/HTF Allocation (If Applicable)	FY 2022-2023 and 2023-2024 CDBG/HTF Request	List % Change from FY 21/22 allocation to FY 22/23 and FY 23/24 Request
Salaries	$8560	$10,000	8%
Benefits			
Office Supplies			
Communication			
Publications/Printing/Advertising			
Travel			
Rent/Lease/Mortgage			
Utilities			

Insurance			
Equipment Rental/Maintenance. Specify:			
Audit/Legal/Professional Services (for CDBG/HTF portion only)			
Direct Services (Funding for specific service such as a meal, ride). Specify:			
Contracted Services. Specify:			
Other. Specify:			
Total Expenses:	$8560.00	$10,000.00	

1. Please explain any variation in excess of 10% between 2021-2022 allocation and proposed 2022-2023 and 2023-2024 expenses (If applicable).

2. Indirect costs billed to a CDBG grant require a HUD approved indirect cost plan and those billed to an HTF grant require a city approved indirect cost plan. Do you plan to bill the grant for indirect costs? **Yes No**

3. Does your agency charge fees for the services that you are requesting funding? **Yes No** If so, please attach a fee schedule to this page.

D. Leveraged Funds

Proposed Project Revenues FY 2022-2023	List Amount
Proposed CDBG/HTF City of Gilroy Grant	$10,000.00
Other Revenue Sources for proposed project (Please List)	
Government Grants (Sourcewise, Santa Clara County)	$116,887.00
Foundation Grants	$1000.00
Individual Contributions	$1500.00
Program Service Fees	$69,594.00
Meals Reimbursement (State of California)	$6000.00

Total of Other Revenue Sources:	$204,981.00

1. If your organization is not leveraging the requested CDBG/HTF funds with other funds, please explain why.

E. REQUIREMENTS

First-time applicants: Submit **all** items below with the proposal, as described in the submittal requirements of the application packet.

New applicants or those submitting a proposal for a new project must meet with HCD Technician, Sandra Nava, prior to application submittal to determine if the proposed project meets CDBG and HTF eligibility requirements.

Current grant recipients: Put a check (X) next to an item below if the most current copy is on file with the Housing & Community Development office. Submit all unchecked items below with the proposal, as described in the submittal requirements of the application packet.

X a. **Articles of Incorporation and Bylaws** (submit any amendments).

X b. **Current Policy & Procedures Manual.** Include current policy prohibiting discrimination, grievance procedures, procurement procedures and conflict of interest requirements for both employees and clients.

X c. **Current Nonprofit Determination.** Submit current determination letters from the federal Internal Revenue Service and the State Franchise Tax Board listing the organization's current name and address documenting the organization is tax exempt.

d. **Current List of Board of Directors.** Include the current name, telephone number, address, occupation or affiliation of each member, and service term. Identify the principal officers of the governing body.

e. **Current Authorization to Request Funds.** Submit the governing body's authorization to submit the City of Gilroy funding request. This consists of copies of the resolution (if applicable) and/or of the **minutes of the meeting** in which the governing body's resolution, motion, or other official action is recorded authorizing the funding request.

f. **Current Designation of Authorized Official.** Documentation must be submitted of the governing body's action authorizing the representative(s) of the agency to negotiate for and contractually bind the agency. This consists of a signed letter from the Chairperson or Secretary of the governing body providing the name, title, address, and telephone number of each authorized individual.

g. **Current Organizational Chart.** Include the organization's current administrative framework and staff positions.

h. **Current Financial Statement and Audit and Management Letter, if applicable.** Also, if applicable, describe any actions taken to correct identified findings or concerns.

Any agency that does not have a financial statement or audit to submit must contact Sandra Nava prior to submitting this application.

X i. **Résumés of Chief Program Administrator and Chief Fiscal Officer**

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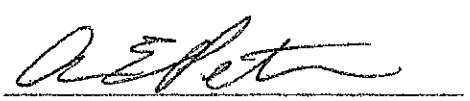
SECTION 4: AUTHORIZATION

The applicant hereby assures and certifies compliance all applicable federal, state, and local laws, regulations, policies, and requirements (including, but not limited to 2 CFR Part 200), as they relate to the acceptance and use of CDBG and local funds by private, non-profit organizations. Also, the applicant assures and certifies the following information:

1. It possesses legal authority to make a grant submission and to execute a community public service program;
2. The agency's governing body has duly adopted or passed as an official act a resolution, motion or similar action authorizing the person identified as the official representative of the corporation to submit this funding application and all associated information and assurances;
3. The grant will be conducted and administered in compliance with:
   a. Title VI of the Civil Rights Act of 1964 (Public Law 88-352; 42 U.S.C. 2000d et seq.), as amended, and implementing regulations issued at 24 CFR Part 1; and
   b. Title VIII of the Civil Rights Act of 1968 (Public Law 90-284; 42 U.S.C. 3601 et seq.), as amended, implementing regulations issued at 24 CFR Part 107, and Executive Order 11063; and
   c. Section 104(b) and Section 109 of Title I of the Housing and Community Development Act of 1974 (Public Law 93-383; U.S.C. 5301 *et seq.*), as amended; and
   d. Section 504 of the Rehabilitation Act of 1973 (Public Law 93-112; 29 U.S.C. 794), as amended; and
   e. Executive Order 11246, the implementing regulations issued at 41 CFR Chapter 60, and the Development Act of 1968 (12 U.S.C. 1701u; and
   f. The Age Discrimination Act of 1975 (Public Law 94-135; U.S.C. 6101), as amended,
   g. Presidential Executive Order 13166 ("Improving Access to Services for Persons with Limited English Proficiency"); and
   h. Executive Orders 11625, 12432 and 12138, encouraging the use of minority and women-owned business enterprises in connection with activities funded under this grant.
4. It will affirmatively further fair housing,
5. It will implement the requirements of the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821-4846) and implementing regulations at 24 CFR Part 35,
6. It will comply with Uniform Federal Accessibility Standards at 24 CFR Part 40, Appendix A, as they related to major rehabilitation or conversion.

As a duly authorized representative of the Agency, I submit this application to the JURISDICTION and verify, under penalty of perjury under the laws of the State of California or of the JURISDICTION, that the information contained herein is, to the best of my knowledge, true, correct and complete. **(Attach documentation that verifies the signer has the authority to submit this application and execute the contract).**

AUTHORIZED SIGNATURE:  DATE: 01/31/2022

NAME (Please Print): Ann E Peterson TITLE: Executive Director

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SECTION 1: COVER SHEET

A. Applicant Information

Legal Name of Organization: Project Sentinel, Inc.
Mailing Address: 1490 El Camino Real
City, State, Zip Code: Santa Clara, CA 95050
Contact Person Name: Luis Alberto Espinoza Title: Director of Dispute Resolution Programs
Email Address: lespinozainostroza@housing.org Webpage: www.housing.org
Telephone Number: 408-470-3735

B. Project Overview

Project Name: Landlord-Tenant Counseling and Dispute Resolution
Project Location: 8339 Church Street, Suite 104
City, State, Zip: Gilroy, CA 95020

Brief Project Description: The proposed project helps to resolve housing conflict.
For rental housing the service educates tenants and landlords on their respective rights and responsibilities, provides instruction on how to resolve housing problems and conducts dispute resolution services of mediation and conciliation. Services encompass all areas of residential rental concerns: e.g., terminations, evictions, habitability, privacy, deposits, rent increases, and applies to all types of housing including apartments, single family homes, mobile homes and HOAs. Priority is given to cases with court imposed deadlines or where housing is threatened with termination.
For homeownership, Project Sentinel (PS) is certified by HUD as a fair housing agency to provide homeownership education and intervention to save homes from mortgage foreclosure. Low income homeowners in South County who have experienced financial loss due to the Covid pandemic are in danger of losing their homes to mortgage foreclosure. Effective January 2022, PS is launching a new service to help such distressed homeowners access financial assistance to satisfy unpaid mortgage debt. Specifically, PS will offer counseling and application support to best ensure access to mortgage relief funds. Lack of availability of such services will put low income households at risk of housing instability and homelessness, creating greater disruption in the community as a whole. maintain stable housing which is counter to affirmatiely furthering fair housing.

C. Funds Requested

$ 36,000 (Grant request for fiscal year 2022-2023) $ 36,000 (Grant request for fiscal year 2023-2024)

Total estimated project cost for Fiscal Year:	2022 / 2023	2023 / 2024
Projected cost:	$36,000	$36,000

Gilroy CDBG/HTF funds in Fiscal Year:	2020 / 2021	2021 / 2022
Requested:	$26,000	$36,000
Received:	$26,000	$15,960

Identify the City of Gilroy 2020-2025 Consolidated Plan priority need(s) being met:

- ☐ Preserve Affordable Housing for Home Ownership
- ☐ Small Business Expansion
- ☐ Supportive Services for Homeless
- ☐ Install Safety & Enhanced Public Improvements
- ☐ Workforce Development
- ☒ Supportive Services for Special Needs Populations

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☒ Fair Housing Support ☐ Neighborhood Revitalization

SECTION 2: PROJECT INFORMATION

A. Project Overview and Target Population [Limit each response to no more than half a page]

1. Describe the primary purpose of the proposed project:

The primary purpose of the proposed project is to help low income Gilroy tenants and housing providers resolve housing problems through 1) Community outreach/ education and 2) Case management.

1.05. **Description of Services**

Location of services:	8339 Church Street, Ste 104, Gilroy CA 95020
Hours of operation:	9:00 AM - 5:00 PM Mon-Fri. Other hours may be arranged by appointment.

Activity 1:	Information & Referral Calls

Activity Description:
Case Manager responds to phone calls, emails, walk-ins or appointments of tenants, landlords/property managers and homeowners having questions regarding their respective rights and obligations. The case manager answers questions regarding how the law applies to their situation and explains options for problem resolution. If the caller needs in depth counseling, intervention or dispute resolution of mediation or conciliation a case file will be opened. If the caller needs services that are outside the scope of what Project Sentinel offers a referral will be made to the appropriate agency. Demographics of the caller and nature of the problem are entered into the agency database.

Activity 2:	Case Management

Activity Description:
Case Manager opens a case, and records all actions taken to provide the requested service. Service includes in depth counseling on how the law applies to the specific situation and a review of options for moving forward. The case manager may shuttle between the disputing parties (landlord and tenant) for conciliation or may bring in a trained volunteer mediator to facilitate the dispute resolution. For low income homeowners, the case manager will communicate with the mortgage holder, usually a bank, and negotiate a forbearance, loan modification or submit an application for emergency mortgage relief.

Activity 3:	Community outreach and education

Activity Description:
Agency staff will distribute literature and make presentations that inform the community of the available services and that educate people of their housing rights and responsibilities. Participate in the South County Collaborative. Educational literature will be available in English, Spanish and other languages.

2. Describe the need(s) that the proposed project addresses, its community impact, and how it addresses a 2020-2025 Consolidated Plan priority.

This proposal addresses the twin objectives of City of Gilroy's Consolidated Plan, Goal #7: Fair housing complaint investigations and landlord/tenant counseling and dispute resolution.
In recognizing that housing is a fundamental human need, this proposal strives to improve housing conditions for renters, with a focus on low to very low income households. According to Gilroy's Consolidated Plan, 32% of households are paying 30% or more of their income toward housing cost, while 45% of households spend 50% of income on housing.This untenable cost burden is faced by single female heads of household, those with disabilities, seniors on fixed incomes, new immigrants and many others who struggle on a daily basis to pay their rent and put food on the table. Further burdening these hardest-hit populations is that COVID-19 has forced many people out of work and put their housing at risk of being lost. Increased pressures on both landlords and tenants because of unpaid rent, has exacerbated tensions and confusion about the availability of rent relief, how to apply and when secured relief funds will be available. This has led to confusion and mistrust feuling disputes amongst tenants and landlords. Given these stated difficulties, the services Project Sentinel offers are critical to educating landlords and tenants on rent relief and the tenant-landlord rules that govern their relationship; negotiating rental agreements to prevent evictions and homelessness, and improve habitability; and restoring a sense of balance and stability to many renters, owners and property managers. As stated above, Gilroy residents in need of these services are low income renters of protected status, i.e. families with children, those with disabilities. To deny the availability of such services will put these people at a disadvantage to maintain stable housing which is counter to affirmatiely furthering fair housing.

3. Describe the project's target population, including client eligibility requirements. Discuss how and if they are an at-risk and/or under-served population.

While the agency does not turn away a renter or housing provider because of income, the majority of clients served are overwhelmingly of low to very-low income tenants and small mom and pop housing providers. The agency does not exclude anyone requesting service due to their income level, personal characteristics, household composition, citizenship or language ability. The primary criterion is that they be Gilroy residents. This client base constitutes the most vulnerable and at-risk of our communities, many of whom are monolingual, non-English speaking, with little or no formal education, and often with a disability, who might be in fear of retaliation, dislocation, institutionalization or deportation.

4. What other private or government organizations are now or will address the same needs identified herein? List and describe the services provided by each in relation to the needs addressed.

Project Sentinel is unique among service providers for its focus on Tenant-Landlord housing counseling and alternative dispute resolution services where we quickly initiate contact with all affected parties to de-escalate conflicts. Project Sentinel encourages and helps facilitate communication between tenants and housing providers as the unique proposition that mediation offers, in contrast to the public interest legal services advocacy offered in Santa Clara County which communimcate with tenant clients only, one side of the dispute only. Other distinguishing program components include our Rental Rights and Responsibilities workshops and our Conflict Management Trainings.
There are no other organizations in South County that provide the scale and comprehensive scope of housing counseling and dispute resolution services that Project Sentinel offers. This agency also works closely with a number of public interest legal groups such as the Silicon Valley Law Foundation, Asian Law Alliance and Senior Adult Legal Services, in order to ensure legal advice and representation where needed. Similarly, these legal service providers also refer matters to Project Sentinel for conciliation and conflict resolution services.

5. Explain how the proposed program/project augments rather than duplicates the services of others.
The agency works closely with public interest legal services by referring clients in need of legal services. These agencies also refer clients to Project Sentinel who need counseling and dispute resolution. Public interest legal services usually assist only tenants while Project Sentinel assists all parties to a housing dispute by providing education, counseling and neutral dispute resolution. Project Sentinel also makes referrals to rent relief assistance and other community based agencies as appropriate, depending upon the nature of the dispute.

6. Describe how your agency collaborates with other service providers (e.g. shared staffing, locations, or budgets). Specify the names of collaborative groups of which you are a member.
Project Sentinel has a long history of collaborative relationships with a wide range of agencies in Gilroy. Many of these relationships derive from Project Sentinel's membership in the South County Collaborative. We receive many referrals from St. Joseph's, which serves a similar population. Caseworkers at St. Joseph's refer tenants having housing problems and we reciprocate by referring Gilroy residents in need of food, transportation assistance and other daily living supports. Last year we helped St. Joseph's create a lease to specifically address tenant landlord issues for a new HUD program they are administering to help find housing for the chronically homeless. Another important collaborative relationship is with the Silicon Valley Independent Living Center. While we provide landlord/tenant counseling for disabled residents to retain their tenancy and resolve issues with their landlords, they provide monetary assistance to Gilroy residents in need. Another important collaboration is with The Law Foundation of Silicon Valley and One Justice. Their referrals to Project Sentinel help us in counseling and resolving conflicts ahead of legal action and provide more effective case management; and if after our intervention or during our intervention, a client needs formal legal representation, we can directly refer those clients to The Law Foundation. Other collaborative relationships include working with Senior Adult Legal Assistance (seniors with housing problems) and Catholic Charities (tenants with conservatorships/minor tenants), Work2Future (unemployed and underemployed with housing challenges) and Gavilan College (workshops and direct service to single parent students) to fully support tenants stay stably sited and prevent homelessness.

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NOTE: For Reference the 2021 HUD Income Limit Standards for Santa Clara County are provided below.

	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
0% - 30% AMI Extremely Low Income	$34,800	$39,800	$44,750	$49,700	$53,700	$57,700	$61,650	$65,650
31% - 50% AMI Very Low Income	$58,000	$66,300	$74,600	$82,850	$89,500	$96,150	$102,750	$109,400
51% - 80% AMI Low Income	$82,450	$94,200	$106,000	$117,750	$127,200	$136,600	$146,050	$155,450

B. Performance Measures/Numeric Goals

1. **Unduplicated Participants** – Indicate, by quarter, the proposed number of unduplicated participants the City grant funded project will serve. An unduplicated participant is a Gilroy resident who is counted only once each fiscal year. If this project has other funding sources, only list and report on the percentage of unduplicated persons served under this grant.

Unduplicated Participants	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
	50	50	50	50	200

Provide the proposed number of unduplicated Gilroy participants for each category listed below.

	# of Gilroy Clients		# of Gilroy Clients
Extremely Low Income (0%-30% AMI)	50	Youth (0-18 years)	0
Very Low Income (31%-50% AMI)	80	Adults (19-61 years)	140
Low Income (51%-80% AMI)	66	Seniors (62+ years)	40
Moderate Income (81%-120% AMI)	3	Disabled Individuals	20
Above Moderate Income (120%+ AMI)	1	Other Special Needs	0

2. **Service Units** – Provide activity name, define unit of service, and list the proposed number of units of service that will be provided each quarter resulting from the Gilroy grant only. A unit of service is the "thing" you propose to track each quarter. (i.e. each case, meal, shelter night, job, etc.)

Activity 1:	Information & Referrals				
Unit of Service =	Each Call				
Goal:	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
	100	100	100	100	400

Activity 2:	Case Management				
Unit of Service =	Each Case				
Goal:	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
	13	13	13	13	52

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Activity 3:	Community outreach and education				
Unit of Service =	Each Event				
Goal:	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
	1	1	2	2	6

3. **Outcome Measure Statement and Measurement Methodology** – List outcome measure(s) as a percentage (an outcome measure is the proposed measurable outcome(s) expected to be achieved through the activities to be provided) and include the measurement tool(s) you propose to use, then below the outcome measure section describe the measurement methodology to be implemented in order to arrive at the actual percentage achieved. Finally, list the numerical percentages you propose for Q2 (representing outcomes from Q1-Q2) and Q4 (representing outcomes from Q3-Q4).

Example:		
Outcome Measure	50% of clients receiving job readiness training will increase their income by securing new employment as measured by either employer verification letters, pay stubs, or benefit letter.	
Measurement Methodology:	Staff will verify the number of clients securing new employment. The number of unduplicated clients securing new employment will be divided by the total number of unduplicated clients served to arrive at the actual percentage securing new employment.	
	Quarter 2	Quarter 4
Outcome Goal:	50%	50%

Outcome Measure #1	85% of clients will report increased awareness about options available to resolve housing disputes through Information and Referral or dispute resolution services as measured by client's response to oral survey.	
Measurement Methodology:	Oral surveys assess client satisfaction and are conducted by staff at the conclusion of a call, walk-in or email. The results are recorded in the PS database. To determine outcome compliance, the number of callers reporting increased awareness is divided by the total number of clients served.	
	Quarter 2	Quarter 4
Outcome Goal:	85%	85%

Outcome Measure #2	30% of opened cases will be resolved with conciliated or mediated agreements as measured by recorded case notes and outcomes.	
Measurement Methodology:	Case notes and outcomes are entered into case management database. The PS database provides a report on dispositions and outcomes, which includes conciliation and mediation. To determine outcome compliance, the staff divides the number of cases resolved through mediation and conciliation by the number of cases opened.	
	Quarter 2	Quarter 4
Outcome Goal:	30%	30%

1. How will the activities being provided under this grant contribute to meeting the outcome measures?

The outcome measures are dispute-resolution oriented and the activities being provided, help Gilroy residents resolve disputes and maintain stable housing, through education, referral, and case management counseling and conciliation/mediation activities. The activities directly lead to meeting the outcome by empowering Gilroy residents involved in housing issues/disputes to resolve these issues and to avoid problems in the future. Too many times poor communication escalates into harmful interactions. Mediation and conciliation can bridge those escalations and get the parties back to normal, reasonable interaction. It should be noted that counseling and educational workshops are also used by small mom and pop landlords so that they

understand their obligations to maintain code compliance, habitable, decdent housing with accommodations if needed, as well as providing coaching on how to better communicate to benefit the tenant landord relationship.

2. Describe in detail how your agency will implement the proposed outcome measurement methodology.

The outcome measurement tool will be a client survey and a review of the agency database and individual case files to determine the following:
a.For information and referral calls the performance measurement methodology is surveying clients after providing the service. At the end of the counseling session (walk-in or phone) the client is asked if their questions and concerns were answered. Ample time is given to each client to communicate their situation and need and to receive the requested information and to ask for clarification. Routinely the housing counselor will continue the session until the client understands clearly the information being communicated.
b.For case management, the performance measurement methodology is a review of documentation generated at case intake and continued through case closure. The intake process involves database entries of notes and information to record and track case management activities until resolution; hard copy files that include all relevant correspondence/information exchange are also used to measure case outcomes after both counseling and conciliation/mediation efforts have been made. These files are routinely reviewed by the director of dispute resolution and by the City of Gilroy during the annual monitoring.

C. Project Administration and Monitoring [Limit each response to no more than half a page]

1. Use the space and table below to briefly describe how the project will be managed and administered, included proposed staff time and staff functions.

The mediation case manager is the first contact for clients who call for assistance. The case manager provides information and referral or counseling and case management as necessary. Client data wll be recorded and stored in the database and in case files. The Dispute Resolution Director regularly reviews the progress of each case, and the quarterly/annual goals to make sure they are being met.

Position Title	Program/Project Duties	Total Annual Salary	Total Hours per Week	% Time Allocated to CDBG/ HTF Activity	CDBG / HTF Salary Reimbursement Request
Dispute Resolution Program Director	Direct Service, Supervision	$80,000	.5	1.25%	$1,000
Senior Case Manager	Direct Service	$64,480	15.2	38%	$24,502.4

2. Describe your written policies and/or established procedures for assuring persons with disabilities and/or limited English proficiency have access to services and benefits.

Project Sentinel's Personnel Policies Handbook states that agency staff as well as the general public are afforded reasonable accommodations. The agency provides services from accessible office space and advertizes the use of California Relay Services on literature that informs the public of its available services. This same literature is available in English, Spanish, and several Asian languages. Having a local office in Gilroy helps those community residents and housing providers communicate in person with a counselor, if they prefer to do so. Even with the pandemic, some project Sentinel staff meet one on one with clients who are vaccinated and practice social distance. Project Sentinel's information is distributed in several different languages. Special phone assistance is available to those with hearing, speech, vision or mobility impairment by calling the TTY 7-1-1.
Project Sentinel has bilingual Spanish, Tagalog, Farsi, and Mandarin speaking staff. If other languages are required, we use the translation service from Language Services Associates.

3. Briefly describe your agency's mission and history. Include a description of your agency's experience in providing the proposed services.
Project Sentinel is a 501 (c)(3) non-profit organization. Our primary function is to assist individuals with housing problems such as discrimination, rental issues including repairs, deposits, privacy, dispute resolution, home buyer education, mortgage foreclosure & delinquency, post purchase education and reverse mortgages. Our Mission: To develop and promote fairness and equality of housing for all persons and to advocate peaceful resolution of disputes for community welfare and harmony. Project Sentinel was founded in 1971 by a group of leaders from the corporate, educational and labor communities, as well as community fair housing advocates. Project Sentinel has been a HUD-Approved Housing Counseling Agency since 1998. The agency processes more than 10,000 initial contacts annually. We open over 1,850 landlord tenant and community dispute resolution cases, 350 fair housing complaints, counsel more than 800 homeowners each year and provide monthly workshops on a variety of topics including Homeownership, Tenant/Landlord and Fair Housing. Project Sentinel has offices located in Fremont, **Gilroy**, Modesto, Redwood City, Milpitas, Sacramento and Santa Clara. We are a partner with the California Emergency Rental Relief Program and the California Mortgage Relief Program.

4. If previously funded by the City of Gilroy, what were the goals and accomplishments of CDBG/HTF projects?
Project Sentinel has been previously funded by the city of Gilroy with goals and accomplishments similar to those currently being proposed. The agency is a well-known and easily accessible service provider in the community and is established as a reliable, high quality dispute resolution resource. On a regular basis we surpass the goals and outcome measurements by servicing everyone who requests services. The staff are highly dedicated to community service and care about meeting the needs of each person and each household that requests help. In FY19-20, Project Sentinel took 603 Information and Referral calls (goal 700); handled 53 cases (goal 56) and served 224 unduplicated participants (goal 200). In FY20-21, we took in 611 I&R calls (goal 600); handled 62 cases (goal 52) and served 226 unduplicated participants (goal 200). Contract compliance is important to Project Sentinel.

5. Explain how your agency collects and reports income, race/ethnicity, and disability data.
Each person, who contacts Project Sentinel requesting service and has a case opened, will be asked about their race/ethnicity and possible disability. The income verification process will be initiated. No one is turned away due to their income but the reality is that almost everyone requesting assistance is low to very low income. Beneficiaries are told that this information is required by our government funding sources and that it is also necessary to provide effective housing counseling services. This information is filed in the case management folder and input to the database.

6. Explain how your agency collects customer service data and provide the metrics used to collect this data.
a) Database: The Agency maintains backed up electronic records on all calls and cases, including demographics, nature of the request for service (i.e., repairs, privacy, termination) and outcomes b) Case Files: The Director of Dispute Resolution Programs reviews case files to ensure efficient and effective service and monitors the progress of all program goals, making sure that numerical goals are met and case management protocol is followed.

D. HUD Low Mod Income National Objective Options (please select one of the three categories below)

☒ **1. Low Mod – Limited Clientele Activities Category**

The HUD National Objective your project will meet is Low Mod Income (LMI) which benefits low and very low-income persons as defined by HUD's income limits for Santa Clara County.

The Low Mod Limited Clientele (LMC) Category is the category under the LMI national objective your project will

meet. Under the LMC category, at least 51% of the beneficiaries of an activity have to be LMI persons.

Put a check (X) next to the qualifying criteria below your LMC project activity meets, only select one:

- ☐ a) The activity will exclusively serve a group of persons in any one or a combination of categories generally presumed to be low, very low, or extremely low income: abused children, battered spouses, elderly persons, adults meeting the definition of "severely disabled" in the Bureau of Census's Current Population Reports, homeless persons, illiterate adults, persons living with AIDS, and migrant farm workers; or
- ☒ b) The activity will require documentation on family size and income to document that at least 51% of the clientele are persons whose family income does not exceed HUD income limits for Santa Clara County; or
- ☐ c) The activity will have income eligibility requirements that limit the activity exclusively to low, very low, and extremely low-income persons; or
- ☐ d) The activity will be of such a nature and in such a location that it may be reasonably concluded that the activity's clientele will primarily be low, very low, or extremely low-income persons.

☐ 2. Low Mod - Housing Activities Category

The HUD National Objective your project will meet is Low Mod Income (LMI) which benefits low and very low-income persons as defined by HUD's income limits for Santa Clara County. The Low Mod Housing Activities (LMH) Category is the category under the LMI national objective your project will meet.

Owner-occupied housing rehabilitation programs established to meet the Low Mod Housing National Objective found at 24 CFR 570.208(a)(3) must benefit households earning less than 80% of area median income adjusted for household size as published by HUD.

Select one of the Two Accepted Methods for Calculating Household Income for your Project

- ☐ Part 5 definition of income (24 CFR Part 5.609); or
- ☐ Adjusted gross income under Internal Revenue Service (IRS) form 1040

Each method requires collection and evaluation of source documentation. Self-certification is not acceptable for documenting compliance with the housing national objective. The awarded agency(ies) will be expected to determine income eligibility, establish performance measures, and meet performance objectives.

☐ 3. Low Mod - Area Benefit Activities Category

The HUD National Objective your project will meet is Low Mod Income (LMI) which benefits low and very low-income persons as defined by HUD's income limits for Santa Clara County. The Low Mod Area (LMA) Category is the category under the LMI national objective your project will meet.

The area benefit category is the most commonly used national objective for activities that benefit a residential neighborhood. An area benefit activity is one that benefits all residents in a particular area, where at least 51% of the residents are LMI persons.
Examples of area benefit activities located in a predominantly LMI neighborhood may include:

- Acquisition of land to be used as a neighborhood park;
- Construction of a health clinic;
- Improvements to public infrastructure (i.e. the installation of gutters and sidewalks); and
- Development of a community center

The above activities benefit all LMI residents in a service area and may qualify under the LMI area benefit

category. The applicant is responsible for determining that a service area complies with CDBG regulations.

E. Select one Eligible Project Activity you propose to provide Gilroy residents.

- ☐ Services for Senior Citizens
- ☐ Services for Disabled Persons
- ☐ Services for Youth
- ☐ Services for Victims of Domestic Violence
- ☐ Services for Homeless
- ☐ Substance Abuse Counseling and Treatment
- ☐ Services for Those At Risk of Homelessness
- ☐ Housing Rehabilitation
- ☐ Public Improvements
- ☐ Code Enforcement
- ☐ Employment Services
- ☐ Fair Housing Services
- ☐ Public Facilities
- ☐ Health Services
- ☒ Tenant / Landlord Counseling
- ☐ Economic Development
- ☐ Other, list

F. HUD Performance Measures

HUD requires that recipients of federal funding assess the outcomes of their programs. Below, please select only one primary HUD objective and only one primary HUD outcome to be addressed by this project.

Objectives

- ☒ **Objective #1: Creates a suitable living environment.** This objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment (such as poor-quality infrastructure) to social issues such as crime prevention, literacy, or elderly health services.
- ☐ **Objective #2: Provides decent housing.** This objective focuses on housing programs where the purpose of the program is to meet individual, family, or community needs and not programs where housing is an element of a larger effort, since such programs would be more appropriately reported under suitable living environment.
- ☐ **Objective #3: Creates economic opportunity.** This objective applies to the types of activities related to economic development, commercial revitalization, or job creation.

Outcomes

- ☒ **Outcome #1: Improve availability/accessibility.** This category applies to activities that make services, infrastructure, public facilities, housing, or shelters available or accessible to low/moderate income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low/moderate income people where they live.
- ☐ **Outcome #2: Improve affordability.** This category applies to activities that provide affordability in a variety of ways in the lives of low/moderate income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care.
- ☐ **Outcome #3: Improve sustainability.** This category applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by

providing benefit to persons of low/moderate income or by removing or eliminating slums or blighted areas through multiple activities or services that sustain communities or neighborhoods.

SECTION 3: FINANCIAL AND OTHER ORGANIZATION INFORMATION

A. Agency Information

Executive Director: Carole Conn Email: cconn@housing.org

DUNS #: 7813326608 Fax: 408-216-9968

Non-profit with 501(c)(3) Status ☒ Yes ☐ No Faith-based organization ☐ Yes ☒ No

Registered at sam.gov ☒ Yes ☐ No

B. Total Agency Budget

	2021-2022	2020-2021
Administration	$447,228	$507,495
Fundraising	$0	$0
Proposed Project (Total Gilroy grant budget)	$36,000	$36,000
All Other Programs	$3,000	$14,000
Total Agency Budget	$486,228	$557,495

C. Proposed City of Gilroy Grant Budget

Proposed City of Gilroy Grant Project Expenses	FY 2021-2022 CDBG/HTF Allocation (If Applicable)	FY 2022-2023 and 2023-2024 CDBG/HTF Request	List % Change from FY 21/22 allocation to FY 22/23 and FY 23/24 Request
Salaries	$11,582	$25,502.4	54.58%
Benefits	$1,968.94	$5,100.48	61.40%
Office Supplies		$92.62	100%
Communication			
Publications/Printing/Advertising			
Travel			
Rent/Lease/Mortgage			
Utilities			
Insurance			
Equipment Rental/Maintenance, Specify:			
Audit/Legal/Professional Services (for CDBG/HTF portion only)			
Direct Services (Funding for specific service such as a meal, ride), Specify:			
Contracted Services, Specify:			
Other, Specify: Indirect Cost Rate (20.8% of salaries)	$2,409.06	$5,304.50	54.58%
Total Expenses:	$15,960	$36,000	55.67%

1. Please explain any variation in excess of 10% between 2021-2022 allocation and proposed 2022-2023 and 2023-2024 expenses (If applicable).
We were severely underfunded for the current Fiscal Year; thus we need to bring funding back to a level which will support our staff to do the work.

2. Indirect costs billed to a CDBG grant require a HUD approved indirect cost plan and those billed to an HTF grant require a city approved indirect cost plan. Do you plan to bill the grant for indirect costs? ☒ **Yes** ☐ **No**

3. Does your agency charge fees for the services that you are requesting funding? ☐ **Yes** ☒ **No** If so, please attach a fee schedule to this page.

D. Leveraged Funds

Proposed Project Revenues FY 2022-2023	List Amount
Proposed CDBG/HTF City of Gilroy Grant	$36,000
Other Revenue Sources for proposed project (Please List)	
Santa Clara County Superior Court-ADR Fees, secured funding	$4,000
Santa Clara County, CDBG-CV3	$10,000
Total of Other Revenue Sources:	$14,000

1. If your organization is not leveraging the requested CDBG/HTF funds with other funds, please explain why.
N/A

E. REQUIREMENTS3

First-time applicants: Submit **all** items below with the proposal, as described in the submittal requirements of the application packet.

New applicants or those submitting a proposal for a new project must meet with HCD Technician, Sandra Nava, prior to application submittal to determine if the proposed project meets CDBG and HTF eligibility requirements.

Current grant recipients: Put a check (X) next to an item below if the most current copy is on file with the Housing & Community Development office. Submit all unchecked items below with the proposal, as described in the submittal requirements of the application packet.

☒ a. **Articles of Incorporation and Bylaws** (submit any amendments).

☒ b. **Current Policy & Procedures Manual.** Include current policy prohibiting discrimination, grievance procedures, procurement procedures and conflict of interest requirements for both employees and clients.

☒ c. **Current Nonprofit Determination.** Submit current determination letters from the federal Internal Revenue Service and the State Franchise Tax Board listing the organization's current name and address documenting the organization is tax exempt.

☐ d. **Current List of Board of Directors.** Include the current name, telephone number, address, occupation or affiliation of each member, and service term. Identify the principal officers of the governing body.

☐ e. **Current Authorization to Request Funds.** Submit the governing body's authorization to submit the City of Gilroy funding request. This consists of copies of the resolution (if applicable and/or of the **minutes of the meeting** in which the governing body's resolution, motion, or other official action is recorded authorizing the funding request.

☐ f. **Current Designation of Authorized Official.** Documentation must be submitted of the governing body's action authorizing the representative(s) of the agency to negotiate for and contractually bind the agency. This consists of a signed letter from the Chairperson or Secretary of the governing body providing the name, title, address, and telephone number of each authorized individual.

☐ g. **Current Organizational Chart.** Include the organization's current administrative framework and staff positions.

☐ h. **Current Financial Statement and Audit and Management Letter, if applicable.** Also, if applicable, describe any actions taken to correct identified findings or concerns.
Any agency that does not have a financial statement or audit to submit must contact Sandra Nava prior to submitting this application.

☒ i. **Résumés of Chief Program Administrator and Chief Fiscal Officer**

SECTION 4: AUTHORIZATION

The applicant hereby assures and certifies compliance all applicable federal, state, and local laws, regulations, policies, and requirements (including, but not limited to 2 CFR Part 200), as they relate to the acceptance and use of CDBG and local funds by private, non-profit organizations. Also, the applicant assures and certifies the following information:

1. It possesses legal authority to make a grant submission and to execute a community public service program;
2. The agency's governing body has duly adopted or passed as an official act a resolution, motion or similar action authorizing the person identified as the official representative of the corporation to submit this funding application and all associated information and assurances;
3. The grant will be conducted and administered in compliance with:
   a. Title VI of the Civil Rights Act of 1964 (Public Law 88-352; 42 U.S.C. 2000d et seq.), as amended, and implementing regulations issued at 24 CFR Part 1; and
   b. Title VIII of the Civil Rights Act of 1968 (Public Law 90-284; 42 U.S.C. 3601 et seq.), as amended, implementing regulations issued at 24 CFR Part 107, and Executive Order 11063; and
   c. Section 104(b) and Section 109 of Title I of the Housing and Community Development Act of 1974 (Public Law 93-383; U.S.C. 5301 *et seq.*), as amended; and
   d. Section 504 of the Rehabilitation Act of 1973 (Public Law 93-112; 29 U.S.C. 794), as amended; and
   e. Executive Order 11246, the implementing regulations issued at 41 CFR Chapter 60, and the Development Act of 1968 (12 U.S.C. 1701u; and
   f. The Age Discrimination Act of 1975 (Public Law 94-135; U.S.C. 6101), as amended.
   g. Presidential Executive Order 13166 ("Improving Access to Services for Persons with Limited English Proficiency"); and
   h. Executive Orders 11625, 12432 and 12138, encouraging the use of minority and women-owned business enterprises in connection with activities funded under this grant.
4. It will affirmatively further fair housing.
5. It will implement the requirements of the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821-4846) and implementing regulations at 24 CFR Part 35.
6. It will comply with Uniform Federal Accessibility Standards at 24 CFR Part 40, Appendix A, as they related to major rehabilitation or conversion.

As a duly authorized representative of the Agency, I submit this application to the JURISDICTION and verify, under penalty of perjury under the laws of the State of California or of the JURISDICTION, that the information contained herein is, to the best of my knowledge, true, correct and complete. (**Attach documentation that verifies the signer has the authority to submit this application and execute the contract**).

AUTHORIZED SIGNATURE: _____ DATE: 1/31/2022

NAME (Please Print): Carole Conn TITLE: Executive Director

Community Development Block Grant/ Gilroy Housing Trust Fund Application
City of Gilroy 22-RFP-HCD-471
Fiscal Years 2022-2023 and 2023-2024

SECTION 1: COVER SHEET

A. Applicant Information

Legal Name of Organization: Project Sentinel, Inc.
Mailing Address: 1490 El Camino Real
City, State, Zip Code: Santa Clara, CA 95050
Contact Person Name: Molly Current Title: Fair Housing Director
Email Address: mcurrent@housing.org Webpage: www.housing.org
Telephone Number: 408-907-4662

B. Project Overview

Project Name: Project Sentinel Fair Housing
Project Location: 8339 Church Street, Suite 104
City, State, Zip: Gilroy, CA 95020

Brief Project Description: Project Sentinel provides services to address the incidence of illegal housing discrimination by: investigating complaints, administering systemic audits, conducting community outreach and education, and seeking redress for victims of such discrimination. The agency also educates housing providers in an effort to prevent fair housing complaints. These services help ensure equity in our diverse communities and will assist the City of Gilroy to meet HUD requirements to affirmatively further fair housing. The majority of service beneficiaries are very low income, many of whom are persons with disabilities, families with children and new immigrants.

C. Funds Requested

$ 21,000 (Grant request for fiscal year 2022-2023) $ 21,000 (Grant request for fiscal year 2023-2024)

Total estimated project cost for Fiscal Year:	2022 / 2023	2023 / 2024
Projected cost:	$21,000	$21,000

Gilroy CDBG/HTF funds in Fiscal Year:	2020 / 2021	2021 / 2022
Requested:	$21,000	$21,000
Received:	$21,000	$14,590

Identify the City of Gilroy 2020-2025 Consolidated Plan priority need(s) being met:

- ☐ Preserve Affordable Housing for Home Ownership
- ☐ Small Business Expansion
- ☐ Supportive Services for Homeless
- ☒ Fair Housing Support
- ☐ Install Safety & Enhanced Public Improvements
- ☐ Workforce Development
- ☐ Supportive Services for Special Needs Populations
- ☐ Neighborhood Revitalization

SECTION 2: PROJECT INFORMATION

A. Project Overview and Target Population [Limit each response to no more than half a page]

1. Describe the primary purpose of the proposed project:

To combat illegal housing discrimination, Project Sentinel provides comprehensive fair housing services of civil rights enforcement and community outreach and education. Fair housing investigations that reveal evidence of illegal discrimination are addressed through education, consultation, HUD or DFEH filings, or litigation. Consultations address fair housing questions that do not warrant an investigation; information and referral services link callers with housing problems to the most appropriate service providers. Education and outreach activities make renters and housing providers aware of their fair housing rights and responsibilities. These services are provided throughout the rental and homeownership process and are available to home seekers, in-place residents, and housing providers. Provision of these services will help create and maintain healthy communities and will assist the City of Gilroy in meeting its CDBG obligation to affirmatively further fair housing. Proposed services will be delivered from Project Sentinel's office in Gilroy, Monday through Friday from 9AM to 5:00 PM, with telephone intake from 9AM to 4:00PM. After-hours work is scheduled as needed and by appointment.

1.05. **Description of Services**

Location of services:	8339 Church Street, Suite 104, Gilroy, CA 95050
Hours of operation:	Monday- Friday 09:00 am - 5:00 pm. Other hours may be arranged by appointment

Activity 1:	Complaint Investigation

Activity Description:
Complaints are investigated by testing, interviews, surveys and document review. The majority of investigations that reveal evidence substantiating a claim of discrimination are: (a) conciliated by staff; (b) referred to a government enforcement office (HUD or DFEH); or (c) to a member of the private bar. Project Sentinel assists the balance of those cases that do not show evidence of a violation by helping the complainant understand the other side of the scenario of their allegation or by counseling on how the complainant can strengthen their search to stabilize their tenancy. Proactive audits are also conducted to determine the levels of unreported housing discrimination. Audits are conducted by paired testing. When evidence of discrimination is obtained, PS files a complaint with HUD or DFEH challenging the alleged practices and seeking appropriate relief, including fair housing training for the housing provider. Fair housing audits also assist the agency.

Activity 2:	Community Outreach and Education Presentations

Activity Description:
Outreaches involve an educational presentation about the fair housing laws by a Project Sentinel staff member to a group of individuals. Such a presentation will be counted if (a) it is held in Gilroy, (b) participants live in Gilroy or own or manage residential property in Gilroy, or (c) if it is provided to a non-profit or other public service agency that serve Gilroy residents. Tester trainings that include educational information about participants' rights under the Fair Housing laws are also considered formal presentations if they are conducted in Gilroy or attended by a Gilroy resident. Sign-in sheets and evaluation forms will be provided for all formal outreach education presentations.

Activity 3:	Consultations
Activity Description: Consultations are conversations of at least 20 minutes in duration that are designed to educate the caller about his/her fair housing rights and obligations. Many of the consultations are given at the request of a property owner or manager.	

2. Describe the need(s) that the proposed project addresses, its community impact, and how it addresses a 2020-2025 Consolidated Plan priority.
Persons with a disability make up approximately 8% of the total population. (Gilroy Consolidated Plan 2020-2025). Twenty-eight percent (28%) of the population are foreign born of which fifty-five percent (55%) speak a language other than English. Twenty percent (20%) of households are large family households. Project Sentinel's caseload for FY 19-20 shows majority of complaints investigated continues to come from persons with disabilities, and families with children. Seventy-two percent (72%) of the clients were Hispanic, and ninety-two percent (92%) were extremely low to low income. The linguistic, cultural, mental and physical barriers that contribute to discrimination often prevent victims from perceiving, understanding, and addressing discriminatory treatment. Project Sentinel will combat these barriers to fair housing by reaching out directly to target populations. The highly diverse ethnic population serves as the basis for Project Sentinel's multilingual services of culturally-sensitive counseling and educational literature translated into Spanish and various Asian languages. Continued education must be available to housing providers, home seekers, and the community at large on the rights and responsibilities of developing and maintaining a balanced and integrated community. While the fair housing laws encompass all housing, renter or owner occupied, it is renters that fall victim to discrimination. Gilroy is part of a geographic area where the rental housing market is particularly challenging. According to the Gilroy Consolidated Plan, thirty-two percent (32%) of households in Gilroy are paying more than thirty percent (30%) of their income toward housing cost, while fourty-five percent (45%) of households spend more than fifty percent (50%) of income on housing. The City of Gilroy as a whole benefits from having a fair housing program by contributing to the integration of healthy, balanced communities. Those seeking to rent property in this city should find through these services, equal opportunity for access and open lines of communication. Similarly, both tenants and the housing industry benefit from having a resource providing educational and enforcement services in a timely and objective manner. Provision of these services supports the City of Gilroy's goal of supporting basic services, and strengthen neighborhoods especially special needs populations (Goal #10) and promote fair housing choice (Goal #17)

3. Describe the project's target population, including client eligibility requirements. Discuss how and if they are an at-risk and/or under-served population.
Services will be available to all Gilroy residents or prospective residents. The agency does not exclude anyone due to income level, but low- to very low income tenants constitute the majority of clients served by Project Sentinel. This client base, many of whom have Limited English Proficiency or a disability, constitutes the most at-risk and underserved population of our communities.

4. What other private or government organizations are now or will address the same needs identified herein? List and describe the services provided by each in relation to the needs addressed.
The U.S. Department of Housing and Urban Development (HUD) and the California Department of Fair Employment and Housing (DFEH) conduct fair housing enforcement, but both government agencies rely heavily on non-profit fair housing agencies for conducting the majority of initial in-takes and administering the initial stages of investigation. HUD and DFEH recognize and support Project Sentinel's comprehensive fair housing services so that complaint referrals to HUD and DFEH will have a greater likelihood of being meritorious. There are also a number of public interest law groups conducting fair housing work in Santa Clara County, but here again, these groups rely on Project Sentinel to be the front line investigation service so that cases can move forward in the most cost-effective manner possible. Project Sentinel participates actively in the South County Collaborative, and partners with the Law Foundation of Silicon Valley, Bay Area Legal Aid, Asian Law Alliance, Silicon Valley Independent Living Center, Saint Joseph's Family Center, Gavilan College, and many other social service agencies.

5. Explain how the proposed program/project augments rather than duplicates the services of others.
No other South County based agency provides comprehensive Fair Housing services in Gilroy. As stated in (4) above, government agencies such as the US Dept of Housing and Urban Development and California Department of Fair Employment and Housing, as well as other public interest law groups such as the Law Foundation of Silicon Valley rely on services of Project Sentinel to provide community outreach/education and investigation services so that cases can move forward in a timely and cost-effective manner.

6. Describe how your agency collaborates with other service providers (e.g. shared staffing, locations, or budgets). Specify the names of collaborative groups of which you are a member.
Project Sentinel collaborates with a wide range of non-profit service providers for outreach and education to agency staff and agency clientele (Housing Choices Coalition, SALA; St Joseph's Family Center, CRLA, Community Solutions, Gilroy Compassion Center, PACT (People Acting in Community Together), other Collaborative members). Agencies provide time for Project Sentinel to make presentations and they will assist with literature distribution.

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NOTE: For Reference the 2021 HUD Income Limit Standards for Santa Clara County are provided below.

	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
0% - 30% AMI Extremely Low Income	$34,800	$39,800	$44,750	$49,700	$53,700	$57,700	$61,650	$65,650
31% - 50% AMI Very Low Income	$58,000	$66,300	$74,600	$82,850	$89,500	$96,150	$102,750	$109,400
51% - 80% AMI Low Income	$82,450	$94,200	$106,000	$117,750	$127,200	$136,600	$146,050	$155,450

B. Performance Measures/Numeric Goals

1. **Unduplicated Participants** -- Indicate, by quarter, the proposed number of unduplicated participants the City grant funded project will serve. An unduplicated participant is a Gilroy resident who is counted only once each fiscal year. If this project has other funding sources, only list and report on the percentage of unduplicated persons served under this grant.

Unduplicated Participants	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
	7	6	7	6	26

Provide the proposed number of unduplicated Gilroy participants for each category listed below.

	# of Gilroy Clients		# of Gilroy Clients
Extremely Low Income (0%-30% AMI)	15	Youth (0-18 years)	0
Very Low Income (31%-50% AMI)	5	Adults (19-61 years)	32
Low Income (51%-80% AMI)	4	Seniors (62+ years)	6
Moderate Income (81%-120% AMI)	2	Disabled Individuals	12
Above Moderate Income (120%+ AMI)	0	Other Special Needs	0

2. **Service Units** – Provide activity name, define unit of service, and list the proposed number of units of service that will be provided each quarter resulting from the Gilroy grant only. A unit of service is the "thing" you propose to track each quarter. (i.e. each case, meal, shelter night, job, etc.)

Activity 1:	Complaint Investigation				
Unit of Service =	Each Investigation				
Goal:	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
	4	3	4	3	14

Activity 2:	Community Outreach and Education Presentations				
Unit of Service =	Each Presentation/Workshop				
Goal:	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
	1	1	1	1	4

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Activity 3:	Consultations				
Unit of Service =	Each Consultation				
Goal:	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
	3	2	3	3	11

3. **Outcome Measure Statement and Measurement Methodology** – List outcome measure(s) as a percentage (an outcome measure is the proposed measurable outcome(s) expected to be achieved through the activities to be provided) and include the measurement tool(s) you propose to use, then below the outcome measure section describe the measurement methodology to be implemented in order to arrive at the actual percentage achieved. Finally, list the numerical percentages you propose for Q2 (representing outcomes from Q1-Q2) and Q4 (representing outcomes from Q3-Q4).

Example:		
Outcome Measure	50% of clients receiving job readiness training will increase their income by securing new employment as measured by either employer verification letters, pay stubs, or benefit letter.	
Measurement Methodology:	Staff will verify the number of clients securing new employment. The number of unduplicated clients securing new employment will be divided by the total number of unduplicated clients served to arrive at the actual percentage securing new employment.	
	Quarter 2	Quarter 4
Outcome Goal:	50%	50%

Outcome Measure #1	25% of cases opened and complaints investigated will have successful outcomes as measured by closed case referrals.	
Measurement Methodology:	Individual intake forms and case files are saved in our database. The FH Coordinator and FH Director will conduct case reviews to determine the case status. Successful outcomes are defined as cases that were investigated and are closed with a referral to HUD, DFEH, FHLP, or another attorney, or are conciliated, counseled, or educated. This outcome is calculated by dividing the number of cases with successful outcomes by the number of total cases to arrive at the percentage.	
	Quarter 2	Quarter 4
Outcome Goal:	25%	25%

Outcome Measure #2	80% of clients provided outreach will have a better understanding of their rights and obligations under FH laws, as measured by a survey.	
Measurement Methodology:	Presenter will give a post-survey asking the audience whether they gained knowledge from the presentation. Audience members will be asked for feedback on presentation style. We tally the number of participants who reported increased knowledge on FH rights and obligations and divide that number by the total number surveyed to arrive at percentage. Presentations will be performed in-person or remotely through phone or video conferencing and social media.	
	Quarter 2	Quarter 4
Outcome Goal:	80%	80%

1. How will the activities being provided under this grant contribute to meeting the outcome measures?

The activities provided under this grant will ensure that all Gilroy residents and those seeking to reside in the City of Gilroy will have their civil rights protected.
*Home seekers and in-place tenants will be judged on their individual merits and not on their protected status.
*Housing discrimination victims will have a means by which to seek remedy to their injury.

*Ethnic and racial minorities will enjoy their homes free from threats of intimidation.
*Persons with disabilities will obtain reasonable modifications and accommodations.
*Children will be able to play outside, free from intimidation and harassment
*Training opportunities will help housing providers to comply with the law and avoid costly mistakes.

2. Describe in detail how your agency will implement the proposed outcome measurement methodology.

Project Sentinel makes continuous efforts to evaluate contract compliance, the performance of each individual employee, the service delivery process and the success of each case investigation. The following are components of our assessment process:

•The agency maintains all case files in an extensive database. Case files include information such as demographics, types of fair housing complaint, and their outcomes. This information helps us track staff performance to ensure that we meet minimum numerical contract goals and are able to provide all data points as required by the City.

•Each fair housing complaint that is investigated producing evidence of discrimination is referred for further enforcement to HUD, DFEH, or a private attorney. These cases are followed quarterly with updates recorded in the individual file and an office log. The agency obtains evidence of discrimination in about 40% of complaints investigated.

•A Process and Outcome Satisfaction Survey is administered to fair housing complainants referred for further enforcement. The survey seeks feedback on their experience during the case development. The survey also seeks feedback on whether they were satisfied with the outcome of their case.

•We also conduct a post-tests at most educational presentations to measure the degree of increased fair housing knowledge. The educational presentation may need to be extended if the participants do not increase their knowledge sufficiently.

It should be noted that Project Sentinel has met or exceeded all contract goals in previous years.

C. Project Administration and Monitoring [Limit each response to no more than half a page]

1. Use the space and table below to briefly describe how the project will be managed and administered, included proposed staff time and staff functions.

The Fair Housing Counselor (FHCu) is the primary contact of clients who call for assistance. S/he enters all client data in the database, and provides information and referral or case management as needed. The FH Director regularly reviews the progress of each case and the goals with the FHCu to make sure quarterly/annual goals are being met and that investigations are performed efficiently and effectively. The Executive Director is responsible for the overall agency programs and management.

Position Title	Program/Project Duties	Total Annual Salary	Total Hours per Week	% Time Allocated to CDBG/ HTF Activity	CDBG / HTF Salary Reimbursement Request
Fair Housing Director	Direct Service, Supervision	$85,000	.5	1.25%	$1,062.5
Senior Fair Housing Intake Counselor	Direct Service	$63,377.6	5.75	15.63%	$9,685.53
Senior Fair Housing Coordinator	Direct Service	$63,277.6	1	2.50%	$1,684.44
Fair Housing Coordinator	Direct Service	$63,277.6	1	2.50%	$1,684.44
Executive Director	Overall Supervision	$160,000	.25	0.63%	$1,000

2. Describe your written policies and/or established procedures for assuring persons with disabilities and/or limited English proficiency have access to services and benefits.

Project Sentinel's Personnel Policies Handbook states that agency staff as well as the general public are afforded reasonable accommodations. The agency provides services from accessible office space and advertises the use of California Relay Services on literature that informs the public of its available services. This same literature is available in English, Spanish, and several Asian languages. Having a local office in Gilroy helps those in need to connect with a range of services. Much of the first contact with clients is by phone, at which time the housing counselors will offer to accommodate the caller's disability related needs. Outreach and educational material informing the general public that disability is a protected category is distributed in several different languages. Special phone assistance is available to those with hearing, speech, vision or mobility impairment by calling TTY 7-1-1.
Project Sentinel has bilingual Spanish, Tagalog, Vietnamese and Mandarin speaking staff. If other languages are required, we use the translation service from Language Services Associates.

3. Briefly describe your agency's mission and history. Include a description of your agency's experience in providing the proposed services.

Project Sentinel is a 501(c)(3) non-profit tax-exempt corporation founded to "To develop and promote fairness and equality of opportunity for all persons and to advocate peaceful resolutions of disputes for community welfare and harmony." (Project Sentinel's Mission Statement.) The agency maintains 21 local entitlement contracts for fair housing, housing counseling/dispute resolution and mortgage counseling/intervention services. Project Sentinel maintains three offices in Santa Clara County: Santa Clara, Milpitas and Gilroy. Services are provided in English, Spanish and other languages provided by bilingual staff and Language Services Associates.
Qualified Fair Housing Enforcement Organization: Project Sentinel is considered by HUD to be a qualified "high performing" fair housing agency with over 40 years of experience in conducting fair housing investigations. Project Sentinel has received multiple three-year Performance Based Fair Housing Initiative Program grants, the most recent starting October 1, 2021 and extending until the end of 2024. It is this FHIP grant that contributes leverage/in-kind to the fair housing services in Gilroy.
HUD Certified Housing Counseling Agency: Project Sentinel is certified by HUD to provide tenant-landlord and mortgage-counseling in Santa Clara County. This designation by HUD allows the agency to apply for federal funding to support services and assures beneficiaries of quality service, such as: first-time homebuyer education, mortgage foreclosure intervention, and below-market rate housing information. This service component is an adjunct to the fair housing services by helping to identify predatory and fair lending violations.

4. If previously funded by the City of Gilroy, what were the goals and accomplishments of CDBG/HTF projects?

Project Sentinel has met or exceeded contract goals each year. In 2019-20 we processed 22 cases (goal 20) serving 39 beneficiaries (goal 38), provided 20 consultations (goal: 16) and provided 6 outreach presentations (goal 6).
In FY 2020-21, we processed 21 cases (goal 20 cases) serving 60 unduplicated beneficiaries (goal 38 beneficiaries); provided 22 consultations (goal 16), and conducted 8 outreaches (goal 6).

5. Explain how your agency collects and reports income, race/ethnicity, and disability data.

The agency maintains contact logs and case intake forms for collecting information from first time clients which include: date of call, nature of call, what service was provided to the client, and demographic profile of the client. Project Sentinel explains to clients that the ability to investigate their claims of housing discrimination is dependent upon their provision of truthful information, including income and household size. The validity of data provided by these clients is often confirmed by other information disclosed during the call. For example, the client describes problems s/he is experiencing with her/his Section 8 voucher or the delivery of her/his social security payment.
Project Sentinel staff also attempt to secure back-up documentation of income, such as pay stubs, SSI benefits award letter, or other public assistance documentation. This documentation is stored in the case

file.

6. Explain how your agency collects customer service data and provide the metrics used to collect this data.

a) Data Base: Agency maintains properly backed up electronic records on all cases, including demographics, types of complaints and their outcomes.
b) Case Files: Cases that produce evidence of discrimination and referred for further enforcement to HUD or DFEH are followed quarterly with updates.
c) Survey Form: A Process and Outcome Satisfaction survey is administered to FH complainants referred on for further enforcement. The survey seeks feedback on their experience during the case development.
d) Case Files: The FH Director monitors the progress of all program goals, making sure that numerical goals are met and case management protocol is followed, including follow-up to trace the progress of case litigation.

D. HUD Low Mod Income National Objective Options (please select one of the three categories below)

☒ **1. Low Mod – Limited Clientele Activities Category**

The HUD National Objective your project will meet is Low Mod Income (LMI) which benefits low and very low-income persons as defined by HUD's income limits for Santa Clara County.

The Low Mod Limited Clientele (LMC) Category is the category under the LMI national objective your project will meet. Under the LMC category, at least 51% of the beneficiaries of an activity have to be LMI persons.

Put a check (X) next to the qualifying criteria below your LMC project activity meets, only select one:

- ☐ a) The activity will exclusively serve a group of persons in any one or a combination of categories genera presumed to be low, very low, or extremely low income: abused children, battered spouses, elderly persons, adults meeting the definition of "severely disabled" in the Bureau of Census's Current Population Reports, homeless persons, illiterate adults, persons living with AIDS, and migrant farm workers; or
- ☒ b) The activity will require documentation on family size and income to document that at least 51% of the clientele are persons whose family income does not exceed HUD income limits for Santa Clara County; or
- ☐ c) The activity will have income eligibility requirements that limit the activity exclusively to low, very low, and extremely low-income persons; or
- ☐ d) The activity will be of such a nature and in such a location that it may be reasonably concluded that the activity's clientele will primarily be low, very low, or extremely low-income persons.

☐ **2. Low Mod - Housing Activities Category**

The HUD National Objective your project will meet is Low Mod Income (LMI) which benefits low and very low-income persons as defined by HUD's income limits for Santa Clara County. The Low Mod Housing Activities (LMH) Category is the category under the LMI national objective your project will meet.

Owner-occupied housing rehabilitation programs established to meet the Low Mod Housing National Objective found at 24 CFR 570.208(a)(3) must benefit households earning less than 80% of area median income adjusted for household size as published by HUD.

Select one of the Two Accepted Methods for Calculating Household Income for your Project

- ☐ Part 5 definition of income (24 CFR Part 5.609); or

☐ Adjusted gross income under Internal Revenue Service (IRS) form 1040

Each method requires collection and evaluation of source documentation. Self-certification is not acceptable for documenting compliance with the housing national objective. The awarded agency(ies) will be expected to determine income eligibility, establish performance measures, and meet performance objectives.

☐ **3. Low Mod - Area Benefit Activities Category**

The HUD National Objective your project will meet is Low Mod Income (LMI) which benefits low and very low-income persons as defined by HUD's income limits for Santa Clara County. The Low Mod Area (LMA) Category is the category under the LMI national objective your project will meet.

The area benefit category is the most commonly used national objective for activities that benefit a residential neighborhood. An area benefit activity is one that benefits all residents in a particular area, where at least 51% of the residents are LMI persons.
Examples of area benefit activities located in a predominantly LMI neighborhood may include:

- Acquisition of land to be used as a neighborhood park;
- Construction of a health clinic;
- Improvements to public infrastructure (i.e. the installation of gutters and sidewalks); and
- Development of a community center

The above activities benefit all LMI residents in a service area and may qualify under the LMI area benefit category. The applicant is responsible for determining that a service area complies with CDBG regulations.

E. Select one Eligible Project Activity you propose to provide Gilroy residents.

☐ Services for Senior Citizens
☐ Services for Disabled Persons
☐ Services for Youth
☐ Services for Victims of Domestic Violence
☐ Services for Homeless
☐ Substance Abuse Counseling and Treatment
☐ Services for Those At Risk of Homelessness
☐ Housing Rehabilitation
☐ Public Improvements
☐ Code Enforcement
☐ Employment Services
☒ Fair Housing Services
☐ Public Facilities
☐ Health Services
☐ Tenant / Landlord Counseling
☐ Economic Development
☐ Other, list

F. HUD Performance Measures

HUD requires that recipients of federal funding assess the outcomes of their programs. Below, please select only one primary HUD objective and only one primary HUD outcome to be addressed by this project.

Objectives

☒ **Objective #1: Creates a suitable living environment.** This objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment (such as poor-quality infrastructure) to social issues such as crime prevention, literacy, or elderly health services.

☐ **Objective #2: Provides decent housing.** This objective focuses on housing programs where the purpose of the program is to meet individual, family, or community needs and not programs where housing is an element of a larger effort, since such programs would be more appropriately reported under suitable living environment.

☐ **Objective #3: Creates economic opportunity.** This objective applies to the types of activities related to economic development, commercial revitalization, or job creation.

Outcomes

☐ **Outcome #1: Improve availability/accessibility.** This category applies to activities that make services, infrastructure, public facilities, housing, or shelters available or accessible to low/moderate income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low/moderate income people where they live.

☐ **Outcome #2: Improve affordability.** This category applies to activities that provide affordability in a variety of ways in the lives of low/moderate income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care.

☒ **Outcome #3: Improve sustainability.** This category applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low/moderate income or by removing or eliminating slums or blighted areas through multiple activities or services that sustain communities or neighborhoods.

SECTION 3: FINANCIAL AND OTHER ORGANIZATION INFORMATION

A. Agency Information

Executive Director: Carole Conn Email: cconn@housing.org

DUNS #: 780326608 Fax: 408-216-9968

Non-profit with 501(c)(3) Status ☒ Yes ☐ No Faith-based organization ☐ Yes ☒ No

Registered at sam.gov ☒ Yes ☐ No

B. Total Agency Budget

	2021-2022	2020-2021
Administration	$507,495	$447,228
Fundraising	$0	$0
Proposed Project (Total Gilroy grant budget)	$21,000	$21,000
All Other Programs	$8,630	$8,630
Total Agency Budget	$537,125	$476,858

C. Proposed City of Gilroy Grant Budget

Proposed City of Gilroy Grant Project Expenses	FY 2021-2022 CDBG/HTF Allocation (If Applicable)	FY 2022-2023 and 2023-2024 CDBG/HTF Request	List % Change from FY 21/22 allocation to FY 22/23 and FY 23/24 Request
Salaries	$10,587.81	$15,059.13	42.78%
Benefits	$1,799.93	$2,560.05	42.78%
Office Supplies		$248.52	100%
Communication			
Publications/Printing/Advertising			
Travel			
Rent/Lease/Mortgage			
Utilities			
Insurance			
Equipment Rental/Maintenance, Specify:			
Audit/Legal/Professional Services (for CDBG/HTF portion only)			
Direct Services (Funding for specific service such as a meal, ride), Specify:			
Contracted Services, Specify:			
Other, Specify: Indirect Cost Rate (20.8% of salaries)	$2,202.26	$3,132.3	42.78%
Total Expenses:	$14,590	$21,000	43.93%

1. Please explain any variation in excess of 10% between 2021-2022 allocation and proposed 2022-2023 and 2023-2024 expenses (If applicable).
N/A

2. Indirect costs billed to a CDBG grant require a HUD approved indirect cost plan and those billed to an HTF grant require a city approved indirect cost plan. Do you plan to bill the grant for indirect costs? ☒ **Yes** ☐ **No**

3. Does your agency charge fees for the services that you are requesting funding? ☐ **Yes** ☒ **No** If so, please attach a fee schedule to this page.

D. Leveraged Funds

Proposed Project Revenues FY 2022-2023	List Amount
Proposed CDBG/HTF City of Gilroy Grant	$21,000
Other Revenue Sources for proposed project (Please List)	
Fair Housing Initiatives Program (HUD-FHIP)	$8,630
Total of Other Revenue Sources:	$8,630

1. If your organization is not leveraging the requested CDBG/HTF funds with other funds, please explain why.
N/A

E. REQUIREMENTS

First-time applicants: Submit **all** items below with the proposal, as described in the submittal requirements of the application packet.
New applicants or those submitting a proposal for a new project must meet with HCD Technician, Sandra Nava, prior to application submittal to determine if the proposed project meets CDBG and HTF eligibility requirements.

Current grant recipients: Put a check (X) next to an item below if the most current copy is on file with the Housing & Community Development office. Submit all unchecked items below with the proposal, as described in the submittal requirements of the application packet.

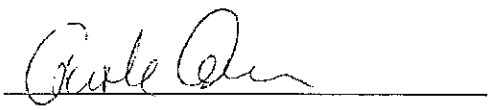
- ☒ a. **Articles of Incorporation and Bylaws** (submit any amendments).
- ☒ b. **Current Policy & Procedures Manual.** Include current policy prohibiting discrimination, grievance procedures, procurement procedures and conflict of interest requirements for both employees and clients.
- ☒ c. **Current Nonprofit Determination.** Submit current determination letters from the federal Internal Revenue Service and the State Franchise Tax Board listing the organization's current name and address documenting the organization is tax exempt.
- ☐ d. **Current List of Board of Directors.** Include the current name, telephone number, address, occupation or affiliation of each member, and service term. Identify the principal officers of the governing body.
- ☐ e. **Current Authorization to Request Funds.** Submit the governing body's authorization to submit the City of Gilroy funding request. This consists of copies of the resolution (if applicable) and/or of the **minutes of the meeting** in which the governing body's resolution, motion, or other official action is recorded authorizing the funding request.
- ☐ f. **Current Designation of Authorized Official.** Documentation must be submitted of the governing body's action authorizing the representative(s) of the agency to negotiate for and contractually bind the agency. This consists of a signed letter from the Chairperson or Secretary of the governing body providing the name, title, address, and telephone number of each authorized individual.
- ☐ g. **Current Organizational Chart.** Include the organization's current administrative framework and staff positions.
- ☐ h. **Current Financial Statement and Audit and Management Letter, if applicable.** Also, if applicable, describe any actions taken to correct identified findings or concerns.
  Any agency that does not have a financial statement or audit to submit must contact Sandra Nava prior to submitting this application.
- ☒ i. **Résumés of Chief Program Administrator and Chief Fiscal Officer**

SECTION 4: AUTHORIZATION

The applicant hereby assures and certifies compliance all applicable federal, state, and local laws, regulations, policies, and requirements (including, but not limited to 2 CFR Part 200), as they relate to the acceptance and use of CDBG and local funds by private, non-profit organizations. Also, the applicant assures and certifies the following information:

1. It possesses legal authority to make a grant submission and to execute a community public service program;
2. The agency's governing body has duly adopted or passed as an official act a resolution, motion or similar action authorizing the person identified as the official representative of the corporation to submit this funding application and all associated information and assurances;
3. The grant will be conducted and administered in compliance with:
   a. Title VI of the Civil Rights Act of 1964 (Public Law 88-352; 42 U.S.C. 2000d et seq.), as amended, and implementing regulations issued at 24 CFR Part 1; and
   b. Title VIII of the Civil Rights Act of 1968 (Public Law 90-284; 42 U.S.C. 3601 et seq.), as amended, implementing regulations issued at 24 CFR Part 107, and Executive Order 11063; and
   c. Section 104(b) and Section 109 of Title I of the Housing and Community Development Act of 1974 (Public Law 93-383; U.S.C. 5301 *et seq.*), as amended; and
   d. Section 504 of the Rehabilitation Act of 1973 (Public Law 93-112; 29 U.S.C. 794), as amended; and
   e. Executive Order 11246, the implementing regulations issued at 41 CFR Chapter 60, and the Development Act of 1968 (12 U.S.C. 1701u; and
   f. The Age Discrimination Act of 1975 (Public Law 94-135; U.S.C. 6101), as amended.
   g. Presidential Executive Order 13166 ("Improving Access to Services for Persons with Limited English Proficiency"); and
   h. Executive Orders 11625, 12432 and 12138, encouraging the use of minority and women-owned business enterprises in connection with activities funded under this grant.
4. It will affirmatively further fair housing.
5. It will implement the requirements of the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821-4846) and implementing regulations at 24 CFR Part 35.
6. It will comply with Uniform Federal Accessibility Standards at 24 CFR Part 40, Appendix A, as they related to major rehabilitation or conversion.

As a duly authorized representative of the Agency, I submit this application to the JURISDICTION and verify, under penalty of perjury under the laws of the State of California or of the JURISDICTION, that the information contained herein is, to the best of my knowledge, true, correct and complete. **(Attach documentation that verifies the signer has the authority to submit this application and execute the contract).**

AUTHORIZED SIGNATURE:  DATE: 1/31/2022

NAME (Please Print): Carole Conn TITLE: Executive Director

Community Development Block Grant/ Gilroy Housing Trust Fund Application
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Fiscal Years 2022-2023 and 2023-2024

SECTION 1: COVER SHEET

A. Applicant Information

Legal Name of Organization: St. Joseph's Family Center
Mailing Address: 7950 Church Street, Suite A
City, State, Zip Code: Gilroy, CA 95020
Contact Person Name: David Cox Title: Executive Director
Email Address: davidc@stjosephsgilroy.org Webpage: stjosephsgilroy.org
Telephone Number: 408-842-6662

B. Project Overview

Project Name: *Gilroy Street Team*
Project Location: 7950 Church Street, Suite A; city-wide areas of Gilroy
City, State, Zip: Gilroy, CA 95020

Brief Project Description:

The Gilroy Street Team (GST) is St. Joseph's Family Center's training and employment readiness program that prepares homeless, un-housed and at-risk individuals for employment, health stabilization and housing.

The GST participants will work 10 – 20 hours a week cleaning and beautifying the community. The participants will be learning reliability, punctuality, teamwork and some basic marketable skills. Participants will earn stipends for work that benefits the community as a whole. They also will receive light case management, linkages to employment opportunities, screening for benefit programs and other supportive services.

C. Funds Requested

$ 35,000 (Grant request for fiscal year 2022-2023) $ 35,000 (Grant request for fiscal year 2023-2024)

Total estimated project cost for Fiscal Year:	2022 / 2023	2023 / 2024
Projected cost:	75,000	75,000

Gilroy CDBG/HTF funds in Fiscal Year:	2020 / 2021	2021 / 2022
Requested:	36,000	36,000
Received:	35,000	23,780

Identify the City of Gilroy 2020-2025 Consolidated Plan priority need(s) being met:

- ☐ Preserve Affordable Housing for Home Ownership
- ☐ Small Business Expansion
- ☒ Supportive Services for Homeless
- ☐ Fair Housing Support
- ☐ Install Safety & Enhanced Public Improvements
- ☐ Workforce Development
- ☐ Supportive Services for Special Needs Populations
- ☐ Neighborhood Revitalization

SECTION 2: PROJECT INFORMATION

A. Project Overview and Target Population [Limit each response to no more than half a page]

1. Describe the primary purpose of the proposed project:

The Gilroy Street Team (GST) was launched in July 2009, in response to the County of Santa Clara's Consolidated Plan regarding homelessness. This program was modeled after a very successful program in Palo Alto, and now exists in five cities in Santa Clara County – each program unique to their area.

The GST will work in a team environment, and learn some of the basic skills of job readiness – punctuality, care for equipment, interaction with business owners and various associations. As part of the project, they will receive optional counseling, job linkages, help accessing permanent housing and other support that will aid in greater self-sufficiency and increased health.

1.05. **Description of Services**

Location of services:	City-wide areas of Gilroy; main office located at 7950 Church Street, Suite A
Hours of operation:	Regular office hours: Monday – Friday, 9:00am to 4:00pm

Activity 1:	Community clean-ups
Activity Description: Participants will provide clean-up and beautification services, focusing on areas of blight, main street thoroughfares, graffiti abatement, assist local code enforcement, non-profit events and community based service projects	

Activity 2:	
Activity Description:	

Activity 3:	
Activity Description:	

2. Describe the need(s) that the proposed project addresses, its community impact, and how it addresses a 2020-2025 Consolidated Plan priority.

The City of Gilroy has:

- Highest rate of homelessness, per capita, in the County (Census 2003-2019); next census to be conducted this February 2022
- Significant amounts of graffiti and community blight in many areas

A person that is homeless for a year can cost our local community over $40,000 in emergency room visits, police, EMT, fire services, etc. A program like our GST allows individuals to stabilize their lives by helping them find employment, do good works in our community and network with other programs that lead to housing opportunities, increased self-esteem/autonomy and improved health.

The Gilroy Street Team recruits and engages homeless, at-risk or fomerly homeless individuals for this opportunity. Most of the beautification and community clean ups take place in the NRSA, supporting the reduction of blight, garbage and grafiti. Strengthening the participants health and job readiness supports workforce development for the target populations of homeless, unhoused and low-income. This addresses the priority of providing supportive services for the homeless and those at-risk.

3. Describe the project's target population, including client eligibility requirements. Discuss how and if they are an at-risk and/or under-served population.

The target population are very or extremely low-income individuals, most presumed homeless or at-risk; court referred "frequent flyers" to the justice system; persons with disabilities, mental health issues. Many will have lived in non-habitable environments for many years; many are older adults.

Each client will be screened and evaluated on their level of commitment to the GST. Strict program guidelines must be followed – consequences include reduced work hours and dismissal from the GST.

4. What other private or government organizations are now or will address the same needs identified herein? List and describe the services provided by each in relation to the needs addressed.

This is a unique program that serves the surrounding areas of Gilroy. We are not aware of any year-round efforts that duplicate our efforts?

5. Explain how the proposed program/project augments rather than duplicates the services of others.

The SC Compassion Center has a program that focuses on the creek beds and encampments throughout the area; their program works areas that are different from our focus, but yet they compliment each other by covering "hot spots" and noted areas of concern.

6. Describe how your agency collaborates with other service providers (e.g. shared staffing, locations, or budgets). Specify the names of collaborative groups of which you are a member.

SJFC has been a trusted partner with the City of Gilroy for many decades, including a continuous grant partner with the HCD for 26 years.

St. Joseph's Family Center (SJFC) has been a member of the United Way Bay Area Emergency Assistance Network (EAN) for over 37 years, and are the designated South County agency in the network. We also are the South County partner with Second Harvest Silicon Valley and a member of the South County Collaborative. We are one of the few multi-service agencies in the County and a year-round provider of safety net services here in Gilroy.

We partner (or contract) with Community Solutions, HomeFirst, Salvation Army, Gilroy Unified School District, FIRST 5, Silicon Valley Council of Nonprofits, Continuum of Care (CoC) County of Santa Clara, Sobrato Foundation, Gilroy Foundation, The Health Trust and many more.

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NOTE: For Reference the 2021 HUD Income Limit Standards for Santa Clara County are provided below.

	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
0% - 30% AMI Extremely Low Income	$34,800	$39,800	$44,750	$49,700	$53,700	$57,700	$61,650	$65,650
31% - 50% AMI Very Low Income	$58,000	$66,300	$74,600	$82,850	$89,500	$96,150	$102,750	$109,400
51% - 80% AMI Low Income	$82,450	$94,200	$106,000	$117,750	$127,200	$136,600	$146,050	$155,450

B. Performance Measures/Numeric Goals

1. **Unduplicated Participants** – Indicate, by quarter, the proposed number of unduplicated participants the City grant funded project will serve. An unduplicated participant is a Gilroy resident who is counted only once each fiscal year. If this project has other funding sources, only list and report on the percentage of unduplicated persons served under this grant.

Unduplicated Participants	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
	5	3	1	0	9

Provide the proposed number of unduplicated Gilroy participants for each category listed below.

	# of Gilroy Clients		# of Gilroy Clients
Extremely Low Income (0%-30% AMI)	9	Youth (0-18 years)	
Very Low Income (31%-50% AMI)		Adults (19-61 years)	7
Low Income (51%-80% AMI)		Seniors (62+ years)	2
Moderate Income (81%-120% AMI)		Disabled Individuals	
Above Moderate Income (120%+ AMI)		Other Special Needs	

2. **Service Units** – Provide activity name, define unit of service, and list the proposed number of units of service that will be provided each quarter resulting from the Gilroy grant only. A unit of service is the "thing" you propose to track each quarter. (i.e. each case, meal, shelter night, job, etc.)

Activity 1:	Clean ups				
Unit of Service =	Number of hours				
Goal:	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
	700	600	700	600	2,600

Activity 2:					
Unit of Service =					
Goal:	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total

3. **Outcome Measure Statement and Measurement Methodology** – List outcome measure(s) as a percentage (an outcome measure is the proposed measurable outcome(s) expected to be achieved through the activities to be provided) and include the measurement tool(s) you propose to use, then below the outcome measure section describe the measurement methodology to be implemented in order to arrive at the actual percentage achieved. Finally, list the numerical percentages you propose for Q2 (representing outcomes from Q1-Q2) and Q4 (representing outcomes from Q3-Q4).

Example:		
Outcome Measure	50% of clients receiving job readiness training will increase their income by securing new employment as measured by either employer verification letters, pay stubs, or benefit letter.	
Measurement Methodology:	Staff will verify the number of clients securing new employment. The number of unduplicated clients securing new employment will be divided by the total number of unduplicated clients served to arrive at the actual percentage securing new employment.	
	Quarter 2	Quarter 4
Outcome Goal:	50%	50%

Outcome Measure #1	75% of participants will augment skills, increase job readiness and increase autonomy	
Measurement Methodology:	Participants will self-report, through a survey, on whether they have achieved the outcome. Each participant will do an assessment at the end of the program year, or upon departure from the program. The total number of those achieving the goal will be divided by the total number of participants in order to arrive at the percentage outcome.	
	Quarter 2	Quarter 4
Outcome Goal:	75%	75%

Outcome Measure #2		
Measurement Methodology:		
	Quarter 2	Quarter 4
Outcome Goal:		

1. How will the activities being provided under this grant contribute to meeting the outcome measures?

The practical work experience and soft-skills gained (punctuality, team work, communication) will help the participants to be better prepared for employment opportunities; case management services will help create linkages to other community resources, benefit entitlements and increased autonomy.

2. Describe in detail how your agency will implement the proposed outcome measurement methodology.

Each participant will have a case file that documents hours worked, and success in increasing income (employment, securing benefits, etc.) Surveys will be administered to participants at the end of the program year or graduation from the Gilroy Street Team; time cards will document the hours of community clean-ups.

C. Project Administration and Monitoring [Limit each response to no more than half a page]

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1. Use the space and table below to briefly describe how the project will be managed and administered, included proposed staff time and staff functions.

Position Title	Program/Project Duties	Total Annual Salary	Total Hours per Week	% Time Allocated to CDBG/ HTF Activity	CDBG / HTF Salary Reimbursement Request
GST Coordinator	Data entry, file maintenance, conduct surveys, supplies/inventory, light case management	60,000	40	15%	-0-
Executive Director	Reporting, accounting, oversight, admin				-0-

2. Describe your written policies and/or established procedures for assuring persons with disabilities and/or limited English proficiency have access to services and benefits.

Word of mouth is one of our strongest allies. Our success and compassionate approach make SJFC accessible to many clients who are timid or fearful of government assistance. The majority of our clients are multi-lingual and multi-cultural. We have a culturally competent staff that parallels the types of families we serve; literature is bilingual English/Spanish – and we keep the wording to a level that is understandable to those that have limited literacy skills. Our office is located in the NRSA and is near public transportation

3. Briefly describe your agency's mission and history. Include a description of your agency's experience in providing the proposed services.

St. Joseph's Family Center's mission: To alleviate hunger and homelessness in South Santa Clara County by providing food, housing and employment related services, and advocating for system changes to improve the quality of life for the most vulnerable people in our communities.

We have been providing services to the community of Gilroy since 1981. Our GST program was the second incarnation of a "street team" in the county, following the model set in Palo Alto. We communicate regularly with other "street team" programs and try to implement best practices, especially as it pertains to our unique model. Our venerable programs and practical experience in working with difficult, overburdened clients puts us in a good position to achieve goals and outcomes

4. If previously funded by the City of Gilroy, what were the goals and accomplishments of CDBG/HTF projects?

We received less funding this current year, but still have been on track to achieve/exceed our service activity and outcome goals. By end of June, we expect to have over 2,800 hours of community clean-ups and engage 10 participants.

5. Explain how your agency collects and reports income, race/ethnicity, and disability data.

We try to use third party verifications for income whenever possible (i.e CalFresh and HMIS for homeless status); paycheck stubs; bank statements, employment verification letters. We utilize a form created by the City of Gilroy (in English and Spanish) that allows clients to self-identify race, ethnicity & disability status. This information is kept in client files and/or spreadsheets.

6. Explain how your agency collects customer service data and provide the metrics used to collect this data.

Daily/weekly case management sessions, held individually and (when safe) in group format, provide regular opportunities for participants to voice opinions and experiences about the program. We utilize the client surveys to assess satisfaction with the program and review personal success plans.

D. HUD Low Mod Income National Objective Options (please select one of the three categories below)

☒ **1. Low Mod – Limited Clientele Activities Category**

The HUD National Objective your project will meet is Low Mod Income (LMI) which benefits low and very low-income persons as defined by HUD's income limits for Santa Clara County.

The Low Mod Limited Clientele (LMC) Category is the category under the LMI national objective your project will meet. Under the LMC category, at least 51% of the beneficiaries of an activity have to be LMI persons.

Put a check (X) next to the qualifying criteria below your LMC project activity meets, only select one:

- ☐ a) The activity will exclusively serve a group of persons in any one or a combination of categories generally presumed to be low, very low, or extremely low income: abused children, battered spouses, elderly persons, adults meeting the definition of "severely disabled" in the Bureau of Census's Current Population Reports, homeless persons, illiterate adults, persons living with AIDS, and migrant farm workers; or
- ☒ b) The activity will require documentation on family size and income to document that at least 51% of the clientele are persons whose family income does not exceed HUD income limits for Santa Clara County; or
- ☐ c) The activity will have income eligibility requirements that limit the activity exclusively to low, very low, and extremely low-income persons; or
- ☐ d) The activity will be of such a nature and in such a location that it may be reasonably concluded that the activity's clientele will primarily be low, very low, or extremely low-income persons.

☐ **2. Low Mod - Housing Activities Category**

The HUD National Objective your project will meet is Low Mod Income (LMI) which benefits low and very low-income persons as defined by HUD's income limits for Santa Clara County. The Low Mod Housing Activities (LMH) Category is the category under the LMI national objective your project will meet.

Owner-occupied housing rehabilitation programs established to meet the Low Mod Housing National Objective found at 24 CFR 570.208(a)(3) must benefit households earning less than 80% of area median income adjusted for household size as published by HUD.

Select one of the Two Accepted Methods for Calculating Household Income for your Project

- ☐ Part 5 definition of income (24 CFR Part 5.609); or
- ☐ Adjusted gross income under Internal Revenue Service (IRS) form 1040

Each method requires collection and evaluation of source documentation. Self-certification is not acceptable for documenting compliance with the housing national objective. The awarded agency(ies) will be expected to determine income eligibility, establish performance measures, and meet performance objectives.

☐ **3. Low Mod - Area Benefit Activities Category**

The HUD National Objective your project will meet is Low Mod Income (LMI) which benefits low and very low-income persons as defined by HUD's income limits for Santa Clara County. The Low Mod Area (LMA) Category is the category under the LMI national objective your project will meet.

The area benefit category is the most commonly used national objective for activities that benefit a residential

neighborhood. An area benefit activity is one that benefits all residents in a particular area, where at least 51% of the residents are LMI persons.
Examples of area benefit activities located in a predominantly LMI neighborhood may include:

- Acquisition of land to be used as a neighborhood park;
- Construction of a health clinic;
- Improvements to public infrastructure (i.e. the installation of gutters and sidewalks); and
- Development of a community center

The above activities benefit all LMI residents in a service area and may qualify under the LMI area benefit category. The applicant is responsible for determining that a service area complies with CDBG regulations.

E. Select one Eligible Project Activity you propose to provide Gilroy residents.

- ☐ Services for Senior Citizens
- ☐ Services for Disabled Persons
- ☐ Services for Youth
- ☐ Services for Victims of Domestic Violence
- ☒ Services for Homeless
- ☐ Substance Abuse Counseling and Treatment
- ☐ Services for Those At Risk of Homelessness
- ☐ Housing Rehabilitation
- ☐ Public Improvements
- ☐ Code Enforcement
- ☐ Employment Services
- ☐ Fair Housing Services
- ☐ Public Facilities
- ☐ Health Services
- ☐ Tenant / Landlord Counseling
- ☐ Economic Development
- ☐ Other, list

F. HUD Performance Measures

HUD requires that recipients of federal funding assess the outcomes of their programs. Below, please select only one primary HUD objective and only one primary HUD outcome to be addressed by this project.

Objectives

- ☒ **Objective #1: Creates a suitable living environment.** This objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment (such as poor infrastructure) to social issues such as crime prevention, literacy, or elderly health services.
- ☐ **Objective #2: Provides decent housing.** This objective focuses on housing programs where the purpose of the program is to meet individual, family, or community needs and not programs where housing is an element of a larger effort, since such programs would be more appropriately reported under suitable living environment.
- ☐ **Objective #3: Creates economic opportunity.** This objective applies to the types of activities related to economic development, commercial revitalization, or job creation.

Outcomes

- ☒ **Outcome #1: Improve availability/accessibility.** This category applies to activities that make services, infrastructure, public facilities, housing, or shelters available or accessible to low/moderate income people,

including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low/moderate income people where they live.

☐ **Outcome #2: Improve affordability.** This category applies to activities that provide affordability in a variety of ways in the lives of low/moderate income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care.

☐ **Outcome #3: Improve sustainability.** This category applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low/moderate income or by removing or eliminating slums or blighted areas through multiple activities or services that sustain communities or neighborhoods.

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SECTION 3: FINANCIAL AND OTHER ORGANIZATION INFORMATION

A. Agency Information

Executive Director: David Cox Email: davidc@stjosephsgilroy.org

DUNS #: 184490498 Fax: 408-842-5842

Non-profit with 501(c)(3) Status ☒ Yes ☐ No Faith-based organization ☐ Yes ☒ No

Registered at sam.gov ☒ Yes ☐ No

B. Total Agency Budget

	2021-2022 (estimated)	2020-2021
Administration	$ 138,671	$ 141,501
Fundraising	$ 14,137	$ 21,471
Proposed Project (Total Gilroy grant budget)	$ 35,000	$ 23,780
All Other Programs	$ 10,634,535	$ 12,019,552
Total Agency Budget	$ 10,882,343	$ 12,206,304

C. Proposed City of Gilroy Grant Budget

Proposed City of Gilroy Grant Project Expenses	FY 2021-2022 CDBG/HTF Allocation (If Applicable)	FY 2022-2023 and 2023-2024 CDBG/HTF Request	List % Change from FY 21/22 allocation to FY 22/23 and FY 23/24 Request
Salaries			
Benefits			
Office Supplies			
Communication			
Publications/Printing/Advertising			
Travel			
Rent/Lease/Mortgage			
Utilities			
Insurance			
Equipment Rental/Maintenance, Specify:			
Audit/Legal/Professional Services (for CDBG/HTF portion only)			
Direct Services (Funding for specific service such as a meal, ride), Specify: **Participant stipends**	23,780	35,000	30%
Contracted Services, Specify:			
Other, Specify:			
Total Expenses:	23,780	35,000	30%

1. Please explain any variation in excess of 10% between 2021-2022 allocation and proposed 2022-2023 and 2023-2024 expenses (If applicable).

We are hoping to increase the number of unduplicated participants and also evaluate an increase in the hourly stipend.

2. Indirect costs billed to a CDBG grant require a HUD approved indirect cost plan and those billed to an HTF grant require a city approved indirect cost plan. Do you plan to bill the grant for indirect costs? ☐ **Yes** ☒ **No**

3. Does your agency charge fees for the services that you are requesting funding? ☐ **Yes** ☒ **No** If so, please attach a fee schedule to this page.

D. Leveraged Funds

Proposed Project Revenues FY 2022-2023	List Amount
Proposed CDBG/HTF City of Gilroy Grant	35,000
Other Revenue Sources for proposed project (Please List)	
Private funding	40,000
Total of Other Revenue Sources:	**40,000**

1. If your organization is not leveraging the requested CDBG/HTF funds with other funds, please explain why.

N/A

E. REQUIREMENTS

First-time applicants: Submit **all** items below with the proposal, as described in the submittal requirements of the application packet.
New applicants or those submitting a proposal for a new project must meet with HCD Technician, Sandra Nava, prior to application submittal to determine if the proposed project meets CDBG and HTF eligibility requirements.

Current grant recipients: Put a check (X) next to an item below if the most current copy is on file with the Housing & Community Development office. Submit all unchecked items below with the proposal, as described in the submittal requirements of the application packet.

☒ a. **Articles of Incorporation and Bylaws** (submit any amendments).

☒ b. **Current Policy & Procedures Manual.** Include current policy prohibiting discrimination, grievance procedures, procurement procedures and conflict of interest requirements for both employees and clients.

☒ c. **Current Nonprofit Determination.** Submit current determination letters from the federal Internal Revenue Service and the State Franchise Tax Board listing the organization's current name and address documenting the organization is tax exempt.

☒ d. **Current List of Board of Directors.** Include the current name, telephone number, address, occupation or affiliation of each member, and service term. Identify the principal officers of the governing body.

☒ e. **Current Authorization to Request Funds.** Submit the governing body's authorization to submit the City of Gilroy funding request. This consists of copies of the resolution (if applicable) and/or of the **minutes of the meeting** in which the governing body's resolution, motion, or other official action is recorded authorizing the funding request.

☒ f. **Current Designation of Authorized Official.** Documentation must be submitted of the governing body's action authorizing the representative(s) of the agency to negotiate for and contractually bind the agency. This consists of a signed letter from the Chairperson or Secretary of the governing body providing the name, title, address, and telephone number of each authorized individual.

☒ g. **Current Organizational Chart.** Include the organization's current administrative framework and staff positions.

☒ h. **Current Financial Statement and Audit and Management Letter, if applicable.** Also, if applicable, describe any actions taken to correct identified findings or concerns.
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☒ i. **Résumés of Chief Program Administrator and Chief Fiscal Officer**

SECTION 4: AUTHORIZATION

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3. The grant will be conducted and administered in compliance with:
   a. Title VI of the Civil Rights Act of 1964 (Public Law 88-352; 42 U.S.C. 2000d et seq.), as amended, and implementing regulations issued at 24 CFR Part 1; and
   b. Title VIII of the Civil Rights Act of 1968 (Public Law 90-284; 42 U.S.C. 3601 et seq.), as amended, implementing regulations issued at 24 CFR Part 107, and Executive Order 11063; and
   c. Section 104(b) and Section 109 of Title I of the Housing and Community Development Act of 1974 (Public Law 93-383; U.S.C. 5301 *et seq.*), as amended; and
   d. Section 504 of the Rehabilitation Act of 1973 (Public Law 93-112; 29 U.S.C. 794), as amended; and
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   f. The Age Discrimination Act of 1975 (Public Law 94-135; U.S.C. 6101), as amended.
   g. Presidential Executive Order 13166 ("Improving Access to Services for Persons with Limited English Proficiency"); and
   h. Executive Orders 11625, 12432 and 12138, encouraging the use of minority and women-owned business enterprises in connection with activities funded under this grant.
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5. It will implement the requirements of the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821-4846) and implementing regulations at 24 CFR Part 35.
6. It will comply with Uniform Federal Accessibility Standards at 24 CFR Part 40, Appendix A, as they related to major rehabilitation or conversion.

As a duly authorized representative of the Agency, I submit this application to the JURISDICTION and verify, under penalty of perjury under the laws of the State of California or of the JURISDICTION, that the information contained herein is, to the best of my knowledge, true, correct and complete. **(Attach documentation that verifies the signer has the authority to submit this application and execute the contract).**

AUTHORIZED SIGNATURE: _____ DATE: January 27, 2022

NAME (Please Print): David Cox TITLE: Executive Director

Community Development Block Grant/ Gilroy Housing Trust Fund Application
City of Gilroy 22-RFP-HCD-471
Fiscal Years 2022-2023 and 2023-2024

SECTION 1: COVER SHEET

A. Applicant Information

Legal Name of Organization: St. Joseph's Family Center
Mailing Address: 7950 Church Street, Suite A
City, State, Zip Code: Gilroy, CA 95020
Contact Person Name: David Cox Title: Executive Director
Email Address: davidc@stjosephsgilroy.org Webpage: stjosephsgilroy.org
Telephone Number: 408-842-6662

B. Project Overview

Project Name: Homeless Prevention Services
Project Location: 7950 Church Street, Suite A; city-wide areas of Gilroy
City, State, Zip: Gilroy, CA 95020

Brief Project Description:

St. Joseph's Family Center (SJFC) will utilize our team to assist with a variety of homeless prevention activities, including financial assistance, benefit screenings, case management, housing search, linkages to community resources and other supportive services. SJFC has over 35 years of active homeless prevention and will verage a wide variety of other resources that support the community's safety-net and housing retention efforts.

C. Funds Requested

$ 65,000 (Grant request for fiscal year 2022-2023) $ 65,000 (Grant request for fiscal year 2023-2024)

Total estimated project cost for Fiscal Year:	2022 / 2023	2023 / 2024
Projected cost:	554,526	554,526

Gilroy CDBG/HTF funds in Fiscal Year:	2020 / 2021	2021 / 2022
Requested:	75,000	75,000
Received:	50,000	54,650

Identify the City of Gilroy 2020-2025 Consolidated Plan priority need(s) being met:

- ☐ Preserve Affordable Housing for Home Ownership
- ☐ Small Business Expansion
- ☐ Supportive Services for Homeless
- ☐ Fair Housing Support
- ☐ Install Safety & Enhanced Public Improvements
- ☐ Workforce Development
- ☐ Supportive Services for Special Needs Populations
- ☐ Neighborhood Revitalization

SECTION 2: PROJECT INFORMATION

A. Project Overview and Target Population [Limit each response to no more than half a page]

1. Describe the primary purpose of the proposed project:

St. Joseph's Family Center is providing pro-active homeless prevention for at-risk families and individuals. SJFC is part of a county-wide collaborative that is geographically based and overseen by the Office of Supportive Housing and Destination: Home. As a key component to ending homelessness, this includes the requirement of administering the VI-SPDAT, a vulnerability assessment tool.

Services: emergency rental assistance, utility assistance, food assistance and other supportive programs that help diminish the overall risk of becoming homeless and increase family well-being. Staffing would be co-mingled with other financial resources so that the VI-SPDAT can be administered, and supportive services delivered, based on the individual, urgent needs of the household. This includes linkages to community resources, benefit screenings, housing search assistance and financial assistance to maintain or secure permanent housing

1.05. **Description of Services**

Location of services:	City-wide areas of Gilroy; main office located at 7950 Church Street, Suite A
Hours of operation:	Regular office hours: Monday – Friday, 9:00am to 4:00pm

Activity 1:	Rental assistance

Activity Description:
Utilize grant dollars to provide direct financial assistance to help families remain in housing, prevent homelessness and/or secure new, permanent housing.

Activity 2:	VI-SPDAT assessments

Activity Description:
Administer the county-wide assessment tool to families seeking assistance; amount of funding and source is predicated by the score on the assessment tool and helps track the household's sustainable housing within the Homeless Management Information System (HMIS)

Activity 3:	

Activity Description:

2. Describe the need(s) that the proposed project addresses, its community impact, and how it addresses a 2020-2025 Consolidated Plan priority.

The City of Gilroy has:

- Highest rate of homelessness, per capita, in the County (Census 2003-2019);
- Between 2017-2019, a 31% increase in homelessness occurred in Santa Clara County, despite record numbers of individuals/families securing permanent housing. The increase was attributed to families becoming homeless, many for the first time. The homeless census will be conducted again in February 2022, after being postponed in 2021.

The beneift of the homeless prevention and safety net services program will help eliminate the at-risk stress of becoming homeless, allowing families to focus on work, school and the care of their children. While the Gilroy community at large has helped reduce homelessness, especially chronically homeless individuals, the disparity of income vs. the cost of living (and high rents) are creating more risk to hundreds who might become homeless. The pandemic over the last two years has exacerbated this issue. Statistics have shown a 94% success rate of sustained housing with homeless prevention, and is much more economical to our community to keep families housed vs. the cost incurred when someone becomes homeless

This addresses the priority of providing supportive services for the homeless and those at-risk.

3. Describe the project's target population, including client eligibility requirements. Discuss how and if they are an at-risk and/or under-served population.

Target population includes extremely low-income families, at-risk of homelessness. This funding would only support households living within the defined City limits.

4. What other private or government organizations are now or will address the same needs identified herein? List and describe the services provided by each in relation to the needs addressed.

Santa Clara County has pushed for agencies to participate and support the Care Coordination Project and the Contiuum of Care that fall under the Community Plan to End Homelessness. Any agency wanting to secure funds for housing programs through the County must be a viable partner in this strategy. SJFC is a current participant and supporter of the county wide effort, led by the OSH, Destination:Home and other EAN agencies.

St. Joseph's Family Center has partnered with the above mentioned agencies and governmental entities for over 20 years and is considered the "go-to" agency for safety-net, homeless prevention services.

5. Explain how the proposed program/project augments rather than duplicates the services of others.

SJFC has been a leader in homeless prevention since our inception in 1981. We continue to participate and support the city-wide and county-wide efforts to reduce the risk of homelessness. We have always administered homeless pervention as one of our core competencies, and have amplified the impact this core service provides during the coronavirus pandemic.

Most services rendered in the homeless prevention system are captured by the county-wide database know as HMIS. We are able to track services and avoid duplication in most cases.

6. Describe how your agency collaborates with other service providers (e.g. shared staffing, locations, or budgets). Specify the names of collaborative groups of which you are a member.

SJFC has been a trusted partner with the City of Gilroy for many decades, including a continuous grant partner with the HCD for 26 years.

St. Joseph's Family Center (SJFC) has been a member of the United Way Bay Area Emergency Assistance Network (EAN) for over 37 years, and are the designated South County agency in the network. We also are the South County partner with Second Harvest Silicon Valley and a member of the South County Collaborative. We are one of the few multi-service agencies in the County and a year-round provider of safety net services here in Gilroy.

We partner (or contract) with Community Solutions, HomeFirst, Salvation Army, Gilroy Unified School District, FIRST 5, Silicon Valley Council of Nonprofits, Continuum of Care (CoC) County of Santa Clara, Sobrato Foundation, Gilroy Foundation, The Health Trust and many more.

The County of Santa Clara Office of Supportive Housing selected SJFC to administer and re-open the Ochoa Center for up to 35 homeless families during the winter season. We have just about completed our sixth year and achieved many outcomes, service delivery goals and implemented significant improvements that have benefitted our community.

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Fiscal Years 2022-2023 and 2023-2024

NOTE: For Reference the 2021 HUD Income Limit Standards for Santa Clara County are provided below.

	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
0% - 30% AMI Extremely Low Income	$34,800	$39,800	$44,750	$49,700	$53,700	$57,700	$61,650	$65,650
31% - 50% AMI Very Low Income	$58,000	$66,300	$74,600	$82,850	$89,500	$96,150	$102,750	$109,400
51% - 80% AMI Low Income	$82,450	$94,200	$106,000	$117,750	$127,200	$136,600	$146,050	$155,450

B. Performance Measures/Numeric Goals

1. **Unduplicated Participants** – Indicate, by quarter, the proposed number of unduplicated participants the City grant funded project will serve. An unduplicated participant is a Gilroy resident who is counted only once each fiscal year. If this project has other funding sources, only list and report on the percentage of unduplicated persons served under this grant.

Unduplicated Participants	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
	40	40	40		120

Provide the proposed number of unduplicated Gilroy participants for each category listed below.

	# of Gilroy Clients		# of Gilroy Clients
Extremely Low Income (0%-30% AMI)	108	Youth (0-18 years)	60
Very Low Income (31%-50% AMI)	6	Adults (19-61 years)	45
Low Income (51%-80% AMI)	6	Seniors (62+ years)	15
Moderate Income (81%-120% AMI)		Disabled Individuals	
Above Moderate Income (120%+ AMI)		Other Special Needs	

2. **Service Units** – Provide activity name, define unit of service, and list the proposed number of units of service that will be provided each quarter resulting from the Gilroy grant only. A unit of service is the "thing" you propose to track each quarter. (i.e. each case, meal, shelter night, job, etc.)

Activity 1:	Rental assistance				
Unit of Service =	Rental assistance payments				
Goal:	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
	15	15	6		36

Activity 2:	VI-SPDAT assessments				
Unit of Service =	Number of assessments				
Goal:	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
	14	12	5		31

3. **Outcome Measure Statement and Measurement Methodology** – List outcome measure(s) as a percentage (an outcome measure is the proposed measurable outcome(s) expected to be achieved through the activities to be provided) and include the measurement tool(s) you propose to use, then below the outcome measure section describe the measurement methodology to be implemented in order to arrive at the actual percentage achieved. Finally, list the numerical percentages you propose for Q2 (representing outcomes from Q1-Q2) and Q4 (representing outcomes from Q3-Q4).

Example:		
Outcome Measure	50% of clients receiving job readiness training will increase their income by securing new employment as measured by either employer verification letters, pay stubs, or benefit letter.	
Measurement Methodology:	Staff will verify the number of clients securing new employment. The number of unduplicated clients securing new employment will be divided by the total number of unduplicated clients served to arrive at the actual percentage securing new employment.	
	Quarter 2	Quarter 4
Outcome Goal:	50%	50%

Outcome Measure #1	87% of beneficiaries will maintain their housing for three months or longer after assistance	
Measurement Methodology:	The total number of qualifying families, low-income and living in Gilroy, that maintained their housing for three months or longer, will be divided by the total number of qualifying families participating in this program to find the percentage that achieved the Outcome Measure. (Note) In order to best calculate this outcome, we will administer all assistance in the first three quarters. This will allow for accuracy and reporting on every household assisted, and the yearly outcome percentage will be reported.	
	Quarter 2	Quarter 4
Outcome Goal:	0%	87%

Outcome Measure #2		
Measurement Methodology:		
	Quarter 2	Quarter 4
Outcome Goal:		

1. How will the activities being provided under this grant contribute to meeting the outcome measures?

The assistance provided is meant to be a bridge for sustaining one's housing. Outcomes and data reflect that strong correlation between the homeless prevention assistance and the ability to remain housed.

2. Describe in detail how your agency will implement the proposed outcome measurement methodology.

Families will apply for assistance through an application process. The request will be vetted for accurancy, and verified by Homeless Prevention team; VI-SPDAT will be administered to roughly 85% of households receiving assistance; follow up engagements will be noted in case files and reported in HMIS.

C. Project Administration and Monitoring [Limit each response to no more than half a page]

1. Use the space and table below to briefly describe how the project will be managed and administered, included proposed staff time and staff functions.

Position Title	Program/Project Duties	Total Annual Salary	Total Hours per Week	% Time Allocated to CDBG/ HTF Activity	CDBG / HTF Salary Reimbursement Request
Homeless Prevention Coordinator	Data entry, administration of the VI-SPDAT assessments, verification of prevention needs, etc.	60,000	40	88	-0-
Executive Director	Reporting, accounting, oversight, admin				-0-

2. Describe your written policies and/or established procedures for assuring persons with disabilities and/or limited English proficiency have access to services and benefits.

Word of mouth is one of our strongest allies. Our success and compassionate approach make SJFC accessible to many clients who are timid or fearful of government assistance. The majority of our clients are multi-lingual and multi-cultural. We have a culturally competent staff that parallels the types of families we serve. Our building has access ramps and special doorbells to let us know when those that are physically challenged need services; our literature is bilingual English/Spanish – and we keep the wording to a level that is understandable to those that have limited literacy skills. Our office is located in the NRSA and is near public transportation.

3. Briefly describe your agency's mission and history. Include a description of your agency's experience in providing the proposed services.

St. Joseph's Family Center's mission: To alleviate hunger and homelessness in South Santa Clara County by providing food, housing and supportive services and advocating for system changes to improve the quality of life for the most vulnerable people in our communities.

We have been providing safety net and homeless prevention services to the community of Gilroy since our formal inception 40 years ago.

Our agency was chosen by the county to lead the South County ARRA funds from 2010-2012, which included emergency/on-going financial assistance to maintain housing; worked closely with Season of Sharing, Housing Industry Foundation, Silicon Valley Community Foundation, Destination:Home and many other agencies with collaborative efforts in the area of housing and homeless prevention; two permanent housing programs in the Continuum of Care; Emergency Assistance Network affiliation for South County (United Way Bay Area), administration of City of Gilroy CARES Act funding in 2020; four phases of Covid-19 rent relief through the County of Santa Clara, benefiting 179 families and distributing over 2.4 million in funding.

4. If previously funded by the City of Gilroy, what were the goals and accomplishments of CDBG/HTF projects?

The current snapshot has our agency achieving all goals associated with our current grant in Cycle 2021-2022; outcome measure of sustained housing should be >= 90%

5. Explain how your agency collects and reports income, race/ethnicity, and disability data.

We try to use third party verifications for income whenever possible (i.e CalFresh and HMIS for homeless status); paycheck stubs; bank statements, employment verification letters. We utilize a form created by the City of Gilroy (in English and Spanish) that allows clients to self-identify race, ethnicity & disability status. This information is kept in client files.

6. Explain how your agency collects customer service data and provide the metrics used to collect this data.
As participating members in county-wide homeless initiatives, utilizing the data from HMIS and the VI-SPDAT assessments, and communication with the EAN collaborative, we consistently are evaluating the effectiveness of the Homeless Prevention program. Utilization reports, spreadsheets and comparisons with financial payments issued are compared for accuracy and metrics.

D. HUD Low Mod Income National Objective Options (please select one of the three categories below)

☒ **1. Low Mod – Limited Clientele Activities Category**

The HUD National Objective your project will meet is Low Mod Income (LMI) which benefits low and very low-income persons as defined by HUD's income limits for Santa Clara County.

The Low Mod Limited Clientele (LMC) Category is the category under the LMI national objective your project will meet. Under the LMC category, at least 51% of the beneficiaries of an activity have to be LMI persons.

Put a check (X) next to the qualifying criteria below your LMC project activity meets, only select one:

☐ a) The activity will exclusively serve a group of persons in any one or a combination of categories generally presumed to be low, very low, or extremely low income: abused children, battered spouses, elderly persons, adults meeting the definition of "severely disabled" in the Bureau of Census's Current Population Reports, homeless persons, illiterate adults, persons living with AIDS, and migrant farm workers; or

☒ b) The activity will require documentation on family size and income to document that at least 51% of the clientele are persons whose family income does not exceed HUD income limits for Santa Clara Count or

☐ c) The activity will have income eligibility requirements that limit the activity exclusively to low, very low, and extremely low-income persons; or

☐ d) The activity will be of such a nature and in such a location that it may be reasonably concluded that the activity's clientele will primarily be low, very low, or extremely low-income persons.

☐ **2. Low Mod - Housing Activities Category**

The HUD National Objective your project will meet is Low Mod Income (LMI) which benefits low and very low-income persons as defined by HUD's income limits for Santa Clara County. The Low Mod Housing Activities (LMH) Category is the category under the LMI national objective your project will meet.

Owner-occupied housing rehabilitation programs established to meet the Low Mod Housing National Objective found at 24 CFR 570.208(a)(3) must benefit households earning less than 80% of area median income adjusted for household size as published by HUD.

Select one of the Two Accepted Methods for Calculating Household Income for your Project

☐ Part 5 definition of income (24 CFR Part 5.609); or

☐ Adjusted gross income under Internal Revenue Service (IRS) form 1040

Each method requires collection and evaluation of source documentation. Self-certification is not acceptable for documenting compliance with the housing national objective. The awarded agency(ies) will be expected to determine income eligibility, establish performance measures, and meet performance objectives.

☐ **3. Low Mod - Area Benefit Activities Category**

The HUD National Objective your project will meet is Low Mod Income (LMI) which benefits low and very low-income persons as defined by HUD's income limits for Santa Clara County. The Low Mod Area (LMA) Category is the category under the LMI national objective your project will meet.

The area benefit category is the most commonly used national objective for activities that benefit a residential neighborhood. An area benefit activity is one that benefits all residents in a particular area, where at least 51% of the residents are LMI persons.

Examples of area benefit activities located in a predominantly LMI neighborhood may include:

- Acquisition of land to be used as a neighborhood park;
- Construction of a health clinic;
- Improvements to public infrastructure (i.e. the installation of gutters and sidewalks); and
- Development of a community center

The above activities benefit all LMI residents in a service area and may qualify under the LMI area benefit category. The applicant is responsible for determining that a service area complies with CDBG regulations.

E. Select one Eligible Project Activity you propose to provide Gilroy residents:

- ☐ Services for Senior Citizens
- ☐ Services for Disabled Persons
- ☐ Services for Youth
- ☐ Services for Victims of Domestic Violence
- ☐ Services for Homeless
- ☐ Substance Abuse Counseling and Treatment
- ☒ Services for Those At Risk of Homelessness
- ☐ Housing Rehabilitation
- ☐ Public Improvements
- ☐ Code Enforcement
- ☐ Employment Services
- ☐ Fair Housing Services
- ☐ Public Facilities
- ☐ Health Services
- ☐ Tenant / Landlord Counseling
- ☐ Economic Development
- ☐ Other, list

F. HUD Performance Measures

HUD requires that recipients of federal funding assess the outcomes of their programs. Below, please select only one primary HUD objective and only one primary HUD outcome to be addressed by this project.

Objectives

- ☒ **Objective #1: Creates a suitable living environment.** This objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment (such as poor infrastructure) to social issues such as crime prevention, literacy, or elderly health services.
- ☐ **Objective #2: Provides decent housing.** This objective focuses on housing programs where the purpose of the program is to meet individual, family, or community needs and not programs where housing is an element of a larger effort, since such programs would be more appropriately reported under suitable living environment.
- ☐ **Objective #3: Creates economic opportunity.** This objective applies to the types of activities related to economic development, commercial revitalization, or job creation.

Outcomes

- ☒ **Outcome #1: Improve availability/accessibility.** This category applies to activities that make services, infrastructure, public facilities, housing, or shelters available or accessible to low/moderate income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low/moderate income people where they live.
- ☐ **Outcome #2: Improve affordability.** This category applies to activities that provide affordability in a variety of ways in the lives of low/moderate income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care.
- ☐ **Outcome #3: Improve sustainability.** This category applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low/moderate income or by removing or eliminating slums or blighted areas through multiple activities or services that sustain communities or neighborhoods.

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Fiscal Years 2022-2023 and 2023-2024

SECTION 3: FINANCIAL AND OTHER ORGANIZATION INFORMATION

A. Agency Information

Executive Director: David Cox Email: davidc@stjosephsgilroy.org

DUNS #: 184490498 Fax: 408-842-5842

Non-profit with 501(c)(3) Status ☒ Yes ☐ No Faith-based organization ☐ Yes ☒ No

Registered at sam.gov ☒ Yes ☐ No

B. Total Agency Budget

	2021-2022 (estimated)	2020-2021
Administration	$ 138,671	$ 141,501
Fundraising	$ 14,137	$ 21,471
Proposed Project (Total Gilroy grant budget)	$ 54,650	$ 50,000
All Other Programs	$ 10,614,885	$ 11,993,332
Total Agency Budget	$ 10,882,343	$ 12,206,304

C. Proposed City of Gilroy Grant Budget

Proposed City of Gilroy Grant Project Expenses	FY 2021-2022 CDBG/HTF Allocation (If Applicable)	FY 2022-2023 and 2023-2024 CDBG/HTF Request	List % Change from FY 21/22 allocation to FY 22/23 and FY 23/24 Request
Salaries			
Benefits			
Office Supplies			
Communication			
Publications/Printing/Advertising			
Travel			
Rent/Lease/Mortgage			
Utilities			
Insurance			
Equipment Rental/Maintenance, Specify:			
Audit/Legal/Professional Services (for CDBG/HTF portion only)			
Direct Services (Funding for specific service such as a meal, ride), Specify: **Rental assistance payments**	49,250	58,500	17%
Contracted Services, Specify:			
Other, Specify: **10% de Minimus rate**	5,400	6,500	17%
Total Expenses:	54,650	65,000	17%

1. Please explain any variation in excess of 10% between 2021-2022 allocation and proposed 2022-2023 and 2023-2024 expenses (If applicable).

We continue to see on-going demand that often exceeds resources. The pandemic lingers and relief funding is coming to a halt.

2. Indirect costs billed to a CDBG grant require a HUD approved indirect cost plan and those billed to an HTF grant require a city approved indirect cost plan. Do you plan to bill the grant for indirect costs? ☒ **Yes** ☐ **No**

3. Does your agency charge fees for the services that you are requesting funding? ☐ **Yes** ☒ **No** If so, please attach a fee schedule to this page.

D. Leveraged Funds

Proposed Project Revenues FY 2022-2023	**List Amount**
Proposed CDBG/HTF City of Gilroy Grant	65,000
Other Revenue Sources for proposed project (Please List)	
County of Santa Clara OSH	208,726
United Way Bay Area	38,000
Destination:Home	118,990
Season of Sharing	96,000
County of Santa Clara SNS	12,310
Private funding	15,500
Total of Other Revenue Sources:	**489,526**

1. If your organization is not leveraging the requested CDBG/HTF funds with other funds, please explain why.

N/A

E. REQUIREMENTS

First-time applicants: Submit **all** items below with the proposal, as described in the submittal requirements of the application packet.

New applicants or those submitting a proposal for a new project must meet with HCD Technician, Sandra Nava, prior to application submittal to determine if the proposed project meets CDBG and HTF eligibility requirements.

Current grant recipients: Put a check (X) next to an item below if the most current copy is on file with the Housing & Community Development office. Submit all unchecked items below with the proposal, as described in the submittal requirements of the application packet.

☒ a. **Articles of Incorporation and Bylaws** (submit any amendments).

☒ b. **Current Policy & Procedures Manual.** Include current policy prohibiting discrimination, grievance procedures, procurement procedures and conflict of interest requirements for both employees and clients.

☒ c. **Current Nonprofit Determination.** Submit current determination letters from the federal Internal Revenue Service and the State Franchise Tax Board listing the organization's current name and address documenting the organization is tax exempt.

☒ d. **Current List of Board of Directors.** Include the current name, telephone number, address, occupation or affiliation of each member, and service term. Identify the principal officers of the governing body.

☒ e. **Current Authorization to Request Funds.** Submit the governing body's authorization to submit the City of Gilroy funding request. This consists of copies of the resolution (if applicable) and/or of the **minutes of the meeting** in which the governing body's resolution, motion, or other official action is recorded authorizing the funding request.

☒ f. **Current Designation of Authorized Official.** Documentation must be submitted of the governing body's action authorizing the representative(s) of the agency to negotiate for and contractually bind the agency. This consists of a signed letter from the Chairperson or Secretary of the governing body providing the name, title, address, and telephone number of each authorized individual.

☒ g. **Current Organizational Chart.** Include the organization's current administrative framework and staff positions.

☒ h. **Current Financial Statement and Audit and Management Letter, if applicable.** Also, if applicable, describe any actions taken to correct identified findings or concerns.
Any agency that does not have a financial statement or audit to submit must contact Sandra Nava prior to submitting this application.

☒ i. **Résumés of Chief Program Administrator and Chief Fiscal Officer**

SECTION 4: AUTHORIZATION

The applicant hereby assures and certifies compliance all applicable federal, state, and local laws, regulations, policies, and requirements (including, but not limited to 2 CFR Part 200), as they relate to the acceptance and use of CDBG and local funds by private, non-profit organizations. Also, the applicant assures and certifies the following information:

1. It possesses legal authority to make a grant submission and to execute a community public service program;
2. The agency's governing body has duly adopted or passed as an official act a resolution, motion or similar action authorizing the person identified as the official representative of the corporation to submit this funding application and all associated information and assurances;
3. The grant will be conducted and administered in compliance with:
   a. Title VI of the Civil Rights Act of 1964 (Public Law 88-352; 42 U.S.C. 2000d et seq.), as amended, and implementing regulations issued at 24 CFR Part 1; and
   b. Title VIII of the Civil Rights Act of 1968 (Public Law 90-284; 42 U.S.C. 3601 et seq.), as amended, implementing regulations issued at 24 CFR Part 107, and Executive Order 11063; and
   c. Section 104(b) and Section 109 of Title I of the Housing and Community Development Act of 1974 (Public Law 93-383; U.S.C. 5301 *et seq.*), as amended; and
   d. Section 504 of the Rehabilitation Act of 1973 (Public Law 93-112; 29 U.S.C. 794), as amended; and
   e. Executive Order 11246, the implementing regulations issued at 41 CFR Chapter 60, and the Development Act of 1968 (12 U.S.C. 1701u; and
   f. The Age Discrimination Act of 1975 (Public Law 94-135; U.S.C. 6101), as amended.
   g. Presidential Executive Order 13166 ("Improving Access to Services for Persons with Limited English Proficiency"); and
   h. Executive Orders 11625, 12432 and 12138, encouraging the use of minority and women-owned business enterprises in connection with activities funded under this grant.
4. It will affirmatively further fair housing.
5. It will implement the requirements of the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821-4846) and implementing regulations at 24 CFR Part 35.
6. It will comply with Uniform Federal Accessibility Standards at 24 CFR Part 40, Appendix A, as they related to major rehabilitation or conversion.

As a duly authorized representative of the Agency, I submit this application to the JURISDICTION and verify, under penalty of perjury under the laws of the State of California or of the JURISDICTION, that the information contained herein is, to the best of my knowledge, true, correct and complete. **(Attach documentation that verifies the signer has the authority to submit this application and execute the contract).**

AUTHORIZED SIGNATURE: _____ DATE: January 27, 2022

NAME (Please Print): David Cox TITLE: Executive Director

Community Development Block Grant/ Gilroy Housing Trust Fund Application
City of Gilroy 22-RFP-HCD-471
Fiscal Years 2022-2023 and 2023-2024

SECTION 1: COVER SHEET

A. Applicant Information

Legal Name of Organization: Silicon Valley Independent Living Center
Mailing Address: 25 N. 14th Street, Suite 1000
City, State, Zip Code: San Jose, CA 95112
Contact Person Name: Sheri Burns Title: Executive Director
Email Address: Grants@svilc.org Webpage: www.svilc.org
Telephone Number: 408-894-9041

B. Project Overview

Project Name: Housing Services Program for Gilroy Residents with Disabilities
Project Location: 7881 Church Street, Suite C
City, State, Zip: Gilroy, CA 95020

Brief Project Description: The primary purpose of the Housing Services Program for Gilroy Residents with Disabilities is to provide housing counseling, peer support, and direct assistance to low income Gilroy residents who have a disability or chronic health condition and need to maintain or secure affordable, accessible housing. The Project also provides emergency rent assistance, including security deposits and first month's rent for new housing. Other emergency housing assistance that may be provided through other funding sources include hotel vouchers, home accessibility modifications, supplemental food, and referrals to other organizations that provide needed assistance to ensure long-term sustainability of their independent living environment. Program services are delivered locally to Gilroy's low-income residents with disabilities by SVILC's Independent Living Services (ILS) Coordinator and Case Manager who work full time in our accessible, south county branch office on Church Street in Gilroy. The Service Providers offer education & training on all aspects of how to conduct a housing search to locate and secure community-based housing. SVILC also provides group housing workshops in English and in Spanish, and access to SVILC's other IL (Independent Living) services, such as Money Management instruction, Personal Assistant Services referral, Peer Counseling, Assistive Technology referral, access to our Device Lending & Demonstration Library, and Self-Advocacy training. SVILC projects to serve 70 unduplicated low-income Gilroy residents with disabilities.

C. Funds Requested

$ 36,803 (Grant request for fiscal year 2022-2023) $ Error! Reference source not found. (Grant request for fiscal year 2023-2024)

Total estimated project cost for Fiscal Year:		
	2022 / 2023	2023 / 2024
Projected cost:	507823	507823

Gilroy CDBG/HTF funds in Fiscal Year:		
	2020 / 2021	2021 / 2022
Requested:	27,492	25,000
Received:	25,000	0.00

Identify the City of Gilroy 2020-2025 Consolidated Plan priority need(s) being met:

- ☐ Preserve Affordable Housing for Home Ownership
- ☐ Small Business Expansion
- ☒ Supportive Services for Homeless
- ☐ Fair Housing Support
- ☐ Install Safety & Enhanced Public Improvements
- ☐ Workforce Development
- ☒ Supportive Services for Special Needs Populations
- ☐ Neighborhood Revitalization

SECTION 2: PROJECT INFORMATION

A. Project Overview and Target Population [Limit each response to no more than half a page]

1. Describe the primary purpose of the proposed project:

The Program's purpose is to provide low income City of Gilroy residents who have disabilities with education and training on all aspects of how to conduct a housing search to obtain safe, affordable, accessible long-term housing, and to provide one-time emergency rent assistance in order to secure or maintain their housing.
Housing Training includes:
1) providing counseling, support and guidance to Gilroy residents who are homeless or living in unstable, temporary housing to locate and secure permanent housing; 2) providing emergency rent assistance for those families who don't qualify for other emergency funding; 3) providing warm transfer information & referral/assistance to other agencies and resources as applicable; 4) providing access to SVILC's other wraparound services and to ensure long-term housing sustainability. Service delivery occurs through one-on-one counseling and/or weekly group workshops. SVILC will provide a combination of supportive housing services to 70 unduplicated, low-or extremely-low City of Gilroy residents with disabilities.

1.05. **Description of Services**

Location of services:	7881 Church Street, Ste. C, Gilroy, CA 95020
Hours of operation:	M – F, 9AM to 12PM, 1PM to 5PM

Activity 1:	Housing and Independent Living Skills Workshops and Individual Counseling

Activity Description:
Each participant who attends SVILC's Housing and/or ILS Workshops will receive the education, resources and support needed to: 1) conduct a housing search for obtaining or maintaining affordable, accessible community-based housing options; 2) improve their overall living situation, and 3) obtain/maintain a healthier, safer, and more stable living environment. As needed, residents will also receive 1:1 housing counseling and advocacy assistance in order to help them retain or secure housing.

Activity 2:	Emergency Rent Assistance

Activity Description:
Service Provider will directly provide emergency rent assistance and home modifications to meet the emergency & safety net needs of low-income persons with disabilities. $3,000 in Gilroy HTF funds will be allocated for "last resort" emergency assistance when other Santa Clara County Emergency Assistance Network resources are not immediately available or have been depleted. SVILC will utilize other funding sources such as FEMA's EFSP funding and Season of Sharing funds for other sustenance needs such as temporary hotel stays, food/meals and bus tokens.

Activity 3:	

Activity Description:

2. Describe the need(s) that the proposed project addresses, its community impact, and how it addresses a 2020-2025 Consolidated Plan priority.

Affordable rental housing continues to be extremely scarce to find in the bay area, especially for those who are very low to extremely low income. The number of extremely low-income residents has skyrocketed in recent years due to the rising area median income (influx of high-tech employees) and gross rent increases of 50% or more. According to the 2020 Census.gov American Community Survey, there are over 268,000 individuals age 65+ in Santa Clara County, with nearly half living at or below the means necessary to live adequately. Moreover, nearly 150,000 residents in Santa Clara County have a disability, 3,700 of whom live in Gilroy. 40% are renters and nearly 9% live in poverty. While the percentage of elderly households and individuals with disabilities living in City of Gilroy is rising, the fact that many of them live on limited incomes is of great concern. As of early 2022, the average monthly price for a 1-bedroom apartment in the City of Gilroy is $1,850. This represents a 6% increase from 2021, and is a whopping 160% of a disabled individual's SSI income benefit of $1100/month. Additionally, a study by HUD and the Urban Institute found that people with disabilities experience discrimination in rental housing more often than any other minority population. Nearly half of all discrimination claims are due to disability.

Of the more than one dozen services that SVILC provides to disabled Santa Clara County residents, Housing Assistance is by far the most requested, with 75% of the over 1,100 unique consumers requesting this service. SVILC's Service Coordinators, who are persons with disabilities themselves, uniquely understand the multiple factors that need to be addressed in successfully meeting the goal of achieving long-term affordable, accessible housing. The community-wide impact of a knowledgeable and self-reliant community of persons with disabilities with safe, affordable and permanent housing comprises the following: Efficient utilization of City funds and existing services with an increased supply/demand for additional services; Reductions in shelter use, homelessness, hospitalizations and emergency room visits; Enhances the ability to secure, maintain and increase the income of those who are homeless, disabled or both by allowing them access to Social Security Disability, Medi-Cal benefits and for many, employment and education opportunities; Increased community capacity to assimilate the rapidly growing age 60+ population, which in 2020 had grown to 28.1% of Santa Clara County's total population. Thus, SVILC's Housing Services Program for Gilroy Residents with Disabilities meets the City's funding priorities in several areas: Basic Needs, Supportive Services, and Housing Services, and benefit the most vulnerable populations (seniors, people with disabilities and homeless). It also addresses the HUD Priorities for Public Service Activities by providing Housing services that benefit low- or extremely-low income persons with all disabilities of all ages, including older adults and youth with disabilities.

3. Describe the project's target population, including client eligibility requirements. Discuss how and if they are an at-risk and/or under-served population.

The eligible target population includes extremely low- to low-income Gilroy residents with disabilities of all ages, including seniors with chronic conditions or functional limitations. All persons have at least one of the following disabilities: physical, mental, sensory, developmental or cognitive disabilities. The Project also meets the HUD Priorities for Public Service Activities by providing Housing services that benefit low- or extremely-low income persons with all disabilities of all ages, including seniors or youth with disabilities. Project eligibility is determined at the time of Intake. Among other demographic information collected, participants are required to self-identify as having a disability defined by the ADA, provide their date of birth, and are asked to self-disclose the amount and source of any household income. There are over 1.2M Californians with disabilities who rely on SSI as their sole source of income; 42,149 live in Santa Clara County. Historically, more than 95% of SVILC's consumers are among these Californians, trying to survive on less than $1100/month. These individuals are among the most at-risk and underserved populations in our state, county and in the City of Gilroy. The following data points gleaned from national surveys and studies demonstrate the degree to which persons with disabilities are "at risk" and "underserved" in the City of Gilroy and throughout the United States: • In the City of Gilroy the percentage of residents who are living at or below the poverty level is 8.6%, versus 6.1% in the Santa Clara

County. (American Community Survey, 2019) • Residents with disabilities under age 65 make up 6.2% of Gilroy's population (including 6.7% without health insurance) versus 4.6% of disabled residents living across the County (American Community Survey, 2019). • In less than 15 years, one in five people will be at least age 65. The US Department of Health and Human Services (HHS) estimates that nearly 70 percent of people who reach the age of 65 will ultimately need some form of long-term care. This care can be costly, adding to the pressures on financially stretched older adults (2014 AARP: Housing America's Older Adults - Meeting the Needs of an Aging Population).

4. What other private or government organizations are now or will address the same needs identified herein? List and describe the services provided by each in relation to the needs addressed.

Several organizations provide a few of the same services as SVILC, but only to a more specific population; for example: low-income families, or people with chronic mental health disabilities, or Veterans. SVILC, a private nonprofit organization, is the only service provider in Santa Clara County that serves people with all types of disabilities and from all types of backgrounds. As a peer-based, disability resource and advocacy agency, our service providers have the unique combination of personal disability experience to assist other people with disabilities in their search for, and acquisition of, affordable, accessible housing. This includes an understanding of universal housing design features, room modifications for improved accessibility, adaptive equipment and devices that increase one's personal independence, and the community resources for obtaining these improvements or items. SVILC is the State's Device Lending Demonstration Center for Santa Clara County and contains more than 250 adaptive tools. We are also a supplemental food site with Second Harvest Food Bank. One-Stop, comprehensive services in one agency is tremendously important for a population who lives on a very fixed income, has unique housing needs, and is often mobility and transportation limited. For those who need emergency rent assistance, without SVILC assistance, many families have had to wait for services from other local agencies due to limited capacity or periodically running out of funding.

5. Explain how the proposed program/project augments rather than duplicates the services of others.

As one of 28 consumer-driven, non-residential CILs in California, and over 400 across the nation, SVILC is a private nonprofit organization where over 80% of the 24 highly-skilled staff and 7 board members are persons with disabilities who have an intimate understanding of disability issues. Service Providers also have extensive education and training in social work, psychology, nursing, occupational therapy, education, public health, computer science, economics, business and language studies. Several local organizations provide housing support services to low-income residents, but SVILC is a "One-Stop Shop" for people with any type of disability, offering over a dozen independent living support and training services at no cost to eligible residents. SVILC strives to ensure that persons with disabilities have the same choices as people who do not have disabilities, one of which is the choice to live independently, with or without supports, in the community. SVILC's Housing Services Program for Gilroy Residents with Disabilities is complemented by other south county organizations serving one or more needs of our most at-risk residents, including people with disabilities; however, SVILC's work is unique to the Gilroy's disabled citizenry who need individualized Housing Assistance.

6. Describe how your agency collaborates with other service providers (e.g. shared staffing, locations, or budgets). Specify the names of collaborative groups of which you are a member.

SVILC has strong partnerships with other public and private agencies and coalitions to tackle the extensive problem of access to decent housing for low-income people. SVILC is a member of the South County Collaborative, a network of organizations serving the array of needs of residents who live in Gilroy, Morgan Hill and San Martin. Other collaboratives in which SVILC participates include the LTSS Integration Committee, the Aging Services Collaborative, the CTMA for VTA, and IHSS Advisory Council. In the south county, we also work closely with St. Joseph's Center, The Housing Trust, Finally Home and Season of Sharing to provide security deposits and first month's rent when funds are available. Each year, SVILC also applies for FEMA Emergency Food and Shelter Program (EFSP) funds to provide low income families with one month of emergency rent assistance, temporary hotel sheltering or meals. This funding has been a life-saver during the

pandemic when so many families have been struggling with job and wage hour losses. We utilize Catholic Charities' Roommate Matching service for those seeking a room rental in a home, and work with the Housing Authority of the SCC and the Office of Supportive Housing to secure housing vouchers and rental subsidies when available. We work closely with Project Sentinel on tenant/landlord mediation and tenant rights. SVILC is also a participant in the County Office of Supportive Housing's Housing Management Information System (HMIS) and is networked with many other local housing support agencies to provide emergency housing assistance to homeless residents. As a full-service disability resource agency, SVILC provides several other independent living (IL) support services, such as peer counseling, disability benefits counseling, 1:1 IL skill training and workshops, computer training, assistive technology I&R, a Device Lending Library of over 250 adaptive tools, and is a supplemental food closet with Second Harvest Food Bank.

NOTE: For Reference the 2021 HUD Income Limit Standards for Santa Clara County are provided below.

	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
0% - 30% AMI Extremely Low Income	$34,800	$39,800	$44,750	$49,700	$53,700	$57,700	$61,650	$65,650
31% - 50% AMI Very Low Income	$58,000	$66,300	$74,600	$82,850	$89,500	$96,150	$102,750	$109,400
51% - 80% AMI Low Income	$82,450	$94,200	$106,000	$117,750	$127,200	$136,600	$146,050	$155,450

B. Performance Measures/Numeric Goals

1. **Unduplicated Participants** – Indicate, by quarter, the proposed number of unduplicated participants the City grant funded project will serve. An unduplicated participant is a Gilroy resident who is counted only once each fiscal year. If this project has other funding sources, only list and report on the percentage of unduplicated persons served under this grant.

Unduplicated Participants	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
	18	18	17	17	70

Provide the proposed number of unduplicated Gilroy participants for each category listed below.

	# of Gilroy Clients		# of Gilroy Clien
Extremely Low Income (0%-30% AMI)	60	Youth (0-18 years)	2
Very Low Income (31%-50% AMI)	9	Adults (19-61 years)	60
Low Income (51%-80% AMI)	1	Seniors (62+ years)	8
Moderate Income (81%-120% AMI)	0	Disabled Individuals	70
Above Moderate Income (120%+ AMI)	0	Other Special Needs	0

2. **Service Units** – Provide activity name, define unit of service, and list the proposed number of units of service that will be provided each quarter resulting from the Gilroy grant only. A unit of service is the "thing" you propose to track each quarter. (i.e. each case, meal, shelter night, job, etc.)

Activity 1:	**Error! Reference source not found.** Housing and Independent Living Skills Workshops and Individual Counseling				
Unit of Service =	70				
Goal:	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
	18	18	17	17	70

Activity 2:	**Error! Reference source not found.** Emergency Rent Assistance				
Unit of Service =	3				
Goal:	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
	1	1	1	0	3

Activity 3:	**Error! Reference source not found.**				
Unit of Service =					
Goal:	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total

3. **Outcome Measure Statement and Measurement Methodology** – List outcome measure(s) as a percentage (an outcome measure is the proposed measurable outcome(s) expected to be achieved through the activities to be provided) and include the measurement tool(s) you propose to use, then below the outcome measure section describe the measurement methodology to be implemented in order to arrive at the actual percentage achieved. Finally, list the numerical percentages you propose for Q2 (representing outcomes from Q1-Q2) and Q4 (representing outcomes from Q3-Q4).

Example:		
Outcome Measure	50% of clients receiving job readiness training will increase their income by securing new employment as measured by either employer verification letters, pay stubs, or benefit letter.	
Measurement Methodology:	Staff will verify the number of clients securing new employment. The number of unduplicated clients securing new employment will be divided by the total number of unduplicated clients served to arrive at the actual percentage securing new employment.	
	Quarter 2	Quarter 4
Outcome Goal:	50%	50%

Outcome Measure #1	75% of consumers who attend a Housing or ILS Workshop and/or work 1:1 with SVILC's Coordinator will indicate an increase in their knowledge and understanding of preparing for, locating, securing or maintaining affordable, accessible housing as measured by a post service survey.	
Measurement Methodology:	Staff will utilize a post service survey to report on consumers' level of increased knowledge and understanding of preparing for, locating, securing or retaining affordable, accessible housing. The survey will be given after a workshop or after receipt of 1:1 direct services. The number of respondents reporting between a 4 and 5 will be divided by the total number of consumers surveyed to arrive at percentage	
	Quarter 2	Quarter 4
Outcome Goal:	75%	75%

Outcome Measure #2	80% of consumers who receive emergency rent assistance will report that the assistance improved the quality of their life, as measured by reporting a 4 or 5 on the questionnaire.	
Measurement Methodology:	Staff will ask each consumer who received emergency rent assistance to complete a questionnaire asking if they believe the emergency assistance improved their quality of life. The number of respondents reporting 4 or 5 will be divided by the number total number of consumers who responded to the questionnaire to arrive at percentage reporting improved quality of life.	
	Quarter 2	Quarter 4
Outcome Goal:	80%	80%

1. How will the activities being provided under this grant contribute to meeting the outcome measures?

SVILC is the only Santa Clara County organization delivering comprehensive Housing Assistance Services to people of all ages and backgrounds who have any kind of disability or disabilities. The direct benefit of SVILC's holistic, wrap-around, peer-based service approach is that, with our resources, training, and support, Gilroy residents with disabilities will then have the knowledge and support to conduct their own housing search for achieving a stable housing situation through a combination of supportive housing services. They will also have a greater chance of retaining or securing safe, affordable, and accessible long-term housing. The project is accomplished through initial information & referral services

(either by attending one of our in-house or community housing workshops or over-the-phone and in-person appointments), one-on-one housing counseling and service provision, and access to emergency services, as needed. SVILC will provide one or more of the following supportive Housing Services to each low-income Gilroy senior and adult residents with disabilities:
1) Housing Assessments, Referrals, and Landlord Mediation
2) Housing and Independent Living Workshops (offered both English and Spanish)
3) Housing Search 1:1 Assistance (including receipt of a comprehensive Housing Search Packet for SCC)
4) Housing Advocacy with Potential Landlords
5) Emergency Rent Assistance and Safety Net Resources
The outcome of our information, referrals, individualized training and support, and emergency rent assistance, where needed, is that the Gilroy residents with disabilities who are searching for safe, long-term, affordable and accessible housing options will have the knowledge and resources to locate and secure such housing. Additionally, less residents will be at-risk or experience homelessness, and more residents will be safely housed and self-sufficient.

2. Describe in detail how your agency will implement the proposed outcome measurement methodology.

The overwhelming majority of SVILC consumers indicate they have increased their personal independence, knowledge or quality of life through participating in our services. SVILC has a history of meeting or exceeding all grant-funded project goals and outcomes. Staff will utilize a post service survey to report on consumers' level of increased knowledge and understanding of preparing for, locating and securing affordable, accessible housing or to report that the emergency / safety net services received improved the quality of their life. The surveys will be given after a workshop or after receipt of direct services. The number of respondents reporting between a 4 and 5 will be divided by the total number of consumers surveyed to arrive at the percentage reporting 80%.

C. Project Administration and Monitoring [Limit each response to no more than half a page]

1. Use the space and table below to briefly describe how the project will be managed and administered, included proposed staff time and staff functions.

SVILC's Program Director will be responsible for managing all Housing and other Independent Living services that support Gilroy residents in their goal of obtaining or maintaining affordable, accessible housing. The Program Director will audit all database information for completeness and accuracy before running and submitting reports to the City, which will include tabulating the number of unduplicated Gilroy residents who either receive Housing I&R assistance, participate in workshops or receive in-depth housing search assistance.
SVILC will provide one or more of the following supportive Housing Services to each low-income Gilroy senior and adult residents with disabilities: (1) Housing Assessments, Referrals, and Landlord Mediation: Provide assessments of consumer's housing units to determine accessibility of units for persons with disabilities, and offer mediation of landlord/tenant disputes, particularly when consumer is requesting necessary accessibility modifications; (2) Housing and Independent Living Workshops (offered both English and Spanish): Provide weekly or monthly online or community-based housing, IL skills workshops and peer support groups in order to increase consumer knowledge and abilities for securing or maintaining housing solutions for independent living; (3) Housing Search Assistance: Successfully assist Gilroy residents with disabilities in their housing search for accessible, affordable, integrated housing to ensure their need of finding an independent living solution in the community is met; (4) Housing Advocacy: Work with municipal housing departments and the Santa Clara County Housing Authority to ensure that people with disabilities' needs are considered when planning new housing or development improvement projects; (5) Emergency Services and Referrals to acquire the resources available to those in need of immediate solutions, for example: applying for Medi-Cal and IHSS services, clothing, emergency food, emergency shelter, and protection from all forms of abuse.
SVILC service providers will collect and report data from virtual or in-person attendance at Housing and ILS Workshops, from people with disabilities who call or visit the office, and from consumers with whom we work on an individual basis, a goal of securing or retaining long-term housing. Service Providers will utilize a sign-in sheet at the Housing Workshops, captures the participants' name, zip code and phone number. This information will be input into CILSuite, our database management system as an I&R. Those individuals who wish to work more extensively with the IL Coordinator or Case

...nager in our Gilroy office will complete an Intake that includes detailed demographic information and short- and long-term goals. Their information will also be input into CILSuite for tracking and reporting purposes. Reports can be run monthly, quarterly and annually. SVILC's Case Manager in the south county will dedicate 50% of their time to the Housing Services Program for Gilroy Residents with Disabilities.

Position Title	Program/Project Duties	Total Annual Salary	Total Hours per Week	% Time Allocated to CDBG/ HTF Activity	CDBG / HTF Salary Reimbursement Request
Case Manager	Assist low income Gilroy residents with disabilities and their families with obtaining or maintaining interdependent community living solutions.	67,606.00	35	50%	33,803.00

2. Describe your written policies and/or established procedures for assuring persons with disabilities and/or limited English proficiency have access to services and benefits.

One of SVILC's Core Values is to "ensure equal access for all." SVILC's Equal Access Policy assures services to all people of any age with any disability, which means we are prepared to deliver any reasonable accommodation, including language access, upon request. For example, ASL, foreign language interpretation, assistive listening devices, audio description, personal assistants, materials in alternative formats, such as Braille or large print, are all promoted in our materials and offered to consumers during Intake and throughout service delivery. Informational materials, brochures workshop flyers, etc. are available in English, Spanish, Chinese and large print. Services can be delivered in person by appointment, via Zoom for 1:1 or group training, and/or by telephone.

3. Briefly describe your agency's mission and history. Include a description of your agency's experience in providing the proposed services.

Mission: The Silicon Valley Independent Living Center (SVILC) creates fully inclusive communities that value the dignity, equality, freedom and worth of every human being. We are a cross-disability, intergenerational, and multicultural disability justice organization that builds disability identity, culture and pride; creates opportunities for personal and community transformation; and partners with others to ensure that civil and human rights are protected. SVILC is a federally recognized 501(c)3 organization, founded in 1976, and has two office locations serving residents with disabilities living in Santa Clara County. Downtown San Jose is home to our main office and also includes all administrative services. Gilroy is home to our branch office serving the 3 cities and urban areas in the South County. Both offices are fully accessible, have onsite, free parking and VTA fixed route bus service, and are full-service delivery centers. Besides English, other languages spoken in the San Jose office include Spanish, Tagalog, Hindi, Farsi, and basic ASL. Gilroy office service coordinators also speak Spanish.
SVILC has over four decades of experience providing Housing Assistance Services, as housing information & referral/assistance is one of the seven core services for CA-based Centers for Independent Living. SVILC provides individuals with disabilities support tools and resources needed to live interdependently, and advocates for policies that ensure equal access and opportunity for all. SVILC is a peer-driven agency run by and for people with disabilities. Last fiscal year, SVILC provided direct services to over 1100 unduplicated individuals with disabilities (92 in the city of Gilroy) and provided technical assistance, disability education, advocacy or information & referral. After Information & Referral, the most needed service at SVILC is our Housing Assistance Program, requested by 75% or 825 unduplicated consumers.

4. If previously funded by the City of Gilroy, what were the goals and accomplishments of CDBG/HTF projects?

SVILC has been a past recipient of City of Gilroy Housing Trust Funds which have allowed us to leveraged funding from Santa Clara County and federal IL funds so we can offer Gilroy-located services to its residents. Though we

were not funded in FY 2021-22, we have an excellent track record of success, and we are able to meet or exceed annual goals, objectives, and outcomes.
In FY 2020-21, SVILC provided housing counseling, search training and acquisition assistance to 92 residents, with 3 families receiving much needed emergency rent assistance to maintain or secure affordable, long-term housing. We exceeded our housing service goal by 150%, and in FY 2021-22, we expect to provide much needed Housing Assistance Services to a minimum of 70 consumers, thereby providing more low and very low income people with disabilities and seniors each year with group training and one-on-one support housing services; peer support; education in the areas of housing rights for persons with disabilities, reasonable accommodation and accessibility; training in self-advocacy skills; and other critical services necessary for successfully sustained independent living.

5. Explain how your agency collects and reports income, race/ethnicity, and disability data.

SVILC serves Santa Clara County residents of all ages with all types of disabilities based on self-disclosure and requested need. As previously stated, participants are screened for eligibility during our Intake process and must provide appropriate documentation, such as income/source, race/ethnicity, address, age, disability, etc., which is entered into our secure, HIPAA-compliant database system that is designed for centers for Independent Living, CIL Suite, a nationally recognized, cloud-based, secure database management system for Centers for Independent Living. Hard copies of the consumer's signed Intake and Independent Living Plan/Goals are also printed and kept in a locked filing cabinet. Files are quarterly and annually reviewed by the Program Director for compliance and accuracy. The Program Director is responsible for quality control of all Consumer Service Records (CSRs) and the integrity of the data and notes entered into CIL Suite. The Program Director runs monthly, quarterly and annual reports on all services and programs.

6. Explain how your agency collects customer service data and provide the metrics used to collect this data

All consumers are invited to complete a Consumer Satisfaction Survey at least annually, before and/or after reque services. All SVILC services begin with an interested individual contacting our agency via telephone or email. Phone calls are fielded by the Receptionist who determines if the person is new to SVILC or is already a consumer. If new, they are asked if they have a disability or functional limitation and what services they are seeking. If they are not in immediate crisis and seeking for housing services, they are invited to the onsite Housing Workshop Orientation. If there is an urgent need or the person shares that they are homeless, the Receptionist forwards the call to one of our Housing Coordinators to field immediately. Service providers will utilize a Quality of Life / Satisfaction Survey. SVILC has a history of meeting or exceeding all grant-funded project goals and outcomes. Consumer surveys annually indicate an overall satisfaction rate of over 90%, and most consumers state they have increased their independence somewhat or considerably after receiving services

D. HUD Low Mod Income National Objective Options (please select one of the three categories below)

☒ **1. Low Mod – Limited Clientele Activities Category**

The HUD National Objective your project will meet is Low Mod Income (LMI) which benefits low and very low-income persons as defined by HUD's income limits for Santa Clara County.

The Low Mod Limited Clientele (LMC) Category is the category under the LMI national objective your project will meet. Under the LMC category, at least 51% of the beneficiaries of an activity have to be LMI persons.

Put a check (X) next to the qualifying criteria below your LMC project activity meets, only select one:

☒ a) The activity will exclusively serve a group of persons in any one or a combination of categories generally presumed to be low, very low, or extremely low income: abused children, battered spouses, elderly persons, adults meeting the definition of "severely disabled" in the Bureau of Census's Curr Population Reports, homeless persons, illiterate adults, persons living with AIDS, and migrant f workers; or

☐ b) The activity will require documentation on family size and income to document that at least 51% of the

clientele are persons whose family income does not exceed HUD income limits for Santa Clara County; or

☐ c) The activity will have income eligibility requirements that limit the activity exclusively to low, very low, and extremely low-income persons; or

☐ d) The activity will be of such a nature and in such a location that it may be reasonably concluded that the activity's clientele will primarily be low, very low, or extremely low-income persons.

☐ **2. Low Mod - Housing Activities Category**

The HUD National Objective your project will meet is Low Mod Income (LMI) which benefits low and very low-income persons as defined by HUD's income limits for Santa Clara County. The Low Mod Housing Activities (LMH) Category is the category under the LMI national objective your project will meet.

Owner-occupied housing rehabilitation programs established to meet the Low Mod Housing National Objective found at 24 CFR 570.208(a)(3) must benefit households earning less than 80% of area median income adjusted for household size as published by HUD.

Select one of the Two Accepted Methods for Calculating Household Income for your Project

☒ Part 5 definition of income (24 CFR Part 5.609); or

☐ Adjusted gross income under Internal Revenue Service (IRS) form 1040

Each method requires collection and evaluation of source documentation. Self-certification is not acceptable for documenting compliance with the housing national objective. The awarded agency(ies) will be expected to determine income eligibility, establish performance measures, and meet performance objectives.

☐ **3. Low Mod - Area Benefit Activities Category**

The HUD National Objective your project will meet is Low Mod Income (LMI) which benefits low and very low-income persons as defined by HUD's income limits for Santa Clara County. The Low Mod Area (LMA) Category is the category under the LMI national objective your project will meet.

The area benefit category is the most commonly used national objective for activities that benefit a residential neighborhood. An area benefit activity is one that benefits all residents in a particular area, where at least 51% of the residents are LMI persons.
Examples of area benefit activities located in a predominantly LMI neighborhood may include:

- Acquisition of land to be used as a neighborhood park;
- Construction of a health clinic;
- Improvements to public infrastructure (i.e. the installation of gutters and sidewalks); and
- Development of a community center

The above activities benefit all LMI residents in a service area and may qualify under the LMI area benefit category. The applicant is responsible for determining that a service area complies with CDBG regulations.

E. Select one Eligible Project Activity you propose to provide Gilroy residents.

☐ Services for Senior Citizens
☒ Services for Disabled Persons
☐ Services for Youth
☐ Services for Victims of Domestic Violence
☐ Public Improvements
☐ Code Enforcement
☐ Employment Services
☐ Fair Housing Services

- ☐ Services for Homeless
- ☐ Substance Abuse Counseling and Treatment
- ☐ Services for Those At Risk of Homelessness
- ☐ Housing Rehabilitation
- ☐ Public Facilities
- ☐ Health Services
- ☐ Tenant / Landlord Counseling
- ☐ Economic Development
- ☐ Other, list

F. HUD Performance Measures

HUD requires that recipients of federal funding assess the outcomes of their programs. Below, please select only one primary HUD objective and only one primary HUD outcome to be addressed by this project.

Objectives

- ☐ **Objective #1: Creates a suitable living environment.** This objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment (such as poor-quality infrastructure) to social issues such as crime prevention, literacy, or elderly health services.
- ☒ **Objective #2: Provides decent housing.** This objective focuses on housing programs where the purpose of the program is to meet individual, family, or community needs and not programs where housing is an element of a larger effort, since such programs would be more appropriately reported un' suitable living environment.
- ☐ **Objective #3: Creates economic opportunity.** This objective applies to the types of activities related to economic development, commercial revitalization, or job creation.

Outcomes

- ☒ **Outcome #1: Improve availability/accessibility.** This category applies to activities that make services, infrastructure, public facilities, housing, or shelters available or accessible to low/moderate income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low/moderate income people where they live.
- ☐ **Outcome #2: Improve affordability.** This category applies to activities that provide affordability in a variety of ways in the lives of low/moderate income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care.
- ☐ **Outcome #3: Improve sustainability.** This category applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low/moderate income or by removing or eliminating slums or blighted areas through multiple activities or services that sustain communities or neighborhoods.

SECTION 3: FINANCIAL AND OTHER ORGANIZATION INFORMATION

A. Agency Information

Executive Director: Sheri Burns Email: Sherib@svilc.org

DUNS #: 113302871 Fax: 408-904-7345

Non-profit with 501(c)(3) Status ☒ Yes ☐ No Faith-based organization ☐ Yes ☒ No

Registered at sam.gov ☒ Yes ☐ No

B. Total Agency Budget

	2021-2022	2020-2021
Administration	433,992.00	371,945.00
Fundraising	0.00	0.00
Proposed Project (Total Gilroy grant budget)	0.00	25,000.00
All Other Programs	1,489,233	1,564,432.00
Total Agency Budget	1,923,225	1,961,377.00

C. Proposed City of Gilroy Grant Budget

Proposed City of Gilroy Grant Project Expenses	FY 2021-2022 CDBG/HTF Allocation (If Applicable)	FY 2022-2023 and 2023-2024 CDBG/HTF Request	List % Change from FY 21/22 allocation to FY 22/23 and FY 23/24 Request
Salaries		26,4558.00	100%
Benefits		7,345.00	100%
Office Supplies			
Communication			
Publications/Printing/Advertising			
Travel			
Rent/Lease/Mortgage			
Utilities			
Insurance			
Equipment Rental/Maintenance, Specify:			
Audit/Legal/Professional Services (for CDBG/HTF portion only)			
Direct Services (Funding for specific service such as a meal, ride), Specify: rent assistance		3,000.00	100%
Contracted Services, Specify:			
her, Specify:			
Total Expenses:		36,803.00	100%

1. Please explain any variation in excess of 10% between 2021-2022 allocation and proposed 2022-2023 and 2023-2024 expenses (If applicable).

SVILC applied for HTF funding in FY 2020-21, but funding was not awarded.

2. Indirect costs billed to a CDBG grant require a HUD approved indirect cost plan and those billed to an HTF grant require a city approved indirect cost plan. Do you plan to bill the grant for indirect costs? ☐ **Yes** ☒ **No**

3. Does your agency charge fees for the services that you are requesting funding? ☐ **Yes** ☒ **No** If so, please attach a fee schedule to this page.

D. Leveraged Funds

Proposed Project Revenues FY 2022-2023	List Amount
Proposed CDBG/HTF City of Gilroy Grant	36,803.00
Other Revenue Sources for proposed project (Please List)	
Santa Clara County Funding	39,443.00
Total of Other Revenue Sources:	76,246.00

1. If your organization is not leveraging the requested CDBG/HTF funds with other funds, please explain why.

N/A

E. REQUIREMENTS

First-time applicants: Submit **all** items below with the proposal, as described in the submittal requirements of the application packet.

New applicants or those submitting a proposal for a new project must meet with HCD Technician, Sandra Nava, prior to application submittal to determine if the proposed project meets CDBG and HTF eligibility requirements.

Current grant recipients: Put a check (X) next to an item below if the most current copy is on file with the Housing & Community Development office. Submit all unchecked items below with the proposal, as described in the submittal requirements of the application packet.

- ☐ a. **Articles of Incorporation and Bylaws** (submit any amendments).
- ☐ b. **Current Policy & Procedures Manual.** Include current policy prohibiting discrimination, grievance procedures, procurement procedures and conflict of interest requirements for both employees and clients.
- ☐ c. **Current Nonprofit Determination.** Submit current determination letters from the federal Internal Revenue Service and the State Franchise Tax Board listing the organization's current name and address documenting the organization is tax exempt.
- ☐ d. **Current List of Board of Directors.** Include the current name, telephone number, address, occupation or affiliation of each member, and service term. Identify the principal officers of the governing body.
- ☒ e. **Current Authorization to Request Funds.** Submit the governing body's authorization to submit the City of Gilroy funding request. This consists of copies of the resolution (if applicable) and/or of the **minutes of the meeting** in which the governing body's resolution, motion, or other official action is recorded authorizing the funding request.
- ☒ f. **Current Designation of Authorized Official.** Documentation must be submitted of the governing body's action authorizing the representative(s) of the agency to negotiate for and contractually bind the agency. This consists of a signed letter from the Chairperson or Secretary of the governing body providing the name, title, address, and telephone number of each authorized individual.
- ☐ g. **Current Organizational Chart.** Include the organization's current administrative framework and staff positions.
- ☐ h. **Current Financial Statement and Audit and Management Letter, if applicable.** Also, if applicable, describe any actions taken to correct identified findings or concerns.
  Any agency that does not have a financial statement or audit to submit must contact Sandra Nava prior to submitting this application.
- ☐ i. **Résumés of Chief Program Administrator and Chief Fiscal Officer**

SECTION 4: AUTHORIZATION

The applicant hereby assures and certifies compliance all applicable federal, state, and local laws, regulations, policies, and requirements (including, but not limited to 2 CFR Part 200), as they relate to the acceptance and use of CDBG and local funds by private, non-profit organizations. Also, the applicant assures and certifies the following information:

1. It possesses legal authority to make a grant submission and to execute a community public service program;
2. The agency's governing body has duly adopted or passed as an official act a resolution, motion or similar action authorizing the person identified as the official representative of the corporation to submit this funding application and all associated information and assurances;
3. The grant will be conducted and administered in compliance with:
   a. Title VI of the Civil Rights Act of 1964 (Public Law 88-352; 42 U.S.C. 2000d et seq.), as amended, and implementing regulations issued at 24 CFR Part 1; and
   b. Title VIII of the Civil Rights Act of 1968 (Public Law 90-284; 42 U.S.C. 3601 et seq.), as amended, implementing regulations issued at 24 CFR Part 107, and Executive Order 11063; and
   c. Section 104(b) and Section 109 of Title I of the Housing and Community Development Act of 1974 (Public Law 93-383; U.S.C. 5301 *et seq.*), as amended; and
   d. Section 504 of the Rehabilitation Act of 1973 (Public Law 93-112; 29 U.S.C. 794), as amended; and
   e. Executive Order 11246, the implementing regulations issued at 41 CFR Chapter 60, and the Development Act of 1968 (12 U.S.C. 1701u; and
   f. The Age Discrimination Act of 1975 (Public Law 94-135; U.S.C. 6101), as amended.
   g. Presidential Executive Order 13166 ("Improving Access to Services for Persons with Limited English Proficiency"); and
   h. Executive Orders 11625, 12432 and 12138, encouraging the use of minority and women-owned business enterprises in connection with activities funded under this grant.
4. It will affirmatively further fair housing.
5. It will implement the requirements of the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821-4846) and implementing regulations at 24 CFR Part 35.
6. It will comply with Uniform Federal Accessibility Standards at 24 CFR Part 40, Appendix A, as they related to major rehabilitation or conversion.

As a duly authorized representative of the Agency, I submit this application to the JURISDICTION and verify, under penalty of perjury under the laws of the State of California or of the JURISDICTION, that the information contained herein is, to the best of my knowledge, true, correct and complete. **(Attach documentation that verifies the signer has the authority to submit this application and execute the contract).**

AUTHORIZED SIGNATURE: _____ DATE: January 30, 2022

NAME (Please Print): Sheri Burns TITLE: Executive Director

Community Development Block Grant/ Gilroy Housing Trust Fund Application
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Fiscal Years 2022-2023 and 2023-2024

SECTION 1: COVER SHEET

A. Applicant Information

Legal Name of Organization: South County Compassion Center
Mailing Address: PO Box 233
City, State, Zip Code: Gilroy, CA 95021
Contact Person Name: Tim Davis Title: Executive Director
Email Address: tim@thecompassioncenter.org Webpage: thecompassioncenter.org
Telephone Number: (408) 763-7120 ext. 102

B. Project Overview

Project Name: Outreach for the Unhoused
Project Location: 370 Tomkins Court, Suite F
City, State, Zip: Gilroy, CA 95020

Brief Project Description: The Outreach for the Unhoused provides Gilroy residents experiencing homelessness comprehensive services to meet their basic needs and to connect them with services that can help them attain permanent housing. As we have since 2011, we have provided basic services, such as food, clothing, hygiene, showers, laundry, mail delivery service, access to medical van services, shelter referral and connection, and referral to a host of other services through organizational partners and government agencies including mental health treatment, addiction treatment, legal assistance, medical care, government benefit access, job search and training, transportation, and many other services designed to increase stability, quality-of-life, and likelihood of securing and maintaining permanent housing.

C. Funds Requested

$_____ (Grant request for fiscal year 2022-2023) $_____ (Grant request for fiscal year 2023-2024)

Total estimated project cost for Fiscal Year:		
	2022 / 2023	2023 / 2024
Projected cost:		

Gilroy CDBG/HTF funds in Fiscal Year:		
	2020 / 2021	2021 / 2022
Requested:	$40,118	$52,232
Received:	$40,118	$45,660

Identify the City of Gilroy 2020-2025 Consolidated Plan priority need(s) being met:

- ☐ Preserve Affordable Housing for Home Ownership
- ☐ Small Business Expansion
- X Supportive Services for Homeless
- ☐ Fair Housing Support
- ☐ Install Safety & Enhanced Public Improvements
- ☐ Workforce Development
- ☐ Supportive Services for Special Needs Populations
- ☐ Neighborhood Revitalization

SECTION 2: PROJECT INFORMATION

A. Project Overview and Target Population [Limit each response to no more than half a page]

1. Describe the primary purpose of the proposed project:

The primary purpose of the PROGRAM is to provide a one-stop shop for the homeless to meet their basic needs, plus connect with and participate in the services that can help them end homelessness. The purpose is to reduce the impact of homelessness on the individual AND on the community by engaging the homeless population in services with the long-term goal of helping them attain permanent housing.

1.05. **Description of Services**

Location of services:	South County Compassion Center, 370 Tomkins Ct Ste F, Gilroy, CA 95020
Hours of operation:	9:00am - 4:00pm Monday-Friday, excluding holidays

Activity 1:	**Basic Needs Services**

Activity Description:
Provision for the basic needs for unhoused families and individuals, five days per week throughout the City of Gilroy with services through our Encampment Outreach Unit that includes food, water, personal hygiene kits, camping supplies, medical van access and shower and laundry access.

Activity 2:	**Wrap-Around Support Services**

Activity Description:
For unhoused families and individuals throughout the City of Gilroy, we will assess all their needs and provide referral to other wrap-around support services designed to aid in their path toward self-sufficiency. These services include creating a new record, or updating an existing record, in the County-wide housing access database (ViSPDAT) that puts them in a queue to attain supportive housing. Other support services include assistance with job searches, identification card applications, resume writing, accessing governmental benefits, educational opportunities and applications, and referrals to other services and providers such as inclement weather shelters, transportation, mental health treatment, addiction treatment, legal assistance, medical care, job training, transportation, and other services designed to increase stability, quality-of-life, and likelihood of securing and maintaining permanent housing.

Activity 3:	

Activity Description:

2. Describe the need(s) that the proposed project addresses, its community impact, and how it addresses a 2020-2025 Consolidated Plan priority.

The issue of homelessness in our community affects every individual living in Gilroy. For those experiencing homelessness in our town—estimated to be around 700 during 2019 Homeless Point-in- Time Count—the impact is obvious: struggles to secure the basic needs required for survival, personal safety issues, loss of income, loss of family support, impaired health, and a 20-year average decline in life expectancy. For the housed residents of Gilroy, our homelessness problem impacts the availability of healthcare resources, security and safety, the strain on social service resources, and the use of tax dollars.

In 2012, Shaun Donovan, the secretary of the U.S. Housing and Urban Development Department (HUD), stated that, "...between shelters and emergency rooms and jails, it costs about $40,000 a year for a homeless person to be on the streets."

Providing the basic services, and wrap around support, we deliver to those experiencing homelessness not only relieves city residents of some of the financial burdens, and diminishes the threat of crime, but also helps mitigate some of the negative outcomes unhoused individuals face without this support, by providing healthy food, respite from the streets, increased access to medical and mental health care, as well as an opportunity to be connected with employment and permanent housing that, for some, may help them to become a net contributor to their community instead of draining important resources.

3. Describe the project's target population, including client eligibility requirements. Discuss how and if they are an at-risk and/or under-served population.

Population: This program serves Gilroy's unhoused population, which were surveyed in our last fiscal year, ending June 30, 2021. All those surveyed are homelessness, nearly half suffer a disability, and all have incomes classified as extremely low or nonexistent, as defined by the most current HUD income limits for Santa Clara County.

Eligibility: Services are available to anyone who self-reports that they are experiencing homelessness. Homeless services are available on a walk-in basis at our offices or through the Encampment Outreach component. Upon first contact, individuals will work with staff to complete an assessment of basic needs through the Homeless Management Information System (HMIS) and will receive direct services, including referrals for services through other agency providers. During the intake, individuals are informed of the "Code of Conduct" that outlines program rules, including instances for which an individual may be expelled, and delineate a clearly defined process for expulsion, including due process, and describes the conditions for re-admission into our Homeless Services Program.

Risk Factors: According to a 2016 study conducted by US National Library of Medicine
National Institutes of Health, "People who live in unsheltered situations, such as the streets, often have poorer health, less access to health care, and an increased risk of premature mortality as compared with their sheltered counterparts." In addition, many of those we serve suffer moderate-to-severe health issues, mental health issues, are elderly, and are vulnerable to being victims of violence.

Under-served Qualifications: There is not enough shelter space available for the vase majority our unhoused population in Gilroy, and permanent housing and transitional housing options are extremely limited. Therefore, most unhoused Gilroy residents do not have access to any form of shelter.

4. What other private or government organizations are now or will address the same needs identified herein? List and describe the services provided by each in relation to the needs addressed.

There are other organizations that provide unprepared food through drop-in pantry services available through St. Joseph's Family Center, and Gavilan College; however those unsheltered residents we serve do not have the capacity to prepare meals from these provisions. Pitstop Outreach is a volunteer-run organization that distributes evening and weekend meals to some homeless encampment residents on a limited basis; however they do not provide other services such as mail delivery, showers, laundry and the wrap-around support services listed above.

5. Explain how the proposed program/project augments rather than duplicates the services of others.

None of the services from the providers listed above are able to provide enough food in a form, nor a manner, that meets the need of the approximate 700 unhoused residents living in Gilroy. Most unhoused residents don't have the ability to prepare the food provided from food banks. The only other homeless outreach program doesn't have the capacity to serve even half of the current encampment population, and only provides meals at hours and days when Gilroy Compassion Center does not.

Also, there are no homeless service provides that provides services for the unhoused such as mail delivery, showers, laundry and the wrap-around support services listed above.

Furthermore, except for South County Compassion Center, there is no other single homeless service provider that offers a single-source comprehensive basic needs and wrap-around support services that include all the services mentioned above. So, unhoused residents with limmited means to access services on their own from a variety of different providers are less likely to find everything need from any other single provider, especially those wrap-around support services entry into a housing database (ViSPDAT), case management, and referral to other wrap-around support services designed to increase stability, quality-of-life, and likelihood of securing and maintaining permanent housing such as inclement weather shelter referrals, transportation, mental health treatment, addiction treatment, legal assistance, medical care, government benefit access, job search and training, transportation, medical, dental and vision care, along with a number of other services.

6. Describe how your agency collaborates with other service providers (e.g. shared staffing, locations, or budgets). Specify the names of collaborative groups of which you are a member.

We collaborate with other service providers in a number of ways. First, we partner with several agencies by referring our unhoused clients for housing assistance through Adobe Housing and Bill Wilson Center, and shelter managers HomeFirst. We also sub-contract under HomeFirst by offering client case management year-round for the City of Gilroy's Shelter at the Armory. We also identify our clients who have health issues and coordinate with Valley Medical and Gardner Medical Services to provide assesments and treatments, and also work with their teams to refer clients tomedical vans near our weekly remote "Popup" service sites. We also contract with WeHope to provide a weekly Dignity on Wheels mobile shower, laundry and restroom service. In addition, we partner with several addiction treatment centers, and make referrals to Community Solutions for clients seeking mental health treatment. We also give referrals to job training providers including Work2theFuture, and provide bus tokens from Santa Clara Valley Transportation Authority.

We receive donated food twice-a-month from Silicon Valley Second Harvest Food Bank.

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NOTE: For Reference the 2021 HUD Income Limit Standards for Santa Clara County are provided below.

	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
0% - 30% AMI Extremely Low Income	$34,800	$39,800	$44,750	$49,700	$53,700	$57,700	$61,650	$65,650
31% - 50% AMI Very Low Income	$58,000	$66,300	$74,600	$82,850	$89,500	$96,150	$102,750	$109,400
51% - 80% AMI Low Income	$82,450	$94,200	$106,000	$117,750	$127,200	$136,600	$146,050	$155,450

B. Performance Measures/Numeric Goals

1. **Unduplicated Participants** – Indicate, by quarter, the proposed number of unduplicated participants the City grant funded project will serve. An unduplicated participant is a Gilroy resident who is counted only once each fiscal year. If this project has other funding sources, only list and report on the percentage of unduplicated persons served under this grant.

Unduplicated Participants	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
	125	125	125	125	500

Provide the proposed number of unduplicated Gilroy participants for each category listed below.

	# of Gilroy Clients			# of Gilroy Clients
Extremely Low Income (0%-30% AMI)	500		Youth (0-18 years)	21
Very Low Income (31%-50% AMI)			Adults (19-61 years)	328
Low Income (51%-80% AMI)			Seniors (62+ years)	88
Moderate Income (81%-120% AMI)			Disabled Individuals	42
Above Moderate Income (120%+ AMI)			Other Special Needs	21

2. **Service Units** – Provide activity name, define unit of service, and list the proposed number of units of service that will be provided each quarter resulting from the Gilroy grant only. A unit of service is the "thing" you propose to track each quarter. (i.e. each case, meal, shelter night, job, etc.)

Activity 1:	**Error! Reference source not found.** Basic Needs Services				
Unit of Service =	Each Duplicated Instance of Service Received				
Goal:	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
	3,500	3,500	3,500	3,500	14,000

Activity 2:	**Error! Reference source not found.**Wrap-Around Support Services				
Unit of Service =	Each Duplicated Instance of Service Received				
Goal:	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
	200	200	200	200	800

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Activity 3:					
Unit of Service =					
Goal:	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total

3. **Outcome Measure Statement and Measurement Methodology** – List outcome measure(s) as a percentage (an outcome measure is the proposed measurable outcome(s) expected to be achieved through the activities to be provided) and include the measurement tool(s) you propose to use, then below the outcome measure section describe the measurement methodology to be implemented in order to arrive at the actual percentage achieved. Finally, list the numerical percentages you propose for Q2 (representing outcomes from Q1-Q2) and Q4 (representing outcomes from Q3-Q4).

Example:		
Outcome Measure	50% of clients receiving job readiness training will increase their income by securing new employment as measured by either employer verification letters, pay stubs, or benefit letter.	
Measurement Methodology:	Staff will verify the number of clients securing new employment. The number of unduplicated clients securing new employment will be divided by the total number of unduplicated clients served to arrive at the actual percentage securing new employment.	
	Quarter 2	Quarter 4
Outcome Goal:	50%	50%

Outcome Measure #1	At least 70% of clients receiving basic needs services will report an improvement in their quality of life as measured by a survey of the program participants.	
Measurement Methodology:	The number of respondents reporting an improved quality of life will be divided by the total number of respondents for each reporting period (i.e Q2 reporting would cover the entire Q1 & Q2 period).	
	Quarter 2	Quarter 4
Outcome Goal:	70%	70%

Outcome Measure #2	At least 60% of program participants will have a completed or updated ViSPDAT as measured by the Homeless Management Information System (HMIS) report.	
Measurement Methodology:	The number of new/updated ViSPDAT clients will be divided by the number of unduplicated clients served to arrive at actual percentage for each reporting period (i.e Q2 reporting would cover the entire Q1 & Q2 period).	
	Quarter 2	Quarter 4
Outcome Goal:	60%	60%

1. How will the activities being provided under this grant contribute to meeting the outcome measures?

By providing basic services for unhoused families (Activity #1) and by providing "Wrap-around" services (Activity #3), we will be improving their quality of life as measured by Outcome Measure #1. Since they do not have the means to acquire these services on their own, offering them assistance eases the strain on unhoused peoples' physical health, mental health, and provides them with a foundation to seek improvement in their life in other areas. It therefore improves their quality-of-life in many significant ways that can inspire hope and other positive changes they can make on their own.

Through individual assessments of every individual whom we encounter though our Outreach for the Unhoused (Activity #3), we also create new ViSPDAT (vulnerability survey) records, or update existing records, in the Homeless Management Information System (HMIS) Database. A current ViSPDAT record, which prioritizes their

need for housing based on a vulnerability index, is the sole vehicle by which supportive housing providers match unhoused individuals with available permanent supportive housing. Therefore, registering them and keeping their records current, as described in Activity #3, and measured by Outcome Measure #2, is critical to offering them an opportunity to secure housing.

2. Describe in detail how your agency will implement the proposed outcome measurement methodology.

For Outcome Measure #1, clients who attend the center will be asked to complete a brief survey asking for their assessment as to whether and to what extent assessed Compassion Center services have a positive impact on their quality of life. The survey uses a rating system of 0-3 with 0 being no improvement, 1 being little improvements, 2 being some improvement, and 3 being great improvement. The survey results will be tallied, and those indicating a 2 or 3 will be counted as reporting an improved quality of life. For each quarter during which the survey is administered, the number of total responses must equal or surpass 50% of clients to whom we expect to deliver services during that period. For example, if we estimate that in Q2, 125 unduplicated individuals will be provided service, then in Q2 at least 63 surveys must be collected. The surveys will be distributed at sign-in during the survey week, and will continue to be distributed until the requisite number have been completed.

For Outcome Measure #2, staff will run a Homeless Management Information System (HMIS) report to identify the number of clients with new/updated ViSPDAT records.

C. Project Administration and Monitoring [Limit each response to no more than half a page]

1. Use the space and table below to briefly describe how the project will be managed and administered, included proposed staff time and staff functions.

Our Outreach Manager will partner with our Outreach Coordinator to delivery basic needs via our Outreach for the Unhoused program, as described in Activity #1. Via at least two weekly Popup sites, which the team sets up under a tent with serving tables, they will provide a week's worth of food which attendees can select along with drinking water, portable toilet supplies, socks and underwear, weekly clothing orders—fulfilled by volunteers and donated clothing—mail delivery, garbage bags, and other basic supplies. We also provide emergency supplies such as blankets, and temporary shelter materials. At least once-a-week, this same team will tour Gilroy encampments to provide similar supplies in pre-packaged containers. All attendees are given garbage bags and provided incentives to collect garbage—theirs and others—where they live. Staff time also includes setup and break-down of Popup and Outreach activities, prepping van, morning team planning, as well as data entry, as well as supply inventory management and ordering. Combined staff hours for Activity #1 will be 70 hours.

At our offices, via appointment and via weekly drop-in hours—on Thursdays between 10am-noon, an available case manager will provide one-on-one client intakes and needs assessments, ViSPDAT record updates, service referrals, and life-improvement guidance as described in Activity #2. In addition, our Outreach Case Manager will provide similar services out in the field, at least once a week, for those who are unable to travel to our offices. Combined staff hours for Activity #2 will be 36 hours.

The Outreach Manager and all case managers report to the executive director.

Position Title	Program/Project Duties	Total Annual Salary	Total Hours per Week	% Time Allocated to CDBG/ HTF Activity	CDBG / HTF Salary Reimbursement Request
Executive Director	Program and Staff Oversight	$105,000	40	7%	$7,350
Outreach Manager	Manages Outreach Activities	$56,160	40	17%	$9,547
Outreach Coordinator	Conducts Outreach Activities	$45,760	40	18%	$8,237

Outreach Case Manager	Case Management and Encampment Outreach Support	$57,200	40	10%	$6,448
Lead Case Manager	Client Case Management	$64,480	40	15%	$8,580

2. Describe your written policies and/or established procedures for assuring persons with disabilities and/or limited English proficiency have access to services and benefits.

Our established procedures for assuring access to services for persons with disabilities include the following: providing American Disability Act (ADA) Compliant Facilities, providing donated medical disability aids to clients (i.e. wheelchairs, walkers, canes, crutches, etc) or referring disabled clients to affiliate providers that can accommodate them (i.e. eyesight or hearing specialists), identifying those with disabilities and supporting them with what is needed to facilitate their requests for service (i.e. paper and pen for a deaf client), assistance with service as needed (i.e. delivering services in a manner that overcomes barriers related to their disability).

Our established procedures for assuring access to services for persons with limited English proficiency include the following: bi-lingual English/Spanish speaking and writing staff available to facilitate requests at each point of client contact, all written communication and information related to service access is provided in both English and Spanish. To-date, staff fluency in speaking and writing Spanish has been the only requirement needed to overcome any limited English proficiency on the part of those we serve. As of the date of this request, all client-interfacing staff are fluent in speaking and writing in both English and Spanish.

3. Briefly describe your agency's mission and history. Include a description of your agency's experience in providing the proposed services.

Mission – To provide access to the services homeless people need to survive, become stable, and lead self-sufficient lives. Be an active partner in creating permanent affordable housing.

In 2011, a group of concerned citizens in South County came together to address the absence of critical services for the homeless in Gilroy. Collectively, they formed The Gilroy Compassion Center to take the lead in addressing the problem of homelessness in South County. Since 2011, the Compassion Center has opened South County's only Drop-in Day Center for the homeless, where we provide basic needs services, individualized case management assessment, wrap-around support, and referral services.
We have hosted numerous Homeless Connect events where other agency service providers are on-site for unhoused Day Center clients to inquire directly for the services they need. We developed and piloted the Almost Home Camping Program that provides a safe haven for the unsheltered to camp and get access to important resources. A few years ago, the Compassion Center partnered with Santa Clara County, Home First and St. Joseph's Family Center to provide a shelter for the unhoused during the winter at the Gilroy Armory.

In 2017, the Compassion Center partnered with the City of Morgan Hill, Morgan Hill Police Department, County of Santa Clara, and the Morgan Hill Unified School District (MHUSD) to pilot the Safe Park Program, which is designed to provide respite and resources for local unsheltered families, and to facilitate family transition to more stable housing. To date, 58% of those who have entered the program have found sustainable permanent housing. We are presently searching for sites in Gilroy where we can replicate this program.

In September 2020, we launched our Outreach component to reach more of our unhoused residents where they live by canvassing the streets to identify campers and directly deliver basic needs services, case management, and wrap-around services and agency referrals.

In spring of 2021, we began our Emergency Rental Assistance Program in partnership with Destination: Home. It's much harder to house someone than to keep them in their home. Our goal with this program is to prevent homelessness before it starts.

In the summer of 2021, we expanded efforts to provide the basics to encampment dwellers where they live through our Mobile Outreach. We also added weekly "Un-housed Popup Markets" at various locations throughout the South County, providing almost all of the services previously supplied to only the few who were able to visit our Day Center. These services include a medical van, weekly food boxes, personal portable toilets, and vouchers for laundry, and shower access, an on-site case manager, and much more.

Through every program we manage, we are the first contact with our unhoused individuals, are constantly inquiring and assessing the evolving needs of those we serve, and are agile in adapting and expanding our programs to meet those needs. For example, before the cold weather sets in, we launched a coat and blanket drive, and put out the word that we'll be taking referrals to our Cold Weather Shelter. Once winter arrives, we canvas our encampments with literature informing safety measures for winter storms, and provide warming center access information. When the pandemic set in, we distributed PPE to the encampments, disseminated safety protocol information in an accessible manner, coordinated with the County Health Department to conduct regular testing of local encampments, and worked with the County Office of Supportive Housing to keep providing service in a safe manner even during outbreaks. Since 2018, we have been successful in partnering with the City of Gilroy, utilizing CDBG and HTF funding to deliver services to our City's unhoused population. If we are granted additional funding during this round, we will be able to serve even more of the most vulnerable in our community.

4. If previously funded by the City of Gilroy, what were the goals and accomplishments of CDBG/HTF projects?

With a few exceptions, we have exceeded the vast majority of our goals for both Program Components (Unduplicated Outputs), Program Activities, and Performance Measures. From July 1, 2020 through June 30, 2021, we exceeded our goals in 10 of 11 of these annual measures. During the current fiscal year, we have meet our goals for all categories except one, in spite of changing our service delivery model from drop-in services to an outreach only model, which caused a decline in projected delivery during the first two months. However, by the second quarter we had met all our quarterly projections and expect to make up the first quarter loss in the third quarter and finish the year surpassing our annual goals.

We did this in spite of the enormous burden caused by the COVID-19 restrictions we faced over the two years trying to provide the same level of service while having to do nearly twice the work in some cases. For example, before the pandemic, our meals were self-served buffet-style, while during the pandemic, we secured and served prepared meals. Every service we deliver, from clothing distribution, to mail delivery, takes extra steps that requires additional labor to provide.

5. Explain how your agency collects and reports income, race/ethnicity, and disability data.

Upon entry into our program, each new program participant goes through an intake process with our case manager, where all demographics are collected, including income, race/ethnicity, and disability information. This information is input into the County of Santa Clara's Homeless Management System (HMIS) database. Each year, we update this data with each participant through a similar process. We access the same HMIS system for data reporting.

6. Explain how your agency collects customer service data and provide the metrics used to collect this data.

Our customer service data is collected, and metrics tabulated, as described above in Section B, sub-section 3. To ascertain the degree to which the services we provide are actually improving the quality- of-life for our unhoused program participants, we will solicit self-reported assessment of any improvement in their quality-of-life as a result of the program via a survey administered during the final week prior to the end of a given reporting period. At least 50% of those receiving basic needs services will report an improvement in their quality of life as measured by the survey of the individuals who are served by our Outreach program. The survey uses a rating system of 0-3 with 0 being no improvement, 1 being little improvements, 2 being some improvement, and 3 being great improvement. The survey results will be tallied, and those indicating a 2 or 3 will be counted as reporting an improved quality of

life. For each quarter during which the survey is administered, the number of total responses must equal or surpass 50% of clients expected to be connected to service during that period. For example, if we estimate that in Q2, 125 unduplicated individuals will be served, then in Q2 at least 63 surveys must be collected. The surveys will be distributed at out Popups during the survey week, and will continue to be distributed until the requisite number have been completed.

To ascertain the degree to which we are providing our clients with access to available housing, we will run a Homeless Management Information System (HMIS) report to identify the number of clients with new/updated ViSPDAT records—a queue for available housing. At least 60% of Outreach clients will have a completed or updated ViSPDAT as measured by Homeless Management Information System (HMIS) report. The number of new/updated ViSPDAT clients will be divided by the number of unduplicated clients served to arrive at actual percentage.

D. HUD Low Mod Income National Objective Options (please select one of the three categories below)

X 1. Low Mod – Limited Clientele Activities Category

The HUD National Objective your project will meet is Low Mod Income (LMI) which benefits low and very low-income persons as defined by HUD's income limits for Santa Clara County.

The Low Mod Limited Clientele (LMC) Category is the category under the LMI national objective your project will meet. Under the LMC category, at least 51% of the beneficiaries of an activity have to be LMI persons.

Put a check (X) next to the qualifying criteria below your LMC project activity meets, only select one:

- X a) The activity will exclusively serve a group of persons in any one or a combination of categories generally presumed to be low, very low, or extremely low income: abused children, battered spouses, elderly persons, adults meeting the definition of "severely disabled" in the Bureau of Census's Current Population Reports, homeless persons, illiterate adults, persons living with AIDS, and migrant farm workers; or
- ☐ b) The activity will require documentation on family size and income to document that at least 51% of the clientele are persons whose family income does not exceed HUD income limits for Santa Clara County; or
- ☐ c) The activity will have income eligibility requirements that limit the activity exclusively to low, very low, and extremely low-income persons; or
- ☐ d) The activity will be of such a nature and in such a location that it may be reasonably concluded that the activity's clientele will primarily be low, very low, or extremely low-income persons.

☐ 2. Low Mod - Housing Activities Category

The HUD National Objective your project will meet is Low Mod Income (LMI) which benefits low and very low-income persons as defined by HUD's income limits for Santa Clara County. The Low Mod Housing Activities (LMH) Category is the category under the LMI national objective your project will meet.

Owner-occupied housing rehabilitation programs established to meet the Low Mod Housing National Objective found at 24 CFR 570.208(a)(3) must benefit households earning less than 80% of area median income adjusted for household size as published by HUD.

Select one of the Two Accepted Methods for Calculating Household Income for your Project

- ☐ Part 5 definition of income (24 CFR Part 5.609); or

☐ Adjusted gross income under Internal Revenue Service (IRS) form 1040

Each method requires collection and evaluation of source documentation. Self-certification is not acceptable for documenting compliance with the housing national objective. The awarded agency(ies) will be expected to determine income eligibility, establish performance measures, and meet performance objectives.

☐ **3. Low Mod - Area Benefit Activities Category**

The HUD National Objective your project will meet is Low Mod Income (LMI) which benefits low and very low-income persons as defined by HUD's income limits for Santa Clara County. The Low Mod Area (LMA) Category is the category under the LMI national objective your project will meet.

The area benefit category is the most commonly used national objective for activities that benefit a residential neighborhood. An area benefit activity is one that benefits all residents in a particular area, where at least 51% of the residents are LMI persons.
Examples of area benefit activities located in a predominantly LMI neighborhood may include:

- Acquisition of land to be used as a neighborhood park;
- Construction of a health clinic;
- Improvements to public infrastructure (i.e. the installation of gutters and sidewalks); and
- Development of a community center

The above activities benefit all LMI residents in a service area and may qualify under the LMI area benefit category. The applicant is responsible for determining that a service area complies with CDBG regulations.

E. Select one Eligible Project Activity you propose to provide Gilroy residents.

☐ Services for Senior Citizens
☐ Services for Disabled Persons
☐ Services for Youth
☐ Services for Victims of Domestic Violence
X Services for Homeless
☐ Substance Abuse Counseling and Treatment
☐ Services for Those At Risk of Homelessness
☐ Housing Rehabilitation
☐ Public Improvements
☐ Code Enforcement
☐ Employment Services
☐ Fair Housing Services
☐ Public Facilities
☐ Health Services
☐ Tenant / Landlord Counseling
☐ Economic Development
☐ Other, list

F. HUD Performance Measures

HUD requires that recipients of federal funding assess the outcomes of their programs. Below, please select only one primary HUD objective and only one primary HUD outcome to be addressed by this project.

Objectives

X **Objective #1: Creates a suitable living environment.** This objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment (such as poor-quality infrastructure) to social issues such as crime prevention, literacy, or elderly health services.

☐ **Objective #2: Provides decent housing.** This objective focuses on housing programs where the purpose of the program is to meet individual, family, or community needs and not programs where housing is an element of a larger effort, since such programs would be more appropriately reported under suitable living environment.

☐ **Objective #3: Creates economic opportunity.** This objective applies to the types of activities related to economic development, commercial revitalization, or job creation.

Outcomes

X **Outcome #1: Improve availability/accessibility.** This category applies to activities that make services, infrastructure, public facilities, housing, or shelters available or accessible to low/moderate income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low/moderate income people where they live.

☐ **Outcome #2: Improve affordability.** This category applies to activities that provide affordability in a variety of ways in the lives of low/moderate income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care.

☐ **Outcome #3: Improve sustainability.** This category applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low/moderate income or by removing or eliminating slums or blighted areas through multiple activities or services that sustain communities or neighborhoods.

SECTION 3: FINANCIAL AND OTHER ORGANIZATION INFORMATION

A. Agency Information

Executive Director: Tim Davis Email: tim@thecompassioncenter.org

DUNS #: 968343355 Fax: n/a

Non-profit with 501(c)(3) Status **X Yes** ☐ **No** Faith-based organization ☐ **Yes X No**

Registered at sam.gov **X Yes** ☐ **No**

B. Total Agency Budget

	2021-2022	2020-2021
Administration	$128,742	$94,69
Fundraising	$22,715	$22,715.
Proposed Project (Total Gilroy grant budget)	$52,211	$52,232
All Other Programs	$645,474	$598,619
Total Agency Budget	$849,142	$768,258

C. Proposed City of Gilroy Grant Budget

Proposed City of Gilroy Grant Project Expenses	FY 2021-2022 CDBG/HTF Allocation (If Applicable)	FY 2022-2023 and 2023-2024 CDBG/HTF Request	List % Change from FY 21/22 allocation to FY 22/23 and FY 23/24 Request
Salaries	$35,123	$40,162	14%
Benefits	$10,537	$12,049	14%
Office Supplies			
Communication			
Publications/Printing/Advertising			
Travel			
Rent/Lease/Mortgage			
Utilities			
Insurance			
Equipment Rental/Maintenance, Specify:			
Audit/Legal/Professional Services (for CDBG/HTF portion only)			
Direct Services (Funding for specific service such as a meal, ride), Specify:			
Contracted Services, Specify:			
Other, Specify:			
Total Expenses:	$45,660	$52,211	14%

Community Development Block Grant/ Gilroy Housing Trust Fund Application
City of Gilroy 22-RFP-HCD-471
Fiscal Years 2022-2023 and 2023-2024

1. Please explain any variation in excess of 10% between 2021-2022 allocation and proposed 2022-2023 and 2023-2024 expenses (If applicable).
The 14% variation in expenses is because the previous year's awarded amount was 14% less than that year's requested amount, and also 14% less than this year's requested amount. Since the need for our services in Gilroy has grown in the last year, we feel it's more than necessary to increase the support needed to meet that need. Also, we have increased pay for much of our staff to align with comparable wages for these positions, with a majority of our staff now earning a living wage for this area.

2. Indirect costs billed to a CDBG grant require a HUD approved indirect cost plan and those billed to an HTF grant require a city approved indirect cost plan. Do you plan to bill the grant for indirect costs? ☐ **Yes X No**

3. Does your agency charge fees for the services that you are requesting funding? ☐ **Yes X No** If so, please attach a fee schedule to this page.

D. Leveraged Funds

Proposed Project Revenues FY 2022-2023	List Amount
Proposed CDBG/HTF City of Gilroy Grant	$52,211
Other Revenue Sources for proposed project (Please List)	
Individual Funding	$75,000
Corporate Funding	$75,000
Foundation Funding	$30,000
County of Santa Clara (HEAP)	$305,000
Santa Clara Valley Water District	$45,000
Other Funding	$27,868
Total of Other Revenue Sources:	**$610,079**

1. If your organization is not leveraging the requested CDBG/HTF funds with other funds, please explain why.
n/a

E. REQUIREMENTS

First-time applicants: Submit **all** items below with the proposal, as described in the submittal requirements of the application packet.
New applicants or those submitting a proposal for a new project must meet with HCD Technician, Sandra Nava, prior to application submittal to determine if the proposed project meets CDBG and HTF eligibility requirements.

Current grant recipients: Put a check (X) next to an item below if the most current copy is on file with the Housing & Community Development office. Submit all unchecked items below with the proposal, as described in the submittal requirements of the application packet.

- ☐ a. **Articles of Incorporation and Bylaws** (submit any amendments).
- ☐ b. **Current Policy & Procedures Manual.** Include current policy prohibiting discrimination, grievance procedures, procurement procedures and conflict of interest requirements for both employees and clients.
- ☐ c. **Current Nonprofit Determination.** Submit current determination letters from the federal Internal Revenue Service and the State Franchise Tax Board listing the organization's current name and address documenting the organization is tax exempt.
- ☐ d. **Current List of Board of Directors.** Include the current name, telephone number, address, occupation or affiliation of each member, and service term. Identify the principal officers of the governing body.
- ☐ e. **Current Authorization to Request Funds.** Submit the governing body's authorization to submit the City of Gilroy funding request. This consists of copies of the resolution (if applicable) and/or of the **minutes of the meeting** in which the governing body's resolution, motion, or other official action is recorded authorizing the funding request.
- ☐ f. **Current Designation of Authorized Official.** Documentation must be submitted of the governing body's action authorizing the representative(s) of the agency to negotiate for and contractually bind the agency. This consists of a signed letter from the Chairperson or Secretary of the governing body providing the name, title, address, and telephone number of each authorized individual.
- ☐ g. **Current Organizational Chart.** Include the organization's current administrative framework and staff positions.
- ☐ h. **Current Financial Statement and Audit and Management Letter, if applicable.** Also, if applicable, describe any actions taken to correct identified findings or concerns.
  Any agency that does not have a financial statement or audit to submit must contact Sandra Nava prior to submitting this application.
- ☐ i. **Résumés of Chief Program Administrator and Chief Fiscal Officer**

SECTION 4: AUTHORIZATION

The applicant hereby assures and certifies compliance all applicable federal, state, and local laws, regulations, policies, and requirements (including, but not limited to 2 CFR Part 200), as they relate to the acceptance and use of CDBG and local funds by private, non-profit organizations. Also, the applicant assures and certifies the following information:

1. It possesses legal authority to make a grant submission and to execute a community public service program;
2. The agency's governing body has duly adopted or passed as an official act a resolution, motion or similar action authorizing the person identified as the official representative of the corporation to submit this funding application and all associated information and assurances;
3. The grant will be conducted and administered in compliance with:
   a. Title VI of the Civil Rights Act of 1964 (Public Law 88-352; 42 U.S.C. 2000d et seq.), as amended, and implementing regulations issued at 24 CFR Part 1; and
   b. Title VIII of the Civil Rights Act of 1968 (Public Law 90-284; 42 U.S.C. 3601 et seq.), as amended, implementing regulations issued at 24 CFR Part 107, and Executive Order 11063; and
   c. Section 104(b) and Section 109 of Title I of the Housing and Community Development Act of 1974 (Public Law 93-383; U.S.C. 5301 *et seq.*), as amended; and
   d. Section 504 of the Rehabilitation Act of 1973 (Public Law 93-112; 29 U.S.C. 794), as amended; and
   e. Executive Order 11246, the implementing regulations issued at 41 CFR Chapter 60, and the Development Act of 1968 (12 U.S.C. 1701u; and
   f. The Age Discrimination Act of 1975 (Public Law 94-135; U.S.C. 6101), as amended.
   g. Presidential Executive Order 13166 ("Improving Access to Services for Persons with Limited English Proficiency"); and
   h. Executive Orders 11625, 12432 and 12138, encouraging the use of minority and women-owned business enterprises in connection with activities funded under this grant.
4. It will affirmatively further fair housing.
5. It will implement the requirements of the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821-4846) and implementing regulations at 24 CFR Part 35.
6. It will comply with Uniform Federal Accessibility Standards at 24 CFR Part 40, Appendix A, as they related to major rehabilitation or conversion.

As a duly authorized representative of the Agency, I submit this application to the JURISDICTION and verify, under penalty of perjury under the laws of the State of California or of the JURISDICTION, that the information contained herein is, to the best of my knowledge, true, correct and complete. **(Attach documentation that verifies the signer has the authority to submit this application and execute the contract).**

AUTHORIZED SIGNATURE: _____ DATE: 1/28/22

NAME (Please Print): Tim Davis TITLE: Executive Director

Community Development Block Grant/ Gilroy Housing Trust Fund Application
City of Gilroy 22-RFP-HCD-471
Fiscal Years 2022-2023 and 2023-2024

SECTION 1: COVER SHEET

A. Applicant Information

Legal Name of Organization: The Health Trust
Mailing Address: 3180 Newberry Drive, Suite 200
City, State, Zip Code: San Jose, CA 95118
Contact Person Name: Teresa Johnson Title: Director, Food & Nutrition Services
Email Address: TeresaJ@healthtrust.org Webpage: www.healthtrust.org
Telephone Number: 408-961-9804

B. Project Overview

Project Name: Meals On Wheels
Project Location: Services are provided within the homes of Gilroy clients located throughout the city limits.
City, State, Zip: Gilroy, CA

Brief Project Description: The Health Trust requests funding to deliver 2,540 meals to 18 Gilroy seniors.
In the City of Gilroy, there are nearly 600 seniors who are living at or below the poverty level and at risk of food insecurity. The Health Trust Meals On Wheels provides seniors who are low-income and homebound with health & social services, and enables them to age in place, living independently as healthy, contributing members of their communities. Program components include:
Meals/Groceries: Drivers deliver hot meals each weekday, and chilled salads and sandwiches are delivered on Fridays for the weekend. Our most food-insecure clients may also receive monthly grocery deliveries.
Wellness Checks: Our delivery drivers note changes in clients' cognitive awareness, potential safety hazards, and any changes in appetite. Approximately 50 investigative reports are made by drivers each month.
Personal Connections and Resources: Daily interaction with a Meals On Wheels driver is important for socially isolated clients' mental health and wellbeing. Other resources include social work services and referrals, nutrition education, and in-home falls prevention services from Stanford Hospital occupational therapists.

C. Funds Requested

$ 27,000 (Grant request for fiscal year 2022-2023) $ Error! Reference source not found. (Grant request for fiscal year 2023-2024)

Total estimated project cost for Fiscal Year:		
	2022 / 2023	2023 / 2024
Projected cost:	27,000	27,000

Gilroy CDBG/HTF funds in Fiscal Year		
	2020 / 2021	2021 / 2022
Requested:	27,000	27,000
Received:	20,000	20,000

Identify the City of Gilroy 2020-2025 Consolidated Plan priority need(s) being met:

- ☐ Preserve Affordable Housing for Home Ownership
- ☐ Small Business Expansion
- ☐ Supportive Services for Homeless
- ☐ Fair Housing Support
- ☐ Install Safety & Enhanced Public Improvements
- ☐ Workforce Development
- ☒ Supportive Services for Special Needs Populations
- ☐ Neighborhood Revitalization

SECTION 2: PROJECT INFORMATION

A. Project Overview and Target Population [Limit each response to no more than half a page]

1. Describe the primary purpose of the proposed project:

At the heart of The Health Trust Meals On Wheels is our goal of maintaining a high quality of life for all Santa Clara County residents. Providing seniors who are low-income and homebound with valuable health and social services enables them to live independently as healthy, contributing members of their communities. The proposed program will maximize City resources and complement existing City programs to address the needs of Gilroy residents living with the highest levels of food insecurity and social isolation.

Program components (outlined as Activities below) include daily, hot, home-delivered meals vital to maintaining program participants' health; personal connections to bring comfort to socially isolated clients; Wellness Checks with each delivery to ensure seniors' ongoing safety; and additional resources and referrals to address other specific needs of each client.

By providing fully-prepared meals delivered by a friendly visitor, Meals On Wheels supports the well-being of Gilroy seniors who cannot afford their basic needs, who are unable to leave their homes to shop or eat, who cannot prepare meals for themselves at home, and who are without a social support network. A report from Brown University verifies that, nationally, Meals On Wheels participants who receive daily meals were more likely to report an improvement in their mental and overall health, as well as a reduction in the number of falls (Thomas, 2015). A 2017 follow up to the report reinforces these findings, and suggests that Meals On Wheels clients across the country experience fewer hospitalizations and lower healthcare costs after program enrollment.

In FY21, The Health Trust provided 6,595 meals to 39 clients in the City of Gilroy and served a total of 1,153 clients in the entire County of Santa Clara. For FY23 and FY24, we are asking the City of Gilroy to help fund services for 18 clients and 3,048 meals of the anticipated 40 clients we will serve in the City of Gilroy. We will leverage funds from the City of Gilroy with other donations and grants to serve an expected 40 seniors in Gilroy for FY23 and FY24.

1.05. **Description of Services**

Location of services:	Services will be provided at the homes of Gilroy clients throughout the city.
Hours of operation:	Meals are typically delivered between the hours of 10:00 and 1:30 pm, Monday - Friday.

Activity 1:	Home Delivered Meals

Activity Description:
The Health Trust Meals On Wheels drivers deliver hot, nutritious meals each weekday. Due to the pandemic, most clients are getting frozen meals delivered weekly due to safety concerns. Clients with special needs can still receive hot meals daily. All meals meet the Older Americans Act Title 22 nutritional guidelines, providing one-third of the recommended Dietary Reference Intakes. Meals are prepared using fresh ingredients with no additives or preservatives, and meats are fresh and flavored with herbs and spices. Our most food-insecure clients may also receive an additional daily meal or monthly grocery deliveries containing pantry staples and fresh produce.

Activity 2:	Wellness Checks

Activity Description:
Our delivery drivers are trained to note changes in clients' cognitive awareness, potential safety hazards, and any changes in appetite. Approximately 50 investigative reports are made by drivers each month. This has been a life-saving service. For example, people who are elderly or homebound are at highest risk of being affected by heat-related health problems. During summer heatwaves, drivers confirm program participants are staying safe and cool, and our Meals On Wheels staff communicate with clients' emergency contacts to ensure their safety.

Activity 3:	Wellness and Educational Resources

Activity Description:
Our program offers a wide array of resources that broaden clients' support network. This includes social work services and referrals, dietitian-approved nutrition education, in-home falls prevention services from Stanford Hospital occupational therapists, access to audiobooks, as well as holiday and birthday gifts. Each quarter, we will provide at least 6 written Wellness Resources on topics such as food safety, nutrition, healthy eating tips, managing medication, COVID-19 updates, low cost services for cell or utilities, and more.

2. Describe the need(s) that the proposed project addresses, its community impact, and how it addresses a 2020-2025 Consolidated Plan priority.

The COVID-19 pandemic has significantly affected older adults in the County, especially those who live alone and are low-income. At the beginning of the pandemic, The Health Trust more than doubled the number of clients receiving meals and increased the number of meals provided 500%+. We continue to see large increases in applications for home delivered meals, as the pandemic lingers. Food insecurity continues to be an issue for our community's seniors. Meals On Wheels is truly a lifeline for so many of our community's seniors, both through the food they receive and the Wellness Checks and social interactions when food is delivered by their drivers.

Funding from the City of Gilroy would be used to help seniors in Gilroy who are low-income remain healthy, independent, and in their own homes by addressing three critical needs:

- Health Needs: Many seniors who are low-income, homebound and disabled begin each day with little or no access to healthy food. For these residents, hunger can be life-threatening; increasing the risk of stroke, prolonging recovery from illness, extending hospital stays, limiting the effectiveness of prescription drugs, and decreasing resistance to infection. Without regular nutritious meals, many clients would likely experience declining health, possibly even requiring them to give up their independence.
- Financial Needs: Local residents on fixed incomes (particularly those who are low-income) have been severely impacted by the rising costs of food and other basic needs. In many cases, limited financial resources are directed to housing or medication costs instead of food.
- Social Needs: The majority of Meals On Wheels clients live alone and are unable to leave their homes. These individuals are typically isolated and risk depression without connections with others.

Meals On Wheels supports the well-being of Gilroy seniors who cannot afford their basic needs, are unable to leave their homes, who cannot prepare meals for themselves, and who are without a social support network. The Health Trust Meals On Wheels addresses the City's Consolidated Plan goal of basic needs for seniors. We welcome the City of Gilroy to support your senior residents who are the most vulnerable through daily meal delivery. Funds provided by the City will support a portion of the cost of providing Meals On Wheels services to 18 of the estimated 50 seniors we serve in Gilroy

3. Describe the project's target population, including client eligibility requirements. Discuss how and if they are an at-risk and/or under-served population.

Services made available with this partnership will target seniors aged 60 and over residing in the City of Gilroy who are very low-income or extremely low-income (<50% of Area Median Income) and considered to be homebound due to their lack of mobility. This population is underserved by other existing City and County-sponsored food programs that require participants to leave their homes and/or prepare food on their own.

The Health Trust Meals On Wheels is designed to support seniors who are the most vulnerable, with high levels of food insecurity and possible chronic conditions impacting their ability to maintain their health and independence. According to 2018 data, 78% of all The Health Trust Meals On Wheels clients qualified as high nutritional risk. Of these program participants, 94% were unable to independently shop, cook or feed themselves; 86% took three or more medications per day; and 62% didn't always have money to buy food. This illustrates our clients' need for a more intensive intervention through our Meals On Wheels' daily meal delivery than can be provided by other senior nutrition programs.

4. What other private or government organizations are now or will address the same needs identified herein? List and describe the services provided by each in relation to the needs addressed.

The Health Trust is aware of three County programs providing meal and/or food services to senior residents who are low-income: Sourcewise delivers frozen meals once a week; Second Harvest Food Bank provides groceries through its Brown Bag program; and the YMCA/Senior Nutrition Program provides weekday pick-up lunches at the Senior Center.

5. Explain how the proposed program/project augments rather than duplicates the services of others.

While congregate/pick up meals and food pantry sites are an effective safety-net food service for many seniors who are low income, The Health Trust provides home-delivered meals to residents who are unable to leave their homes and who, with very-low incomes, cannot afford to have their meals and groceries delivered to them by other delivery services. Many Meals On Wheels program participants also have difficulties preparing their own food. If they did not receive daily meal deliveries, they would rely on processed and unhealthy foods that require minimal preparation. At worst, they would simply go hungry.

Among other meal home-delivery programs in the area, The Health Trust Meals On Wheels is the only one offering free hot, home-delivered meals to seniors who are homebound on a daily basis. The Program also provides clients who are isolated with the socialization and personal connections (through daily visits with a Meals On Wheels driver) that are crucial to their health and well-being. Drivers perform Wellness Checks with each delivery, evaluating clients' ongoing health and safety. Providing program participants with valuable health and social services enables them to age gracefully in place, living independently as healthy, contributing members of our community. Referral partners, including other Senior Nutrition Providers, identify and help facilitate initial contact with prospective clients. Coordination with other providers ensures clients receive the services most appropriate for their needs and avoids duplication among programs.

6. Describe how your agency collaborates with other service providers (e.g. shared staffing, locations, or budgets). Specify the names of collaborative groups of which you are a member.

The Health Trust has established partnerships with a broad spectrum of community organizations, leveraging both formal and informal relationships to ensure a quality program that meets the needs of our community. These collaborative partners include non-profit agencies, schools, corporations, and entities such as the Silicon Valley Council of Nonprofits and the Silicon Valley Healthy Aging Partnership, both of which we are a member. The Health Trust will continue to leverage the following key community partnerships to provide Meals On Wheels program services and accomplish program goals in the City of Gilroy:

- Meals On Wheels relies heavily on the engagement of individual and corporate volunteers to pack and deliver Meals On Wheels meals. 235 volunteers supported our County-wide Meals On Wheels program with over 7,182 hours of service in Fiscal Year 2021; 75% of the program's meal delivery drivers are volunteers.
- The Health Trust works with partner organizations and managed care companies to identify and engage community members most in need of daily home-delivered, hot (fully-prepared) meals and services.
- Every year, The Health Trust Meals On Wheels partners with SJSU and Santa Clara University to host Bachelor of Social Work interns. Interns call and perform home visits with clients for re-assessment and referrals.
- For over 10 years, The Health Trust has partnered with Stanford Hospital to provide falls prevention services through their "Farewell to Falls" program. Clients who are 65 or older can qualify for three home visits from an Occupational Therapist who will provide a balance assessment, review their health history, recommend fall prevention methods, and introduce a gentle exercise regimen.
- We work closely with Sourcewise to insure that we are not serving the same clients. Clients only qualify for one home-delivered meal service.

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NOTE: For Reference the 2021 HUD Income Limit Standards for Santa Clara County are provided below.

	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
0% - 30% AMI Extremely Low Income	$34,800	$39,800	$44,750	$49,700	$53,700	$57,700	$61,650	$65,650
31% - 50% AMI Very Low Income	$58,000	$66,300	$74,600	$82,850	$89,500	$96,150	$102,750	$109,400
51% - 80% AMI Low Income	$82,450	$94,200	$106,000	$117,750	$127,200	$136,600	$146,050	$155,450

B. Performance Measures/Numeric Goals

1. **Unduplicated Participants** – Indicate, by quarter, the proposed number of unduplicated participants the City grant funded project will serve. An unduplicated participant is a Gilroy resident who is counted only once each fiscal year. If this project has other funding sources, only list and report on the percentage of unduplicated persons served under this grant.

Unduplicated Participants	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
	10	2	4	2	18

Provide the proposed number of unduplicated Gilroy participants for each category listed below.

	# of Gilroy Clients		# of Gilroy Clients
Extremely Low Income (0%-30% AMI)	15	Youth (0-18 years)	
Very Low Income (31%-50% AMI)	3	Adults (19-61 years)	
Low Income (51%-80% AMI)		Seniors (62+ years)	18
Moderate Income (81%-120% AMI)		Disabled Individuals	
Above Moderate Income (120%+ AMI)		Other Special Needs	

2. **Service Units** – Provide activity name, define unit of service, and list the proposed number of units of service that will be provided each quarter resulting from the Gilroy grant only. A unit of service is the "thing" you propose to track each quarter. (i.e. each case, meal, shelter night, job, etc.)

Activity 1:	Error! Reference source not found.				
Unit of Service =	Meals				
Goal:	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
	400	600	1000	1048	3048

Activity 2:	Error! Reference source not found.				
Unit of Service =	Wellness Checks				
Goal:	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
	58	86	143	149	436

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Activity 3:	**Error! Reference source not found.**				
Unit of Service =	Educational Resources				
Goal:	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
	6	6	6	6	24

3. **Outcome Measure Statement and Measurement Methodology** – List outcome measure(s) as a percentage (an outcome measure is the proposed measurable outcome(s) expected to be achieved through the activities to be provided) and include the measurement tool(s) you propose to use, then below the outcome measure section describe the measurement methodology to be implemented in order to arrive at the actual percentage achieved. Finally, list the numerical percentages you propose for Q2 (representing outcomes from Q1-Q2) and Q4 (representing outcomes from Q3-Q4).

Example:		
Outcome Measure	50% of clients receiving job readiness training will increase their income by securing new employment as measured by either employer verification letters, pay stubs, or benefit letter.	
Measurement Methodology:	Staff will verify the number of clients securing new employment. The number of unduplicated clients securing new employment will be divided by the total number of unduplicated clients served to arrive at the actual percentage securing new employment.	
	Quarter 2	Quarter 4
Outcome Goal:	50%	50%

Outcome Measure #1	Clients state that Meals On Wheels is somewhat or extremely important in helping them remain independent in their homes, as measured by the Client Satisfaction Survey.	
Measurement Methodology:	The anonymous Client Satisfaction Survey is delivered by drivers to all clients biannually. Measure #1 result is calculated by the total number of participants who state that Meals On Wheels is "somewhat" or "extremely" important in helping them remain independent in their homes divided by the total number of participants responding to the survey	
	Quarter 2	Quarter 4
Outcome Goal:	95%	95%

Outcome Measure #2	Clients state that Meals On Wheels is somewhat or extremely important to their daily well-being, as measured by the Client Satisfaction Survey.	
Measurement Methodology:	The anonymous Client Satisfaction Survey is delivered by drivers to all clients biannually. Measure #2 result is calculated by the total number of participants who state that Meals On Wheels is "somewhat" or "extremely" important to their daily well-being divided by the total number of participants responding to the survey.	
	Quarter 2	Quarter 4
Outcome Goal:	95%	95%

1. How will the activities being provided under this grant contribute to meeting the outcome measures?

The Health Trust selected these two Outcome Measures to measure the degree to which seniors attribute their ability to remain at home and their overall well-being to their participation in the Meals On Wheels program. The indicators allow program staff to measure the ongoing level of program effectiveness, in alignment with the City of Gilroy's goal of providing basic needs services to seniors. The Health Trust Meals On Wheels addresses the interrelated needs for socialization and nutrition among seniors who are low-income, homebound, and food insecure. With Meals On Wheels program activities of food delivery, Wellness Checks, and referrals and other resources provided, seniors experience improved food security, balanced nutrition, additional social interactions, and an ongoing evaluation of their overall health and wellbeing - all of

which contribute to improved quality of life and the ability to live and age independently at home.

2. Describe in detail how your agency will implement the proposed outcome measurement methodology.

Progress toward our outcomes will be measured through qualitative evaluation methods; service activities will be tracked quantitatively. The degree to which we are meeting our overall program goal is informed by these evaluation tools, which are standard across our County-wide program. These measurement tools and methodology will help ensure timely reporting to the City of Gilroy and ongoing internal evaluation to verify the effectiveness and quality of program services.

Qualitative - Outcomes: The twice-annual client satisfaction survey serves as the qualitative measurement tool to evaluate whether or not we are meeting program outcomes. In September and March of each year, hard copy surveys are provided to clients by the Meals On Wheels drivers, who later deliver the anonymous, completed surveys to the program office. Through this self-report form, clients indicate their response to questions such as to what degree the program positively impacts their daily well-being and how much they look forward to visits from their driver. The results of these surveys are compiled and entered into the Meals On Wheels database for analysis. The surveys allow The Health Trust to monitor client satisfaction and measure long-term program objectives and outcomes.

Quantitative - Activities: Quantitative measurement tools include program records that track and analyze service activities and information such as the number of clients served; the number of meals provided; and the length of time clients remain in the program, maintain their health, and continue to live independently. Reports are generated through the robust Servtracker database system (soon to be Salesforce). Case management notes provide additional details to document services and measure success.

C. Project Administration and Monitoring [Limit each response to no more than half a page]

1. Use the space and table below to briefly describe how the project will be managed and administered, included proposed staff time and staff functions.

The position below reflects the staff that The Health Trust proposes to be supported by City of Gilroy funds. One paid driver delivers meals exclusively to Gilroy residents, and distributes meals brought from the Meals On Wheels warehouse in San Jose to volunteer drivers located in the South Valley. Many volunteer drivers are unable to commute north to San Jose every weekday morning to collect meals. Having a dedicated driver to act as a daily meal distribution point enables Meals On Wheels to continue service to Gilroy residents and engages additional volunteers from Gilroy eager to impact the lives of seniors in their community.

In addition, The Health Trust recruits and retains experienced staff and volunteers with the training and credentials to manage and provide quality services to a diverse client population, including:

- Program Coordinators - assign clients daily to routes, prepare monthly food menus, coordinate calls from clients regarding changes in needs, complete client intake processes, supervise volunteers, and other key operational and supporting tasks.
- Program Manager - provides project management, staff development and training, tracks metrics and performance, and assists with reporting.
- Meals On Wheels Program Director - responsible for all program operations, including overseeing procurement and delivery of over 350,000 meals annually, supervising all staff and volunteers, developing reports, setting annual goals and implementing programs to achieve those goals.

Position Title	Program/Project Duties	Total Annual Salary	Total Hours per Week	% Time Allocated to CDBG/ HTF Activity	CDBG / HT Salary Reimbursement Request

Driver	Deliver Meals to Gilroy Clients	$17,784	20	100%	$8,200

2. Describe your written policies and/or established procedures for assuring persons with disabilities and/or limited English proficiency have access to services and benefits.

As an agency, The Health Trust ensures access to services for all County residents. To accomplish this, staff members and volunteers are trained to support the diverse needs of the region's ethnically/linguistically diverse population. The Health Trust administers a Language Access Plan to ensure access for applicants and clients with limited English proficiency. The Meals On Wheels program team can directly support Spanish, Vietnamese, and Mandarin speakers. For additional language needs, The Health Trust uses the real-time translational phone system CyraCom, offering interpretation in over 170 languages.

The Health Trust Meals On Wheels provides services specifically designed to support clients who are not able to leave their homes. For this reason, all services are provided in clients' homes, ensuring access for participants with limited mobility. The majority of Meals On Wheels clients have difficulty accessing the Internet, so staff provide information, resources, and program correspondence in person, over the phone, or via mailed or delivered print materials.

3. Briefly describe your agency's mission and history. Include a description of your agency's experience in providing the proposed services.

The Health Trust is a charitable 501(c)(3) nonprofit operating foundation serving Santa Clara and northern San Benito Counties. Our Mission is to build Health Equity in Silicon Valley, with a vision of a healthier Silicon Valley for everyone – because everyone's health matters. The Health Trust combines policy advocacy, direct service, and grantmaking to support families and individuals who are low income and disenfranchised. The endowment of The Health Trust provides funding exclusively for grantmaking activities; the organization must raise funds to operate its community programs, such as Meals On Wheels.

The Health Trust Meals On Wheels is one of the largest meal home-delivery programs in Santa Clara County. With 25 years of direct experience providing Meals On Wheels, The Health Trust has the expertise and program infrastructure in place to ensure consistent, quality services that enhance nutrition, independent living, social interaction and quality of life for seniors who are homebound and at nutritional risk. This was evident at the start of the COVID-19 pandemic, when demand for services skyrocketed. The Health Trust was able to meet the food and nutritional needs of every qualified individual that came to us seeking help. During Fiscal Year 2021, nearly 303,143 meals were provided to 1,153 older adults and adults with disabilities, including 41 seniors in the City of Gilroy.

4. If previously funded by the City of Gilroy, what were the goals and accomplishments of CDBG/HTF projects?

The Health Trust was funded in FY20-21 and FY21-22. To date, we have served 29 (contract goal was 16). We expect to serve about 40 Gilroy residents in FY23 and FY24. We are requesting funding from the City of Gilroy to serve 18 of those clients.

Outcome Measure 1: Participant states that Meals On Wheels is "somewhat" or "extremely" important in helping them remain independent in their homes. Goal: 95% - Actual: 98%

Outcome Measure 2: Participant states that Meals On Wheels is "somewhat" or "extremely" important to their daily well-being. Goal: 95% - Actual: 97%

5. Explain how your agency collects and reports income, race/ethnicity, and disability data.

To ensure that seniors receiving Meals On Wheels services are eligible for assistance and receive the appropriate level and type of service, The Health Trust has a formal assessment process. As the point of entry for all clients, Meals On Wheels staff conduct a 25-minute intake assessment to determine eligibility and need. The intake assessment includes a review of the applicant's age, income, city of residence, race/ethnicity, level of ability, support systems (e.g., family, friends), nutritional needs, social needs, degree of isolation, and other key issues which would determine both eligibility and service needs.

Verification of client information (including verification of income and race/ethnicity data) is collected during the initial assessment and annual re-assessments by Meals On Wheels team members. Client data is entered into our client database software (currently Servtracker, soon to be Salesforce), which tracks demographics, income, health and other information such as emergency contacts. These intake and tracking procedures meet all required guidelines for CBDG-funded programs

6. Explain how your agency collects customer service data and provide the metrics used to collect this data.

The Health Trust collects customer service data via the biannual Client Satisfaction Survey (included as an attachment). The Client Satisfaction Survey not only measures progress toward grant Outcome goals, but also general client satisfaction with all aspects of Meals On Wheels services, including food quality and driver friendliness. The Survey is conducted every six months, and aggregate responses are tracked over time.

Although a formal client survey is conducted biannually, drivers also conduct daily assessments with each meal delivery, including receiving feedback from clients regarding their changing needs. Through daily monitoring, this immediate feedback allows The Health Trust to modify food delivery, coordinate with social workers for referrals, respond to emergencies, and track client well-being for additional services or support. Ongoing driver trainings include Motivational Interviewing techniques to enhance driver/client interactions and support identification of needs. Services include daily communication between drivers and Meals On Wheels Program Coordinators who document and respond to client needs with changes in meals, scheduling or services, or referrals or interactions.

D. HUD Low Mod Income National Objective Options (please select one of the three categories below)

☐ **1. Low Mod – Limited Clientele Activities Category**

The HUD National Objective your project will meet is Low Mod Income (LMI) which benefits low and very low-income persons as defined by HUD's income limits for Santa Clara County.

The Low Mod Limited Clientele (LMC) Category is the category under the LMI national objective your project will meet. Under the LMC category, at least 51% of the beneficiaries of an activity have to be LMI persons.

Put a check (X) next to the qualifying criteria below your LMC project activity meets, only select one:

☒ a) The activity will exclusively serve a group of persons in any one or a combination of categories generally presumed to be low, very low, or extremely low income: abused children, battered spouses, elderly persons, adults meeting the definition of "severely disabled" in the Bureau of Census's Current Population Reports, homeless persons, illiterate adults, persons living with AIDS, and migrant farm workers; or

☐ b) The activity will require documentation on family size and income to document that at least 51% of the clientele are persons whose family income does not exceed HUD income limits for Santa Clara County; or

☐ c) The activity will have income eligibility requirements that limit the activity exclusively to low, very low, and extremely low-income persons; or

☐ d) The activity will be of such a nature and in such a location that it may be reasonably concluded that the activity's clientele will primarily be low, very low, or extremely low-income persons.

☐ **2. Low Mod - Housing Activities Category**

The HUD National Objective your project will meet is Low Mod Income (LMI) which benefits low and very low-income persons as defined by HUD's income limits for Santa Clara County. The Low Mod Housing Activities (LMH) Category is the category under the LMI national objective your project will meet.

Owner-occupied housing rehabilitation programs established to meet the Low Mod Housing National Objective found at 24 CFR 570.208(a)(3) must benefit households earning less than 80% of area median income adjusted for household size as published by HUD.

Select one of the Two Accepted Methods for Calculating Household Income for your Project

☐ Part 5 definition of income (24 CFR Part 5.609); or

☐ Adjusted gross income under Internal Revenue Service (IRS) form 1040

Each method requires collection and evaluation of source documentation. Self-certification is not acceptable for documenting compliance with the housing national objective. The awarded agency(ies) will be expected to determine income eligibility, establish performance measures, and meet performance objectives.

☐ **3. Low Mod - Area Benefit Activities Category**

The HUD National Objective your project will meet is Low Mod Income (LMI) which benefits low and very low-ncome persons as defined by HUD's income limits for Santa Clara County. The Low Mod Area (LMA) Category is the category under the LMI national objective your project will meet.

The area benefit category is the most commonly used national objective for activities that benefit a residential neighborhood. An area benefit activity is one that benefits all residents in a particular area, where at least 51% of the residents are LMI persons.
Examples of area benefit activities located in a predominantly LMI neighborhood may include:

- Acquisition of land to be used as a neighborhood park;
- Construction of a health clinic;
- Improvements to public infrastructure (i.e. the installation of gutters and sidewalks); and
- Development of a community center

The above activities benefit all LMI residents in a service area and may qualify under the LMI area benefit category. The applicant is responsible for determining that a service area complies with CDBG regulations.

E. Select one Eligible Project Activity you propose to provide Gilroy residents.

☒ Services for Senior Citizens	☐ Public Improvements
☐ Services for Disabled Persons	☐ Code Enforcement
☐ Services for Youth	☐ Employment Services
☐ Services for Victims of Domestic Violence	☐ Fair Housing Services
☐ Services for Homeless	☐ Public Facilities
☐ Substance Abuse Counseling and Treatment	☐ Health Services
☐ Services for Those At Risk of Homelessness	☐ Tenant / Landlord Counseling

☐ Housing Rehabilitation

☐ Economic Development

☒ Other, list Services for Senior Citizens

F. HUD Performance Measures

HUD requires that recipients of federal funding assess the outcomes of their programs. Below, please select only one primary HUD objective and only one primary HUD outcome to be addressed by this project.

Objectives

☒ **Objective #1: Creates a suitable living environment.** This objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment (such as poor-quality infrastructure) to social issues such as crime prevention, literacy, or elderly health services.

☐ **Objective #2: Provides decent housing.** This objective focuses on housing programs where the purpose of the program is to meet individual, family, or community needs and not programs where housing is an element of a larger effort, since such programs would be more appropriately reported under suitable living environment.

☐ **Objective #3: Creates economic opportunity.** This objective applies to the types of activities related to economic development, commercial revitalization, or job creation.

Outcomes

☒ **Outcome #1: Improve availability/accessibility.** This category applies to activities that make services, infrastructure, public facilities, housing, or shelters available or accessible to low/moderate income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low/moderate income people where they live.

☐ **Outcome #2: Improve affordability.** This category applies to activities that provide affordability in a variety of ways in the lives of low/moderate income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care.

☐ **Outcome #3: Improve sustainability.** This category applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low/moderate income or by removing or eliminating slums or blighted areas through multiple activities or services that sustain communities or neighborhoods.

SECTION 3: FINANCIAL AND OTHER ORGANIZATION INFORMATION

A. Agency Information

Executive Director: Michele Lew Email: MLew@Healthtrust.org

DUNS #: 011506016 Fax: 408-961-9869

Non-profit with 501(c)(3) Status ☒ **Yes** ☐ **No** Faith-based organization ☐ **Yes** ☒ **No**

Registered at sam.gov ☒ **Yes** ☐ **No**

B. Total Agency Budget

	2021-2022	2020-2021
Administration	$2,409,233	$2,205,897
Fundraising	$753,924	$598,208
Proposed Project (Total Gilroy grant budget)	$76,000	$75,383
All Other Programs	$17,703,881	$18,607,178
Total Agency Budget	$20,943,038	$21,486,666

C. Proposed City of Gilroy Grant Budget

Proposed City of Gilroy Grant Project Expenses	FY 2021-2022 CDBG/HTF Allocation (If Applicable)	FY 2022-2023 and 2023-2024 CDBG/HTF Request	List % Change from FY 21/22 allocation to FY 22/23 and FY 23/24 Request
Salaries	$8,200	$7,500	3.45%
Benefits		$ 700	0.00%
Office Supplies			
Communication			
Publications/Printing/Advertising			
Travel			
Rent/Lease/Mortgage			
Utilities			
Insurance			
Equipment Rental/Maintenance, Specify:			
Audit/Legal/Professional Services (for CDBG/HTF portion only)			
Direct Services (Funding for specific service such as a meal, ride), Specify:	$11,800	$19,050	61%
Contracted Services, Specify:			
Other, Specify:			
Total Expenses:	$20,000	$27,000	35%

1. Please explain any variation in excess of 10% between 2021-2022 allocation and proposed 2022-2023 and 2023-2024 expenses (If applicable).

This year we have included a benefits allocation to the Driver's salary.

We are proposing to serve an additional two clients per year. Additionally, our meal costs went from $5.25 per meal to $7.35 per meal reflecting increased food costs and our desire to provide more variety in our quality meals. We are estimating the cost of meals in FY23 at $7.50 per meal. However, this cost may change due to supplies, cost of product, etc. We request to be able to bill for the meals at the vendor cost for FY 23 and FY 24.

2. Indirect costs billed to a CDBG grant require a HUD approved indirect cost plan and those billed to an HTF grant require a city approved indirect cost plan. Do you plan to bill the grant for indirect costs? ☐ **Yes** ☒ **No**

3. Does your agency charge fees for the services that you are requesting funding? ☐ **Yes** ☒ **No** If so, please attach a fee schedule to this page.

D. Leveraged Funds

Proposed Project Revenues FY 2022-2023	List Amount
Proposed CDBG/HTF City of Gilroy Grant	$27,000
Other Revenue Sources for proposed project (Please List)	
Individual Donations	$20,000
Sourcewise	$ 8,000
Foundation / Corporate Grants	$21,000
Total of Other Revenue Sources:	$49,000

1. If your organization is not leveraging the requested CDBG/HTF funds with other funds, please explain why.

E. REQUIREMENTS

First-time applicants: Submit all items below with the proposal, as described in the submittal requirements of the application packet.

New applicants or those submitting a proposal for a new project must meet with HCD Technician, Sandra Nava, prior to application submittal to determine if the proposed project meets CDBG and HTF eligibility requirements.

Current grant recipients: Put a check (X) next to an item below if the most current copy is on file with the Housing & Community Development office. Submit all unchecked items below with the proposal, as described in the submittal requirements of the application packet.

☒ a. **Articles of Incorporation and Bylaws** (submit any amendments).

☐ b. **Current Policy & Procedures Manual.** Include current policy prohibiting discrimination, grievance procedures, procurement procedures and conflict of interest requirements for both employees and clients.

☒ c. **Current Nonprofit Determination.** Submit current determination letters from the federal Internal Revenue Service and the State Franchise Tax Board listing the organization's current name and address documenting the organization is tax exempt.

☐ d. **Current List of Board of Directors.** Include the current name, telephone number, address, occupation or affiliation of each member, and service term. Identify the principal officers of the governing body.

☒ e. **Current Authorization to Request Funds.** Submit the governing body's authorization to submit the City of Gilroy funding request. This consists of copies of the resolution (if applicable) and/or of the **minutes of the meeting** in which the governing body's resolution, motion, or other official action is recorded authorizing the funding request.

☐ f. **Current Designation of Authorized Official.** Documentation must be submitted of the governing body's action authorizing the representative(s) of the agency to negotiate for and contractually bind the agency. This consists of a signed letter from the Chairperson or Secretary of the governing body providing the name, title, address, and telephone number of each authorized individual.

☐ g. **Current Organizational Chart.** Include the organization's current administrative framework and staff positions.

☐ h. **Current Financial Statement and Audit and Management Letter, if applicable.** Also, if applicable, describe any actions taken to correct identified findings or concerns.
Any agency that does not have a financial statement or audit to submit must contact Sandra Nava prior to submitting this application.

☒ i. **Résumés of Chief Program Administrator and Chief Fiscal Officer**

SECTION 4: AUTHORIZATION

The applicant hereby assures and certifies compliance all applicable federal, state, and local laws, regulations, policies, and requirements (including, but not limited to 2 CFR Part 200), as they relate to the acceptance and use of CDBG and local funds by private, non-profit organizations. Also, the applicant assures and certifies the following information:

1. It possesses legal authority to make a grant submission and to execute a community public service program;
2. The agency's governing body has duly adopted or passed as an official act a resolution, motion or similar action authorizing the person identified as the official representative of the corporation to submit this funding application and all associated information and assurances;
3. The grant will be conducted and administered in compliance with:
   a. Title VI of the Civil Rights Act of 1964 (Public Law 88-352; 42 U.S.C. 2000d et seq.), as amended, and implementing regulations issued at 24 CFR Part 1; and
   b. Title VIII of the Civil Rights Act of 1968 (Public Law 90-284; 42 U.S.C. 3601 et seq.), as amended, implementing regulations issued at 24 CFR Part 107, and Executive Order 11063; and
   c. Section 104(b) and Section 109 of Title I of the Housing and Community Development Act of 1974 (Public Law 93-383; U.S.C. 5301 *et seq.*), as amended; and
   d. Section 504 of the Rehabilitation Act of 1973 (Public Law 93-112; 29 U.S.C. 794), as amended; and
   e. Executive Order 11246, the implementing regulations issued at 41 CFR Chapter 60, and the Development Act of 1968 (12 U.S.C. 1701u; and
   f. The Age Discrimination Act of 1975 (Public Law 94-135; U.S.C. 6101), as amended.
   g. Presidential Executive Order 13166 ("Improving Access to Services for Persons with Limited English Proficiency"); and
   h. Executive Orders 11625, 12432 and 12138, encouraging the use of minority and women-owned business enterprises in connection with activities funded under this grant.
4. It will affirmatively further fair housing.
5. It will implement the requirements of the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821-4846) and implementing regulations at 24 CFR Part 35.
6. It will comply with Uniform Federal Accessibility Standards at 24 CFR Part 40, Appendix A, as they related to major rehabilitation or conversion.

As a duly authorized representative of the Agency, I submit this application to the JURISDICTION and verify, under penalty of perjury under the laws of the State of California or of the JURISDICTION, that the information contained herein is, to the best of my knowledge, true, correct and complete. **(Attach documentation that verifies the signer has the authority to submit this application and execute the contract).**

AUTHORIZED SIGNATURE: Michele Lew DATE: 1/31/2022

NAME (Please Print): Michele Lew TITLE: CEO

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cfff;

SECTION 1: COVER SHEET

A. Applicant Information

Legal Name of Organization: Rebuilding Together Silicon Valley
Mailing Address: 1701 South 7th Street, #10
City, State, Zip Code: San Jose, CA 95112-6000
Contact Person Name: Deanne Everton Title: Executive Director
Email Address: deanne@rtsv.org Webpage: www.rebuildingtogethersv.org
Telephone Number: 408-578-9519

B. Project Overview

Project Name: Repair and Accessibility Modification Program for Low-Income Homeowners and Renters
Project Location: Homes within Gilroy, with emphasis/priority on the Expanded NRSA (Neighborhood Revitalization Strategy Area)
City, State, Zip: Gilroy, CA 95020

Brief Project Description: Rebuilding Together Silicon Valley believes everyone deserves to live in a safe and healthy home. Our Repair and Accessibility Modification Program will provide critical home safety repairs and accessibility modifications for low-income Gilroy homeowners and low-income Gilroy renters. We will prioritize and target residents living in the Expanded Neighborhood Revitalization Strategy Area (NRSA). The focus of repairs will address urgent and critical needs, as well as minor repairs, accessibility and mobility needs, and limited rehabilitation. Through this program, we will preserve decent, affordable homeownership and restore suitable living environments in a cost-effective manner for low-income homeowners. We will also preserve affordable housing stock for low-income renters and ensure they have a safe, suitable, and healthy place to call home. Low-income and often cost-burdened residents face unique housing challenges, and many may have to cut back on necessities like food, education and medicine simply to pay their rent or mortgage. They do not have room in their budgets for repairs to their homes. We will complete this repair work at no charge to the client and the home can be a mobile home, condo, or single-family home.

C. Funds Requested

$ 198,726 (Grant request for fiscal year 2022-2023) $ 206,957 (Grant request for fiscal year 2023-2024)

Total estimated project cost for Fiscal Year:		
	2022 / 2023	2023 / 2024
Projected cost:	$198,726	$206,957

Gilroy CDBG/HTF funds in Fiscal Year:		
	2020 / 2021	2021 / 2022
Requested:	$150,000	$159,246
Received:	$144,364	$140,000

Identify the City of Gilroy 2020-2025 Consolidated Plan priority need(s) being met:

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- ☒ Preserve Affordable Housing for Home Ownership
- ☐ Small Business Expansion
- ☐ Supportive Services for Homeless
- ☐ Fair Housing Support
- ☐ Install Safety & Enhanced Public Improvements
- ☐ Workforce Development
- ☒ Supportive Services for Special Needs Populations
- ☒ Neighborhood Revitalization

A. Project Overview and Target Population [Limit each response to no more than half a page]

1. Describe the primary purpose of the proposed project:

Rebuilding Together Silicon Valley's Repair and Accessibility Modification Program will have a direct, immediate, and positive impact on the health, safety, and well-being of 25 low-income households. We will provide repairs and accessibility modifications for 25 owner-occupied homes and single-family rental units (per year) within city limits with preference given to residents living within the designated Neighborhood Revitalization Strategy Area. All of the clients served will be low-income (at or below 80% of the Area Median Income) and many will be older adults and/or individuals living with a disability. All work is provided as a grant at no cost to the clients to ensure that these low-income residents have safe, dry, warm, and affordable housing. For the owner-occupied projects, repairs can include, but are not limited to: water heater repairs/replacements; furnace repairs/replacements; roofing repairs/replacements; electrical and plumbing repairs; electrical and lighting repairs; lock, door and window repairs/replacements; smoke and CO detector installations; plumbing repairs; interior and exterior painting; debris removal; appliance repairs/replacement; stair and porch repairs (mobile homes); flooring repairs/replacement. Accessibility modifications and repairs can include but are not limited to: wheelchair lifts and ramps; grab bars; railings and modified steps that fit walkers; hand-held shower adapters; bath chairs; walk-in showers. For the rental unit projects, we will limit repairs to minor home safety and accessibility modifications, such as smoke and CO detectors; wheelchair lifts and ramps; grab bars; railings and modified steps that fit walkers; hand-held shower adapters; and bath chairs.

1.05. **Description of Services**

Location of services:	At the homes of low-income Gilroy homeowners and low-income Gilroy renters
Hours of operation:	Monday through Friday, 9am to 5pm, with occasional weekends

Activity 1:	Minor Repair/Maintenance for Low-Income Homeowners

Activity Description:

We will provide repair/maintenance work at no charge to the client and the unit can be any type of owner-occupied housing, such as single-family house, mobile home, or condo. Our primary focus is the correction of safety hazards, urgent/emergency maintenance repairs that will impact the health and safety of the residents, and urgent/critical repairs and/or accessibility improvements to ensure a safe, affordable, decent living environment for the occupants. Repair work is completed by Rebuilding Together staff, volunteers and independent skilled trade contractors. Our repair activities preserve affordable homeownership for low-income city residents.

Activity 2:	Larger Rehabilitation Repairs for Low-Income Homeowners

Activity Description:

We will complete larger rehabilitation repairs at no charge to the client and the unit can be any type of owner-occupied housing, such as single-family house, mobile home or condo. Our primary focus is the

correction of safety hazards and limited rehabilitation repairs that will impact the health and safety of the residents in order to ensure a safe, affordable, decent living environment for the occupants. Repair work is completed by Rebuilding Together staff, volunteers and independent skilled trade contractors. Each home can receive multiple repairs and can include the following health and safety rehabilitation/maintenance type repairs (or replacement when repair is not possible): re-roof (when repair is not possible); re-pipe; flooring (replacement); tub/shower replacement; deck replacement (complete); furnace replacement; skirting and siding (more than 25%); and staircase replacement.

Activity 3:	Safety Improvements and Accessibility Modifications for Low-Income Renters

Activity Description:

We will provide minor home safety improvements and accessibility modifications at no charge to low-income renters living in single-family homes. Our primary focus is the correction of minor safety hazards and accessibility modifications needed to ensure a safe, affordable, decent living environment for the occupants, including smoke and CO detectors; wheelchair lifts and ramps; grab bars; railings and modified steps that fit walkers; hand-held shower adapters; bath chairs; etc. Repair work is completed by Rebuilding Together staff, volunteers and independent skilled trade contractors. Repairs will be approved by landlords and an agreement will be created with the landlord(s) to address evictions, rent increases and how long a unit will remain affordable. This work will preserve affordable rental housing stock and ensure the units are safe and healthy for low-income renters.

2. Describe the need(s) that the proposed project addresses, its community impact, and how it addresses a 2020-2025 Consolidated Plan priority.

This project will allow low-income homeowners and renters to live in affordable, safe, and decent housing. We serve low-income residents of Gilroy who often live on fixed incomes, are housing cost-burdened, and are precariously near the edge of housing instability, unable to afford the costs of needed repairs and/or accessibility modifications that pose a threat to their health and ability to remain in the home. We remedy the unsafe or unsightly conditions that impact the resident, housing stock, and overall neighborhood. We receive requests for assistance from Gilroy homeowners who are trying to age-in-place in homes they purchased more than 20 years ago. Although the homes may have increased in value, residents find that their fixed income does not allow them to cover the increasing costs of repair work. Most do not want to move from their homes, and others find they could not afford to move even if they chose to do so. The COVID-19 pandemic has exacerbated these challenges. In addition, we also receive requests from low-income renters who may need a ramp, stair lift, or other accessibility modifications to be able to remain safely and independently in their rental home. Low-income renters do not have the resources to cover these costs.

Rebuilding Together is the only community-based nonprofit organization providing repairs and accessibility modifications to low-income residents at no cost to the client.

The work proposed here directly supports and aligns with several of the City's Consolidated Plan goals, including the goal to "Preserve affordable housing for homeownership;" "Support services for special needs populations," by providing housing services for consumers in need and addressing emergency needs; and "Neighborhood revitalization" by remedying housing code violations. This work also addresses several of the housing challenges outlined in the Consolidated Plan, including displacement of residents due to economic pressures; lack of assistance for housing accessibility modifications; loss of affordable housing; and lack of affordable, accessible housing in a range of unit sizes. With the funding requested here, we will provide much-needed repairs and accessibility modifications for low-income homeowners and low-income renters, with a particular focus on residents who are older adults and/or are living with a disability. This work will preserve affordable homeownership; prevent displacement for low-income residents; increase housing accessibility; preserve affordable rental housing; and support code enforcement and neighborhood revitalization.

3. Describe the project's target population, including client eligibility requirements. Discuss how and if they are an at-risk and/or under-served population.

Our target population is low-income residents that require safety repairs and accessibility modifications in order for their homes to be safe, decent, and affordable. This will include both low-income homeowners and low-income renters. All of the clients served will have a household income at or below 80% of the Area Median Income as determined by the U.S. Department of Housing and Urban Development. Data since July 1, 2020 shows that on average, a Rebuilding Together-served client in Gilroy is 73 years of age, has an annual income of $37,159 and has lived in their home for 24 years.

We identify applicants through outreach, including visiting senior centers, mobile home parks, and community centers, and often find that word of mouth testimonials from past clients lead to applications from neighbors and peers. For renters, we plan to conduct targeted outreach to partners who serve low-income renters and can refer them to our organization. Our staff conduct a telephone interview, determine financial eligibility, and schedule a site visit to determine client needs and process for repair completion. The focus of interviews and visits is to evaluate the financial and repair needs of the client and the impact the proposed activity will have on

the client's safety, warmth and independence. Once a client has been approved for the program, they must submit proof of ownership (homeowners only) and income verification (accepted documentation includes Social Security benefits statements, most recent tax return, or recent pay stubs) before repairs can be made. We use the U.S. Department of Housing and Urban Development's income limits and their Part 5 method to determine income eligibility. For projects involving renters, the property owner must agree in writing to the proposed project before the start of work. Once clients are approved for the program and their documentation has been submitted, we maintain their information and application in our secure database to ensure accurate tracking of all clients.

4. What other private or government organizations are now or will address the same needs identified herein? List and describe the services provided by each in relation to the needs addressed.

Rebuilding Together Silicon Valley is the only nonprofit organization providing substantial and year-round home repairs at no cost for low-income homeowners and low-income renters in Santa Clara County, including City of Gilroy residents. While municipalities in the County have, at times, administered their own housing rehabilitation work directly, we have a lengthy track record as a trusted subcontractor for the cities of Morgan Hill, San Jose, Santa Clara, Cupertino, and Milpitas and the County of Santa Clara. We hold long-running CDBG contracts for housing rehabilitation in each of those municipalities, a reflection of the confidence placed in us as an effective and efficient deliverer of services year in and year out. The repairs we invest in a home are ultimately a very affordable way to ensure that the low-income clients we serve have a safe, healthy, and sustainable living environment where they can age-in-place successfully. This need is more critical than ever before as the clients we serve are very vulnerable to COVID-19 and will continue to experience isolation and disconnection from support systems as pandemic-related risks and restrictions persist.

5. Explain how the proposed program/project augments rather than duplicates the services of others.

Rebuilding Together Silicon Valley is not aware of any other services or programs that provide no-cost repair and accessibility modifications for low-income City of Gilroy residents. We are uniquely positioned as the only organization providing no cost repairs and accessibility modifications, as demonstrated through the steady demand for our services and the willingness of our clients to wait until we can secure and organize the resources (funding, volunteers, contractors, etc.) to complete the work at their home. These residents simply have nowhere else to turn for this assistance.

6. Describe how your agency collaborates with other service providers (e.g. shared staffing, locations, or budgets). Specify the names of collaborative groups of which you are a member.

Rebuilding Together Silicon Valley collaborates with other housing and senior service providers and is a member of the Aging Services Collaborative, Santa Clara County Seniors Agenda, and Senior Roundtable. We also coordinate outreach with other social service providers to ensure potential clients and referral staff are aware of our program. In recent years, we have conducted outreach to: SourceWise; hospital discharge caseworkers; senior roundtables; Rotary Club of Gilroy; Gilroy Police; The Gilroy Foundation; Rebekah's House; South Santa Clara Valley Memorial District Gilroy Veterans Hall; New Hope Community Church; St. Joseph's Family Center; Gilroy Public Library; Gilroy Senior Center; Gilroy Chamber of Commerce; Pacific Mobile Estates; Wagon Wheel Mobile Village; Gilroy Senior Resource Fair; Gilroy School District; Gilroy Dispatch; GMH Today; and Horsemanship for Partnership. We have been very successful in connecting with our target populations, including older adults and individuals living with a disability through earned and placed print and digital media as well as through targeted mailing campaigns.

NOTE: For Reference the 2021 HUD Income Limit Standards for Santa Clara County are provided below.

	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
0% - 30% AMI Extremely Low Income	$34,800	$39,800	$44,750	$49,700	$53,700	$57,700	$61,650	$65,650
31% - 50% AMI Very Low Income	$58,000	$66,300	$74,600	$82,850	$89,500	$96,150	$102,750	$109,400
51% - 80% AMI Low Income	$82,450	$94,200	$106,000	$117,750	$127,200	$136,600	$146,050	$155,4[illegible]0

B. Performance Measures/Numeric Goals

1. **Unduplicated Participants** – Indicate, by quarter, the proposed number of unduplicated participants the City grant funded project will serve. An unduplicated participant is a Gilroy resident who is counted only once each fiscal year. If this project has other funding sources, only list and report on the percentage of unduplicated persons served under this grant.

Unduplicated Participants	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
	6 households	7 households	6 households	6 households	25 households

Provide the proposed number of unduplicated Gilroy participants for each category listed below.

Extremely Low Income (0%-30% AMI)	5
Very Low Income (31%-50% AMI)	17
Low Income (51%-80% AMI)	3

Youth (0-18 years)	
Adults (19-61 years)	6
Seniors (62+ years)	18

Moderate Income (81%-120% AMI)		Disabled Individuals	14
Above Moderate Income (120%+ AMI)		Other Special Needs	

2. **Service Units** – Provide activity name, define unit of service, and list the proposed number of units of service that will be provided each quarter resulting from the Gilroy grant only. A unit of service is the "thing" you propose to track each quarter. (i.e. each case, meal, shelter night, job, etc.)

Activity 1:	Number of minor/maintenance repairs to address urgent or safety issues and/or accessibility modifications completed at owner-occupied homes and/or low-income renters				
Unit of Service =	1 unit = 1 individual repair (example: 3 grab bars = 3 repairs)				
Goal:	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
	23	27	23	27	100

Activity 2:	Number of larger rehabilitation repairs completed at owner-occupied homes				
Unit of Service =	1 unit = 1 individual repair (example: 1 roof replacement = 1 repair)				
Goal:	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
	2	2	2	1	7

Activity 3:					
Unit of Service =	1 unit = 1 individual repair (example: 3 grab bars = 3 repairs)				
Goal:	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total

3. **Outcome Measure Statement and Measurement Methodology** – List outcome measure(s) as a percentage (an outcome measure is the proposed measurable outcome(s) expected to be achieved through the activities to be provided) and include the measurement tool(s) you propose to use, then below the outcome measure section describe the measurement methodology to be implemented in order to arrive at the actual percentage achieved. Finally, list the numerical percentages you propose for Q2 (representing outcomes from Q1-Q2) and Q4 (representing outcomes from Q3-Q4).

Example:		
Outcome Measure	50% of clients receiving job readiness training will increase their income by securing new employment as measured by either employer verification letters, pay stubs, or benefit letter.	
Measurement Methodology:	Staff will verify the number of clients securing new employment. The number of unduplicated clients securing new employment will be divided by the total number of unduplicated clients served to arrive at the actual percentage securing new employment.	
	Quarter 2	Quarter 4
Outcome Goal:	50%	50%

Outcome Measure #1	80% of clients will have improved safety conditions in their home as measured by a questionnaire.	
Measurement Methodology:	We survey clients via two questionnaires (pre- and post-project). At the conclusion of the completed work, the client will respond to a questionnaire, indicating completion of agreed upon work and whether or not they have improved living/safety conditions in the home. Of the total projects completed, the number of responses that indicate yes are divided by the total (yes & no) responses to determine the final calculation.	
	Quarter 2	Quarter 4
Outcome Goal:	80%	80%

Outcome Measure #2	80% of clients will have improved accessibility and mobility in their home as measured by a questionnaire.	
Measurement Methodology:	We survey clients via two questionnaires (pre- and post-project). At the conclusion of the completed work, the client will respond to a questionnaire, indicating completion of agreed upon work and whether or not they have improved accessibility and mobility in their home. Of the total projects completed, the number of responses that indicate yes are divided by the total (yes & no) responses to determine the final calculation.	
	Quarter 2	Quarter 4
Outcome Goal:	80%	80%

1. How will the activities being provided under this grant contribute to meeting the outcome measures?

Rebuilding Together provides safe and healthy homes for low-income clients, with a particular focus on older adults and individuals living with a disability. Our goal is to preserve affordable homeownership for homeowners, preserve affordable rental housing stock, and ensure that everyone we assist can live independently in a safe and healthy home. We anticipate that the repair, rehabilitation, and accessibility modification services we provide for low-income homeowners will improve their safety conditions and accessibility and mobility, as demonstrated in the outcome measures listed above. Similarly, by providing low-income renters with minor home safety repairs and accessibility modifications, we anticipate they will experience an improvement in their safety conditions and accessibility and mobility in the home, which will be demonstrated through the outcome measures listed above.

2. Describe in detail how your agency will implement the proposed outcome measurement methodology.

Rebuilding Together Silicon Valley uses pre- and post-project questionnaires to measure improved safety conditions and improved accessibility and mobility in the home. At the time of application, clients indicate a need for improved safety conditions and/or improved accessibility/mobility modifications needed in the home. These questions are considered as the pre-project questionnaire. At the conclusion of the work, the client responds to a completed scope of work survey and indicates "yes" (has improved) or "no" (has not improved) safety conditions in their home. For applicants who received accessibility/mobility improvements, such as ramps and grab bars, the client responds to a completed scope of work survey and indicates "yes" (has improved) or "no" (has not improved) accessibility and mobility in the home.

We calculate the percentage of households whose repairs are applicable to the post-project questions and indicate yes, that they have received improved safety conditions and/or accessibility and mobility, by dividing the total number of households that had safety repairs and/or accessibility modifications performed on their

homes to determine the outcome. We consistently average over 90%-95% positive responses from clients in both the improved safety conditions and improved accessibility and mobility sections of the questionnaire.

C. Project Administration and Monitoring [Limit each response to no more than half a page]

1. Use the space and table below to briefly describe how the project will be managed and administered, included proposed staff time and staff functions.

The program is managed and administered by the following staff of Rebuilding Together Silicon Valley:
• Executive Director (5% of time) - Overall agency supervision and CDBG project management. Holds contractor license for the organization. Rebuilding Day work scope creation training and building trades coordination. Oversees all Lead Safe practices and implementation for the organization.
• Operations Manager (5% of time) - Reporting administration.
• Program Manager (3% of time) - Coordinates all Rebuilding Day and Team Builds, logistics and volunteer scheduling and recruitment.
• Client Services Manager & CS Associate (8% of time) - manages all client intake, phone screening, program eligibility review and documentation collection, prepares all required NEPA reviews, manages all client files and schedules assessment visits and Repair Technician repair work, and coordinates all client communications.
• Construction Services Manager (30% of time) - home inspections and assessments of repair needs, determines level of repairs and scope of work, pre-project pictures, vendor review and procurement, reviews work scopes and supervises Repair Technicians, repair work quality assurance and follow-up.
• Outreach Coordinator (3% of time) - provides all outreach and program promotion to ensure underserved populations are aware of services and have access to the program.
• Construction Services Associate (31% of time) - assists with assessments of repair needs and scope of work,
procurement, coordination of Repair Technicians, repair work quality assurance and follow-up.
• Repair Technician(s) (10% of time) - provides the execution of repair projects and supervision of volunteer work crews.

Position Title	Program/Project Duties	Total Annual Salary	Total Hours per Week	% Time Allocated to CDBG/ HTF Activity	CDBG/HTF Salary Reimbursement

						t Request
	Client Services Mgr.	Client intake and application review	$63,400	3.2	8%	$4,992
	Construction Services Associate	Home inspections, procurement, and scope of work management	$57,200	10	25%	$14,252
	Repair Technician	Completes repair work	$75,358	4	10	$7,536

2. Describe your written policies and/or established procedures for assuring persons with disabilities and/or limited English proficiency have access to services and benefits.

Rebuilding Together Silicon Valley provides accommodations for all applicants who require additional assistance to apply. As stated on our outreach materials: "To request accommodation or alternate format to participate please call 408-578-9519 TTY/TDD Dial 711." With the support of staff and volunteers, applicants with Limited English Proficiency (LEP) can access services and receive assistance to complete the application process. We have a contract with the Certified Languages International for immediate telephone translation services with on demand for verbal translations. Rebuilding Together Silicon Valley has also been successful in matching the language needs of the clients with community service clubs and corporate teams to support clients during Rebuilding Days of service. Many of our volunteers from the local high-tech corporate community are pleased to share their language skills and translate for clients. We also have staff members fluent in Spanish and Vietnamese.

3. Briefly describe your agency's mission and history. Include a description of your agency's experience in providing the proposed services.

Our mission is repairing homes, revitalizing communities, rebuilding lives, and our vision is safe homes and communities for everyone. We provide repairs and accessibility modifications for low-income residents in Santa Clara County, including older adults, individuals living with disabilities, and veterans. These services are provided at no cost to the people we help and are tailored to the needs of each homeowner. We also provide facility maintenance and repairs for nonprofit organizations so they can dedicate their time and resources to helping those in need in our community. Since our founding in 1991, Rebuilding Together Silicon Valley has

mobilized nearly 40,000 local volunteers who have repaired and transformed over 4,500 homes and community facilities.

Our Repair and Accessibility Modification Program will leverage our Repair Technician staff, vast network of volunteers, and skilled trade subcontractors to provide the repairs and accessibility modifications for low-income residents in Gilroy to live independently in safe, warm, dry, and affordable housing. Typically, we host two Rebuilding Days each year in April and October to complete repair projects that are scaled and suited to volunteer engagement. These projects leverage community dollars and the experience and willingness of our staff and volunteers to positively impact the health and safety of area residents. These are projects that we have determined involve less urgent repairs and a greater depth of maintenance activities. Typical projects involve exterior painting, stair repairs, deck and porch repairs, debris removal and deferred maintenance repair work. In a typical year, over 2,000 volunteers partner with us, giving of their time and hard work to revitalize and renew Santa Clara County homes and neighborhoods. We typically provide repairs to 25-40 homes across Santa Clara County (public health conditions permitting) through our Rebuilding Days.

Rebuilding Together Silicon Valley has local CDBG Housing Repair grants with the City of San Jose, City of Cupertino, City of Milpitas, City of Gilroy, and County of Santa Clara. We have been awarded $14.4 million in CDBG funding in these cities over the last 16 years, consistently exceeding program goals. As of June 2020, we have repaired 4,040 homes with CDBG funds. These programs provide urgent home safety repairs, limited rehabilitation, and mobility and accessibility modifications for low-income owner-occupied households, with the primary consideration being the correction of safety hazards. We hope to expand this program to provide minor home safety and accessibility modifications for low-income renters this year.

4. If previously funded by the City of Gilroy, what were the goals and accomplishments of CDBG/HTF projects?

Rebuilding Together Silicon Valley has been proud to support the City of Gilroy's CDBG housing rehabilitation and neighborhood revitalization goals throughout most of our organizational history. For FY 2021-22, our contract has a goal of completing 72 minor repairs and 6 larger rehabilitation repairs, impacting 18 households. Through Q2 we have completed 77 minor repairs and 6 larger rehabilitation projects. We have already served 10 low-income households, putting us on track to meet or exceed our goals.

While the metrics we use to document and track our progress are critical to ensuring that we are meeting our goals, perhaps the most important outcome is the impact on the lives of the people we help. Our work changes lives and has a direct, positive impact on the health, well-being and quality of life for the people we serve. For example, we recently helped a retired, 60 year old homeowner whose mobile home was built in 1964 and has begun to deteriorate with age. This client had a 21 year-long career as a power engineer at Pacific Bell but due to a cancer diagnosis he had to retire early and begin to undergo treatments. Originally born in Walnut Creek, he came to live in Gilroy 6 years ago, joking that he may be one of the youngest in the mobile home park by age, all he could afford was the oldest mobile home in the park. He has two wonderful children and three rambunctious grandchildren whom he likes to visit when he can. A valued member of his community, he loves to help his neighbors when he can find the strength and even helped build their community garden in the mobile home park.

5. Explain how your agency collects and reports income, race/ethnicity, and disability data.

All clients are required to submit proof of household income and homeownership verification (owner-occupied homes only). Clients certify their race and ethnicity information on the client intake application. All data is

tracked and managed in our Salesforce database, which was designed for client and project tracking for Rebuilding Together affiliates.

6. Explain how your agency collects customer service data and provide the metrics used to collect this data.

All applicants complete our application to request service. Staff are available to support completion of the application for those individuals that need assistance. We track applicant information in Salesforce. A sample of the application is attached. As noted earlier, we also administer pre- and post-project questionnaires to document that the scope of work is complete and to gather additional information on the outcomes of our work.

D. HUD Low Mod Income National Objective Options (please select one of the three categories below)

☐ **1. Low Mod – Limited Clientele Activities Category**

The HUD National Objective your project will meet is Low Mod Income (LMI) which benefits low and very low-income persons as defined by HUD's income limits for Santa Clara County.

The Low Mod Limited Clientele (LMC) Category is the category under the LMI national objective your project will meet. Under the LMC category, at least 51% of the beneficiaries of an activity have to be LMI persons.

Put a check (X) next to the qualifying criteria below your LMC project activity meets, only select one:

☐ a) The activity will exclusively serve a group of persons in any one or a combination of categories generally presumed to be low, very low, or extremely low income: abused children, battered spouses, elderly persons, adults meeting the definition of "severely disabled" in the Bureau of Census's Current Population Reports, homeless persons, illiterate adults, persons living with AIDS, and migrant farm workers; or

☐ b) The activity will require documentation on family size and income to document that at least 51% of the clientele are persons whose family income does not exceed HUD income limits for Santa Clara County; or

x c) The activity will have income eligibility requirements that limit the activity exclusively to low, very low, and extremely low-income persons; or

☐ d) The activity will be of such a nature and in such a location that it may be reasonably concluded that the activity's clientele will primarily be low, very low, or extremely low-income persons.

☒ **2. Low Mod - Housing Activities Category**

The HUD National Objective your project will meet is Low Mod Income (LMI) which benefits low and very low-income persons as defined by HUD's income limits for Santa Clara County. The Low Mod Housing Activities (LMH) Category is the category under the LMI national objective your project will meet.

Owner-occupied housing rehabilitation programs established to meet the Low Mod Housing National Objective found at 24 CFR 570.208(a)(3) must benefit households earning less than 80% of area median income adjusted for household size as published by HUD.

Select one of the Two Accepted Methods for Calculating Household Income for your Project

☒ Part 5 definition of income (24 CFR Part 5.609); or

☐ Adjusted gross income under Internal Revenue Service (IRS) form 1040

Each method requires collection and evaluation of source documentation. Self-certification is not acceptable for documenting compliance with the housing national objective. The awarded agency(ies) will be expected to determine income eligibility, establish performance measures, and meet performance objectives.

☐ **3. Low Mod - Area Benefit Activities Category**

The HUD National Objective your project will meet is Low Mod Income (LMI) which benefits low and very low-income persons as defined by HUD's income limits for Santa Clara County. The Low Mod Area (LMA) Category is the category under the LMI national objective your project will meet.

The area benefit category is the most commonly used national objective for activities that benefit a residential neighborhood. An area benefit activity is one that benefits all residents in a particular area, where at least 51% of the residents are LMI persons.
Examples of area benefit activities located in a predominantly LMI neighborhood may include:

- Acquisition of land to be used as a neighborhood park;
- Construction of a health clinic;
- Improvements to public infrastructure (i.e. the installation of gutters and sidewalks); and
- Development of a community center

The above activities benefit all LMI residents in a service area and may qualify under the LMI area benefit category. The applicant is responsible for determining that a service area complies with CDBG regulations.

E. Select one Eligible Project Activity you propose to provide Gilroy residents.

☐ Services for Senior Citizens
☐ Services for Disabled Persons
☐ Services for Youth
☐ Services for Victims of Domestic Violence
☐ Services for Homeless
☐ Substance Abuse Counseling and Treatment
☐ Services for Those At Risk of Homelessness
☒ Housing Rehabilitation
☐ Public Improvements
☐ Code Enforcement
☐ Employment Services
☐ Fair Housing Services
☐ Public Facilities
☐ Health Services
☐ Tenant / Landlord Counseling
☐ Economic Development
☐ Other, list

F. HUD Performance Measures

HUD requires that recipients of federal funding assess the outcomes of their programs. Below, please select only one primary HUD objective and only one primary HUD outcome to be addressed by this project.

Objectives

☐ **Objective #1: Creates a suitable living environment.** This objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment (such as poor-quality infrastructure) to social issues such as crime prevention, literacy, or elderly health services.

X **Objective #2: Provides decent housing.** This objective focuses on housing programs where the purpose of the program is to meet individual, family, or community needs and not programs where housing is an element of a larger effort, since such programs would be more appropriately reported under suitable living environment.

☐ **Objective #3: Creates economic opportunity.** This objective applies to the types of activities related to economic development, commercial revitalization, or job creation.

Outcomes

☒ **Outcome #1: Improve availability/accessibility.** This category applies to activities that make services, infrastructure, public facilities, housing, or shelters available or accessible to low/moderate income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low/moderate income people where they live.

☐ **Outcome #2: Improve affordability.** This category applies to activities that provide affordability in a variety of ways in the lives of low/moderate income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care.

☐ **Outcome #3: Improve sustainability.** This category applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low/moderate income or by removing or eliminating slums or blighted areas through multiple activities or services that sustain communities or neighborhoods.

SECTION 3: FINANCIAL AND OTHER ORGANIZATION INFORMATION

A. Agency Information

Executive Director: Deanne Everton Email: deanne@rtsv.org

DUNS #: 017547055 Fax: (408) 578-9359

Non-profit with 501(c)(3) Status ☒ Yes ☐ No Faith-based organization ☐ Yes ☒ No

Registered at sam.gov ☒ Yes ☐ No

B. Total Agency Budget

	2021-2022	2020-2021
Administration	$184,347	$175,991
Fundraising	$184,347	$175,991
Proposed Project (Total Gilroy grant budget)	$140,000	$144,364
All Other Programs	$2,563,759	$2,436,835
Total Agency Budget	$3,072,453	$2,933,181

C. Proposed City of Gilroy Grant Budget

Proposed City of Gilroy Grant Project Expenses	FY 2021-2022 CDBG/HTF Allocation (If Applicable)	FY 2022-2023 and 2023-2024 CDBG/HTF Request	List % Change from FY 21/22 allocation to FY 22/23 and FY 23/24 Request
Salaries	$34,492	$100,169	43.06%
Benefits			
Office Supplies	$748	$482	-68.07%
Communication	$960	$2,319	19.57%
Publications/Printing/Advertising	$1,852	$1,712	-54.24%
Travel	$1,460	$3,533	19.78%
Rent/Lease/Mortgage	$7,428	$16,503	9.99%
Utilities	$976	$2,365	19.96%
Insurance	$1,464	$3,542	19.77%
Equipment Rental/Maintenance, Specify:		$2,772	
Audit/Legal/Professional Services (for CDBG/HTF portion only)	$3,588	$8,201	13.15%
Direct Services (Funding for specific service such as a meal, ride), Specify:	$85,348	$257,206	47.01%
Contracted Services, Specify:			
Other, Specify: Facility expenses, depreciation/amortization, postage, staff/board training	$1,684	$6,879	102.22%

Total Expenses:	$140,000	$405,683	41.95%

1. Please explain any variation in excess of 10% between 2021-2022 allocation and proposed 2022-2023 and 2023-2024 expenses (If applicable).

Our percent change calculations are a comparison of our FY2021/2022 allocation versus our request for FY2022/2023. Please note that these calculations do not include FY2023/2024 because that would skew the calculations (one year to one year comparison versus one year to two year comparison). Changes to costs like utilities, insurance, rent/mortgage, and professional services are the result of our latest cost per unit assessments of our indirect expenses. We would like to recoup a greater proportion of the full and true costs to execute the work proposed in this request. We have also adjusted our anticipated costs for office supplies and printing to reflect our true costs based on our latest cost per unit assessment, and these costs were lower than anticipated. Travel costs increase annually and our direct costs have also increased because the price of supplies, materials, etc. for our projects has increased. Our staffing costs have also increased in part due to the challenges presented by COVID-19 and supply issues, which have increased the staff time per project. In addition to cost increases our request also reflects proposing an increase in the number of projects completed.

2. Indirect costs billed to a CDBG grant require a HUD approved indirect cost plan and those billed to an HTF grant require a city approved indirect cost plan. Do you plan to bill the grant for indirect costs? **X Yes** ☐ **No**

3. Does your agency charge fees for the services that you are requesting funding? ☐ **Yes** ☒ **No** If so, please attach a fee schedule to this page.

D. Leveraged Funds

Proposed Project Revenues FY 2022-2023	List Amount
Proposed CDBG/HTF City of Gilroy Grant	$405,683 (2 years)
Other Revenue Sources for proposed project (Please List)	$64,000 (2 years)
Community Support - Individual, corporate, foundation donations (approximately $32,000 per year for 2 years)	
Total of Other Revenue Sources:	$64,000 (2 years)

1. If your organization is not leveraging the requested CDBG/HTF funds with other funds, please explain why.

E. REQUIREMENTS

First-time applicants: Submit **all** items below with the proposal, as described in the submittal requirements of the application packet.
New applicants or those submitting a proposal for a new project must meet with HCD Technician, Sandra Nava, prior to application submittal to determine if the proposed project meets CDBG and HTF eligibility requirements.

Current grant recipients: Put a check (X) next to an item below if the most current copy is on file with the Housing & Community Development office. Submit all unchecked items below with the proposal, as described in the submittal requirements of the application packet.

- ☒ **a. Articles of Incorporation and Bylaws** (submit any amendments).
- ☒ b. **Current Policy & Procedures Manual.** Include current policy prohibiting discrimination, grievance procedures, procurement procedures and conflict of interest requirements for both employees and clients.
- ☒ c. **Current Nonprofit Determination.** Submit current determination letters from the federal Internal Revenue Service and the State Franchise Tax Board listing the organization's current name and address documenting the organization is tax exempt.
- ☐ d. **Current List of Board of Directors.** Include the current name, telephone number, address, occupation or affiliation of each member, and service term. Identify the principal officers of the governing body.
- ☐ e. **Current Authorization to Request Funds.** Submit the governing body's authorization to submit the City of Gilroy funding request. This consists of copies of the resolution (if applicable) and/or of the **minutes of the meeting** in which the governing body's resolution, motion, or other official action is recorded authorizing the funding request.
- ☐ f. **Current Designation of Authorized Official.** Documentation must be submitted of the governing body's action authorizing the representative(s) of the agency to negotiate for and contractually bind the agency. This consists of a signed letter from the Chairperson or Secretary of the governing body providing the name, title, address, and telephone number of each authorized individual.
- ☐ g. **Current Organizational Chart.** Include the organization's current administrative framework and staff positions.
- ☐ h. **Current Financial Statement and Audit and Management Letter, if applicable.** Also, if applicable, describe any actions taken to correct identified findings or concerns.
  Any agency that does not have a financial statement or audit to submit must contact Sandra Nava prior to submitting this application.
- ☒ i. **Résumés of Chief Program Administrator and Chief Fiscal Officer**

SECTION 4: AUTHORIZATION

The applicant hereby assures and certifies compliance all applicable federal, state, and local laws, regulations, policies, and requirements (including, but not limited to 2 CFR Part 200), as they relate to the acceptance and use of CDBG and local funds by private, non-profit organizations. Also, the applicant assures and certifies the following information:

1. It possesses legal authority to make a grant submission and to execute a community public service program;
2. The agency's governing body has duly adopted or passed as an official act a resolution, motion or similar action authorizing the person identified as the official representative of the corporation to submit this funding application and all associated information and assurances;
3. The grant will be conducted and administered in compliance with:
   a. Title VI of the Civil Rights Act of 1964 (Public Law 88-352; 42 U.S.C. 2000d et seq.), as amended, and implementing regulations issued at 24 CFR Part 1; and
   b. Title VIII of the Civil Rights Act of 1968 (Public Law 90-284; 42 U.S.C. 3601 et seq.), as amended, implementing regulations issued at 24 CFR Part 107, and Executive Order 11063; and
   c. Section 104(b) and Section 109 of Title I of the Housing and Community Development Act of 1974 (Public Law 93-383; U.S.C. 5301 *et seq.*), as amended; and
   d. Section 504 of the Rehabilitation Act of 1973 (Public Law 93-112; 29 U.S.C. 794), as amended; and
   e. Executive Order 11246, the implementing regulations issued at 41 CFR Chapter 60, and the Development Act of 1968 (12 U.S.C. 1701u; and
   f. The Age Discrimination Act of 1975 (Public Law 94-135; U.S.C. 6101), as amended.
   g. Presidential Executive Order 13166 ("Improving Access to Services for Persons with Limited English Proficiency"); and
   h. Executive Orders 11625, 12432 and 12138, encouraging the use of minority and women-owned business enterprises in connection with activities funded under this grant.
4. It will affirmatively further fair housing.
5. It will implement the requirements of the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821-4846) and implementing regulations at 24 CFR Part 35.
6. It will comply with Uniform Federal Accessibility Standards at 24 CFR Part 40, Appendix A, as they related to major rehabilitation or conversion.

As a duly authorized representative of the Agency, I submit this application to the JURISDICTION and verify, under penalty of perjury under the laws of the State of California or of the JURISDICTION, that the information contained herein is, to the best of my knowledge, true, correct and complete. (**Attach documentation that verifies the signer has the authority to submit this application and execute the contract**).

Deanne Everton

AUTHORIZED SIGNATURE: _____ DATE: January 25, 2022

NAME (Please Print): Deanne Everton TITLE: Executive Director

Gilroy CDBG and HTF FY 2022-23 and FY 2023-2024 Grant Proposal Rating Worksheet

Name:

22-RFP-HCD-471

	SAMPLE	1	2	3	4	5	6	7	8	9	10	11	12	13
Project:		Community Outreach and Navigation: PrEP	Ochoa Clubhouse CORE Enrichmnet	Homeward Bound Homeless Prevention Services	RYSE UP (Reaching our Young people to Succeed and Empower with Unlimited Potential	Adult Day Care	Project Sentinel Inc.	Project Sentinel Fair Housing	Gilroy Street Team	Homeless Prevention Services	Housing Services Program for Gilroy Residents with Disabilities	Outreach for the Unhoused	Meals on Wheels	Repair and Accessibility Modification Program for Low-Income Homeowners and Renters
Agency:		Bay Area Community Health	Boys and Girls Club of Silicon Valley	Community Agency for Resources Advocacy and Services (C.A.R.A.S.)	Community Agency for Resources Advocacy and Services (C.A.R.A.S.)	Live Oak Adult Day Services	Project Sentinel Inc.	Project Sentinel Inc.	St. Joseph's Family Center	St. Joseph's Family Center	Silicon Valley Independent Living Center	South County Compassion Center	The Health Trust	Rebuilding Together Silicon Valley
1. Need (Section 2, A2)														
High (6 pts.)														
Med (3 pts.)	3													
Low (0 pt.)														
2. Targeted Income (Section 2, B1)														
High (6 pts.)														
Med (4 pts.)	4													
Low (2 pts.)														
3. Experience (Section 2, C3)														
High (4 pts.)														
Med (2 pts.)	2													
Low (0 pts.)														
4. Leveraged Funds (Section 3, D)														
High (4 pts.)	4													
Low (1 pt.)														
Below (0 pts.)														
5. Working with Other Agencies (Section 2, A5 and A6)														
High (4 pts.)														
Med (2 pts.)	2													
Low (1 pt.)														
No Score (0 pts.)														
Bonus (2 pts.)	2													
6. Measurable Outcomes and System (Section 2, B3, #1, #2)														
High (4 pts.)														
Med (1 pt.)														
Below (0 pts.)	0													
7. Program Performance (Information to be provided by HCD staff)														
High (4pts.)														
Med (2 pts.)														
Low (1 pts.)														
New Applicants (0 pts.)														
Corrective Actions Pending (-2 pts.) Unresolved (-4 pts.)	-2													
TOTALS:	**15**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

Instructions: Please enter the numeric value of your criterion score in the boxes below. Totals for each project will add up in the bottom row

FUNDING RECOMMENDATION WORKSHEET **Name:**

Project Number	Agency	Project	Rating	Ranking	Current City Funding FY 2021-2022	Amount Requested for FY 2022-2023 and FY 2023-2024	Eligible Funding Types	HNRC MEMBER Recommended Funding Amount (min. $7,500)	Funding Type (Enter Funding Code)
1	Bay Area Community Health	*Community Outreach and Navigation: PrEP	0	1	$ 10,250	$ 15,000	CDBGPS		
2	Boys and Girls Club of Silicon Valley	Ochoa Clubhouse CORE Enrichment	0	1	$ -	$ 15,000	CDBGPS		
3	Community Agency for Resources Advocacy and Services (C.A.R.A.S.)	Homeward Bound Homeless Prevention Services	0	1	$ -	$ 37,000	CDBGPS and HTF		
4	Community Agency for Resources Advocacy and Services (C.A.R.A.S.)	RYSE UP (Reaching our Young people to Succeed and Empower with Unlimited Potential	0	1	$ -	$ 37,000	CDBGPS		
5	Live Oak Adult Day Services	Adult Day Care	0	1	$ 8,560	$ 10,000	CDBGPS		
6	Project Sentinel Inc.	Landlord- Tenant Counseling and Dispute Resolution	0	1	$ 15,960	$ 36,000	CDBGPS and HTF		
7	Project Sentinel Inc.	Project Sentinel Fair Housing	0	1	$ 14,590	$ 21,000	CDBGPS and HTF		
8	St. Joseph's Family Center	Gilroy Street Team	0	1	$ 23,780	$ 35,000	HTF		
9	St. Joseph's Family Center	Homeless Prevention Services	0	1	$ 54,650	$ 65,000	CDBGPS and HTF		
10	Silicon Valley Independent Living Center	Housing Services Program for Gilroy Residents with Disabilities	0	1	$ -	$ 36,803	CDBGPS and HTF		
11	South County Compassion Center	Outreach for the Unhoused			$ 45,660	$ 52,211	CDBGPS and HTF		
12	The Health Trust	Meals on Wheels			$ 21,990	$ 27,000	CDBGPS and HTF		
13	Rebuilding Together Silicon Valley	Repair and Accessibility Modification Program for Low-Income Homeowners and Renters	0	1	$ 140,000	$ 198,726	CDBGHR		
14	City of Gilroy Recreation Department	Gilroy Youth Center			$ 38,452	$ 38,452	CDBGPS -Council sets aside $40,000 annually	$ 38,452	CDBGPS
				Total:	**$ 373,892**	**$ 624,192**		**$ 38,452**	

*BACH will be only be considered for 1 year of funding.

			Remaining	
Housing Trust Fund (HTF) Amount Available	$	168,000	$ 168,000	(City Council will discuss use of this fund 2-28-22, which may result in reduction/elimination for public services)
CDBG Public Service (CDBGPS) Amount Available	$	70,500	$ 32,048	
CDBG Housing Rehabilitation (CDBGHR) Available*	$	305,500	$ 305,500	*(Funding from this pot will also be allocated to the Public Works Dept. project request totaling $386,000)

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SECTION 1: COVER SHEET

A. Applicant Information

Legal Name of Organization: Bay Area Community Health
Mailing Address: 40910 Fremont Blvd.
City, State, Zip Code: Fremont, CA 94538
Contact Person Name: Rosanna Salgado McDonald Title: Director, Fund Development
Email Address: rsalgado@bach.health Webpage: www.bach.health
Telephone Number: 408-729-4290

B. Project Overview

Project Name: Community Outreach and Navigation: PrEP
Project Location: 9460 No Name Uno
City, State, Zip: Gilroy, CA 95020

Brief Project Description: Bay Area Community Health, a Federally Qualified Health Center (FQHC) with an extensive history of delivering HIV outreach, prevention, and treatment services, requests $15,000 in funding to train and deploy a .15 full-time equivalent (FTE) bilingual English/Spanish outreach worker to serve Gilroy residents at risk of contracting HIV. PrEP (pre-exposure prophylaxis) is a medicine people at risk for HIV take to prevent getting HIV from sex or injection drug use. When taken as prescribed, PrEP is highly effective for preventing HIV. If funded, the project will address the HIV epidemic by ensuring that Gilroy residents at risk of HIV have access to prevention through PrEP medication, and receive HIV testing and subsequent responsive care services including case management, linkage to care, and client navigation support along the PrEP continuum. The project is designed to increase the number of Gilroy residents accessing and using clinically-indicated PrEP; thus decreasing the number of residents who contract HIV. The project benefits from mutual referrals by/to essential services provided by BACH's Gilroy-based referral partners to meet housing, food, and other needs, as well as lowering barriers to care through access to BACH's full array of health and wellness services at BACH's Gilroy clinic.

C. Funds Requested

$ $15,000 (Grant request for fiscal year 2022-2023) $ Error! (Grant request for fiscal year 2023-2024)

Total estimated project cost for Fiscal Year:		
	2022 / 2023	2023 / 2024
Projected cost:	$15,000	

Gilroy CDBG/HTF funds in Fiscal Year:		
	2020 / 2021	2021 / 2022
Requested:		$16,000
Received:		$10,250

Identify the City of Gilroy 2020-2025 Consolidated Plan priority need(s) being met:

- ☐ Preserve Affordable Housing for Home Ownership
- ☐ Small Business Expansion
- ☐ Supportive Services for Homeless
- ☐ Fair Housing Support
- ☐ Install Safety & Enhanced Public Improvements
- ☐ Workforce Development
- ☒ Supportive Services for Special Needs Populations
- ☐ Neighborhood Revitalization

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SECTION 2: PROJECT INFORMATION

A. Project Overview and Target Population [Limit each response to no more than half a page]

1. Describe the primary purpose of the proposed project:

To increase community awareness, increase access to health care, and lower the rates of HIV (human immunodeficiency virus) in Gilroy, thus addressing the HIV epidemic. The STD/HIV Prevention & Control Program of the County of Santa Clara Public Health Department has identified five key strategies in stopping the HIV epidemic: 1) improve quality and usability of collected data; 2) improve PrEP and PEP utilization and access, 3) increase and improve HIV and STD testing and integration, 4) improve linkage and retention in HIV care, and 5) increase general HIV education & awareness and reduce stigma around HIV, sexual orientation, and gender identity.

1.05. **Description of Services**

Location of services:	BACH's Gilroy Clinic, 9460 No Name Uno, Gilroy, CA 95020
Hours of operation:	Monday – Friday, 8:00am – 8:00pm, Saturday – Sunday, 8:00am – 5:00pm

Activity 1:	Outreach to Partners

Activity Description:
Connect with Gilroy-serving partners; disseminate targeted email and social media notices; deliver online informational sessions to confirm mutual referrals (housing assistance, food pantries, for example); and publicize the availability of PrEP services. Internal education to BACH clinic staff. All outreach will be culturally sensitive and bilingual (English/Spanish.)

Activity 2:	Targeted Outreach to Community Members at Risk of HIV

Activity Description:
BACH will use a "smart screening algorithm" in its electronic health record: OCHIN Epic to identify potential PrEP candidates. Further inreach to higher-risk BACH patients through targeted text campaigns; to BACH patient population through video clip and flyers in clinic waiting and exam room and at BACH's school-based health center based at Glenview Elementary School (which serves the entire family). BACH will deploy the bilingual English/Spanish outreach worker in Gilroy to serve new populations of Latino-majority migrant workers with varying document status as well as previously underserved HIV positive and high-risk HIV negative individuals. She will also receive referrals from service partners. As in all of its outreach, staff will adhere to current COVID-19 public health protocols, incorporating social distancing and masks, hand sanitizer and wipes to ensure a safe and healthy environment.

Activity 3:	Education, Services, and Referrals for Clients

Activity Description:
The outreach worker will meet with clients and provide education, support and referrals to HIV testing, and PrEP prescription. Referral to Valley Medical Center (if HIV positive). Includes culturally specific navigation (help with appointments, transportation, appointment accompaniment) for HIV- and HIV+ clients. BACH's policy is to link HIV+ patients to care within 30 days.

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2. Describe the need(s) that the proposed project addresses, its community impact, and how it addresses a 2020-2025 Consolidated Plan priority.

Bay Area Community Health, a Federally Qualified Health Center (FQHC) with an extensive history of delivering HIV outreach, prevention, and treatment services, requests $15,000 in funding to train and deploy a .15 full-time equivalent (FTE) PrEP Outreach Navigator to serve Gilroy residents at risk of contracting HIV. PrEP (pre-exposure prophylaxis) is a medicine people at risk of HIV take to prevent getting HIV from sex or injection drug use. When taken as prescribed, PrEP is highly effective for preventing HIV.

According to the County of Santa Clara Public Health Department, geographic areas with high rates of people living with HIV/AIDS were concentrated in the north central part of the county, as well as in the more rural southern region. Many of these areas are associated with higher poverty levels, lower educational attainment, and higher unemployment. (HIV Epidemiology Annual Report County of Santa Clara 2018).

If funded, the project will address the HIV epidemic by ensuring that Gilroy residents at risk of HIV have access to prevention through PrEP medication, and receive HIV testing and subsequent responsive care services including case management, linkage to care, and client navigation support along the PrEP continuum. The project is designed to increase the number of Gilroy residents accessing and using clinically-indicated PrEP; thus decreasing the number of residents who contract HIV. The project benefits from mutual referrals by/to essential services provided by BACH's Gilroy-based referral partners to meet housing, food, and other needs, as well as lowering barriers to care through access to BACH's full array of health and wellness services at BACH's Gilroy clinic.

The proposed project addresses the need for education and prevention services among Gilroy residents at risk of HIV. These include men who have sex with men (MSM), injection drug users, Latino-majority migrant workers with varying document status, previously underserved HIV positive and high-risk HIV negative individuals, and transgender women who have sex with men. The project's impact on the community is improved public health, lessened future burden on the local health, social services, and public benefits systems. The project meets the City Council's goal to Enhance Public Safety Capabilities.

3. Describe the project's target population, including client eligibility requirements. Discuss how and if they are an at-risk and/or under-served population.

The target population for the proposed project is men who have sex with men (MSM), injection drug users, Latino-majority migrant workers with varying document status, previously underserved HIV positive and high-risk HIV negative individuals, and transgender women who have sex with men. In 2019 in Santa Clara County, there were 3,481 HIV positive individuals and 159 new diagnoses, with the highest rate among men aged 25-44 (28.1 per 100,000). Among men, African Americans and Latinos have the highest rates (67.7 and 33.2 per 100,000, respectively) compared to whites 9.2 per 100,000). Among males, prevalence was highest among men who have sex with other men (MSM), at 71%. Santa Clara County people living with HIV are 43% Latino, 30% white, 12% Asian/Pacific Islander, and 11% African American. More than 10% were not linked with care within one month of diagnosis. (Source: HIV Surveillance Report Santa Clara County, HIV PSRA Meeting, 2020, Public Health Department.)

Many MSM experience barriers to HIV health care that include financial issues, housing instability, lack of insurance, stigma, limited access to transportation, fear of needles or medical procedures, lack of wanting to reveal their participation in PrEP or their lifestyle choices to families or others, co-occurring

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Substance Use Disorders (SUDs) or mental health issues, lack of access to primary and specialized care during weekend and evening hours, and concerns regarding side effects. Compounding the stigma that MSM experience, many African American and Latino men, regardless of sexual orientation and gender, also have experienced unethical and inappropriate treatment by public and private health care entities, creating a widespread mistrust of healthcare providers within these populations. (Source: Is Healthcare Leaving Latino Men Behind? Healthify, May 16, 2017 and HIS Healthcare Literature Review: https://www.hishealth.org/research/literature-review.)

BACH has a 50 year-plus history of delivering primary health care, including wellness and preventive care, to underserved and at risk populations. In addition, our clinics in Alameda County have delivered HIV and Trans specialty health care for 30 years; BACH is well-equipped to efficiently cross-train and support the outreach worker assigned to this project, to expand our HIV preventive care and services to Santa Clara County, beginning with Gilroy.

4. What other private or government organizations are now or will address the same needs identified herein? List and describe the services provided by each in relation to the needs addressed.

The County of Santa Clara's Getting to Zero team has applied for federal funding to support research and services to increase the use of PrEP; that request is pending. BACH has been invited to serve as a subcontractor to this research project. In addition, BACH is in the process of partnering with the Health Trust to co-locate an HIV Case Manager at its Gilroy Clinic. The outreach worker added by the proposed project in Gilroy would work in tandem with this case manager, expanding and enhancing the care clients will receive. Both the County's and the Health Trust's efforts would support and enhance the proposed project in Gilroy.

5. Explain how the proposed program/project augments rather than duplicates the services of others.

The proposed PrEP awareness, service, and navigation program services are not being currently being offered by others to serve Gilroy residents. BACH's Gilroy Clinic is well equipped to provide PrEP prescriptions, HIV testing and care, but there are no dedicated staff members to ensure that robust HIV prevention and navigation takes place. The proposed project is an efficient and low-cost way for under- or uninsured community members served by BACH to receive this important information and care. Further, the proposed services augment services offered by our partners (for example, housing assistance, food, childcare, and shelter). The project also augments BACH's own services, increasing access to BACH's robust array of services: Medical, Optometry, Dental, Chiropractic, Podiatry, OBGYN, and Acupuncture. BACH is pleased to have available to deploy to this project an existing outreach staff member who is a Gilroy resident, who is bilingual in Spanish and English.

6. Describe how your agency collaborates with other service providers (e.g. shared staffing, locations, or budgets). Specify the names of collaborative groups of which you are a member.

BACH's collaboration and referral partners in Gilroy include the South County Youth Task Force, Gavilan College, Community Solutions, LGBT Community Resource Center, Catholic Charities, the Salvation Army, South Valley Community Church, St. Mary Parish, Victory Outreach, Uesugi Farms, Christopher Ranch, B & T Farms, Gilroy Compassion Center, Gilroy Winter Shelter National Guard Armory, HomeFirst – Boccardo Family Living Center. Our patients and their clients benefit from mutual referrals. Several of these entities are hosting BACH's upcoming COVID testing and vaccine events. BACH is a member of the South County Youth Task Force and the Chamber of Commerce of Gilroy.

For many years, BACH has worked closely with Abode Housing Services in Alameda and Santa Clara Counties on housing and housing assistance referrals for our patients experiencing homelessness or who are housing insecure. This partnership will be especially valuable to clients of this program.

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As mentioned, BACH is developing a project together with the Health Trust to co-locate an HIV Case Manager at BACH's Gilroy Clinic. The outreach worker for the proposed project would work in tandem with this case manager, further expanding and enhancing the care clients will receive.
Finally, BACH has a 50 year-plus partnership with Santa Clara County, and is currently part of a proposed Countywide HIV prevention program, now being considered by the National Center for HIV/AIDS, Viral Hepatitis, STD & TB Prevention, Centers for Disease Control and Prevention.

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NOTE: For Reference the 2021 HUD Income Limit Standards for Santa Clara County are provided below.

	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
0% - 30% AMI Extremely Low Income	$34,800	$39,800	$44,750	$49,700	$53,700	$57,700	$61,650	$65,650
31% - 50% AMI Very Low Income	$58,000	$66,300	$74,600	$82,850	$89,500	$96,150	$102,750	$109,400
51% - 80% AMI Low Income	$82,450	$94,200	$106,000	$117,750	$127,200	$136,600	$146,050	$155,450

B. Performance Measures/Numeric Goals

1. **Unduplicated Participants** – Indicate, by quarter, the proposed number of unduplicated participants the City grant funded project will serve. An unduplicated participant is a Gilroy resident who is counted only once each fiscal year. If this project has other funding sources, only list and report on the percentage of unduplicated persons served under this grant.

Unduplicated Participants	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
	20	20	20	20	80

Provide the proposed number of unduplicated Gilroy participants for each category listed below.

	# of Gilroy Clients		# of Gilroy Clients
Extremely Low Income (0%-30% AMI)	70	Youth (0-18 years)	2
Very Low Income (31%-50% AMI)	8	Adults (19-61 years)	75
Low Income (51%-80% AMI)	2	Seniors (62+ years)	3
Moderate Income (81%-120% AMI)		Disabled Individuals	5
Above Moderate Income (120%+ AMI)		Other Special Needs	5

2. **Service Units** – Provide activity name, define unit of service, and list the proposed number of units of service that will be provided each quarter resulting from the Gilroy grant only. A unit of service is the "thing" you propose to track each quarter. (i.e. each case, meal, shelter night, job, etc.)

Activity 1:	**Error! Reference source not found.**Mutual referral agreements and education presentations				
Unit of Service =	Texts, calls, targeted social media posts				
Goal:	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
	2	2	2	2	8

Activity 2:	**Error! Reference source not found.**Outreach to High Risk Community Members and In-reach to current patients				
Unit of Service =	Texts, calls, targeted social media posts				
Goal:	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
	125	125	125	125	600

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Activity 3:	**Error! Reference source not found.**Education, services and Referrals for Clients				
Unit of Service =	Telephone engagement, warm internal handoff for testing/ prescription, referral for external providers				
Goal:	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
	25	25	25	25	100

3. **Outcome Measure Statement and Measurement Methodology** – List outcome measure(s) as a percentage (an outcome measure is the proposed measurable outcome(s) expected to be achieved through the activities to be provided) and include the measurement tool(s) you propose to use, then below the outcome measure section describe the measurement methodology to be implemented in order to arrive at the actual percentage achieved. Finally, list the numerical percentages you propose for Q2 (representing outcomes from Q1-Q2) and Q4 (representing outcomes from Q3-Q4).

Example:		
Outcome Measure	50% of clients receiving job readiness training will increase their income by securing new employment as measured by either employer verification letters, pay stubs, or benefit letter.	
Measurement Methodology:	Staff will verify the number of clients securing new employment. The number of unduplicated clients securing new employment will be divided by the total number of unduplicated clients served to arrive at the actual percentage securing new employment.	
	Quarter 2	Quarter 4
Outcome Goal:	50%	50%

Outcome Measure #1	Eight Gilroy based partners and 100% of the relevent staff at the Gilroy Clinic will be trained and equipped to provide referrals, resulting in 100 engagements with clients: Gilroy residents at high risk for HIV	
Measurement Methodology:	Electronic Health Record	
	Quarter 2	Quarter 4
Outcome Goal:	50	50

Outcome Measure #2	Gilroy residents at high risk for HIV will receive at least one referral for testing, prescription, or other needed services, including referrals and resources for housing.	
Measurement Methodology:	Electronic Health Record	
	Quarter 2	Quarter 4
Outcome Goal:	10	10

1. How will the activities being provided under this grant contribute to meeting the outcome measures?

The main activities relating to services provided to clients include screening clients using an evidence-based Motivational Interviewing format that encourages PrEP and nPEP navigation. If clients decide to start PrEP, staff will document the referral provider and appointment date for entry into BACH's electronic health record database – OCHIN Epic. Staff will educate clients about PrEP and its use, benefits, risks, costs, role of health insurance, role of HIV testing before and during PrEP, how to access it, and other topics. Staff later confirms client use of PrEP with BACH PrEP providers and follow-up with clients at one and three months (and thereafter) in accordance with PrEP medication dispensation and testing protocols to encourage treatment adherence. For clients that navigate into care who have other PrEP providers, staff will follow up with the providers to verify PrEP medical visits, and that clients have started PrEP.

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Overall, the project's three activities -- Outreach to Partners, Targeted Outreach to High Risk Community Members, and Education, Navigation, and Referrals for Clients -- are designed to lead to greater understanding of HIV prevention, fewer HIV cases, and less burden on local health, social services, and public benefits systems. BACH provides a robust array of services and so do our partners. The ancillary benefits (linkage to health care, food, and housing, for example) contribute to improved community wellness.

2. Describe in detail how your agency will implement the proposed outcome measurement methodology.

BACH will implement the proposed outcome management and methodology in its electronic health record. In April 2021, BACH will have begun using OCHIN Epic, which is being tailored to accommodate all the services and engagements of the proposed program. BACH is well-prepared to report to the City of Gilroy on all the project's activities.

C. Project Administration and Monitoring [Limit each response to no more than half a page]

1. Use the space and table below to briefly describe how the project will be managed and administered, included proposed staff time and staff functions.

The program as designed will be managed by Claudia Lepe, one of BACH's experienced outreach workers. Claudia, an English/ Spanish bilingual Gilroy resident, has been cross-trained in HIV and PrEP by BACH's Transvision staff. The project will be supervised by Eder Torralba, who manages BACH's Community Health Services in Santa Clara County.

Ms. Lepe will conduct the activities of the program. She is assigned to this project at .15 FTE. Mr. Torralba is assigned to the project at .0333 FTE.

Position Title	Program/Project Duties	Total Annual Salary	Total Hours per Week	% Time Allocated to CDBG/ HTF Activity	CDBG / HTF Salary Reimbursement Request
Outreach Worker	Serve as project manager and conduct all activities of the project.	$46,000	5	15	$5,750
Community Health Services Manager	Supervise project manager	$75,000	1.33	3.33	$2,532

2. Describe your written policies and/or established procedures for assuring persons with disabilities and/or limited English proficiency have access to services and benefits.

BACH provides culturally specific comprehensive primary and preventive medical care, behavioral health, and oral health services using a Patient Centered Medical Home delivery model. BACH's array of primary care services are delivered in a culturally and linguistically appropriate manner with clinic staff fluent in 21 languages and dialects including but not limited to Spanish, Mandarin, Cantonese, Vietnamese, Tagalog, Pashto, Burmese, Farsi, and American Sign Language. According to 2019 demographic data, the racial/ethnic makeup of our patient population is 36% Hispanic/Latino, 37% Asian/Middle Eastern (including the largest Afghani community in the United States), 45% White, 6% Black/African American, 2% Native American, and 2% identified as multiethnic.

3. Briefly describe your agency's mission and history. Include a description of your agency's experience in providing the proposed services.

BACH's mission is to deliver exceptional health and social services that improve quality of life for the individuals, families, and communities we serve. Our vision is for everyone in our community to have access to high quality, comprehensive, and affordable health care. BACH was formed in 2020, merging the strengths of two longstanding federally qualified health centers: southern Alameda County's Tri-City Health Center and

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Santa Clara County's Foothill Community Health Center. Formed during the middle of the COVID-19 pandemic, Bay Area Community Health (BACH) brings decades of combined service to the geographic region that stretches from Union City to Gilroy.

Before forming BACH, Tri-City Health Center served the Tri-City area for 50 years, becoming a force for providing health services to all in southern Alameda County, regardless of ability to pay. Similarly, Foothill Community Health Center began serving low-income families and individuals in East San Jose in 1996 and the greater Santa Clara County region in 2011. Both organizations bring decades of service, relationships, and professional staff to Bay Area Community Health. BACH serves more than 100,000 people, who rely on high-quality healthcare services, regardless of their immigration status, ethnicity, disabilities, or ability to pay.

Recent achievements include the merger between TCHC and FCHC to become one of the largest community health centers in Northern California. In March 2020, BACH launched a COVID-19 pandemic response plan that included opening COVID-19 drive-through testing facilities in San Jose and Fremont. Mobile health vans are deployed and prioritized for community-based testing. As of January 24, 2021 BACH has tested over 30,000 community members. As said, the agency is planning many more testing events in Santa Clara County, as well as a major vaccination campaign.

Bay Area Community Health's HIV Program in Alameda County offers one of the most comprehensive Ryan White HIV Services in the Bay Area. Today, HIV is a chronic, manageable condition, and BACH provides the latest treatment and specialty care for people living with this disease. Patients receive medication support, access to mental health care, and assistance with housing, food and other basic needs. Patients also receive application assistance for medication access programs. Services include case management services, dental services, mental health services, nutrition services, support groups (English/ Spanish) emergency financial assistance, long/ short-term housing assistance, insurance counseling/ referrals, and substance abuse disorder services. BACH is proud to be applying the expertise we have built in our services into Gilroy.

4. If previously funded by the City of Gilroy, what were the goals and accomplishments of CDBG/HTF projects?

N/A

5. Explain how your agency collects and reports income, race/ethnicity, and disability data.

As a federally qualified health center, BACH serves community members of all ages, ethnicities, and abilities, with our without health insurance. Every year, BACH reports to the federal HRSA a detailed data on patients, services, and performance using the measures defined in the Uniform Data System (UDS). The UDS is a standardized reporting system that provides consistent information about health centers and look-alikes. This information is collected for patient information, delivered services, exam notes, patient visits, and upcoming services and screenings in BACH's electronic health record: OCHIN Epic.

BACH's Outreach and Eligibility Workers are trained to conduct eligibility screening to determine each patient's ability to qualify for public health programs such as Medi-Cal, Alameda Alliance for Health Plan, the State's Child Health and Disability Prevention Program, and Family PACT. To determine eligibility, our Outreach and Eligibility Workers screen the patient's income level and family size. Income documents, such as paystubs, are collected and scanned to complete enrollment in public health programs. Once at our clinic, patients must also complete a number of intake forms in order to receive care services. The intake process captures what insurance or public health programs they are enrolled in and the number of individuals in their household. This information is used by BACH to determine their income level and socioeconomic status according to the Federal Poverty Guidelines.

If it is determined that the patient is ineligible for any payer program (i.e., uninsured), services are made available through BACH's Sliding Fee Discount Program (SFDP). The practice management system used by

our Enrollment Specialists has the logic, poverty tables, and calculators embedded in the system to determine a patient's eligibility for the sliding fee discount. This ensures that patient discounts are applied uniformly and fairly. When provided, income documents are scanned and filed in the patient's chart. Patient sliding fee schedule re-eligibility is determined annually.

6. Explain how your agency collects customer service data and provide the metrics used to collect this data.

BACH's Continuous Quality Improvement Committee reviews information related to clinical outcomes and program monitoring, patient satisfaction survey results, trends in patient complaints and risk management issues. BACH's Quality Improvement department regularly evaluates services for access, availability, effectiveness, timeliness, patient satisfaction (via Patient Satisfaction Surveys) and outcomes.

D. HUD Low Mod Income National Objective Options (please select one of the three categories below)

☒ **1. Low Mod – Limited Clientele Activities Category**

The HUD National Objective your project will meet is Low Mod Income (LMI) which benefits low and very low-income persons as defined by HUD's income limits for Santa Clara County.

The Low Mod Limited Clientele (LMC) Category is the category under the LMI national objective your project will meet. Under the LMC category, at least 51% of the beneficiaries of an activity have to be LMI persons.

Put a check (X) next to the qualifying criteria below your LMC project activity meets, only select one:

- ☒ a) The activity will exclusively serve a group of persons in any one or a combination of categories generally presumed to be low, very low, or extremely low income: abused children, battered spouses, elderly persons, adults meeting the definition of "severely disabled" in the Bureau of Census's Current Population Reports, homeless persons, illiterate adults, persons living with AIDS, and migrant farm workers; or
- ☒ b) The activity will require documentation on family size and income to document that at least 51% of the clientele are persons whose family income does not exceed HUD income limits for Santa Clara County; or
- ☐ c) The activity will have income eligibility requirements that limit the activity exclusively to low, very low, and extremely low-income persons; or
- ☒ d) The activity will be of such a nature and in such a location that it may be reasonably concluded that the activity's clientele will primarily be low, very low, or extremely low-income persons.

☐ **2. Low Mod - Housing Activities Category**

The HUD National Objective your project will meet is Low Mod Income (LMI) which benefits low and very low-income persons as defined by HUD's income limits for Santa Clara County. The Low Mod Housing Activities (LMH) Category is the category under the LMI national objective your project will meet.

Owner-occupied housing rehabilitation programs established to meet the Low Mod Housing National Objective found at 24 CFR 570.208(a)(3) must benefit households earning less than 80% of area median income adjusted for household size as published by HUD.

Select one of the Two Accepted Methods for Calculating Household Income for your Project

- ☐ Part 5 definition of income (24 CFR Part 5.609); or
- ☐ Adjusted gross income under Internal Revenue Service (IRS) form 1040

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Each method requires collection and evaluation of source documentation. Self-certification is not acceptable for documenting compliance with the housing national objective. The awarded agency(ies) will be expected to determine income eligibility, establish performance measures, and meet performance objectives.

☐ **3. Low Mod - Area Benefit Activities Category**

The HUD National Objective your project will meet is Low Mod Income (LMI) which benefits low and very low-income persons as defined by HUD's income limits for Santa Clara County. The Low Mod Area (LMA) Category is the category under the LMI national objective your project will meet.

The area benefit category is the most commonly used national objective for activities that benefit a residential neighborhood. An area benefit activity is one that benefits all residents in a particular area, where at least 51% of the residents are LMI persons.
Examples of area benefit activities located in a predominantly LMI neighborhood may include:

- Acquisition of land to be used as a neighborhood park;
- Construction of a health clinic;
- Improvements to public infrastructure (i.e. the installation of gutters and sidewalks); and
- Development of a community center

The above activities benefit all LMI residents in a service area and may qualify under the LMI area benefit category. The applicant is responsible for determining that a service area complies with CDBG regulations.

E. Select one Eligible Project Activity you propose to provide Gilroy residents.

- ☐ Services for Senior Citizens
- ☐ Services for Disabled Persons
- ☐ Services for Youth
- ☐ Services for Victims of Domestic Violence
- ☐ Services for Homeless
- ☐ Substance Abuse Counseling and Treatment
- ☐ Services for Those At Risk of Homelessness
- ☐ Housing Rehabilitation
- ☐ Public Improvements
- ☐ Code Enforcement
- ☐ Employment Services
- ☐ Fair Housing Services
- ☐ Public Facilities
- ☒ Health Services
- ☐ Tenant / Landlord Counseling
- ☐ Economic Development
- ☐ Other, list

F. HUD Performance Measures

HUD requires that recipients of federal funding assess the outcomes of their programs. Below, please select only one primary HUD objective and only one primary HUD outcome to be addressed by this project.

Objectives

☒ **Objective #1: Creates a suitable living environment.** This objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment (such as poor-quality infrastructure) to social issues such as crime prevention, literacy, or elderly health services.

☐ **Objective #2: Provides decent housing.** This objective focuses on housing programs where the purpose of the program is to meet individual, family, or community needs and not programs where

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housing is an element of a larger effort, since such programs would be more appropriately reported under suitable living environment.

☐ **Objective #3: Creates economic opportunity.** This objective applies to the types of activities related to economic development, commercial revitalization, or job creation.

Outcomes

☒ **Outcome #1: Improve availability/accessibility.** This category applies to activities that make services, infrastructure, public facilities, housing, or shelters available or accessible to low/moderate income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low/moderate income people where they live.

☐ **Outcome #2: Improve affordability.** This category applies to activities that provide affordability in a variety of ways in the lives of low/moderate income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care.

☐ **Outcome #3: Improve sustainability.** This category applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low/moderate income or by removing or eliminating slums or blighted areas through multiple activities or services that sustain communities or neighborhoods.

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SECTION 3: FINANCIAL AND OTHER ORGANIZATION INFORMATION

A. Agency Information

Executive Director: Zettie D. Page III MD, PhD, MBA, MSW, MS Email: zpage@bach.health

DUNS #: 052955804 Fax: (510) 657-8954

Non-profit with 501(c)(3) Status ☒ **Yes** ☐ **No** Faith-based organization ☐ **Yes** ☒ **No**

Registered at sam.gov ☒ **Yes** ☐ **No**

B. Total Agency Budget

	2021-2022	2020-2021
Administration		$21,028,624
Fundraising		$1,585,072
Proposed Project (Total Gilroy grant budget)		$15,000
All Other Programs		$83,041,786
Total Agency Budget		$105,671,482

C. Proposed City of Gilroy Grant Budget

Proposed City of Gilroy Grant Project Expenses	FY 2021-2022 CDBG/HTF Allocation (If Applicable)	FY 2022-2023 and 2023-2024 CDBG/HTF Request	List % Change from FY 21/22 allocation to FY 22/23 and FY 23/24 Request
Salaries	$7,534	$9,432	25%
Benefits	$2,716	$2,296	
Office Supplies			
Communication			
Publications/Printing/Advertising		$1,500	
Travel		$672	
Rent/Lease/Mortgage			
Utilities			
Insurance			
Equipment Rental/Maintenance, Specify:			
Audit/Legal/Professional Services (for CDBG/HTF portion only)			
Direct Services (Funding for specific service such as a meal, ride), Specify:			
Contracted Services, Specify:			
Other, Specify:			
Total Expenses:	$10,250	$15,000	

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1. Please explain any variation in excess of 10% between 2021-2022 allocation and proposed 2022-2023 and 2023-2024 expenses (If applicable).
Staff salary increases to keep pace with need for program within the community, cost of living and fuel increases.

2. Indirect costs billed to a CDBG grant require a HUD approved indirect cost plan and those billed to an HTF grant require a city approved indirect cost plan. Do you plan to bill the grant for indirect costs? ☒ **Yes** ☐ **No**

3. Does your agency charge fees for the services that you are requesting funding? ☐ **Yes** ☒ **No** If so, please attach a fee schedule to this page.

D. Leveraged Funds

Proposed Project Revenues FY 2022-2023	**List Amount**
Proposed CDBG/HTF City of Gilroy Grant	$15,000
Other Revenue Sources for proposed project (Please List)	
	0
Total of Other Revenue Sources:	0

1. If your organization is not leveraging the requested CDBG/HTF funds with other funds, please explain why.
The budget for the pilot program was supported by CDBG/HTF funds. The grant will allow activities to continue.

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E. REQUIREMENTS

First-time applicants: Submit **all** items below with the proposal, as described in the submittal requirements of the application packet.
New applicants or those submitting a proposal for a new project must meet with HCD Technician, Sandra Nava, prior to application submittal to determine if the proposed project meets CDBG and HTF eligibility requirements.

Current grant recipients: Put a check (X) next to an item below if the most current copy is on file with the Housing & Community Development office. Submit all unchecked items below with the proposal, as described in the submittal requirements of the application packet.

☒ a. **Articles of Incorporation and Bylaws** (submit any amendments).

☒ b. **Current Policy & Procedures Manual.** Include current policy prohibiting discrimination, grievance procedures, procurement procedures and conflict of interest requirements for both employees and clients.

☒ c. **Current Nonprofit Determination.** Submit current determination letters from the federal Internal Revenue Service and the State Franchise Tax Board listing the organization's current name and address documenting the organization is tax exempt.

☒ d. **Current List of Board of Directors.** Include the current name, telephone number, address, occupation or affiliation of each member, and service term. Identify the principal officers of the governing body.

☒ e. **Current Authorization to Request Funds.** Submit the governing body's authorization to submit the City of Gilroy funding request. This consists of copies of the resolution (if applicable) and/or of the **minutes of the meeting** in which the governing body's resolution, motion, or other official action is recorded authorizing the funding request.

☒ f. **Current Designation of Authorized Official.** Documentation must be submitted of the governing body's action authorizing the representative(s) of the agency to negotiate for and contractually bind the agency. This consists of a signed letter from the Chairperson or Secretary of the governing body providing the name, title, address, and telephone number of each authorized individual.

☒ g. **Current Organizational Chart.** Include the organization's current administrative framework and staff positions.

☒ h. **Current Financial Statement and Audit and Management Letter, if applicable.** Also, if applicable, describe any actions taken to correct identified findings or concerns.
Any agency that does not have a financial statement or audit to submit must contact Sandra Nava prior to submitting this application.

☒ i. **Résumés of Chief Program Administrator and Chief Fiscal Officer**

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SECTION 4: AUTHORIZATION

The applicant hereby assures and certifies compliance all applicable federal, state, and local laws, regulations, policies, and requirements (including, but not limited to 2 CFR Part 200), as they relate to the acceptance and use of CDBG and local funds by private, non-profit organizations. Also, the applicant assures and certifies the following information:

1. It possesses legal authority to make a grant submission and to execute a community public service program;
2. The agency's governing body has duly adopted or passed as an official act a resolution, motion or similar action authorizing the person identified as the official representative of the corporation to submit this funding application and all associated information and assurances;
3. The grant will be conducted and administered in compliance with:
   a. Title VI of the Civil Rights Act of 1964 (Public Law 88-352; 42 U.S.C. 2000d et seq.), as amended, and implementing regulations issued at 24 CFR Part 1; and
   b. Title VIII of the Civil Rights Act of 1968 (Public Law 90-284; 42 U.S.C. 3601 et seq.), as amended, implementing regulations issued at 24 CFR Part 107, and Executive Order 11063; and
   c. Section 104(b) and Section 109 of Title I of the Housing and Community Development Act of 1974 (Public Law 93-383; U.S.C. 5301 *et seq.*), as amended; and
   d. Section 504 of the Rehabilitation Act of 1973 (Public Law 93-112; 29 U.S.C. 794), as amended; and
   e. Executive Order 11246, the implementing regulations issued at 41 CFR Chapter 60, and the Development Act of 1968 (12 U.S.C. 1701u; and
   f. The Age Discrimination Act of 1975 (Public Law 94-135; U.S.C. 6101), as amended.
   g. Presidential Executive Order 13166 ("Improving Access to Services for Persons with Limited English Proficiency"); and
   h. Executive Orders 11625, 12432 and 12138, encouraging the use of minority and women-owned business enterprises in connection with activities funded under this grant.
4. It will affirmatively further fair housing.
5. It will implement the requirements of the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821-4846) and implementing regulations at 24 CFR Part 35.
6. It will comply with Uniform Federal Accessibility Standards at 24 CFR Part 40, Appendix A, as they related to major rehabilitation or conversion.

As a duly authorized representative of the Agency, I submit this application to the JURISDICTION and verify, under penalty of perjury under the laws of the State of California or of the JURISDICTION, that the information contained herein is, to the best of my knowledge, true, correct and complete. (**Attach documentation that verifies the signer has the authority to submit this application and execute the contract**).

AUTHORIZED SIGNATURE: DocuSigned by: Zettie D. Page III 6CA61C77D9824C9... DATE: January 31, 2022

NAME (Please Print): Zettie D. Page III TITLE: Chief Executive Officer

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SECTION 1: COVER SHEET

A. Applicant Information

Legal Name of Organization: South County Compassion Center
Mailing Address: PO Box 233
City, State, Zip Code: Gilroy, CA 95021
Contact Person Name: Tim Davis Title: Executive Director
Email Address: tim@thecompassioncenter.org Webpage: thecompassioncenter.org
Telephone Number: (408) 763-7120 ext. 102

B. Project Overview

Project Name: Outreach for the Unhoused
Project Location: 370 Tomkins Court, Suite F
City, State, Zip: Gilroy, CA 95020

Brief Project Description: The Outreach for the Unhoused provides Gilroy residents experiencing homelessness comprehensive services to meet their basic needs and to connect them with services that can help them attain permanent housing. As we have since 2011, we have provided basic services, such as food, clothing, hygiene, showers, laundry, mail delivery service, access to medical van services, shelter referral and connection, and referral to a host of other services through organizational partners and government agencies including mental health treatment, addiction treatment, legal assistance, medical care, government benefit access, job search and training, transportation, and many other services designed to increase stability, quality-of-life, and likelihood of securing and maintaining permanent housing.

C. Funds Requested

$ 52,211 (Grant request for fiscal year 2022-2023) $ 52,211 (Grant request for fiscal year 2023-2024)

Total estimated project cost for Fiscal Year:		
	2022 / 2023	2023 / 2024
Projected cost:	$610,079	$610,079

Gilroy CDBG/HTF funds in Fiscal Year:		
	2020 / 2021	2021 / 2022
Requested:	$40,118	$52,232
Received:	$40,118	$45,660

Identify the City of Gilroy 2020-2025 Consolidated Plan priority need(s) being met:

- ☐ Preserve Affordable Housing for Home Ownership
- ☐ Small Business Expansion
- ☒ Supportive Services for Homeless
- ☐ Fair Housing Support
- ☐ Install Safety & Enhanced Public Improvements
- ☐ Workforce Development
- ☐ Supportive Services for Special Needs Populations
- ☐ Neighborhood Revitalization

Project Sentinel, Dispute Resolution
Funding EVALUATION CRITERIA
FYs 2022-2023 and 2023-2024

CRITERION 1: NEED - 6 Points
The primary purpose of the proposed project is to help low to extremely low-income Gilroy residents resolve their housing problems.

Consolidated Plan, Goal #7: Fair housing complaint investigations and landlord/tenant counseling and dispute resolution.

Landlord/tenant cases of 1 to 1 counseling and problem resolution: return security deposits, maintain privacy, improve habitability, avoid eviction, assist with emergency rental assistance, eliminate poor management, repair broken TLL relationship.

We have many cases where we have convinced the landlord to give the tenant household the opportunity to remain in the rented unit allowing the children to remain in school, in a familiar environment with their friends and close to other support systems.

CRITERION 2: TARGETED INCOME – 2 Points
Population served is low to extremely low income

CRITERION 3: EXPERIENCE – 4 Points
Project Sentinel has over 40 years of experience providing fair housing and TLL Dispute Resolution services and is regarded as a high performing agency by HUD.

We average over 600 phone calls and walk-ins from Gilroy residents a year. In FY 2021 we helped 62 Gilroy households resolve their housing problem. Currently we are helping low-income households apply for emergency rental assistance.

CRITERION 4: LEVERAGED FUNDS – 4 Points
We are requesting $36,000 with an additional $14,000 of leveraged funding. This exceeds 25% of the proposed budget. Leveraged funding comes from the Superior Court fees and the balance from Santa Clara County CV3 funding.

CRITERION 5: WORKING WITH OTHER AGENCIES – 4 Points
Project Sentinel is an active participant in the South County Collaborative. We are a sub-recipient with The Law Foundation for County funding, and we are the lead agency with the Asian Law Alliance as a partner. In each of these grants we are sharing a budget and collaborating on services for low-income tenants. We have worked closely with St. Joseph, Carry The Vision, and the San Ysidro neighborhood at San Ysidro Park.
Bonus Points (2), We provide staff for ERAP outreach events in South County and other areas. We partner with SVILC to contribute funds to help with retrofits for low-income households. PS initiated and is currently active in the SC County Eviction, Tenant/Landlord Disputes & Rent Relief Collaborative.

CRITERION 6: MEASURABLE OUTCOMES AND SYSTEM – 4 Points
On a regular basis we surpass the goals and outcome measurements by servicing everyone who requests services. The staff are dedicated to community service and care about meeting the needs of each person and each household that requests help.
In **FY2021**, we took in 611 I&R calls (goal 600); handled 62 cases (goal 52) and served 226 unduplicated participants (goal 200). Contract compliance is important to Project Sentinel.

So far in **FY21/22 we have achieved 94% of the I&R calls and walk-ins and 78% of the case work at only 50% of the year. Our case resolution rate is 72%.**

CRITERION 7: PROGRAM PERFORMANCE – 4 Points

Project Sentinel, Fair Housing
Funding EVALUATION CRITERIA
FYs 2022-2023 and 2023-2024

CRITERION 1: NEED - 6 Points

The primary purpose *of the proposed project is to provide comprehensive fair housing services to ensure civil rights protection in the City of Gilroy. HUD requires all CDBG entitlements to affirmatively further fair housing.*

Consolidated Plan, Goal #7: Fair housing complaint investigations and landlord/tenant counseling and dispute resolution. Provision of these services will help create and maintain healthy communities and will assist the City of Gilroy in meeting its CDBG obligation to affirmatively further fair housing.

CRITERION 2: TARGETED INCOME – 2 Points

Population served is low to extremely low income.

CRITERION 3: EXPERIENCE – 4 Points

Project Sentinel has over 40 years of experience providing fair housing and TLL Dispute Resolution services and is regarded as a high performing agency by HUD. We have investigated and pursued through enforcement some of the highest awards in the state which shows that Project Sentinel has the capacity and experience to be an effective fair housing service provider. Each year we investigate an average of 300 to 400 complaints of housing discrimination, including those in Gilroy.

Resolved FH Cases over time:

- A victim of domestic abuse needed to break her lease early without penalty.
- Children were told to not play outside without parental supervision (14 years and younger)
- Individual had been denied emotional support cat
- Landlord was denying a Licensed home day care.
- Property owner was sexually harassing female tenants.

CRITERION 4: LEVERAGED FUNDS – 4 Points

We are requesting $21,000 with an additional $8,630 of leveraged funding. This exceeds 25% of the proposed budget. Leveraged funding comes from a federal HUD grant (Fair Housing Initiative Program) that has been approved for the next two years.

CRITERION 5: WORKING WITH OTHER AGENCIES – 4 Points

Agency Collaboration: Project Sentinel reaches out to other social service agencies and public interest legal services: Catholic Charities, St. Joseph's, Rebekah's Children, PACT, Gavilan College, Law Foundation of Silicon Valley, Community Solutions.

We share contracts/budgets with The Law Foundation and Asian Law Alliance for the delivery of fair housing services.

Bonus Points (2) We bring funding to cases shared with the SVILC to assist with home retrofits. We provide staff for ERAP outreach events in South County and other areas. PS initiated and is currently active in the SC County Eviction, Tenant/Landlord Disputes & Rent Relief Collaborative. We are also active in the Race Equity Action Leadership network hosted by Sacred Heart.

CRITERION 6: MEASURABLE OUTCOMES AND SYSTEM – 4 Points

Callers are asked if services meet their needs, workshop attendees are surveyed to determine increased knowledge, case outcomes are tracked. On a regular basis we surpass the goals and outcome measurements by servicing everyone who requests services.

Sandra Nava

From: Sandra Nava
Sent: Tuesday, February 22, 2022 8:37 AM
To: Sandra Nava
Cc: Crystal Zamora; Bryce Atkins
Subject: Re: Juvenile probation annual reports for Gilroy
Attachments: 2018 Juvenile Justice Annual Report_2018_Final (2).pdf; 2019 Juvenile Justice Annual Report_2019 (1).pdf; 2021_09_17_Juvenile Justice Annual Report_2020_Final(1).pdf

To HNRC from Marty Estrada of CARAS.
2020, 2019, 2018 annual arrest record report for girls in Gilroy which he said he would provide to members.

From: Marty Estrada [mailto:mestrada@carassouthcounty.org]
Sent: Thursday, February 17, 2022 5:51 PM
To: Sandra Nava
Subject: Re: EXTERNAL - Re: Juvenile probation annual report for Gilroy 2018

Hello Sandra, attached are (3) Juvenile Justice Annual Reports for 2020,2019 and 2018.

1. Juvenile Justice Annual Report 2020
1. **Page 43 / Figure 11: Santa Clara Top Residence zip codes of duplicated arrest/ citations 2020**
2. **Pages 41,95,96,97,98, and 101.**

1. Juvenil Justice Annual Report 2019- **Page 30** **In 2019, the highest number of arrests and citations in a single Santa Clara County ZIP code were of youth who lived in Gilroy ZIP code 95020**

2. Juvenil Justice Annual Report 2918 -
1. **Page 96 /Table 25: Top 5 Zip Code Arrests for Females in 2018**
2. **Page 41/**

In community spirit,
Marty Estrada
Program Coordinator
C.A.R.A.S.
Community Agency for Resources, Advocacy and Services
Office:(408) 847-4978
Fax: (408) 846-1089
Cell:(408) 394-4258

2018

ANNUAL REPORT

Juvenile Justice
Santa Clara County

Helping to Build Positive Futures



Families



Community



Growth

“The children who need love the most
will always ask for it in the most unloving ways”

~ Russel Barkley

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SUPERVISING JUDGE'S FOREWORD



In 2018 we continued to bring collaborative interventions to the juvenile justice system while ensuring that victims are made whole whenever possible. In 2018 we faced some new challenges. While there continues to be a general decrease in juvenile crime, there was an increase in two areas: younger youth and more serious offenses. Both of these factors have also resulted in an increase in our Juvenile Hall and Ranch populations.

Our Department of Juvenile Justice population has also increased. We continue to resolve or hold hearings for the judicial transfer cases. After the passage of Proposition 57 in late 2016, which mandated that all juvenile cases must be filed in Juvenile Court, the juvenile justice landscape has shifted slightly to absorb previously direct filed cases. This shift, along with the other new challenges, has encouraged all of our government and community stakeholders to work together to respond accordingly.

This report documents the continuum of what may happen to families and youth that enter the Juvenile Justice System in Santa Clara County. We are proud of the focus we give to balancing accountability, public safety and access to rehabilitative services when a family touches our systems in an attempt to divert our youth from further law enforcement involvement as adults.

Access to services such as mental health services, medical services, mediation services with a focus on restorative justice, victim services, educational services, substance use education and prevention are some of the interventions we promote. In spite of recent challenges, we continue to believe that whenever possible youth and their families should receive services at home and in their community for optimal rehabilitation rather than while in custody. If our youth must remain in custody while undergoing rehabilitative treatment services, those services are evidence based and developed with the goal of bridging the youth back to the community successfully as soon as possible with intensive after-care services.

What this report does not directly reflect is the numerous meetings of the stakeholders that make it possible for us to breakdown systemic barriers and build opportunities for our families and youth to be successful in these otherwise daunting systems. We aim to be as transparent, gender and culturally respectful and healing informed as a system can be with all of our different legal mandates and the reality of how complex each family circumstance is presented.

I want to thank all of the professionals who work with these families on a daily basis who enable us to be proud of how we serve our most vulnerable populations in every aspect of each case from the youth, to the family, and to the victim. It is truly because of the dedication and commitment of each of the stakeholders, including policy makers at the highest levels, that we can present this report which highlights best practices, system collaboration, creative problem-solving and compassion.

Sincerely,

The Honorable Katherine Lucero
Presiding Judge of the Juvenile Court
County of Santa Clara

CHIEF PROBATION OFFICER'S FOREWORD



Welcome to the County of Santa Clara's Juvenile Justice Annual Report for 2018. The report began in 2011 as part of the Juvenile Justice Model Courts program and was designed with partnering juvenile justice organizations to facilitate information sharing, evaluate performance, and better understand how to improve outcomes for youth in the County. Each year the report is refined and modified based upon stakeholder and community feedback. While this report is data intensive, please remember that these numbers represent real young people, real families and real victims. They all deserve to have our systems operate in a way that helps and protects our youth and communities.

This report represents the collaborative effort of many stakeholders in the County, including the Juvenile Justice Courts, the offices of the District Attorney, Public Defender and Alternate Defender, the Department of Family and Children's Services, the Department of Behavioral Health Services and the County Office of Education. The report's findings also demonstrate our strong partnership with community-based providers and local community advocates. We thank all our partners for their willingness to be transparent and collaborative as we address large societal issues.

I want to personally recognize the Probation Department's Research and Development (RaD) team led by Dr. Holly Child. They have invested hundreds of hours scrubbing, interpreting, analyzing and presenting the data found in this report. It takes courage to looks at issues critically and without defense. My hope is that our County continues this high-level, honest analysis and partnership so that we can all understand how the system's response either helps or harms our youth and community.

Juvenile Justice is a complex system ranging from youth who commit minor offenses that are usually age related to youth who engage in serious criminal conduct. This year there was an increase in residential burglaries, robberies and car theft. Questions remain regarding this trend, is this uptick related to better technology that identifies people after the fact, an increase in police officers on the street, or simply more crimes being committed? It is only through continued investigation and analysis that we can find ways to intervene before there are more victims.

There have also been substantial changes to the juvenile law in California, including that only youth aged 16 and older can be transferred to the adult court. For decades, youth as young as 14 were charged in adult court for certain serious crimes. The juvenile system is now adapting to address the rehabilitative needs of these youth. This includes a significant increase in the number of youth sentenced to the Department of Juvenile Justice (DJJ) for crimes like murder, rape or assault with serious injuries. Our system has changed and as leaders, it's our responsibility to make sure our responses match these changes. This year has been one of transformation and growth.

The Department remains committed to the mission of promoting public safety by implementing proven strategies which enhance and support:

- Positive change in our clients, families and neighborhoods
- Reparation of the harm caused by criminal behavior
- Exemplary conditions of secure care

Thanks to everyone who contributed to this document and who work tirelessly every day to help our youth succeed and to keep our community safe. And thanks to all who take the time to read this report.

Sincerely,

Laura Garnette
Chief Probation Officer
County of Santa Clara

2018

ANNUAL REPORT AT A GLANCE

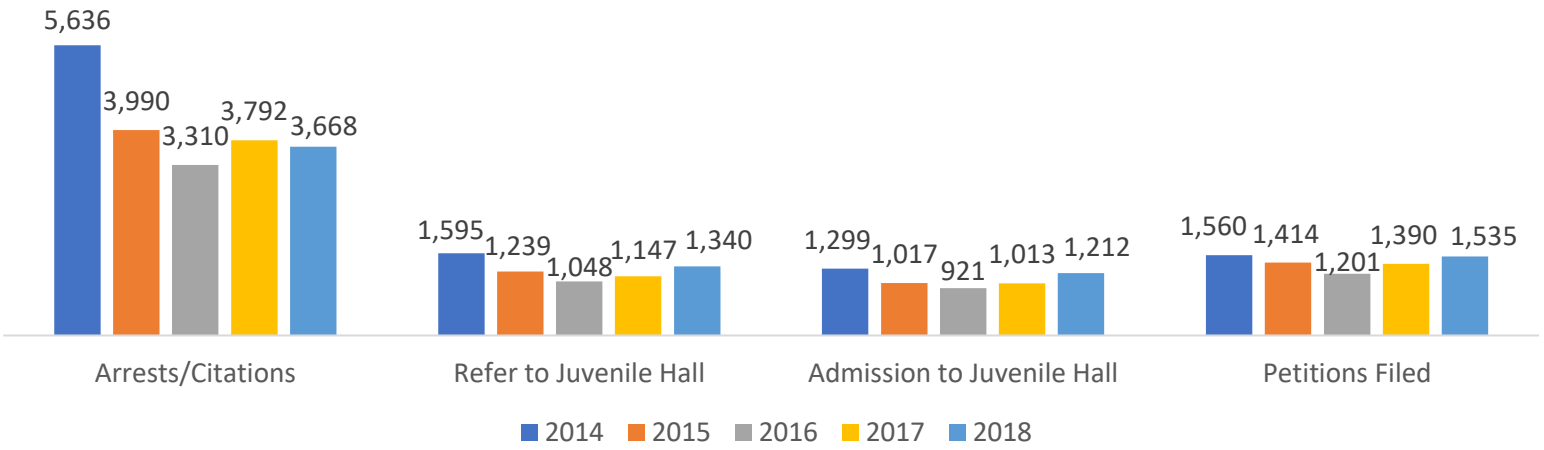
Juvenile Justice
Santa Clara County



Helping to Build Positive Futures

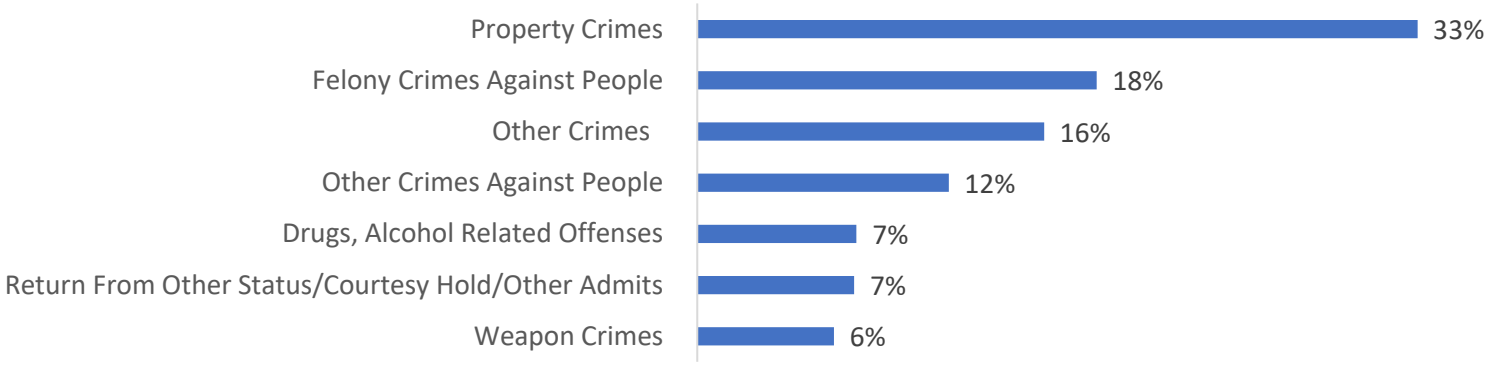
Arrests/citations in 2018 saw a decrease compared to 2017 (three percent down to 3,668). 2017 was the first year since this report started in 2011 that Santa Clara County had an increase in juvenile arrests/citations compared to the previous year. Overall, arrests/citations have been declining since 2015.

Juvenile Justice Trends Over Time (duplicated counts of youth)



Arrests/citations for 2018 decreased; however, arrests/citations for felony offenses increased. Property Crimes (which includes felony and misdemeanor offenses) and Felony Crimes Against People (e.g., burglary: first degree, car theft, robbery) combined to account for approximately 52 percent of the total 3,668 arrests/citations compared to 42 percent of arrests/citations in 2017.

Duplicated Arrests and Citations by Offense Category 2018



Youth Detentions

1,340 youth (or 37% of all arrests and citations) referred to Juvenile Hall (duplicate count).

1,212 youth (or 90%) detained (duplicate count). This accounts for a 20% increase compared to 2017.

987 detentions (or 81%) held until detention hearing (duplicate count)

Youth in the Juvenile Justice System

Sex and Age of Youth Arrested

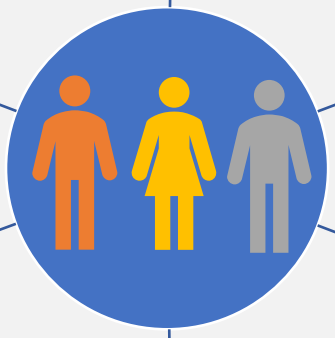
- 78% of youth arrested were male.
- 45% of youth arrested were 15 & 16 years old.
- 33% were 17 years or older.
- 3% were 12 years old and younger.

Behavioral Health

- 33% of girls attempted or thought about committing suicide versus 10% of boys.
- 81% of girls and 63% of boys had significant issues with depression, anxiety, and other emotional factors.

Home Life

- The zip codes where most youth reside include 95116, 95122, 95127 and 95020.
- Girls had more family history problems (63%) compared to boys (39%).



Criminogenic Needs

- For boys, Criminal Orientation was higher (26%) compared to girls (19%).
- Just over 40% of boys and girls had anti-social peers.

Child Abuse and Neglect

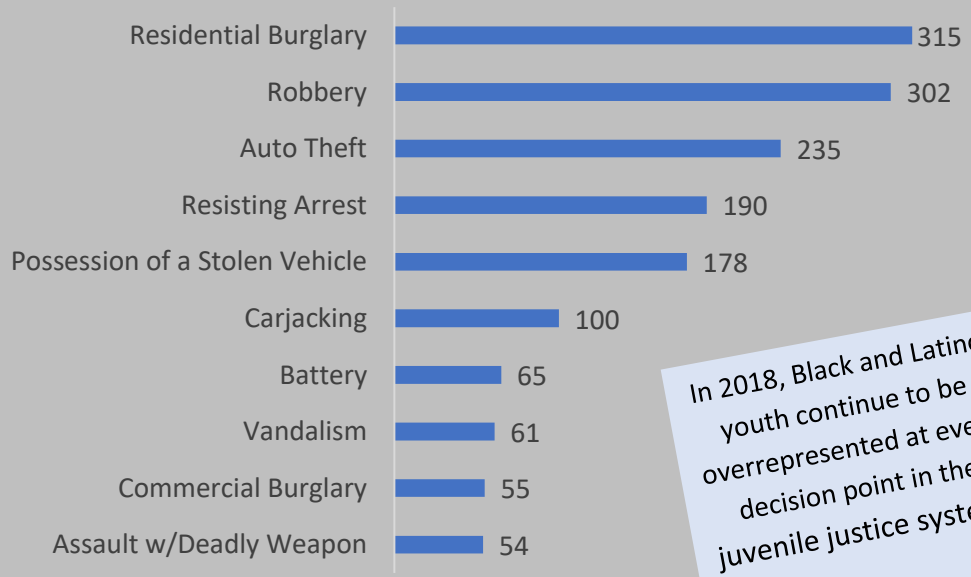
- 48% of youth had at least one referral as the alleged victim.
- Girls (42%) self-reported more abuse/neglect and trauma compared to boys (21%).

Education

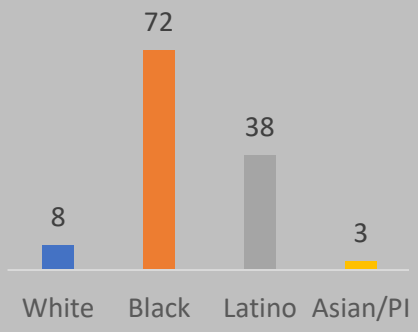
- School Inadequacy was similar for boys (37%) and girls (34%).
- Issues due to lack of intellectual capacity (boys 22%, girls 16%) and due to achievement problems (boys 38%, girls 41%).

Despite the decrease in arrests/citations, a total of 1,535 petitions were filed in 2018 (ten percent increase compared to 2017). In 2018, the number of duplicated petitions increased to levels previously seen in 2014. Of the 1,535 petitions filed in 2018, the most likely offenses to be petitioned were residential burglary (315), robbery (302), and auto theft (235).

Duplicated Petitions by Top 10 Offense Categories 2018



Rate of Arrest and Citation per 1,000 youth 2018



In 2018, Black and Latino youth continue to be overrepresented at every decision point in the juvenile justice system.

REPORT BACKGROUND AND METHODOLOGY

The Santa Clara County Juvenile Justice annual report provides insight into the juvenile justice process by reporting the number of arrests, referrals to the Probation Department, petitions filed, and dispositions for juveniles tried in court, while highlighting various programs and services available to youth and families throughout the juvenile justice system. Additionally, the report focuses on racial and ethnic disparities and sex[1] differences at various decisions points.

Since 2011[2], the Probation Department in Santa Clara County, in strong collaboration with system partners, has developed a Juvenile Justice Annual report as part of the Juvenile Justice Model Courts program. This is not a report of Probation only, but rather a report of collaborative efforts Probation has with all of the system partners. Throughout the years, this annual report has evolved into a comprehensive source of information that describes the youths' needs and sheds light on the services and programs provided to youth who are part of the juvenile justice system. As a result, the reporting process has enabled information sharing between system partners to evaluate performance and better understand how to improve the outcomes for youth in the County. The information sharing process is done through sharing of aggregate data from each Probation partner and is compiled and added to the report.

The structure of the report is organized into key sections that outline the continuum of care that youth and their families might be involved in through the juvenile justice system:

1. Introduction to Santa Clara County juvenile justice system
2. Innovation and changes to the juvenile justice system in 2018
3. Preventive and community initiatives
4. Youth at entry to the juvenile justice system
5. Factors that lead youth to anti-social behavior
6. Examining disproportionality at key entry points in the system
7. Collaborative juvenile justice interventions
8. Looking ahead to 2019



Due to variation in methods and approaches to data collection and reporting by system partners, there may be various reporting formats. In most cases the annual data reflects the calendar year, unless otherwise specified. For each section of this report, the data source and other relevant information about the data is provided in the footnotes for reference. In addition, this report is not an evaluation of each program or service but has historically been a presentation of the process outcomes and outputs for each area. Due to the magnitude of services in the juvenile system and covered in the annual report, it is not

[1] Probation is currently updating how we track Sexual Orientation, Gender Identity, and Gender Expression (SOGIE) measures. In the near future, probation will track sex and SOGIE as two distinct measures.

[2] Juvenile Justice Annual Reports: https://www.sccgov.org/sites/probation/reports/Pages/Annual-Reports.aspx

feasible to discuss every program and service at length. For additional probation reports, please visit the probation county website. https://www.sccgov.org/sites/probation/Pages/default.aspx

YOUTH IN SANTA CLARA COUNTY

Over the last two decades, Santa Clara County's youth population (ages 10-17) has changed dramatically. Since 1993 the youth population has increased by 24 percent and there has been a significant increase in the number of youth of color in the County as shown in the U.S. Census categories listed in Table 1.

Table 1: Percentage of Total Youth Population Ages 10-17[3]

Percentage of total youth population	White	Black	Latino	Asian/PI	Native
1993	44%	4%	29%	22%	0.5%
2017	27%	3%	35%	36%	0.3%

The table below shows the greatest change has been in the Asian/Pacific Islander (Asian/PI) population which increased by 99 percent since 1993. During the same period, the Latino youth population has increased by 48 percent to become the largest racial/ethnic population. Meanwhile the White youth population decreased by 25 percent since 1993 and is no longer a majority. Decreases have also occurred in the youth populations of Black youth (-17 percent), and Native American youth (-23 percent). Overall, the youth population in Santa Clara County increased by 24 percent since 1993.

Table 2: Santa Clara County Change in Youth Population Ages 10-17 1993-2017[4]

Population Change 1993-2017	White	Black	Latino	Asian/PI	Native	Total
1993	68,387	6,243	45,567	34,649	753	155,599
2017	51,209	5,155	67,508	68,792	577	193,241
Percent Change 1993-2017	**-25%**	**-17%**	**48%**	**99%**	**-23%**	**24%**

WHAT IS JUVENILE PROBATION?

Probation is an opportunity for youth to remain at home, when possible, under supervision of the Court and the Probation Department while receiving services to address their needs. Services vary by type and level of intensity depending on many factors. In some cases, youth may be detained at Juvenile Hall or ordered to the Juvenile Rehabilitation Facility William F. James Ranch (Ranch) or another placement

[3] Puzzanchera, C., Sladky, A. and Kang, W. (2018). *Easy Access to Juvenile Populations: 1990-2017.* Retrieved from http://www.ojjdp.gov/ojstatbb/ezapop/

[4] 2017 is the most recent year for which population estimates are available.

depending upon their offense(s) and needs. A youth may be ordered to follow certain conditions set forth by the court, often under the supervision of a probation officer. In Santa Clara County (County), a thorough assessment is completed in order to determine a youth's intervention level. The intervention level is determined after an evaluation of a variety of factors such as offense, age, areas of need (such as mental health, substance use, pro-social activities, family therapy, etc.), risk of reoffending and other factors. Appendix A describes some of the key decision points within the juvenile justice system. At each of these points, one or more justice system stakeholders has decision-making power over the trajectory of a youth's case. These stakeholders strive to stay informed of the most current best practices for working with families and communities. Some of these trainings include Sex Offender Treatment Advisory Review Panel, Forensic Psychological Examiners, Probation Brown Bags and Probation Provider Meet and Greet Resource Fair. Appendix D highlights collaborative trainings provided countywide to all system partners.

JUVENILE JUSTICE WORK GROUPS AND SUBCOMMITTEES

The Juvenile Justice Systems Collaborative (JJSC) was established by resolution of the Board of Supervisors on June 3, 2008, after several years of juvenile detention reform efforts, and has been extended through June 30, 2020. The Juvenile Justice Systems Collaborative (JJSC) provides a channel for system partners to work together in the best interest of the minors in the juvenile justice system, while preventing or reducing the unnecessary detention of minors. The JJSC works with other juvenile justice bodies to maximize resource efficiency and avoid duplication of efforts. The JJSC addresses the issue of disproportionate minority representation in the juvenile justice system through constant examination of decision points through a race equity lens. The JJSC is committed to upholding racial equity and combatting racism in all its forms throughout the youth justice system.

The JJSC has two workgroups and Probation mainly participates in the Race Equity in Justice Systems (REJS) workgroup, which has several subcommittees that focus on how youth of color are impacted by the decisions made at various points in the justice system. The Race Equity through Prevention (REP) workgroup has focused their efforts on reducing the suspension and expulsion of youth of color in the schools, as well as improving community engagement and school engagement practices on individual campuses throughout Santa Clara County. The JJSC meets quarterly, while the workgroups and their subcommittees meet monthly or as needed.

Table 3: Juvenile Justice Systems Collaborative: Race Equity in Justice Systems Workgroups

Work Group	Lead	Purpose	Meeting Schedule
Electronic Monitoring Program	Nisreen B. Younis, Sup. Public Defender Jean Pennypacker, Chair, Juvenile Justice Commission	The Electronic Monitoring subcommittee goals are to promote best practice and ensure equity in use of EMP; to ensure the use of EMP aligns with its purpose; to identify eligibility criteria for EMP to ensure equity; to	Monthly

Work Group	Lead	Purpose	Meeting Schedule
		determine EMP success for youth of color and to develop policy recommendations related to the use of EMP.	
Discretionary Bench Warrants	Carl Tademaru, Probation Division Manager	Implement/Adopt DBW policy for the Probation Department and the Courts.	Completed 2018
High Risk Youth	Carolyn Powell, Sup. District Attorney Nisreen B. Younis, Sup. Public Defender	The High Risk Youth subcommittee goals are to identify youth who appear to be at risk for escalating juvenile justice involvement based on the number of arrests and crimes; investigate interventions and potential interventions for this target population and to develop policy recommendations to ensure youth of color receive appropriate dispositions.	Monthly
Gender Responsive Task Force	Judge Katherine Lucero, Presiding and Supervising Judge of the Juvenile Division Nick Birchard, Deputy Chief Probation Officer Protima Pandey, Director Office of Women's Policy	The Gender Responsive Task Force (GRTF) was established in 2015 to create a comprehensive case plan and treatment model for moderate and high-risk girls on probation in Santa Clara County that decreases their risk of recidivism and victimization while also increasing their life outcomes. For more information on GRTF please see Appendix B.	Monthly
Reducing Term on Probation for Youth of Color	Vone Kegarice and Alex Villa, Probation Division Managers	Ensure equity in length of time on probation. Investigate circumstances for long probation terms for youth of color. Develop policy recommendations to ensure youth of color do not remain on probation unnecessarily.	Completed 2018
Direct File / Judicial Transfer	Carolyn Powell, Sup. District Attorney	Reducing the number of youth of color transferred to adult court on non-life term cases. Account for how cases are	Completed 2018

Work Group	Lead	Purpose	Meeting Schedule
	Nisreen B. Younis, Sup. Public Defender	handled through the Judicial Transfer Process to Adult Court. Although the committee sunsetted in 2018, system partners requested and agreed that there would continue to be a bi-annual report out with respect to the number of judicial transfer motions sought, dispositions, and data and statistics with respect to disproportionality.	

Table 4: Other Collaborative Efforts with Justice Systems Stakeholders

Work Group	Lead	Purpose	Meeting Schedule
Juvenile Court Aligned Action Network (JCAAN)	Judge Katherine Lucero, Presiding and Supervising Judge of the Juvenile Division Joy Hernandez, National Center for Youth Law Alex Villa, Probation Division Manager Supported by: Dana Bunnett, Kids in Common	The goal of JCAAN is for youth in the juvenile justice system to achieve parity in graduation rates with the general population. Work includes identifying baseline data for education outcomes for youth in the justice system; on-going literature review to find effective and promising practices; deep landscape analysis to identify services and gaps; and utilizing data to improve education results for these youth.	Monthly
Juvenile Justice Data Crosswalk	Dana Bunnett, Kids in Common	The Juvenile Justice Data Crosswalk Project was created to align data collection and data sharing efforts for many groups currently working with juvenile justice involved youth such as NYCL, VERA, DIY, JCAAN, Burns Institute/Racial Equity Through Prevention, Kids in Common, Juvenile Court Aligned Action Network, Juvenile Justice Commission, SCCOE and Probation.	Monthly

Work Group	Lead	Purpose	Meeting Schedule
CSEC Steering Committee	Francesca LeRue, Director of Family and Children's Services	The CSEC Steering Committee consists of DFCS, JPD, PH, BHSD, Community Solutions, YWCA, LACY, Public Defender, and other partners as identified. The CSEC Steering Committee shall: Provide ongoing oversight and leadership to ensure the county agencies and partners effectively collaborate to better identify and serve youth who are at risk of or have been commercially sexually exploited.	Quarterly
CSEC Implementation	The Implementation Team members consist of the following system partners: DFCS, JPD, PH, BHSD, Community Solutions, YWCA, LACY, Public Defender, and other partners as identified.	The CSEC Implementation Team (hereafter referred to as "The Implementation Team") is responsible for trauma informed program development and training using data to ensure the implementation of the Commercially Sexually Exploited Children (CSEC) protocol. The team will utilize continuous quality improvement (CQI) as well as a feedback process to identify and address gaps, challenges and maximize opportunities for program enhancement.	Monthly
DIY Steering Committee	Laura Garnette, Chief Probation Officer Judge Julie Alloggiamento, Judge for DIY calendar	The goals of the Dually Involved Youth (DIY) Steering Committee are (1) Prevent youth ¡n the child welfare system from formally penetrating the juvenile justice system. (2) Use evidence-based research and promising practices to inform changes in both systems so that we can better serve youth and families. (3) Eliminate disproportionate minority contact in the child welfare and juvenile justice systems. (4) Strengthen the ability of families to rise above the challenges they confront.	Monthly

Work Group	Lead	Purpose	Meeting Schedule
DIY Under 14 Subcommittee	Christian Bijoux, Dually Involved Youth Director Nisreen B. Younis, Sup. Public Defender	The purpose of the group is to engage system partners to provide support to the dually involved youth who are under 14 years old as this population might need specific supports to address their needs. The workgroup is currently developing a protocol for SB439 for youth who are under 12 years old and cannot be detained as outlined by new legislation.	Monthly
Title IVE Well-Being Waiver Steering Committee	Laura Garnette, Chief Probation Officer Robert Menicocci, Director Department of Social Services	The Title IVE Well-Being Waiver Steering Committee was developed when Santa Clara County joined the Title IVE Well-Being Waiver Project. The Steering Committee meets monthly to discuss the Waiver Project and other issues as it relates to providing best practices for the community. The committee is composed of key staff from Probation, Department of Family and Children's Services (DFCS), Behavioral Health and Fiscal.	Monthly

INNOVATIONS IN 2018

Santa Clara County prides itself on collaborative efforts to provide best practices and programs to youth in the juvenile justice system. This section of the report highlights innovations which are improving the services offered to youth and families in Santa Clara County within a juvenile justice scope.

DISMISSAL ASSESSMENT WORKSHEET

The work surrounding the development of the Dismissal Assessment Worksheet (DAW) resulted from the Race Equity in Justice Systems (REJS) Workgroup combined with the Santa Clara County Probation Department Results Based Leadership (Results Count) work which was a collaboration with the Annie E. Casey Foundation and Probation. The Results Based Leadership team conducted an evaluation which resulted in a pilot with five supervision units and a specialized Gang Unit. The pilot sought to determine to what extent there were supervision cases within the six identified units wherein the Deputy Probation Officer (DPO) could appropriately submit the case for dismissal. A prototype DAW was applied to each

supervision case in the six selected units. The results of the pilot revealed that 44 percent of cases evaluated would have resulted in being designated as appropriate for dismissal under the new approach.

The paradigm shift comes from the "appropriateness" of cases for dismissal. Juvenile Probation, unlike Adult Probation in the State of California, is indeterminate and after conducting an analysis of youth time on probation, the Department observed that compliance was not the only factor in determining the appropriateness for a case being considered for dismissal from probation. Some other factors were school attendance, restitution satisfied, new law violations, Violations of Probation, substance use, and failure to complete programming. As a result, a workgroup of five Deputy Probation Officers (DPOs) and two Supervising Probation Officers (SPOs) was created to assist in development of the DAW. A prototype was developed which focused on: identifiers revolving around demographics, risk assessment results (low, moderate, or high), progress at home, school and community, adherence to Court Orders, and adjudications (Violations of Probation, Misdemeanor and Felony sustained Petitions).

Upon completion of DAW prototype, the team engaged the Probation Departments Youth Advisory Council (YAC) to review the policy/procedure and form. The YAC formally recommended suggestions which were insightful, valuable, and implemented. Full implementation of the DAW commenced on August 6th, 2018, with incorporation into the probation case management system in October 2018 so that there was an electronic format to collecting data related to the DAW. To date, there have been some process modifications as lessons are learned based on the data and feedback from stakeholders and staff. Data collection continues and reporting will begin when there is sufficient data for comparison and evaluation. This process is the only one of its kind within the state of California and representatives from the County of Santa Clara presented on the development of the DAW at the Juvenile Justice Coalition's, National Disproportionate Minority Contact (DMC) Conference in Baltimore, MD in 2018.

EDUCATIONAL SCREENING PROCESS

In August of 2018 the Education Services Unit implemented a new screening process for educational services within the Probation Department's Juvenile Division. The new screening process focuses upon youth adjudicated as Wards of the Court or participants in the Deferred Entry of Judgement Program (DEJ). Upon adjudication the Deputy Probation Officer generates an Education Services Screening referral which is received by the Supervising Probation Officer of the Education Services Unit. The referral is evaluated for assignment to one of three service modalities[5]:



1. Legal Advocates for Children and Youth (LACY) for legal representation related to the youth's education;

[5] Youth can be in more than one service modality, but this is unlikely. It is more likely that a youth will move from one modality to another as the need is resolved.

2. Project YEA! (Youth Educational Advocates) for advocacy, support, and guidance related to the students Special Education needs and educational planning; or
3. The National Center for Youth Law's Justice Ed. Program. The goal of the Justice Ed. Program is for juvenile justice involved youth to have an Education Champion who, through the Justice Ed. Program, is supported in developing the advocacy, confidence, knowledge, and resources necessary to take an active and committed role in supporting youth as they navigate the education system. The focus is for natural supports to be identified and fostered for committed educational support beyond system involvement.

The new Education Services Screening referral process allows for focused and intentional educational support for justice involved youth and their families.

NEW LAWS IN 2018

The following section highlights changes in legislation which took place in 2018 and had an effect on juvenile justice systems in Santa Clara County.

SB190: ELIMINATION OF JUVENILE FEES

Effective January 1, 2018, counties can no longer charge fees to parents/guardians with youth in the juvenile justice system. Specifically, the parents/guardians cannot be charged: Detention and placement fees (including probation placements via the Department of Child Support Services) (WIC 903), Lawyer fees (WIC 903.1, 903.15), Electronic monitoring fees (WIC 903.2), Probation and home supervision fees (WIC 903.2), and Drug testing fees (WIC 729.9).

Young adults not over 21 years of age who are under the jurisdiction of the criminal (adult) court cannot be charged: Home detention fees (PC 1203.016), Electronic monitoring fees (PC 1208.2), Drug testing fees (PC 1203.1ab). Restitution and restitution fines (WIC 730.6, 730.7) can still be charged, and counties can still collect old fees assessed before January 1, 2018.

Prior to the passage of SB190, County of Santa Clara Board of Supervisors had already permanently eliminated certain fines and fees charged to families of youth in detention. In 2017, the Santa Clara County Board of Supervisors unanimously adopted a proposal to eliminate the fines and fees – six (6) months after a one-year moratorium had been placed - making the County of Santa Clara the fourth in the state to permanently eliminate the practice of assessing and collecting juvenile administrative fees.

SB395: JUVENILE MIRANDA

On January 1, 2018, SB 395 (codified in Welfare & Institutions Code §625.6), went into effect, mandating that prior to any custodial interrogation, and before the waiver of any *Miranda* rights, all youth fifteen (15) and younger shall consult with legal counsel by person, telephone, or video conference. The law does not permit the youth to waive the legal consultation as the reason for the law is rooted in the science that

youth have a lesser ability as compared to adults to comprehend the meaning of their rights and consequences of a waiver.

The County of Santa Clara Public Defender's Office began providing 24/7 consultations in 2018. A dedicated phone number was provided to all law enforcement agencies. During business hours, the juvenile team fields all incoming calls from law enforcement and will often provide an in-person consultation with the youth. After business hours, the dedicated phone is handed to a volunteer attorney who fields the call and provides the consultation.

UPCOMING LEGISLATIVE CHANGES TO THE JUVENILE JUSTICE SYSTEM

This section of the report focuses on legislative changes which will greatly affect youth in the juvenile justice system. For this report, major reforms and programmatic changes are highlighted for which a great impact is expected within Santa Clara County.

SB439: MINIMUM AGE OF PROSECUTION

Senate Bill 439 was signed into law by Governor Brown in September 2018, setting the minimum age of prosecution in California at twelve (12). Beginning January 1, 2019, youth under 12 cannot be prosecuted except for murder, rape, sodomy, oral copulation, or sexual penetration, by force, violence, duress, menace, or threat of immediate and unlawful bodily injury.

In all other cases involving children under the age of 12, the law directs counties to pursue appropriate measures to serve and protect a child only as needed, avoiding any intervention whenever possible, and using the least restrictive alternatives through available school, health, and community-based services. SB439 amends Welfare and Institutions Code (WIC) 601 and 602 and requires all counties to develop a protocol for addressing alternatives to prosecution for youth under 12 by January 1, 2020. Santa Clara County juvenile justice stakeholders are currently working on a countywide protocol.

AB1214: JUVENILE COMPETENCY

Effective January 1, 2019, AB1214 amends Welfare and Institutions Code (WIC) 709, known as the juvenile competency statute, and establishes timelines and processes relating to the determination of competency in juvenile court proceedings and the evaluation and delivery of remediation services. Previously, there were operational ambiguities among juvenile justice practitioners for which this law seeks to provide additional guidance.

Some of the most significant changes made to WIC 709 include:

- If a youth is incompetent and the petition contains only misdemeanor offenses, the petition shall be dismissed.
- If the court, after six months from the finding of incompetence, finds the youth cannot be remediated within six months, the court shall dismiss the petition. If the court finds the youth is

likely to be remediated within six months, the court shall order the youth to return to the mediation program. The total remediation period shall not exceed one year from the finding of incompetency or 18 months for 707(b) offenses.

- Secure confinement for any youth found to lack competence is limited to six (6) months from the finding of incompetence for non-707(b) offenses absent special findings, and 18 months for 707(b) offenses.
- Experts appointed to evaluate youth must consult with the youth's counsel, be proficient in the language preferred by the youth if feasible or employ the services of a certified interpreter and use assessment tools that are linguistically and culturally appropriate for the youth.
- For youth under the age of fourteen (14), the court must first determine the youth's capacity pursuant to Penal Code 26 prior to deciding the issue of competency.

The Judicial Council is tasked with adopting a rule of court identifying the training and experience needed for an expert to be competent in forensic evaluations of juveniles, as well as develop and adopt rules for the implementation of the other requirements with respect to experts. The rules are expected to be announced in late 2019.

SB1391: ELIMINATION OF JUDICAL TRANSFER OF 14 AND 15 YEAR OLDS

Senate Bill 1391 eliminates adult court prosecutions of 14 and 15-year-old youth and was signed into law in September of 2018 by Governor Brown. The law goes into effect January 1, 2019. Currently, prosecutors can request that the juvenile court transfer a 14 or 15-year-old youth to adult court and face significant prison time if they are charged with a serious offense such as murder, rape, robbery, etc. This law completely prohibits transfer to adult court altogether and helps increase the number of youth retained under the jurisdiction of the juvenile court. An exception exists if the youth was "not apprehended prior to the end of juvenile court jurisdiction." For youth who may be considered extremely dangerous, in his signing message, Governor Brown indicated that he considered the fact that young people adjudicated in juvenile court could be held beyond their original sentence by way of Welfare and Institutions Code (WIC) sections §1800 and §1800.5. This already existing legal mechanism allows either the Director of the Division of Juvenile Justice, or the Board of Juvenile Hearings, to petition for extended incarceration past the original commitment time if the youth is deemed to have a mental or physical deficiency, disorder or abnormality that causes the youth to have serious difficulty controlling his or her behavior. The statues require a jury trial on the issue every two years.

PREVENTIVE AND COMMUNITY INITIATIVES

The Probation Department in collaboration with system partners focuses on implementing preventative and community initiatives which emphasize reducing the likelihood of youth penetrating deeper the juvenile justice system.

YOUTH ADVISORY COUNCIL (YAC)

Members of the Probation Department's Youth Advisory Council (YAC) serve as Justice Consultants and work collaboratively with system partners to inform and enhance current Juvenile Justice related processes, policies and practices. Consultants also have opportunities to participate in monthly community meetings and commissions, and to conduct presentations. Some examples include:

- The YAC facilitated a focus group on behalf of the Probation Department, the W. Haywood Burns Institute and Fresh Lifelines for Youth (FLY) to discuss the experiences of youth who participated in the Deferred Entry of Judgement (DEJ) Program;
- The YAC participated in a focus group with the Youth Law Center to discuss the best ways to support Transition Aged Youth (TAY);
- The YAC also participated in a focus group with Tipping Point Community (T-Lab) to give input on the new Young Adult-DEJ program in Juvenile Hall.; The YAC facilitated focus groups at Mt. Pleasant High School to gather data from students regarding the school's discipline policies; and
- The YAC recently was invited to provide input on the work being done within the Juvenile Justice Systems Collaborative (JJSC) subcommittees, Juvenile Justice Commission (JJC), Mayor's Gang Prevention Task Force (MGPTF) - Community Engagement Subcommittee and the Juvenile Court Aligned Action Network (JCAAN).

Furthermore, the YAC members worked diligently to create an orientation for youth and families who have recently entered the Juvenile Justice System. The orientation has been named Redemption, Education and Purpose (REP) after contributions by three founding members who participated while in-custody. This orientation is designed to communicate Probation expectations, improve understanding and share possible consequences to youth and their caregivers. Overall, the goal is to support system involved youth in making better decisions through support from young adults who have experienced being involved in the system themselves.



SOUTH COUNTY YOUTH TASK FORCE (SCYTF)

In January 2012, the City of Gilroy, the City of Morgan Hill, Gilroy and Morgan Hill Unified School Districts, local community-based agencies and the County of Santa Clara Board of Supervisors met and created the South County Youth Task Force (SCYTF) to address the effects of violence and gangs on the youth in the South County communities. Chaired by County Supervisor Mike Wasserman, the Task Force has brought together a collaborative of local government, law enforcement, schools, and community-based agencies,

and resident voice through a thorough community engagement process to provide positive opportunities for youth and their families. The newly updated 2017-2020 Strategic Plan stems from a second community engagement process and can be found on the new website: https://www.scytf.org/.

NEIGHBORHOOD SAFETY UNIT (NSU)

The Neighborhood Safety/Services Unit (NSU) is a unique unit within the Probation Department. The core components of the NSU include community engagement, leadership development, and violence prevention programming through pro-social activities/services (see figure below).

Figure 1: Core Components of NSU



NSU Community Impact ZIP Code 95122

- **Soccer Field & Expansion of Valley Palms Family Resource Center (FRC) –** Valley Palms Unidos successfully advocated for San Jose City Council to approve the release of Revenue Bond funds based on the inclusion of their requests for a soccer field and enhanced FRC as part of the renovation projects.
- **Participatory Budgeting and Root Cause Analysis of Violence in their Neighborhood –** Valley Palms Unidos completed a root-cause analysis of violence in their neighborhood. The result of this analysis is the driving force behind their participatory budgeting process to come to a collective agreement on expenditure of funds to address violence in their neighborhood.
- **Valley Palms Unidos Community Action and Pro-Social Funding used to address root causes of violence –** The results of the participatory budgeting process included use of VP Unidos funds to certify residents in First Aid/CPR and Mental Health First Aid, (youth and adults) engage Valley Palms Mothers in Art Therapy and offer further economic opportunities by train-the-trainer and preference for resident-led programs/workshops.

NSU Community Impact ZIP Code 95020

- **San Ysidro Nueva Vida 2nd Annual Spirit Night –** The 2nd Annual Spirit Night committee included a Trunk-or-Treat and 600 wrapped gifts were distributed to children and youth. The night was filled with energy amplified by activities such as arts and crafts, music, performances, and Latin American food for all to enjoy. The attending partners included local businesses, community-based organizations, City Council candidates, Nueva Vida Instructors, ample volunteers, and community members at large.

- **SPARK Youth and Pro-Social Funds Painting Series Class –** East Gilroy local artist, Nacho Moya, provided a series of painting classes to expose youth ages eight to 17 to artmaking. Four consecutive classes were offered to 16 youth. The activity included, sketching and painting Pixar's Coco characters on their canvas. Due to the success of the activity, youth requested additional classes.

NSU Community Impact ZIP Code 95020 and 95122

- **Community Champions Award Ceremony –** To commemorate the dedication and contributions of neighborhood leaders in each of the NSU partner communities. The event brought together neighborhood leaders, NSU Youth Fellows, partner agencies, and distinguished guests for a community dinner, awards ceremony, and dance in celebration of the collective efforts in East San Jose and East Gilroy with over 200 attendees.

YOUTH AT ENTRY TO THE JUVENILE JUSTICE SYSTEM

This report section shares information on how youth enter the system including arrests, type of offenses, demographics, where they live, and how arrests move into petitions.

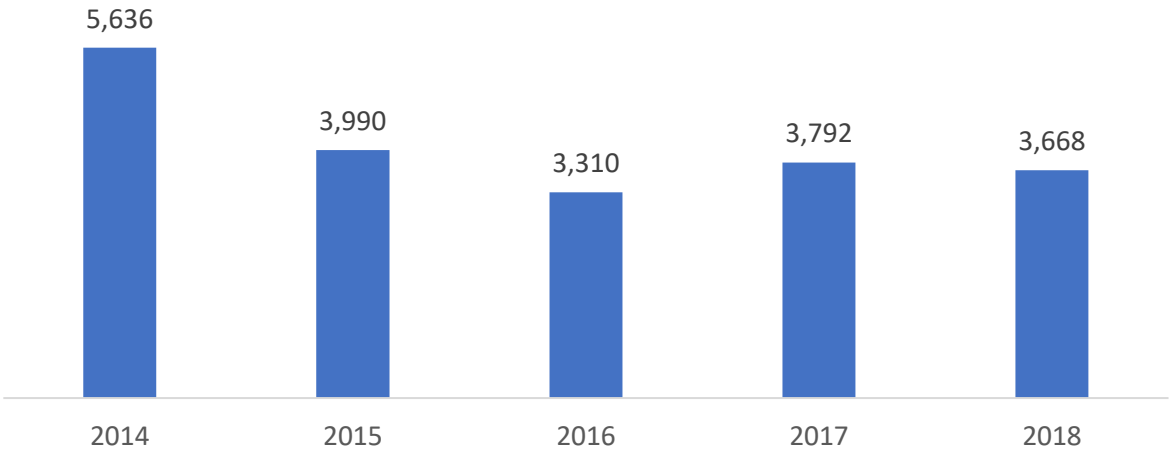
Arrests and citations mark the initial point of contact a youth has with the juvenile justice system. In Santa Clara County, this includes both paper tickets (citations, summons to appear, etc.) and physical arrests. In 2018 there were 3,668 arrests/citations[6] of 2,207 unduplicated youth. Of those, approximately 947 arrests/citations (26 percent) were accepted by the Prevention and Early Intervention (PEI) Unit. Thus, 26 percent of all arrests/citations (947 cases) were lower level offenses or first-time juveniles handled through diversionary programs. Possible reasons PEI numbers are down from 2017 could be attributed to legislation changes in which marijuana became an infraction and youth aged 12 years and younger can no longer be cited.

It is important to note once a youth is arrested, they may accrue additional charges from offenses that took place prior to their apprehension by law enforcement. These matches to previous crimes are often made once a youth has been fingerprinted and these open cases become attributed to them once they become known to the criminal justice system. This means that although arrests/citations are for 2018 not all offenses for each arrest/citation may have occurred in 2018. Offense dates for arrests/citations for 2018 range from 2011-2018; therefore, multiple youth had offense dates one to seven years before their arrest/citation date.

In line with national trends, the number of juvenile arrests in Santa Clara County has declined in recent years. Multiple factors may be contributing to the reduction, including law enforcement staffing patterns throughout the County and a focus on school based and prevention-oriented programs and services. In 2018, juvenile arrest/citation numbers show a three percent decrease in youth arrests/citations in comparison to 2017 and highlights an overall declining trend in arrests/citations since 2014.

[6] This is a count of arrests/citations, not of individual youth. For example, a single young person may have been arrested or cited multiple times during the year. Each of their arrests/citations is included in the total of 3,668.

Figure 2: Duplicated Arrests and Citations by Year 2014-2018



JUVENILE TRAFFIC COURT

Upon the closure of the Informal Juvenile Traffic Court (IJTC) on January 3, 2017, which previously handled traffic and truancy citations, the County of Santa Clara stakeholders met and created an informal protocol, to be finalized in 2019, on how the traffic citations should be handled going forward. The parties have agreed that most misdemeanor traffic citations will be handled informally by the Juvenile Probation Department's Prevention and Early Intervention Unit (PEI). As required by law, certain misdemeanors would be reviewed with the district attorney. Finally, traffic infractions would be handled in the County of Santa Clara Traffic Court, however, the Traffic Court commissioners will consider the age, nature of violation, personal, family or financial hardship, adolescent brain development and other mitigating and/or aggravating factors when determining the appropriate consequence. The Traffic Court commissioners may consider ordering the youth to attend and complete traffic school; waiving fines and fees; ordering community service hours in lieu of traffic school for a dismissal; or ordering California Highway Patrol's "Start Smart" course for a dismissal when such an alternative disposition is in the interest of justice.

For more information on truancy matters please refer to the chronic absenteeism section (page 88).

YOUTH ARRESTS/CITATIONS

This section highlights trends in offense categories[7] and offense classification for all arrests/citations in 2018. Property Crimes involve felonies, misdemeanors, and infractions (e.g., arson, petty theft and vandalism). The more serious (felony) property crimes (e.g., burglary: first degree and grand theft) and felony crimes against people (e.g., robbery and carjacking) combined to account for approximately 42 percent of the total 3,668 arrests/citations (n=1,541).

[7] Appendix F breaks down some examples of charge codes, charge descriptions, and offense classifications by offense category.

Property crimes[8] decreased by one percent for overall juvenile offenses in 2018, compared to 2017, and accounted for 33 percent of total arrests/citations in 2018. Felony Crimes Against People increased from 14 percent in 2017 to 18 percent of total arrests/citations in 2018. Arrests/citations for drug/alcohol related offenses in 2018 accounted for seven percent of all arrests/citations. Arrests/citations for violations of probation and courtesy holds increased by one percent in 2018 and accounted for seven percent of all arrests/citations. Arrests/citations for weapon crimes remained the same when comparing 2018 to 2017 (six percent).

Figure 3: Duplicated Arrests and Citations by Offense Category 2018

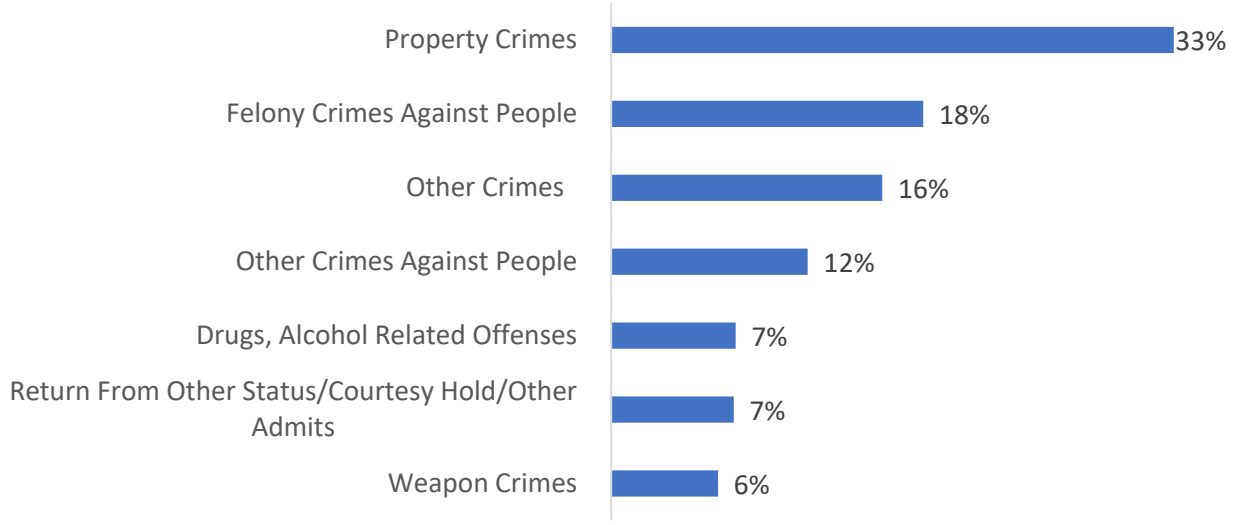
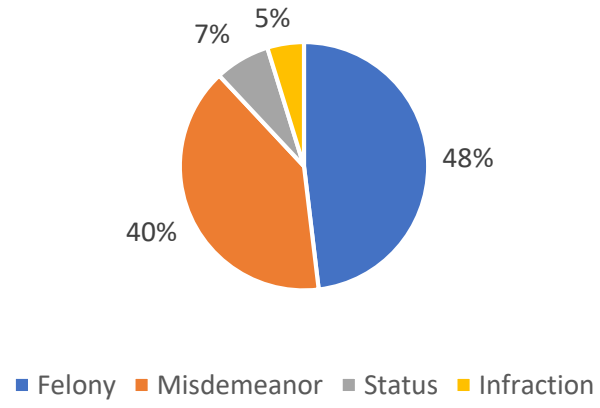


Figure 4: Duplicated Offense Classification 2018



Offense classification data also indicate the nature of offenses committed by youth in Santa Clara County. In 2018 infractions, status offenses and misdemeanors combined to account for 52 percent (n=1,909) of arrests/citations while more serious felony offenses accounted for the remaining 48 percent (n=1,759).

Although 2018 shows an overall decrease in the number of arrests/citations compared to 2017, the number of felony offenses has increased from 41 percent in 2017 to 48 percent in 2018. More serious offenses reflect the complexity of needs experienced by youth involved in the juvenile justice system

[8] In 2013, Probation moved Burglary in the First Degree from Felony Crimes against People to Property Crimes for purposes of categorization.

and requires a more comprehensive approach from all system partners to support these youth and families in Santa Clara County.

Demographics of Youth Arrested/Cited

In 2018, 45 percent (n=1,666) of youth arrested/cited were youth 15 or 16 years old, and 33 percent (n=1,197) were youth aged 17 years or older. Three percent (n=127) of arrests/citations were of youth aged 12 years or younger by comparison in 2017 four percent of arrests/citations were of youth 12 or younger. Thirty-seven percent of youth aged 15-16 years old were arrested/cited from property crimes (n=620). Property Crimes was also the largest proportion of arrests/citations for youth aged 17 and older (27 percent, n=328). Property crimes includes felonies, misdemeanors, and infractions.

Figure 5: Age of Duplicated Youth Arrested/Cited by Offense Category

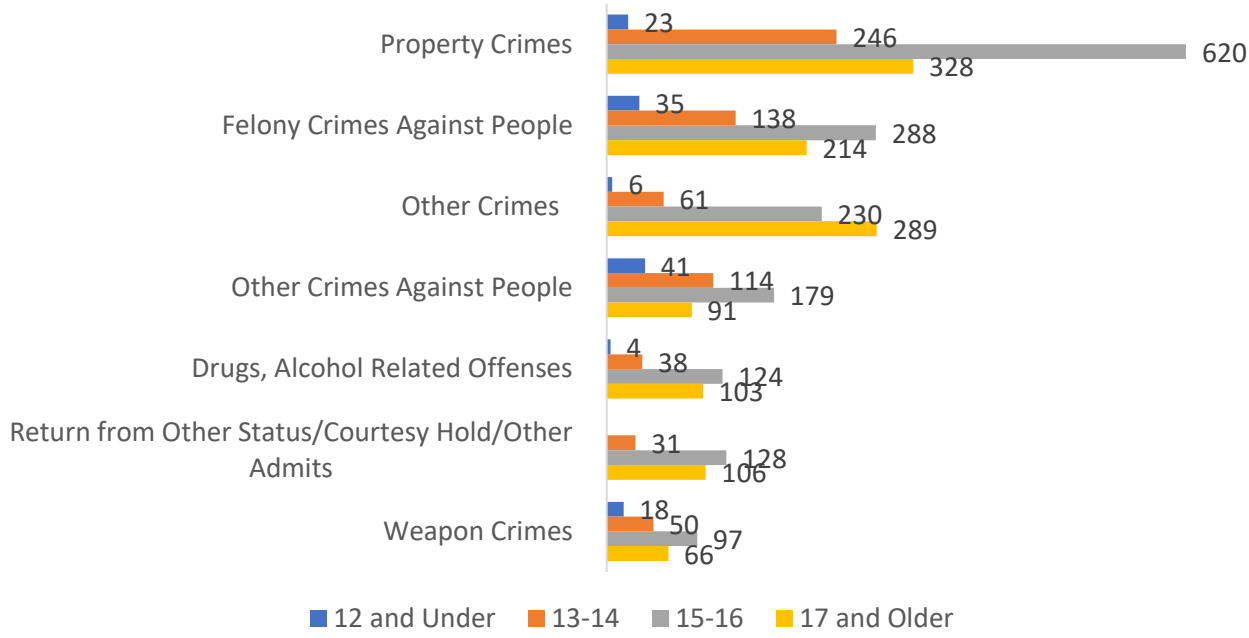
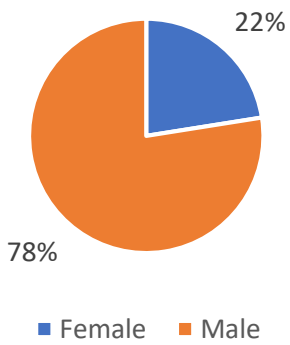


Figure 6: Sex of Duplicated Youth Arrested/Cited 2018



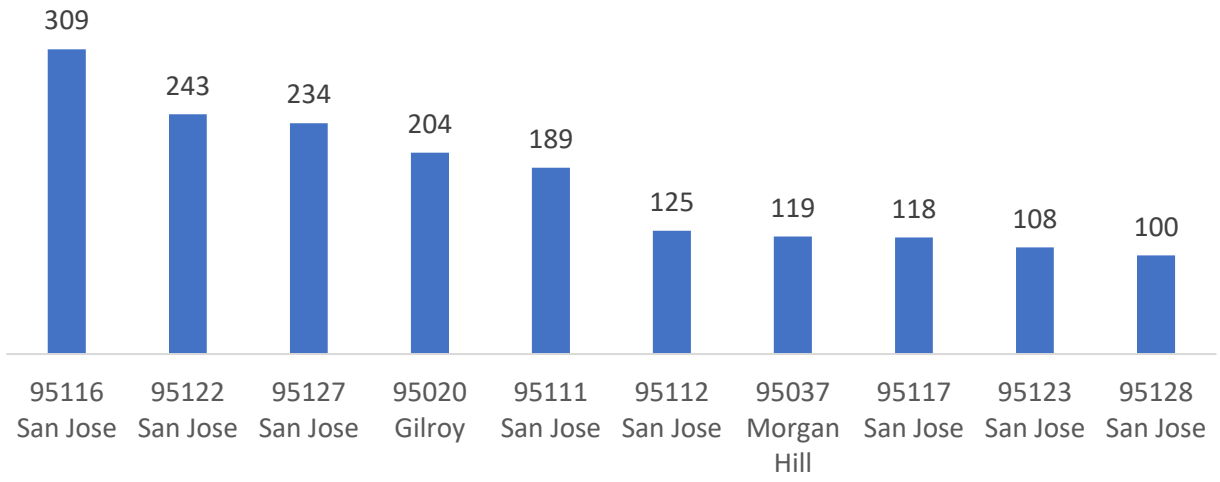
Of youth arrested/cited in 2018, 78 percent (n=2,843) were male and 22 percent (n=825) were female. Across all crime categories, female youth accounted for fewer arrests compared to male youth. In 2018, females accounted for 22 percent (n=825) of all arrests/citations a decrease in comparison to 2017 where females made up 23 percent (n=860) of all youth arrested/cited.

Where Do Youth Arrested or Cited Live?

Analyzing the home address information of youth arrested or cited in Santa Clara County helps to determine the neighborhoods in which youth live. This allows stakeholders to understand whether there are relevant resources in the right areas and to identify opportunities to collaborate with community partners to develop or provide support to youth and their families. In 2018, the highest number of arrests and citations in a single Santa Clara County ZIP code were of youth who lived in San Jose ZIP code 95116 (eight percent) followed by San Jose ZIP code 95122 (seven percent). In 2018, the ZIP codes 95122 and 95116 changed places (first to second place, respectively). ZIP Code 95116 was previously the highest ZIP Code for arrests/citations in 2013. The East San Jose ZIP codes of 95127 and 95122 accounted for 13 percent of all arrests and citations combined. The South and Downtown San Jose ZIP codes of 95111 and 95112 accounted for five and three percent of all arrests and citations. Youth who live outside of Santa Clara County accounted for seven percent of all arrests and citations, which is the second highest group when compared to Santa Clara County ZIP codes. Any youth who reside outside of Santa Clara County is counted as part of the out of county total. Breaking down the top out of county ZIP Code 95023, which is Hollister made up one percent of all arrests/citations (n=25), followed by 94541 which is Hayward with eight arrest/citations. All other out of county ZIP Codes had seven or fewer arrests/citations in 2018.

Since 2017, the number of arrests and citations decreased in seven out of ten of the top ZIP codes. For example, in the Morgan Hill 95037 ZIP code, arrests and citations decreased by 16 percent compared to 2017. In the San Jose 95128 ZIP code, arrests and citations decreased by 15 percent and in the Gilroy 95020 ZIP code they fell by 12 percent. In contrast, arrest and citations of youth who live in 95117 increased by 48 percent, but only totaled 118 arrests or citations. The out of county youth also had a decrease in arrests and citations for 2018 of four percent compared to 2017.

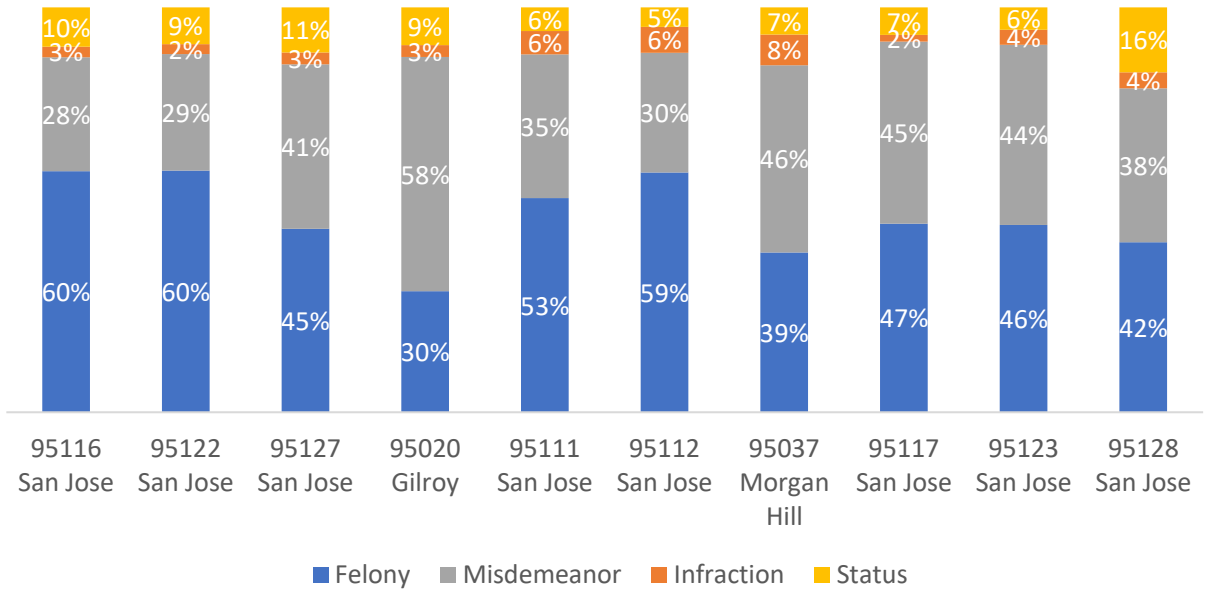
Figure 7: Santa Clara County Top Ten ZIP Codes for Duplicated Arrests/Citations 2018



The figure below shows how offense classifications vary among the top ten ZIP codes. For example, the proportion of arrests/citations for misdemeanor offenses in Gilroy (58 percent) is higher than in the 95116

ZIP code (28 percent). In contrast, 95116 and 95122 have the highest proportions of felony arrests (60 percent each). This provides us with some insight into areas of focus for prevention and intervention services and programs that could be deployed.

Figure 8: Santa Clara County Duplicated Offense Classification for Top Ten ZIP codes



Moving from Arrest/Citation to a Petition

A law enforcement officer, who is arresting a youth in Santa Clara County, has the discretion to bring the youth to Juvenile Hall to be booked and admitted or to cite and release the youth to the care of the parent/legal guardian. The arresting officer makes the determination based on a countywide juvenile booking protocol, the police officer may decide to bring a youth to Juvenile Hall or cite and release them. If cited, the citation is sent to the Juvenile Services Division of the Probation Department. When a law enforcement agency cites a youth for any crime, the citation is sent to the Juvenile Services Division of the Probation Department.

Upon receipt of the citation or in-custody notification, a probation officer determines whether the citation must be reviewed by the District Attorney's Office for a decision regarding whether to file a petition or whether the case can and should be handled informally by Probation. Which offenses mandate a referral to the District Attorney's Office are outlined in section 653.5 of the Welfare and Institutions Code (WIC). Any youth over the age of 14 with a felony charge, a second felony for a youth under the age of 14, or any violent felony listed under WIC Section 707(b), requires review by the District Attorney's Office, otherwise submitting the case to the district attorney for potential filing of a petition is at the discretion of the Probation Department. For mandatory referrals to the district attorney, the probation officer must review the citation or in-custody case with the District Attorney's Office within 48 hours excluding weekends and holidays. The District Attorney's Office decides whether to file a petition immediately or allow time for

the probation officer to investigate the case if a youth is not in custody. By policy, petitions are brought to the District Attorney's Office once a youth has been accused of committing a felony or specified misdemeanor (e.g., Driving Under the Influence (DUI) or Domestic Violence). Once an out-of-custody petition is filed, the probation officer must serve the minor and parents with a notice of the upcoming court date. If a youth is in-custody, his or her case must be scheduled for court within 48 to 72 hours of arrest, excluding weekends and holidays.

PROPOSITION 57 ELIMINATED DIRECT FILE

Since Proposition 57 passed, the County of Santa Clara continues handling these special cases and below is an update on these efforts.

TRANSFER TO ADULT COURT (NEWLY FILED POST-PROPOSITION 57 CASES)

Since Proposition 57 (the Public Safety and Rehabilitation Act of 2016), the County has devised new procedures to handle judicial transfer cases. Since the law was enacted, the only way in which a youth can have their case adjudicated in adult court is after a transfer hearing before a judge (previously known as a fitness hearing), as described in WIC Section 707(a). In 2018, the district attorney may move to transfer to adult court: any youth who was 16 years or older at the time of any alleged felony offense, or any youth who was 14 or 15 years at the time of an alleged felony offense listed in section 707(b)[9]. The motion can be made at any time before jeopardy attaches and asks a judge to decide if the youth should be retained in juvenile court or transferred to adult court based on the court's consideration of the five (5) criteria discussed below.

Upon a motion by the district attorney to transfer a youth to adult court, the court shall order the probation department to submit a report on the behavioral patterns and social history of the minor. The report must include any written or oral statements offered by the victim pursuant to WIC 656.2. For the transfer hearing, the probation officer provides a report to the Court that includes a review of the five criteria listed below, and a victim impact statement, if one is provided. If the court, under WIC 281, orders the probation officer to include a recommendation, the probation officer must make a recommendation to the court as to whether the child should be retained under the jurisdiction of the juvenile court or transferred to the jurisdiction of the criminal court. In Santa Clara County, all probation reports include a recommendation with respect to the issue of transfer. At the hearing, the judge receives the probation report and any other relevant evidence or information provided by the District Attorney and the youth's defense attorney. If the judge decides that the youth should be retained in juvenile court, the case proceeds to a jurisdiction hearing in juvenile court like any other juvenile matter. If the judge decides that the youth should be transferred to adult court, the Court must make orders under WIC 707.1 relating to bail and to the appropriate facility for the custody of the youth or release the youth on their own

[9] SB 1391, which amends WIC 707, will go effect on January 1, 2019, and bars prosecutors from seeking to transfer to adult court any youth who was 14 or 15 years old at the time of the offense. The only exception is if the individual was not apprehended prior to the end of juvenile court jurisdiction. It is anticipated that there will be a constitutional challenge to the law by some district attorneys in the state and the issue may reach the California Supreme Court. See "Upcoming Changes" section below in this report.

recognizance pending prosecution. The court then sets a date for the youth to appear in criminal court and dismisses the petition without prejudice upon the date of that appearance. The youth must also be advised of their right to file an extraordinary writ for appellate review. [10] The five criteria the Court must evaluate in deciding whether to transfer the case include:

1. The degree of sophistication of the crime;
2. If the youth can be rehabilitated in the juvenile justice system;
3. The youth's previous criminal history;
4. What happened on prior attempts to rehabilitate the youth; and
5. The circumstances and gravity of the current offense.

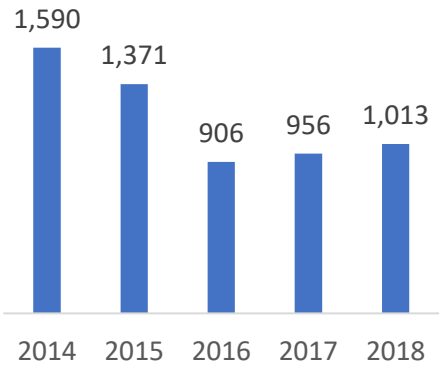
Additionally, each of the five criteria includes mitigating factors related specifically to the minor such as age, intellectual ability, degree of involvement in the crime, mental and emotional health at the time of the offense, ability to appreciate risks and consequences of criminal behavior, history of trauma, seriousness of previous delinquent history and adequacy of the services previously provided to address the minor's needs, whether the youth was influenced by family, peers, his or her community environment, and the youth's impulsiveness, level of maturity, and potential for growth.

In 2018, there were a total of nine youth who went through the transfer process. There were other cases where transfer was sought, but those transfer hearings were not completed by the end of 2018. Of the nine youth whose transfer proceedings concluded in 2018, two remained under the jurisdiction of the Juvenile Justice Court and seven were transferred to adult criminal court. Some had full hearings with witnesses and testimony, and some cases were resolved by stipulation or by allowing the court to simply decide based upon the probation report, with no live testimony.

ROLE OF DEFENSE COUNSEL

Once a case has been petitioned, all youth are eligible for defense counsel services, and youth are presumed to be indigent. All cases petitioned in Juvenile Justice Court are referred to the Public Defender Office (PDO). If the Public Defender discovers that there is a conflict of interest in the representation of a youth, the youth is referred to the Alternate Defender Office (ADO) and/or the Independent Defense Counsel Office (IDO). It is the policy of the Public Defender and the Alternate Defender that if the ADO has represented a youth on a previous petition and the youth is charged with a new petition, the ADO rather than the PDO, will represent the youth on that new petition for purposes of continuity of representation, even if the PDO would not have had to declare a conflict of interest. A similar policy exists for most IDO cases. If the ADO discovers that there is a conflict of interest in the representation of a youth,

Figure 9: All Referrals to Public Defense Counsel



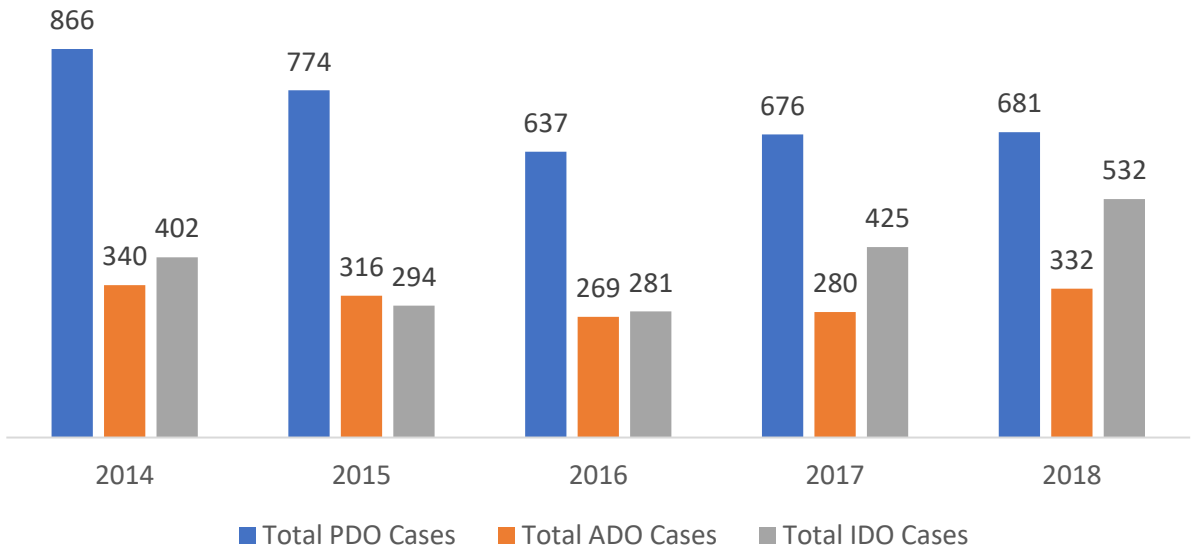
[10] Superior Court of California, County of Santa Clara www.scscourt.org/self_help/juvenile/jjustice/process.shtml

the youth is referred to the IDO for representation. The IDO assigns juvenile justice cases to private attorneys based on a contractual relationship. The PDO, ADO and IDO are governmental departments/offices within the County of Santa Clara government structure.

The juvenile units of the PDO, the ADO and the IDO are responsible for the representation of a youth in the Juvenile Justice Court from the beginning of the case to disposition, and in some cases, in post-dispositional hearings. The juvenile units of the PDO, ADO, and IDO are also responsible for filing petitions for record sealing, as well as Proposition 47 and Proposition 64 reductions. The agencies are also responsible for assisting youth seeking immigration relief, namely Special Immigrant Juvenile Status (SIJS). The attorneys begin the process in Juvenile Justice Court by seeking preliminary legal findings, and the cases are thereafter referred to Legal Advocates for Children and Youth (LACY) to complete the applications to the United States Citizenship and Immigration Services.

The PDO and ADO represented youth in 1,013 cases in 2018 (681 with the PDO and 332 with the ADO), with 532 cases either referred to IDO or the youth secured private counsel. Of the 1,013 cases represented by the PDO and ADO, 700 were felonies, 143 were misdemeanors, and 170 were violations of probation as shown in Figure 9 and 10. In total, the PDO, ADO, and IDO/private counsel collectively represented youth in 1,545 cases.

Figure 10: All Cases by Type of Defense Counsel



Social Workers

In 2016, the Public Defender's Office was able to add a social worker position, which was split between adult and juvenile cases. In 2018, the Public Defender's Office was able to add an additional social worker position, dedicated solely to juvenile cases. An additional social worker eliminated the need for the previous social worker to split his or her time between adult and juvenile and can now focus solely on

juvenile cases. The social worker receives referrals from the juvenile public defenders. The referrals include housing, educational and family support, mental health linkage, substance use treatment, homelessness resourcing, safety planning, school placement/advocacy, treatment placement coordination, Supplemental Security Income (SSI) consultations, and general assistance support. The social worker also consults with attorneys on San Andreas Regional Center (SARC) services. The social worker often works closely with juvenile probation officers and other juvenile justice system partners, attends Multi-Disciplinary Team (MDT) meetings on behalf of the youth, visits incarcerated youth, and submits psychosocial assessments on behalf of the youth to the juvenile court for consideration. The social worker also works on judicial transfer cases.

In 2018, the Alternate Defender Office also added a new social worker position. The social worker provides services and consultations for both adult and juvenile clients of the ADO including psychosocial assessments, mental health diversion, exit planning, placement, and reentry, housing and community-based programs referrals, competency determination, juvenile transfer cases and Youthful Offender Parole hearings.

Community Outreach Attorney

In 2018, the Public Defender's Office also added a new position: a Community Outreach Attorney. The Community Outreach Attorney is dedicated to empowering local communities to advocate for better outcomes for justice involved or exposed adults and juveniles through education and networking. This includes working alongside community-based organizations, schools, courts and other partners to coordinate efforts. The Community Outreach Attorney commits to helping underserved or vulnerable communities by engaging in outreach to respond to their needs, facilitating access to care and services, and raising awareness of existing PDO services. The Community Outreach Attorney provides outreach to the homeless population by maintaining a presence at homeless encampments and homeless shelters. The Community Outreach Attorney also assists members in the community with warrant recalls, post-conviction relief and questions about pending criminal court cases and helps community members navigate quality of life issues to avoid further contact with the justice system.

The Community Outreach Attorney also has developed a connection to local high schools with at-risk youth. The Community Outreach Attorney receives referrals and requests from staff at local high schools to provide one-on-one mentorship, class presentations, and strategic interventions to prevent at-risk youth from becoming involved in the juvenile justice system. The attorney is responsible for providing and organizing "De-escalation & Know Your Rights" trainings to empower youth by knowing the law, encourage de-escalation in police contact, and promote youth interest in legal-related professions.

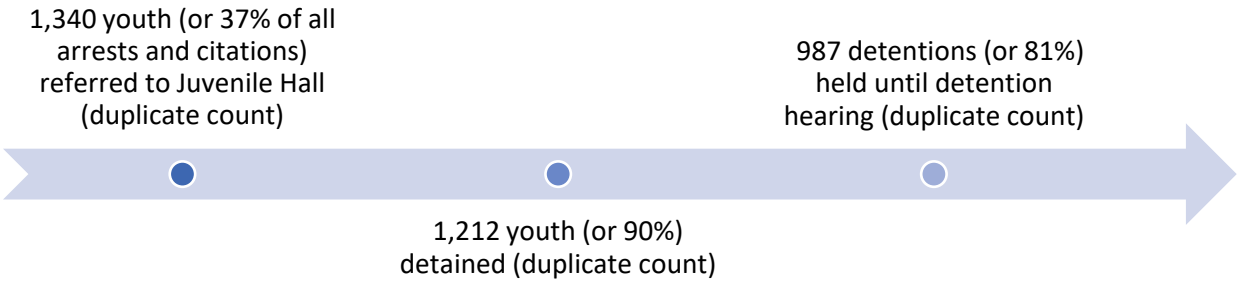
ADMISSION TO CUSTODY

At Juvenile Hall intake, a detention risk assessment instrument (RAI) is administered by a Probation Screening Officer to determine whether a youth should be detained in secure confinement pre-adjudication. The objectivity, uniformity, and risk-based format of a RAI helps to protect against disparate

treatment at intake and focuses on reducing the likelihood the youth will fail to appear in court or reoffend before adjudication. Objective and standardized criteria anchor admission decisions in ascertainable and equally evaluated facts. For example, RAI indicators include the nature and severity of the offense and the number of prior referrals. The overall risk score in conjunction with the County booking protocols (developed and approved by various stakeholders) and state laws are then used to guide the Screening Officer in making the critical decision of whether to admit the youth to a secure facility, refer them to a non-secure detention alternative, or release them.

In 2018, of the 3,668 duplicated youth arrests/citations in Santa Clara County, 1,340 duplicated youth (37 percent of all youth arrested) were referred to Juvenile Hall with 1,212 duplicated youth detained (726 unique youth). Of the 1,340 youth (796 unique youth) referred to Juvenile Hall in 2018, 90 percent were detained (1,212 of 1,340 youth) and nine percent (128 youth) were released at detention screening. Of the 1,212 youth initially detained at intake, 19 percent (225 youth) were subsequently released by Probation prior to their detention hearing, for a variety of reasons. These reasons include: a parent/guardian now being available to pick up their youth from juvenile hall or the charges or circumstances were less serious than originally believed once supplemental information was provided. The figure below demonstrates the number of duplicated youth detained at every step in the process.

Figure 11: Number of Youth Detained (duplicate count) by Process Step 2018



Detention Overrides

In some cases, a decision to admit or release a youth differs from the recommended action of the RAI tool. The detention override percentage is the proportion of youth who score below the detention threshold score and are nevertheless detained. Some of these youth are detained or released due to a local or state policy mandating detention regardless of their RAI score, while others are detained at the discretion of the Probation Screening Officer. A high percentage of detention overrides undermines the integrity of the risk-screening process.

Of the total 734 youth who were eligible for release based on their RAI score alone (low and medium scoring youth), 608 youth (83 percent) were detained. Of those 608 youth, 56 percent (341 youth) were detained under mandatory detention policies. Mandatory detention policies require a youth to be held due to state law and/or mandatory policy. Mandatory detention policies include, but are not limited to: Warrant, EMP/CRP failure, and Weapon Used in the Commission of a Crime. The remaining 44 percent

(267 youth) were held under discretionary detention policies (see figure below for breakdown). The 2018 discretionary detention override rate was 36 percent.

The table below depicts the breakdown of youth held by means of a discretionary override by race and ethnicity. There was no statistically significant difference by race/ethnicity in overrides.

Table 5: Risk Assessment Instrument Override Percentage 2018

Discretionary Override Percentage for 2018	White	Black	Latino	Asian/PI	Other	Total
Total Eligible for Release (Low/Medium RAI Score)	59	66	563	2	2	734
Eligible for Release (Low/Medium RAI Score) but Detained	20	28	202	14	3	267
Override Percentage	34%	42%	36%	14%	67%	36%

The table below illustrates the reasons why youth were detained due to mandatory detention policy. The most frequent mandatory detention reasons include Pre/Post Court Electronic Monitoring Program (EMP) failures and Warrants (Failure to Appear: FTA, Arrest, and Violation of Probation: VOP). These two categories combined, accounted for 79 percent of mandatory policy admissions.

Table 6: Risk Assessment Instrument Mandatory Detention Reasons 2018

Mandatory Detention Reasons (341)	
EMP/CRP Failure	147
Warrant	114
Weapon used in commission of crime	34
Ranch Failure/Escape	23
Placement Failure	12
Inter-County Transfer	10
All other reasons	1

The table below illustrates the reasons why the risk assessment instrument was overridden by discretionary overrides. The most frequent discretionary override reasons include: victim/community/youth safety (e.g., victim lives in the home or in close proximity to the youth, the youth's actions in the offense pose a serious risk to the public) (134 youth), all other reasons (e.g., youth refuses to return home, history of runaways) (53 youth), and parent related reasons (e.g., both parent(s) cannot be located (26 youth), and parent(s) refusing to pick up their children from Juvenile Hall (19 youth).

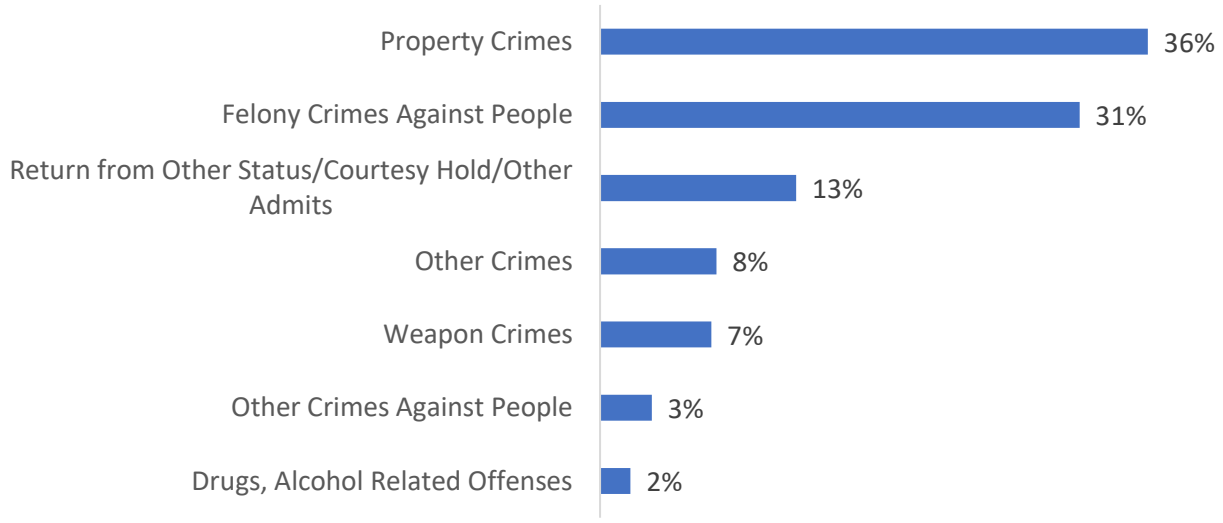
Table 7: Risk Assessment Instrument Discretionary Override Reasons 2018

Discretionary Override Reasons (267)	
Self-Victim Community Safety	134
All Other Reasons	53
Parent/Guardian Reasons	45
All other Violations of Probation	15
Family Violence	12
DV with mitigating factor	5
Violations of Probation – Gang	3

Offenses of Youth Detained

Of the 1,212 duplicated youth detained, 36 percent were admitted for property crimes (including first-degree burglary and auto theft; n=433). Another 31 percent of youth were admitted for felony crimes against people (e.g. assaults and carjacking; n=379), 13 percent of admissions were for technical violations of probation (VOPs; n=155), and seven percent for weapon related offenses (n=88). Admissions for drug and alcohol related offenses accounted for only two percent of the total admissions to Juvenile Hall (n=24).[11]

Figure 12: Duplicated Admissions by Offense Category 2018



[11] Typically, youth are only admitted for drug and alcohol related offenses if the offense is sales-related or the youth's safety is at-risk due to being under the influence of drugs or alcohol. Most youth admitted to detention for being under the influence are released to a parent/guardian before the detention hearing phase.

Demographics of Youth Detained

This section describes the demographic information of youth detained at Juvenile Hall following their RAI screening.

AGE AND SEX OF YOUTH DETAINED

In 2018, 78 percent of youth detained in Juvenile Hall were male and 51 percent were 15 to 16 years old. Female youth made up 22 percent of those detained. The proportion of age distribution was similar across both sexes.

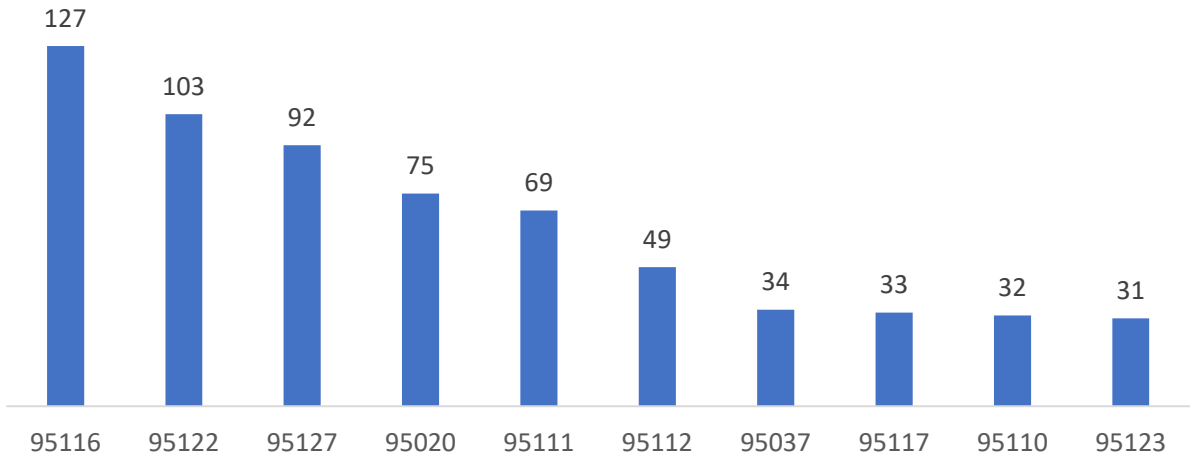
Table 8: Age and Sex of Duplicated Youth Detained 2018

Age	Male	Female	Grand Total
12 & Under	7	1	8
13-14	163	70	233
15-16	488	133	621
17 & Older	286	64	350
Grand Total	**944**	**268**	**1,212**

WHERE YOUTH DETAINED RESIDE

Fifty-three percent of those detained reside within the top ten ZIP Codes for arrests/citations. All ZIP Codes were located within the City of San Jose, except for 95020 (Gilroy) and Morgan Hill (95037).

Figure 13: Number of Duplicated Admissions to Juvenile Hall by ZIP Code 2018

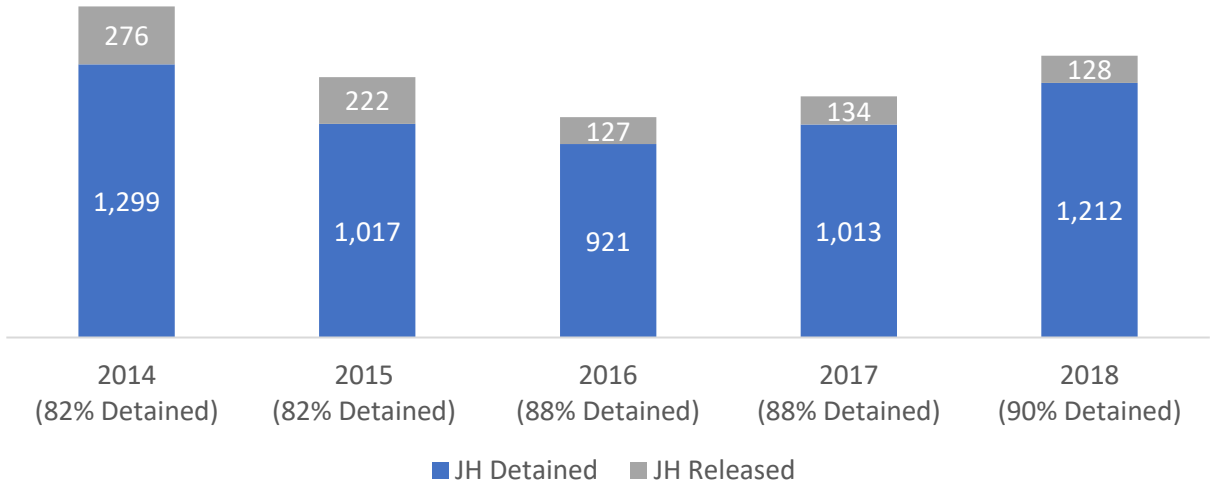


Intake and Admission Trends

The number of duplicated youth detained in Juvenile Hall decreased by seven percent between 2014 and 2018. However, in 2018 there was a 20 percent increase in the number of youth detained at intake compared to 2017. Based on the number of youth brought to Juvenile Hall, the percentage of youth

detained in 2017 was 88 percent and 2018 was 90 percent. As the proportion of serious/violent felonies increases, the likelihood of detention increases.

Figure 14: Juvenile Hall Intake Decision Trend 2014-2018



ELECTRONIC MONITORING PROGRAM (EMP)/COMMUNITY RELEASE PROGRAM (CRP)

The Probation Department continues to strive to keep youth safely in the community and in their homes with appropriate services. In 2018, 909 duplicated youth were eligible for detention but released on home supervision alternatives to detention.

The pre/post-Electronic Monitoring Program (EMP) allows youth to be monitored while remaining in the community by wearing an electronic monitoring ankle bracelet. In addition, these youth also receive intensive supervision and limitation of their freedom. The population served by EMP is primarily Latino (78 percent) and between the ages of 14 and 17 (94 percent). In addition, 81 percent of youth on EMP were male and 19 percent were female.

Table 9: Duplicated Number of Youth in Alternatives to Custody 2018

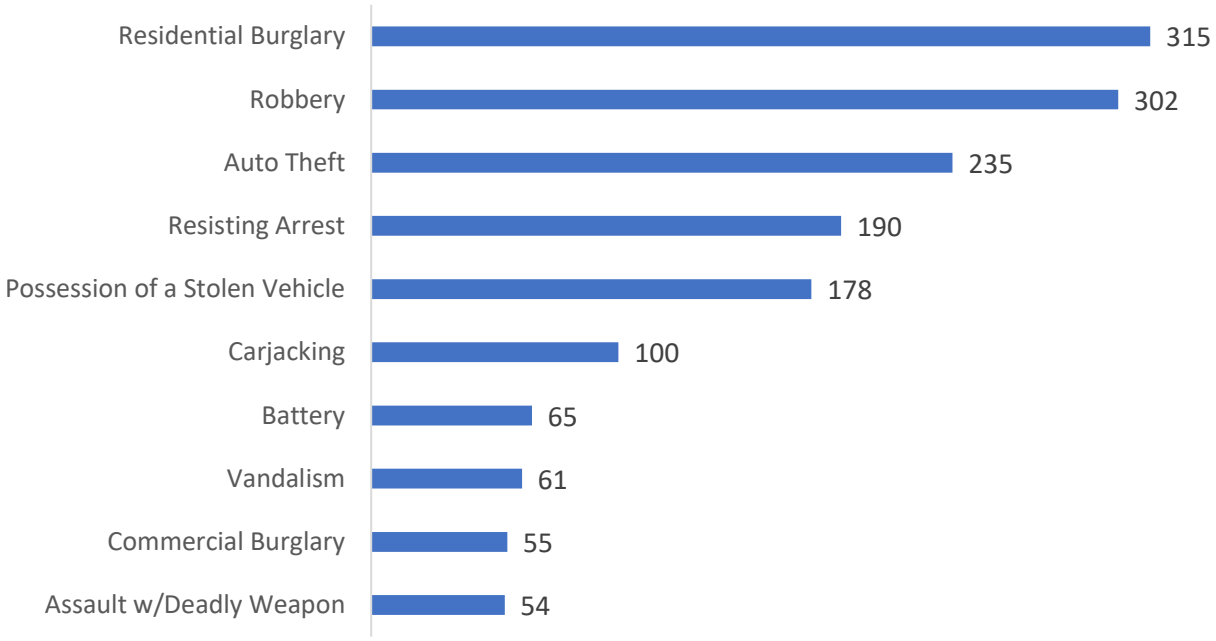
Number of Youth in Alternatives 2018	White	Black	Latino	Asian/PI	Other	Total
Pre-Disposition EMP	20	50	356	18	16	**460**
Post-Disposition EMP	16	26	201	10	5	**258**
Pre-Disposition CRP	6	14	122	12	6	**160**
Post-Disposition CRP	2	5	21	3	0	**31**
Total	**56**	**68**	**495**	**30**	**17**	**909**

The Community Release Program (CRP) provides intensive supervision in the community. Latino youth (75 percent) made up the largest portion of the 191 youth on the pre/post-Community Release Program (CRP). White youth represented four percent, ten percent were Black, and 11 percent were Asian/PI/Other. Reflecting the typical sex and age composition of pre/post-CRP youth at other points within the system, 75 percent were male, and 84 percent were between the ages of 14 and 17.

ARRESTS/CITATIONS FILED AS PETITIONS

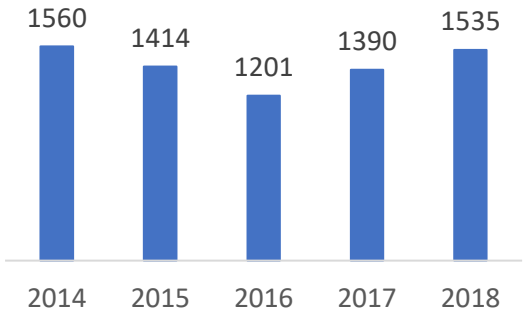
Not all arrests/citations lead to a filed petition. In some cases, these referrals are handled informally, especially for youth with no previous offenses. In 2018, infractions, status offenses and misdemeanors combined accounted for 52 percent of arrests/citations while more serious felony offenses, which often led to a filed petition, accounted for the remaining 48 percent. Of the 1,535 petitions filed in 2018, the most common petitioned offenses were residential burglaries (315), robberies (302), auto thefts (235), and resisting arrest (190). Each charge is counted individually and there may be more than one charge on a petition. The figure below shows the top ten most frequent charges at time of petition for 2018 and reflects the number of individual petitions, regardless of the number of charges included in each petition per youth.

Figure 15: Duplicated Top 10 Most Frequent Charges at Time of Petition 2018



As shown in Figure 16, over the last two years, the number of petitions filed each year has generally increased. From 2014 through 2016, there had been a steady decrease in petitions filed. In 2017 that trend ended. In 2017, there were 189 more petitions filed than in 2016, and in 2018, there were 145 more petitions filed than in 2017. In 2018, the number of duplicated petitions increased to levels previously seen in 2014.

Figure 16: Duplicated Petitions per Year



FACTORS THAT LEAD YOUTH TO ANTI-SOCIAL BEHAVIOR

Youth involved in the juvenile justice system often are experiencing many adversities such as family issues, difficulties at school, substance use, traumatic experiences and other factors which can lead to anti-social behavior. The following section focuses on factors that lead to anti-social behavior in youth.

CHILD WELFARE HISTORY CHECKS

Youth who have been involved in the child welfare system have a greater risk of being involved in the juvenile justice system. It is estimated that as many as 50 percent of youth referred to the juvenile court for a juvenile justice matter have been involved with the child welfare system, depending on how broadly dual status is defined.[12] In August 2015, the County of Santa Clara's Probation Department implemented a new protocol to check for child welfare history whenever a youth is referred to probation. This process screens for child welfare history for every youth referred to probation services. Probation also developed a database to track records regarding dual involvement in both the child welfare and juvenile justice systems. SCC Probation is jointly working with DFCS, BHSD, the court system, and many community partners to provide best practices and support to youth who have a dual-status and to their families. The Dually Involved Youth (DIY) Executive Steering Committee is also working with the Robert F. Kennedy National Resource Center for Juvenile Justice (RFK) to create innovative measures that will best support the challenges faced by this population.

Whenever a new referral is received by Probation, Records staff check the child welfare system (CWS/CMS) for child welfare history involvement for the referred youth and family. Youth who are referred to PEI are also checked for child welfare history involvement. The child welfare history check is completed to answer questions such as:

- Has the family had any involvement in the child welfare system?

[12] Thomas, D. (Ed.). (2015). *When Systems Collaborate: How Three Jurisdictions Improved Their Handling of Dual-Status Cases.* Pittsburg, PA: National Center for Juvenile Justice. www.ncifcj.org/resource-library/publications/when-systems-collaborate-how-three-jurisdictions-improved-their.

- Has the referred youth (probation target youth) been identified as the alleged victim of a child welfare referral?

Cases identified as sensitive[13] in CWS/CMS are those cases which are only accessible to supervisors at child welfare and are not accessible to probation staff.

In 2018, a total of 1,543 unduplicated youth were screened for child welfare history through CWS/CMS after receiving a probation referral for a total of 2,663 child welfare history checks. A total of 958 (62 percent) unduplicated families were identified as having a history of child welfare with at least one referral including sensitive cases. There were 743 (48 percent) unduplicated youth who had at least one child welfare referral where the target youth (probation youth) was the alleged victim of neglect and/or abuse (excludes sensitive cases).

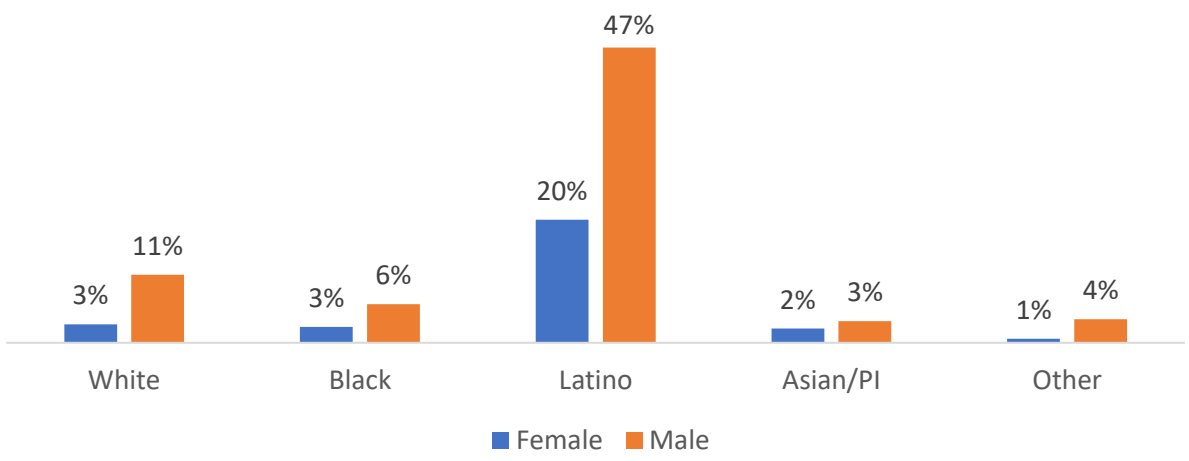
Figure 17: Child Welfare History 2018

2,663	958	743	40
•Number of duplicated referrals screened for child welfare history in 2018 (1,543 unduplicated youth were screened for child welfare history in 2018).	•Number of unduplicated families with at least one referral to child welfare at any given point including Sensitive cases (62 percent).	•Number of unduplicated probation youth with at least one child welfare referral where they were identified as the alleged victim of abuse and/or neglect (48 percent).	•Number of unduplicated sensitive cases in 2018 (three percent).

The figure below shows race/ethnicity and sex for all unduplicated youth who were screened for child welfare in 2018 and had at least one referral listing them as the alleged victim. Results shown are consistent with general probation numbers for race/ethnicity and sex. Latino youth represent 67 percent of unduplicated youth who were screened in CWS/CMS for child welfare history, followed by White youth (14 percent) and Black youth (nine percent). These results exclude Sensitive Cases as it is unknown if the probation youth was the alleged victim of abuse and/or neglect.

[13] A sensitive case means there is family history in CWS/CMS, but it is unknown if the probation youth is the alleged victim of abuse and/or neglect. Total number of referrals received in 2018 differ from total number of child welfare checks since some referrals such as Courtesy Holds, Warrant Requests, Violation of Probations (VOPs), and Transfer Ins referrals are not checked for child welfare referrals.

Figure 18: Race/Ethnicity and Sex for Probation Youth With At Least One Child Welfare Referral as the Alleged Victim 2018 (Unduplicated)



CRIMINOGENIC RISK

Over the past few decades, experts have developed and refined risk/needs instruments to measure the likelihood of an individual re-offending. The County of Santa Clara Probation uses the Juvenile Assessment Intervention System (JAIS). The JAIS is a gender-responsive tool that has been validated by the National Council on Crime and Delinquency (NCCD). This tool is used by the Probation Department to identify the risk and criminogenic needs of the youth. The first component of the JAIS is a risk tool (commonly known as the Pre-JAIS) to determine if the youth is low, moderate or high-risk for re-offending. One key finding over the past several years in the Juvenile Justice Crime Prevention Act (JJCPA) evaluations is that the JAIS risk tool is statistically one of the best methods to determine the possibility of a youth re-offending. Although no tool offers perfect prediction, the JAIS has been helpful in determining the appropriate level of service for youth. Differentiating youth by risk level is important—intensive programming can work well with higher-risk youth but can increase recidivism rates among lower-risk youth. There are two versions for each tool, one for females and one for males. Youth are assessed based on how they self-identify.

For the analysis in this report, we are focusing on the first JAIS risk tool administered for each youth who received probation services in 2018 so that a glimpse of youth at entry is possible. The first risk tool could have been administered prior to 2018. Numbers for the risk assessment might differ from the numbers of unduplicated youth with a new referral in 2018 due to timing of the assessment or because some youth may not receive a risk assessment as their involvement in probation is limited. The purpose of the JAIS risk tool is to measure the likelihood of re-offending.

Risk Assessment for Boys

The initial risk assessment for boys contains ten questions and generates a risk category for the youth. A total of 1,766 boys JAIS risk assessments were completed in 2018 resulting in 95 boys (five percent) in the

high-risk category, 558 (32 percent) in the moderate-risk category, and 1,113 (63 percent) in the low-risk category.

The following summary highlights trends found in the initial risk assessment for boys based on the most reliable source of information. This could be a combination between the youth being interviewed and data that is available to the Probation Officer completing the risk assessment tool. Court or court services include but are not limited to juvenile, teen, family, and municipal courts.

Less than half of the boys (44 percent) stated that they were attending school regularly and had no issues at school. Another 38 percent stated that they had been suspended at least once and 19 percent reported having major truancy issues or having dropped out of school. Of the 1,766 youth, 55 percent stated their friends had been in legal trouble, were associated/gang members or a mixture of both. Sixty percent of youth indicated not having any problems with drugs or experimenting a few times only. For 22 percent of youth, drugs and/or alcohol interfered with their daily functioning. Frequent/chronic usage accounted for 18 percent of youth. A little over one-third of these boys (36 percent) said their parents had been reported to child welfare for child abuse or neglecting them whether the allegations were substantiated or not. At the time this risk assessment was completed, 20 percent of youth reported having at least one parent or sibling incarcerated or on probation at some time in the previous three years. Over half of these boys received their earliest arrest between the ages of 14-16 (55 percent). The earliest arrest for boys aged 13 or younger accounted for 27 percent. Some boys received referrals to court services: none or one referral (82 percent), two or three referrals (16 percent), and four or more referrals (two percent). Furthermore, 29 percent of these boys received a referral to court services as a result for a violent/assaultive offense. Probation continues to work diligently to reduce the use of out-of-home placements and 93 percent of youth had no out-of-home placement, five percent had one placement, and two percent had two or more placements. Parental supervision was reported as ineffective/inconsistent for almost half of these boys (45 percent).

Risk Assessment for Girls

The initial risk assessment for girls contains eight questions and generates a risk category for the youth. A total of 526 girls JAIS risk assessments were completed in 2018 resulting in 22 girls (four percent) in the high-risk category, 186 (35 percent) in the moderate-risk category, and 318 (61 percent) in the low-risk category.

The following summary highlights trends found in the initial risk assessment for girls based on the most reliable source of information. This could be a combination between the youth being interviewed and data that is available to the Probation Officer completing the risk assessment tool. Court or court services include but are not limited to juvenile, teen, family, and municipal courts.

At the time of these risk assessment, 53 percent of these girls reported being enrolled in two or more schools, not attending school or having dropped out altogether at some point in the previous two years. Regarding their friends, 56 percent stated that their friends had been in legal trouble, had some level of gang-involvement or a combination of the two. Like the boys, 64 percent of girls stated having no issues

with substance use or having experimented only. Girls who reported substance use which interfered with their functioning accounted for 19 percent and girls who had frequent/chronic substance use accounted for 17 percent. Most girls received their earliest arrest or referral to court services at age 13 or older (90 percent). However, 53 girls (ten percent) were 12 years old or younger when they received their earliest arrest or referral to court services. Girls with two or three arrests or referrals to court services accounted for 14 percent of the group, and girls with four or more referrals accounted for three percent. The remainder of girls had one or no arrest/referral to court services (84 percent). Arrests or referrals to court services due to drug offenses accounted for 11 percent. Thirty-four percent (n=179) of girls had at least one referral for violent/assaultive offenses. Girls with at least one out-of-home placement accounted for 12 percent from this sample.

Below is a table summarizing the risk level for both boys and girls. Percentage of youth in each risk level are very similar among boys and girls.

Figure 19: Risk Level for Boys and Girls 2018

Risk Level	Boys	Girls
High	95 (5%)	22 (4%)
Moderate	558 (32%)	186 (35%)
Low	1,113 (63%)	318 (61%)
Total	1,766 (100%)	526 (100%)

CRIMINOGENIC NEEDS

Various factors are related to the underlying causes of a youth's delinquent behavior. These factors are referred to as criminogenic needs. The section below details the challenges faced by youth who received probation services in 2018.

The Juvenile Assessment and Intervention System (JAIS) was designed to assist staff to effectively and efficiently supervise youth, both in institutional settings and in the community. The goal of the system is to aid with adjustments, to reduce recidivism, and to help youth succeed in school and in the community. There are three versions to the JAIS assessments:

a) Initial pre-screener (commonly known as Pre-JAIS): consisting of eight (girl version) or ten (boy version) items which, depending on the score, will determine the need for a full JAIS assessment;

b) The full JAIS assessment is divided into four main sections: General Information, Objective History, Conduct-related Observations, and Interviewer Impressions/Youth Strengths and Needs;

c) JAIS re-assessment: takes place every six months after the initial full JAIS assessment.

As defined by the JAIS, court or court services include but are not limited to juvenile, teen, family, and municipal courts. The following summary highlights trends found in the initial risk assessment for boys and girls based on the most reliable source of information. This could be a combination of the youth being interviewed (self-disclosure) and data that is available to the probation officer completing the risk assessment tool.

The full JAIS assessment is only provided to youth who have a sustained Petition before the Court, as the first section (8-9 questions) of the JAIS assessment is directly related to the Petition before the Court and delinquent behavior in the community. If a youth answered those questions without a sustained petition before the Court, the youth opens his or herself up to questioning related to offenses that have yet to be sustained before the Court. This means most of the youth who received a full JAIS assessment are adjudicated youth (Wards of the Court).

Criminogenic Needs for Boys

For this analysis, the first full JAIS Assessment was used for boys who were actively receiving probation services in 2018 (n=865). However, due to changes in the way data is captured and recorded, individual question level data was only available for 760 boys. The following is a summary of the trends found based on the first full JAIS assessment for each youth (n=760):

Criminal History: Emotional reasons (e.g., anger, sex) were identified by over half (59 percent) of male youth as the reason for committing their most recent offense. Material (monetary) reasons accounted for 23 percent and a combination of both for 18 percent. Most of the male youth admitted to committing their offense (65 percent) and made no excuses for their actions. Twenty-two percent admitted committing the crime, but emphasized excuses and 12 percent denied committing their offense. For over half of the youth (56 percent) this was their first offense. However, 32 percent stated being involved in the justice system before mainly for criminal offenses. From the above offenses as reported by these boys, 59 percent of male youth stated never being armed or hurting someone and 34 percent admitted to hurting someone in non-sexual offenses. Impulsivity was a determining factor as to why youth decided to commit these offenses (65 percent) and only 15 percent admitted to planning out their crimes in advance. Most boys were with their accomplices when they got in trouble (57 percent) and 31 percent were alone. Most of these boys have never been arrested for committing crimes against their families (91 percent) and they also reported never being assaultive toward a family member (85 percent).

School Adjustment: Over half of the male youth stated having issues with schoolwork (60 percent). For 22 percent of the boys, the problems were related to lack of intellectual capacity (i.e., needing special education services) while 38 percent was due to other achievement problems (i.e., lack of interest, dyslexia, dropouts). However, an alarming 70 percent of youth self-reported not receiving additional learning support or special education for their learning deficiencies. This number is consistent with youth who reported not receiving special help for emotional or behavioral problems in school (71 percent). Truancy was another big issue for these boys and 46 percent reported extensive truancy followed by 26 percent with minor truancy issues (72 percent combined). Only 27 percent of these boys reported not having truancy issues at school. Almost half of the boys reported having major issues completing their homework (42 percent). About a quarter of these boys (27 percent) had issues with teachers and principals (authority figures). Getting suspended from school was another major issue for these boys (70 percent). Forty-four percent of boys had a positive attitude towards school, 34 percent were neutral or had mixed feelings, and 22 percent had a generally negative attitude. Some positive trends included 85 percent of the boys being enrolled in school at the time their assessment was completed, and most boys

had educational goals (obtaining a high school diploma/GED accounted for 38 percent and 59 percent planned post-high school training).

Interpersonal Relationships: Regarding their friends, 38 percent of boys preferred hanging out with one or two friends, 26 percent preferred groups, and the rest preferred a mixture of both (35 percent). Most of these boys' friends have had issues ranging from being associated with gangs (16 percent), legal troubles (14 percent), and a combination of both (43 percent). Like their friends, most of these boys admitted to frequent and/or chronic alcohol and drug use (32 and 44 percent respectively). Marijuana was the drug of choice for three-quarters of the boys (77 percent). One in four parents disapproved of their kids' friends (27 percent). However, 39 percent of parents had mixed or neutral feelings towards their kids' friends and 33 percent approved of them. When asked who generally decided what to do, 77 percent said it was a combination between their friends and themselves, taking accountability for their actions. Half of these boys (50 percent) reported having a romantic partner similar in age to them and 36 percent stated not having a current or prior romantic relationship.

Feelings: When feeling depressed, boys sought an activity to distract themselves (34 percent). However, some boys turned to drinking, using drugs and/or self-mutilation (16 percent), some boys isolated themselves (17 percent) and some boys denied getting depressed altogether (23 percent). Boys who had attempted suicide or had definite thoughts of committing suicide accounted for ten percent. Anger issues are present for these boys and 20 percent admitted to being physically aggressive toward people, 23 percent had trouble expressing anger appropriately, and 20 percent avoided expressing anger. Some of these boys (61 percent) emphasized their strengths when describing themselves by making statements of their positive qualities. Almost half of them had trouble trusting others (42 percent) and some had mixed or complex views when it came to trusting people (31 percent).

Family Attitudes: Most youth considered their current living situation suitable (94 percent). Boys reported having a close relationship with their mothers (71 percent) and whenever they got in trouble their mother would handle the situation verbally or by withdrawing privileges (86 percent). Numbers were lower when it came to their relationship with their father: 47 percent reported being close to them and 61 percent of their fathers would handle the situation verbally or by withdrawing privileges when the youth was in trouble while another 26 percent answered not applicable to this question. A big difference is that when it came to mothers, only five percent were found not applicable compared to 26 percent for fathers. It is not clear why this difference exists. For some of these boys, parental supervision was often ineffective/inconsistent (52 percent). Only 11 percent of boys admitted to ever been abused by their parents. However, 40 percent stated that their parents had been reported to the child welfare system for abusing or neglecting them. Furthermore, five percent of these boys admitted being physically or sexually abused by someone else. Most youth (65 percent) have experienced a traumatic event that significantly impacted their lives, such as witnessing violence, death of parent/sibling/friend, domestic violence, divorce, serious accident or another major event. Prior to age ten, most boys believed their parents would have described them as good kids (86 percent). Most of these boys agreed with their parents (85 percent) and they reported being happy during their childhood (89 percent). Families receiving Temporary Assistance for Needy Families (TANF) accounted for 22 percent. Boys reported having parents with a history of criminal behavior (52 percent) and parents with a history of probation, jail, or prison accounted

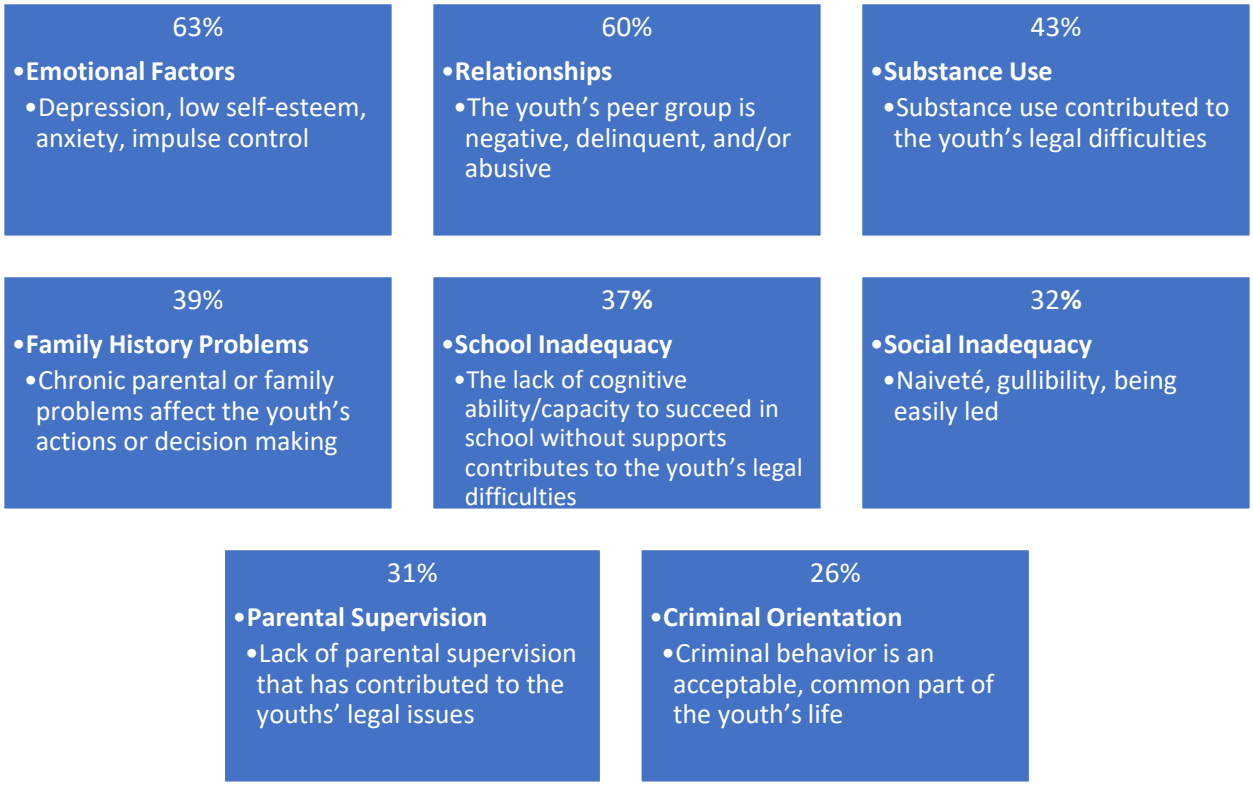
for 50 percent. Parents with a history of drinking and/or drug problems accounted for 44 percent. Some boys had at least one sibling who had ever been arrested (27 percent). About one-third of these boys (31 percent) reported having a parent and/or sibling incarcerated or on probation within the last three years. At the time of these assessments, seven percent of these boys reported having a parent and/or sibling incarcerated. Fourteen boys reported being fathers and of these boys six had no custody of their children.

Plans and Problems: Aside from trouble with the law, education was identified as the biggest problem these boys were facing (34 percent), followed by personal issues such as drinking and/or drugs (20 percent) and relationship issues such as getting along better with parents (eight percent). Seventy-one percent of these youth reported having long-term goals and knowing of resources to help them achieve their goals (70 percent). Boys believed that being supervised will help to keep them out of trouble (36 percent) and an additional 11 percent stated that receiving counseling services will help them.

Objective History: Almost half of these boys had their first arrest or referral to court services at age 15-16 (45 percent). Boys with their first arrest at age 14 accounted for 20 percent, boys at age 13 accounted for nine percent, and boys at age 12 and younger accounted for four percent. Youth with one referral accounted for 41 percent and youth with two to three arrests and/or referrals for criminal offenses accounted for 37 percent. Drug offenses or referrals to court services accounted for 14 percent. Referrals to court services for violent/assaultive offenses (including the current offense) accounted for 45 percent and status offenses accounted for 13 percent as self-reported by these boys. The Probation Department continues working hard to keep youth at home. Only nine percent of these boys had a placement in a correctional institution and only seven percent had a court-ordered out-of-home placement. For 81 percent of these boys, this was their first time under probation supervision. Twelve percent of these boys received psychological/psychiatric treatment.

Interviewer Impressions – The following issues were found to be significant to highly significant for these boys:

Figure 20: Top Criminogenic Needs for Boys



Criminogenic Needs for Girls

For this analysis, the first full JAIS Assessment was used for girls who were actively receiving probation services in 2018 (n=172). However, due to changes in the way data is captured and recorded, individual question level data was only available for 154 girls. The following is a summary of the trends found based on the full JAIS assessment (n=154):

Criminal History: Girls who received a full JAIS Assessment listed emotional reasons such as anger and sex as the primary reason for committing an offense (57 percent), followed by material (monetary) reasons (22 percent) and a combination of both (21 percent). Most girls admitted committing their offense and took responsibility for their actions (70 percent). Another 25 percent also admitted committing their offenses, but they emphasized excuses for their behavior. For half of these girls, this was their first time getting in trouble with the law (53 percent). However, 32 percent of the girls reported getting in trouble before mainly as a result of criminal offenses and not because of status offenses. About 37 percent of these girls admitted to being armed or hurting someone while committing these offenses. Impulsivity was a determining factor as to why these girls decided to commit these offenses (77 percent) and only 12 percent admitted to planning out their crimes in advance. Most of them were with accomplices when they got in trouble (71 percent). Most offenses were not against their family members (81 percent) and most girls have never been assaultive toward a family member (78 percent).

School Adjustment: Half of these girls had problems at school. Problems primarily due to lack of intellectual capacity (i.e., needing special education services) accounted for 16 percent and other achievement problems (i.e., lack of interest, dyslexia, dropouts) accounted for 41 percent. However, 79 percent of them reported not receiving additional learning support or special education for learning deficiencies. Furthermore, 71 percent of them reported never receiving special help for emotional or behavioral problems at school. Girls reported enrolling in two or more schools in the past two years (81 percent). Truancy (minor and extensive) was an issue for 82 percent of the girls and 42 percent stated having major problems completing their homework. Major truancy (43 percent) and suspensions (34 percent) were the two main issues for these girls at school. Girls with neutral or mixed feelings towards school accounted for 34 percent, followed by girls with a negative attitude towards school (22 percent). Some positive trends included girls getting along with their teachers and principals (76 percent), being enrolled in school (83 percent), working towards a high school or GED diploma (29 percent), and working towards obtaining some type of post-high school training (70 percent).

Interpersonal Relationships: Girls preferred to hang out with one or two friends at a time (49 percent). Most of these girls' friends have had issues ranging from being associated with gangs (19 percent), legal troubles (24 percent), and a combination of both (40 percent). Their friends' frequent or abusive use of alcohol and/or drugs accounted for 44 percent. This number is very similar to the number of girls who reported their frequent or abusive use of alcohol and/or drugs at 51 percent. Most girls listed more than one drug of choice. Marijuana was the drug of choice (86 percent) followed by alcohol (73 percent) and other drugs (32 percent). Over a third of the girls' parents disapproved of their friends (38 percent). Most girls reported that deciding what to do is a combination of their friends and themselves making these decisions (70 percent) followed by girls deciding what to do (20 percent). Again, these numbers show girls taking accountability for their actions. Girls with a close friend reported doing things together (21 percent) and talking or helping each other (55 percent). However, 24 percent of these girls reported having no close friends. Most of the girls were in a romantic relationship (69 percent). Those with a partner similar in age accounted for 47 percent and those with partners significantly older accounted for six percent, while 31 percent stated not having a current or prior romantic partner. Girls who been sexually active with someone else besides their significant romantic partner accounted for 27 percent.

Feelings: Most girls admitted getting depressed. Almost half of them reported seeking activities that will distract them or seeking someone to talk to about their problems (47 percent). However, some girls dealt with depression by isolating themselves or drinking, using drugs, or self-mutilation (43 percent). Furthermore, 41 percent of them admitted to tattooing or cutting themselves. Suicide attempts accounted for 20 percent and girls with definite suicide thoughts accounted for an additional 13 percent. Most girls had anger issues such as trouble expressing anger appropriately (34 percent), being physically aggressive toward people (31 percent), and avoiding expressing anger (ten percent). Half of the girls had trust issues and basically mistrusted others (57 percent) while others had mixed or complex views when it came to trusting people (24 percent). A positive trend was girls emphasizing their strengths when asked to describe themselves (68 percent) by making statements of their positive qualities.

Family Attitudes: Mobility is a concern, as girls reported living in zero to four different houses (57 percent) and some girls reported living in five to nine different houses (31 percent) by the time this assessment

was completed. Almost all girls found their current living arrangement as suitable (94 percent). Over half of the girls have a close relationship with their mothers (56 percent) and they reported that whenever they got in trouble their mothers would verbally handle the situation or would handle it by removing privileges (80 percent). Hostile relationships with their mothers accounted for 11 percent compared to 24 percent with their fathers. When getting in trouble, only about half of the fathers would verbally handle the situation or by removing privileges (54 percent). In addition, 31 percent answered this question as not applicable and it is unclear why these girls answered this way. Parental supervision was often ineffective and inconsistent (57 percent) or these girls had little or no parental supervision (18 percent). Girls who reported being abused by their parents accounted for 18 percent. However, when asked if their parents were ever reported to child welfare for abusing them or neglecting them the number increases to 62 percent. When asked if they were ever abused by anyone else, 19 percent said yes regarding sexual abuse, six percent said yes to physical abuse, and six percent said yes to a combination of both. Traumatic events such as witnessing violence, domestic violence, sexual abuse, death of parent/sibling/friend, divorce, and other major disruption have significantly impacted these girls' lives (82 percent). Prior to age ten, the girls' parents would have described them as good kids (87 percent) and all girls agreed with this statement (88 percent). Girls reported their childhood as a happy time (77 percent) and they were basically satisfied with their childhood (72 percent). Thirty-three percent of parents were receiving Temporary Assistance for Needy Families (TANF) benefits. Parents with a history of criminal behavior accounted for 67 percent and parents with a history of probation, jail, or prison accounted for 68 percent as well. Ten percent of parents had a history of suicide attempts. Parents with a history of drinking and drug problems accounted for 62 percent. Siblings who had been arrested accounted for 37 percent. Within the last three years, 45 percent of these girls had either a parent or sibling who had been incarcerated or on probation. At the time of these assessments, 16 percent of girls had a parent or sibling currently incarcerated. Eight girls (five percent) have at least one child and five girls have custody of their children.

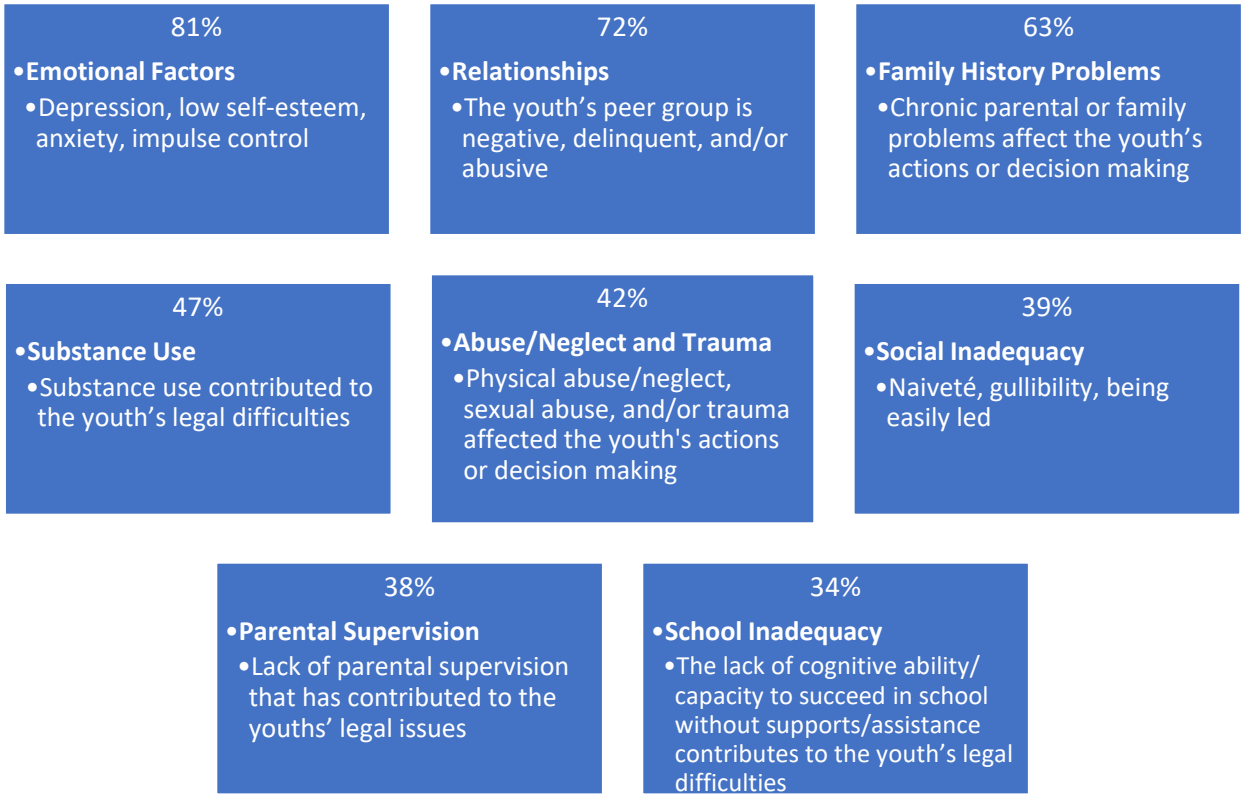
Plans and problems: Aside from trouble with the law, these girls stated having trouble with education (31 percent), personal issues such as drinking and/or drugs (28 percent), and relationship issues such as getting along better with parents (16 percent). About 72 percent of the girls stated having long-term goals for their future. When leaving probation supervision, 80 percent of these girls stated knowing of existing resources that they were willing to use to stay out of trouble and nine percent identified barriers that limited their ability to access community resources. Girls saw being supervised as a means to stay out of trouble (44 percent) and another 17 percent valued counseling or being enrolled in programs to help them out.

Objective History: Almost half of these girls were 15-16 years old at the time of their earliest arrest or referral to court services (43 percent). Girls with their first arrest at age 14 accounted for 23 percent, girls at age 13 accounted for 15 percent, and girls at age 12 and younger accounted for four percent. Girls with one referral due to criminal offenses accounted for 36 percent and girls with two or three referrals due to criminal offenses accounted for 42 percent. Drug offenses accounted for 12 percent of referrals to court services. Referrals for one violent/assaultive offense (including current offense) accounted for 31 percent and two or more referrals for violent/assaultive offenses accounted for 13 percent as self-reported by these girls. Twelve percent of referrals were for status offenses. The number of placements in correctional

institutions was 18 percent and number of court-ordered out-of-home placements was 18 percent. For 81 percent of these girls, this was the first time that they were under probation supervision. Girls who had received psychological and/or psychiatric treatment accounted for 27 percent.

Interviewer Impressions – The following issues were found significant to highly significant for these girls:

Figure 21: Top Criminogenic Needs for Girls



Comparing Top Criminogenic Needs for Boys and Girls

By comparing top criminogenic needs for boys and girls based on their first JAIS assessment, we found the following:

Figure 22: Top Criminogenic Needs for Boys and Girls

For boys and girls, Emotional Factors, Relationships, Substance Use, and Family History Problems were identified as top criminogenic needs.

For boys, Criminal Orientation was higher (26 percent) compared to girls (19 percent).

For girls, Emotional Factors was higher (81 percent) compared to boys (63 percent).

For girls, Family History Problems was higher (63 percent) compared to boys (39 percent).

For girls, Abuse/Neglect and Trauma was higher (42 percent) compared to boys (21 percent).

Supervising Youth on Probation

As discussed earlier, the Probation Department utilizes an evidence-based tool called the Juvenile Assessment and Intervention System (JAIS) that weaves together a risk assessment and strengths and needs assessment. As well as analyzing risks and needs, the JAIS incorporates a supervision strategy model and determines the best approach for each youth. The JAIS assessment is effectuated as a one-on-one interview with the youth, focusing on the underlying motivation for their behavior and includes one of the four types of supervision strategies: Selective Intervention (SI), Environmental Structure (ES), Limit Setting (LS), and Casework Control (CC). See Appendix E for more details.

The following table shows the breakdown of Supervision Strategies by risk level for the sample of 760 boys who received probation services in 2018 and focuses on the first completed JAIS Assessment. Almost half of these boys (46 percent) were identified at Moderate risk, followed by 39 percent at Low risk, and 15 percent at High risk to recidivate. Selective Intervention was the most utilized supervision strategy for these boys (n=491) followed by Environmental Structure (n=112).

Table 10: Boys Supervision Strategies by Risk Level (n=760)

Risk Level	Casework / Control	Environmental Structure	Limit Setting	Selective Intervention	Total
High	34 (50%)	28 (25%)	42 (47%)	10 (2%)	114 (15%)
Moderate	33 (49%)	76 (68%)	47 (53%)	191 (59%)	347 (46%)
Low	1 (2%)	8 (7%)	0	290 (39%)	299 (39%)
Grand Total	**68 (100%)**	**112 (100%)**	**89 (100%)**	**491 (100%)**	**760 (100%)**

The following table shows the breakdown of Supervision Strategies by risk level for the sample of 154 girls who received probation services in 2018 and focuses on the first completed JAIS Assessment. Out of the 154 assessments, Moderate risk accounted for 64 percent, High risk accounted for 18 percent and Low risk accounted for 18 percent likelihood to recidivate. Selective Intervention was the most utilized supervision strategy for these girls (n=87) followed by Casework / Control (n=37).

Table 11: Girls Supervision Strategies by Risk Level (n=154)

Risk Level	Casework / Control	Environmental Structure	Limit Setting	Selective Intervention	Total
High	11 (30%)	3 (21%)	7 (44%)	6 (7%)	27 (18%)
Moderate	25 (68%)	11 (79%)	9 (56%)	54 (62%)	99 (64%)
Low	1 (3%)	0	0	27 (31%)	28 (18%)
Grand Total	**37 (100%)**	**14 (100%)**	**16 (100%)**	**87 (100%)**	**154 (100%)**

EXAMINING DISPROPORTIONALITY AT KEY ENTRY POINTS IN THE SYSTEM

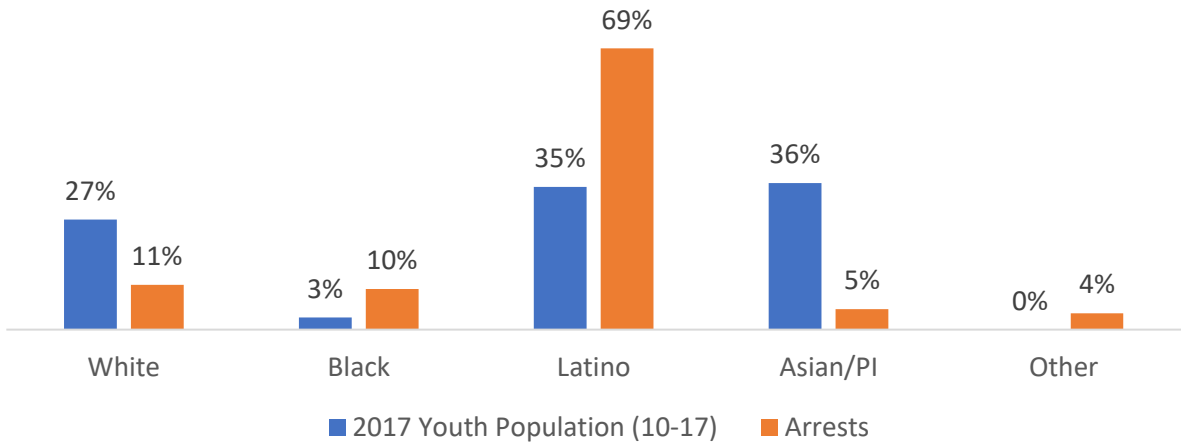
System partners have been engaged in the Juvenile Justice Systems Collaborative (JJSC) since its inception by Board Resolution on July 1, 2008. The JJSC provides a channel for system partners to work together in the best interest of youth in the juvenile justice system while preventing or reducing the unnecessary detentions of youth. The JJSC has two standing work groups that meet monthly, the Race Equity in Justice Systems (REJS) and Race Equity through Prevention (REP). Members of the JJSC serve as voting members on only one of the work groups, but anyone can participate in the work group meetings and subcommittees. Members of the JJSC meet quarterly to discuss cross-functional issues and to get updates on efforts to reduce the overrepresentation of youth of color in the juvenile justice system. Both work groups operate on systemic issues using a racial and ethnic disparity (RED) lens that guides the focus areas and work. The following sections demonstrate how youth of color are overrepresented through the stages of juvenile justice system involvement.

ARREST AND CITATIONS

Comparing the youth population of the County with the population of arrests/citations[14] clearly indicates overrepresentation for Latino and Black youth. While Latino youth represent 35 percent of the overall youth population in Santa Clara County, they represent 69 percent of youth arrested/cited. Black youth represent three percent of the overall youth population, but ten percent of youth arrested/cited.

[14] Youth's race/ethnicity can be reported as per the Juvenile Contact Report (JCR), Clerk, or Probation Officer. Probation is currently in the process of moving into a new case management system and efforts are focusing on improving and standardizing the collection of these variables.

Figure 23: Youth Population Percentage (2017) and Youth Arrest Percentage (2018)



There is an inverse relationship for White and Asian/PI youth. White youth account for 27 percent of the population, but only 11 percent of arrests/citations. Similarly, Asian/PI youth account for 36 percent of the population and only five percent of arrests/citations.

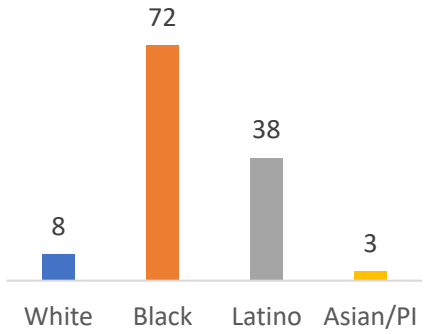
Table 12: Number and Rate of Arrests and Citations (2018) and Youth Population (2017)

Number and Rate of Arrests/Citations (2018) to Youth Population (2017)	White	Black	Latino	Asian/ PI	Other	Total
Youth Population (10-17)	51,209	5,155	67,508	68,792	577	193,241
Arrests/Citations	411	373	2,549	196	139	3,668
Youth Population Percent	27%	3%	35%	36%	0%	100%
Arrest/Citation Percent	*11%*	*10%*	*69%*	*5%*	*4%*	*100%*
Rate of Arrest (per 1,000 youth)	8	72	38	3	**	19
Disparity Gap: Times More Likely to be Arrested/Cited	1	9	4.7	0.4	N/A	N/A

**Unable to calculate because numbers are too small.

Examining rates of arrest/citation is another way to understand the extent of disparities. In Santa Clara County in 2018, for every 1,000 Black youth, there were 72 arrests/citations of Black youth (as shown in Figure 24). Compared to the rate of eight for every 1,000 White youth, Black youth were nine times more likely than White youth to be arrested or cited. For every 1,000 Latino youth, there were 38 arrests/citations of Latino youth. The likelihood of a Latino youth being arrested/cited was over four times that of White youth. Asian/PI youth had the lowest rate of three arrests/citations for every 1,000 Asian/PI youth in the population, making them less likely to be arrested than White youth.

Figure 24: Rate of Arrest and Citation per 1,000 youth 2018



Between 2014 and 2018, there was a 35 percent decrease in the number of arrests/citations for all youth. The decrease in arrests/citations from 2014 to 2018 was greater for Latino youth than for Black and Asian/PI youth. Between 2014 and 2018, White youth arrests/citations decreased by 51 percent while arrests/citations of Black and Latino youth decreased by 28 and 32 percent, respectively. During the same period, Asian/PI youth experienced an 18 percent decrease in arrests/citations.

Table 13: Arrest and Citation Yearly Trends

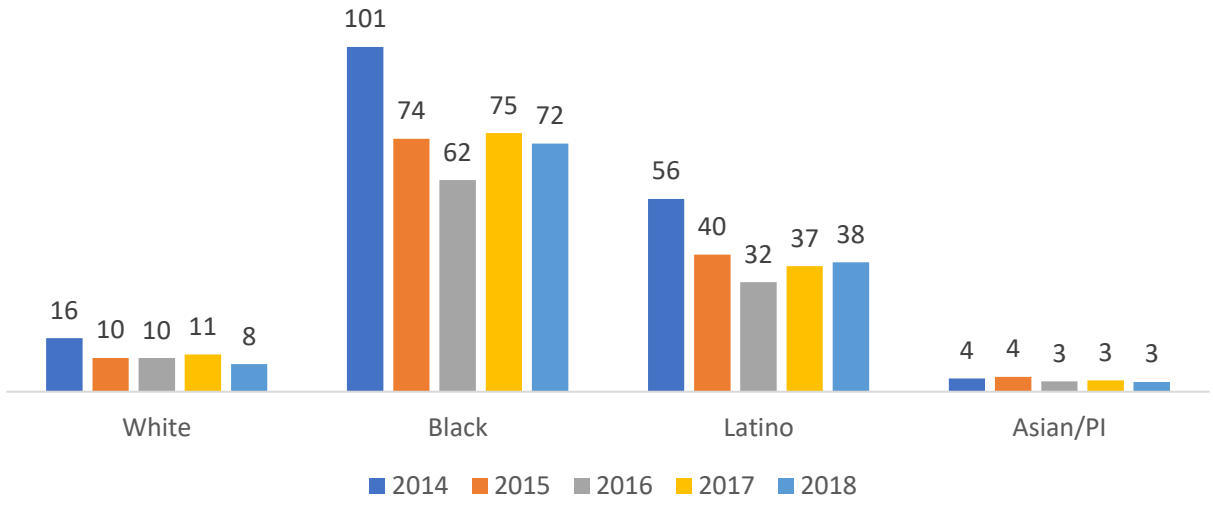
Arrest/Citation Numbers	White	Black	Latino	Asian/PI	Other	Total
2014	832	518	3,767	238	281	**5,636**
2015	521	385	2,687	274	123	**3,990**
2016	511	325	2,146	215	113	**3,310**
2017	564	391	2,471	223	143	**3,792**
2018	411	373	2,549	196	139	**3,668**
Percent Change 2017-2018	**-27%**	**-5%**	**3%**	**-12%**	**-3%**	**-3%**
Percent Change 2014-2018	**-51%**	**-28%**	**-32%**	**-18%**	**-51%**	**-35%**

A decrease in the number of youth arrested/cited does not control for the changes in population that have occurred over the same period. However, arrest/citation rates[15] provide a more accurate view of system involvement for each group. While arrest/citation rates between 2014 and 2018 fell considerably

[15] Rates help to remove variations in population size between different groups and provide a standardized measure of the likelihood of system involvement for each group. To calculate the rates, we divide the number of youth arrested by the number of youth in the population and multiply by 1,000 youth.

across all racial/ethnic groups, rates of arrest/citation remain far higher for Latino and Black youth than for White youth.

Figure 25: Arrest Rates per 1,000 Youth 2014 – 2018



YOUTH DETENTION

Disparities across racial groups continue at the detention decision point where there is an overrepresentation of Black and Latino youth admitted to detention in Santa Clara County compared to their representation in the youth population. Black youth represent three percent of the population but 11 percent of admissions. Latino youth represent 35 percent of the population, but 76 percent of admissions. In contrast, while 27 percent of youth in the population are White, only six percent of total admissions were White youth, a decrease from 2017. Again, population data is based on calendar year 2017.

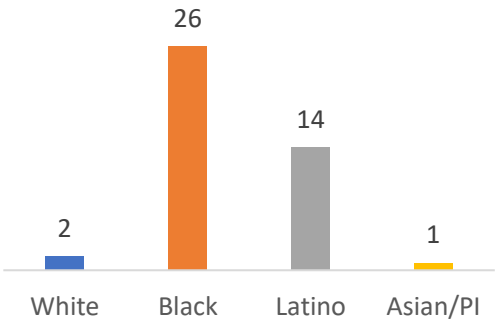
Table 14: Numbers and Rate of Admission to Secure Detention 2018

Numbers and Rate of Admission to Secure Detention (2018)	White	Black	Latino	Asian/ PI	Other	Total
Youth Population (10-17)	51,209	5,155	67,508	68,792	577	193,241
Admissions to Detention	77	133	922	57	23	1,212
Youth Population Percent	27%	3%	35%	36%	0%	100%
Admission to Detention Percent	6%	11%	76%	5%	2%	100%
Rate of Detention (per 1,000 youth)	2	26	14	1	N/A	6
Disparity Gap: Times More Likely to be Detained	1.0	16.9	9.0	0.5	N/A	N/A

In 2018, White youth had a rate of two detentions per 1,000 White youth in the population. Black and Latino detention rates were 26 (Black) and 14 (Latino), respectively. Asian/PI youth had the lowest rate of one youth per every 1,000 Asian/PI youth.

A comparison of the rates of detention for White youth reveals the likelihood of a Black youth being admitted to detention is 16.9 times that of a White youth. Latino youth were 9.0 times more likely to be detained than White youth.

Figure 26: Rate of Detention per 1,000 youth 2018



The table below shows that from 2014 to 2018, there was a seven percent decrease in the overall rate of admission to detention.[16] During that period White and Latino youth experienced a reduction in the number of admissions to secure detention. The number of White youth admitted to detention decreased by 31 percent, Latino youth decreased by nine percent. During that period Black, Asian/PI and Other[17] youth experienced an increase in the number of admissions to detention. The number of Black youth admitted to detention increased by six percent, Asian/PI youth increased by 39 percent, and Other youth increased by 130 percent. However, it is important to note, the actual number of Asian/PI youth detained went from 41 in 2014 to 57 in 2018. Similarly, youth identified as Other went from ten admissions in 2014 to 23 admissions in 2018. When numbers in the population sample are so small, percentage changes can be skewed greatly.

Table 15: Admission Numbers 2014-2018

Admission Numbers 2014-2018	White	Black	Latino	Asian/PI	Other	Total
2014	111	126	1,011	41	10	1,299
2015	86	105	775	36	15	1,017
2016	101	95	679	37	9	921
2017	95	125	725	51	17	1,013
2018	77	133	922	57	23	1,212
Percent Change 2017-2018	-19%	6%	27%	12%	35%	20%
Percent Change 2014-2018	-31%	6%	-9%	39%	130%	-7%

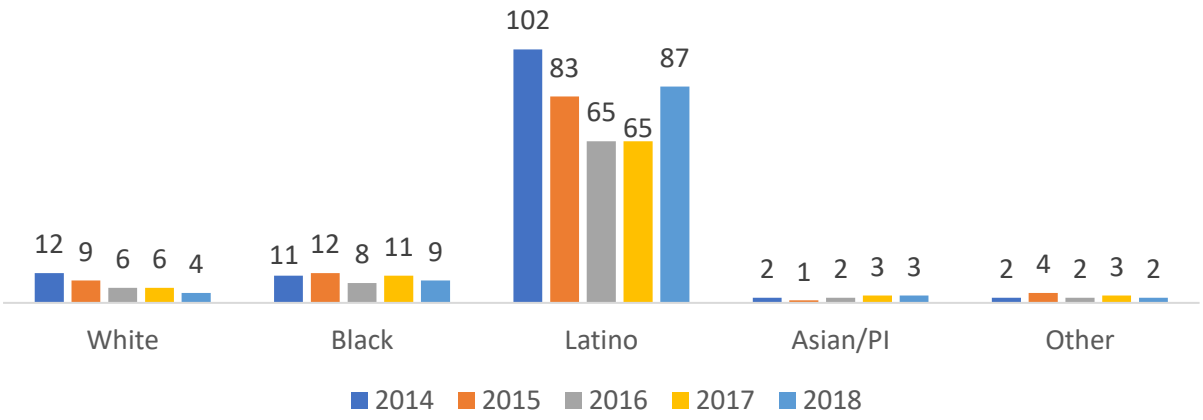
[16] As with arrests, we look at the rate of admissions by race and ethnicity, to remove variations in population size between different groups and provide a standardized measure of the likelihood of admission for each group. To calculate the rates, we divide the number of youth admitted by the number of youth in the population and multiply by 1,000 youth.

[17] Other youth includes: Multiracial and Native American youth.

JUVENILE HALL AVERAGE DAILY POPULATION

The average daily population of Juvenile Hall also reveals racial disparities in detention. Average daily population figures provide a breakdown of the detention during "an average day" during the year. In 2018 (as shown in figure below), the average daily population was made up of four White youth, nine Black youth, 87 Latino youth, three Asian/PI youth, and two Other youth. The average daily population in 2018 was 103 youth, a seventeen percent increase from 2017.

Figure 27: Average Daily Population by Race/Ethnicity



PETITIONS

There continues to be an overrepresentation of Latino and Black youth petitioned in Santa Clara County compared to their representation in the overall county youth population. In contrast, White youth account for 27 percent of the population, but only seven percent of petitions. Similarly, Asian/PI youth account for 35 percent of the population but only five percent of petitions. Latino youth represent 35 percent of the youth population, but 72 percent of filed petitions. Black youth represent only three percent of the population, but 11 percent of filed petitions. Four percent of petitions were classified as Other youth. The Other category can include youth of mixed race or youth whose race is unknown. In 2018, for every 1,000 White youth in the population, two were petitioned. In comparison, for every 1,000 Black youth, 33 were petitioned and for every 1,000 Latino youth, 16 were petitioned. For every 1,000 Asian/PI youth, one was petitioned. Black youth were over 11 times more likely than White youth to be petitioned, and Latino youth were eight times more likely than White youth.

Figure 28: Santa Clara County Petitions in 2018

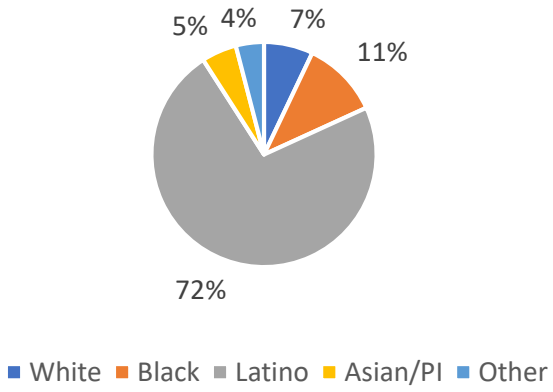


Figure 29: Rate of Petition for 2018 (per 1,000 youth in population)

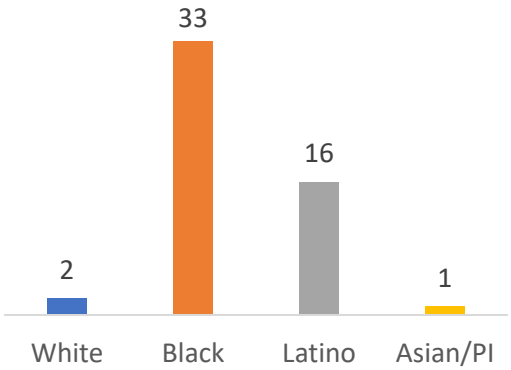


Table 16 illustrates that White and Asian/PI youth saw a decrease in the number of petitions filed between 2017 and 2018, while all others saw an increase.

Between 2017 and 2018, "Other" youth had the greatest increase in petitions filed (38 percent), followed by Latino youth (19 percent). Black and Latino youth continue to be more likely to have a petition filed than White or Asian youth.

Table 16: Duplicated[18] Petition Numbers 2014-2018

Petition Numbers 2014-2018	White	Black	Latino	Asian/PI	Other	Total
2014	154	138	1,063	62	143	1,560
2015	149	104	939	82	140	1,414
2016	121	74	812	68	126	1,201
2017	148	165	938	89	50	1,390
2018	109	168	1,112	77	69	1,535
Percent Change 2017-2018	**-26%**	**2%**	**19%**	**-13%**	**38%**	**10%**
Percent Change 2014-2018	**-29%**	**22%**	**5%**	**24%**	**-52%**	**-2%**

[18] Duplicated refers to the count of petitions, not count of youth.

Table 17: Numbers and Rate of Duplicated Petitions 2018

Numbers and Rate of Petitions 2018	White	Black	Latino	Asian/PI	Other	Total
Youth Population (10-17)	51,209	5,155	67,508	68,792	577	193,241
Petitions	109	168	1112	77	69	1,535
Youth Population Percent	*27%*	*3%*	*35%*	*36%*	*0%*	*100%*
Petition Percent	*7%*	*11%*	*72%*	*5%*	*4%*	*100%*
Rate of Petition (per 1,000 youth)	2	33	16	1	**	
Petition Disparity Gap	1	33	16	1	N/A	N/A

**Unable to calculate because numbers are too small.

The table below shows the rate of petitions per 1,000 youth in the population has increased for Black youth from 2014 to 2018, remained steady for Latino and Asian/PI youth, while it has decreased for White youth. The overall rate of petitions filed for both Black and Latino youth has remained consistently higher than for White and Asian/PI youth.

Table 18: Petition Rates per 1,000 Youth by Race/Ethnicity

	White	Black	Latino	Asian/PI
2014	3	27	16	1
2015	3	20	14	1
2016	2	14	12	1
2017	3	32	14	1
2018	2	33	16	1
Percent Change 2017-2018	**-33%**	**3%**	**14%**	**0%**
Percent Change 2014-2018	**-33%**	**22%**	**0%**	**0%**

COLLABORATIVE JUVENILE JUSTICE INTERVENTIONS

Youth who have entered the juvenile justice system often have more than criminogenic needs and as a result, a more comprehensive approach increases the likelihood of success as system partners collaboratively work together to render services to youth and families in Santa Clara County. The following section describes some of the collaborative intermediate level interventions utilized in the County.

Dually Involved Youth Initiative/Unit

The Dually Involved Youth (DIY) unit is a collaborative effort between the Probation Department Juvenile Services Division (JPD), the Department of Family and Children Services (DFCS) and the Behavioral Health Services Department (BHSD). Formally launched as part of the Juvenile Justice Court's DIY Initiative in June 2014, the DIY unit provides a coordinated and holistic approach between JPD, DFCS and BHSD. This coordinated systems method allows for the co-location of social workers, probation officers, and youth advocates to implement a united case management approach built around leveraging the strengths and needs of the youth. The DIY unit currently consists of six social workers, five probation officers, three youth advocates and one behavioral health facilitator. JPD, DFCS and BHSD supervisors provide oversight of the program while a DIY liaison facilitates the sharing of information between DFCS and JPD staff located within and outside of the unit. In 2018, 55 youth were served in the DIY Unit (21 females and 34 males).

WIC 241.1 Referrals and Assessments

WIC §241.1 referrals are reviewed by both the DFCS and JPD Supervisors of the DIY Unit to determine if the DIY Unit will conduct the joint assessment and provide the report to the Juvenile Court. Once a case has been accepted, the DIY Unit goes through a Child and Family Team Meeting (CFT) which will result in a joint recommendation for the §241.1 report. The CFTs serve as an opportunity to partner with the youth and family in identifying what supports are needed in order to be able to function safely, ultimately free of system involvement. The CFT process begins with a youth advocate building a relationship with the youth and assessing the youth's needs and strengths. Subsequently, a group including the social worker, probation officer, the youth, family, support persons identified by the youth and relevant treatment providers will meet to discuss how to capitalize on the youth's strengths and more effectively respond to the needs. Finally, a separate meeting will take place without the youth to develop the joint agency recommendations that will go into the §241.1 report. If the recommendation results in a Dually Involved designation, the intent is for the case to remain under the supervision of the unit after the 241.1 assessment has been completed. Cases not accepted into the DIY Unit will be assigned to a DFCS Social Worker (SW) and Probation Officer (PO) following established procedures. The assigned PO and the assigned SW will complete an initial assessment prior to seven court days of the pending §241.1 hearing. In 2018, the DIYU completed 63 reports. For those cases where the family issues do not rise to the level of mandating a WIC 241.1 referral, but the family appears to be in crisis, sometimes the stakeholders will agree to have the case heard on the DIY calendar in order to collaborate and attempt to keep youth and families out of both systems, if possible.

Commercially Sexually Exploited Children (CSEC)

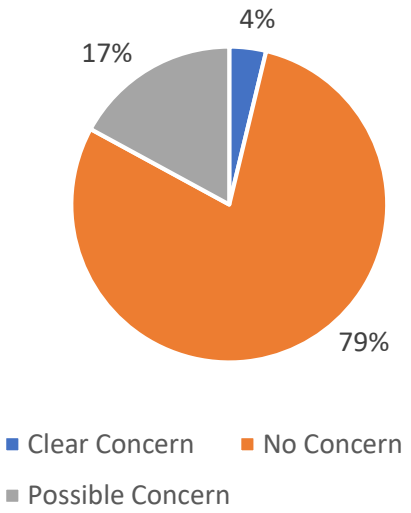
In 2017, the Juvenile Division of the Probation Department created the commercial sexual exploitation of children (CSEC) Unit to address the serious issue of youth who are sexually exploited or are at high risk for sexual exploitation. Commercial sexual exploitation of a child is a form of child abuse that causes multiple levels of trauma and many victims of commercial sexual exploitation exhibit behaviors that are

manifestations of the trauma they have experienced. The CSEC unit is part of a larger multiagency collaborative which includes the Department of Family and Children Services, the Public Health Department, the Behavioral Health Services Department, and advocates from Community Solutions and the YWCA. This collaborative developed and implemented an interagency response protocol as well as continued to work on demand reduction and prevention efforts. The Juvenile Division CSEC Unit aids with increased identification of commercially sexually exploited or youth at risk for exploitation, coordination of a range of victim-centered, strength-based trauma-informed services through the multiagency collaborative, and training. Youth who are identified as being exploited or at risk for exploitation are referred to the CSEC transformation team for individual support and resources that are empowering, reduce harm, and build upon their resiliency.

During the calendar year of 2018, 1,490 youth were screened for CSEC using the CSE-IT. Seventy-nine percent of youth screened no concern for CSEC (n=1,180), 17 percent of youth screened possible concern for CSEC (n=254), and four percent of youth screened clear concern for CSEC (n=56) (see figure 30). Twenty-six percent of youth screened were 17 years old at the time of screening (n=390), followed by 20 percent who were 15 and 16 years old at the time of the screening (n=295 and n=298, respectively). Seventy-five percent of youth screened by the CSE-IT were male, followed by 25 percent of youth screened were female.

Of the 1,490 youth screened for CSEC, 55 youth had a CSE-IT Referral completed (four percent).

Figure 30: CSE-IT Results



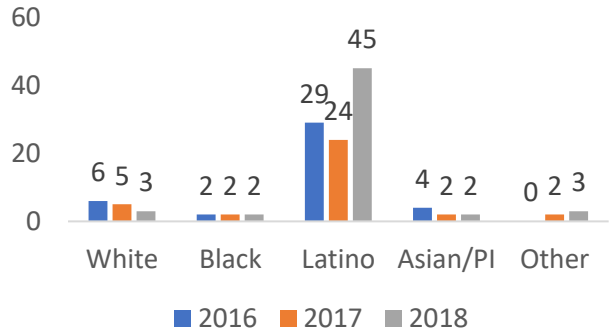
Specialty Courts

All the youth appearing on specialty court calendars are referred to services that are specialized to address their needs. Within the County of Santa Clara Juvenile Justice Court there are currently four specialty courts, each focused on addressing potential root causes of offending. The Dually Involved Youth (DIY) Court focuses on youth who have both child welfare and juvenile justice involvement. The Family/Domestic Violence (FV/DV) court handles cases where the charges or concerns regarding the youth are primarily related to family or intimate partner violence. Lastly, the Court for the Individualized Treatment of Adolescents (CITA) Court (previously Juvenile Treatment Court) focuses on youth with co-occurring substance use and mental health disorders.

FAMILY VIOLENCE/DOMESTIC VIOLENCE COURT (FV/DV)

Family Violence/Domestic Violence Court (FV/DV) is the only court where youth are referred based on their charges, and all youth enrolled attend court reviews on a regular basis to monitor their progress in specified programs. In 2018 there were 55 youth who utilized the FV/DV court. Latino youth continue to make up the largest group of participants in FV/DV (82 percent). White youth made up five percent of participants (n=3). Males represented 93 percent of participants. Forty-two percent of youth who participated in the FV/DV program were 15 years old and younger at the start of services.

Figure 31: Number of Youth in Family Violence/ Domestic Violence Court



COURT FOR THE INDIVIDUALIZED TREATMENT OF ADOLESCENTS (CITA)

The Court for the Individualized Treatment of Adolescents (CITA) is a therapeutic court intervention that focuses on youth who have both a mental health and substance abuse diagnosis. The court is voluntary. The youth's voice is critical to each case success. Each case plan is tailored to the youth and family needs by the youth as well as a team of professionals that includes the judge, the probation officer, the attorney for the youth, the District Attorney, a Behavioral Health case manager, an educational legal expert, a legal benefits expert, and other team members which may include mentors, mental health counselors, Wraparound providers, and parents.

The court is held two times per month, however, most youth appear in court monthly. The goal of this court is to get the youth and family stabilized with community providers and off probation. We recognize that when criminal behavior is driven by mental health and/or substance abuse disorders that once properly addressed, the public safety issues fall away. Many of our youth will have lifelong struggles with addiction and mental health and it is our hope that these issues can be addressed by the Behavioral Health system of care with a supportive treatment response that will carry our youth to adulthood without further justice systems involvement.

In 2018, a total of 28 youth were screened. Of all youth screened in 2018, 75 percent were male, and the majority (61 percent) were Latino, followed by Black (18 percent). In 2018, 28 youth participated in CITA.

OPPORTUNITY COURT

One time per month the Juvenile Court is held in the community at ConXion to Community (CTC). We call that court setting Opportunity Court. The judge works with ConXion to set up a youth services fair simultaneous to the court hearings that occur in the same building. Families gather, service providers offer assistance and everyone leaves with a box of groceries. At that location there is always a raffle for gift cards and movie tickets, job opportunities, community college advisors, mentors, vocational training

options, and much more. The atmosphere is light and supportive of the youth and families. Celebrations include graduations from CITA Court and holiday themes during the winter months. Opportunity Court has been in existence for four years. Twenty-eight youth were served in Opportunity Court in 2018. In 2019, the plan is to expand services to include chronic absenteeism cases.

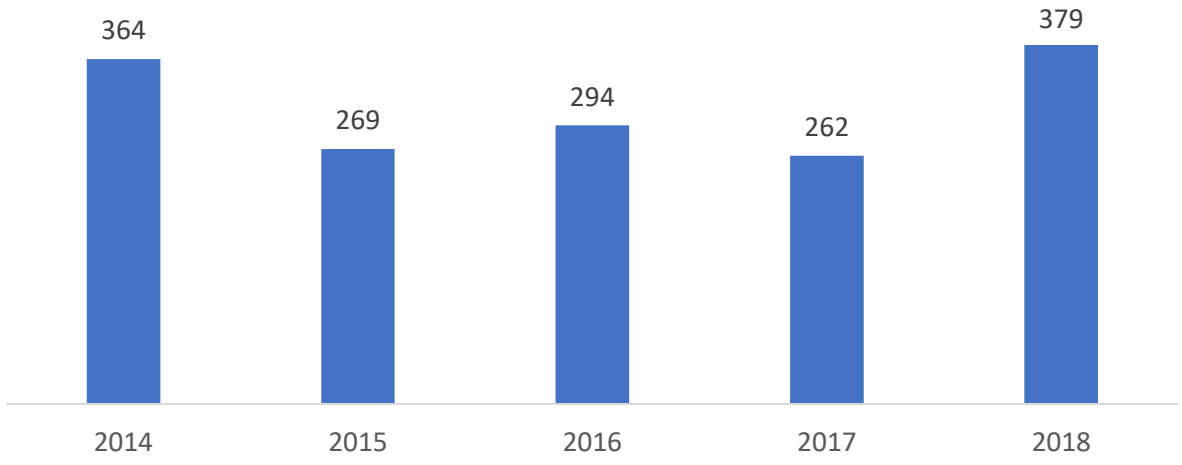
Victim-Centered Approaches

The County of Santa Clara utilizes many victim centered approaches with juvenile justice youth including: Victim Awareness classes, Victim Offender Mediation (VOMP), and the District Attorney's Juvenile Victim Advocate.

PROBATION VICTIM SERVICES

The unit works collaboratively with members of the community and survivors of crime to provide Victim Awareness workshops throughout the County for youth referred to the Probation Department. The goals of the program are to increase empathy through educating and sensitizing youth to the impacts of crime and promoting a system of justice that recognizes harm caused to victims and supporting positive steps to repairing those harms. The workshop curriculum is victim centered and enhanced by community members who have been victims of youth crime and give a firsthand account of the impacts of crime. The curriculum was redesigned in mid-2018 in collaboration with staff, facilitators, victim speakers, and with youth input. In 2018, 379 individual youth were served through the Victim Awareness classes. Of these, 79 percent were male and 21 percent were female. Of the participants, 68 percent were Latino, 13 percent were White, 11 percent were Black, five percent were Asian/PI and three percent were identified as Other. Two percent were aged 13 & under, 21 percent were 14-15 and 77 percent were 16 or older.

Figure 32: Victim Awareness Participants



Beginning July 1, 2017, Probation Victim Services no longer provided victim support in Court. The District Attorney's Office provided a full-time advocate through their office as they now have a Victim Services Division.

DISTRICT ATTORNEY JUVENILE VICTIM ADVOCATE

In the Summer of 2018, recognizing the growing need among victims of juvenile crime, the District Attorney's Office Victim Services Unit collaborated with Juvenile Probation to assign one full-time, bilingual (English and Spanish) Victim Advocate to the Juvenile Crimes Unit. This Advocate is available to provide court support as needed to crime survivors and works with the Probation Department to ensure victims received comprehensive victim services to help them heal and move forward after victimization. These services include crisis intervention, emergency services, resource and referral assistance, orientation to the juvenile justice process, court support and escort, and assistance with the California Victim Compensation Program. In addition, the Claim Specialists in the D.A.'s Victim Services Unit work directly with victims to pay for certain types or crime-related costs such as medical and mental health expenses.

VICTIM OFFENDER MEDIATION PROGRAM (VOMP)

Through the County of Santa Clara Office of Mediation and Ombudsman Services, the Victim Offender Mediation Program provides juvenile and the victims of their offenses the option to meet in a safe and structured setting with neutral mediators to address what happened, its impact, and how the damage can best be repaired. Mediators help the victim have his/her questions answered and, if appropriate, create an agreement regarding restitution (financial or otherwise). Mediators help the youth acknowledge responsibility and have a voice in how to make things as right as possible. The program is based on the principles of Restorative Justice and transformative mediation, taking into consideration everyone affected by the crime, including the victim, relatives, youth, parents, siblings, schools, and the community. Data from three local VOM programs demonstrate mediated agreements decrease recidivism and significantly increase restitution repayment over court ordered restitution.

Benefits for victims include the opportunity to ask questions only the youth can answer (such as how and why the crime happened and whether it might happen again), tell the youth first-hand the impact of his/her actions, have a voice in how the damage is repaired, understand the youth by hearing his/her story, and to move towards repair and closure by increasing the possibility of becoming whole, emotionally and financially. Benefits for youth include the opportunity to help the victim be heard and have his/her questions answered, see the victim as a person, hear and take responsibility for the impact of his/her actions, have a voice in how the damage is repaired and restitution is made, and experience the power of doing the right thing. Benefits for the community include repairing damage caused by crimes, moving young people towards becoming responsible citizens, and improving public safety by reducing the chances the youth will commit future crimes.

Mediation is free, voluntary, and confidential (but if all parties agree, the mediated agreement may be shared with third parties, such as the Court, Probation, District Attorney, and defense counsel). In 2018, 499 referrals were made for 317 unduplicated juvenile youths and 382 unduplicated victims. Of the parties VOMP was able to contact, 639 people were served with mediation consultations and another 60 were served with mediation (13 potential mediation cases are still pending resolution). Of the youth VOMP was able to reach, and who provided a response, approximately 42 percent wanted to participate in

mediation. Of the victims of that 42 percent that VOMP was able to reach and who provided a response, approximately 23 percent wanted to participate in mediation.

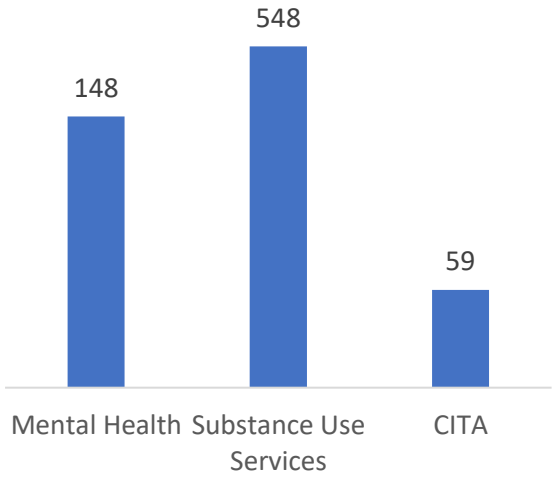
Behavioral Health and Substance Use Treatment Services

In 2018, the Behavioral Health Services Department (BHSD), Family and Children's Services Division (F&C) continued to serve children, adolescents, young adults and their families, ages 0-25 who are experiencing social-emotional and behavioral concerns. Services are provided at five County-operated sites and by 20 contract agency programs located throughout Santa Clara County. F&C provides outpatient care and programs specific to the unique needs of children and their families. Services that are provided are strength-based, trauma-informed, respect cultural values and the natural support systems of youth and families and address children and family behavioral health problems in the least restrictive, most family-like context possible. These services are offered within a continuum of care ranging in intensity and duration based on the needs of the individual child/youth.

The Children, Family and Community Services (CFCS) serves youth and young adults up to age 21 who are experiencing substance use issues. Individuals with substance use issues have the right to consent to their own treatment, and families are included in treatment based on client consent. Youth Substance Use Treatment Services (SUTS) are offered at 23 outpatient school and clinic sites located throughout Santa Clara County.

In addition to behavioral health services, which includes co-occurring treatment based on individual needs while the youth is in custody, there is also a continuum of services available to youth involved in the juvenile justice system who are living at home or in the community. These services range from Outpatient Mental Health treatment (which includes Intensive Outpatient Services, Integrated Treatment and Therapeutic Behavioral Services), Aftercare (behavioral health services that are made available to youth as they exit Juvenile Hall and the Ranch) and Wraparound. These services range in intensity and duration to address the individualized needs of the youth. Out-of-custody youth may also receive individualized substance use treatment in the least restrictive environment with the level of intensity of outpatient services based on a thorough assessment.

Figure 33: Behavioral Health Resource Center Referrals 2018



During 2018, probation officers made 755 referrals through the Universal Referral Form (URF) to the Behavioral Health Resource Center (BHRC). The BHRC clinical team manage the coordination of mental health and substance use referrals for juvenile justice involved youth in need of community-based

services. BHRC clinicians triage and process all referrals to one or more appropriate community-based organizations. Referrals are made for mental health services, substance use assessment and treatment services, and to the Court for the Individualized Treatment of Adolescents (CITA). Youth can also access Behavioral Health services through the Behavioral Health Call Center and the Gateway Call Center. In 2018, 592 probation involved youth, living in the community, received a mental health service and 402 youth received Substance Use Treatment Services within the County system of care. Eighty-five percent of the youth receiving substance use treatment were male and 15 percent were female.

The data that follows reflects only the Medi-Cal/uninsured youth who received a mental health service through BHSD.

The largest age group served during 2018 receiving County Mental Health services was the 16 and older age group (77 percent), followed by 14-15 years old (20 percent), 13 and under (three percent). For each of these age groups, there are specific programs designed to address their behavioral health issues by using age appropriate assessment and evidence-based practices. County Substance Use Treatment Services (SUTS) served 310 youth who were 16 to 18 years old, comprising 77 percent of the total population of youth receiving substance use treatment. This was followed by 89 youth 14 to 15 years old, or 22 percent of the population. The remaining one percent, or three youth in treatment, were 13 years old or younger.

Figure 34: Behavioral Health Treatment by Sex

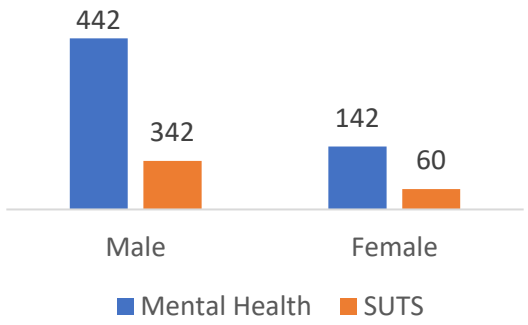
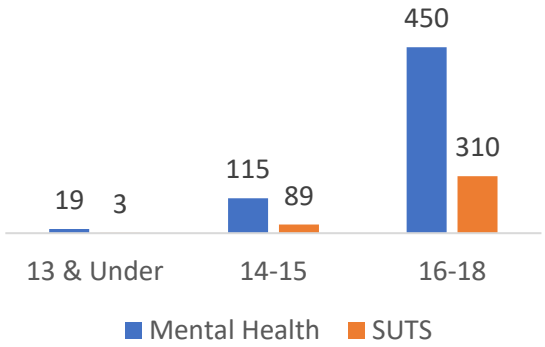
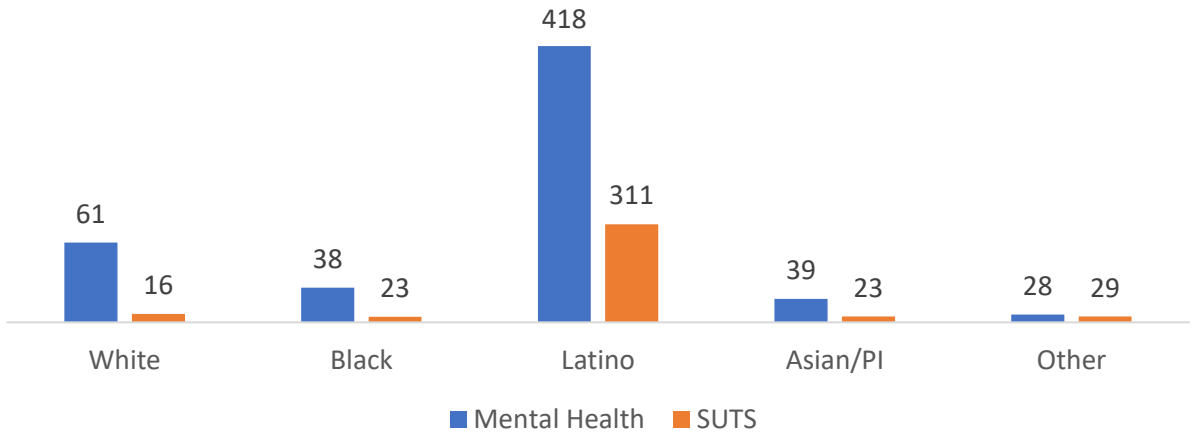


Figure 35 : Behavioral Health Treatment by Age Range



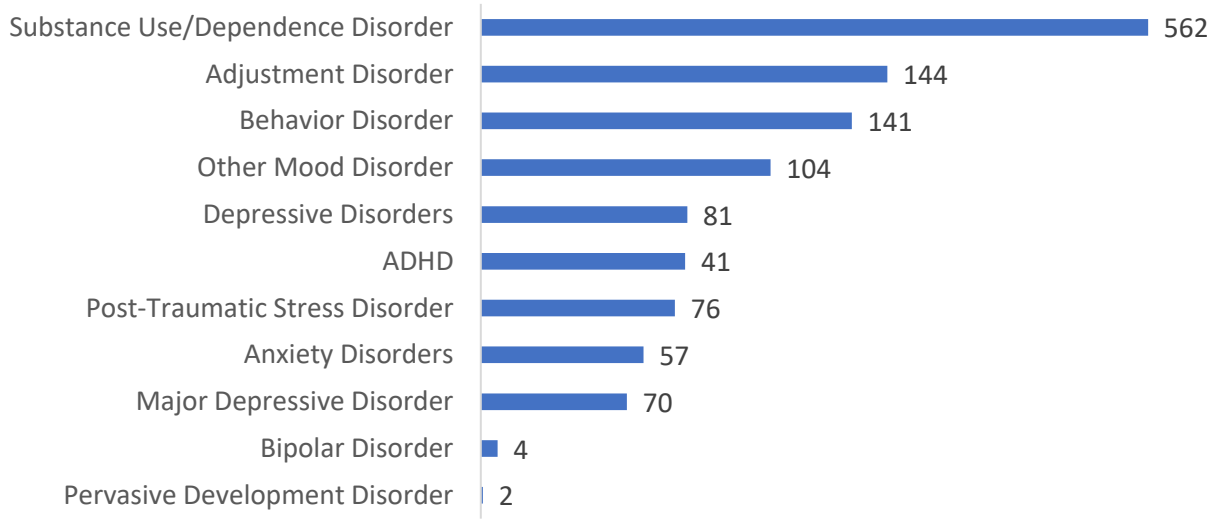
The largest ethnic population served during 2018 for mental health concerns was the Latino population (72 percent). Latino youth were followed by White (ten percent), Asian/PI and Black (seven percent), and Other (five percent). A total of 402 justice-involved youth received substance use treatment in either residential or outpatient settings. Of these youth, 16 were White, 23 were Black, 311 were Latino, 23 were Asian/PI, and 29 designated their ethnicity as “Other.”

Figure 36: Behavioral Health Treatment by Race/Ethnicity



Among those youth identified as meeting the criteria for a behavioral health diagnosis, the three most prevalent diagnoses were Substance Use/Dependence Disorder (562), Adjustment Disorder (144), Behavior Disorder (141), and Other Mood Disorder (104). It should be noted that most youth have experienced traumatic or significant adverse childhood experiences that did not always meet the criteria for Post-Traumatic Stress Disorder.

Figure 37: Behavioral Health Diagnosis



Ranch Re-Entry Behavioral Health Services

In calendar year 2018, youth at James Ranch received both Mental Health and Substance Use Treatment Services. Community-based organizations (CBOs) provide comprehensive mental health screening, assessment and treatment. Substance use treatment is provided by CBOs who provided both individual and group treatment. Group treatment was provided by using the evidence based Seven Challenges

program which is designed to assist youth in taking responsibility for their use and help them set goals for recovery. Multi-disciplinary Team (MDT) meetings held at the 60 & 30-day mark prior to release from James Ranch, included James Ranch service providers and community- based organizations. The MDT meetings address follow-up care for youth to ensure youth are connected to a service provider in the community. There is also a Board-Certified Child Psychiatrist, an employee of BHSD, that provides medication evaluations and medication management for youth at the Ranch.

COLLABORATIVE INTENSIVE INTERVENTIONS

The Juvenile Probation Division considers and utilizes safe alternatives to removing youth from their homes and communities, when appropriate. Post dispositional services include programs that are intensive in nature and provide mental health services, drug and alcohol groups, behavior modification, and other services such as family-driven Wraparound services.

EDGE/PEAK

The Encouraging Diversity Growth and Education (EDGE) and Providing Education Alternatives and Knowledge (PEAK) programs were collaborations with the County of Santa Clara Office of Education (SCCOE). In 2011 the EDGE/PEAK programs were initiated to provide youth with a court ordered opportunity to remain in their home and community while attending school and participating in individualized counseling programs as progress was made throughout their period of probation supervision.

In 2018, five youth participated in the Encouraging Diversity, Growth, and Education/Providing Education Alternatives and Knowledge (EDGE & PEAK) programs, Probation's alternative school programs. On June 14, 2018, at the end of the 2017-2018 school year, the EDGE/PEAK programs closed. Less than ten students/families were impacted by the closure and those students were supported in transitioning to their home school district or into another SCCOE school placement for the 2018-2019 school year.

Wraparound Services

Over the past four years, the Juvenile Services Division has been utilizing the Wraparound Service Delivery Model as the primary intervention under the Title IV-E Waiver program for three target populations: (1) Pre-Adjudicated youth who are of high need and moderate or high risk of escalating within the Juvenile Justice System; (2) Adjudicated youth who are of moderate or high risk to re-offend and are at imminent risk of removal to out of home care, and; (3) youth who are within 60 days of graduating and completing the James Ranch Program, re-entering the community and returning to their parent/guardian/caregiver. The number of youths served far exceeded all initial projections of between 80 to 150 youth per year, as 207 unduplicated youth were served during the reporting period (257 duplicated youth). From these 207 youth, 76 percent were male and Latino youth (both male and female) accounted for 77 percent of youth served in 2018. Based on duplicated counts, Pre-Adjudicated youth account for 40 percent of those served, Ranch Re-Entry youth account for 26 percent and Adjudicated youth account for 34 percent.

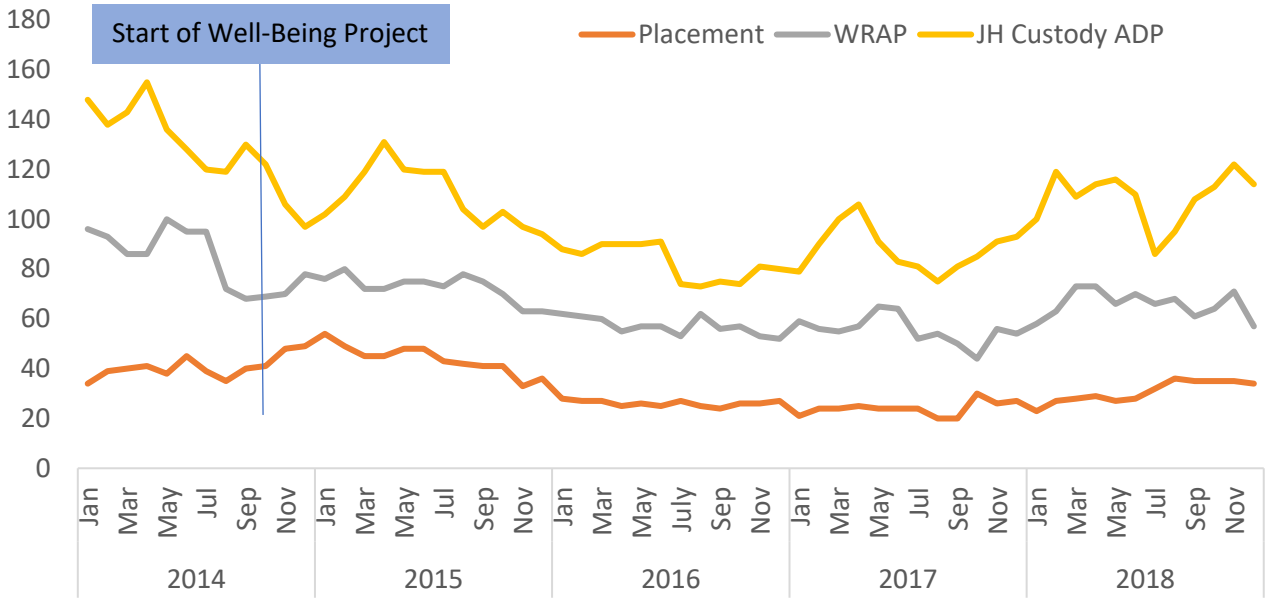
The Juvenile Services Division in conjunction with the Wraparound providers continue to bridge gaps between services resulting in the continuity of care. The youth, family, Probation Officer, therapist, substance use treatment counselor, and Wraparound Team members facilitate Child and Family Team (CFT) meetings to solidify a safety plan for the youth and ensure all supports are in place within their local community. Many of the Attorneys are now electing to participate in CFT's, especially when the youth is scheduled to appear before the Court for a Status Review Hearing. Additionally, for youth who attend Sunol Community School and have been referred to formal substance use treatment services, the school's assigned treatment counselor has begun attending the student's CFT's, as a natural support person, providing valuable insight and feedback to effective rehabilitation strategies. During the CFT meeting all participants openly discuss program participation, clinical needs, and educational variables which are incorporated into the case plan and smart goals. The team prioritizes the continuum of care efforts to ensure seamless connection to their natural environment, increasing the likelihood of successful community integration.

System partners teamed to establish a funding mechanism, identified as "the lockout", to maintain Wraparound Services for youth in custody, for a period not to exceed 30 days. Under the lockout, the Juvenile Services Division served 487 unique youth, with 38 of those youth receiving Ranch Reentry Wraparound Services. There have been 107 lockouts, for a total of 2141 days. The average lockout length is currently 20 days. Thirty youth remained detained past the 30-day lockout period, and as a result, Wraparound Services were closed. Further, the Juvenile Services Division reports no incidents of providers changing during the lockout period. Overall, the number of youths being served under the lockout has slightly decreased, as less youth are detained in Juvenile Hall for extended periods of time.

As the waiver project is set to sunset in October 2019; therefore, the Juvenile Services Division is preparing to transition into the Families First Prevention Services Act (FFPSA). Under the current legislation, FFPSA will allow counties to utilize Title IV-E dollars for services to include in-home parent skill-based programs, for parents or relatives caring for children, who are candidates for Foster Care. This act will allow the JPD to continue providing services to each of our three identified waiver populations, Pre and Post Adjudication, as well as Reentry youth. Moreover, FFPSA specifies the need for a formal prevention plan, which includes, an identified strategy to keep youth at home with a list of identified services associated with the strategy. These provisions will empower the JPD to continue providing an array of in-home support services, to promote family unity and uphold our primary vision to support positive change, resulting in sustainable efforts.

The average daily population at Juvenile Hall and the number of youth receiving Wraparound Services have increased slightly since 2017. The number of out-of-home placements has remained consistent during the past two years. Please see figure below for more information.

Figure 38: Monthly Juvenile Hall Average Daily Population Compared to Wraparound Services and Placement (2014-2019)



RESTRICTIVE SANCTIONS

The County of Santa Clara Probation strives to keep youth at home and in their communities. However, in some cases more restrictive sanctions, in which a child is removed from the community, are needed. This section of the report highlights the various examples of restrictive sanctions utilized by the County of Santa Clara.

OUT OF HOME PLACEMENTS

When a child or youth who has been involved with the juvenile court due to delinquent behavior is unable to be safely returned home the court may order the child or youth to be placed in foster care. Youth must be served in the least restrictive, most family-like environment necessary to meet their needs. Youth ordered into placement can be placed into the following settings:

- Short-Term Residential Therapeutic Program (STRTP) is a residential facility that provides an integrated program of specialized and intensive care and supervision, services and supports, treatment, and 24-hour care and supervision to a youth.
- Therapeutic Foster Care (TFC) is a model in which treatment foster parents, are given advanced clinical and technical training and support, to best serve the youth placed in their homes.
- Placement in a "certified" family home, known as Resource Family Approval (RFA). RFA is a family-friendly and youth-centered caregiver approval process that is streamlined to combine the

elements of foster parent licensing, relative approval, and approvals for adoption and guardianship processes.

- Transitional Housing Placement Program (THPP) is a transitional housing placement opportunity for youth who are 16 to 18 years of age and currently in foster care, including those supervised by probation. The goal of the program is to provide a safe living environment so that the youth can practice the skills necessary to live on their own upon leaving the foster care support system.

A majority of Santa Clara County youth ordered into placement are placed in STRTPs because of the specialized services they offer to treat the needs of specific probation populations, including sex offenders, and youth with gang affiliations. As of January 2018, the Probation Department has only placed youth in fully licensed STRTPs. In addition to being licensed as an STRTP, the programs are also required to have a contract with their local county's Behavioral Health Services Department for the provision of specialty mental health services. During this time, there was only one licensed STRTP in Santa Clara County who met these criteria. This program had a capacity for 18 youth and served both the Juvenile Probation and Child Welfare Departments. Because of the limited number of STRTP beds in the county, and the specialized needs of probation youth, most of the youth ordered into out of home placement, had to be placed out of county.

Additionally, since the passing of Proposition 57, the California Parole for Non-Violent Criminals and Juvenile Court Trial Requirements Initiative in November 2016, a larger number of high-risk offenders who committed serious offenses, such as aggravated assault, carjacking, robbery and even attempted murder, remained under the jurisdiction of the Juvenile Justice Court. While many of these youth can be served by the department's Enhanced Ranch Program or be sent to the California Department of Corrections and Rehabilitation Division of Juvenile Justice, many were committed to out-of-state placements, because of negotiated plea agreements between the Judge, prosecutor and defense attorneys.

Much is done to facilitate family connections for youth placed out-of-county and out-of-state, including a dedicated skype room at the Juvenile Probation Department and financial assistance for parents/guardians with limited means, who must travel to out of county and out of state placements to visit a youth.

AB12 NON-MINOR DEPENDENT YOUTH

The California Fostering Connections to Success Act known as AB12, which took effect in 2012, and subsequent legislation, allowed eligible youth to remain in foster care beyond age 18 up to age 21. This was originally known as AB12 but is now known as Extended Foster Care (EFC) services. EFC services provide youth with the time and support needed to gradually become fully independent adults. The guiding principle of this extension is to provide each eligible youth with the opportunity to make decisions regarding his or her housing, education, employment, and leisure activities, while receiving ongoing support and assistance when difficulties are encountered. Foster youth who participate in EFC are designated as Non-Minor Dependents (NMDs). There are two types of NMD's, 602 NMDs who are still on Probation and WIC 450 NMDs who were on probation, met their rehabilitative goals and were dismissed effectively transitioning them to a non-Ward NMD. The other type of NMD can be a youth dismissed from

Probation (successfully or unsuccessfully) who re-enters by petitioning either the Juvenile Justice or Dependency Court. Most youth who exit from Juvenile Probation and have no dependency history, re-enter and/or are supervised by POs in the Placement Unit.

Youth who are between the ages of 18 to 21 and were in foster care on their 18th birthday, qualify for extended foster care (EFC) services. In order to maintain eligibility to participate in EFC, youth must meet one of five participation criteria:

- Working toward completion of high school or equivalent program; or
- Enrollment in higher education or vocational education program; or
- Employed at least 80 hours per month; or
- Participating in a program to remove barriers to employment; or (the threshold is low, even applying for work, or meeting monthly with a case worker or PO qualify as meeting this criterion)
- The inability to participation in any of the above programs due to a verified medical condition.

There are approximately 200 NMDs in this county participating in EFC through the Department of Family and Children's Services and the Juvenile Probation Department. NMDs meet monthly with their assigned social worker or Probation Officer and may attend hearings (they are not required to be present at these hearings) through the Juvenile Dependency Court or Juvenile Justice Court where the case worker is required to report on their progress to the Court. NMDs receive support in meeting their eligibility criteria, life skills classes, assistance receiving public benefits and applying for student financial aid, a monthly financial stipend, and housing assistance during their post-EFC transition (also during their time as an EFC).

There are several housing options for NMDs including:

- Remain in existing home of a relative; licensed foster family home; certified foster family agency home; home of a non-related legal guardian (whose guardianship was established by the juvenile court); or STRTP (youth may remain in a group home after age 19 only if the criteria for a medical condition and/or NMD eligibility is met and the placement is a short-term transition to an appropriate system of care); or
- THP-Plus Foster Care (THP+FC) - this program has three models:
    - Host Family where the NMD lives with a caring adult who has been selected and approved by the transitional housing provider;
    - Single Site where the NMD lives in an apartment, condominium or single family dwelling rented or leased by the housing provider with an employee(s) living on site; or
    - Remote Site where the NMD lives independently in one of the housing types listed above with regular supervision from the provider; or
- Supervised Independent Living Placement (SILP) - this placement option allows youth to live independently in an apartment, house, condominium, room and board arrangement or college dorm, alone or with a roommate(s), while still receiving the supervision of a social worker/probation officer. The youth may directly receive all or part of the foster care rate pursuant to the mutual agreement.

NMD youth can reside in-county, out-of-county and/or out-of-state and continue to receive supportive services and monthly-mandated face-to-face contact with their Probation Officer.

JUVENILE HALL



Juvenile Hall is a 390-bed facility which houses both boys and girls if they are detained while waiting for the Court to decide their cases. Youth can also be committed to Juvenile Hall following their dispositional hearing. Programs in custody include domestic violence/family violence, mental health and substance use services, life skills, cognitive behavioral therapy, religious services, gardening and pro-social activities. Youth can also be visited by family and caregivers while in the Hall. Typically, a youth committed to Juvenile Hall as a disposition will have their probation dismissed upon completion of services and development of a transition plan.

The average length of stay at Juvenile Hall for pre-disposition youth in 2018 was 96 days, while post-disposition youth on average spent 12 days in custody. A courtesy hold takes place when 1) a judge finds a youth should be transferred and remanded to adult court, and the youth; 2) when a youth is out of county and has an out of county warrant; or 3) when there is an out of county probation hold. During 2018, two percent of the youth detained were courtesy holds for the Department of Correction. This may be as a result of Proposition 57, which decreased the number of courtesy holds for Out of County youth. The average length of stay for youth on courtesy holds was 464 days.

Table 19: Average Daily Population by Status 2014-2018 Trend

Average Daily Population by Status (number of youth)	Pre-Disposition	Post-Disposition	Courtesy Hold for DOC (Direct File)	Total
2014	69	25	34	128
2015	57	19	33	109
2016	50	11	22	83
2017	75	11	2	88
2018	96	12	2	110
Percentage change from 2014-2018	39%	-52%	-94%	-14%

WILLIAM F. JAMES RANCH PROGRAM



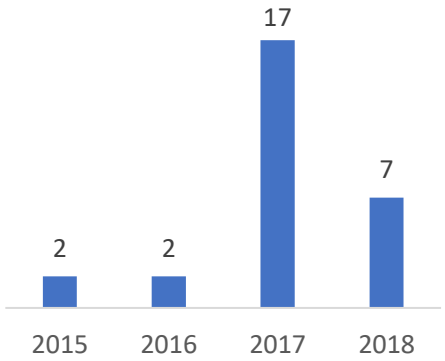
The James Ranch is a rehabilitation and treatment facility with 96 beds where youth can be ordered by the court to stay for between six and eight months. It serves youth up to age 19. At the Ranch, an assessment and case plan are completed to guide the youth and determine their needs. Probation Counselors engage with youth as role models and coaches and provide therapeutic support. The Probation Officer works in tandem to provide additional services and support.

Programing aims to address the development of pro-social skills, reasoning, and critical thinking skills, and increase youth's ability to regulate their emotions, refuse anti-social behavior and facilitate family reunification. The three focus areas are moral reasoning, anger management and skill practice. Through each of these elements staff help youth through scenario-based role playing and group discussion. The ranch program offers cognitive behavioral treatment, education, vocational training and links to local trade unions, gang intervention, behavioral health services, pro-social activities and access to the Probation Community Athletic League, Victim Awareness workshops, mentoring, girl scouts, yoga and culturally competent rites of passage curriculum, and trauma healing. Youth also attend school and participate in an array of activities and events that are coordinated by the staff. Shortly prior to transitioning back to the community, youth are assigned to the Aftercare program. The Aftercare Counselor and Probation Officer assist and encourage the youth to support their successful transition and youth are enrolled in support services in the community.

DIVISION OF JUVENILE JUSTICE (DJJ)

The Division of Juvenile Justice (DJJ)[19] provides education and treatment to California's youthful offenders up to the age of 25 who have committed serious and/or violent felonies and have the most intense treatment needs.

Figure 39: Santa Clara County DJJ Placements 2015-2018



Youth committed directly to the DJJ do not receive determinate sentences although the juvenile court must set a maximum period of confinement pursuant to WIC 731(c). A youth's length of stay is determined by the severity of the committing offense and their progress toward parole readiness as outlined in Title 15 of the California Code of Regulations. DJJ is authorized to house youth until age 21, 23 or 25, depending on their commitment offense. A youth's readiness for return to the community is determined by the Juvenile

[19] Formerly known as the California Youth Authority (CYA), the organization was created by statute in 1941 and began operating in 1943.

Parole Board. It recommends supervision conditions to county courts which administer them. In the community, newly released youth are supervised by county probation departments.

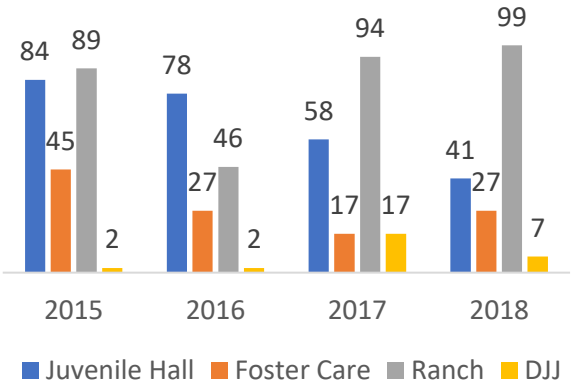
The DJJ also provides housing for youth under the age of 18 who have been sentenced to state prison. Youths sentenced to state prison may remain at DJJ until age 18, or if the youth can complete their sentence prior to age 25, DJJ may house them until they are released on parole.

Commitments & Placements

The overall number of commitments and placements decreased by six percent from 2017 to 2018. Commitments to juvenile hall decreased by 29 percent. Ranch commitments increased by five percent.

There were 174 commitments and placements in 2018. Of those 174, 41 commitments were to Juvenile Hall and 99 were to James Ranch. A total of 27 foster care placements (16 percent) were made for youth utilizing out of home placement services. Seven youth were committed to DJJ.

Figure 40: Commitments and Placements 2015-2018 Trends



The figure below shows commitments and placements broken down by race. Latino youth comprised the largest group with commitments in 2018 (n=136) followed by Black youth (n=14). Seventy-eight percent of youth in out-of-home placements were Latino, eight percent Black, six percent White, six percent were Asian/PI and two percent Other.

Figure 41: Youth in Commitments and Placements 2018

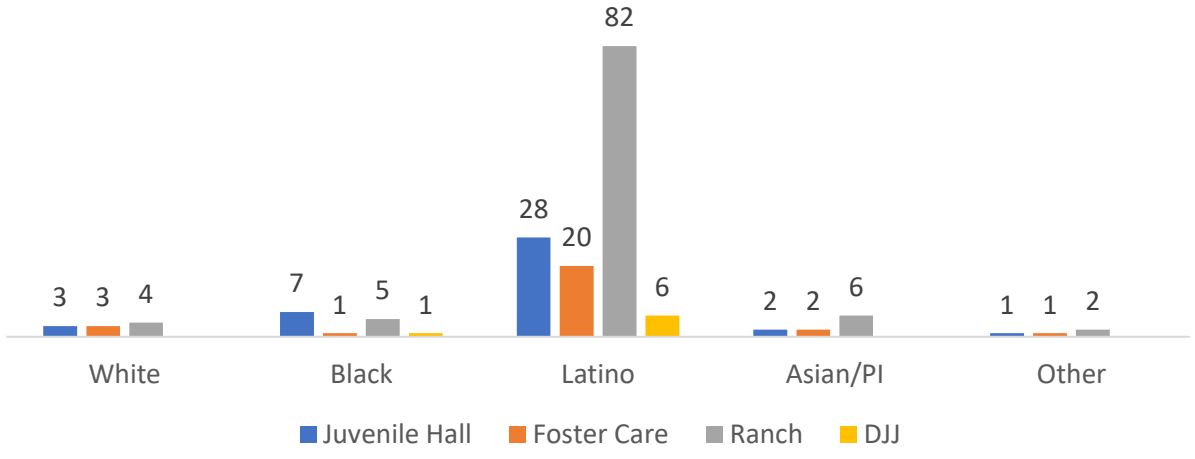
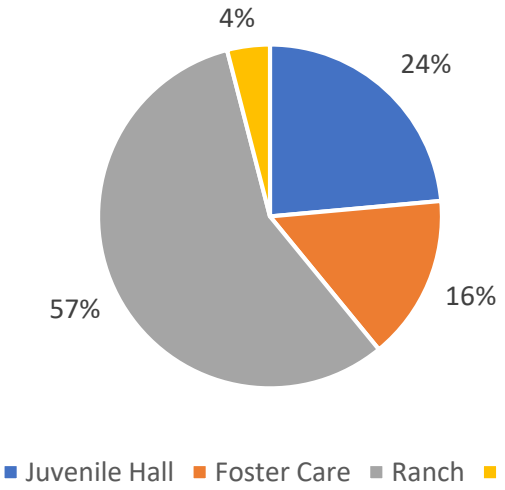


Figure 42 illustrates 57 percent of all commitments were to the James Ranch. Juvenile Hall accounted for 24 percent of commitments, while Foster Care placements was 16 percent. In 2018, seven youth were committed to DJJ. This increase, compared to 2015 and 2016, is likely attributed in part to the implementation of Proposition 57 which eliminated the ability of the District Attorney's Office to file cases directly in adult criminal court and thus resulted in more cases returning to juvenile court for juvenile dispositions. [20]

The table below shows male youth comprised 84 percent of out-of-home placements while 16 percent were female. No youth under 12 were committed to placement in 2018. Half of youth committed to the Ranch were 15-16 years old (51 percent, n=50). Eighty-six percent of the youth committed to DJJ from Santa Clara County were 17 and older (n=6). Again, this is most likely due to the passage of Proposition 57 and DJJ's increase in June of 2018 in the age of jurisdiction from 23 to 25, serving youth up to the age of 25 who have the most serious criminal backgrounds and most intense treatment needs. [21]

Figure 42: Percentage of Commitments and Placements 2018



Within each commitment type, the highest disproportionality appears to be in commitments to James Ranch, with 83 percent being Latino youth. The largest disproportionality for Black youth was Juvenile Hall where they comprised 17 percent of the total population. The Probation Department continues to be concerned with disproportionality at key decision points throughout the juvenile justice system and is dedicated to reducing the overrepresentation of Latino and Black youth in out-of-home placements and commitments.

Table 20: Placement from Dispositions

Placement from Dispositions	Male	Female	13-14	15-16	17 & Older	Total
Juvenile Hall Commitment	30	11	6	11	24	**41**
Foster Care (Private Institutional Placement)	25	2	4	11	12	**27**
Ranch	85	14	5	50	44	**99**
DJJ	7	0	0	1	6	**7**
Total Dispositions that led to Placement	**147**	**27**	**15**	**73**	**86**	**174**

[20] Please see pg. 23 for a more detailed description and update on Proposition 57 since it was passed in 2016.
[21] AB 1812 took effect 6/27/2018, and extended DJJ jurisdiction to age 25 for 707(b) offenses.

Health and Wellness in Secure Care

The following sections describe the health and wellness services provided by Valley Medical Clinic (VMC) and Behavioral Health Services Department (BHSD) to youth in secure care in calendar year 2018.

PHYSICAL HEALTH

Medical services provided to minors detained at Juvenile Hall and the William F. James Ranch consist of comprehensive health assessment screenings, treatment for diagnosed episodic and/or chronic health conditions, health prevention activities including immunizations, communicable disease screenings, control and age appropriate health education. All health services provided are comparable or superior to services the minors would receive or have received in their community.

A professional staff of physicians, a nurse practitioner, a physician's assistant, registered nurses, licensed vocational nurses, pharmacists, dentists and dental assistants, provide health services. Pediatricians are on site at Juvenile Hall five days a week (M-F) and nursing staff is present seven days a week, twenty-four hours each day. Nursing staff is present at James Ranch from 6:45am to 9:30pm, seven days a week. A pediatrician is on site one day per week at James Ranch. In addition, James Ranch has a High Definition video link to Juvenile Hall allowing for Tele-Nursing and Tele-Psychiatry, twenty-four hours a day, seven days a week.

Juvenile Hall had a successful visit by the Institute for Medical Quality (IMQ), Corrections and Detentions Health Care Committee. A summary of their findings showed that all essential and important standards were in 100% compliance. The Committee also concluded that the facility provided high quality healthcare to those minors residing at Juvenile Hall and awarded a full two-year accreditation recommendation.

James Ranch increased the nursing staff hours in 2018 and added more STD screenings and an education component. This means youth can sign up for a Registered Nurse (RN) sick call to receive STD information, discuss STD concerns, and/or discuss any health concern with the nurse via this call service. This resulted in an increase in the number of RN Sick Call Visits at James Ranch in 2018 compared to 2017.

The 2018 clinic activities summary (including data for 2016 and 2017 for comparison) is below:

Table 21: Juvenile Hall Medical Clinic 2018

Activity	2016	2017	2018
Physical Exams	1,070	1,085	1,305
Clinic Visits	1,876	2,036	2,564
RN Sick Call Visits	3,153	3,143	3,639
Sexually Transmitted Disease Screenings	635	530	701
HIV Oral Quick Instant Test Screening	62	77	92
Other VMC Appointment	128	114	136
Flu Vaccine Administrations	247	192	256
Dental Clinic Visits	296	196	317
Infirmary Housing	23	35	60
Vision Screening	N/A	1,039	1,305
Hearing Screening	N/A	1,008	1,293

Table 22: James Ranch Medical Clinic 2018

Activity	2016	2017	2018
Clinic Visits	128	269	339
RN Sick Call Visits	790	1,262	2,387
VMC Appointment	30	46	58

BEHAVIORAL HEALTH

Behavioral Health staff assigned to the general clinic screen all youth admitted into Juvenile Hall within the first 72 hours, and usually within the first 24 hours of admission. The intake screening includes an interview with the youth, a review of past behavioral health services received, and administration of an evidence-based screening evaluation called the Massachusetts Youth Screening Instrument (MAYSI-2). Youth in Juvenile Hall in need of services are assigned a therapist who provides treatment once per week, and up to once per day if the youth is on a safety watch. Probation and medical staff can also request behavioral health services or a youth may self-refer for behavioral health services.

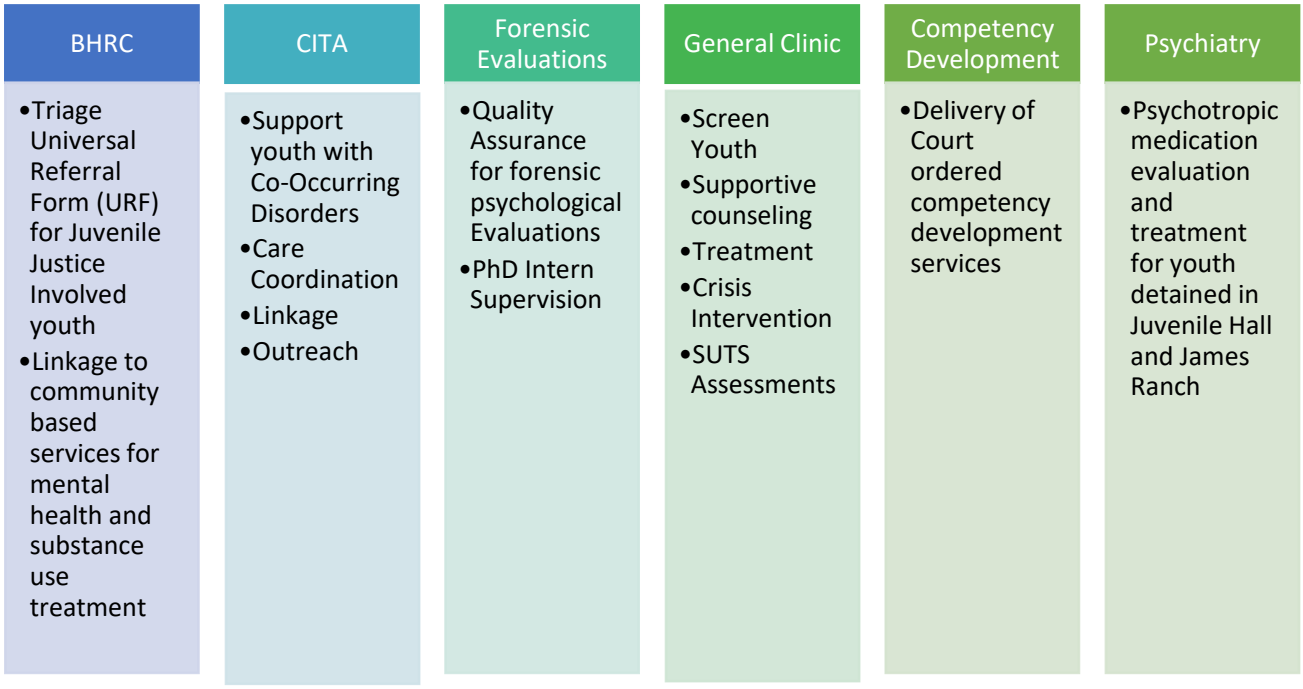
In addition to providing screenings and on-going behavioral health services for the youth residing in Juvenile Hall, behavioral health staff also coordinate and attend multi-disciplinary team meetings aimed at collaboratively developing treatment and discharge planning in partnership with Probation staff. There

are two clinical resource positions assigned to the Behavioral Health Resource Center (BHRC, providing linkage to community agencies for all probation youth). All Juvenile Hall living units have clinicians assigned to the unit to monitor youth's emotional well-being, engage youth, and build relationships with probation and educational staff.

Three clinicians are assigned to CITA to work with youth involved in this program. This Court works with youth and families who are experiencing co-occurring disorders (COD) for example, a mental health diagnosis co-occurring with a drug and/or alcohol problem). JH BHS staff are all trained in Trauma Informed Services.

The Competency Development program consists of three clinical staff. The delivery of Court ordered competency services are provided to the youth in the least restrictive setting that the Courts will allow. Once the Courts and all parties agree there is substantial probability that the youth is unlikely to attain competency or has attained competency the case will be dismissed from the program.

Figure 43: Behavioral Health Services



While in custody, 1,100 youth received a behavioral health intake screening and 560 youth received behavioral health services. Juvenile Hall Behavioral health staff offer several evidence-based practices such as Cognitive Behavioral Therapy, Trauma Focused Cognitive Behavioral Therapy, Seven Challenges, Motivational Interviewing, and Seeking Safety.

PHARMACY SERVICES

The Santa Clara Valley Health and Hospital System (SCVH&HS) provides pharmacy services to the Juvenile Hall System. Physician medication orders and the standardized procedure orders are transmitted to pharmacy through the Healthlink system. It has built-in drug interaction, drug duplication and allergy monitoring. The system keeps patient profile information in a format that allows quick review by pharmacists. A computer-generated Medication Administration Rand (MAR) and scanning system are used for medication administration. Benefits of MAR include a decrease in potential medication errors associated with the order transcription process and produce a single, legible and reliable source for the Patient Medication Profile.

The utilization of the PYXIS Med-Station System replaced the after-hour medication room and provides increased medication availability through decentralized medication management. It helps decrease the risk of drug diversion and increase medication safety. Each drug is specifically programmed and loaded in the CUBIE and will not be available unless a nurse enters his/her user ID, the patient's medical record number, name, date of birth, and the name of the medication(s) that he/she needs.

DENTAL

The Juvenile Hall dental clinic is open on Wednesdays from 8:00 am – 4:30 pm. Care is focused on treating patients with pain and other symptoms of dental problems, as well as treating asymptomatic dental diseases before they develop into problems such as toothaches and abscesses. The clinic treats patients who are detained at Juvenile Hall, but also cares for patients from the ranch who develop dental problems or need to be seen for follow-up care. Additionally, the Dental Director, as well as the County's Chief Dentist and a pediatrician, are available on-call each day for consultations regarding any significant dental problems which may arise during non-clinic hours, and the County hospital's emergency department is also available as a resource.

MEDICAL OUTREACH PROGRAM

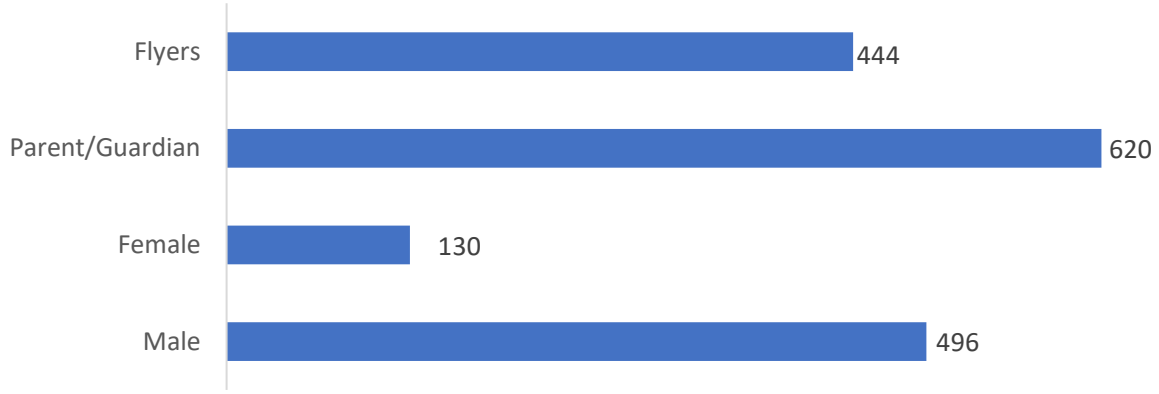
The nursing Medical Outreach Program is intended to support youth who are juvenile justice system involved when care is no longer available via the clinic at Juvenile Hall. Under California, Board of State and Community Corrections Title 15 regulations, incarcerated youth are entitled to medical access and treatment. However, youth who received medical/mental health care in juvenile hall are no longer getting needed care once they leave the facility. This results in challenges in early diagnosis and early intervention. The lack of communication between judicial and health care systems complicates and halts the continuous care for youth. The purpose of this program is to provide an innovative medical outreach program in the court system to bridge the care gap for youths, including outcome measurement. The services provided include free health screening, sexual transmitted illnesses consultation, contraceptive education, referral for tattoo removal, vision and hearing screening, BMI calculation, nutrition education, mental health screening, dental screening and referral to low or no-cost community resources. The total number of outreach provided for 2018 was 1,680: 444 parental contacts via program overview flyers, 496 male youths, 130 female youth and 620 parent/guardian consultations.

Figure 44: Medical Outreach Common Issues/Commons from Youth and/or Parents

Physical Health	Mental Health	Sex and Relationships	General Health Information
•Dermatological complaints •Dental hygiene concerns •Healthy Body mass index •Vision complaints •PPD readings	•How to relieve anxiety •Side effects of drugs	•Birth control options •STD prevention •Planned parent hood •Safe sex	•Medi-Cal concerns •Where to get flu shots •Where to fill prescriptions for free

This innovative program has made an effective health care delivery change by bringing evidence-based practices into the system. The court-based free medical service has enhanced the quality of care in correctional health for justice involved youth.

Figure 45: Medical Clinic Outreach Program 2018



ELIGIBILITY FOR HEALTHCARE PROJECT

One Management Analyst assigned to the JPD concentrates efforts on re-establishing MediCal Services for youth reentering the community following a long term in custody commitment, pursuant to SB1469. However, all youth admitted into the Juvenile Hall facility are screened for health coverage. The Medical status of each youth is collected and reported to the Court and JPD administration on a monthly basis. In the event youth are identified as having inactive or expired MediCal, the JPD Management Analyst mails out documents to the parent/ guardian/ caretaker documenting the step by step process of how to re-activate and /or establish MediCal coverage. Further, so families understand the importance of the received paperwork, the JPD created a coversheet explaining the purpose of the documents. The cover letter includes the English, Spanish, and Vietnamese languages, as well as, the Management Analyst's contact information in the event the parent/ guardian/ caregiver has further questions. To better

support our families, the Management Analyst follows up with a phone call to the parent/ guardian/ caretaker within 14 days to ensure the paperwork has been received and to answer any questions they may have regarding securing MediCal coverage for their child. MediCal coverage is processed through the Social Services Administration, eligibility.

Alternative Education Department (AED)

The Alternative Education Department (AED) for the County of Santa Clara Office of Education is comprised of three educational programs at three school sites (Court Schools: Blue Ridge (located at James Ranch) and Osborne (located at Juvenile Hall); Sunol Community School and Independent Study). The AED serves students from 21 diverse school districts in the County, in grades 6-12 who are adjudicated, identified as Chronically Absent, expelled, and or are on a placement contract. The Department monitors student participation rates in our court schools by District of Residence. District Representatives review this data on a biannual basis. For the 2017-18 school year, Osborne school located at Juvenile Hall had 711 enrollments followed by Blue Ridge located at James Ranch with 125 enrollments. A total of 836 youth were served between all court schools (based on duplicate count – meaning a youth is counted each time he/she was enrolled at the above schools. This may include youth who were transferred from the Ranch to Juvenile Hall on an Administrative Ranch Return). As of May 3, 2019, during the 2017-18 school year AED has served 745 students within the court schools and 110 within our community schools. Please note, demographic data in Figure 44 and Figure 45, is pulled from home districts as reported by parents on the CALPADS system and this may account for the larger number of youth identified as Native American in this section of the report.

Figure 46: Osborne (Juvenile Hall) Enrollment by Ethnicity (n=711)

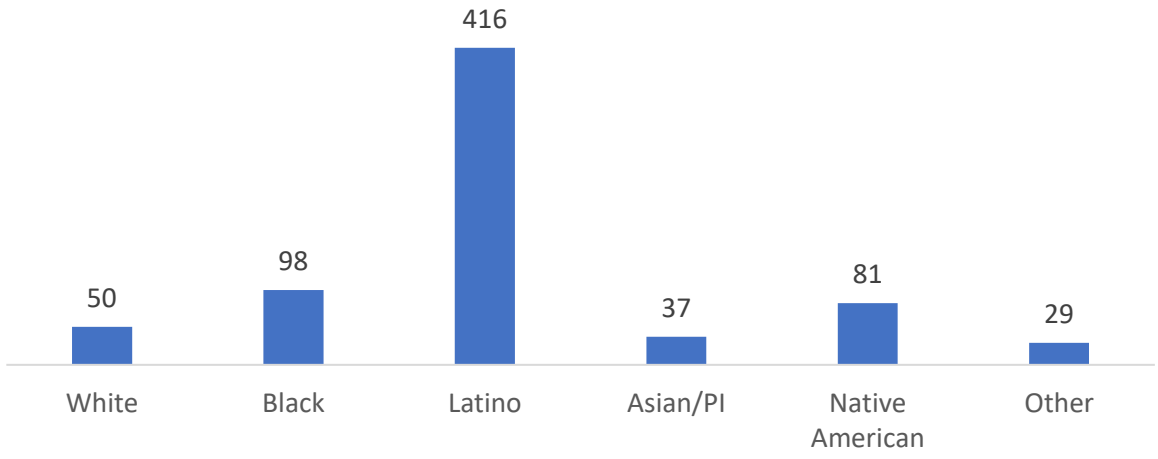
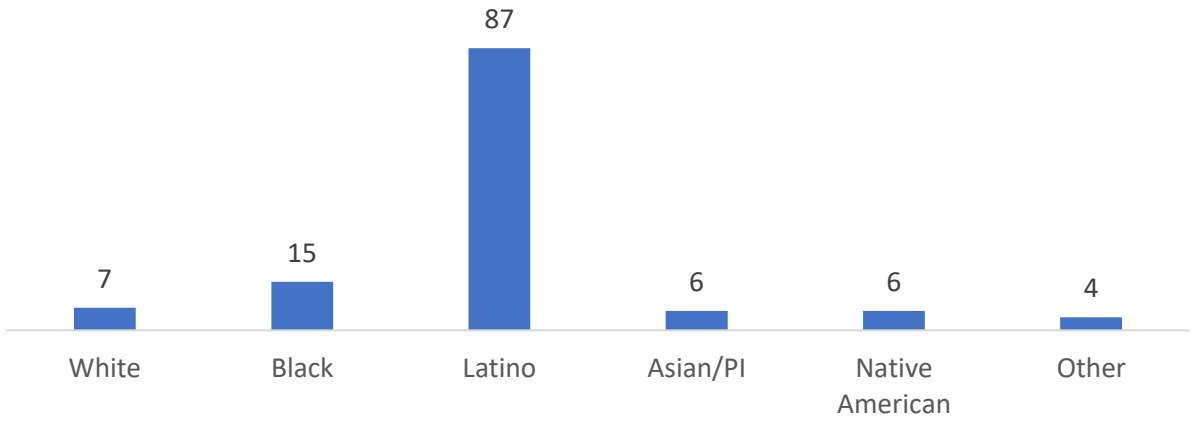


Figure 47: Blue Ridge (James Ranch) Enrollment by Ethnicity (n=125)

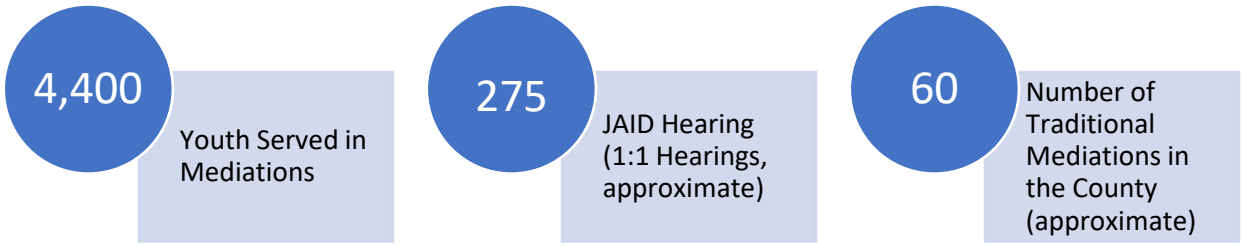


Chronic Absenteeism

On January 3, 2017, the Court, District Attorney, Public Defender, Probation Department, and School District representatives agreed to disband the Informal Juvenile Traffic Court, which previously handled informal interventions for truancy, specific misdemeanors, and infractions. The stakeholders agreed to stop the imposition of administrative fees, penalty assessments, fines, and driver's license suspensions for status offenses and low-level misdemeanors and infractions given the research showing such measures contributed to recidivism and further involvement in the juvenile justice system. The position of the Juvenile Informal Traffic Court Hearing Officer was thereafter eliminated, and nearly all non-traffic citations and misdemeanors were sent to the Juvenile Probation Department's Prevention and Early Intervention Unit (PEI) for informal handling.

The District Attorney announced they would no longer file formal charges on youth in Santa Clara County for truancy and moved the Court to dismiss thousands of pending cases. The Court granted the motion, without objection from the Public Defender and Chief of Probation, which provided amnesty to over 7,000 youth with outstanding truancy fines. Effective January 3, 2017, all truancy matters were thereafter handled informally by the District Attorney's Office and/or the school sites. The District Attorney's office is currently working with the County Office of Education to move from a Truancy model to one of Chronic Absenteeism or missed school for any reason. It is important to highlight the Public Defender's Office and the Probation Department were in agreement with the District Attorney's Office to have a formal motion to dismiss.

Figure 48: Youth Served Through Mediation Services



More Diversion Programs/JAID Hearings: The District Attorney then took on the effort to increasing Truancy diversion programs in the county's 38 School Districts, nearly doubling the number of youth served through DA Mediations with groups of parents and youth from under 3,000 to over 4,400 in the 2017-2018 school year.

Additionally, the DA expanded one-on-one hearings or Juvenile Attendance Improvement Diversion Hearings (JAID) in 2018 to almost 300 meeting with DDA's and parents to give one final chance to connect the students to a school environment where they can be successful. They have seen positive anecdotal evidence and hope to get more information.

Direct School Connections: Six Neighborhood DA's in the Community Prosecution Unit worked directly at Overfelt, Fremont, Del Mar, Downtown College Prep, San Jose, and Gilroy High Schools last year. The DA also chaired, or sat on, numerous committees with the schools and the County Office of Education to work on Truancy, including the District Attorney's Attendance Collaborative, the School Climate Workgroup, the Joint Representatives Meeting and many others.

Parent Cases: The DA's Office also operated the DA Parent Truancy Diversion Court Calendar every other Friday which included about 150 filings a year.

Training: The DA's Office provided numerous additional trainings on Truancy, including two "Nuts and Bolts" trainings. Additionally, they provided Digital Safety, Gang Awareness and many others to school officials and parents.

Parent Project: The DA also conducted 23 Parent Project classes, which are a 12-week parenting support group for parents of at-risk youth, particularly those with truancy and substance abuse issues.

Alternative Education (AE): Finally, the DA's Office has worked collaboratively over the last 18 months with the County Office of Education to create an independent study AE program for students with anxiety and other issues who are chronically absent but don't have other system issues.

LOOKING AHEAD TO 2019

This section highlights upcoming changes to the Juvenile Justice System in 2019.

GOV. GAVIN NEWSOM'S ANNOUCEMENT REGARDING DEPARTMENT OF JUVENILE JUSTICE (DJJ)

In January of 2019, Governor Gavin Newsom announced his Administration will begin working with the Legislature to remove the Division of Juvenile Justice (DJJ) from the California Department of Corrections and Rehabilitation and shift it to the Department of Youth and Community Restoration under the California Health and Human Services Agency. The agency would oversee more than 660 young offenders. "Today is the beginning of the end of juvenile imprisonment as we know it," said Governor Newsom. "Juvenile justice should be about helping kids imagine and pursue new lives — not jumpstarting the revolving door of the criminal justice system. The system should be helping these kids unpack trauma and adverse experiences many have suffered. And like all youth in California, those in our juvenile justice system should have the chance to get an education and develop skills that will allow them to succeed in our economy." Dr. Nadine Burke Harris, appointed in January 2019 as California's first-ever surgeon general, said the new model would allow health officials to focus on addressing early childhood trauma and prevention efforts to ensure youth do not fall deeper into incarceration.

California is one of only ten states that houses its juvenile justice division under a state corrections agency. While most states have placed juvenile detention under health and human services or child welfare departments, some states, like Texas and Florida, have made their divisions independent entities altogether.

MULTISYSTEMIC THERAPY (MST)

Multisystemic Therapy (MST) is a Community–based, family-driven treatment that addresses anti-social and delinquent behavior. MST focuses on empowering caregivers (parents and guardians) to solve current and future problems, and the "client" is the entire ecology of the youth; family, peers, school, and neighborhood. It is a highly structured clinical supervision and it includes quality assurance processes. The MST theory states improved family functioning will lead to positive adjustments with peers, school and the community, which will result in reduced antisocial behavior and improve functioning within the youth. MST consists of a single therapist working intensively with a maximum of five families at a time, for a period of three to five months (four months on average across cases). In addition, MST includes 24 hr/7 day/week team availability, and work is done in the community, home, school, or neighborhood setting to remove barriers to access services. The purpose of providing MST services in Santa Clara County is to prevent further involvement in the justice system and to be used collaboratively with system partners (Courts, District Attorney, and Public Defender). MST will service youth under the age of 14, as this group needs intensive services to address their behaviors. Youth in custody will receive priority to minimize the time spent in custody.

After securing the contact to establish MST within the County of Santa Clara Juvenile Services Division, the MST committee was formed to create the departmental policy and procedure. Services should begin in 2019.

PROBATION CONTINUUM OF SERVICES TO REENTRY (PRO-CSR)

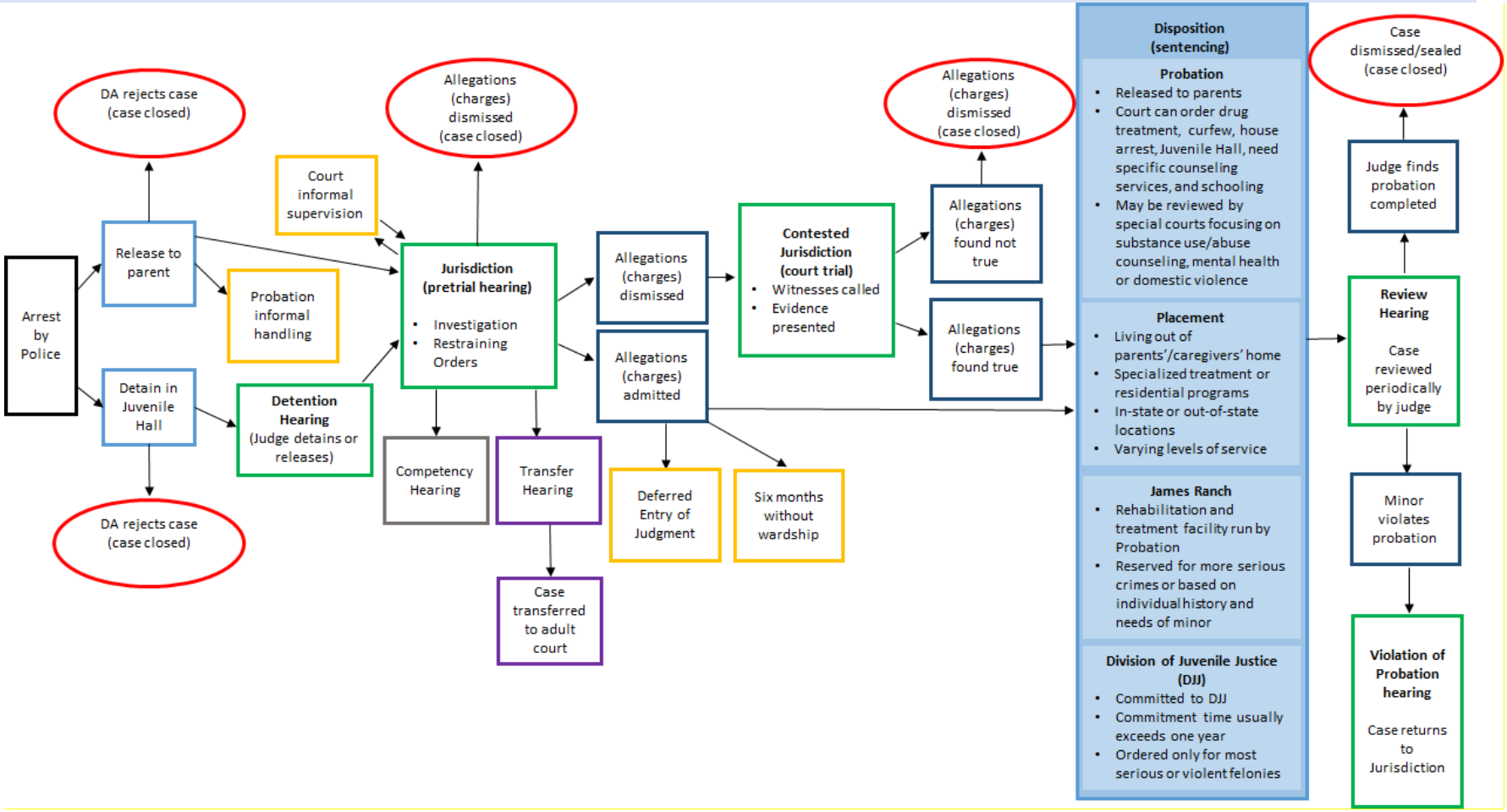
Beginning January 2019, the Juvenile Services Division will redefine Reentry Services by introducing a new service delivery model, namely the Probation Continuum of Services to Reentry (Pro-CSR). Pro-CSR will provide a continuum of services and opportunities for reentry youth to develop pro-social competency skills and resiliency through family, school, and community involvement by providing intensive case management and service linkage. Youth, who will be eligible to receive individualized services through Pro-CSR, include moderate- to high-risk youth exiting the James Ranch Juvenile Rehabilitation Facility, a long-term Juvenile Hall commitment (60 days or longer), or those transitioning home from out-of-home placement. The Juvenile Services Division will monitor youth participation in efforts to decrease recidivism and provide the most favorable outcomes for youth and families. Pro-CSR referrals should start in January 2019.

UPCOMING NEW PROBATION CASE MANAGEMENT SYSTEM

The Probation Department is currently undergoing the process of developing a new case management system (CMS) which will be implemented for both Juvenile and Adult Probation. For juvenile probation, this new CMS will be replacing Juvenile Automation System (JAS) and Juvenile Records System (JRS). The probation department is focusing on standardizing data collection to improve the quality of departmental data. This new CMS should improve data collection and dissemination.

APPENDICES

Appendix A: THE COUNTY OF SANTA CLARA JUVENILE JUSTICE SYSTEM MAP



Appendix B: COUNTY GENDER RESPONSIVE TASK FORCE (GRTF)

The Gender Responsive Task Force (GRTF) was established in 2015 to create a comprehensive case plan and treatment model for moderate and high-risk girls on probation in Santa Clara County that decreases their risk of recidivism and victimization while also increasing their life outcomes. Current partner agencies involved in GRTF include:

- Superior Court of the County of Santa Clara
- The County of Santa Clara Probation Department
- The County of Santa Clara Office of Women's Policy
- The County of Santa Clara District Attorney's Office
- The County of Santa Clara Public Defender's Office
- The County of Santa Clara Behavioral Health Services Department
- City of San Jose, Parks, Recreation and Neighborhood Services Department
- Community-Based Organizations in Santa Clara County

The group meets monthly and is currently focusing on improving services and supports for detained young women and in partnership with the Vera Institute for Justice has begun an initiative to end the incarceration of girls in the juvenile justice system. The GRTF also was able to successfully bring the San Francisco's Young Women's Freedom (YWFC) to Santa Clara County. The YWFC will provide a much needed focus on justice involved LBGT-GNC young women and girls. As part of the Gender Response Task Force further analysis was conducted to see the breakdown of juvenile girls in the justice system. The following charts and tables further analyze data broken down by females in areas such as demographics, arrests, and placement.

Female Arrest and Citation Trends

This section highlights arrest/citation trends for female youth in 2015-2018 including: demographics and offense categories.

Figure 49: Female Arrests 2015-2018

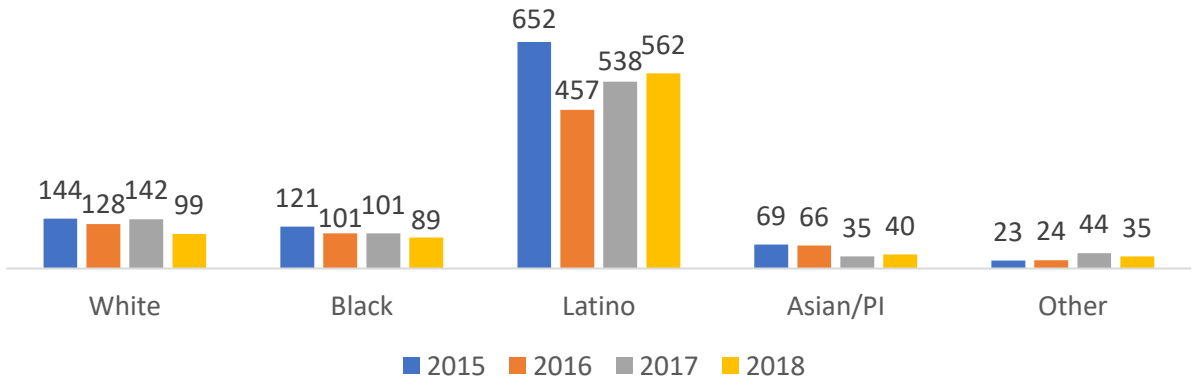


Table 23: Female Arrest Numbers 2015-2018

Year	White	Black	Latino	Asian/PI	Other	Total
2015	144	121	652	69	23	**1,009**
2016	128	101	457	66	24	**776**
2017	142	101	538	35	44	**860**
2018	99	89	562	40	35	**825**
Percent Change 2015-2018	-31%	-26%	-14%	-42%	52%	**-18%**
Percent Change 2017-2018	-30%	-12%	4%	14%	-20%	**-4%**

Figure 50: Female Arrests by Age Category 2016-2018

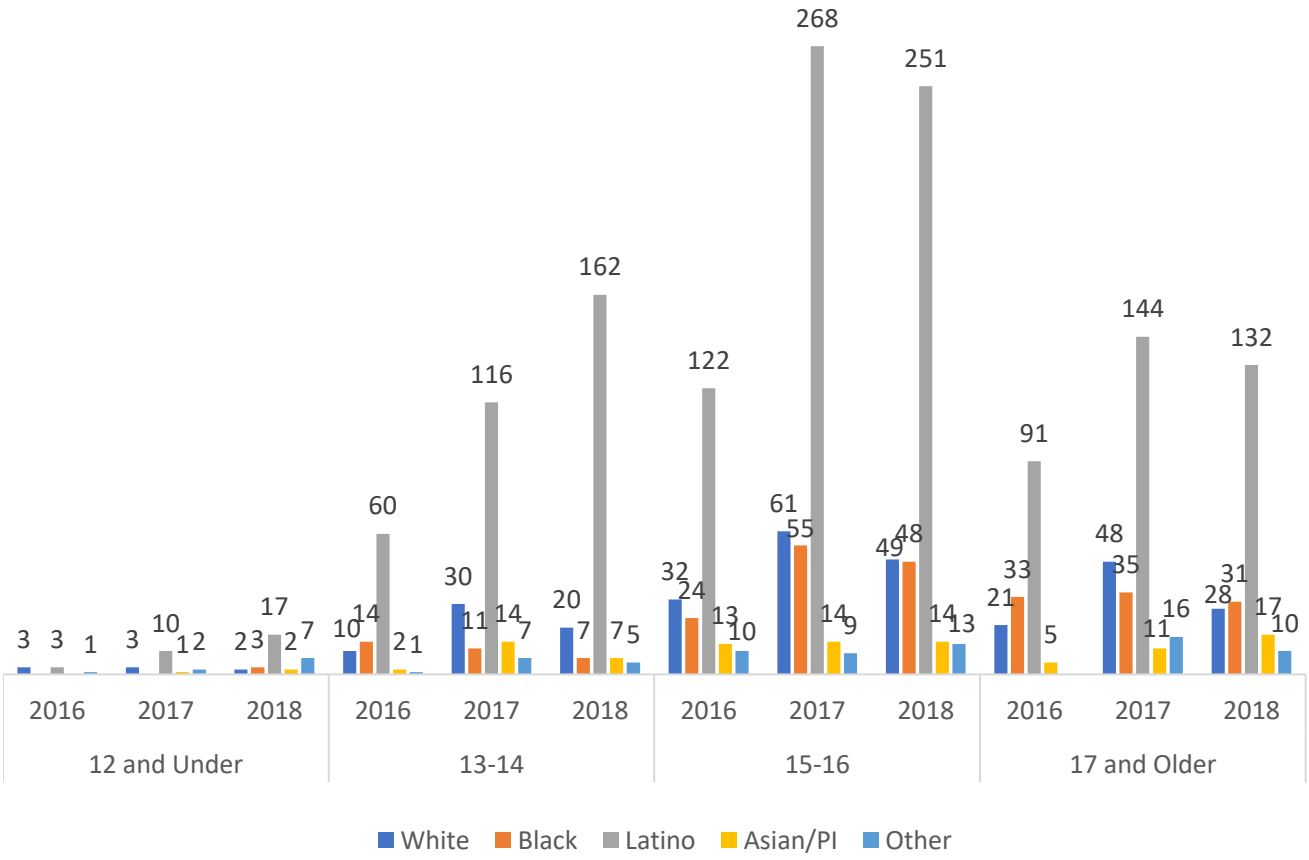


Table 24: Female Age Categories by Race/Ethnicity 2015-2018

Age	Year	White	Black	Latino	Asian/PI	Other	Total
12 and Under	2015	10	4	22	1	2	**39**
	2016	3	0	3	0	1	**7**
	2017	3	0	10	1	2	**16**
	2018	2	3	17	2	7	**31**
13-14	2015	30	30	144	7	13	**224**
	2016	10	14	60	2	1	**87**
	2017	30	11	116	14	7	**178**
	2018	20	7	162	7	5	**201**
15-16	2015	57	51	322	16	20	**466**
	2016	32	24	122	13	10	**201**
	2017	61	55	268	14	9	**407**
	2018	49	48	251	14	13	**375**
17 and Older	2015	49	36	164	23	10	**282**
	2016	21	33	91	5	0	**150**
	2017	48	35	144	16	16	**259**
	2018	28	31	132	17	10	**218**

Table 25: Top 5 Zip Code Arrests for Females in 2018

Zip Code	White	Black	Latino	Asian/PI	Other	Total
99999	8	19	37	6	6	**76**
95020	11	2	51	1	1	**66**
95122	0	7	53	2	0	**62**
95116	1	4	47	0	0	**52**
95127	0	2	37	2	3	**44**
95111	0	0	38	0	0	**38**

Table 26: Female Arrest Categories 2015-2018

Arrest Categories	Year	White	Black	Latino	Asian/PI	Other	Total
Drugs, Alcohol Related Offenses	2015	19	7	66	3	0	**95**
	2016	19	5	48	4	3	**79**
	2017	21	5	44	2	4	**76**
	2018	14	3	29	3	3	**52**
Felony Crimes Against People	2015	17	5	54	6	1	**83**
	2016	6	18	35	3	1	**63**
	2017	14	9	44	7	6	**80**
	2018	8	12	71	3	5	**99**
Other Crimes	2015	15	20	81	1	3	**120**
	2016	13	14	52	6	2	**87**
	2017	33	19	119	6	10	**187**
	2018	14	13	85	9	4	**125**
Other Crimes Against People	2015	25	33	142	12	9	**221**
	2016	25	27	91	8	4	**155**
	2017	23	10	114	11	10	**168**
	2018	15	14	100	13	9	**151**
Property Crimes	2015	55	48	250	43	8	**404**
	2016	54	31	162	42	10	**299**
	2017	42	50	167	7	12	**278**
	2018	28	36	203	10	13	**290**
Return from other status/Courtesy Holds/Other Admits	2015	11	4	47	1	3	**66**
	2016	8	2	50	2	3	**65**
	2017	4	4	35	1	2	**46**
	2018	5	2	22	1	1	**31**
Weapon Crimes	2015	2	4	12	1	1	**20**
	2016	3	4	19	1	1	**28**
	2017	5	4	15	1	0	**25**
	2018	5	2	13	0	0	**20**

Female Admission and Intake Trends

This section breaks down demographics and offense categories for females detained in juvenile hall from 2015-2018 and top five ZIP Codes for detained females in 2018.

Table 27: Female Age Category by Race/Ethnicity 2015-2018

Year	White	Black	Latino	Asian/PI	Other	Total
2015	30	37	133	3	4	**207**
2016	22	27	109	4	2	**164**
2017	26	25	143	7	9	**210**
2018	26	21	209	5	7	**268**
Percent Change 2015-2018	-13%	-43%	57%	67%	75%	**29%**
Percent Change 2017-2018	0%	-16%	46%	-29%	-22%	**28%**

Table 28: Female Age Category by Race/Ethnicity 2015-2018

Age	Year	White	Black	Latino	Asian/PI	Other	Total
12 and Under	2015	0	0	0	0	0	**0**
	2016	0	0	0	0	0	**0**
	2017	0	0	0	0	0	**0**
	2018	0	0	1	0	0	**1**
13-14	2015	5	1	28	0	0	**34**
	2016	0	3	20	3	0	**26**
	2017	3	3	29	3	0	**38**
	2018	5	1	61	3	0	**70**
15-16	2015	13	20	71	1	3	**108**
	2016	14	10	51	0	2	**77**
	2017	13	6	78	3	5	**105**
	2018	11	10	109	2	1	**133**
17 and Older	2015	12	16	34	2	1	**65**
	2016	8	14	38	1	0	**61**
	2017	10	16	36	1	4	**67**
	2018	10	10	38	0	6	**64**

Table 29: Top 5 Zip Code Admissions for Females in 2018

Zip Code	White	Black	Latino	Asian/PI	Other	Total
95122	0	4	34	1	0	**39**
95116	1	0	21	1	0	**23**
95020	2	0	18	0	0	**20**
95127	0	0	18	0	0	**18**
95136	1	0	16	0	0	**17**

Table 30: Female Admission Categories 2015-2018

Arrest Categories	Year	White	Black	Latino	Asian/PI	Other	Total
Drugs, Alcohol Related Offenses	2015	0	0	9	0	0	**9**
	2016	2	1	8	0	0	**11**
	2017	2	0	7	0	0	**9**
	2018	0	1	1	0	0	**2**
Felony Crimes Against People	2015	9	4	30	1	0	**44**
	2016	5	11	16	1	0	**33**
	2017	7	9	26	5	1	**48**
	2018	5	7	57	1	2	**72**
Other Crimes	2015	1	2	5	1	0	**9**
	2016	1	5	10	1	0	**17**
	2017	4	2	20	0	4	**30**
	2018	1	2	21	0	0	**24**
Other Crimes Against People	2015	2	11	14	0	0	**27**
	2016	6	3	12	0	0	**21**
	2017	3	0	9	1	1	**14**
	2018	2	0	5	1	2	**10**
Property Crimes	2015	6	9	27	1	1	**44**
	2016	3	3	25	2	1	**34**
	2017	6	7	52	1	3	**69**
	2018	7	9	85	1	2	**104**
Return from other status/Courtesy Holds/Other Admits	2015	12	10	45	0	3	**70**
	2016	5	2	37	0	1	**45**
	2017	3	7	28	0	0	**38**
	2018	8	2	19	2	1	**32**
Weapon Crimes	2015	0	1	3	0	0	**4**
	2016	0	2	1	0	0	**3**
	2017	1	0	1	0	0	**2**
	2018	1	0	6	0	0	**7**

Female DEJ and Placement Trends

This section highlights DEJ and Placement trends from 2015-2018 for female youth.

Table 31: Females in DEJ 2015-2018

Year	White	Black	Latino	Asian/PI	Other	Total
2015	2	3	11	1	0	**17**
2016	1	0	10	0	1	**12**
2017	3	1	13	2	0	**19**
2018	2	3	24	0	1	**30**

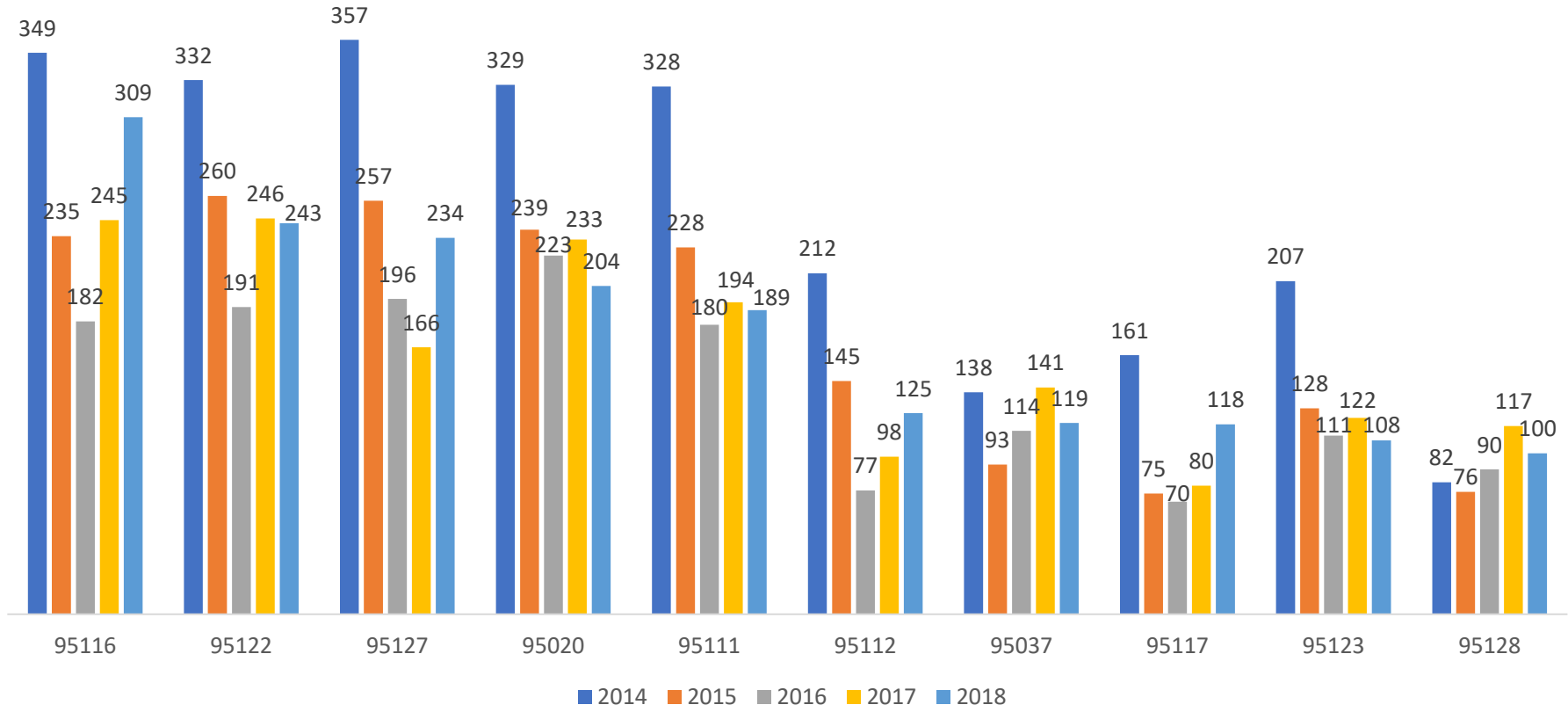
Table 32: Female Placements 2015- 2018

Placements	Year	White	Black	Latino	Asian/PI	Other	Total
JH	2015	1	2	6	1	0	**10**
	2016	0	0	12	0	2	**14**
	2017	0	1	5	1	1	**8**
	2018	1	2	7	1	0	**11**
JRF	2015	1	3	6	0	0	**10**
	2016	3	0	7	0	0	**10**
	2017	1	1	10	0	0	**12**
	2018	1	1	12	0	0	**14**
RH/FH/PIP	2015	1	3	5	0	0	**9**
	2016	4	1	1	0	0	**6**
	2017	0	0	2	0	0	**2**
	2018	0	0	2	0	0	**2**
CYA	2015	0	0	1	0	0	**1**
	2016	0	0	0	0	0	**0**
	2017	0	0	2	0	0	**2**
	2018	0	0	0	0	0	**0**

Appendix C: ARRESTS/CITATIONS BY ZIP CODE 2014-2018

Arrest/citations numbers by ZIP Code are slightly higher for 2018 the San Jose ZIP Codes of 95116, 95127, 95112, and 95117 compared to 2017. The ZIP Codes of 95122, 95020, 95111, 95037, 95123, and 95128 saw a decrease in arrest/citation numbers for 2018 compared to 2017. In 2018, the ZIP Codes with the most arrest/citations are 95116 (n=309), 95122 (n=243), and 95127 (n=234), all in San Jose. In 2017, the ZIP Codes with the most arrest/citations were 95122 (n=246) and 95116 (n=245) both in San Jose, followed by 95020 (Gilroy) coming in third place (n=233).

Figure 51: Arrests/Citations by ZIP Code 2014-2018



Appendix D: TRAINING FOR COMMUNITY BASED ORGANIZATIONS

On February 13, 2019, the Court, with the assistance of Deputy D.A. Carolyn Powell, Deputy P.D. Ashanti Mitchell, ADO attorney Kevin Rudich, and Deputy P.O. Rodolfo Longoria trained approximately 95 community-based organizations' (CBO) participants. The training focused on the law and procedures followed in Juvenile Court. There was special emphasis on how the CBOs can assist the youth and the court.

Sex Offender Treatment Advisory Review Panel (TARP) – Co-Chair

This committee was established in 2012 to review treatment provided to sex offender minors. While initially very active, the protocols have not changed between 2012 and the present day. The group now meets quarterly and reviews the providers and evaluators. As always, finding enough competent treatment providers is a challenge. However, the Committee is particularly glad that treatment is now provided in Spanish. Judge Ryan co-chairs the Committee with Judge Bondonno.

The Competency Overview Committee -- Chair

This is an ongoing committee that reviews competency proceedings as well as the qualifications of those who provide competency reports. With the recent nearly total revision of Welfare and Institutions Code §§ 709 and 712 following the Governor's signing of AB 1214, the Committee is actively revamping procedures to be in compliance with the new legislation. The Committee asked Professor Karen Franklin to present a training for the evaluators on January 30, 2019. That training was well attended. Professor Franklin teaches a competency class at Alliant International University. The Competence Committee is working on shortening the present protocol document. At the same time, the Committee has been reviewing competency procedures used in other counties for best practices.

Forensic Psychological Examiners

The strenuous recruiting for additional psychological examiners performed by Dr. Suh-Wen Yang, Lauren Gavin and Judge Bondonno in 2016, as well as the doubling of the psychological professional fees, resulted in the vast majority of psychological reports being done timely. There were very few delays in obtaining those reports in 2017. However, starting in late 2018, the needs again outstripped the resources. At the present time we are experiencing numerous delays in receiving basic 602 psychologist evaluations, and SUTS (drug and alcohol) evaluations done by Behavioral Health. There is an ongoing series of meetings to resolve this issue. In part, the delays are the result of an increased need for psychological reports resulting from the increased number of serious charges handled by the Juvenile Court post-Proposition 57.

Domestic Violence Court

Department 82 handles the Juvenile Domestic and Family Violence calendar. With the hands-on assistance of trained juvenile probation officers, the Court prescribes a 26-week program operated by the Piece It Together. The program focuses on the power and control issues relating to domestic violence and

family violence and details specific training on how to handle various elements of conflict which arise in day-to day situations. As always, there is a need for more Spanish-speaking and Vietnamese-speaking professionals.

In 2018, with the help of Piece It Together, Probation and LaRon Dennis of the District Attorney's Office, the Court was able to do a lateral study of ten Piece It Together graduates, following them to age 23. The Court was gratified to find that none of the successful graduates of the Piece It Together program had been charged with any new domestic violence or family violence actions. However, the sample, which involved only ten youth, is statistically insignificant. Nevertheless, the Court does believe that the program is of value. The project for the Juvenile Domestic Violence Committee for 2019 is to focus on developing data on the effectiveness of the present programs.

Probation Brown Bags

A brown bag is a casual meeting that occurs during a lunch period. This type of meeting is referred to as a Brown Bag meeting because participants bring their own lunches to the informal gathering where topics are discussed. The Probation Department has hosted Brown Bags in 2017 and 2018. The focus of Probation Brown Bags is an opportunity for funded community programs and probation staff to meet quarterly and share updates. The Research and Development (RaD) Unit staff will share current research in the justice system while focusing on clients' outcomes and program evaluation components. All topics will be applicable to adults and juveniles. RaD Unit staff will present on current evidence-based practices (EBPs) news and or programming as well as general information about EBPs.

Probation Provider Meet and Greet Resource Fair

The Juvenile Probation Division hosts an annual Meet and Greet event for community based providers, probation staff, and system partners to gather in collaboration to better identify services and build familiarity in resources available to justice involved youth and families. This annual event is similar to a resource fair; however, during the Meet and Greet the focus is for all participants to learn more about services, resources, referral processes, and service linkage to build supports and community connectedness for all system involved clients.

Appendix E: JAIS SUPERVISION STRATEGY GROUPS OVERVIEW

The Probation Department utilizes an evidence-based tool called the Juvenile Assessment and Intervention System (JAIS) that weaves together a risk assessment and strengths and needs assessment. As well as analyzing risks and needs, the JAIS incorporates a supervision strategy model and determines the best approach for each youth. Please see table below for more details.

Table 33: JAIS Supervision Strategy Groups Overview

JAIS Supervision Strategy Groups Overview			
Strategy Group	**General Characteristics**	**Why Youth Get in Trouble**	**Intervention Goals**
Selective Intervention (SI)	• Pro-social values • Positive adjustment • Positive Achievements • Good social skills	• External stressors • Internal, neurotic need	• Resolve external stressor • Resolve internal problems • Return to school • Return to appropriate peers and activities
Limit Setting (LS)	• Anti-social values • Prefers to succeed outside the rules/law • Role models operate outside the rules/law • Manipulative, exploitive	• Motivated by power, excitement • Straight life is dull	• Substitute pro-social means to achieve power, money, excitement • Change attitudes and values • Use skills in pro-social ways • Protect the school environment
Environmental Structure (ES)	• Lack of social and survival skills • Poor impulse control • Gullible • Naïve • Poor judgment	• Manipulated by more sophisticated peers • Difficult generalizing from past experiences	• Improve social and survival skills • Increase impulse control • Develop realistic education program • Limit contact with negative peers
Casework/Control (CC)	• Broad-range instability • Chaotic lifestyle • Emotional instability • Multi-drug abuse/addiction • Negative attitudes toward authority	• Positive effort blocked by: *Chaotic lifestyle *Drug/alcohol use *Emotional instability • Unable to commit to long-term change	• Increase stability • Control drug/alcohol abuse • Overcome attitude problems • Foster ability to recognize and correct self-defeating behavior

APPENDIX F: OFFENSE CATEGORIES BY CHARGE DESCRIPTION

The table below highlights some examples of each offense categories' code descriptions, charge descriptions, and offense codes that fall under each offense category.

Table 34: Offense Categories by Code Description, Charge Description, and Offense Code

Offense Categories	Code Description	Charge Description	Offense Code
Drugs, Alcohol Related Offenses	HS11378	Possess Controlled Substance for Sale	Felony
	PC647(F)M	Under the Influence of Drugs/ Alcohol/Controlled Substance	Misdemeanor
	BP25662	Minor Possess Alcohol	Misdemeanor
	HS11357(A)(1)	Under Eighteen Possess Less than 28.5 Grams of Marijuana	Infraction
	HS11357(D)	Possession of Marijuana on School Grounds	Infraction
Felony Crimes Against People	PC211	Robbery	Felony
	PC664/187	Attempted Murder	Felony
	PC245(A)(1)	Assault with a Deadly Weapon or Great Bodily Injury	Felony
	PC215	Carjacking	Felony
	PC288(A)	Lewd or Lascivious Act on a Child Under Fourteen	Felony
Other Crimes	PC4532(B)(1)	Escape Jail/Etc. while Charged/Etc. with a Felony	Felony
	PC148.9	False Name to Peace Officer	Misdemeanor
	PC148	Obstruct Resist Public Officer	Misdemeanor
	VC12500(A)	Driving while Unlicensed	Misdemeanor
	PC182(A)(1)	Conspiracy to Commit Crime	Misdemeanor
Other Crimes Against People	PC242	Battery	Misdemeanor
	PC166(C)(1)	Violation of Court Order Domestic Violence	Misdemeanor

Offense Categories	Code Description	Charge Description	Offense Code
	PC261.5	Unlawful Sexual Intercourse with Minor	Misdemeanor
	PC646.9(A)	Stalking	Misdemeanor
	PC243(E)(1)	Battery on Former Spouse, Fiancé, or Date	Misdemeanor
Property Crimes	PC487	Grand Theft	Felony
	PC459	Burglary: First Degree	Felony
	PC451	Arson	Felony
	VC10851	Driving/Taking Vehicle without Owner's Permission	Felony
	VC20002	Hit and Run/Property Damage	Misdemeanor
	PC647(H)	Prowling	Misdemeanor
	PC488	Petty Theft	Misdemeanor
	PC466	Possession of Burglary Tools	Misdemeanor
	PC602	Trespassing	Misdemeanor
	PC594	Vandalism	Misdemeanor
Return from Other Status/Courtesy Hold/ Other Admit	PC1203.2	Re-arrest/Revoke Probation/Etc.	Misdemeanor
	WI777	Failure to Obey Order of the Juvenile Court	Status
	PC594(A)(B)	For Sentencing Purposes	Status
	WI602	Juvenile Offender (State Specific Offense)	Status
Weapon Crimes	PC245	Assault with a Deadly Weapon (Punishment)	Felony
	PC21310	Possession of a Dirk or Dagger	Felony
	PC25400(A)	Carry Concealed Weapon	Felony
	PC246.3	Willful Discharge of Firearm with Gross Negligence	Felony
	PC21310	Possession of a Dirk or Dagger	Misdemeanor

f

2019

ANNUAL REPORT

Juvenile Justice

Santa Clara County

Helping to Build Positive Futures

“Rather than standing or speaking for children, we need to stand with children speaking for themselves.”

— Sandra Meucci

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SUPERVISING JUDGE'S FOREWORD



CHIEF PROBATION OFFICER'S FOREWORD



2019

ANNUAL REPORT AT A GLANCE

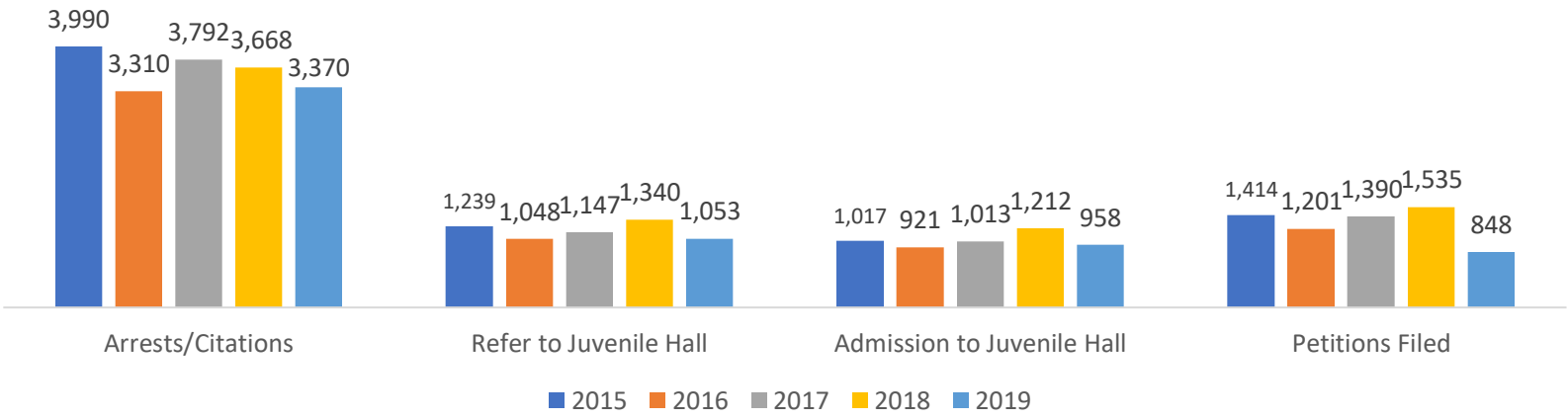
Juvenile Justice
Santa Clara County



Helping to Build Positive Futures

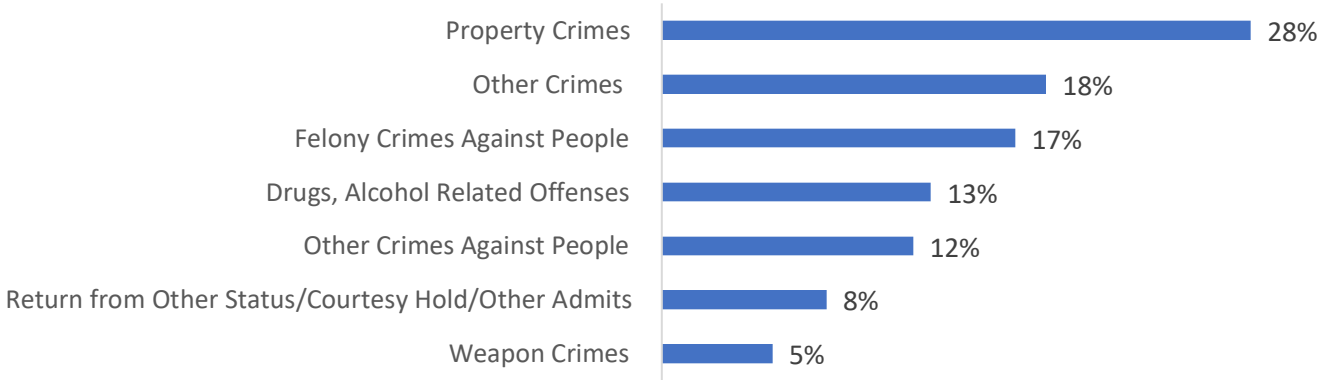
Arrests/citations in 2019 saw a decrease compared to 2018 (eight percent decrease to 3,370). Felony offenses also decreased from 48 percent in 2018 to 39 percent in 2019 (25 percent decrease compared to 2018). Overall, arrests/citations have been declining since 2015.

Juvenile Justice Trends Over Time (duplicated counts of youth)



Property Crimes (which includes felony and misdemeanor offenses) and Other Crimes (e.g., Resist, Delay Obstruct an Officer, Driving While Unlicensed, and Reckless Driving) combined to account for approximately 46 percent of the total 3,370 arrests/citations compared to 49 percent of arrests/citations in 2018.

Duplicated Arrests and Citations by Offense Category 2019



Youth Detentions

1,053 youth (or 31% of all arrests and citations) referred to Juvenile Hall (duplicate count).

958 youth (or 91%) detained (duplicate count). This accounts for a 21% decrease from 2018.

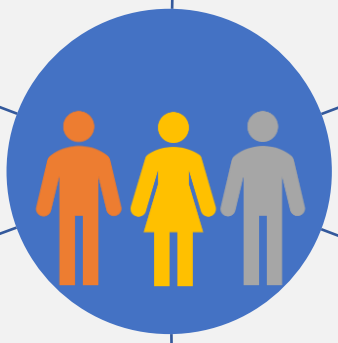
820 detentions (or 78%) held until detention hearing (duplicate count).

About Youth in the Juvenile Justice System

Sex and Age of Youth Arrested
- 75% of youth arrested were male.
- 45% of youth arrested were 15 & 16 years old.
- 35% were 17 years or older.
- 2% were 12 years old and younger.

Behavioral Health
- 35% of girls attempted or thought about committing suicide versus 10% of boys.
- 82% of girls and 62% of boys had significant issues with depression, anxiety, and other emotional factors.

Home Life
- The zip codes where most youth reside include 95020, 95116, 95122, 95037 and 95111.
- Girls had more family history problems (63%) compared to boys (42%)



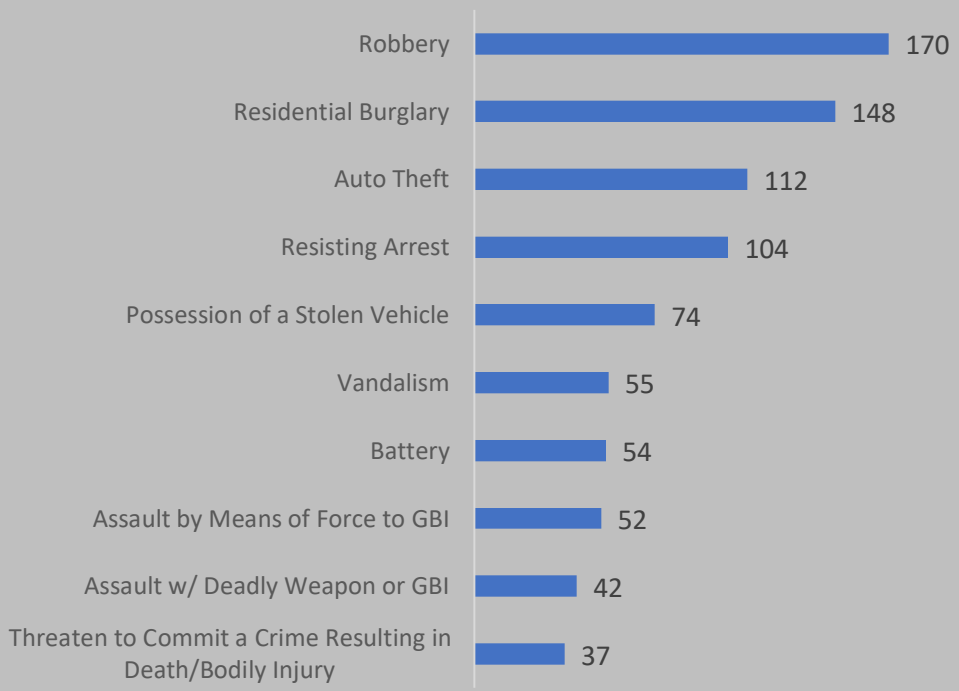
Criminogenic Needs
- Criminal Orientation was similar for boys (27%) and girls (23%).
- Over 75% of boys and girls had anti-social peers (gangs, legal troubles, or both).

Child Abuse and Neglect
- 49% of youth had at least one referral as the alleged victim.
- Girls (43%) self-reported more abuse/neglect and trauma compared to boys (21%).

Education
- School inadequacy was similar for boys 41% and girls 39%.
- Issues due to lack of intellectual capacity (boys 23%, girls 19%) and due to achievement problems (boys 37%, girls 42%).

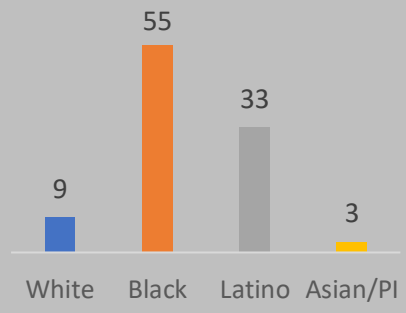
In 2019, arrests/citations decreased as well as petitions filed (n=848; a 45 percent decrease compared to 2018). In 2019, the number of duplicated petitions decreased past levels previously seen in 2016. Of the 848 petitions filed in 2019, the most likely offenses to be petitioned were robbery (170), residential burglary (148), and auto theft (112).

Duplicated Petitions by Top 10 Offense Categories 2019



Disproportionality

Rate of Arrest and Citation per 1,000 youth 2019



In 2019, Black and Latino youth continue to be overrepresented at every decision point in the juvenile justice system.

REPORT BACKGROUND AND METHODLOGY

The County of Santa Clara government serves a diverse, multi-cultural population of 1.9 million residents in Santa Clara County, California, making it more populous than 14 states in the United States. The County provides essential services to its residents, including public health protection, environmental stewardship, medical services through the County of Santa Clara Health System, child and adult protection services, homelessness prevention and solutions, roads, park services, libraries, emergency response to disasters, protection of minority communities and those under threat, access to a fair criminal justice system, and many other public benefits. This report focuses on juvenile justice system in Santa Clara County.

The Santa Clara County Juvenile Justice annual report provides insight into the juvenile justice process by reporting the number of arrests, referrals to the Probation Department, petitions filed, and dispositions for juveniles tried in court, while highlighting various programs and services available to youth and families throughout the juvenile justice system. Additionally, the report focuses on racial and ethnic disparities and sex[1] differences at various decisions points.

Since 2011[2], the Probation Department in Santa Clara County, in strong collaboration with system partners, has developed a Juvenile Justice Annual report as part of the Juvenile Justice Model Courts program. This is not a report of only Probation Department activities, but rather a report of collaborative efforts among the juvenile justice System partners. Throughout the years, this annual report has evolved into a comprehensive source of information that describes the youths' needs and sheds light on the services and programs provided to youth who are part of the juvenile justice system. As a result, the reporting process has enabled information sharing between system partners to evaluate performance and better understand how to improve the outcomes for youth in the County. The information sharing process is done through sharing of aggregate data from each Probation partner and is compiled and added to the report.

The structure of the report is organized into key sections that outline the continuum of care that youth and their families might be involved in through the juvenile justice system:

1. Introduction to Santa Clara County juvenile justice system
2. Innovation and changes to the juvenile justice system in 2019
3. Preventive and community initiatives
4. Youth at entry to the juvenile justice system
5. Factors that lead youth to anti-social behavior
6. Examining disproportionality at key entry points in the system
7. Collaborative juvenile justice interventions



[1] Probation is currently updating how we track Sexual Orientation, Gender Identity, and Gender Expression (SOGIE) measures. Soon, probation will track comprehensive SOGIE measures.

[2] Juvenile Justice Annual Reports: https://www.sccgov.org/sites/probation/reports/Pages/Annual-Reports.aspx

8. Looking ahead to 2020

Throughout this report, we use abbreviations and acronyms to reference programs, services and tools. Appendix J offers a comprehensive list for your reference of all these abbreviations and acronyms. Due to variation in methods and approaches to data collection and reporting by system partners, there may be differing reporting formats. In most cases the annual data reflects the calendar year, unless otherwise specified. For each section of this report, the data source and other relevant information about the data is provided in the footnotes for reference. In addition, this report is not an evaluation of each program or service but has historically been a presentation of the process outcomes and outputs for each area. Due to the magnitude of services in the juvenile system and covered in the annual report, it is not feasible to discuss every program and service at length. For additional Probation reports, please visit the Probation Department website: https://www.sccgov.org/sites/probation/Pages/default.aspx

YOUTH IN SANTA CLARA COUNTY

Over the last two decades, Santa Clara County's youth population (ages 10-17) has changed dramatically. Since 1993 the youth population has increased by 24 percent and there has been a significant increase in the number of youth of color in the County as shown in the U.S. Census categories listed in Table 1.

Table 1: Percentage of Total Youth Population Ages 10-17[3]

Percentage of total youth population	White	Black	Latino	Asian/PI	Native
1993	44%	4%	29%	22%	0.5%
2018	26%	3%	35%	36%	0.3%

The table below shows the greatest change has been in the Asian/Pacific Islander (Asian/PI) population which increased by 102 percent since 1993. During the same period, the Latino youth population has increased by 47 percent to become the largest racial/ethnic population. Meanwhile the White youth population decreased by 27 percent since 1993 and is no longer a majority. Decreases have also occurred in the youth populations of Black youth (-18 percent), and Native American youth (-22 percent). Overall, the youth population in Santa Clara County increased by 24 percent since 1993.

Table 2: Santa Clara County Change in Youth Population Ages 10-17 1993-2018[4]

Population Change 1993-2018	White	Black	Latino	Asian/PI	Native	Total
1993	68,387	6,243	45,567	34,649	753	155,599
2018	50,004	5,129	67,052	70,051	586	192,822

[3] Puzzanchera, C., Sladky, A. and Kang, W. (2019). *Easy Access to Juvenile Populations: 1990-2018.* Retrieved from http://www.ojjdp.gov/ojstatbb/ezapop/

[4] 2018 is the most recent year for which population estimates are available.

Percent Change 1993-2018	-27%	-18%	47%	102%	-22%	24%

WHAT IS JUVENILE PROBATION?

Probation is an opportunity for youth to remain at home, when possible, under supervision of the Court and the Probation Department while receiving services to address their needs. Services vary by type and level of intensity depending on many factors. In some cases, youth may be detained at Juvenile Hall or ordered to the Juvenile Rehabilitation Facility William F. James Ranch (Ranch) or another placement depending upon their offense(s) and needs. A youth may be ordered to follow certain conditions set forth by the court, often under the supervision of a probation officer. In Santa Clara County (County), a thorough assessment is completed to determine a youth's intervention level. The intervention level is determined after an evaluation of a variety of factors such as offense, age, areas of need (such as mental health, substance use, pro-social activities, family therapy, etc.), risk of reoffending and other factors. Appendix A describes some of the key decision points within the juvenile justice system. At each of these points, one or more justice system stakeholders has decision-making power over the trajectory of a youth's case. These stakeholders strive to stay informed of the most current best practices for working with families and communities.

JUVENILE JUSTICE WORK GROUPS AND SUBCOMMITTEES

The Juvenile Justice Systems Collaborative (JJSC) was established by resolution of the Board of Supervisors on June 3, 2008, after several years of juvenile detention reform efforts, and has been extended through June 30, 2023. The JJSC provides a channel for system partners to work together in the best interest of the youth in the juvenile justice system, while preventing or reducing the unnecessary detention of youth. The JJSC works with other juvenile justice bodies to maximize resource efficiency and avoid duplication of efforts. The JJSC addresses the issue of disproportionate minority representation in the juvenile justice system through constant examination of decision points through a race equity lens. The JJSC is committed to upholding racial equity and combatting racism in all its forms throughout the youth justice system.

The JJSC has two workgroups and Probation mainly participates in the Race Equity in Justice Systems (REJS) workgroup, which has several subcommittees that focus on how youth of color are impacted by the decisions made at various points in the justice system. The Race Equity through Prevention (REP) workgroup has focused their efforts on reducing the suspension and expulsion of youth of color in the schools, as well as improving community engagement and school engagement practices on individual campuses throughout Santa Clara County. The JJSC meets quarterly, while the workgroups and their subcommittees meet monthly or as needed. For more information on the JJSC work groups and subcommittees please visit: https://www.sccgov.org/sites/occ/jjsc/Pages/home.aspx. Appendix G also provides information on the JJSC work groups and subcommittees.

INNOVATIONS AND COLLABORATIONS IN 2019

Santa Clara County prides itself on collaborative efforts to provide best practices and programs to youth in the juvenile justice system. This section of the report highlights innovations and collaborations which are improving the services offered to youth and families in Santa Clara County within a juvenile justice scope.

JUSTICE ED PROGRAM

Since August 2018 the Justice Ed. Program, previously named the Education Liaisons Program, has been supporting juvenile justice involved youth in identifying and supporting an Education Champion in the life of Probation involved youth. The goal is for juvenile justice involved youth to have an advocate supporting them as they navigate the education system, and beyond Probation system involvement. The Justice Ed. Program remains consistently staffed by one Program Manager and three Education Liaisons from the National Center for Youth Law. From January 2019 to December 2019, the Probation Department's Education Services Unit received a total 276 referrals for education services. In 2019 the Justice Ed. Program received 86 referrals to provide service and support to juvenile justice system involved students and families throughout Santa Clara County.

MULTI-DISCIPLINARY APPROACH TO ASSISTING HIGH-RISK YOUTH

In October of 2019, the Probation Department, County of Santa Clara Behavioral Health Services Department (BHSD) and the Department of Family and Children's Services, (DFCS) collaborated to provide immediate stabilization to the Receiving, Assessment, and Intake Center (RAIC). The RAIC provides temporary respite care for children entering the dependency system following removal from their families, or when they are in between long-term placements. Most of the youth in the dependency system are placed with relatives or a foster family in less than 24 hours, and many never enter the RAIC. However, it has become increasingly difficult to place certain youth due to the State of California's Continuum of Care Reform (CCR), limited options for older youth with challenging behavioral or special needs, and the limited number of foster care homes in the County of Santa Clara.

DFCS, BHSD, and Probation partnered and strategized to better serve children in the County's care. Leaders from the respective agencies developed a comprehensive plan to address the significant challenges at the RAIC and to pursue multiple opportunities to improve the County's system of care for youth in the child welfare system. The goal of the collaboration is not simply to increase overall placement resources, but rather to ensure that the system operates around the value of planned permanency for all youth in the child welfare system.

Through these efforts, there has been a dramatically reduced number of children who enter the RAIC. This was due in part to establishing an alternative, temporary assessment and intake location for young children without prior contact with the foster care system. Also, an intensified and accelerated focus on family finding/placement for any youth taken to the RAIC helped to reduce the numbers. Through this collaboration between county departments, appropriate placements were found by leveraging resources.

Working in this cross-systems manner has allowed for learning and strategizing on setting management. Benefits of this approach included:

- Onsite Managers from all departments provided immediate support
- On-Call Extra Support "staffing to acuity" on each shift
- Planning for and welcoming any new youth admitted to the RAIC by all departments allowing for clearer expectations and to ensure safety
- Improved security
- Daily huddles where all departments shared information to manage the environment at the RAIC.
- Weekly client specific care coordination meetings that included all partners to ensure consistency in several areas such as the information received about the youth, strengths, concerns, how to address behaviors, educational barriers, etc.
- Weekly Manager meetings to ensure consistency across all departments and to discuss improvements needed and ensure follow-up items were completed.

VERA INSTITUTE AND SANTA CLARA COUNTY COLLABORATION

The Vera Institute of Justice (Vera) worked closely with the Gender Responsive Taskforce (GRTF) to introduce their technical assistance to Santa Clara County (SCC) to end the incarceration of girls and gender expansive youth on the girls' side of the juvenile justice system. They worked with government and community stakeholders to complete a comprehensive diagnostic assessment to identify the root causes of girls' incarceration and to map girls' pathways from child welfare, education, and health systems into the justice system. In conducting the assessment, Vera analyzed administrative data provided by the Probation Department and Judiciary and, in collaboration with researchers from New York University, completed an extensive analysis of 70 case files (only after proper confidentiality and agreements were entered into) that pertained to justice impacted girls and transgender/gender non-conforming (TGNC) youth. Areas examined included: race/ethnicity; age; home zip code; court proceedings, including Deferred Entry of Judgement (DEJ), Electronic Monitoring Program (EMP), and violations of probation; Sexual Orientation, Gender Identity, and Gender Expression (SOGIE); education; mental health; physical and sexual abuse; intergenerational system involvement; homelessness and housing instability; and gang involvement. To supplement findings from the administrative data and case file review, Vera engaged over 100 stakeholders, including agency leaders, agency staff, community providers, advocates, and justice-involved young people in a series of interviews and focus groups. As part of this engagement, they facilitated two deep dive sessions with stakeholders, including community-based organizations, court actors, and providers, to identify local pathways for justice impacted girls and TGNC youth that lead them to engage with the stakeholders and discuss system gaps. In addition, Vera participated in a conference that was hosted by the Superior Court Juvenile Division on successful interventions nationally to balance public safety and restorative justice. Toward the end of 2019, Vera presented their findings from the assessment and recommendations on the ways in which systems can be aligned to get to zero incarceration.

INDEPENDENT STUDIES PROGRAM

With the elimination of the Juvenile Traffic Court in 2016, our goal has been to prioritize reengaging chronically absent youth to return to school and complete their high school diploma. During the 2017-18 school year the District Attorney, the County Office of Education and the Department of Behavioral Health collaborated to develop a new Independent Study Program for chronically absent youth that focuses on the social emotional support, academic credit recovery, credit acceleration, expressive arts, and post-secondary planning. During the 2018-19 school year the new Independent Study Program enrolled 68 youth, graduated four students from high school, with an average daily attendance rate of 88 percent. This academic year (2019-20) the program has grown to enrolling over 100 youth during the year, graduated eight youth to date, while maintaining attendance rates above 88 percent. Students are referred to the Independent Study Program by their home school districts. There is a growing interest in serving students in the Independent Study program due to the flexibility and quality of the personalized educational program provided. Within the program there is academic counseling, post-secondary educational planning, social emotional support, expressive arts, and work experience. The program will be expanding in 2020-21 to include a South County and North County location. These satellite locations will offer additional flexibility for students and strengthen our response to student needs with the county.

JAMES RANCH CULINARY INSTITUTE

The James Ranch, County Office of Education Blue Ridge School, Culinary Arts Program begun in July 2019 and allows youth to participate in learning about the chemistry of cooking, nutritional facts and guidelines, as well as earn food and safety handling certification. The program has been implemented in several phases to accommodate the construction of a new kitchen facility and transition the youth from the classroom setting and into the kitchen previously used by the James Ranch Cooks and Food Service Workers.

Beginning in phase one, the Culinary Arts Program began utilizing the James Ranch Cafeteria enclaves to host hands on cooking instruction, which includes student safety and food preparation. As the youth grow their skills, the program will transition into phase two, which involves preparing the kitchen area for student use, develop routines for student safety and food handling and begin experimenting with various ingredients promoting farm to table initiatives. Further, the County Office of Education is working to offer apprenticeship classes, with support from our educational partners at Mission College, to allow youth an opportunity to secure work in the food industry upon completion of the James Ranch Program. Once the Culinary Arts Program has full occupancy of the old kitchen facilities; the program will naturally progress into phase three. Phase three is an ambitious program that includes student hosted events and fundraising activities for various community philanthropies.

UPCOMING NEW PROBATION CASE MANAGEMENT SYSTEM

The Probation Records Information System Manager (PRISM) project will replace the current Adult and Juvenile Case Management System, SHARKS (Supervision High-Tech Automated Record Keeping System), JAS (Juvenile Automation System), and JRS (Juvenile Record system), respectively. The new Case Management System (CMS) will integrate service model and workflow enhancements, provide increased data sharing capabilities between Justice Partners and Law Enforcement Agencies (LEAs), and improve the end-user experience for Probation staff. The PRISM project continues to make great strides in the development and integration of PRISM and the Juvenile Institutions Management System (JIMS). This integrated platform will enhance and automate much of the Probation services workflow. The PRISM solution will include components and processes which will add greater functionality and management of data throughout the agency. PRISM is on schedule to launch in late 2020.

NEW LAWS IN 2019

The following section highlights changes in legislation which took place in 2019 and influenced juvenile justice systems in Santa Clara County.

SB439: UNDER 12 PROTOCOL

On September 30th, 2018, California Governor Jerry Brown signed a historic piece of legislation ending the prosecution of children under 12 in juvenile court. Senate Bill (SB) 439, authored by Senator Holly J. Mitchell, established, for the first time, a minimum age for the jurisdiction of juvenile courts in California. There are only five (5) crimes for which a youth under 12 may still be petitioned in court: (1) murder; (2) rape by force, violence, duress, menace or fear; (3) sodomy by force, violence, duress, menace or fear; (4) oral copulation by force, violence, duress, menace or fear; or (5) sexual penetration by force, violence, duress, menace, or fear.

Beginning January 1, 2019, counties will no longer be permitted to process children under 12 through the juvenile justice system. Instead, families and school staff are entrusted to respond to behaviors with age-appropriate consequences rather than refer the children to the probation department. For the small number of children whose behaviors indicate a higher level of need and care, each county must provide support through existing programs and agencies, including community-based organizations and behavioral health or child welfare systems. In 2019, counties may also leverage funding through the Youth Reinvestment Grant program, which will provide nearly $40 million for youth diversion from the justice system.

In Santa Clara County, juvenile justice stakeholders were able to develop and present a protocol that has since been adopted by the Santa Clara County Police Chief's Association. This protocol serves to assist police officers in the field with respect to how to respond to encounters with children under the age of 12 considering this new law. Juvenile justice stakeholders are now focusing their efforts on developing a more robust resource guide and potential referral service, outlining available school-, health-, and community-based services.

AB1214: JUVENILE COMPETENCY

Effective January 1, 2019, AB1214 amended Welfare and Institutions Code (WIC) 709, known as the juvenile competency statute, and established timelines and processes relating to the determination of competency in juvenile court proceedings and the evaluation and delivery of remediation services. Previously, there were operational ambiguities among juvenile justice practitioners for which this law seeks to provide additional guidance. Some significant changes include that misdemeanor-only petitions must be dismissed if the youth is not competent, and if a youth cannot be remediated within six months from the finding of incompetence, the court must dismiss a petition. The total remediation period shall not exceed one year from the finding of incompetency, and secure confinement for any youth found to lack competence is limited to six months from the finding of incompetence for non-WIC 707(b) offenses absent special findings, and 18 months for WIC 707(b) offenses. The new law also requires experts appointed to evaluate youth to consult with the youth's counsel, be proficient in the language preferred by the youth if feasible or employ the services of a certified interpreter and use assessment tools that are linguistically and culturally appropriate for the youth. Finally, for youth under the age of 14, the court must first determine the youth's capacity pursuant to Penal Code 26 prior to deciding the issue of competency.

Effective on January 1, 2020, the Judicial Council also adopted new rules of court identifying the training and experience needed for an expert to be competent in forensic evaluations of juveniles, as other rules for the implementation of the other requirements with respect to experts.

SB1391: UPDATE ELIMINATION OF ADULT COURT PROSECUTIONS OF 14 AND 15-YEAR-OLD YOUTH

Senate Bill 1391, which amended Welfare & Institutions Code 707, eliminated adult court prosecutions of 14 and 15-year-old youth and was signed into law in September of 2018 by Governor Jerry Brown. The law went into on effect January 1, 2019. Currently, the constitutionality of SB 1391 is uncertain. Prosecutors throughout the state challenged its constitutionality, and while most courts have upheld its constitutionality, a few have not. Given the disagreement at the appellate level, the California Supreme Court has granted review and is expected to issue a ruling sometime in 2020.

FUTURE LEGISLATIVE CHANGES TO THE JUVENILE JUSTICE SYSTEM

This section of the report focuses on legislative changes which will greatly affect youth in the juvenile justice system. For this report, major reforms and programmatic changes are highlighted for which a great impact is expected within Santa Clara County.

SB485 - DRIVER'S LICENSE RESTRICTIONS

The law restricts the court's authority to revoke, restrict or order the DMV to delay the driving privilege of youth who suffered a sustained offense for certain crimes such as vandalism or other non-driving offenses. The law applies to DMV or court license determinations made on or after January 1, 2020.

SB 419 - STUDENT DISCIPLINE: SUSPENSIONS WILLFUL DEFIANCE

In September of 2019, Gov. Gavin Newsom signed Senate Bill 419 into law, designed to keep children in schools by eliminating "willful defiance" suspensions in grades 4-5 and banning them in grades 6-8 for five years. Willful defiance suspensions are a highly subjective category of suspensions which can include a student not removing a hat or hoodie in class. Research has shown that willful defiance suspensions have been disproportionately used to discipline students of color, LGBTQ students, and students with disabilities. Current law prohibits suspension of a pupil grades K-3, or recommended expulsion for pupils in grades 1-12, for disrupting school activities or otherwise willfully defying the authority of school personnel. This law extends theses protections to include students in charter schools. This law received bipartisan support and is effective on July 1, 2020.

SB 384 - SEX TIERED REGISTRATION

California law requires youth to register as sex offenders only if they have been committed to the state's juvenile facility, commonly known as DJJ (the Division of Juvenile Justice) for specified sex offenses. SB 384 will transition California's lifetime sex offender registration scheme to a tier-based scheme -- establishing three tiers of registration for adult registrants for periods of 10 years, 20 years, and life, and two tiers of registration for juvenile registrants for periods of five years and 10 years. This new law requires the registrant to petition the superior court or juvenile court for termination of their sex offender registration requirement at the expiration of their mandated minimum registration period. Based on criteria listed in SB 384, the court will either grant or deny the petition. Beginning on January 1, 2021, the CA DOJ will designate tiers for registrants. Beginning on July 1, 2021, registrants who meet the mandated minimum requirements may petition for termination of their sex offender registration requirement in the superior court or juvenile court in the county in which they reside.

PREVENTIVE AND COMMUNITY INITIATIVES

The Probation Department in collaboration with system partners focuses on implementing preventative and community initiatives which emphasize reducing the likelihood of youth penetrating deeper into the juvenile justice system.

YOUTH ADVISORY COUNCIL (YAC)

Members of the Probation Department's Youth Advisory Council (YAC) serve as Justice Consultants and work collaboratively with system partners to inform and enhance current Juvenile Justice related

processes, policies, and practices. Consultants also have opportunities to participate in monthly community meetings and commissions, and to conduct presentations. Some examples include:

- The YAC facilitated a focus group on behalf of the Probation Department, the W. Haywood Burns Institute and Fresh Lifelines for Youth (FLY), to discuss the experiences of youth who participated in the Deferred Entry of Judgement (DEJ) Program;
- The YAC participated in a focus group with the Youth Law Center to discuss the best ways to support Transition Aged Youth (TAY);
- The YAC also participated in a focus group with Tipping Point Community (T-Lab) to give input on the new Young Adult-DEJ program in Juvenile Hall;
- The YAC facilitated focus groups at Mt. Pleasant High School to gather data from students regarding the school's discipline policies; and
- The YAC was invited to provide input on the work being done within the Juvenile Justice Systems Collaborative (JJSC) subcommittees, Juvenile Justice Commission (JJC), Mayor's Gang Prevention Task Force (MGPTF) - Community Engagement Subcommittee and the Juvenile Court Aligned Action Network (JCAAN).

Furthermore, the YAC members worked diligently to create an orientation for youth and families who have recently entered the Juvenile Justice System. The orientation has been named Redemption, Education and Purpose (REP) after contributions by three founding members who participated while in-custody. This orientation is designed to communicate Probation expectations, improve understanding, and share possible consequences to youth and their caregivers. Overall, the goal is to support system involved youth in making better decisions through support from young adults who have experienced being involved in the system themselves.



SOUTH COUNTY YOUTH TASK FORCE (SCYTF)

In January 2012, the City of Gilroy, the City of Morgan Hill, Gilroy and Morgan Hill Unified School Districts, local community-based agencies and the County of Santa Clara Board of Supervisors met and created the South County Youth Task Force (SCYTF) to address the effects of violence and gangs on the youth in the South County communities. Chaired by County Supervisor Mike Wasserman, the Task Force has brought together a collaborative of local government, law enforcement, schools, and community-based agencies, and resident voice through a thorough community engagement process to provide positive opportunities

for youth and their families. The 2017-2020 Strategic Plan stems from a second community engagement process and can be found on the taskforce website: https://www.scytf.org/.

NEIGHBORHOOD SAFETY/SERVICES UNIT (NSU)

The Neighborhood Safety/Services Unit (NSU) is a unique unit within the Probation Department. The core components of the NSU include community engagement, leadership development, and violence prevention programming through pro-social activities/services (see figure below).

Figure 1: Core Components of NSU



Community Impact in ZIP Code 95122

- **Preventing Violence in the Valley Palms Community**: NSU supported the Valley Palms Unidos with their three key priorities for preventing violence: 1) Increased economic opportunities; 2) Access to safe spaces; and 3) Exercising decision-making power. Collaborative efforts in these specific areas have led to creating opportunities to compensate neighborhood leaders for sharing their time and knowledge; the resident-run VPU monthly food distribution in partnership with Second Harvest of Silicon Valley which resulted in the distribution of 226,884 pounds of food; and an increase in activating Family Resource Centers in the community.
- **Resident Advocacy and Improvements to the Valley Palms Apartment Community –** NSU supported collaborative efforts between Valley Palms Unidos and the City of San Jose to improve living conditions in the Valley Palms Apartment Complex including improvements to the individual units, a new synthetic soccer field, and equitable access to the Family Resource Center. Residents advocated for their community and expressed their concerns related to the conditions in the Valley Palms Apartment Community. Ultimately, all the residents' requests were included in the regulatory agreement required for the Valley Palms Apartment Complex owner to receive bond funding for property improvements, valued at $15.1 million.

Community Impact in ZIP Code 95020

- **San Ysidro Park Activation –** NSU continued to support programs and activities at San Ysidro Park in East Gilroy. Throughout the year, the community calendar included weekly activities such as paint art classes, cooking classes, life skills classes, and community Cafecito meetings. NSU also supported several community events at San Ysidro including Party in the Park in June, Outdoor

Family Movie Night in celebration of Mexican Heritage month in September, Spirits Night in October, a Thanksgiving Potluck in November, and Holiday Posada in December.

Community Impact in ZIP Code 95020 and 95122

- **Data Collection and Measuring Impact –** NSU utilizes various tools on a monthly and quarterly basis to collect performance measures, including but not limited to, clients served, consistency of services, and financial performance. The data is compiled into dashboards which serve as valuable tools to understand service delivery and the effectiveness of the programs and services provided. In addition, the Community Safety Survey was conducted from June through November 2019 to help gauge the community's perception of safety, cohesion, and collective efficacy. Moving forward, NSU is working with Applied Survey Research to design and implement pre- and post-surveys to further understand the impact of NSU's work in the community.
- **School-Based Collaborative Work –** NSU partnered with three elementary schools: Katherine Smith Elementary School in East San Jose and Eliot Elementary School and Glen View Elementary School in East Gilroy. NSU's Probation Community Workers supported the development and implementation of Violence Prevention Plans at each school which compliment both the Multi-Tiered System of Supports (MTSS) and Positive Behavioral Interventions and Supports (PBIS) framework. As a result of this collaborative effort, Eliot Elementary School was awarded the highest standard of "Platinum PBIS Implementation" in California.

YOUTH AT ENTRY TO THE JUVENILE JUSTICE SYSTEM

This report section shares information on how youth enter the system including arrests, type of offenses, demographics, where they live, and how arrests become petitions.

Arrests and citations mark the initial point of contact a youth has with the juvenile justice system. In Santa Clara County, this includes both paper tickets (citations, summons to appear, etc.) and physical arrests. In 2019 there were 3,370 arrests/citations[5] of 2,355 unduplicated youth. Of those, approximately 1,052 arrests/citations (31 percent) were accepted by the Prevention and Early Intervention (PEI) Unit. Thus, 31 percent of all arrests/citations (1,052 cases) were lower level offenses or first-time juveniles handled through diversionary programs which is an increase of five percent from 2018 in the number of referrals handled by PEI.

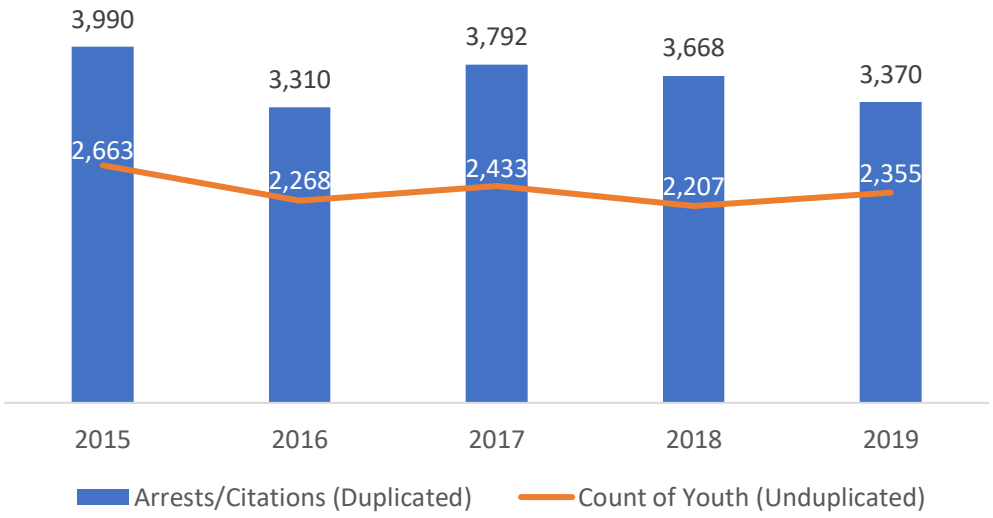
It is important to note once a youth is arrested, they may accrue additional charges from offenses that took place prior to their apprehension by law enforcement. These matches to previous crimes are often made once a youth has been fingerprinted and these open cases become attributed to them once they become known to the criminal justice system. This means that although arrests/citations are for 2019, not all offenses for each arrest/citation may have occurred in 2019. Offense dates for arrests/citations for

[5] This is a count of arrests/citations, not of individual youth. For example, a single young person may have been arrested or cited multiple times during the year. Each of their arrests/citations is included in the total of 3,370.

2019 range from 2011-2019[6]; therefore, multiple youth had offense dates within the same year to eight years before their arrest/citation date. There were 198 arrests/citations that took place prior to 2018, which account for six percent. Most of these offenses were sex offenses, it is common for victims to report these crimes years after they occur due to trauma and fear.

In line with national trends, the number of juvenile arrests in Santa Clara County has declined in recent years. Multiple factors may be contributing to the reduction, including progressive juvenile reform efforts throughout the County with a specific focus on community and school based and prevention-oriented programs and services. In 2019, juvenile arrest/citation numbers show an eight percent decrease in youth arrests/citations in comparison to 2018 and highlights an overall declining trend in arrests/citations since 2015. The figure below breaks down youth arrests/citations by count of arrests/citations and count of youth arrested/cited from 2015-2019.

Figure 2: Duplicated Arrests and Citations by Unduplicated Count of Youth 2015-2019



YOUTH ARRESTS/CITATIONS

This section highlights trends in offense categories[7] and offense classification for all arrests/citations in 2019. Property Crimes involve felonies, misdemeanors, and infractions (e.g., arson, petty theft, and vandalism). The more serious (felony) property crimes (e.g., burglary: first degree and grand theft) and felony crimes against people (e.g., robbery and carjacking) combined to account for approximately 33 percent of the total 3,370 arrests/citations (n=1,098).

[6] There was one outlier that was removed due to a data entry error.

[7] Appendix F breaks down some examples of charge codes, charge descriptions, and offense classifications by offense category.

Property crimes[8] decreased by five percent for overall juvenile offenses in 2019, compared to 2018, and accounted for 28 percent of total arrests/citations in 2019. Other Crimes (e.g., resisting arrest, driving while unlicensed and conspiracy to commit a crime) increased from 16 percent in 2018 to 18 percent of total arrests/citations in 2019. Felony Crimes Against People decreased from 18 percent in 2018 to 17 percent of total arrests/citations in 2019. Arrests/citations for drug/alcohol related offenses in 2019 accounted for 13 percent of all arrests/citations. Arrests/citations for violations of probation and courtesy holds increased by one percent in 2019 and accounted for eight percent of all arrests/citations. Arrests/citations for weapon crimes decreased by one percent when comparing 2018 to 2019.

Figure 3: Duplicated Arrests and Citations by Offense Category 2019

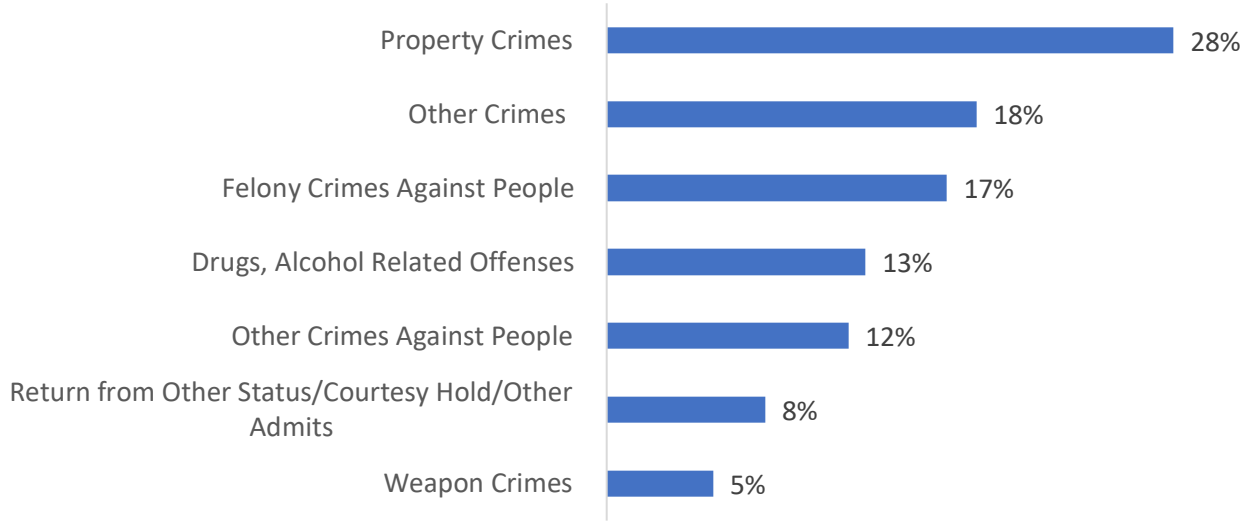
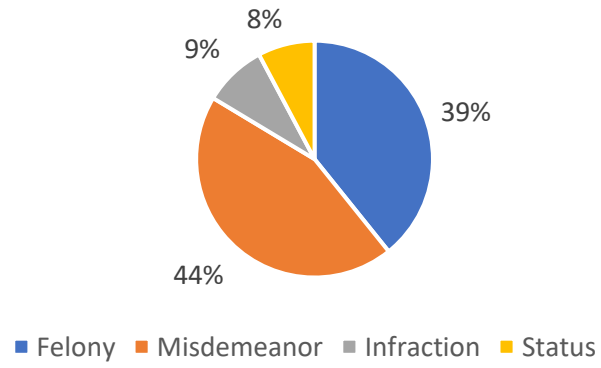


Figure 4: Duplicate Offense Classifications



Offense classification data also indicate the nature of offenses committed by youth in Santa Clara County. In 2019 infractions, status offenses and misdemeanors combined to account for 61 percent (n=2,048) of arrests/citations while more serious felony offenses accounted for the remaining 39 percent (n=1,322).

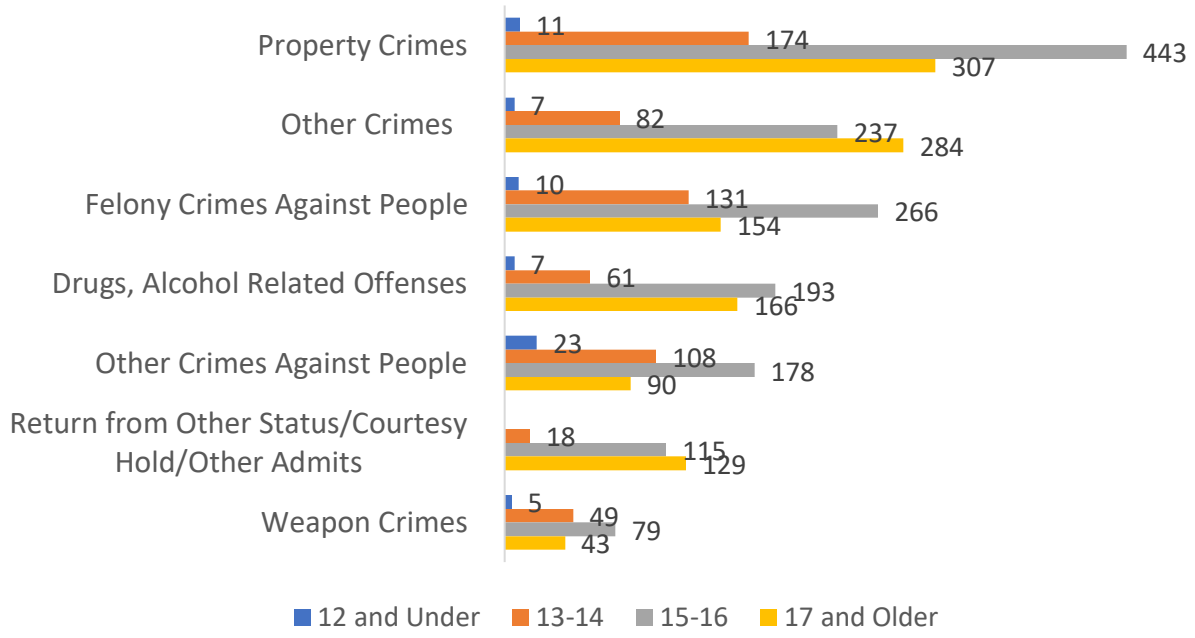
2019 shows an overall decrease in the number of arrests/citations when compared to 2018. The number of felony offenses also decreased from 48 percent in 2018 to 39 percent in 2019.

[8] In 2013, Probation moved Burglary in the First Degree from Felony Crimes against People to Property Crimes for purposes of categorization.

Demographics of Youth Arrested/Cited

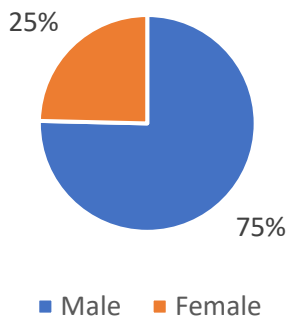
In 2019, 45 percent (n=1,511) of youth arrested/cited were youth 15 or 16 years old, and 35 percent (n=1,173) were youth aged 17 years or older. Percentages are very consistent when comparing with 2018. Two percent (n=63) of arrests/citations were of youth aged 12 years or younger by comparison in 2018 three percent of arrests/citations were of youth 12 or younger.[9] Twenty-nine percent of youth aged 15-16 years old were arrested/cited from property crimes (n=443). Property Crimes was also the largest proportion of arrests/citations for youth aged 17 and older (26 percent, n=307). Property crimes includes felonies, misdemeanors, and infractions.

Figure 5: Age of Duplicated Youth Arrested/Cited by Offense Category



[9] The County of Santa Clara has collaboratively worked to be in compliance with SB439 which set the minimum age of prosecution in California at twelve (12) in September 2018.

Figure 6: Sex of Duplicated Youth Arrested/Cited 2019



Of youth arrested/cited in 2019, 75 percent (n=2,540) were male and 25 percent (n=830) were female. Across all crime categories, female youth accounted for fewer arrests compared to male youth. In 2019, females accounted for 25 percent (n=830) of all arrests/citations an increase in comparison to 2018 where females made up 22 percent (n=825) of all youth arrested/cited. Of the 830 females arrested/cited in 2019, 67 percent were for misdemeanor, status and infraction offenses (n=558).

Where Do Youth Arrested or Cited Live?

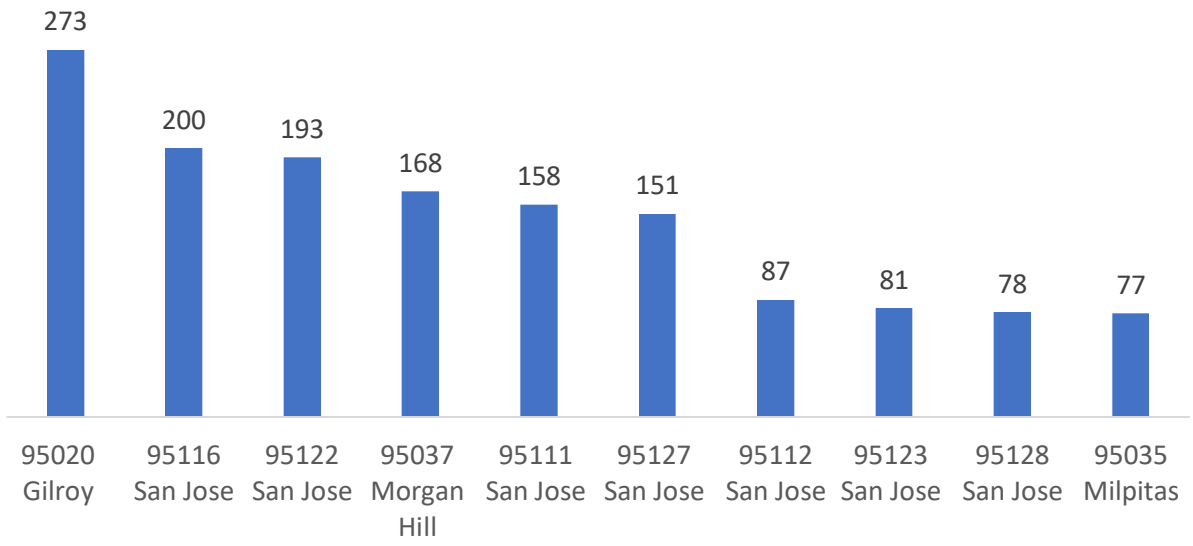
Analyzing the home address information of youth arrested or cited in Santa Clara County helps to determine the neighborhoods in which youth live. This allows stakeholders to understand whether there are relevant resources in the right areas and to identify opportunities to collaborate with community partners to develop or provide support to youth and their families. In 2019, the highest number of arrests and citations in a single Santa Clara County ZIP code were of youth who lived in Gilroy ZIP code 95020[10] (eight percent), followed by San Jose ZIP code 95116 (six percent) in Mayfair North. In 2019, the 95020 ZIP code moved from fourth to first place. The San Jose ZIP Code of 95116 which was previously the highest ZIP Code for arrests/citations in 2018 moved to second place in 2019. The East San Jose ZIP code of 95127 moved from third place in 2018 to sixth place in 2019 showing a reduction in the number of arrests/citations. The Valley Palms ZIP code of 95122 also showed a reduction in arrests/citations moving from second place in 2018 to third place in 2019. These are some positive outcomes outlining some of the collaborative work taking place in these neighborhoods. The Morgan Hill (95037) and Downtown San Jose ZIP code of 95111 each accounted for five percent of all arrests and citations, respectively. Youth who live outside of Santa Clara County accounted for nine percent of all arrests and citations, which is the highest group when compared to Santa Clara County ZIP codes (n=289). Any youth who resides outside of Santa Clara County is counted as part of the out of county total. Breaking down the top out of county ZIP Codes, 95023 (Hollister) had 13 arrests/citations, followed by 93635 (Los Banos) with 11 arrests/citations. All other out of county ZIP Codes had ten or fewer arrests/citations in 2019, which shows there is no specific ZIP code covering the majority of out of county arrests/citations.

Since 2018, the number of arrests and citations decreased in eight out of ten of the top ZIP codes. For example, in the San Jose ZIP codes of 95116 and 95127, arrests and citations decreased by 35 percent compared to 2018. In the San Jose 95112 ZIP code, arrests and citations decreased by 30 percent and in

[10] For a more information on arrests/citations trends for Gilroy, Morgan Hill, and San Martin South County ZIP Codes please see Appendix D.

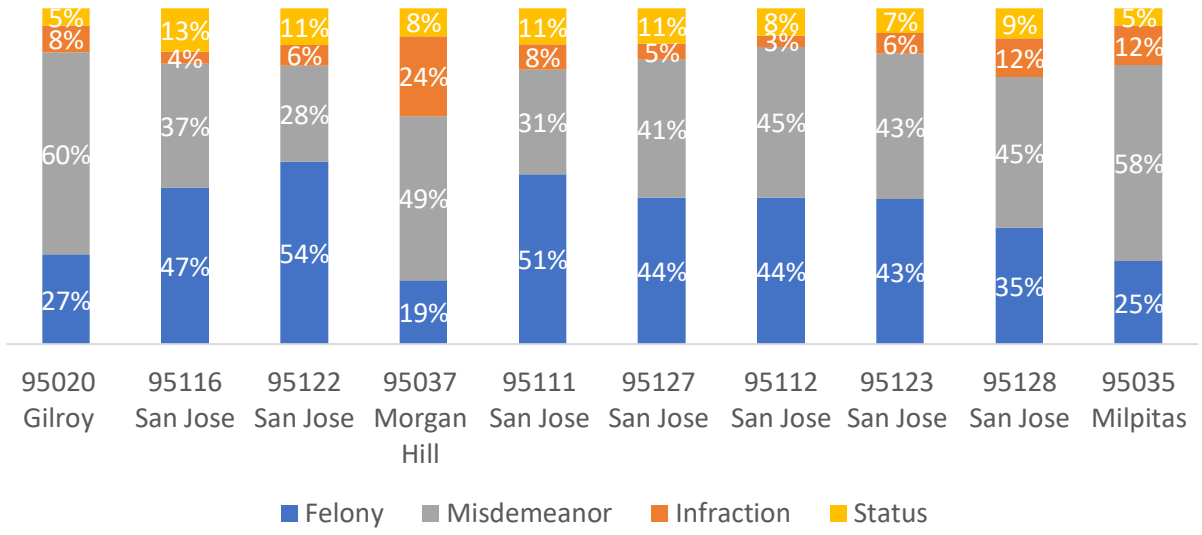
the San Jose 95123 ZIP code they fell by 25 percent. In contrast, arrest and citations of youth who live in Gilroy 95020 increased by 34 percent (273 arrests or citations). The Morgan Hill ZIP code of 95037 also saw an increase in arrests/citations compared to 2018 of 41 percent (168 arrests/citations). The out of county youth also had an increase in arrests and citations for 2019 of seven percent compared to 2018 (n=289 arrests/citations).

Figure 7: Santa Clara County Top Ten ZIP Codes for Duplicated Arrests/Citations 2018



The figure below shows how offense classifications vary among the top ten ZIP codes. For example, the proportion of arrests/citations for misdemeanor offenses in Gilroy (60 percent) is higher than in the 95116 ZIP code (37 percent). In contrast, 95122 and 95111 have the highest proportions of felony arrests (54 and 51 percent, respectively). ZIP code 95116 (Mayfair North) decreased the number of felonies from 60 percent in 2018 to 47 percent in 2019 and ZIP code 95122 (Valley Palms) went from 60 percent of felonies in 2018 to 54 percent in 2019. Morgan Hill (95037) also saw a decrease in number of felonies from 39 percent in 2018 to 19 percent in 2019. This shows a decrease in severity for the arrests/citations taking place in these areas. Overall, most ZIP codes saw a decrease in the number of felonies reported in 2019 when comparing to 2018. This provides us with some insight into areas of focus for prevention and intervention services and programs that could be deployed.

Figure 8: Santa Clara County Duplicated Offense Classification for Top Ten ZIP codes



Moving from Arrest/Citation to a Petition

A law enforcement officer, who is arresting a youth in Santa Clara County, has the discretion to bring the youth to Juvenile Hall to be booked and admitted or to cite and release the youth to the care of the parent/legal guardian. The arresting officer makes the determination based on a countywide juvenile booking protocol, the police officer may decide to bring a youth to Juvenile Hall or cite and release them. If cited, the citation is sent to the Juvenile Services Division of the Probation Department. When a law enforcement agency cites a youth for any crime, the citation is sent to the Juvenile Services Division of the Probation Department.

Upon receipt of the citation or in-custody notification, a probation officer determines whether the citation must be reviewed by the District Attorney's Office for a decision regarding whether to file a petition or whether the case can and should be handled informally by Probation. Which offenses mandate a referral to the District Attorney's Office are outlined in section 653.5 of the Welfare and Institutions Code (WIC). Any youth over the age of 14 with a felony charge, a second felony for a youth under the age of 14, or any violent felony listed under WIC Section 707(b), requires review by the District Attorney's Office, otherwise submitting the case to the district attorney for potential filing of a petition is at the discretion of the Probation Department. For mandatory referrals to the district attorney, the probation officer must review the citation or in-custody case with the District Attorney's Office within 48 hours excluding weekends and holidays. The District Attorney's Office decides whether to file a petition immediately or allow time for the probation officer to investigate the case if a youth is not in custody. By policy, petitions are brought to the District Attorney's Office once a youth has been accused of committing a felony or specified misdemeanor (e.g., Driving Under the Influence (DUI) or Domestic Violence). Once an out-of-custody petition is filed, the probation officer must serve the minor and parents with a notice of the upcoming court date. If a youth is in-custody, his or her case must be scheduled for court within 48 to 72 hours of arrest, excluding weekends and holidays.

MOTIONS TO TRANSFER CASES

Since Proposition 57 passed, the County of Santa Clara continues handling these special cases and below is an update on these efforts.

JUVENILES TRANSFERRED TO ADULT COURT UPDATE

Since Proposition 57 came law in 2016, the only way in which a youth can be transferred to adult court is after a determination by a juvenile court judge at a judicial transfer hearing. When a youth aged 16 or older is petitioned for a felony offense, the prosecution can file a motion to transfer the youth to adult court and asks for a transfer hearing – conducted before the jurisdiction hearing -- to decide if the youth is appropriate for rehabilitative services in Juvenile Justice Court or the youth's case should be transferred to adult court.

For the Transfer Hearing, the probation officer provides a report to the Court that includes a review of the five criteria listed below, and a victim impact statement, if one is provided. At the hearing, the judge receives the probation report and any other evidence or information provided by the District Attorney and the youth's defense attorney. If the judge decides that the youth should remain in juvenile court, the case will proceed with the juvenile justice process. If the judge decides that the youth should not remain in juvenile court, the Court dismisses the juvenile petition and sends the youth to adult criminal court where the District Attorney files a complaint and the adult criminal process begins.[11] The five criteria the Court must evaluate in deciding whether to transfer the case include:

1. The degree of sophistication of the crime;
2. If the youth can be rehabilitated in the juvenile justice system;
3. The youth's previous criminal history;
4. What happened on prior attempts to rehabilitate the youth; and
5. The circumstances and gravity of the current offense.

Each of the five criteria above include additional factors related specifically to the youth such as intellectual ability, mental and emotional health, history of trauma, whether the youth was influenced by family, peers, and his or her community environment, and the youth's impulsiveness, level of maturity, and potential for growth.

In 2019, there were a total of 28 youth who went through the transfer process. There were other cases where transfer was sought, but those transfer hearings were not completed by the end of 2019. Of the 15 youth whose transfer hearings concluded in 2019, seven remained under the jurisdiction of the Juvenile Justice Court and eight were transferred to criminal court. Some had full hearings with witnesses and testimony, and some cases were resolved by allowing the court to simply decide based upon the probation report, with no live testimony.

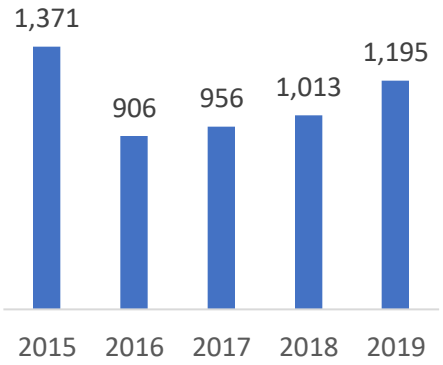
[11] Superior Court of California, County of Santa Clara www.scscourt.org/self_help/juvenile/jjustice/process.shtml

ROLE OF DEFENSE COUNSEL

Juvenile law is a complex and specialized legal field. In fact, appointed counsel who represent youth are required by law, namely WIC §634.3, to have specialized knowledge in juvenile law. All three agencies, the Public Defender's Office (PDO), Alternate Defender's Office (ADO), and Independent Defense Counsel Office (IDO), ensure their juvenile attorneys receive the mandatory number of hours of training each year. The juvenile units of the PDO, the ADO and the IDO are responsible for the representation of a youth in the Juvenile Justice Court from the beginning of the case to disposition, and in some cases, in post-dispositional hearings. The juvenile units of the PDO, ADO, and IDO are also responsible for filing petitions for dismissals and record sealings and relief from sex registration once the filings begin in July of 2021.

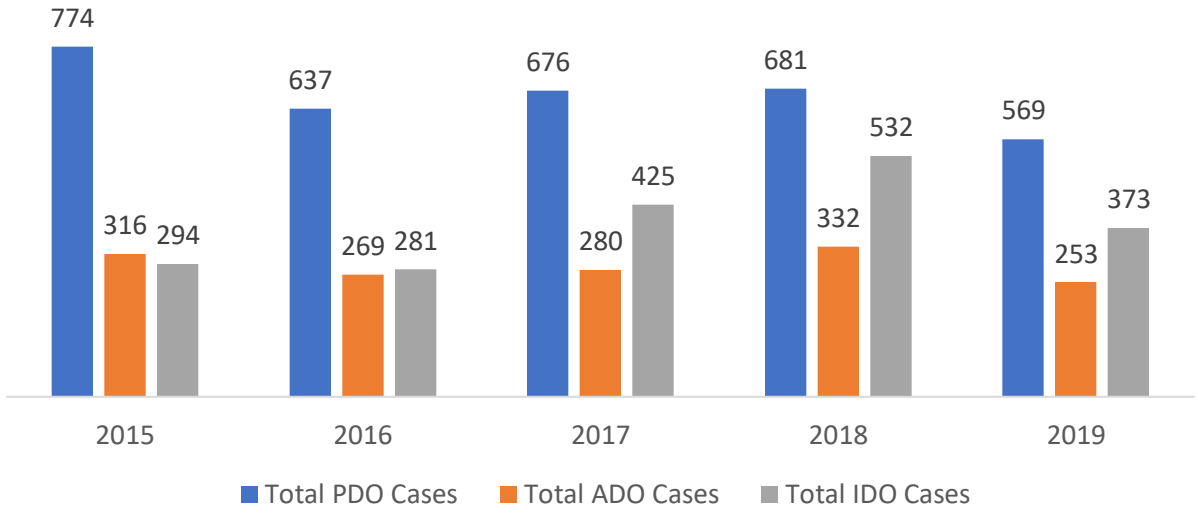
In terms of eligibility and process by which cases are assigned, once a case has been petitioned in court, the youth is eligible for free defense counsel services given that youth are presumed indigent. All cases petitioned in Juvenile Justice Court are first referred to the Public Defender's Office (PDO). If the Public Defender determines that there is a conflict of interest in the representation of the youth, the youth is then referred to the Alternate Defender's Office (ADO) and/or the Independent Defense Counsel Office (IDO). It is the policy of the offices that if an agency has represented a youth on a previous petition and the youth is charged with a new petition, that same agency will continue to represent the youth on that new petition for purposes of continuity of representation, even if the PDO would not have had to declare a conflict of interest. If a case is referred to the ADO and ADO discovers that there is a conflict of interest in the representation of the youth, the youth is referred to the IDO for representation. The IDO assigns juvenile justice cases to private attorneys based on a contractual relationship. The PDO, ADO and IDO are all governmental law offices within the County of Santa Clara government structure.

Figure 9: All Referrals to Public Defense Counsel



In 2019, the PDO and ADO represented youth in 822 cases (569 with the PDO and 253 with the ADO), with 373 cases either referred to IDO or the youth secured private counsel. Of the 822 cases represented by the PDO and ADO, 569 were felonies, 109 were misdemeanors, and 142 were violations of probation as shown in Figure 9 and 10. In total, the PDO, ADO, and IDO/private counsel collectively represented youth in 1,195 cases.

Figure 10: All Cases by Type of Defense Counsel



Social Workers and Immigration Attorneys

The Public Defender's Office and Alternate Defender's Offices have social workers that work closely with appointed counsel. The social workers receive referrals from the juvenile public defender that include housing, educational and family support, mental health linkage, substance use treatment, community-based program referrals, competency, homelessness resourcing, safety planning, school placement/advocacy, treatment placement coordination, Supplemental Security Income (SSI) consultations, and general assistance support. The social workers also consult with attorneys on San Andreas Regional Center (SARC) services and work closely with juvenile probation officers and other juvenile justice system partners. They also attend Multi-Disciplinary Team (MDT) meetings on behalf of the youth, visit detained youth, and submit psychosocial assessments on behalf of the juvenile client to the court for consideration. The social workers also work on judicial transfer cases and Youthful Offender Parole hearings.

The Public Defender and Alternate Defender office's also have access to immigration attorneys given that both agencies are responsible for assisting youth seeking immigration relief, namely Special Immigrant Juvenile Status (SIJS) in coordinated efforts with Legal Advocates for Children and Youth (LACY).

Community Outreach Attorney

The Public Defender's Office has a community outreach attorney, dedicated to empowering local communities to advocate for better outcomes for justice involved or exposed adults and juveniles through education and networking. This includes working alongside community-based organizations, schools, courts, and other partners to coordinate efforts. The Community Outreach Attorney commits to helping underserved or vulnerable communities by engaging in outreach to respond to their needs, facilitating access to care and services, and raising awareness of existing PDO services.

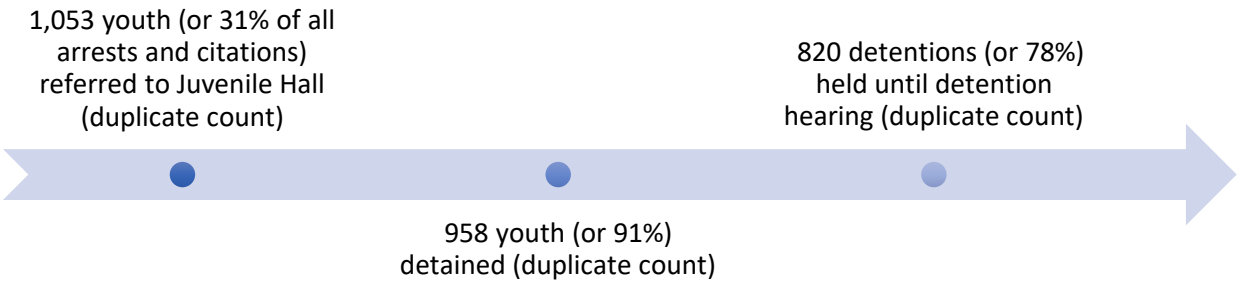
The Community Outreach Attorney has developed a connection to local high schools with at-risk youth. The Community Outreach Attorney receives referrals and requests from staff at local high schools to provide one-on-one mentorship, class presentations, and strategic interventions to prevent at-risk youth from becoming involved in the juvenile justice system. The attorney is responsible for providing and organizing "De-escalation & Know Your Rights" trainings to empower youth by knowing the law, encourage de-escalation in police contact, and promote youth interest in legal-related professions.

ADMISSION TO CUSTODY

At Juvenile Hall intake, a detention risk assessment instrument (RAI) is administered by a Probation Screening Officer to determine whether a youth should be detained in secure confinement pre-adjudication. The objectivity, uniformity, and risk-based format of a RAI helps to protect against disparate treatment at intake and focuses on reducing the likelihood the youth will fail to appear in court or reoffend before adjudication. Objective and standardized criteria anchor admission decisions in ascertainable and equally evaluated facts. For example, RAI indicators include the nature and severity of the offense and the number of prior referrals. The overall risk score in conjunction with the County booking protocols (developed and approved by various stakeholders) and state laws are then used to guide the Screening Officer in making the critical decision of whether to admit the youth to a secure facility, refer them to a non-secure detention alternative, or release them.

In 2019, of the 3,370 duplicated youth arrests/citations in Santa Clara County, 1,053 duplicated youth (31 percent of all youth arrested) were referred to Juvenile Hall with 958 duplicated youth detained (620 unique youth). Of the 1,053 youth (696 unique youth) referred to Juvenile Hall in 2019, 91 percent were detained (958 of 1,053 youth) and nine percent (95 youth) were released at detention screening. Of the 958 youth initially detained at intake, 14 percent (138 youth) were subsequently released by Probation prior to their detention hearing, for a variety of reasons. These reasons include: a parent/guardian now available to pick up their youth from juvenile hall or the charges or circumstances were less serious than originally believed once supplemental information was provided. The figure below demonstrates the number of duplicated youth detained at every step in the process.

Figure 11: Number of Youth Detained (duplicate count) by Process Step 2019



Detention Overrides

In some cases, a decision to admit or release a youth differs from the recommended action of the RAI tool. The detention override percentage is the proportion of youth who score below the detention threshold score and are nevertheless detained. Some of these youth are detained or released due to a local or state policy mandating detention regardless of their RAI score, while others are detained at the discretion of the Probation Screening Officer. A high percentage of detention overrides undermines the integrity of the risk-screening process.

Of the total 657 youth who were eligible for release based on their RAI score alone (low and medium scoring youth), 565 youth (86 percent) were detained. Of those 565 youth, 64 percent (359 youth) were detained under mandatory detention policies. Mandatory detention policies require a youth to be held due to state law and/or mandatory policy. Mandatory detention policies include, but are not limited to: Warrant, EMP/CRP failure, and Weapon Used in the Commission of a Crime. The remaining 36 percent (206 youth) were held under discretionary detention policies (see figure below for breakdown). The 2019 discretionary detention override rate was 36 percent.

The table below depicts the breakdown of youth held by means of a discretionary override by race and ethnicity. There was no statistically significant difference by race/ethnicity in overrides.[12]

Table 3: Risk Assessment Instrument Discretionary Override Percentage 2019

Discretionary Override Percentage for 2019	White	Black	Latino	Asian/PI	Other	Total
Total Eligible for Release (Low/Medium RAI Score)	72	67	468	35	15	657
Eligible for Release (Low/Medium RAI Score) but Detained	24	19	140	15	8	206
Override Percentage	33%	28%	30%	43%	53%	31%

The table below illustrates the reasons why youth were detained due to mandatory detention policy. The most frequent mandatory detention reasons include Pre/Post Court Electronic Monitoring Program (EMP) failures and Warrants (Failure to Appear: FTA, Arrest, and Violation of Probation: VOP). These two categories combined, accounted for 65 percent of mandatory policy admissions.

Table 4: Risk Assessment Instrument Mandatory Detention Reasons 2019

Mandatory Detention Reasons (359)	
EMP/CRP Failure	144
Warrant	89
Weapon used in Commission of Crime	53

[12] No association between Race/Ethnicity and Discretionary Overrides was observed, p = 0.70.

Ranch Failure/Escape	37
Placement Failure	18
Inter-County Transfer	10
All other reasons (Aftercare Failure and More than One SPD)	8

The table below illustrates the reasons why the risk assessment instrument was overridden by discretionary overrides. The most frequent discretionary override reasons include: victim/community/youth safety (e.g., victim lives in the home or in close proximity to the youth, the youth's actions in the offense pose a serious risk to the public) (94 youth), all other reasons (e.g., youth refuses to return home, history of runaways) (43 youth), and parent related reasons (e.g., both parent(s) cannot be located) (24 youth), and parent(s) refusing to pick up their children from Juvenile Hall (nine youth).

Table 5: Risk Assessment Instrument Discretionary Override Reasons 2019

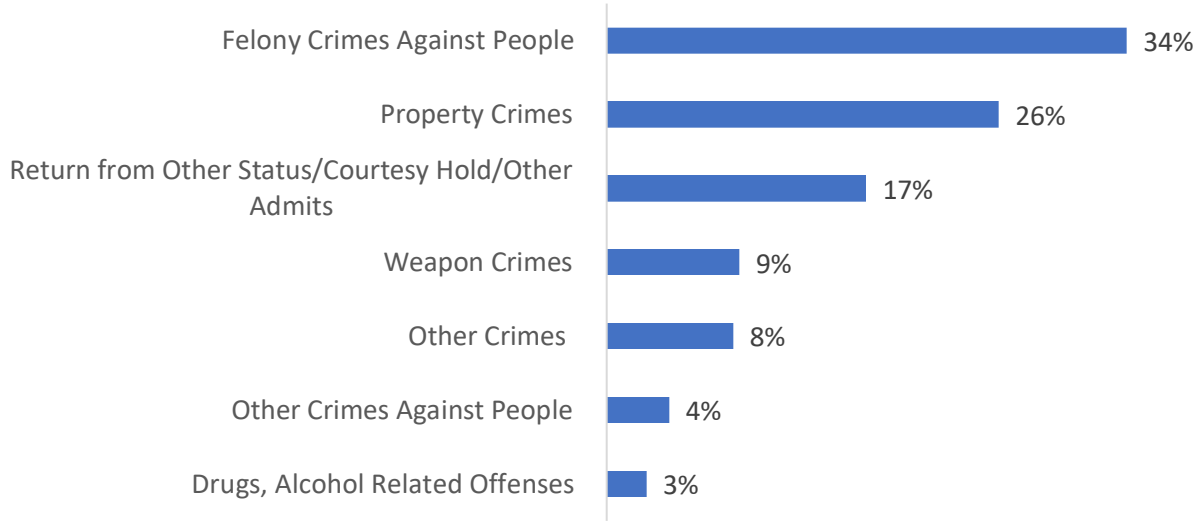
Discretionary Override Reasons (206)	
Self-Victim Community Safety	94
Other Reasons	43
Parent/Guardian Reasons	33
Family Violence	13
Violations of Probation – Substance Abuse Issues	7
Violations of Probation – Two or More Technical Violations	5
Violations of Probation – Gang	4
DV with mitigating factor	4
All Other Violations of Probation	3

Offenses of Youth Detained

Of the 958 duplicated youth detained, 34 percent were admitted for felony crimes against people (e.g. robbery and assaults; n=325). Another 26 percent of youth were admitted for property crimes (including first- degree burglary and auto theft; n=245), 17 percent of admissions were for technical violations of

probation (VOPs[13]; n=162), and nine percent for weapon related offenses (n=83). Other crimes against people accounted for four percent of admissions (n=39; e.g., misdemeanor assaults and misdemeanor domestic violence). Admissions for drug and alcohol related offenses accounted for only three percent of the total admissions to Juvenile Hall (n=25).[14]

Figure 12: Duplicated Admissions by Offense Category 2019



Demographics of Youth Detained

This section describes the demographic information of youth detained at Juvenile Hall following their RAI screening.

AGE AND SEX OF YOUTH DETAINED

In 2019, 78 percent of youth detained in Juvenile Hall were male and 52 percent were 15 to 16 years old. Female youth made up 22 percent of those detained. The proportion of age distribution was similar across both sexes.

Table 6: Age and Sex of Duplicated Youth Detained 2019[15]

Age	Male	Female	Grand Total
12 & Under	4	1	5
13-14	97	36	133

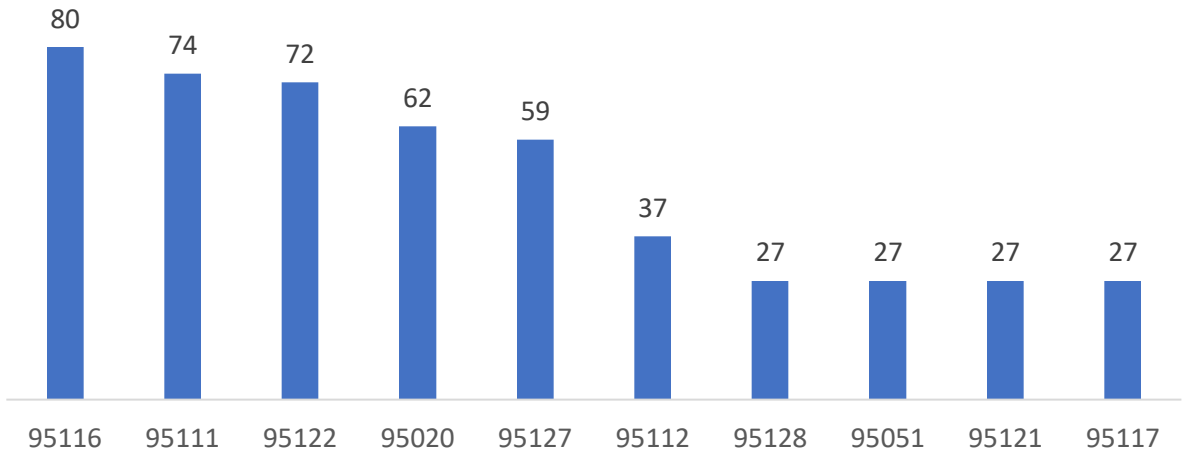
[13] VOP offenses include absconding from Probation Supervision, EMP/CRP failure, and Ranch failure.
[14] Typically, youth are only admitted for drug and alcohol related offenses if the offense is sales-related or the youth's safety is at-risk due to being under the influence of drugs or alcohol. Most youth admitted to detention for being under the influence are released to a parent/guardian before the detention hearing phase.
[15] All five youth 12 years old and younger were detained on felony offenses.

15-16	392	108	500
17 & Older	259	61	320
Grand Total	**752**	**206**	**958**

WHERE YOUTH DETAINED RESIDE

Forty-nine percent of those detained reside within the top ten ZIP Codes for arrests/citations. All ZIP Codes were located within the City of San Jose, except for 95020 (Gilroy) and 95051 (Santa Clara).

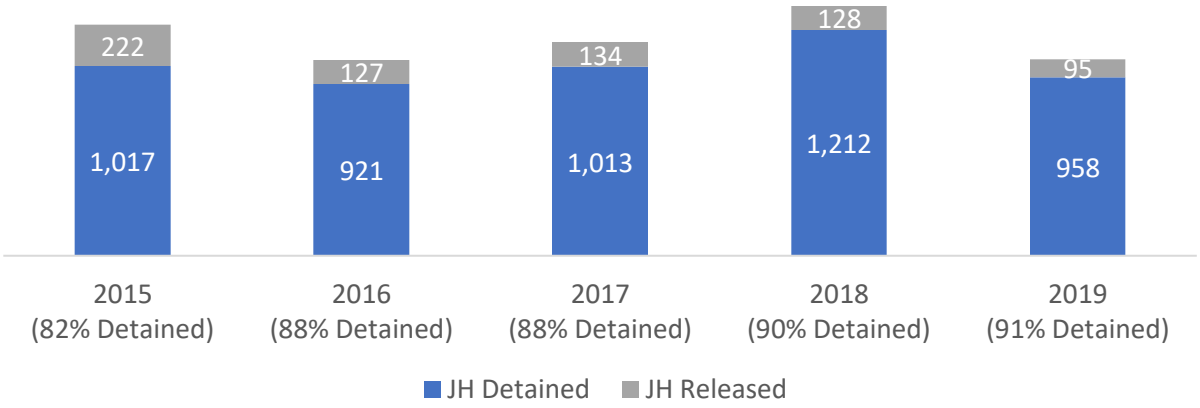
Figure 13: Number of Duplicated Admissions to Juvenile Hall by ZIP Code 2019



Intake and Admission Trends

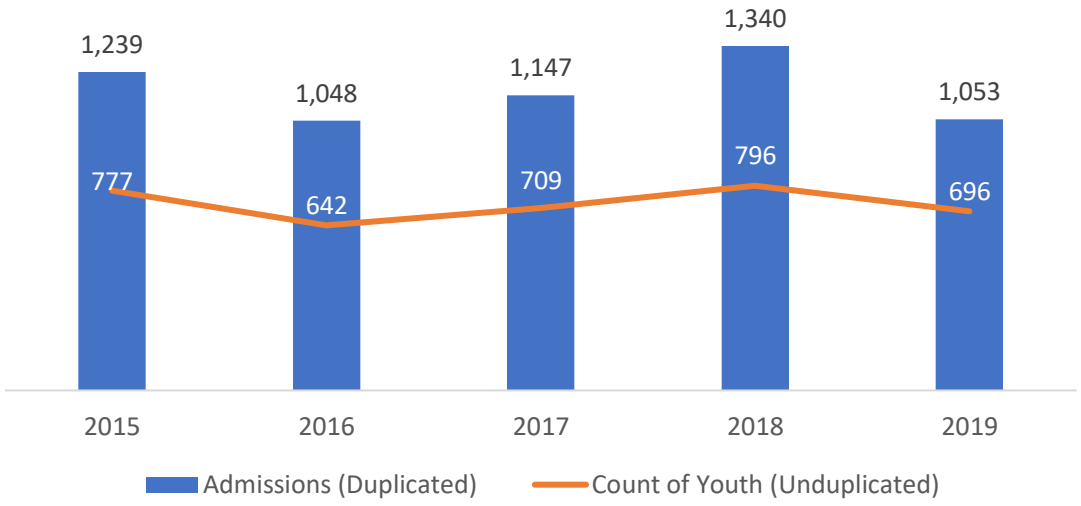
The number of duplicated youth detained in Juvenile Hall decreased by six percent between 2015 and 2019. However, in 2019 there was a 21 percent decrease in the number of youth detained at intake compared to 2018. Based on the number of youth brought to Juvenile Hall, the percentage of youth detained in 2018 was 90 percent and 2019 was 91 percent.

Figure 14: Juvenile Hall Intake Decision Trend 2015-2019



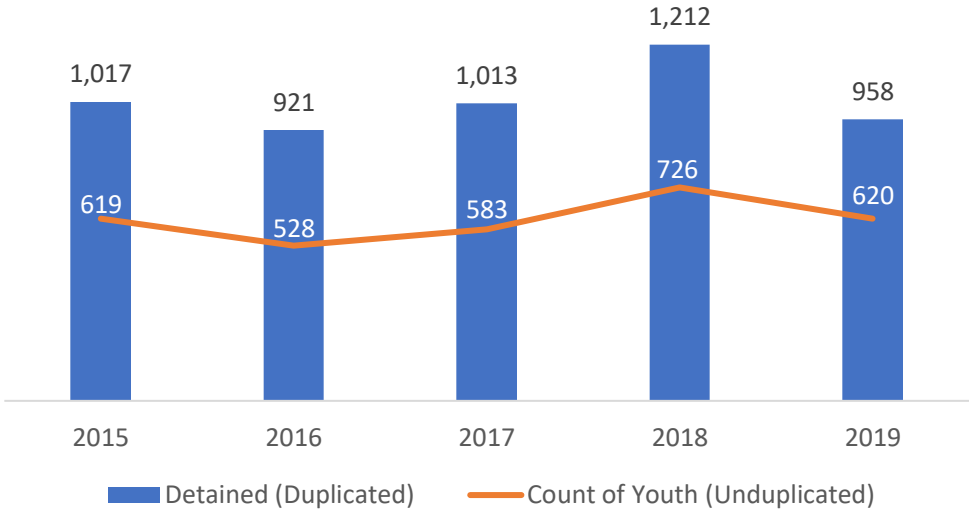
Youth can be brought into Juvenile Hall admissions multiple times throughout the calendar year. The chart below breaks down youth who came into juvenile hall admissions by duplicated and unduplicated count of youth from 2015-2019.

Figure 15: Duplicated Juvenile Hall Admissions by Unduplicated Count of Youth 2015-2019



Looking at trends for youth detained in Juvenile Hall, the figure below breaks down youth admitted to juvenile hall by duplicated and unduplicated count of youth from 2015-2019. In 2019, 958 duplicated youth were detained (620 unique youth), therefore, some youth were detained in Juvenile Hall multiple times within the same year.

Figure 16: Duplicated Detained Youth by Unduplicated Count of Youth 2015-2019



ELECTRONIC MONITORING PROGRAM (EMP)/COMMUNITY RELEASE PROGRAM (CRP)

The Probation Department continues to strive to keep youth safely in the community and in their homes with appropriate services. In 2019, 818 duplicated youth were eligible for detention but released on home supervision alternatives to detention.

The pre/post-Electronic Monitoring Program (EMP) allows youth to be monitored while remaining in the community by wearing an electronic monitoring ankle bracelet. In addition, these youth also receive intensive supervision and limitation of their freedom. The population served by pre/post-EMP is primarily Latino (76 percent) and between the ages of 14 and 17 (90 percent). In addition, 76 percent of youth on EMP were male and 24 percent were female.

Table 7: Duplicated Number of Youth in Alternatives to Custody 2019

Number of Youth in Alternatives 2019	White	Black	Latino	Asian/PI	Other	Total
Pre-Disposition EMP	37	29	281	25	13	**385**
Post-Disposition EMP	15	15	180	6	5	**221**
Pre-Disposition CRP	18	9	132	8	10	**177**
Post-Disposition CRP	4	1	29	1	0	**35**
Total	**74**	**54**	**622**	**40**	**28**	**818**

The Community Release Program (CRP) provides intensive supervision in the community. Latino youth (76 percent) made up the largest portion of the 212 youth on the pre/post-Community Release Program

(CRP). White youth represented ten percent, five percent were Black youth, and nine percent were Asian/PI/Other youth. Reflecting the typical sex and age composition of pre/post-CRP youth at other points within the system, 73 percent were male, and 90 percent were between the ages of 14 and 17.

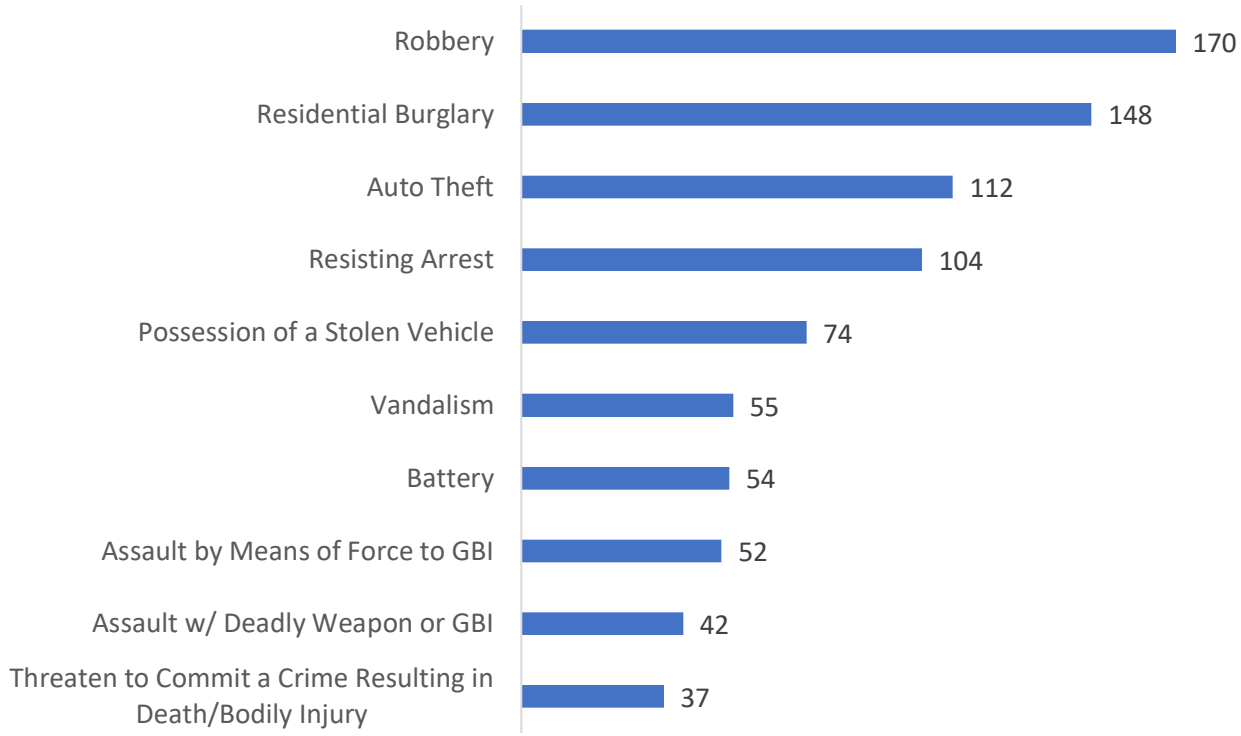
ARRESTS/CITATIONS FILED AS PETITIONS

Not all arrests/citations lead to a filed petition. In some cases, these referrals are handled informally, especially for youth with no previous offenses. In 2019, infractions, status offenses and misdemeanors combined accounted for 61 percent of arrests/citations while more serious felony offenses, which can potentially lead to a filed petition, accounted for the remaining 39 percent. Of the 848 petitions filed in 2019, the most common petitioned offenses were robbery (170), residential burglary (148), auto theft (112), resisting arrest (104) and possession of a stolen vehicle (74), which completed the top five offenses for petitions filed in 2019. Robbery and residential burglary swapped spots (first and second respectively) when compared to 2018. The top five most common filed petitions were the same as in 2018 and numbers were reduced to about half for the majority of these petitions.

Of the 848 petitions filed in 2019, males accounted for 77 percent (n=654), females accounted for 20 percent (n=167) and three percent (n=27) were unknown. Youth twelve years old were the youngest group for whom a petition was filed with eight petitions in 2019 (less than one percent). Youth 13 and 14 years old represented 16 percent of filed petitions (n=137). Half of the petitions filed were for youth 15 and 16 years old combined (24 and 25 percent respectively). Youth 17 and older accounted for 33 percent (n=282) of petitions filed in 2019. The figure below shows the top ten most frequent charges at time of petition for 2019 and reflects the number of individual petitions, regardless of the number of charges included in each petition.

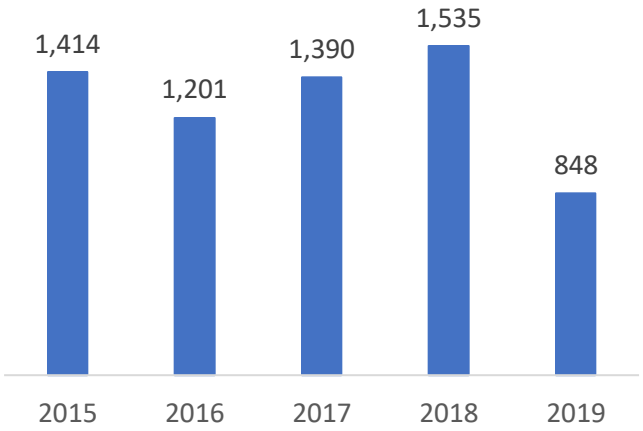
Figure 17: Duplicated Top 10 Most Frequent Charges at Time of Petition 2019[16]

[16] GBI refers to great bodily injury.



As shown in Figure 19, comparing the last two years (2018-2019), the number of petitions filed has considerably decreased. From 2015 through 2016, there had been a decrease in petitions filed. In 2017 and 2018 that trend ended. In 2017, there were 189 more petitions filed than in 2016, and in 2018, there were 145 more petitions filed than in 2017. In 2019, the number of duplicated petitions decreased significantly to the lowest level in the past five years. There were 687 less petitions (47 percent decrease) filed in 2019 when comparing to 2018.

Figure 18: Duplicated Petitions per Year



FACTORS THAT LEAD YOUTH TO ANTI-SOCIAL BEHAVIOR

Youth involved in the juvenile justice system often are experiencing many adversities such as family issues, difficulties at school, substance use, traumatic experiences and other factors which can lead to anti-social behavior. The following section focuses on factors that lead to anti-social behavior in youth.

CHILD WELFARE HISTORY CHECKS

Youth who have been involved in the child welfare system have a greater risk of being involved in the juvenile justice system. It is estimated that as many as 50 percent of youth referred to the juvenile court for a juvenile justice matter have been involved with the child welfare system, depending on how broadly dual status is defined.[17] In August 2015, the County of Santa Clara's Probation Department implemented a new protocol to check for child welfare history whenever a youth is referred to probation. This process screens for child welfare history for every youth referred to probation services. Probation also developed a database to track records regarding dual involvement in both the child welfare and juvenile justice systems. SCC Probation is jointly working with DFCS, BHSD, the court system, and many community partners to provide best practices and support to youth who have a dual-status and to their families. The Dually Involved Youth (DIY) Executive Steering Committee is also working with the Robert F. Kennedy National Resource Center for Juvenile Justice (RFK) to create innovative measures that will best support the challenges faced by this population.

Whenever a new referral is received by Probation, Records staff check the child welfare system (CWS/CMS) for child welfare history involvement for the referred youth and family. Youth who are referred to PEI are also checked for child welfare history involvement. The child welfare history check is completed to answer questions such as:

- Has the family had any involvement in the child welfare system?
- Has the referred youth (probation target youth) been identified as the alleged victim of a child welfare referral?

Cases identified as Sensitive[18] in CWS/CMS are those cases which are only accessible to supervisors at child welfare and are not accessible to probation staff.

In 2019, a total of 2,162 unduplicated youth were screened for child welfare history through CWS/CMS after receiving a probation referral for a total of 2,934 child welfare history checks. Youth who are referred to PEI are now also screened for child welfare history and this resulted in an increase in the number of families and youth in probation with a history of child welfare involvement. We will continue to monitor the number of youth who have a history of child welfare and are now referred to the juvenile justice system. A total of 1,189 (55 percent) of unduplicated families were identified as having a history of child welfare with at least one referral including Sensitive cases. There were 1,067 (49 percent) unduplicated

[17] Thomas, D. (Ed.). (2015). *When Systems Collaborate: How Three Jurisdictions Improved Their Handling of Dual-Status Cases.* Pittsburg, PA: National Center for Juvenile Justice. *www.ncjfcj.org/resource-library/publications/when-systems-collaborate-how-three-jurisdictions-improved-their.*

[18] A Sensitive case means there is family history in CWS/CMS, but it is unknown if the probation youth is the alleged victim of abuse and/or neglect. Total number of referrals received in 2019 differ from total number of child welfare checks since some referrals such as Courtesy Holds, Warrant Requests, Violation of Probations (VOPs), and Transfer Ins referrals are not checked for child welfare referrals.

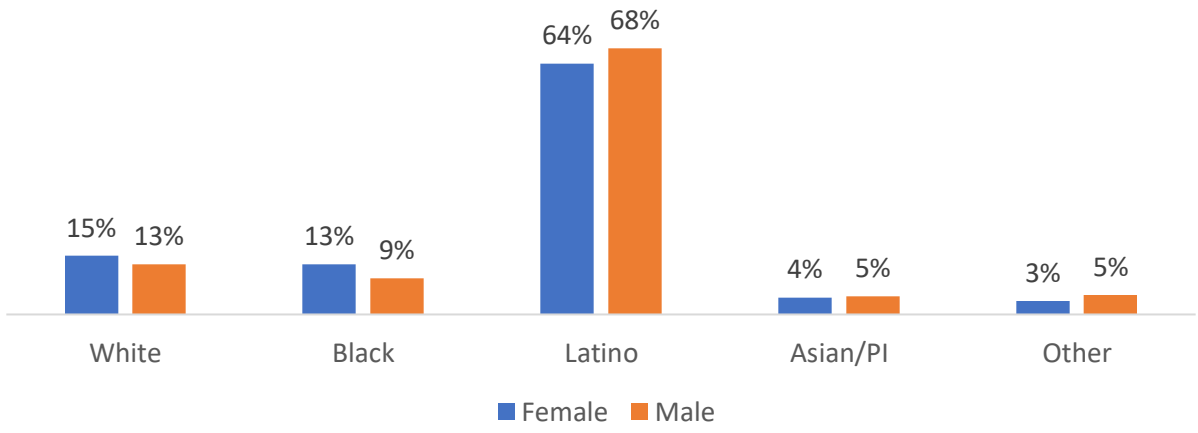
youth who had at least one child welfare referral where the target youth (probation youth) was the alleged victim of neglect and/or abuse (excludes Sensitive cases).

Figure 19: Child Welfare History 2019

2,934	1,189	1,067	69
•Number of duplicated referrals screened for child welfare history in 2019 (2,162 unduplicated youth were screened for child welfare history in 2019).	•Number of unduplicated families with at least one referral to child welfare at any given point including Sensitive cases (55 percent).	•Number of unduplicated probation youth with at least one child welfare referral where they were identified as the alleged victim of abuse and/or neglect (49 percent).	•Number of unduplicated Sensitive cases in 2019 (three percent).

The figure below shows race/ethnicity and sex for all unduplicated youth who were screened for child welfare in 2019 and had at least one referral listing them as the alleged victim. Results shown are consistent with general probation figures for race/ethnicity and sex. When looking at all referrals in 2019 for boys and girls combined, Latino youth represent 67 percent of unduplicated youth who were screened in CWS/CMS for child welfare history, followed by White youth (13 percent) and Black youth (ten percent). These results exclude Sensitive Cases as it is unknown if the probation youth was the alleged victim of abuse and/or neglect.

Figure 20: Race/Ethnicity and Sex for Probation Youth With At Least One Child Welfare Referral as the Alleged Victim 2019 (Unduplicated)



CRIMINOGENIC RISK

Over the past few decades, experts have developed and refined risk/needs instruments to measure the likelihood of an individual re-offending. The County of Santa Clara Probation uses the Juvenile Assessment Intervention System (JAIS). The JAIS is a gender-responsive tool that has been validated by the National Council on Crime and Delinquency (NCCD). This tool is used by the Probation Department to identify the risk and criminogenic needs of the youth. The first component of the JAIS is a risk tool (commonly known as the Pre-JAIS) to determine if the youth is low, moderate, or high-risk for re-offending. One key finding over the past several years in the Juvenile Justice Crime Prevention Act (JJCPA) evaluations is that the JAIS risk tool is statistically one of the best methods to determine the possibility of a youth re-offending. Although no tool offers perfect prediction, the JAIS has been helpful in determining the appropriate level of service for youth. Differentiating youth by risk level is important—intensive programming can work well with higher-risk youth but can increase recidivism rates among lower-risk youth. There are two versions for each tool, one for females and one for males. Youth are assessed based on how they self-identify.

For the analysis in this report, we are focusing on the first JAIS risk tool administered for each youth who received probation services in 2019 so that a glimpse of youth at entry is possible. The first risk tool could have been administered prior to 2019. Numbers for the risk assessment might differ from the numbers of unduplicated youth with a new referral in 2019 due to timing of the assessment or because some youth may not receive a risk assessment as their involvement in probation is limited. The purpose of the JAIS risk tool is to measure the likelihood of re-offending.

Risk Assessment for Boys

The initial risk assessment for boys contains ten questions and generates a risk category for the youth. A total of 1,298 boys JAIS risk assessments were completed in 2019 resulting in 97 boys (eight percent) in the high-risk category, 474 (37 percent) in the moderate-risk category, and 727 (56 percent) in the low-risk category.

The following summary highlights trends found in the initial risk assessment for boys based on the most reliable source of information. This could be a combination between the youth being interviewed and data that is available to the Probation Officer completing the risk assessment tool. Court or court services include but are not limited to juvenile, teen, family, and municipal courts. Percentages have been rounded up.

Less than half of the boys (40 percent) stated that they were attending school regularly and had no issues at school. Another 38 percent stated that they had been suspended at least once and 23 percent reported having major truancy issues or having dropped out of school. Of the 1,298 youth, 61 percent stated their friends had been in legal trouble, were associated/gang members or a mixture of both. Half of the youth (50 percent) indicated not having any problems with drugs or experimenting a few times only. For 27 percent of youth, drugs and/or alcohol interfered with their daily functioning. Frequent/chronic usage accounted for 24 percent of youth. About 40 percent of these boys said their parents had been reported to child welfare for child abuse or neglecting them whether the allegations were substantiated or not. At the time this risk assessment was completed, 20 percent of youth reported having at least one parent or sibling incarcerated or on probation at some time in the previous three years. Over half of these boys received their earliest arrest between the ages of 14-16 (60 percent). The earliest arrest for boys aged 13 or younger accounted for 24 percent. Some boys received referrals to court services: none or one referral (79 percent), two or three referrals (18 percent), and four or more referrals (two percent). Furthermore, 32 percent of these boys received a referral to court services as a result for a violent/assaultive offense. Probation continues to work diligently to reduce the use of out-of-home placements and 92 percent of youth had no out-of-home placement, six percent had one placement, and three percent had two or more placements. Parental supervision was reported as ineffective/inconsistent for 545 of these boys (42 percent).

In 2019, drugs and/or alcohol interfered with their daily functioning for 27% of boys, compared to 22% in 2018. Frequent/chronic usage increased from 18% in 2018 to 24% in 2019.

Risk Assessment for Girls

The initial risk assessment for girls contains eight questions and generates a risk category for the youth. A total of 355 girls JAIS risk assessments were completed in 2019 resulting in 24 girls (seven percent) in the high-risk category, 160 (45 percent) in the moderate-risk category, and 171 (48 percent) in the low-risk category.

The following summary highlights trends found in the initial risk assessment for girls based on the most reliable source of information. This could be a combination between the youth being interviewed and data that is available to the Probation Officer completing the risk assessment tool. Court or court services include but are not limited to juvenile, teen, family, and municipal courts. Percentages have been rounded up.

At the time of these risk assessment, 59 percent of these girls reported being enrolled in two or more schools, not attending school, or having dropped out altogether at some point in the previous two years. Regarding their friends, 65 percent stated that their friends had been in legal trouble, had some level of gang-involvement or a combination of the two. Like the boys, 51 percent of girls stated having no issues with substance use or having experimented only. Girls who reported substance use which interfered with their functioning accounted for 24 percent and girls who had frequent/chronic substance use accounted for 25 percent. Most girls received their earliest arrest or referral to court services at age 13 or older (94 percent). However, 23 girls (seven percent) were 12 years old or younger when they received their earliest arrest or referral to court services. Girls with two or three arrests or referrals to court services accounted for 17 percent of the group, and girls with four or more referrals accounted for four percent. The remainder of girls had one or no arrest/referral to court services (79 percent). Arrests or referrals to court services due to drug offenses accounted for 11 percent. Forty-one percent (n=145) of girls had at least one referral for violent/assaultive offenses. Girls with at least one out-of-home placement accounted for 14 percent from this sample.

In 2019, 65% of girls reported their friends had been in legal trouble, had some level of gang-involvement or a combination of the two compared to 56% in 2018.

Below is a table summarizing the risk level for both boys and girls. Percentage of youth in each risk level are very similar among boys and girls.

Figure 21: Risk Level for Boys and Girls 2019

Risk Level	Boys	Girls
High	97 (8%)	24 (7%)
Moderate	474 (37%)	160 (45%)
Low	727 (56%)	171 (48%)
Total	1,298 (100%)	355 (100%)

CRIMINOGENIC NEEDS

Various factors are related to the underlying causes of a youth's delinquent behavior. These factors are referred to as criminogenic needs. The section below details the challenges faced by youth who received probation services in 2019.

The Juvenile Assessment and Intervention System (JAIS) was designed to assist staff to supervise youth effectively and efficiently, both in institutional settings and in the community. The goal of the assessment is to aid with adjustments, to reduce recidivism, and to help youth succeed in school and in the community. There are three versions to the JAIS assessments:

a) Initial pre-screener (commonly known as Pre-JAIS): consisting of eight (girl version) or ten (boy version) items which, depending on the score, will determine the need for a full JAIS assessment;

b) The full JAIS assessment is divided into four main sections: General Information, Objective History, Conduct-related Observations, and Interviewer Impressions/Youth Strengths and Needs; and

c) JAIS re-assessment takes place every six months after the initial full JAIS assessment.

As defined by the JAIS, court or court services include but are not limited to juvenile, teen, family, and municipal courts. The following summary highlights trends found in the initial risk assessment for boys and girls based on the most reliable source of information. This could be a combination of the youth being interviewed (self-disclosure) and data that is available to the probation officer completing the risk assessment tool.

The full JAIS assessment is only provided to youth who have a sustained Petition before the Court, as the first section (8-9 questions) of the JAIS assessment is directly related to the Petition before the Court and delinquent behavior in the community. If a youth answered those questions without a sustained petition before the Court, the youth opens his or herself up to questioning related to offenses that have yet to be sustained before the Court. This means most of the youth who received a full JAIS assessment are adjudicated youth (Wards of the Court).

Criminogenic Needs for Boys

For this analysis, the first full JAIS Assessment was used for boys who were actively receiving probation services in 2019 (n=849). However, due to changes in the way data is captured and recorded, individual question level data was only available for 831 boys. The following is a summary of the trends found based on the first full JAIS assessment for each youth (n=831) and percentages have been rounded up:

Criminal History: Emotional reasons (e.g., anger, sex) were identified by over half (56 percent) of male youth as the reason for committing their most recent offense. Material (monetary) reasons accounted for 27 percent and a combination of both for 17 percent. Most of the male youth admitted to committing their offense (66 percent) and made no excuses for their actions. Twenty-two percent admitted committing the crime, but emphasized excuses and 12 percent denied committing their offense. For over half of the youth (55 percent) this was their first offense. However, 33 percent stated being involved in the justice system before mainly for criminal offenses. From the above offenses as reported by these boys, 57 percent of male youth stated never being armed or hurting someone and 36 percent admitted to hurting someone in non-sexual offenses. Impulsivity was a determining factor as to why youth decided to commit these offenses (63 percent) and only 16 percent admitted to planning out their crimes in advance. Most boys were with their accomplices when they got in trouble (59 percent) and 30 percent were alone. Most of these boys have never been arrested for committing crimes against their families (89 percent) and they also reported never being assaultive toward a family member (80 percent).

School Adjustment: Over half of the male youth stated having issues with schoolwork (60 percent). For 23 percent of the boys, the problems were related to lack of intellectual capacity (i.e., needing special

education services) while 37 percent was due to other achievement problems (i.e., lack of interest, dyslexia, dropouts). However, 68 percent of youth self-reported not receiving additional learning support or special education for their learning deficiencies. This number is consistent with youth who reported not receiving special help for emotional or behavioral problems in school (69 percent). Truancy was another big issue for these boys and 47 percent reported extensive truancy followed by 27 percent with minor truancy issues (74 percent combined). Only 26 percent of these boys reported not having truancy issues at school. Almost half of the boys reported having major issues completing their homework (43 percent). About a quarter of these boys (28 percent) had issues with teachers and principals (authority figures). Getting suspended from school was another major issue for these boys (74 percent). Forty-three percent of boys had a positive attitude towards school, 35 percent were neutral or had mixed feelings, and 22 percent had a generally negative attitude. Some positive trends included 87 percent of the boys being enrolled in school at the time their assessment was completed, and most boys had educational goals (obtaining a high school diploma/GED accounted for 37 percent and 57 percent planned post-high school training).

Interpersonal Relationships: Regarding their friends, 38 percent of boys preferred hanging out with one or two friends, 26 percent preferred groups, and the rest preferred a mixture of both (36 percent). Most of these boys' friends have had issues ranging from being associated with gangs (19 percent), legal troubles (14 percent), and a combination of both (42 percent). Like their friends, most of these boys admitted to frequent and/or chronic alcohol and drug use (34 and 46 percent respectively). Marijuana was the drug of choice for over half of the boys (60 percent). One in three parents disapproved of their kids' friends (30 percent). However, 38 percent of parents had mixed or neutral feelings towards their kids' friends and 33 percent approved of them. When asked who generally decided what to do, 76 percent said it was a combination between their friends and themselves, taking accountability for their actions. About half of these boys (45 percent) reported having a romantic partner similar in age to them and 29 percent stated not having a current or prior romantic relationship.

In 2019, marijuana was the drug of choice for 60% of boys compared to 77% in 2018.

Feelings: When feeling depressed, boys sought an activity to distract themselves (31 percent). However, some boys turned to drinking, using drugs and/or self-mutilation (17 percent), some boys isolated themselves (16 percent) and some boys denied getting depressed altogether (24 percent). Boys who had attempted suicide or had definite thoughts of committing suicide accounted for ten percent. Anger issues are present for these boys and 21 percent admitted to being physically aggressive toward people, 21 percent had trouble expressing anger appropriately, and 20 percent avoided expressing anger. Some of these boys (59 percent) emphasized their strengths when describing themselves by making statements of their positive qualities. Almost half of them had trouble trusting others (44 percent) and some had mixed or complex views when it came to trusting people (31 percent).

Family Attitudes: Most youth considered their current living situation suitable (94 percent). Boys reported having a close relationship with their mothers (72 percent) and whenever they got in trouble their mother

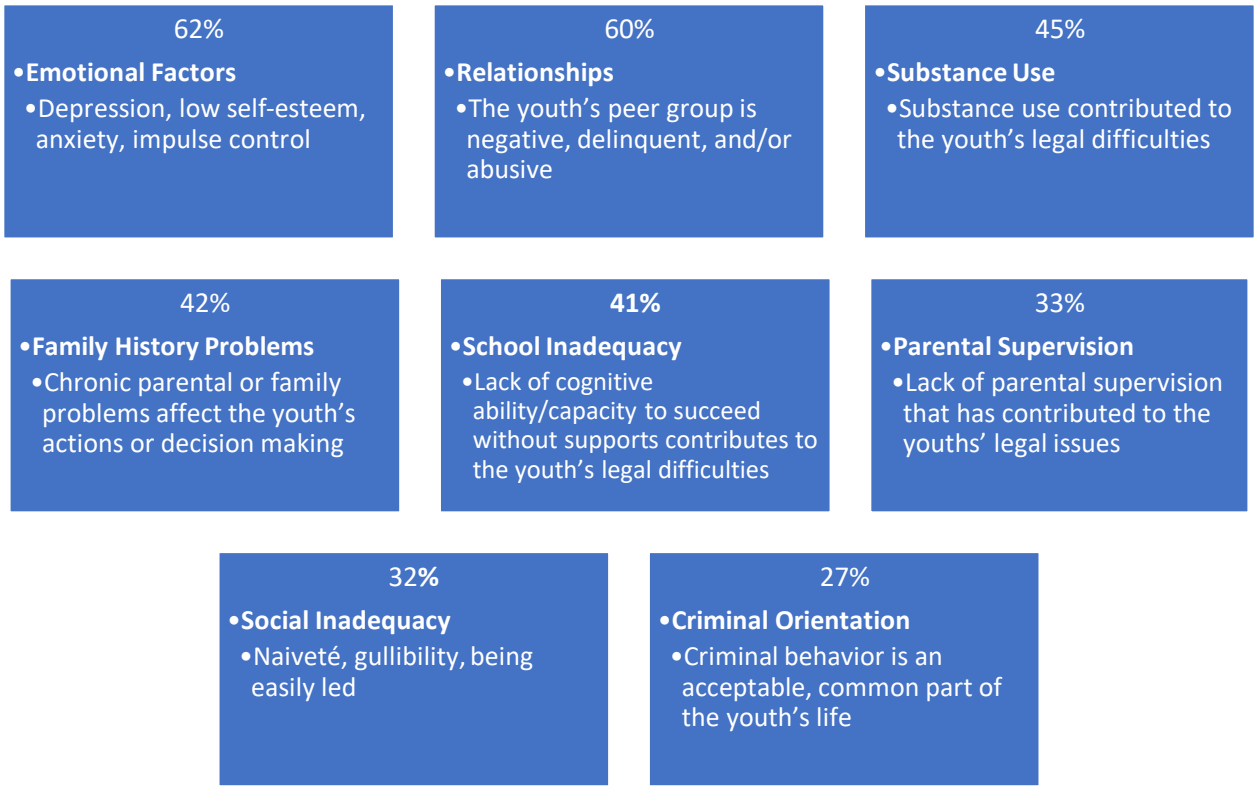
would handle the situation verbally or by withdrawing privileges (85 percent). Numbers were lower when it came to their relationship with their father: 43 percent reported being close to them and 57 percent of their fathers would handle the situation verbally or by withdrawing privileges when the youth was in trouble while another 30 percent answered not applicable to this question. A big difference is that when it came to mothers, only five percent were found not applicable compared to 30 percent for fathers. It is not clear why this difference exists. For some of these boys, parental supervision was often ineffective/inconsistent (50 percent). Only 12 percent of boys admitted to ever been abused by their parents. However, 37 percent stated that their parents had been reported to the child welfare system for abusing or neglecting them. Furthermore, six percent of these boys admitted being physically or sexually abused by someone else. Most youth (66 percent) have experienced a traumatic event that significantly impacted their lives, such as witnessing violence, death of parent/sibling/friend, domestic violence, divorce, serious accident, or another major event. Prior to age ten, most boys believed their parents would have described them as good kids (83 percent). Most of these boys agreed with their parents (85 percent) and they reported being happy during their childhood (90 percent). Families receiving Temporary Assistance for Needy Families (TANF) accounted for 24 percent. Boys reported having parents with a history of criminal behavior (52 percent) and parents with a history of probation, jail, or prison accounted for 51 percent. Parents with a history of drinking and/or drug problems accounted for 43 percent. Some boys had at least one sibling who had ever been arrested (28 percent). About one-third of these boys (32 percent) reported having a parent and/or sibling incarcerated or on probation within the last three years. At the time of these assessments, eight percent of these boys reported having a parent and/or sibling incarcerated. Fourteen boys reported being fathers and of these boys six had no custody of their children.

Plans and Problems: Aside from trouble with the law, education was identified as the biggest problem these boys were facing (33 percent), followed by personal issues such as drinking and/or drugs (22 percent) and relationship issues such as getting along better with parents (seven percent). Seventy percent of these youth reported having long-term goals and knowing of resources to help them achieve their goals (71 percent). Boys believed that being supervised will help to keep them out of trouble (35 percent) and an additional 11 percent stated that receiving counseling services will help them.

Objective History: Almost half of these boys had their first arrest or referral to court services at age 15-16 (47 percent). Boys with their first arrest at age 14 accounted for 19 percent, boys at age 13 accounted for ten percent, and boys at age 12 and younger accounted for seven percent. Youth with one referral accounted for 39 percent and youth with two to three arrests and/or referrals for criminal offenses accounted for 37 percent. Drug offenses or referrals to court services accounted for 12 percent. Referrals to court services for violent/assaultive offenses (including the current offense) accounted for 45 percent and status offenses accounted for 14 percent as self-reported by these boys. The Probation Department continues working hard to keep youth at home. Only 12 percent of these boys had a placement in a correctional institution and only nine percent had a court-ordered out-of-home placement. For 81 percent of these boys, this was their first time under probation supervision. Eleven percent of these boys received psychological/psychiatric treatment.

Interviewer Impressions – The following issues were found to be significant to highly significant for these boys:

Figure 22: Top Criminogenic Needs for Boys



Criminogenic Needs for Girls

For this analysis, the first full JAIS Assessment was used for girls who were actively receiving probation services in 2019 (n=184). However, due to changes in the way data is captured and recorded, individual question level data was only available for 182 girls. The following is a summary of the trends found based on the full JAIS assessment (n=182) and percentages have been rounded up:

Criminal History: Girls who received a full JAIS Assessment listed emotional reasons such as anger and sex as the primary reason for committing an offense (61 percent), followed by material (monetary) reasons (19 percent), while a combination of both accounted for 20 percent. Most girls admitted committing their offense and took responsibility for their actions (68 percent). Another 26 percent also admitted committing their offenses, but they emphasized excuses for their behavior. For half of these girls, this was their first time getting in trouble with the law (53 percent). However, 32 percent of the girls reported getting in trouble before mainly because of criminal offenses and not because of status offenses. About 41 percent of these girls admitted to being armed or hurting someone while committing these offenses. Impulsivity was a determining factor as to why these girls decided to commit these offenses (71 percent)

and only 12 percent admitted to planning out their crimes in advance. Most of them were with accomplices when they got in trouble (69 percent). Most offenses were not against their family members (77 percent) and most girls have never been assaultive toward a family member (70 percent).

School Adjustment: Over half of these girls had problems at school. Problems primarily due to lack of intellectual capacity (i.e., needing special education services) accounted for 19 percent and other achievement problems (i.e., lack of interest, dyslexia, dropouts) accounted for 42 percent. However, 76 percent of them reported not receiving additional learning support or special education for learning deficiencies. Furthermore, 66 percent of them reported never receiving special help for emotional or behavioral problems at school. Girls reported enrolling in two or more schools in the past two years (96 percent). Truancy (minor and extensive) was an issue for 85 percent of the girls and 45 percent stated having major problems completing their homework. Major truancy (45 percent) and suspensions (34 percent) were the two main issues for these girls at school. Girls with neutral or mixed feelings towards school accounted for 34 percent, followed by girls with a negative attitude towards school (24 percent). Some positive trends included girls with a positive attitude towards school (42 percent), girls getting along with their teachers and principals (74 percent), being enrolled in school (86 percent), working towards a high school or GED diploma (29 percent), and working towards obtaining some type of post-high school training (70 percent).

In 2019, girls reported enrolling in two or more schools in the past two years (96%) compared to 81% in 2018.

Interpersonal Relationships: Girls preferred to hang out with one or two friends at a time (50 percent). Most of these girls' friends have had issues ranging from being associated with gangs (17 percent), legal troubles (25 percent), and a combination of both (45 percent). Their friends' frequent or abusive use of alcohol and/or drugs accounted for 39 percent. This number is very similar to the number of girls who reported their frequent or abusive use of alcohol and/or drugs at 49 percent. Most girls listed more than one drug of choice. Marijuana was the drug of choice (55 percent) followed by alcohol (21 percent) and other drugs (17 percent). One-third of the girls' parents disapproved of their friends (33 percent). Most girls reported that deciding what to do is a combination of their friends and themselves making these decisions (68 percent) followed by girls deciding what to do (21 percent). Again, these numbers show girls taking accountability for their actions. Girls with a close friend reported doing things together (24 percent) and talking or helping each other (54 percent). However, 23 percent of these girls reported having no close friends. Most of the girls were in a romantic relationship (74 percent). Those with a partner similar in age accounted for 35 percent and those with partners significantly older accounted for six percent, while 26 percent stated not having a current or prior romantic partner. Girls who been sexually active with someone else besides their significant romantic partner accounted for 29 percent.

Feelings: Most girls admitted getting depressed. About a third of them reported seeking activities that will distract them or seeking someone to talk to about their problems (32 percent). However, some girls dealt with depression by isolating themselves or drinking, using drugs, or self-mutilation (24 percent). Furthermore, 43 percent of them admitted to tattooing or cutting themselves. Suicide attempts accounted for 22 percent and girls with definite suicide thoughts accounted for an additional 13 percent.

Most girls had anger issues such as trouble expressing anger appropriately (33 percent), being physically aggressive toward people (31 percent), and avoiding expressing anger (13 percent). Over half of the girls had trust issues and basically mistrusted others (60 percent) while others had mixed or complex views when it came to trusting people (26 percent). A positive trend was girls emphasizing their strengths when asked to describe themselves (66 percent) by making statements of their positive qualities.

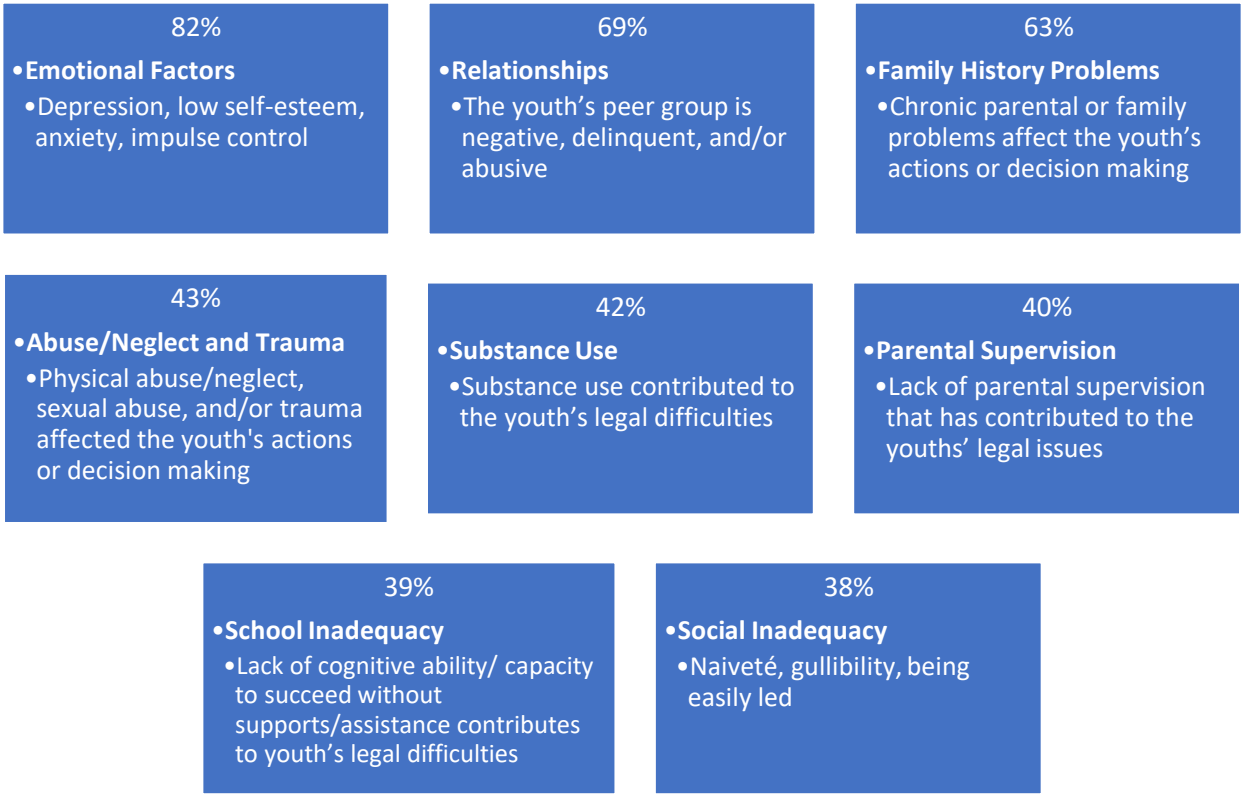
Family Attitudes: Mobility is a concern, as girls reported living in zero to four different houses (60 percent) and some girls reported living in five to nine different houses (29 percent) by the time this assessment was completed. Most girls found their current living arrangement as suitable (89 percent). Over half of the girls have a close relationship with their mothers (51 percent) and they reported that whenever they got in trouble their mothers would verbally handle the situation or would handle it by removing privileges (78 percent). Hostile relationships with their mothers accounted for 12 percent compared to 22 percent with their fathers. When getting in trouble, only about half of the fathers would verbally handle the situation or by removing privileges (53 percent). In addition, 32 percent answered this question as not applicable and it is unclear why these girls answered this way. Parental supervision was often ineffective and inconsistent (53 percent) or these girls had little or no parental supervision (19 percent). Girls who reported being abused by their parents accounted for 17 percent. However, when asked if their parents were ever reported to child welfare for abusing them or neglecting them the number increases to 55 percent. When asked if they were ever abused by anyone else, 19 percent said yes regarding sexual abuse, four percent said yes to physical abuse, and seven percent said yes to a combination of both. Traumatic events such as witnessing violence, domestic violence, sexual abuse, death of parent/sibling/friend, divorce, and other major disruption have significantly impacted these girls' lives (78 percent). Prior to age ten, the girls' parents would have described them as good kids (85 percent) and all girls agreed with this statement (89 percent). Girls reported their childhood as a happy time (79 percent), and they were basically satisfied with their childhood (73 percent). Thirty-one percent of parents were receiving Temporary Assistance for Needy Families (TANF) benefits. Parents with a history of criminal behavior accounted for 64 percent and parents with a history of probation, jail, or prison accounted for 65 percent as well. Ten percent of parents had a history of suicide attempts. Parents with a history of drinking and drug problems accounted for 63 percent. Siblings who had been arrested accounted for 39 percent. Within the last three years, 46 percent of these girls had either a parent or sibling who had been incarcerated or on probation. At the time of these assessments, 13 percent of girls had a parent or sibling currently incarcerated. Six girls (three percent) have at least one child and three girls have custody of their children.

Plans and problems: Aside from trouble with the law, these girls stated having trouble with education (31 percent), personal issues such as drinking and/or drugs (31 percent), and relationship issues such as getting along better with parents (15 percent). About 75 percent of the girls stated having long-term goals for their future. When leaving probation supervision, 80 percent of these girls stated knowing of existing resources that they were willing to use to stay out of trouble and nine percent identified barriers that limited their ability to access community resources. Girls saw being supervised as a means to stay out of trouble (37 percent) and another 17 percent valued counseling or being enrolled in programs to help them out.

Objective History: Almost half of these girls were 15-16 years old at the time of their earliest arrest or referral to court services (42 percent). Girls with their first arrest at age 14 accounted for 29 percent, girls at age 13 accounted for 16 percent, and girls at age 12 and younger accounted for three percent. Girls with one referral due to criminal offenses accounted for 40 percent and girls with two or three referrals due to criminal offenses accounted for 41 percent. Drug offenses accounted for 12 percent of referrals to court services. Referrals for one violent/assaultive offense (including current offense) accounted for 35 percent and two or more referrals for violent/assaultive offenses accounted for 13 percent as self-reported by these girls. Sixteen percent of referrals were for status offenses. The number of placements in correctional institutions was 16 percent and number of court-ordered out-of-home placements was 18 percent. For 83 percent of these girls, this was the first time that they were under probation supervision. Girls who had received psychological and/or psychiatric treatment accounted for 21 percent.

Interviewer Impressions – The following issues were found significant to highly significant for these girls:

Figure 23: Top Criminogenic Needs for Girls



Comparing Top Criminogenic Needs for Boys and Girls

By comparing top criminogenic needs for boys and girls based on their first JAIS assessment, we found the following:

Figure 24: Top Criminogenic Needs for Boys and Girls

For boys and girls, Emotional Factors, Relationships, Substance Use, and Family History Problems were identified as top criminogenic needs.

For boys and girls, Criminal Orientation was about the same (27 and 23 percent respectively).

For girls, Emotional Factors was higher (82 percent) compared to boys (62 percent).

For girls, Family History Problems was higher (63 percent) compared to boys (42 percent).

For girls, Abuse/Neglect and Trauma was higher (43 percent) compared to boys (21 percent).

Supervising Youth on Probation

As discussed earlier, the Probation Department utilizes an evidence-based tool called the Juvenile Assessment and Intervention System (JAIS) that weaves together a risk assessment and strengths and needs assessment. As well as analyzing risks and needs, the JAIS incorporates a supervision strategy model and determines the best approach for each youth. The JAIS assessment is effectuated as a one-on-one interview with the youth, focusing on the underlying motivation for their behavior and includes one of the four types of supervision strategies: Selective Intervention (SI), Environmental Structure (ES), Limit Setting (LS), and Casework Control (CC). See Appendix E for more details.

The following table shows the breakdown of Supervision Strategies by risk level for the sample of 831 boys who received probation services in 2019 and focuses on the first completed JAIS Assessment. Almost half of these boys (43 percent) were identified at Moderate risk, followed by 36 percent at Low risk, and 21 percent at High risk to recidivate. Selective Intervention was the most utilized supervision strategy for these boys (n=499) followed by Environmental Structure (n=135).

Table 8: Boys Supervision Strategies by Risk Level (n=831)

Risk Level	Casework / Control	Environmental Structure	Limit Setting	Selective Intervention	Total
High	42 (53%)	42 (31%)	70 (59%)	18 (4%)	172 (21%)
Moderate	37 (47%)	83 (62%)	48 (41%)	192 (39%)	360 (43%)
Low	0	10 (7%)	0	289 (58%)	299 (36%)
Grand Total	**79 (100%)**	**135 (100%)**	**118 (100%)**	**499 (100%)**	**831 (100%)**

The following table shows the breakdown of Supervision Strategies by risk level for the sample of 182 girls who received probation services in 2019 and focuses on the first completed JAIS Assessment. Out of the 182 assessments, Moderate risk accounted for 63 percent, Low risk accounted for 19 percent and High risk accounted for 18 percent likelihood to recidivate. Selective Intervention was the most utilized supervision strategy for these girls (n=107) followed by Casework / Control (n=46).

Table 9: Girls Supervision Strategies by Risk Level (n=182)

Risk Level	Casework / Control	Environmental Structure	Limit Setting	Selective Intervention	Total
High	19 (41%)	2 (13%)	5 (36%)	7 (7%)	33 (18%)
Moderate	26 (57%)	12 (80%)	9 (64%)	68 (64%)	115 (63%)
Low	1 (2%)	1 (7%)	0	32 (30%)	34 (19%)
Grand Total	**46 (100%)**	**15 (100%)**	**14 (100%)**	**107 (100%)**	**182 (100%)**

EXAMINING DISPROPORTIONALITY AT KEY ENTRY POINTS IN THE SYSTEM

System partners have been engaged in the Juvenile Justice Systems Collaborative (JJSC) since its inception by Board Resolution on July 1, 2008. The JJSC provides a channel for system partners to work together in the best interest of youth in the juvenile justice system while preventing or reducing the unnecessary detentions of youth. The JJSC has two standing work groups that meet monthly, the Race Equity in Justice Systems (REJS) and Race Equity through Prevention (REP). Members of the JJSC serve as voting members on only one of the work groups, but anyone can participate in the work group meetings and subcommittees. Members of the JJSC meet quarterly to discuss cross-functional issues and to get updates on efforts to reduce the overrepresentation of youth of color in the juvenile justice system. Both work groups operate on systemic issues using a racial and ethnic disparity (RED) lens that guides the focus areas and work. The following sections demonstrate how youth of color are overrepresented through the stages of juvenile justice system involvement. Throughout this report, figures are presented to compare youth of color with White youth to focus on disparity at any system point within the juvenile justice system.

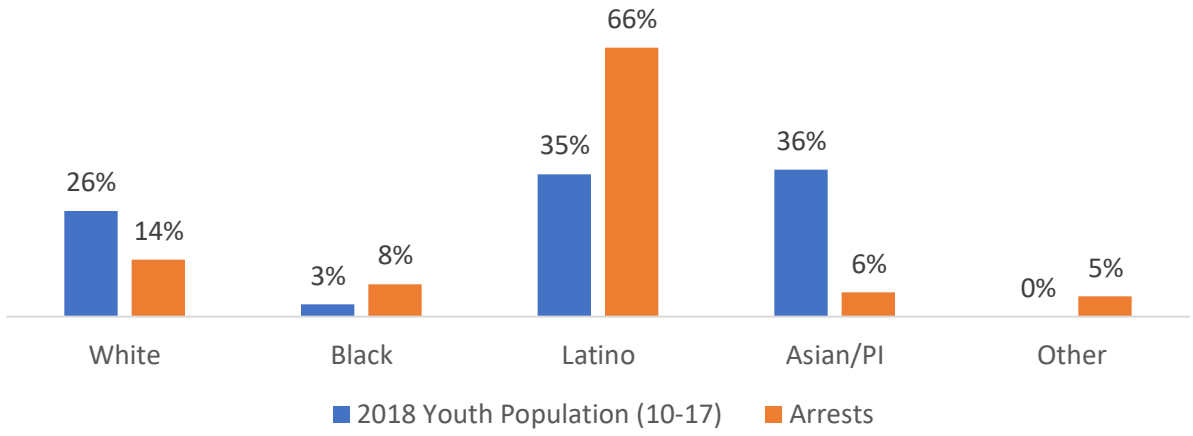
ARRESTS AND CITATIONS

Comparing the youth population of the county with the population of arrests/citations[19] clearly indicates overrepresentation for Latino and Black youth. While Latino youth represent 35 percent of the overall

[19] Youth's race/ethnicity can be reported as per the Juvenile Contact Report (JCR), Clerk, or Probation Officer. Probation is currently in the process of moving into a new case management system and efforts are focusing on improving and standardizing the collection of these variables.

youth population in Santa Clara County, they represent 66 percent of youth arrested/cited. Black youth represent three percent of the overall youth population, but eight percent of youth arrested/cited.

Figure 25: Youth Population Percentage (2018) and Youth Arrest Percentage (2019)



There is an inverse relationship for White and Asian/PI youth. White youth account for 26 percent of the population, but only 14 percent of arrests/citations. Similarly, Asian/PI youth account for 36 percent of the population and only six percent of arrests/citations.

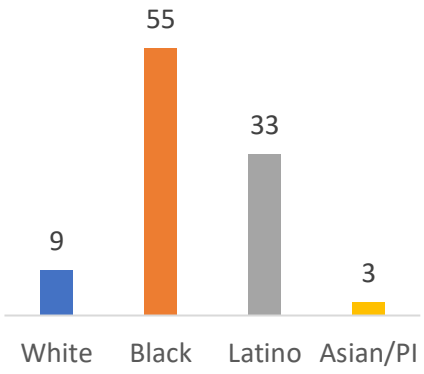
Table 10: Number and Rate of Arrests and Citations (2019) and Youth Population (2018)

Number and Rate of Arrests/Citations (2019) to Youth Population (2018)	White	Black	Latino	Asian/PI	Other	Total
Youth Population (10-17)	50,004	5,129	67,052	70,051	586	192,822
Arrests/Citations	469	283	2,237	202	179	3,370
Youth Population Percent	*26%*	*3%*	*35%*	*36%*	*0%*	*100%*
Arrest/Citation Percent	*14%*	*8%*	*66%*	*6%*	*5%*	*100%*
Rate of Arrest (per 1,000 youth)	9	55	33	3	**	17
Disparity Gap: Times More Likely to be Arrested/Cited	1.0	5.9	3.6	0.3	N/A	N/A

**Unable to calculate because numbers are too small.

Examining rates of arrest/citation is another way to understand the extent of disparities. In Santa Clara County in 2019, for every 1,000 Black youth, there were 55 arrests/citations of Black youth (as shown in Figure 26). Compared to the rate of nine for every 1,000 White youth, Black youth were 46 times more likely than White youth to be arrested or cited. For every 1,000 Latino youth, there were 33 arrests/citations of Latino youth. The likelihood of a Latino youth being arrested/cited was over 24 times that of White youth. Asian/PI youth had the lowest rate of three arrests/citations for every 1,000 Asian/PI youth in the population, making them less likely to be arrested than White youth.

Figure 26: Rate of Arrest and Citation per 1,000 youth 2019



Between 2015 and 2019, there was a 16 percent decrease in the number of arrests/citations for all youth. The decrease in arrests/citations from 2015 to 2019 was greater for Black and Asian/PI youth than for Latino youth. Between 2015 and 2019, Latino youth arrests/citations decreased by 17 percent while arrests/citations of Black and Latino youth decreased by 26 percent, respectively. During the same period, White youth experienced a ten percent decrease in arrests/citations.

Table 11: Arrest and Citation Yearly Trends

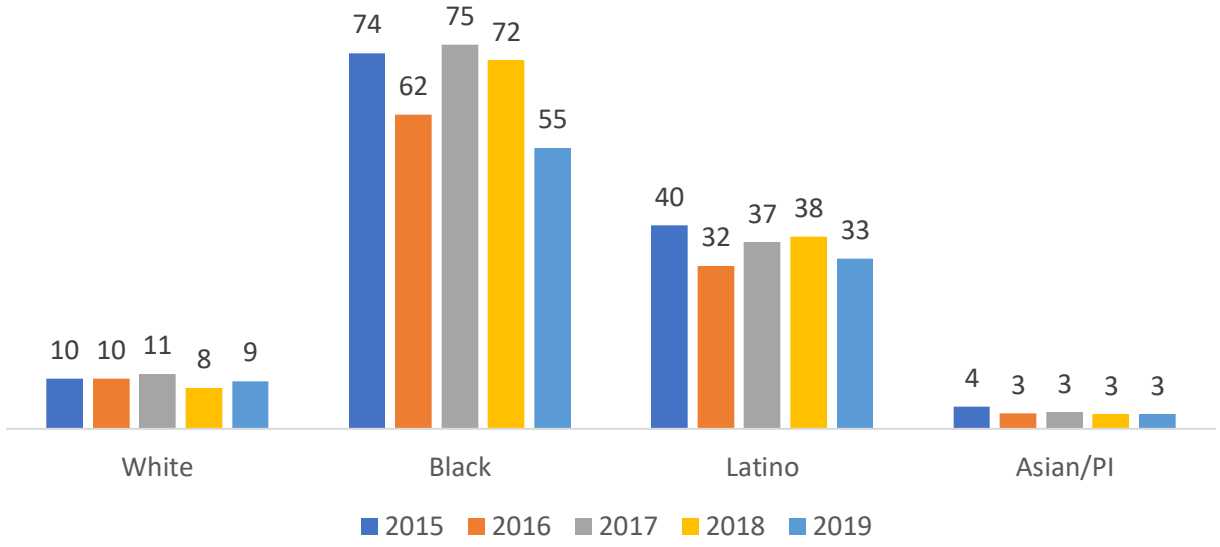
Arrest/Citation Numbers	White	Black	Latino	Asian/PI	Other	Total
2015	521	385	2,687	274	123	**3,990**
2016	511	325	2,146	215	113	**3,310**
2017	564	391	2,471	223	143	**3,792**
2018	411	373	2,549	196	139	**3,668**
2019	469	283	2,237	202	179	**3,370**
Percent Change 2018-2019	**14%**	**-24%**	**-12%**	**3%**	**29%**	**-8%**
Percent Change 2015-2019	**-10%**	**-26%**	**-17%**	**-26%**	**49%**	**-16%**

A decrease in the number of youth arrested/cited does not control for the changes in population that have occurred over the same period. However, arrest/citation rates[20] provide a more accurate view of

[20] Rates help to remove variations in population size between different groups and provide a standardized measure of the likelihood of system involvement for each group. To calculate the rates, we divide the number of youth arrested by the number of youth in the population and multiply by 1,000 youth.

system involvement for each group. While arrest/citation rates between 2015 and 2019 fell considerably across all racial/ethnic groups, rates of arrest/citation remain far higher for Latino and Black youth than for White and Asian/PI youth.

Figure 27: Arrest Rates per 1,000 Youth 2015 – 2019 by Race/Ethnicity



YOUTH DETENTION

Disparities across racial groups continue at the detention decision point where there is an overrepresentation of Black and Latino youth admitted to detention in Santa Clara County compared to their representation in the youth population. Black youth represent three percent of the population but 11 percent of admissions. Latino youth represent 35 percent of the population, but 73 percent of admissions. In contrast, while 26 percent of youth in the population are White, only ten percent of total admissions were White youth, an increase from 2018. Asian/PI youth represent 36 percent of the population, but only five percent of admissions. Again, population data is based on calendar year 2018.

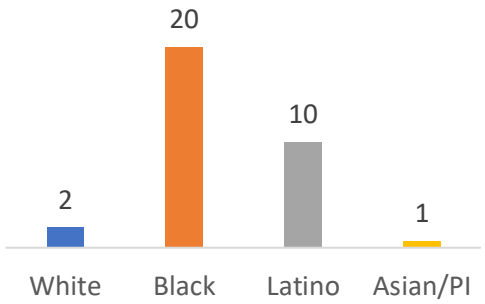
Table 12: Numbers and Rate of Admission to Secure Detention 2019

Numbers and Rate of Admission to Secure Detention (2019)	White	Black	Latino	Asian/ PI	Other	Total
Youth Population (10-17)	50,004	5,129	67,052	70,051	586	192,822
Admissions to Detention	97	101	696	44	20	958
Youth Population Percent	*26%*	*3%*	*35%*	*36%*	*0%*	*100%*
Admission to Detention Percent	*10%*	*11%*	*73%*	*5%*	*2%*	*100%*
Rate of Detention (per 1,000 youth)	2	20	10	1	N/A	5
Disparity Gap: Times More Likely to be Detained	1.0	10.2	5.4	0.3	N/A	N/A

In 2019, White youth had a rate of two detentions per 1,000 White youth in the population. Black and Latino detention rates were 20 (Black) and ten (Latino), respectively. Asian/PI youth had the lowest rate of one youth per every 1,000 Asian/PI youth.

A comparison of the rates of detention for White youth reveals the likelihood of a Black youth being admitted to detention is 18 times that of a White youth. Latino youth were eight times more likely to be detained than White youth.

Figure 28: Rate of Detention per 1,000 youth 2019



The table below shows that from 2015 to 2019, there was a 21 percent decrease in the overall rate of admission to detention.[21] During that period Black and Latino youth experienced a reduction in the number of admissions to secure detention. The number of Black youth admitted to detention decreased by four percent, Latino youth decreased by ten percent. However, it is important to note, the actual number of Black youth detained went from 105 in 2015 to 101 in 2019 (a decrease of four total youth detained). During that period White, Asian/PI and Other[22] youth experienced an increase in the number of admissions to detention. The number of White youth admitted to detention increased by 13 percent, Asian/PI youth increased by 22 percent, and Other youth increased by 33 percent. However, it is important to note, the actual number of Asian/PI youth detained went from 36 in 2015 to 44 in 2019. Similarly, youth identified as Other went from 15 admissions in 2015 to 20 admissions in 2019 and White youth went from

[21] As with arrests, we look at the rate of admissions by race and ethnicity, to remove variations in population size between different groups and provide a standardized measure of the likelihood of admission for each group. To calculate the rates, we divide the number of youth admitted by the number of youth in the population and multiply by 1,000 youth.

[22] Other youth includes: Multiracial and Native American youth.

86 admissions in 2016 to 97 in 2019. When numbers in the population sample are so small, percentage changes can be skewed greatly.

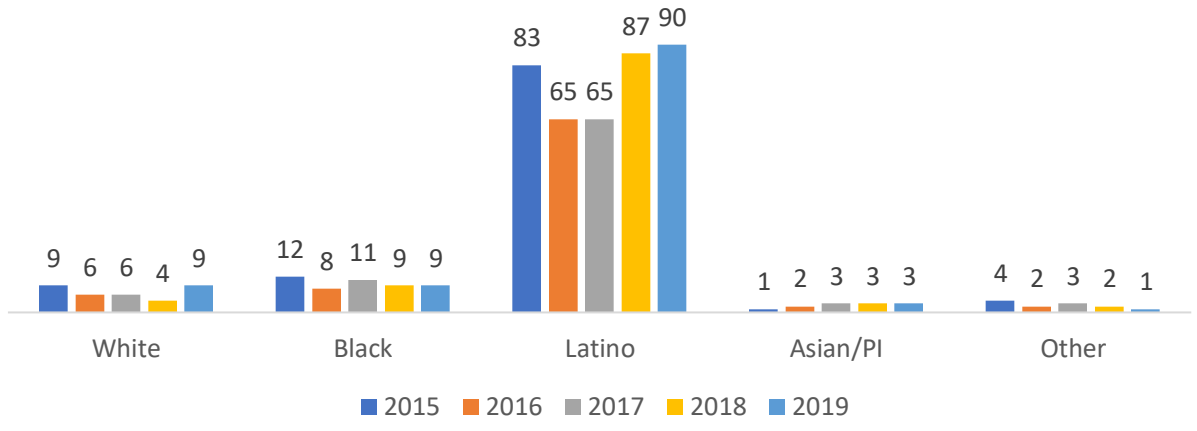
Table 13: Admission Numbers 2015-2019

Admission Numbers 2015-2019	White	Black	Latino	Asian/PI	Other	Total
2015	86	105	775	36	15	1,017
2016	101	95	679	37	9	921
2017	95	125	725	51	17	1,013
2018	77	133	922	57	23	1,212
2019	97	101	696	44	20	958
Percent Change 2018-2019	**26%**	**-24%**	**-25%**	**-23%**	**-13%**	**-21%**
Percent Change 2015-2019	**13%**	**-4%**	**-10%**	**22%**	**33%**	**-6%**

JUVENILE HALL AVERAGE DAILY POPULATION

The average daily population of Juvenile Hall also reveals racial disparities in detention. Average daily population figures provide a breakdown of the detention during "an average day" during the year. In 2019 (as shown in figure below), the average daily population was made up of nine White youth, nine Black youth, 90 Latino youth, three Asian/PI youth, and one Other youth. The average daily population in 2019 was 112 youth, a seven percent increase from 2018.

Figure 29: Average Daily Population by Race/Ethnicity



PETITIONS

There continues to be an overrepresentation of Latino and Black youth petitioned in Santa Clara County compared to their representation in the overall county youth population. In contrast, White youth account for 26 percent of the population, but only eight percent of petitions. Similarly, Asian/PI youth account for 36 percent of the population but only seven percent of petitions. Latino youth represent 47 percent of the youth population, but 65 percent of filed petitions. Black youth represent only three percent of the population, but 11 percent of filed petitions. Nine percent of petitions were classified as Other youth. The Other category can include youth of mixed race or youth whose race is unknown. In 2019, for every 1,000 White youth in the population, one was petitioned. In comparison, for every 1,000 Black youth, 18 were petitioned and for every 1,000 Latino youth, eight were petitioned. For every 1,000 Asian/PI youth, one was petitioned. Black youth were over 17 times more likely than White youth to be petitioned, and Latino youth were seven times more likely than White youth.

Figure 30: Santa Clara County Petitions in 2019

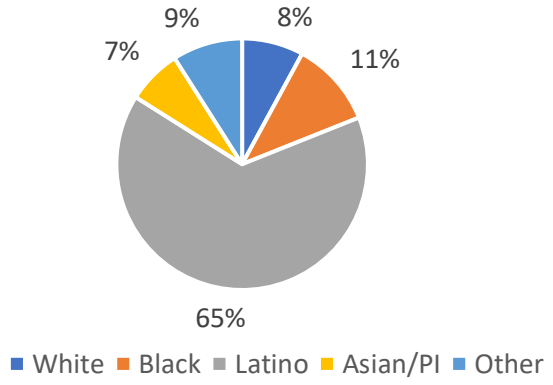


Figure 31: Rate of Petition for 2019 (per 1,000 youth in population)

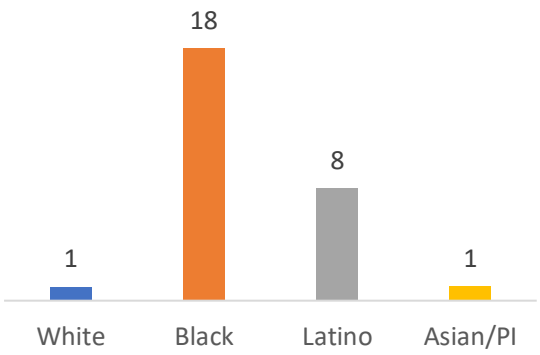


Table 14 illustrates that White, Black, Latino, and Asian/PI youth saw a decrease in the number of petitions filed between 2018 and 2019, while Other youth saw an increase.

Between 2018 and 2019, "Other" youth had an increase in petitions filed (16 percent). Black and Latino youth continue to be more likely to have a petition filed than White or Asian youth.

Table 14: Duplicated[23] Petition Numbers 2015-2019

[23] Duplicated refers to the count of petitions, not count of youth.

Petition Numbers 2015-2019	White	Black	Latino	Asian/PI	Other	Total
2015	149	104	939	82	140	1,414
2016	121	74	812	68	126	1,201
2017	148	165	938	89	50	1,390
2018	109	168	1,112	77	69	1,535
2019	67	90	550	61	80	848
Percent Change 2018-2019	**-39%**	**-46%**	**-51%**	**-21%**	**16%**	**-45%**
Percent Change 2015-2019	**-55%**	**-13%**	**-41%**	**-26%**	**-43%**	**-40%**

Table 15: Numbers and Rate of Duplicated Petitions 2019

Numbers and Rate of Petitions 2019	White	Black	Latino	Asian/PI	Other	Total
Youth Population (10-17)	50,004	5,129	67,052	70,051	586	192,822
Petitions	67	90	550	61	80	848
Youth Population Percent	*26%*	*3%*	*47%*	*36%*	*0%*	*100%*
Petition Percent	*8%*	*11%*	*65%*	*7%*	*9%*	*100%*
Rate of Petition (per 1,000 youth)	1	18	8	1	**	4
Petition Disparity Gap	1	13.1	6.1	0.6	N/A	N/A

**Unable to calculate because numbers are too small.

The table below shows the rate of petitions per 1,000 youth in the population has decreased for White, Black, and Latino youth from 2015 to 2019, and remained steady for Asian/PI youth. The overall rate of petitions filed for both Black and Latino youth has remained consistently higher than for White and Asian/PI youth.

Table 16: Petition Rates per 1,000 Youth by Race/Ethnicity

	White	Black	Latino	Asian/PI
2015	3	20	14	1
2016	2	14	12	1
2017	3	32	14	1
2018	2	33	16	1
2019	1	18	8	1
Percent Change 2018-2019	**-50%**	**-45%**	**-50%**	**0%**
Percent Change 2015-2019	**-67%**	**-10%**	**-43%**	**0%**

COLLABORATIVE JUVENILE JUSTICE INTERVENTIONS

Youth who have entered the juvenile justice system often have more than criminogenic needs and as a result, a more comprehensive approach increases the likelihood of success as system partners collaboratively work together to render services to youth and families in Santa Clara County. The following section describes some of the collaborative intermediate level interventions utilized in the County.

WIC 241.1 Referrals and Assessments

WIC §241.1 referrals are reviewed by both the DFCS and Juvenile Probation Division (JPD) Supervisors of the DIY Unit to determine if the DIY Unit will conduct the joint assessment and provide the report to the Juvenile Court. Once a case is accepted, the DIY Unit goes through a Child and Family Team Meeting (CFT), which will result in a joint recommendation for the §241.1 report. The CFTs serve as an opportunity to partner with the youth and family in identifying what supports are needed to function safely, and ultimately free of system involvement. The CFT process begins with a youth advocate building a relationship with the youth and assessing the youth's needs and strengths. Subsequently, a group including the social worker, probation officer, the youth, family, support persons identified by the youth, and relevant treatment providers will meet to discuss how to capitalize on the youth's strengths and more effectively respond to the needs. Finally, a separate meeting will take place without the youth to develop the joint agency recommendations that will go into the §241.1 report. Recommendations resulting in dual involvement are advised to remain under the supervision of the unit after the 241.1 assessment has been completed. Cases not accepted into the DIY Unit are assigned to a DFCS Social Worker (SW) and Probation Officer (PO) following established procedures. The assigned PO and the assigned SW will complete an initial assessment before seven court days of the pending §241.1 hearing. For those cases where the family issues do not rise to the level of mandating a WIC 241.1 referral, but the family appears to be in crisis, sometimes the stakeholders will agree to have the case heard on the DIY calendar in order to collaborate and attempt to keep youth and families out of both systems, if possible.

Dually Involved Youth Initiative/Unit

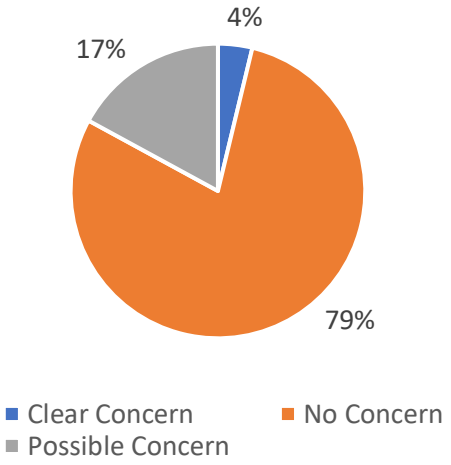
The Dually Involved Youth Initiative is a collaborative effort between the Probation Department Juvenile Services Division (JPD), the Department of Family and Children Services (DFCS), and the Behavioral Health Services Department (BHSD). Formally launched as part of the Juvenile Justice Court's DIY Initiative in June 2014, the work of the Dually Involved Youth Unit (DIYU) guides the cross-systems initiative efforts. The DIYU continues to provide coordinated case management and services between JPD, DFCS, and BHSD. This coordinated systems approach allows for the co-location of social workers, probation officers, and youth advocates to implement a collaborative and healing-focused plan built around leveraging the strengths and needs of the youth. In Calendar Year (CY) 2019, the DIYU was staffed with six social workers, five probation officers, three youth advocates, and one behavioral health facilitator. A DIY Director provides cross-systems communication, coordination, and planning. JPD, DFCS, and BHSD supervisors provide oversight of the program. At the same time, a DIY liaison facilitates the sharing of information between DFCS and JPD staff located within and outside of the unit. In CY 2019, 54 WIC §241.1 were completed by the DIYU. Social workers and probation officers make a jointly recommendation by completing a WIC §241.1 assessment. Youth not admitted to the DIYU receive services either through child welfare or probation as these cases can be handled by one department and do not require intensive services rendered in the DIYU. Of the 54 ordered assessments, 45 youth were accepted for dual system involvement. Additionally, of the 45 youth served, 58 percent were male (n=26) and 42 percent female (n=19). Latino youth represented 60 percent of youth served (n=27), Black youth represented 18 percent (n=8), White youth represented 13 percent (n=6), and Asian/Pacific Islander youth represented nine percent (n=4). The average age of youth served was 16.38.

Commercially Sexually Exploited Children (CSEC)

In 2017, the Juvenile Division of the Probation Department created the commercial sexual exploitation of children (CSEC) Unit to address the serious issue of youth who are sexually exploited or are at high risk for sexual exploitation. Commercial sexual exploitation of a child is a form of child abuse that causes multiple levels of trauma and many victims of commercial sexual exploitation exhibit behaviors that are manifestations of the trauma they have experienced. The CSEC unit is part of a larger multiagency collaborative which includes the Department of Family and Children Services, the Public Health Department, the Behavioral Health Services Department, and advocates from Community Solutions and the YWCA. This collaborative developed and implemented an interagency response protocol as well as continued to work on demand reduction and prevention efforts. The Juvenile Division CSEC Unit aids with increased identification of commercially sexually exploited or youth at risk for exploitation, coordination of a range of victim-centered, strength-based trauma-informed services through the multiagency collaborative, and training. Youth who are identified as being exploited or at risk for exploitation are referred to the CSEC transformation team for individual support and resources that are empowering, reduce harm, and build upon their resiliency.

During the calendar year of 2019, 2,007 duplicated youth (1,766 unique youth) were screened for CSEC using the CSE-IT. Screenings are completed utilizing the West Coast Children's Clinic Commercial Sexual Exploitation Identification Tool (CSE-IT). Seventy-seven percent of youth screened no concern for CSEC (n=1,536), 20 percent of youth screened possible concern [24] for CSEC (n=396), and four percent of youth screened clear concern for CSEC (n=75) (see figure 32). Twenty-eight percent of youth screened were 17 years old at the time of screening (n=558), followed by 24 percent who were 16 years old at the time of the screening (n=483). Seventy-three percent of youth screened by the CSE-IT were male, followed by 27 percent of youth screened were female.

Figure 32: CSE-IT Results



Of the 2,007 youth screened for CSEC, 83 youth had a CSEC Referral completed (four percent).

Specialty Courts

All the youth appearing on specialty court calendars are referred to services that are specialized to address their needs. Within the County of Santa Clara Juvenile Justice Court there are currently four specialty courts, each focused on addressing potential root causes of offending. The Dually Involved Youth (DIY) Court focuses on youth who have both child welfare and juvenile justice involvement. The Family/Domestic Violence (FV/DV) court handles cases where the charges or concerns regarding the youth are primarily related to family or intimate partner violence. Lastly, the Court for the Individualized Treatment of Adolescents (CITA) Court (previously Juvenile Treatment Court) focuses on youth with co-occurring substance use and mental health disorders.

FAMILY VIOLENCE/DOMESTIC VIOLENCE COURT (FV/DV)

Any case that comes before the District Attorney (DA) that is a Domestic Violence/Family Violence (DV/FV) case is "stamped" by the DA as DV/FV. Such cases are calendared in a specific department (in this county Dept 82). The Judge in this department is familiar with DV/FV cases as they are all in his Court, and he has attended specific DV trainings. Additionally, the same DA and Public Defender (PD) will appear for DV

[24] The CSE-IT is to be completed through the Probation Case Management System. Upon completion of the CSE-IT, a score will be generated that will indicate the level of concern for exploitation. The level of concern for exploitation may guide the DPO to further consider CSE risk factors and may also trigger an automatic referral to the CSEC DPO depending on the indicated level of concern.

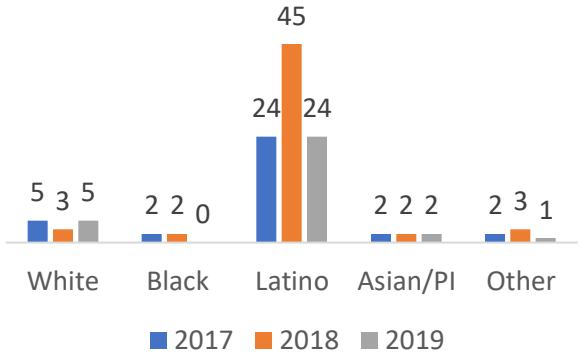
cases given they are in the same department, which allows for a certain level of consistency. The case (in most instances) is transferred to the Special Programs/Domestic Violence Unit. Said unit has two specially trained Probation Officers (POs) that are trained extensively in Juvenile Domestic Violence and their entire caseload consists of DV cases. They are experts in this area given their training and consistent exposure. These Probation Officers train in the department and guide their peers as to the difference between an assault and true domestic violence through the lens of power and control over a victim.

Each case is heard a minimum of every three months, more frequently if the minor is not doing well. The youth are, in most cases, referred to the 26-week batters intervention program where they are held accountable for their actions, and must hold their peers accountable for similar behavior. Guidelines for this program are strict and failure to abide by the guidelines will result in a Violation of Probation and possible return to Juvenile Hall.

The goals of the specialized DV caseloads are to promote victim safety and offender accountability. Each case is issued a No Contact Order, and in some cases a Peaceful Contact Order, dependent on individual circumstances. No Contact and Peaceful Contact Orders are strictly enforced. Probation remains in close contact with the victim for the life of the case and victims are provided opportunities for education, advocacy, and parenting (if applicable) should they choose to utilize services. Victims are always informed and updated related to their case and their voice is always relayed to the Court. The department has a protocol that includes swift response to any violation that may put a victim at risk (substance use, violations of the No Contact, failure of Court Ordered Batters Intervention Programing, etc.). The County also is in the process of looking at data as it relates to recidivism and utilizes Evidence Bases Practices.

In 2019, Family Violence/Domestic Violence Court (FV/DV) served 32 youth. Latino youth make up the largest group of participants in FV/DV (75 percent). White youth made up 16 percent of participants (n=5). Males represented 78 percent of participants. Sixty-nine percent of youth who participated in the FV/DV program were 16-17 years old at the start of services.

Figure 33: Number of Youth in Family Violence/ Domestic Violence Court



COURT FOR THE INDIVIDUALIZED TREATMENT OF ADOLESCENTS (CITA)

The Court for the Individualized Treatment of Adolescents (CITA) is a therapeutic court intervention that focuses on youth who have both a mental health and substance abuse diagnosis. The court is voluntary. The youth's voice is critical to each case's success. Each case plan is tailored to the youth and family needs by the youth as well as a team of professionals that includes the judge, the probation officer, the attorney for the youth, the District Attorney, a Behavioral Health case manager, an educational legal expert, a legal

benefits expert, and other team members which may include mentors, mental health counselors, Wraparound providers, and parents.

The court is held two times per month, however, most youth appear in court monthly. The goal of this court is to get the youth and family stabilized with community providers and off probation. We recognize that when criminal behavior is driven by mental health and/or substance abuse disorders that once properly addressed, the public safety issues fall away. Many of our youth will have lifelong struggles with addiction and mental health and it is our hope that these issues can be addressed by the Behavioral Health system of care with a supportive treatment response that will carry our youth to adulthood without further justice systems involvement.

In 2019, a total 46 youth were screened. Of all youth screened in 2019, 65 percent were male, and the majority (67 percent) were Latino, followed by White (20 percent). In 2019, 36 youth completed CITA.

OPPORTUNITY COURT

One time per month the Juvenile Court is held in the community at ConXion to Community (CTC). We call that court setting Opportunity Court. CITA Court is held on the third Thursday of the month at 1:30pm at this site. The judge works with ConXion to set up a youth services fair simultaneous to the court hearings that occur in the same building. Families gather, service providers offer assistance, and everyone leaves with a box of groceries. At that location there is always a raffle for gift cards and movie tickets, job opportunities, community college advisors, mentors, vocational training options, motivational speakers and much more. The atmosphere is light and supportive of the youth and families. Celebrations include graduations from CITA Court and holiday themes during the winter months. Opportunity Court has been in existence for five years. We are very grateful to our community partners that continue to show up each month for our youth.

Victim-Centered Approaches

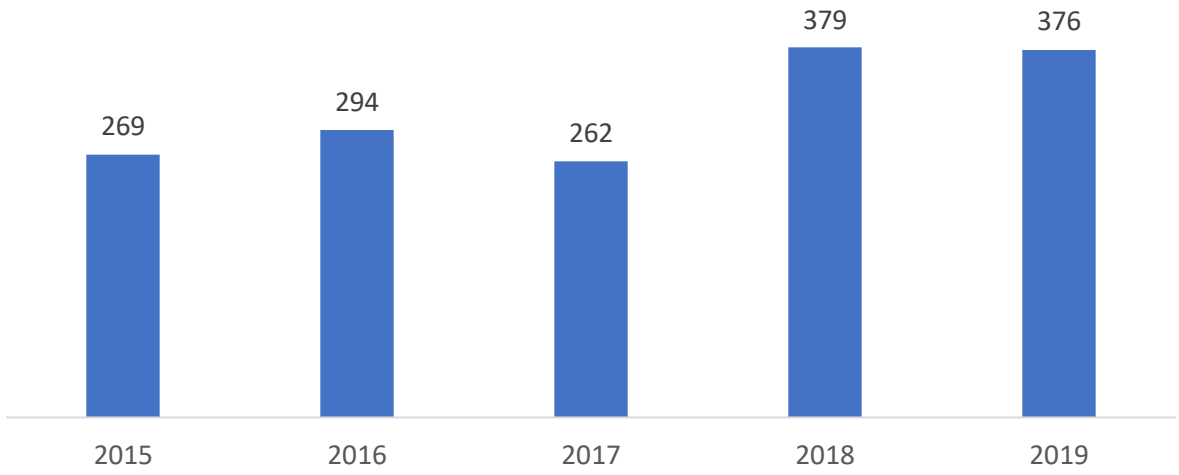
The County of Santa Clara utilizes many victim centered approaches with juvenile justice youth including: Victim Awareness classes, Victim Offender Mediation (VOMP), and the District Attorney's Juvenile Victim Advocate.

PROBATION VICTIM SERVICES

The unit works collaboratively with members of the community and survivors of crime to provide Victim Awareness workshops throughout the County for youth referred to the Probation Department. The goals of the program are to increase empathy through educating and sensitizing youth to the impacts of crime and promoting a system of justice that recognizes harm caused to victims and supporting positive steps to repairing those harms. The workshop curriculum is victim centered and enhanced by community members who have been victims of youth crime and give a firsthand account of the impacts of crime. The curriculum was redesigned in mid-2018 in collaboration with staff, facilitators, victim speakers, and with youth input. In 2019, 376 individual youth were served through the Victim Awareness classes. Of these, 67 percent were male and 33 percent were female. Of the participants, 68 percent were Latino, 15 percent

were White, eight percent were Black, five percent were Other and four percent were Asian/PI. Five percent were aged 13 and under, 35 percent were 14-15 and 59 percent were 16 or older. The Probation Department conducts semiannual evaluations of Victim Awareness classes and these reports show statistically significant improvement when comparing pre-test with post-test scores.

Figure 34: Victim Awareness Participants



DISTRICT ATTORNEY JUVENILE VICTIM ADVOCATE

In the Summer of 2018, recognizing the growing need among victims of juvenile crime, the District Attorney's Office Victim Services Unit collaborated with Juvenile Probation to assign one full-time, bilingual (English and Spanish) Victim Advocate to the Juvenile Crimes Unit. This Advocate is available to provide court support as needed to crime survivors and works with the Probation Department to ensure victims received comprehensive victim services to help them heal and move forward after victimization. These services include crisis intervention, emergency services, resource and referral assistance, orientation to the juvenile justice process, court support and escort, and assistance with the California Victim Compensation Program. In addition, the Claim Specialists in the D.A.'s Victim Services Unit work directly with victims to pay for certain types or crime-related costs such as medical and mental health expenses.

VICTIM OFFENDER MEDIATION PROGRAM (VOMP)

Through the County of Santa Clara Office of Mediation and Ombuds Services (OMOS), the Victim Offender Mediation Program (VOMP) provides probation youth and the victims of their offenses the option to meet in a safe and structured setting with neutral mediators to address what happened, its impact, and how the physical, financial, and emotional damage from the crime can best be repaired. The process enables victims to have their questions answered and the probation youth to acknowledge responsibility and have a voice in how to make things as right as possible. When the parties are inclined to discuss restitution, they have an opportunity to do so and to create their own, voluntary agreement regarding restitution (financial or otherwise). The program is based on the principles of Restorative Justice and transformative

mediation, taking into consideration everyone affected by the crime, including the victim, relatives, probation youth, parents, siblings, schools, and the community. Data from five Northern California VOM programs demonstrates that mediated agreements reached between victims and probation youth decrease recidivism and significantly increase restitution repayment compared to court-ordered restitution.

Benefits for victims include the opportunity to ask questions only the probation youth can answer (such as how and why the crime happened and whether it might happen again), be heard by the probation youth regarding the first-hand the impact of his/her actions, have a voice in how the damage is repaired, gain an understanding of the probation youth by hearing his/her story, and to move towards repair and closure by increasing the possibility of becoming whole, emotionally and financially. Benefits for probation youth include the opportunity to help the victim be heard and have his/her questions about the incident answered, see the victim as a person, hear and take responsibility for the impact of his/her actions, have a voice in how the damage is repaired and restitution made, and experience the power of and growth from doing the right thing. Benefits for the community include repairing physical damage caused by crimes, moving youth towards becoming responsible citizens, and improving public safety by reducing the likelihood the offender will commit future crimes.

Mediation services provided by OMOS and VOMP are free, voluntary, and confidential. If all parties agree, the mediated agreement may be shared with third parties such as the Court, Probation, District Attorney, defense counsel, support agencies, and family members. In 2019, 289 referrals were made for 191 unduplicated probation youth and 225 unduplicated victims. Eighteen percent of the referrals were for female youth, and 31 percent of the referrals involved at least one monolingual Spanish speaking person (parent of probation youth or victim). Of the parties VOMP was able to contact, 437 people[25] were served by mediation consultations and conciliation (communication between the parties through the mediator) and another 65 were served by mediation (seven additional referrals are still pending resolution as mediation, conciliation, or consultations cases). Of the youth VOMP could reach and who provided a response to date, approximately 91 probation youth wanted to mediate. Of the 91 probation youth that wanted to mediate, approximately 28 of their victims who provided a response to date also wanted to mediate.

Behavioral Health and Substance Use Treatment Services

In 2019, the Behavioral Health Services Department (BHSD), created a new division within our Children, Youth and Family (CYF) System of Care, named the Cross Systems Initiatives (CSI) Division. This division focuses on programs serving children, adolescents, young adults and their families, ages birth – 25 years, who experience social-emotional and behavioral concerns and are involved in the child welfare and/or juvenile justice systems. The CSI Division and the Family and Children's (F&C) Division provide services at five County-operated sites and 20 contract agency programs located throughout Santa Clara County. CSI

[25] For each referral we may serve more than one person. For example, if we consult, on that one referral, with the minor and the mother, and then the victim and the victim's spouse, then that's four people served for the one referral.

and F&C provide outpatient care and programs specific to the unique needs of children and their families. Services through strength-based and trauma-informed practices that respect cultural values and engage natural support systems. Services are offered within a continuum of care ranging in intensity and duration based on the needs of the individual child/youth.

Also, part of the CYF System of Care is the Children, Family and Community Services (CFCS) Division which consists of programs that serve youth and young adults up to age 21 who face substance use issues, often combined with other social-emotional and behavioral needs. Youth with substance use issues are able to consent to their own treatment, and families are included in treatment based on youth agreement and consent. Youth Substance Use Treatment Services (SUTS) are offered at 23 outpatient school and clinic sites located throughout Santa Clara County.

In addition to behavioral health services, which includes co-occurring treatment based on individual needs while the youth is in custody, BHSD has a continuum of services available to youth involved in the juvenile justice system who are living at home or in the community. These services include prevention, early intervention and treatment programs that include outpatient mental health treatment, in-custody behavioral health services, intensive outpatient behavioral health programs, substance use treatment, and crisis services which range in intensity and duration to address the individualized needs of the youth. As part of the philosophy of care, youth received individualized treatment services in the least restrictive environment with the level of intensity based on a thorough assessment. Services for youth dealing with substance use issues include outpatient services up to six hours per week and intensive outpatient services up to 19 hours per week. Youth that require a higher level of care may receive up to thirty days of residential services and have two admissions, if needed, per year.

In 2019, 825 probation involved youth, living in the community, received mental health services and 239 youth received Substance Use Treatment Services. Eighty one percent of youth receiving substance use treatment services were male and 19 percent were female. The data that follows reflects youth who received services through BHSD. The largest age group served during 2019 was the 16 to 18 age group (83 percent) followed by 14-15 years old (14 percent) and 13 and under (1 youth). For each of these age groups, there are specific programs designed to address their behavioral health issues by using age appropriate assessment and evidence-based practices.

County Substance Use Treatment Services (SUTS) served 171 youth who were 16 to 18 years old, comprising 72 percent of the total population of youth receiving substance use treatment. This was followed by 62 youth 14 to 15 years old, or 26 percent of the population. One youth in treatment or 0.4 percent of the total population was 13 years old or younger. The remaining 1.6 percent or five youth in treatment did not self-report their age.

Figure 35: Behavioral Health Treatment by Sex

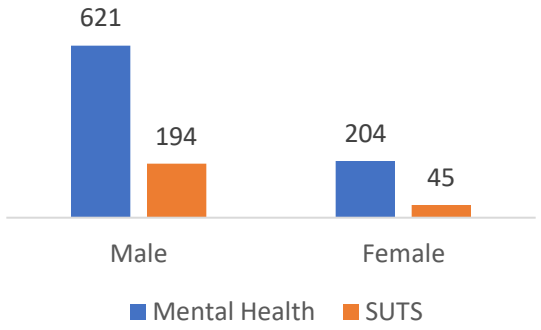
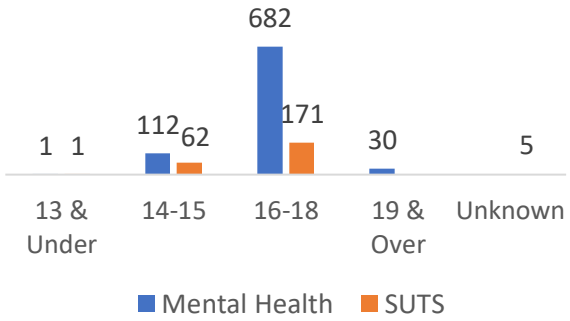
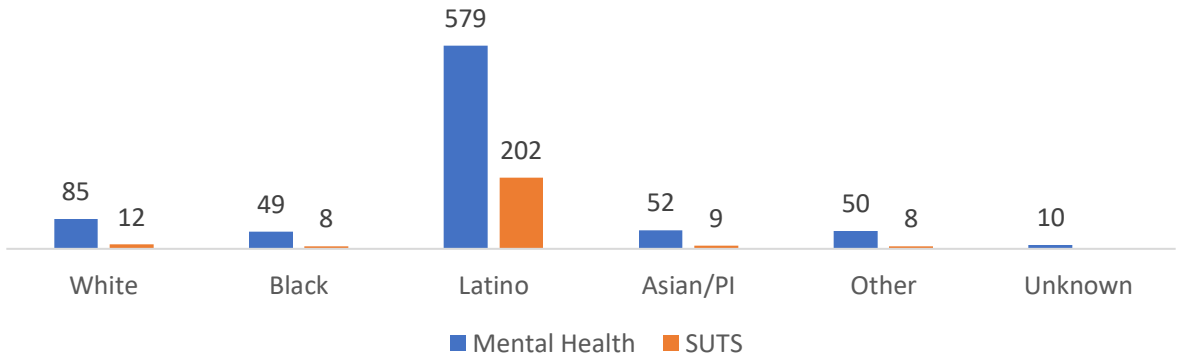


Figure 36 : Behavioral Health Treatment by Age Range



The largest ethnic population served during 2019 for mental health services was the Latino population (70.18 percent). Latino youth were followed by White (10.3 percent), Asian/PI (6.3 percent), Other (6.06 percent) and Black youth (5.93 percent). A total of 239 justice-involved youth received substance use treatment in either residential or outpatient settings. Of these youth, 12 were White (five percent), eight were Black (three percent), 202 were Latino (85 percent), nine were Asian/PI (four percent), and eight designated their ethnicity as "Other" (three percent).

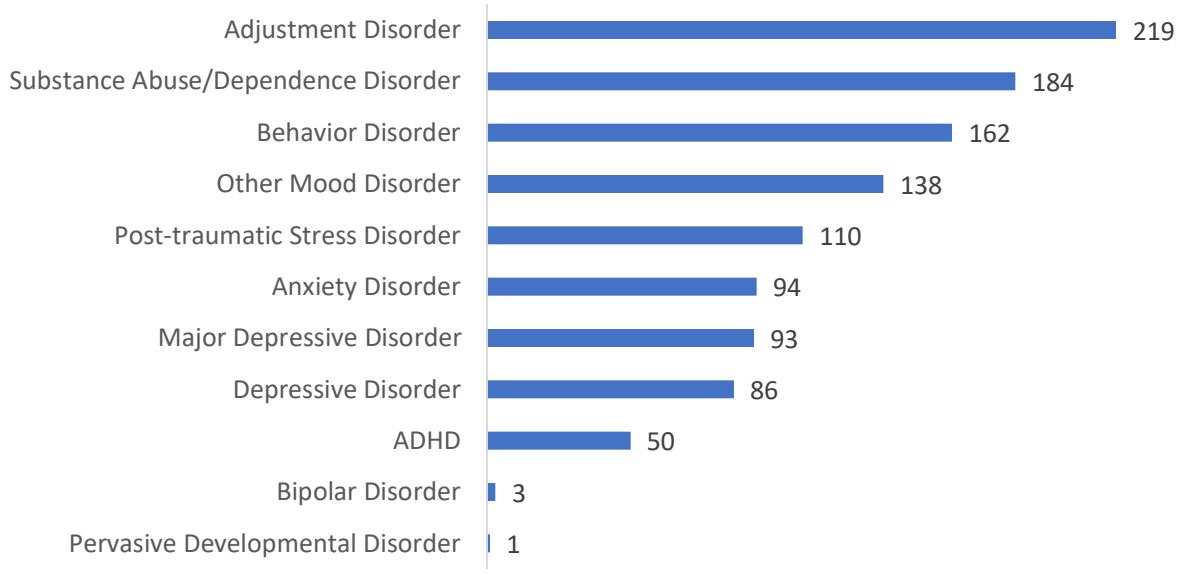
Figure 37: Behavioral Health Treatment by Race/Ethnicity



Among those youth identified as meeting the criteria for a behavioral health diagnosis[26], the three most prevalent diagnoses were Adjustment Disorder (n=219), Substance Use/Dependence Disorder (n=184), Behavior Disorder (n=162), and Other Mood Disorder (n=138). It should be noted that most youth have experienced traumatic or significant adverse childhood experiences that did not always meet the criteria for Post-Traumatic Stress Disorder.

Figure 38: Behavioral Health Diagnosis

[26] For a short definition of these diagnosis, please refer to Appendix I as provided by BHSD.



Ranch Re-Entry Behavioral Health Services

In calendar year 2019, all youth at James Ranch received both Mental Health and Substance Use Treatment Services. In July 2019, these services were integrated and provided under the umbrella of one program, the Youth Therapeutic Integrated Program (YTIP). YTIP provides comprehensive mental health screening, assessment, and treatment, that includes individual, group, and family therapy. Group treatment utilizes the evidence-based Seeking Safety and the Adolescent Community Reinforcement Approach (A-CRA). Seeking Safety is an evidence-based model that addresses co-occurring trauma and substance use needs and A-CRA is a behavioral treatment for alcohol and other substance use disorders that helps youth improve access to interpersonal and environmental reinforcers to reduce or stop substance use. In addition, the Seven Challenges program is utilized as an individual model to assist youth in taking responsibility for their use and help them set goals for recovery. The Ranch has a Board-Certified Child Psychiatrist, an employee of BHSD, that provides medication evaluations and medication management for youth at the Ranch. Multi-disciplinary Team (MDT) meetings are held at the 60 & 30-day mark prior to release from James Ranch, and include James Ranch service providers and community-based organization that are assigned to support the youth after completion of the Ranch program. The MDT meetings address follow-up care (re-entry services) for youth to ensure connection to a service provider in the community.

COLLABORATIVE INTENSIVE INTERVENTIONS

The Juvenile Probation Division considers and utilizes safe alternatives to removing youth from their homes and communities, when appropriate. Post dispositional services include programs that are intensive in nature and provide mental health services, drug and alcohol groups, behavior modification, and other services such as family-driven Wraparound services.

Multisystemic Therapy (MST)

Multisystemic Therapy (MST) is a community–based, family-driven treatment that addresses anti-social and delinquent behavior. MST focuses on empowering caregivers (parents and guardians) to solve current and future problems, and the "client" is the entire ecology of the youth, family, peers, school, and neighborhood. It is a highly structured clinical supervision and it includes quality assurance processes. The MST theory states improved family functioning will lead to positive adjustments with peers, school, and the community, which will result in reduced antisocial behavior and improve functioning within the youth. MST consists of a single therapist working intensively with a maximum of five families at a time, for a period of three to five months (four months on average across cases). In addition, MST includes 24 hour/7 day/week team availability, and work is done in the community, home, school, or neighborhood setting to remove barriers to access services. The purpose of providing MST services in Santa Clara County is to prevent further involvement in the justice system and to be used collaboratively with system partners (Courts, District Attorney, and Public Defender). MST now serves youth 14 and under, as this group needs intensive services to address their behaviors. Youth in custody will receive priority to minimize the time spent in custody.

Since the inception of the program, 28 unique youth and families have participated in MST. There have been 15 successful completions/ graduations, six administrative removals (voluntary withdrawal, unable to locate), and two failures due to new arrests. Currently, there are six active cases with two clinicians holding three cases each. Some of the primary challenges of the program included lack of referrals, a lack of clinicians, and lack of Spanish speaking clinicians. To address the issue of a lack of referrals, a pilot program was instituted in collaboration with the Prevention Early Intervention (PEI) Unit. All youth fourteen and under were screened for MST. The MST Probation Officers still believe MST could benefit all first-time offenders regardless of age, who did not commit a 707(b) offense and fit the inclusionary criteria. Due to the low numbers of families who were able to be served, the clinician caseload caps, paired with the lack of clinicians, the program has not reached its full potential. However, the families who participated in the program experienced great success and strengthened their familial bonds.

Wraparound Services

Over the past five years, the Juvenile Services Division has been utilizing the Wraparound Service Delivery Model as the primary intervention under the Title IV-E Waiver program for three target populations: (1) Pre-Adjudicated youth who are of high need and moderate or high risk of escalating within the Juvenile Justice System; (2) Adjudicated youth who are of moderate or high risk to re-offend and are at imminent risk of removal to out of home care; and (3) Youth who are within 60 days of graduating and completing the James Ranch Program, re-entering the community and returning to their parent/guardian/caregiver. The number of youths served far exceeded all initial projections of between 80 to 150 youth per year, as 200 unduplicated youth were served during the reporting period (231 duplicated youth). From these 200 youth, Latino youth accounted for 79 percent of youth served in 2019. Based on duplicated counts, Pre-Adjudicated youth account for 41 percent of those served, Ranch Re-Entry youth account for 29 percent

and Adjudicated youth account for 30 percent. Out of 93 closures in 2019, there were 45 successful completions (48 percent).

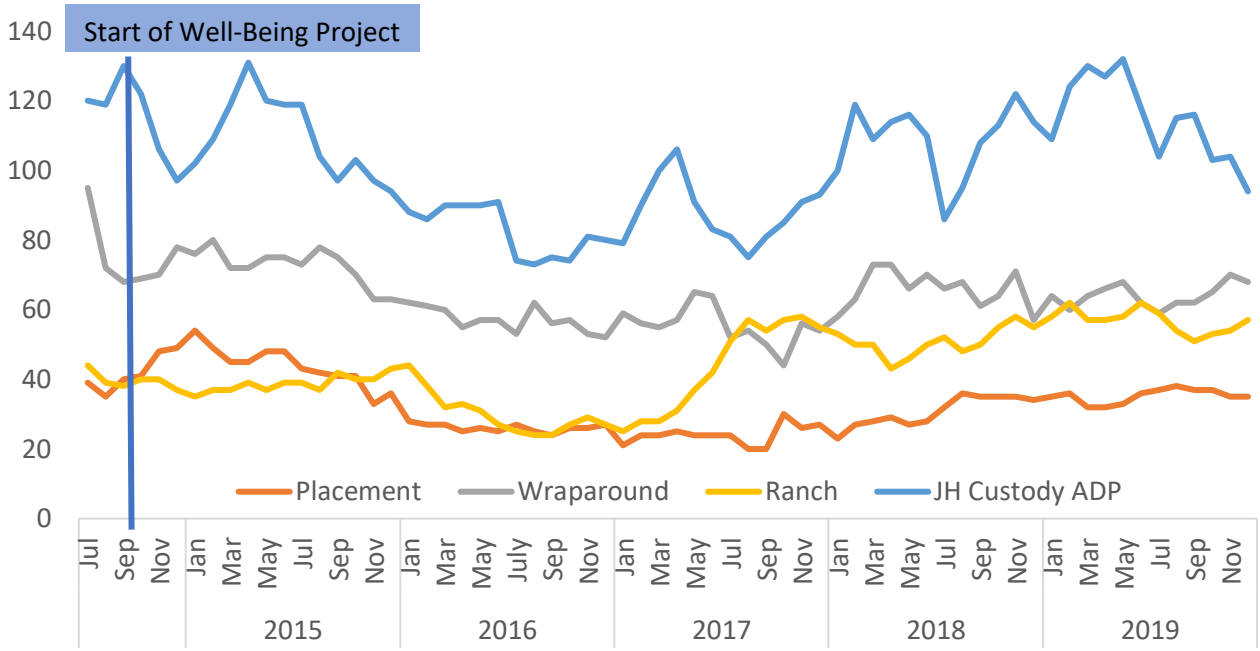
The Juvenile Services Division in conjunction with the Wraparound providers continue to bridge gaps between services resulting in the continuity of care. The youth, family, Probation Officer, therapist, substance use treatment counselor, and Wraparound Team members facilitate Child and Family Team (CFT) meetings to solidify a safety plan for the youth and ensure all supports are in place within their local community. Many of the Attorneys are now electing to participate in CFT's, especially when the youth is scheduled to appear before the Court for a Status Review Hearing. Additionally, for youth who attend Sunol Community School and have been referred to formal substance use treatment services, the school's assigned treatment counselor has begun attending the student's CFT's, as a natural support person, providing valuable insight and feedback to effective rehabilitation strategies. During the CFT meeting all participants openly discuss program participation, clinical needs, and educational variables which are incorporated into the case plan and smart goals. The team prioritizes the continuum of care efforts to ensure seamless connection to their natural environment, increasing the likelihood of successful community integration.

In 2018, System partners teamed to establish a funding mechanism, identified as "the lockout", to maintain Wraparound Services for youth in custody, for a period not to exceed 30 days. The lockout allows youth to continue receiving Wraparound services while they are in custody for a violation of their probation terms. In 2019, under the lockout, the Juvenile Services Division served 77 unique youth, with 13 of those youth receiving Ranch Reentry Wraparound Services. There have been 90 lockouts, for a total of 1800 days. The average lockout length is currently 20 days. Twenty-nine youth remained detained past the 30-day lockout period, and as a result, Wraparound Services were closed. Further, the Juvenile Services Division reports no incidents of providers changing during the lockout period. Overall, the number of youths being served under the lockout has slightly decreased over the last two years, as less youth are detained in Juvenile Hall for extended periods of time. Wraparound providers continue to offer positive feedback regarding the lockout process, as it allows for smoother transition in and out of custody. This continuity of services allows for wraparound delivery with stronger fidelity.

In October of 2019, the Waiver project sunset. Title IV-E Waiver funds that normally gave the Probation Department flexibility to provide resources to youth who normally would not receive said resources are obsolete. Specifically impacted are pre-adjudicated cases that rely on resources in effort to prevent further penetration into the juvenile Justice system. The Probation Department was able to continue these preventative services even in the absence of Title IVE Waiver funds, by utilizing probation provider funding to fill the void. In December of 2019, Santa Clara County Probation Department in collaboration with DFCS and BHSD released their latest Request for Proposal (RFP) process and awarded four agencies to continue to provide these valuable services.

The average daily population at Juvenile Hall and the number of youth receiving Wraparound Services have increased slightly since 2017. The number of out-of-home placements has remained consistent during the past two years. Please see figure below for more information.

Figure 39: Monthly Juvenile Hall Average Daily Population Compared to Wraparound Services and Placement (2014-2019)



RESTRICTIVE SANCTIONS

The County of Santa Clara Probation strives to keep youth at home and in their communities. However, in some cases more restrictive sanctions, in which a child is removed from the community, are needed. This section of the report highlights the various examples of restrictive sanctions utilized by the County of Santa Clara.

OUT OF HOME PLACEMENTS

The Placement Unit serves juvenile probationers who have been ordered by the court to be removed from home and placed in a suitable relative-home/foster home/private institutional placement under the supervision of a Placement Probation Officer. Youth generally receive this type of dispositional order after less restrictive court sanctions such as WRAP services and other community interventions, have not resolved the identified issues which brought them to the attention of the Probation Department. These issues often include family and/or emotional problems; however, a youth is ordered into placement for issues related to their own conduct, not that of a parent or caregiver. A youth who requires foster care due to allegations of abuse or maltreatment on the part of their parents or caregivers, is referred to the department's Dually Involved Youth Unit. In some cases, placement is ordered because of a negotiated plea agreement between the District Attorney and a defense attorney.

Youth are placed in environments best suited to meet their needs, which may include a short term residential therapeutic program (STRTP), resource family home, and/or transitional housing program. Most probation youth are placed in STRTPs.

The Placement Screening Coordinator (PSC) plays a key role in screening potential placement cases, participating in a pre-placement CFT Meetings, presenting a youth's case to the Interagency Placement Committee, supporting the Probation Officer making a placement recommendation, identifying the appropriate setting for a youth ordered into Placement, coordinating program interviews, completing intake paperwork, and arranging transportation.

When a youth is ordered into Placement, the case is assigned to a Placement Probation Officer who is responsible for their safety and well-being. The focus is always on an individual youth's needs as identified by the Child and Family Team and/or the court and determining which setting/program can best meet those needs. Placement in an STRTP is not a long-term solution, and the duration of programs are determined by the progress made in treatment. As such, a permanency goal is determined for every youth entering placement. For most youth, the first goal is reunification with parents/caregivers.

The services which are to be provided to a youth in a placement are documented in the Case Plan, which is updated every six months. The Placement Probation Officer monitors a youth's well-being and progress by maintaining monthly face-to-face contact, and regularly communicating with the youth, parents/caregivers, service providers, teachers, and others who meet the child. The Placement Probation Officer also provides case management services, maintains casework contacts, arranges visitation with family, conducts and/or convenes mandated CFT meetings, arranges services, identifies relatives and other appropriate adults who can serve as life-long connections, prepares Permanency Planning Hearing Reports, documents case developments and monitors treatment progress.

The Placement Probation Officer also works closely with the CFT to prepare the youth and family for discharge from a program. Discharge from an STRTP involves individualized planning and preparation of both the youth and the parent/caregiver to whom the youth will be returning. Depending on the youth's needs, appropriate discharge planning may include transition services, ongoing therapeutic services to the family, school enrollment assistance and other supportive services.

Placement Probation Officers provide support to Non-Minor Dependent youth (NMD)s to assist them in meeting the eligibility criteria, participate in life skills classes, obtain assistance with applying for and receiving public benefits and applying for student financial aid, securing a monthly financial stipend, and receiving housing assistance during their post-EFC (Extended Foster Care) transition (also during their time as an EFC). Placement Probation Officers also prepare and Non-Minor Dependent Review Hearing Review Reports for the court. NMD[27] youth can reside in-county, out-of-county and/or out-of-state and continue to receive supportive services and monthly-mandated face-to-face contact with their Probation Officer.

[27] For more information on Non-Minor Dependent Youth please see Appendix H.

The department has included in its strategic plan, a robust proposal to Implement Family Finding and Engagement at all levels of Juvenile Probation work. Probation will be working closely with DFCS to research, implement and evaluate best practices around policies and procedures relative to Family Finding and Engagement. These strategies will have a direct impact on the work of the Placement Unit because family finding and engagement improves permanency for youth, likely increases the timeliness of reunification and connects parents and youth with extended family support. Family finding, and engagement also creates timely permanency for youth unable to return home to their parents by providing an alternative permanent family connection. Prior to placement in an STRTP, these connections can serve as respites, placement alternatives, and/or be used as a "step down" option for youth who have completed their treatment program but are not yet ready to transition home.

JUVENILE HALL



Juvenile Hall is a 390-bed facility which houses both boys and girls if they are detained while waiting for the Court to decide their cases. Youth can also be committed to Juvenile Hall following their dispositional hearing. Programs in custody include domestic violence/family violence, mental health and substance use services, life skills, cognitive behavioral therapy, religious services, gardening, and pro-social activities. Youth can also be visited by family and caregivers while in the Hall. Typically, a youth committed to Juvenile Hall as a disposition will have their probation dismissed upon completion of services and development of a transition plan.

The average length of stay at Juvenile Hall for pre-disposition youth in 2019 was 87 days, while post-disposition youth on average spent 113 days in custody. A courtesy hold takes place when 1) a judge finds a youth should be transferred and remanded to adult court, and the youth; 2) when a youth is out of county and has an out of county warrant; or 3) when there is an out of county probation hold. During 2019, on average three percent of the youth detained were courtesy holds for the Department of Correction. This may be because of Proposition 57, which decreased the number of courtesy holds for Out of County youth. The average length of stay for youth on courtesy holds was 143 days.

Table 17: Average Length of Stay (in Days) by Status 2015-2019 Trend

Average Length of Stay (in days) by Status (number of youth)	Pre-Disposition	Post-Disposition	Courtesy Hold for DOC (Direct File)	Total
2015	57	19	33	109
2016	50	11	22	83
2017	75	11	2	88
2018	96	12	2	110

2019	94	20	3	117
Percentage change from 2015-2019	65%	5%	-91%	7%

WILLIAM F. JAMES RANCH PROGRAM



The James Ranch is a rehabilitation and treatment facility with 96 beds where youth can be ordered by the court to stay for between six and eight months. It serves youth up to age 19. At the Ranch, an assessment and case plan are completed to guide the youth and determine their needs. Probation Counselors engage with youth as role models and coaches and provide therapeutic support. The Probation Officer works in tandem to provide additional services and support.

Programing aims to address the development of pro-social skills, reasoning, and critical thinking skills, and increase youth's ability to regulate their emotions, refuse anti-social behavior and facilitate family reunification. The three focus areas are moral reasoning, anger management and skill practice. Through each of these elements staff help youth through scenario-based role playing and group discussion. The ranch program offers cognitive behavioral treatment, education, vocational training and links to local trade unions, gang intervention, behavioral health services, pro-social activities and access to the Probation Community Athletic League, Victim Awareness workshops, mentoring, girl scouts, yoga and culturally competent rites of passage curriculum, and trauma healing. Youth also attend school and participate in an array of activities and events that are coordinated by the staff. Shortly prior to transitioning back to the community, youth are assigned to the Aftercare program. The Aftercare Counselor and Probation Officer assist and encourage the youth to support their successful transition and youth are enrolled in support services in the community.

Probation Continuum of Services of Reentry (Pro-CSR)

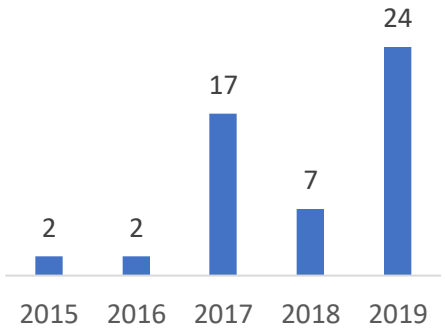
In January 2019, the Juvenile Services Division redefined Reentry Services by introducing a new innovative service model for our assigned youth and families called Probation Continuum of Services to Reentry (Pro-CSR). The Juvenile Services Division contracted with Fresh Lifelines for Youth (FLY) to provide an array of continuum services and opportunities for reentry youth to learn and develop needed social behaviors and life skills. Pro-CSR has kept a pertinent focus on youth self-esteem, competency, family engagement, positive school progressions, pro-social activities, and community involvement. Pro-CSR facilitators and mental health staff from Seneca provide service linkage coupled with evidence-based case management. Eligible youth receive individualized service dosages tailored to moderate and high-risk factors that affect the youth's delinquency, anti-social behaviors, and mental health status. Pro-CSR's focal population has been on youth exiting the James Ranch Juvenile Rehabilitation Facility. Both Probation and Pro-CSR have maintained a collaborative approach with each individual case planning and management. The Juvenile

Services Division administrators as well as the Re-entry services unit monitors youth and family participation in a unified effort to help decrease recidivism and provide valued outcomes to those served. Pro-CSR referrals have been on-going since January of 2019 and referral numbers continue to increase in 2020. Since the program's existence there have been a significant amount of youth cases which have been dismissed from Probation and most of those youth have expressed positive experiences with individual Pro-CSR and Seneca facilitators. These noted experiences have been valued by Probation as it allows Probation Officers to share the information not only to the service providers but to the Courts as well. In 2019, 29 youth participated in Pro-CSR.

DIVISION OF JUVENILE JUSTICE (DJJ)

The Division of Juvenile Justice (DJJ)[28] provides education and treatment to California's youthful offenders up to the age of 25 who have committed serious and/or violent felonies and have the most intense treatment needs.

Figure 40: Santa Clara County DJJ Placements 2016-2019



Youth committed directly to the DJJ do not receive determinate sentences although the juvenile court must set a maximum period of confinement pursuant to WIC 731(c). A youth's length of stay is determined by the severity of the committing offense and their progress toward parole readiness as outlined in Title 15 of the California Code of Regulations. DJJ is authorized to house youth until age 21, 23 or 25, depending on their commitment offense. A youth's readiness for return to the community is determined by the Juvenile Parole Board. It recommends supervision conditions to county courts which administer them. In the community, newly released youth are supervised by county probation departments.

The DJJ also provides housing for youth under the age of 18 who have been sentenced to state prison. Youths sentenced to state prison may remain at DJJ until age 18, or if the youth can complete their sentence prior to age 25, DJJ may house them until they are released on parole.

California's youth prison facilities (DJJ) will no longer be operated by the California Department of Corrections and Rehabilitation (CDCR) under a reorganization plan launched by Governor Gavin Newsom. Effective July 1, 2020, the state's Division of Juvenile Justice (DJJ) becomes the Department of Youth and Community Restoration (DYCR), as part of the Health and Human Services Agency (HHS).

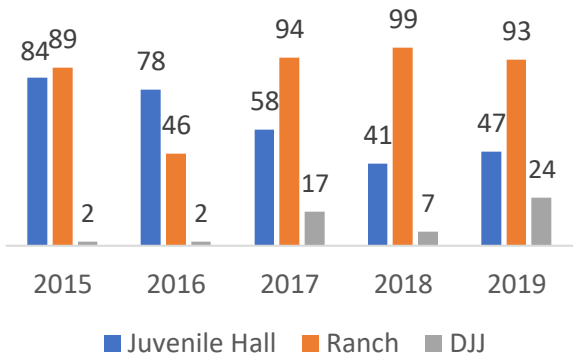
Commitments

[28] Formerly known as the California Youth Authority (CYA), the organization was created by statute in 1941 and began operating in 1943.

The overall number of commitments and placements increased by 12 percent from 2018 to 2019. Commitments to the Ranch decreased by six percent from 2018 to 2019. Juvenile Hall commitments increased by 15 percent from 2018 to 2019.

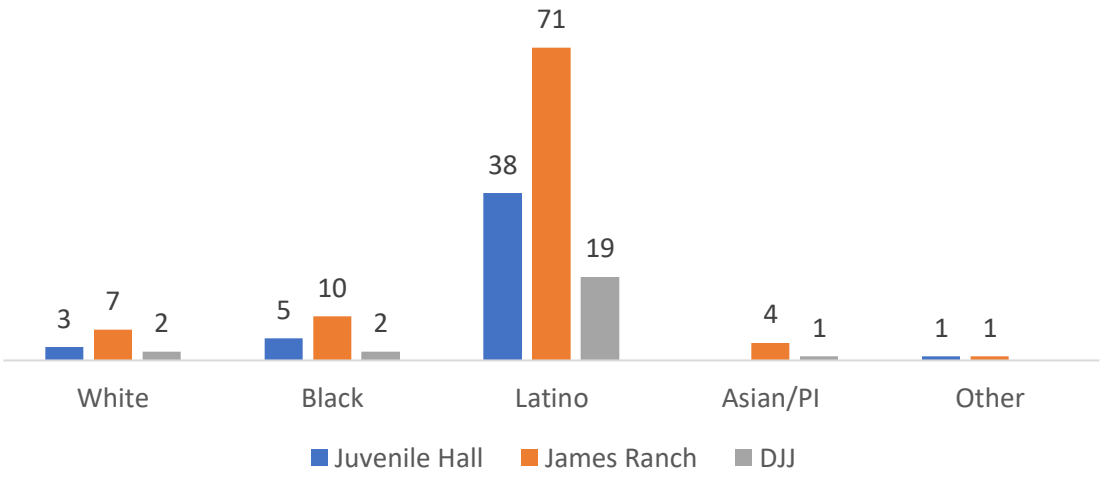
There were 164 commitments in 2019. Of those 164, 47 commitments were to Juvenile Hall and 93 were to James Ranch. Twenty-four youth were committed to DJJ.

Figure 41: Commitments 2016-2019 Trends



The figure below shows commitments broken down by race. Latino youth comprised the largest group with commitments in 2019 (n=128, 78 percent) followed by Black youth (n=17, ten percent).

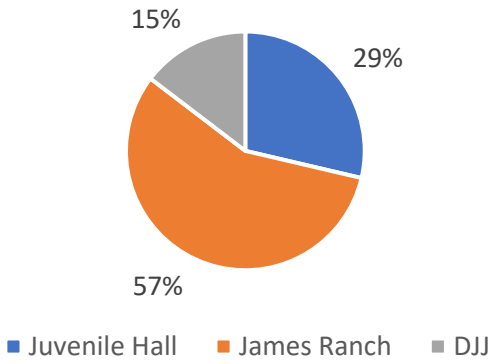
Figure 42: Youth in Commitments 2019 by Race/Ethnicity



Within each commitment type, the highest disproportionality appears to be in commitments to James Ranch, with 76 percent being Latino youth. The largest disproportionality for Black youth was at James Ranch and Juvenile Hall where they comprised 11 percent of the total population. The Probation Department continues to be concerned with disproportionality at key decision points throughout the juvenile justice system and is dedicated to reducing the overrepresentation of Latino and Black youth in out-of-home placements and commitments.

Figure 43 illustrates 57 percent of all commitments were to the James Ranch. Juvenile Hall accounted for 29 percent of commitments. In 2019, 15 percent of youth were committed to DJJ (n=24). This increase, compared to 2017 and 2018, is likely attributed in part to the implementation of Proposition 57 which eliminated the ability of the District Attorney's Office to file cases directly in adult criminal court and thus resulted in more cases returning to juvenile court for juvenile dispositions. [29]

Figure 43: Percentage of Commitments in 2019



The table below shows male youth comprised 83 percent of commitments while 17 percent were female. No youth under 12 were committed to placement in 2019. Sixty-one percent of youth committed to the Ranch were 15-16 years old (n=57). Seventy-five percent of the youth committed to DJJ from Santa Clara County were 17 and older (n=18). This is most likely due to the passage of Proposition 57 and DJJ's increase as of June of 2018 in the age of jurisdiction from 23 to 25, serving youth up to the age of 25 who have the most serious criminal backgrounds and most intense treatment needs. [30]

Table 18: Commitment from Dispositions

Commitment from Dispositions	Male	Female	13-14	15-16	17 & Older	Total
Juvenile Hall Commitment	36	11	3	23	21	**47**
Ranch	79	14	5	57	31	**93**
DJJ	21	3	0	6	18	**24**
Total Dispositions that led to Commitment	**136**	**28**	**8**	**86**	**70**	**164**

Foster Care Placements

The Court can order a minor into foster care out of home placement. We can utilize foster homes, but most of the time, we are talking about STRTP (Short Term Residential Therapeutic Program) placements, but recently we've been looking at family placements. Youth are ordered into foster care placement because of abuse or neglect, those cases are usually handled by the DIY Unit, but not always. In 2019, a total of 19 foster care placements were made for youth utilizing out of home placement services (a 30 percent decrease when compared to 2018).

[29] Please see pg. 23 for a more detailed description and update on Proposition 57 since it was passed in 2016.
[30] AB 1812 took effect 6/27/2018, and extended DJJ jurisdiction to age 25 for 707(b) offenses.

The figures below show foster care placements broken down by race and age. Of the 19 youth ordered foster care placements, 11 were Latino, six were White, and two were Black. No foster care placements were utilized by youth identified as Asian or Other. Nine youth in foster care placement were 15-16 at the time of their placement, followed by eight youth who were 17-18 years old. No foster care placements were utilized for youth 12 years old and younger. Sixteen youth utilizing foster care out of home placements were male, followed by three female youth.

Figure 44: Foster Care Placements in 2019 by Race/Ethnicity

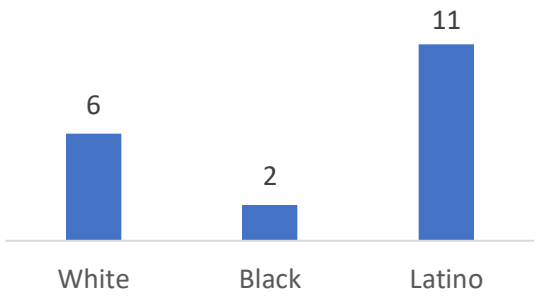
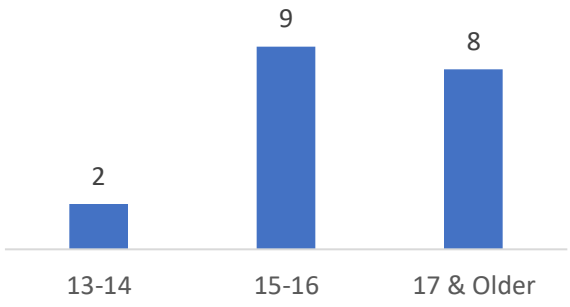


Figure 45: Foster Care Placements in 2019 by Race/Ethnicity



Health and Wellness in Secure Care

The following sections describe the health and wellness services provided by Valley Medical Clinic (VMC) and Behavioral Health Services Department (BHSD) to youth in secure care in calendar year 2019.

PHYSICAL HEALTH

Medical services provided to minors detained at Juvenile Hall and the William F. James Ranch consist of comprehensive health assessment screenings, treatment for diagnosed episodic and/or chronic health conditions, health prevention activities including immunizations, communicable disease screenings, control and age appropriate health education. All health services provided are comparable or superior to services the minors would receive or have received in their community.

A professional staff of physicians, a nurse practitioner, a physician's assistant, registered nurses, licensed vocational nurses, pharmacists, dentists, and dental assistants, provide health services. Pediatricians are on site at Juvenile Hall five days a week (M-F) and nursing staff is present seven days a week, twenty-four hours each day. Nursing staff is present at James Ranch from 0645 to 2130, seven days a week. A pediatrician is on site one day per week at James Ranch. In addition, James Ranch has a High Definition video link to Juvenile Hall allowing for Tele-Nursing and Tele-Psychiatry, twenty-four hours a day, seven days a week.

Juvenile Hall had a successful visit by the Title 15 inspector from Public Health Department. A summary of their findings showed that all applicable medical standards were in 100 percent compliance.

The 2019 clinic activities summary (including data for 2016-2018 for comparison) is below. Figures are based on duplicated count as a youth may receive more than one service while in custody. For example, a youth will receive a physical exam upon admittance and after being in custody for 11 months. RN (register nurse) sick call visits represent duplicated count as a youth may request to be seen multiple times.

Table 19: Juvenile Hall Medical Clinic 2019

Activity	2016	2017	2018	2019
Physical Exams	1070	1085	1305	1000
Clinic Visits	1876	2036	2564	2571
RN Sick Call Visits	3153	3143	3639	3044
Sexually Transmitted Disease Screenings	635	530	701	611
HIV Oral Quick Instant Test Screening	62	77	92	86
Other VMC Appointment	128	114	136	124
Flu Vaccine Administrations	247	192	256	201
Dental Clinic Visits	296	196	317	340
Infirmary Housing	23	35	60	42
Vision Screening	N/A	1039	1305	1002
Hearing Screening	N/A	1008	1293	1012

Table 20: James Ranch Medical Clinic 2019

Activity	2016	2017	2018	2019
Clinic Visits	128	269	339	502
RN Sick Call Visits	790	1262	2387	2575
VMC Appointment	30	46	58	25

BEHAVIORAL HEALTH

Guadalupe Behavioral Health Clinic at Juvenile Hall operates with a team of ten behavioral health clinicians who provide direct care and treatment to the youth in Juvenile Hall custody. Upon admit into custody, youth are met by a behavioral health clinician for an in-person structured interview. The clinician will screen the youth for mental health concerns, substance use, risk factors, and safety planning. The interview is conducted in conjunction with a self-report computerized screening tool called the

Massachusetts Youth Screening Instrument (MAYSI-2). Youth are receiving behavioral health treatment while in-custody for mental health and/or substance use needs. Treatment includes weekly services of individual sessions, and the frequency may range from daily to once per week, depending on youth's behavioral health needs. Services are provided with youth consent. The clinical team is responsible for responding to crisis', supporting youth with stabilization, psychotropic medication management, and care coordination with system partners regarding youth's transition plan to the community and/or a residential setting. In 2019, behavioral health clinical team provided direct support and treatment to 542 youth while in-custody at juvenile hall.

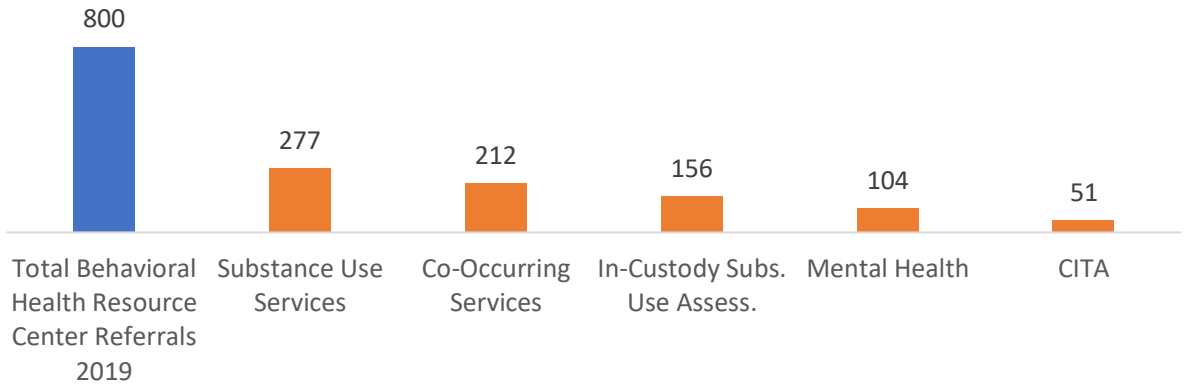
The behavioral health team also provides clinical check-ins with youth in all living units. The check-in supports the opportunity for the behavioral health team to build a presence within each living unit. A clinical staff is assigned to each living unit as an effort to engage youth, monitor the well-being of youth, and provide support as requested by youth and/or probation group counselors. Probation and medical staff may also request behavioral health services, or a youth may also self-refer.

In partnership with the Juvenile Probation Department, Health & Hospital Medical clinic, and Office of Education, the behavioral health team also coordinates and facilitates multi-disciplinary team (MDT) meetings, in support of in-custody youth. The MDT meetings are designed to build a collaboration and support system for the youth by addressing behavioral concerns, psychotropic medication management, treatment, and transition planning. The MDT's are inclusive of youth's parent/caregiver and identified support system.

The behavioral health team provides several evidence-based practices such as Cognitive Behavioral Therapy, Trauma Focused Cognitive Behavioral Therapy, Seven Challenges, Motivational Interviewing, and Seeking Safety.

The Behavioral Health Resource Center is composed of two clinicians, who oversee the coordination of mental health and substance use referrals for juvenile justice involved youth in need of community-based behavioral health services. BHRC behavioral health clinicians process referrals received by the Juvenile Probation Department, and ensure linkage is made to appropriate community-based organizations. Referrals are made for mental health services, substance use assessment and treatment services, and to the Court for the Individualized Treatment of Adolescents (CITA). In 2019, BHRC received 800 referrals from the Juvenile Probation Department and coordinated the linkage for mental health and substance use treatment services to community-based providers. BHRC processed 433 referrals requesting substance use services (includes assessment and/or treatment) for juvenile justice involved youth. Fifty-four percent of referrals received identified substance use as a level of treatment for youth. One hundred and fifty-six in-custody youth received a Court ordered assessment to determine the level of care for substance use treatment. Figure 44 provides an overview of the referrals received and coordination provided by the BHRC team.

Figure 46: Behavioral Health Resource Center



The Court for Individualized Treatment of Adolescents (CITA), includes two clinical care coordinators, who are assigned to work with youth involved in this program. This Court works with youth and families who are experiencing mental health and substance use disorders. The Competency Development program consists of three clinical staff. The delivery of Court ordered competency services are provided to the youth in the least restrictive setting that the Court allows.

Figure 47: Guadalupe Behavioral Health Clinic at Juvenile Hall

BHRC	CITA	Forensic Evaluations	Clinic	Competency Development	Psychiatry
•Triage Universal Referral Form (URF) for Juvenile Justice Involved youth •Linkage to community based services for mental health and substance use treatment	•Support youth with Co-Occurring Disorders •Care Coordination •Linkage •Outreach	•Quality Assurance for forensic psychological evaluations •PhD Intern Supervision	•Intake Screenings for Risk & Safety needs •Supportive counseling •Treatment •Crisis Intervention •Mental Health & Substance Use Assessments •Treatment Groups	•Delivery of Court ordered competency development services	•Psychotropic medication evaluation and treatment for youth detained in Juvenile Hall and James Ranch

PHARMACY SERVICES

The Santa Clara Valley Health and Hospital System (SCVH and HS) provides pharmacy services to the Juvenile Hall System. Physician medication orders and the standardized procedure orders are transmitted to pharmacy through the Healthlink system. It has built-in drug interaction, drug duplication and allergy monitoring. The system keeps patient profile information in a format that allows quick review by pharmacists. A computer-generated Medication Administration Rand (MAR) and scanning system are used for medication administration. Benefits of MAR include a decrease in potential medication errors associated with the order transcription process and produce a single, legible, and reliable source for the Patient Medication Profile.

The utilization of the PYXIS Med-Station System replaced the after-hour medication room and provides increased medication availability through centralized medication management. It helps decrease the risk of drug diversion and increase medication safety. Each drug is specifically programmed and loaded in the CUBIE and will not be available unless a nurse enters his/her user ID, the patient's medical record number, name, date of birth, and the name of the medication(s) that he/she needs.

DENTAL

The Juvenile Hall dental clinic is open on Wednesdays from 8:00 am – 4:30 pm. Care is focused on treating patients with pain and other symptoms of dental problems, as well as treating asymptomatic dental diseases before they develop into problems such as toothaches and abscesses. The clinic treats patients who are detained at Juvenile Hall, but also cares for patients from the Ranch who develop dental problems or need to be seen for follow-up care. Additionally, the Dental Director, as well as the County's Chief Dentist and a pediatrician, are available on-call each day for consultations regarding any significant dental problems which may arise during non-clinic hours, and the County hospital's emergency department is also available as a resource.

MEDICAL OUTREACH PROGRAM

The nursing Medical Outreach Program is intended to support youth who are juvenile justice system involved when care is no longer available via the clinic at Juvenile Hall. Under California, Board of State and Community Corrections Title 15 regulations, incarcerated youth are entitled to medical access and treatment. However, youth who received medical/mental health care in juvenile hall are no longer getting needed care once they leave the facility. This results in challenges in early diagnosis and early intervention. The lack of communication between judicial and health care systems complicates and halts the continuous care for youth. The purpose of this program is to provide an innovative medical outreach program in the court system to bridge the care gap for youths, including outcome measurement. The services provided include free health screening, sexual transmitted illnesses consultation, contraceptive education, referral for tattoo removal, vision and hearing screening, BMI calculation, nutrition education, mental health screening, dental screening and referral to low or no-cost community resources. The total number of encounters for 2019 was 1,137: 651 parental contacts via program overview flyers, 337 male youths, and 149 female youth.

Common issues/concerns from youth or/and parents:

- Dermatological complaints
- PPD readings
- Planned parenthood
- Side effects of drugs
- How to relieve anxiety
- General health information
- Dental hygiene concerns
- Birth control options
- Safe sex
- Medi-Cal concerns
- Where to get flu shots
- Where to fill prescriptions for free
- STD prevention
- Healthy Body mass index
- Vision complaints
- Mental health concerns

This innovative program has made an effective health care delivery change by bringing evidence-based practices into the system. The court based free medical service has enhanced the quality of care in correctional health for justice involved youth.

ELIGIBILITY FOR HEALTHCARE PROJECT (SB 1469)

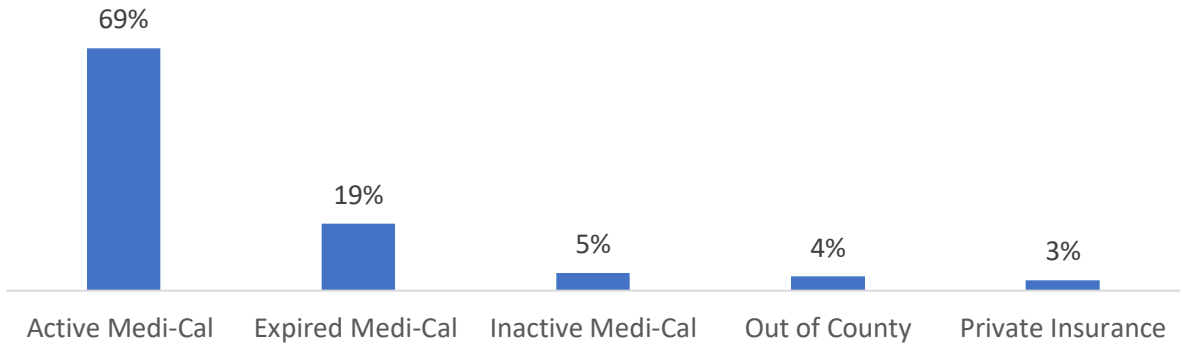
The Detained Youth Program is a combined effort between Probation and the Social Services Agency to help identify and view all youth entering the Juvenile Hall facility as a possible candidate for the State of California's Medi-Cal Health Insurance program. Due to time sensitivity, it is the Social Services Agency's goal to respond to the Juvenile Probation Department within 24 working hours.

The youth are screened for health coverage and the status of the youth are reported to management, juvenile hall medical staff and the judiciary monthly. If a youth is identified as having inactive or expired Medi-Cal, or no insurance at all, information is provided to the parent/guardian/family on how to obtain and activate Medi-Cal services. Also, information on available programs within our County, i.e., food stamps, cash aid, etc. and how one may connect to those programs is provided to the families.

During the past year 1,246 requests for Medi-Cal status on detained youth were processed and the result of the combined efforts of Probation and the Social Services Agency show that 24% of the youth that are detained in Juvenile Hall are in need of assistance. Nineteen percent of the youth that were detained were found to have expired Medi-Cal coverage and another five percent were found to have inactive or no stated medical insurance coverage at all. Two hundred and thirty-nine families were identified as "in need" of services and were connected to the Medi-Cal program. The families were referred to Social Services Agency's Eligibility Department for processing and determination of their eligibility for receiving CA State's Medi-Cal services was initiated.

Traditionally, under the SB1469 program, efforts were concentrated on re-establishing Medi-Cal services for youth re-entering the community following a long-term commitment. Now, because of the addition of the Detained Youth Program, the detainees entering Juvenile Hall, the youth exiting the Ranch, and their families are made aware of services available to them sooner in the process rather than later. In conclusion, this joint effort between our departments helps show that Probation and the SSA are indeed reaching out to the families most in need of help. The figure below shows the breakdown for 2019.

Figure 48: Medi-Cal Percentages on Detained Youth in Juvenile Hall 2019

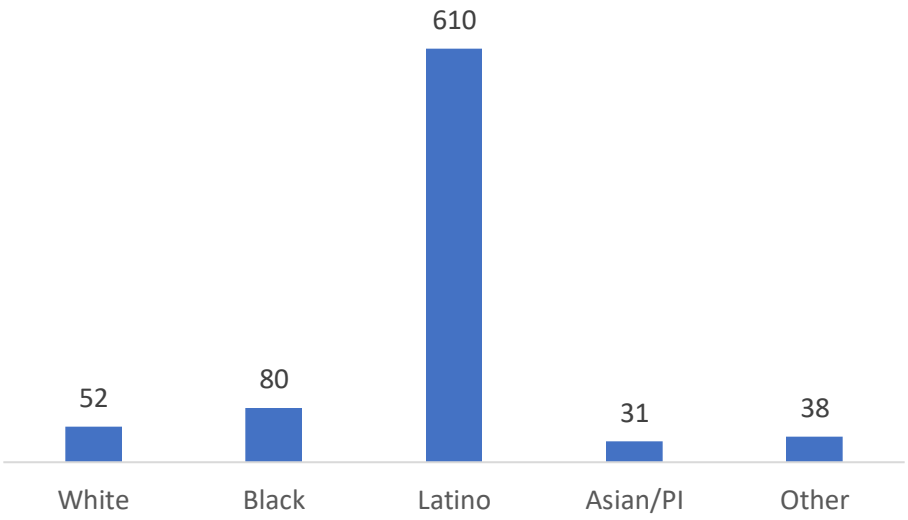


Alternative Education Department (AED)

The Alternative Education Department (AED) for the County of Santa Clara Office of Education is comprised of three educational programs at three school sites (Court Schools: Blue Ridge (located at James Ranch) and Osborne (located at Juvenile Hall); Sunol Community School and Independent Study). The AED serves students from 21 diverse school districts in the County, in grades 6-12 who are adjudicated, identified as Chronically Absent, expelled, and or are on a placement contract. The Department monitors student participation rates in our court schools by District of Residence. District Representatives review this data on a biannual basis. For Osborne and Blue Ridge data reflects the 2018-2019 school year which differs from the rest of the report where data is reported for the 2019 calendar year. During the 2018-19 school year, Osborne had 811 enrollments followed by Blue Ridge with 137 enrollments.

A total of 811 youth were served between all court schools (based on duplicate count – meaning a youth is counted each time he/she was enrolled at the above schools. This may include youth who were transferred from the Ranch to Juvenile Hall on an Administrative Ranch Return). As of May 1, 2020, during the 2019-20 school year AED has served 651 students within the court schools. Please note, demographic data in Figure 48 and Figure 49, is pulled from home districts as reported by parents on the CALPADS system and this may account for the larger number of youth identified as Other, which includes youth identified as Native American in this section of the report.

Figure 49: Osborne (Juvenile Hall) and Blue Ridge (James Ranch) Enrollment by Ethnicity (n=811)



POSITIVE BEHAVIOR INTERVENTIONS & SUPPORTS AT JUVENILE HALL

Positive Behavioral Interventions & Supports (PBIS), is a broad range of systemic and individualized strategies for achieving important social and learning outcomes in school communities while preventing problem behavior. The key attributes of PBIS include preventive activities, data-based decision making, and a problem-solving orientation. In 2018-19 the Juvenile Justice Department and the Santa Clara County Office of Education collaborated to infuse PBIS in Juvenile Hall and Osborne School. This collaboration increases effective strategies and systematically provides positive interventions for the students and encourages positive behaviors. All probation staff within Juvenile Hall and Osborne School have been trained in PBIS. Students are taught lessons regularly to strengthen the program and to acclimate new students into the program.

VOCATIONAL TRAINING AT JAMES RANCH: CAREER TECHNICAL EDUCATION

Vocational Training at the James Ranch and Blue Ridge School has transition to Career Technical Education and provides career skills, industry certifications, applied learning, with a core academic foundation. Students are enrolled in Build Trades and Culinary Arts courses. Within these courses students have access to industry certifications to include but not limited to wielding, OSHA, first aid, CPR, safe cert-food handling, and Hazzard Materials. These courses are sequenced and culminate in a capstone course. In addition, students can transition into further training after leaving the facility and either enter the community college or apprenticeship programs.

Chronic Absenteeism

When County of Santa Clara juvenile justice system partners agreed to decommission the Informal Juvenile Traffic Court, interventions and supports related to chronic absenteeism have been primarily administered by school districts countywide. The Probation Department places tremendous value upon the education of the youth in our care, and Probation staff at all levels are expected to support student

success by engaging and collaborating with students, families, teachers, school districts, advocates, and system partners. Although it is no longer the policy of the County of Santa Clara to pursue youth for penalties, fines, or fees as it relates to chronic absenteeism, there remain district and County supports such as, School Accountability Resource Board (SARB) meetings, DA Mediation meetings, and DA one-on-one meetings available to support students and families challenged by chronic absenteeism.

With the elimination of the Juvenile Traffic Court in 2016, our goal has been to prioritize reengaging chronically absent youth to return to school and complete their high school diploma. During the 2017-18 school year the District Attorney, the County Office of Education and the Department of Behavioral Health collaborated to develop a new Independent Study Program for chronically absent youth that focuses on the social emotional support, academic credit recovery, credit acceleration, expressive arts, and post-secondary planning. During the 2018-19 school year the new Independent Study Program enrolled 68 youth, graduated four students from high school, with an average daily attendance rate of 88 percent. This academic year (2019-20) the program has grown to enrolling over 100 youth during the year, graduated eight youth to date, while maintaining attendance rates above 88%. Students are referred to the Independent Study Program by their home school districts. There is a growing interest in serving student in this Independent Study program due to the flexibility and quality of the personalized educational program provided. Within the program there is academic counseling, post-secondary educational planning, social emotional support, expressive arts, and work experience. The program will be expanding in 2020-21 to include a South County and North County location. These satellite locations will offer additional flexibility for students and strength our response to student needs with the county.

LOOKING AHEAD TO 2020

This section highlights upcoming changes to the Juvenile Justice System in 2020.

ANIMAL ASSISTED THERAPY PROGRAM AT JAMES RANCH AND JUVENILE HALL

A non-profit agency is contracted to bring their Canines Teaching Compassion program to Juvenile Hall and will be expanding their scope of service to now include the James Ranch population as well. The basis of this program is to take in-custody youth and pair them with homeless dogs, rescued from area shelters in need of training and adoption. The youth learn about basic animal behavior, care and socialization while giving support and guidance to the animals. The programs goal is to help the dogs get adopted at the end of each eight-week training cycle. Youth learn empathy, they learn to see the world through the eyes of their dog, to compare the plight of the animal to their own situation and to provide hope for something/someone else. They learn a skill, to train and support this animal in hopes of it getting a new future and a second chance at life. Positive reinforcement and unconditional support build a greater sense of patience and understanding in each of our youth.

To date this has been a very successful program at the hall. The youth have trained approximately 20 dogs and to date only one animal has not been adopted. Our youth can participate in a graduation ceremony

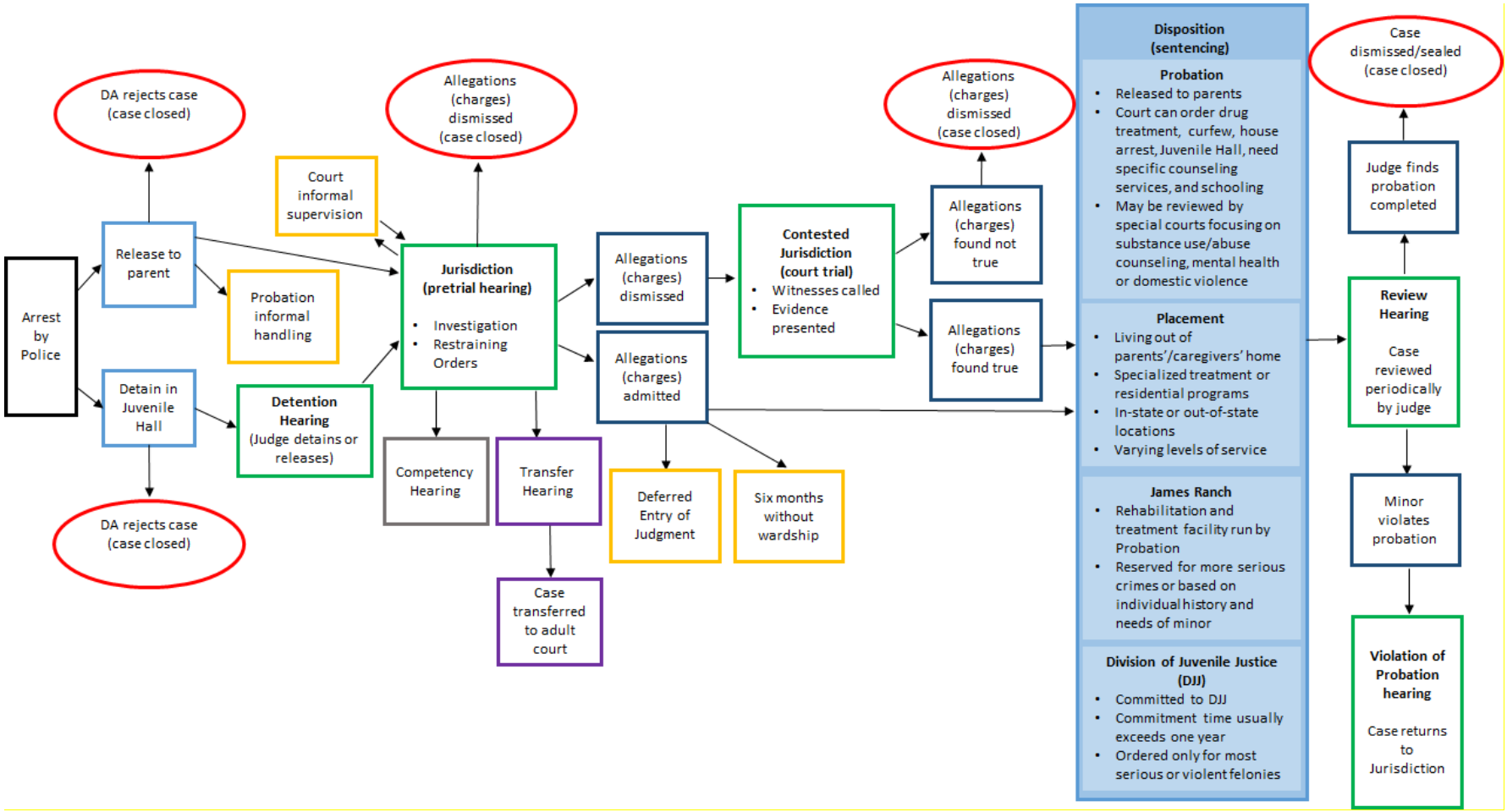
where they display their newfound skills with the canines and “hand off the leash” off to prospective new owners. This allows for closure with their four-legged partners and gives the youth a sense of purpose and pride in that they are deemed the experts, they have given something a chance and people are acknowledging their worth. Moving forward, we hope to add a component which incorporates Cognitive Behavioral Therapy with the dogs and the potential inclusion of dogs living at the facilities to further the growth and socialization process of both the youth and their canine companions.

PIVOT GRANT

As part of the Providing Induvial Valuable Opportunities Together (PIVOT) Grant, the Probation Department is completing a Ranch Assessment with the University of Cincinnati Corrections Institute (UCCI). The assessment provides objectives in four areas, to include program design and development, training, implementation and coaching, and quality improvement. UCCI will provide support to the James Ranch Program, including Aftercare and Reentry Services. As part of the process, UCCI will oversee the development and modifications to the current program model by establishing a summary and review of the current services, build a comprehensive intake process and orientation for youth, develop a robust institutional services plan supporting customizable services for all residents, and redefine the behavior modification system using the Positive Based Intervention System (PBIS). UCCI will engage Administrative staff, stakeholders, and probation staff who will be invited to participate in a multidisciplinary implementation team (MIT) to make decisions and steer the redesign efforts.

APPENDICES

APPENDIX A: THE COUNTY OF SANTA CLARA JUVENILE JUSTICE SYSTEM MAP



APPENDIX B: COUNTY GENDER RESPONSIVE TASK FORCE (GRTF)

The Gender Responsive Task Force (GRTF) was established in 2015 to create a comprehensive case plan and treatment model for moderate and high-risk girls on probation in Santa Clara County that decreases their risk of recidivism and victimization while also increasing their life outcomes. Current partner agencies involved in GRTF include:

- Superior Court of Santa Clara County
- Santa Clara County Probation Department
- Santa Clara County Office of Women's Policy
- Santa Clara County District Attorney's Office
- Santa Clara County Public Defender's Office
- Santa Clara County Behavioral Health Services Department
- City of San Jose, Parks, Recreation and Neighborhood Services Department
- Community-Based Organizations in Santa Clara County

The group meets monthly and is currently focusing on improving services and supports for detained young women and in partnership with the Vera Institute for Justice has begun an initiative to end the incarceration of girls in the juvenile justice system. The GRTF also was able to successfully bring the San Francisco's Young Women's Freedom (YWFC) to Santa Clara County. The YWFC will provide a much-needed focus on justice involved LBGT-GNC young women and girls. As part of the Gender Response Task Force further analysis was conducted to see the breakdown of juvenile girls in the justice system. The following charts and tables further analyze data broken down by females in areas such as demographics, arrests, and admissions.

Female Arrest and Citation Trends

This section highlights arrest/citation trends for female youth in 2015-2019 including: demographics and offense categories.

Figure 50: Female Arrests by Race/Ethnicity 2015-2019

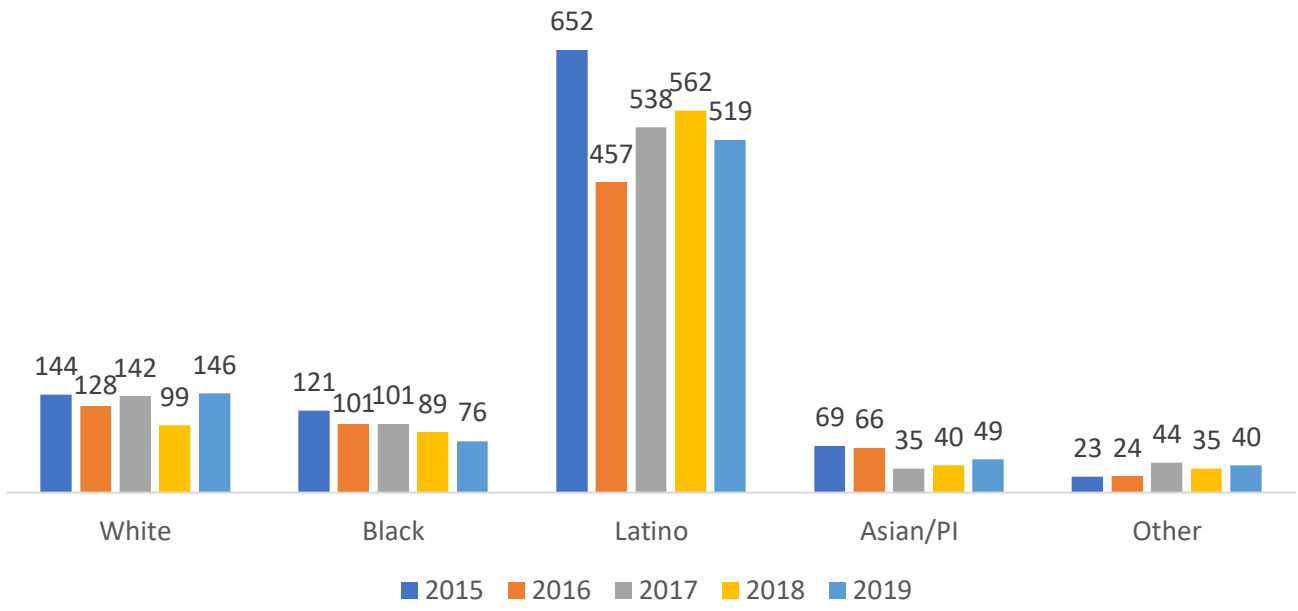


Table 21: Female Arrests by Race/Ethnicity 2015-2019

Year	White	Black	Latino	Asian/PI	Other	Total
2015	144	121	652	69	23	**1,009**
2016	128	101	457	66	24	**776**
2017	142	101	538	35	44	**860**
2018	99	89	562	40	35	**825**
2019	146	76	519	49	40	**830**
Percent Change 2015-2019	-31%	-26%	-14%	-42%	52%	**-18%**
Percent Change 2018-2019	-30%	-12%	4%	14%	-10%	**-4%**

Figure 51: Female Arrests by Age Category and Race/Ethnicity 2017-2019

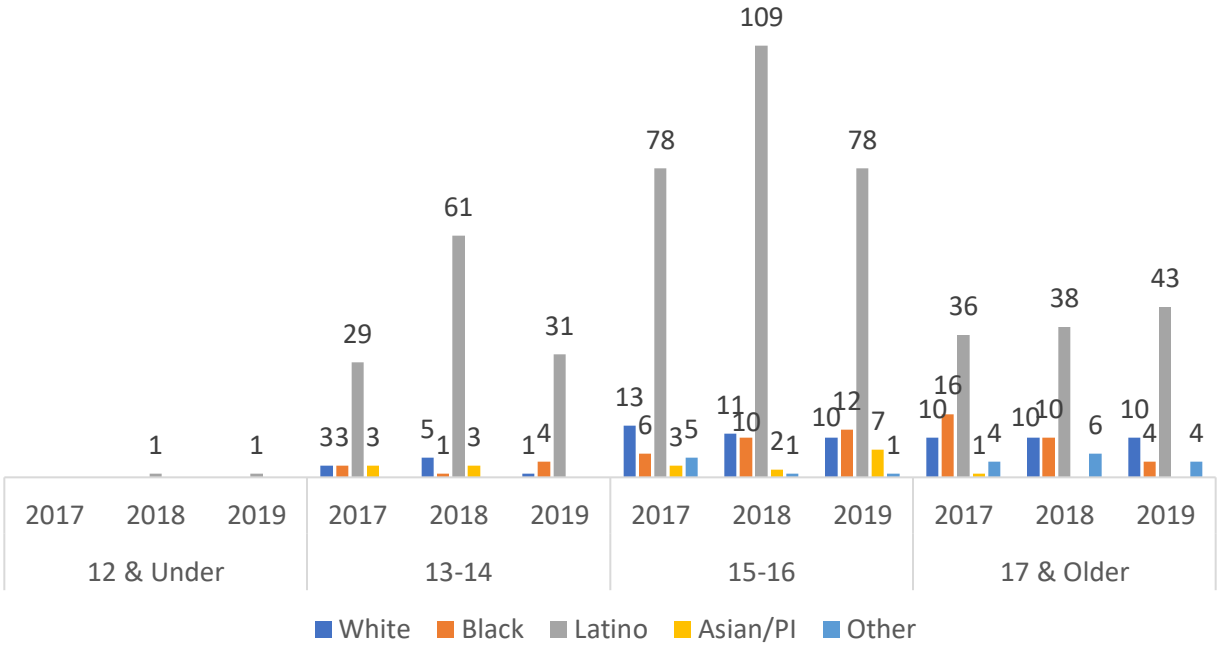


Table 22: Female Age Categories by Race/Ethnicity 2015-2019

Age	Year	White	Black	Latino	Asian/PI	Other	Total
12 and Under	2015	10	4	22	1	2	**39**
	2016	3	0	3	0	1	**7**
	2017	3	0	10	1	2	**16**
	2018	2	3	17	2	7	**31**
	2019	2	0	14	3	0	**19**
13-14	2015	30	30	144	7	13	**224**
	2016	10	14	60	2	1	**87**
	2017	30	11	116	14	7	**178**
	2018	20	7	162	7	5	**201**
	2019	19	15	113	5	8	**160**
15-16	2015	57	51	322	16	20	**466**
	2016	32	24	122	13	10	**201**
	2017	61	55	268	14	9	**407**

	2018	49	48	251	14	13	**375**
	2019	68	36	247	24	11	**386**
17 and Older	2015	49	36	164	23	10	**282**
	2016	21	33	91	5	0	**150**
	2017	48	35	144	16	16	**259**
	2018	28	31	132	17	10	**218**
	2019	57	25	145	17	21	**265**

Table 23: Female Arrests Top 5 ZIP Codes in 2019

ZIP Code	White	Black	Latino	Asian/PI	Other	Total
95122	0	3	49	8	2	**62**
95020	6	2	52	2	0	**62**
95116	3	2	40	0	0	**45**
95127	3	2	35	1	0	**41**
95037	12	3	24	0	0	**39**

Table 24: Female Arrest Offense Categories 2015-2019

Arrest Categories	Year	White	Black	Latino	Asian/PI	Other	Total
Drugs, Alcohol Related Offenses	2015	19	7	66	3	0	**95**
	2016	19	5	48	4	3	**79**
	2017	21	5	44	2	4	**76**
	2018	14	3	29	3	3	**52**
	2019	34	3	53	3	8	**101**
Felony Crimes Against People	2015	17	5	54	6	1	**83**
	2016	6	18	35	3	1	**63**
	2017	14	9	44	7	6	**80**
	2018	8	12	71	3	5	**99**
	2019	18	8	74	3	5	**108**
Other Crimes	2015	15	20	81	1	3	**120**

	2016	13	14	52	6	2	**87**
	2017	33	19	119	6	10	**187**
	2018	14	13	85	9	4	**125**
	2019	27	10	98	11	11	**157**
Other Crimes Against People	2015	25	33	142	12	9	**221**
	2016	25	27	91	8	4	**155**
	2017	23	10	114	11	10	**168**
	2018	15	14	100	13	9	**151**
	2019	15	10	102	9	7	**143**
Property Crimes	2015	55	48	250	43	8	**404**
	2016	54	31	162	42	10	**299**
	2017	42	50	167	7	12	**278**
	2018	28	36	203	10	13	**290**
	2019	44	38	125	21	8	**236**
Return from Other Status/Courtesy Holds/Other Admits	2015	11	4	47	1	3	**66**
	2016	8	2	50	2	3	**65**
	2017	4	4	35	1	2	**46**
	2018	5	2	22	1	1	**31**
	2019	3	4	48	2	0	**57**
Weapon Crimes	2015	2	4	12	1	1	**20**
	2016	3	4	19	1	1	**28**
	2017	5	4	15	1	0	**25**
	2018	5	2	13	0	0	**20**
	2019	5	3	19	0	1	**28**

Female Admission and Intake Trends

This section breaks down demographics and offense categories for females detained in juvenile hall from 2015-2019 and top five ZIP Codes for detained females in 2019.

Table 25: Female Admissions by Race/Ethnicity 2015-2019

Year	White	Black	Latino	Asian/PI	Other	Total
2015	30	37	133	3	4	**207**
2016	22	27	109	4	2	**164**
2017	26	25	143	7	9	**210**
2018	26	21	209	5	7	**268**
2019	21	20	153	7	5	**206**
Percent Change 2015-2019	-30%	-46%	15%	133%	25%	**0%**
Percent Change 2018-2019	-19%	-5%	-27%	40%	-29%	**-23%**

Table 26: Female Admissions Age Category by Race/Ethnicity 2015-2019

Age	Year	White	Black	Latino	Asian/PI	Other	Total
12 and Under	2015	0	0	0	0	0	**0**
	2016	0	0	0	0	0	**0**
	2017	0	0	0	0	0	**0**
	2018	0	0	1	0	0	**1**
	2019	0	0	1	0	0	**1**
13-14	2015	5	1	28	0	0	**34**
	2016	0	3	20	3	0	**26**
	2017	3	3	29	3	0	**38**
	2018	5	1	61	3	0	**70**
	2019	1	4	31	0	0	**36**
15-16	2015	13	20	71	1	3	**108**
	2016	14	10	51	0	2	**77**
	2017	13	6	78	3	5	**105**
	2018	11	10	109	2	1	**133**
	2019	10	12	78	7	1	**108**
17 and Older	2015	12	16	34	2	1	**65**
	2016	8	14	38	1	0	**61**
	2017	10	16	36	1	4	**67**
	2018	10	10	38	0	6	**64**
	2019	10	4	43	0	4	**61**

Table 27: Female Admissions Top 5 ZIP Codes in 2019

ZIP Code	White	Black	Latino	Asian/PI	Other	Total
95116	0	1	19	0	0	**20**
95122	0	0	19	0	0	**19**
95111	0	0	17	0	1	**18**
95127	0	0	13	3	0	**16**
95020	3	0	10	1	0	**14**

Table 28: Female Admission Offense Categories 2015-2019

Admissions Offense Categories	Year	White	Black	Latino	Asian/PI	Other	Total
Drugs, Alcohol Related Offenses	2015	0	0	9	0	0	**9**
	2016	2	1	8	0	0	**11**
	2017	2	0	7	0	0	**9**
	2018	0	1	2	0	0	**3**
	2019	0	1	3	1	1	**6**
Felony Crimes Against People	2015	9	4	30	1	0	**44**
	2016	5	11	16	1	0	**33**
	2017	7	9	26	5	1	**48**
	2018	5	7	62	1	2	**77**
	2019	10	2	51	2	2	**67**
Other Crimes	2015	1	2	5	1	0	**9**
	2016	1	5	10	1	0	**17**
	2017	4	2	20	0	4	**30**
	2018	2	2	21	0	0	**25**
	2019	0	2	18	0	1	**21**
Other Crimes Against People	2015	2	11	14	0	0	**27**
	2016	6	3	12	0	0	**21**
	2017	3	0	9	1	1	**14**
	2018	2	0	5	1	2	**10**
	2019	2	2	7	0	0	**11**
Property Crimes	2015	6	9	27	1	1	**44**
	2016	3	3	25	2	1	**34**
	2017	6	7	52	1	3	**69**
	2018	8	9	92	1	2	**112**
	2019	3	7	43	3	1	**57**
	2015	12	10	45	0	3	**70**

Return from Other status/Courtesy Holds/Other Admits	2016	5	2	37	0	1	**45**
	2017	3	7	28	0	0	**38**
	2018	8	2	19	2	1	**32**
	2019	4	3	26	1	0	**34**
Weapon Crimes	2015	0	1	3	0	0	**4**
	2016	0	2	1	0	0	**3**
	2017	1	0	1	0	0	**2**
	2018	1	0	7	0	0	**8**
	2019	2	3	5	0	0	**10**

Female DEJ and Placement Trends

This section highlights DEJ and Placement trends from 2015-2019 for female youth.

Table 29: Females in DEJ 2015-2019

Year	White	Black	Latino	Asian/PI	Other	Total
2015	2	3	11	1	0	**17**
2016	1	0	10	0	1	**12**
2017	3	1	13	2	0	**19**
2018	2	3	24	0	1	**30**
2019	0	3	6	0	0	**9**

Table 30: Female Placements 2015- 2019

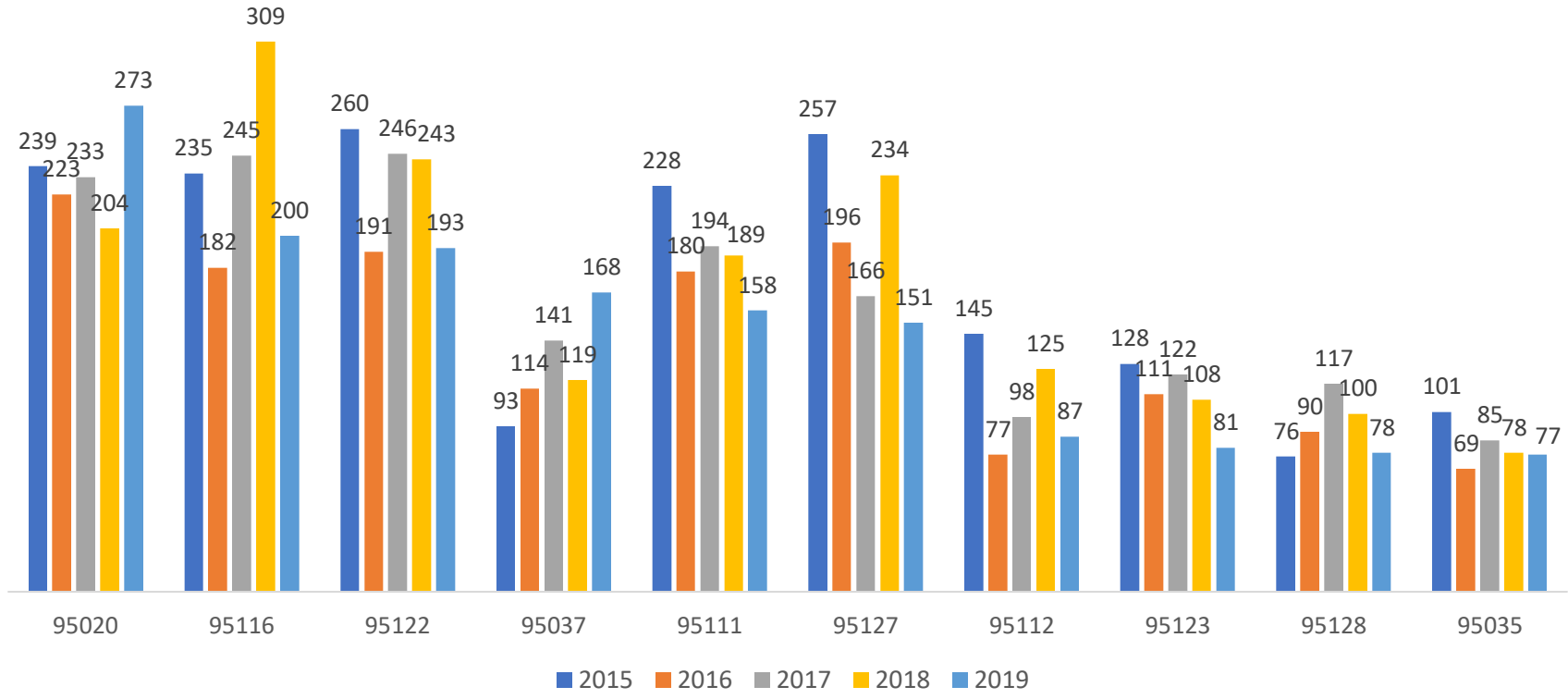
Placements	Year	White	Black	Latino	Asian/PI	Other	Total
Juvenile Hall	2015	1	2	6	1	0	**10**
	2016	0	0	12	0	2	**14**
	2017	0	1	5	1	1	**8**
	2018	1	2	7	1	0	**11**
	2019	1	2	8	0	0	**11**
James Ranch	2015	1	3	6	0	0	**10**
	2016	3	0	7	0	0	**10**
	2017	1	1	10	0	0	**12**
	2018	1	1	12	0	0	**14**
	2019	1	1	12	0	0	**14**
Foster Care	2015	1	3	5	0	0	**9**
	2016	4	1	1	0	0	**6**

	2017	0	0	2	0	0	**2**
	2018	0	0	2	0	0	**2**
	2019	1	0	2	0	0	**3**
DJJ	2015	0	0	1	0	0	**1**
	2016	0	0	0	0	0	**0**
	2017	0	0	2	0	0	**2**
	2018	0	0	0	0	0	**0**
	2019	1	0	2	0	0	**3**

APPENDIX C: ARRESTS/CITATIONS BY ZIP CODE 2015-2019

Arrest/citations numbers by ZIP Code are slightly higher for 2019 the Gilroy and Morgan Hill ZIP Codes of 95020 and 95037 compared to 2018. The ZIP Codes of 95116, 95122, 95111, 95127, 95112, 95123, 95128 and 95035 saw a decrease in arrest/citation numbers for 2019 compared to 2018. In 2019, the ZIP Codes with the most arrest/citations are 95020 Gilroy (n=273), 95116 Gilroy (n=200), and Gilroy 95122 (n=193). In 2018, the ZIP Codes with the most arrest/citations are 95116 (n=309), 95122 (n=243), and 95127 (n=234), all in San Jose.

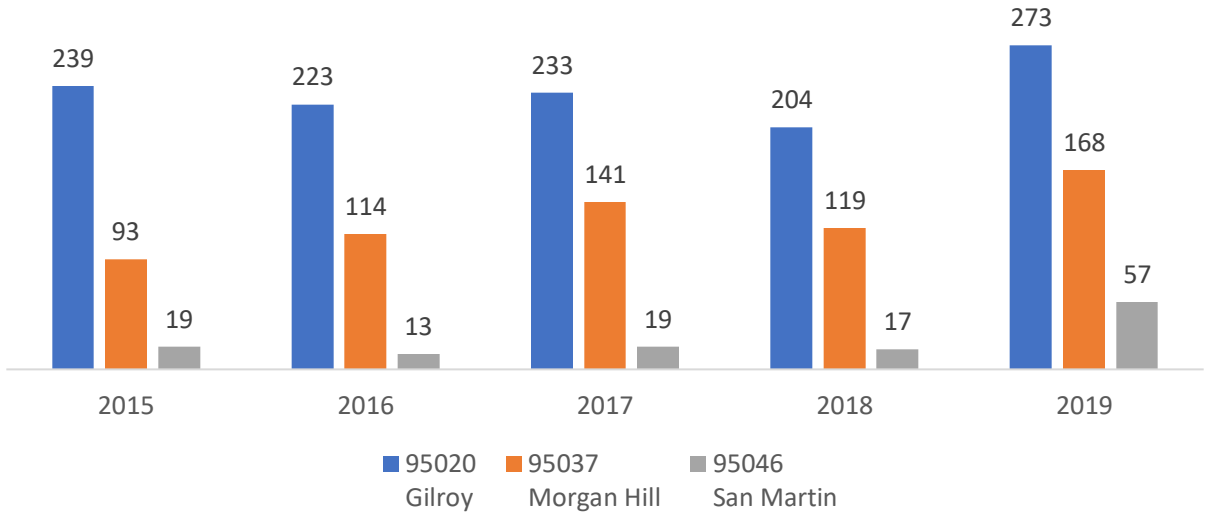
Figure 52: Arrests/Citations by ZIP Code 2015-2019



APPENDIX D: SOUTH COUNTY ARRESTS/CITATIONS BY ZIP CODE

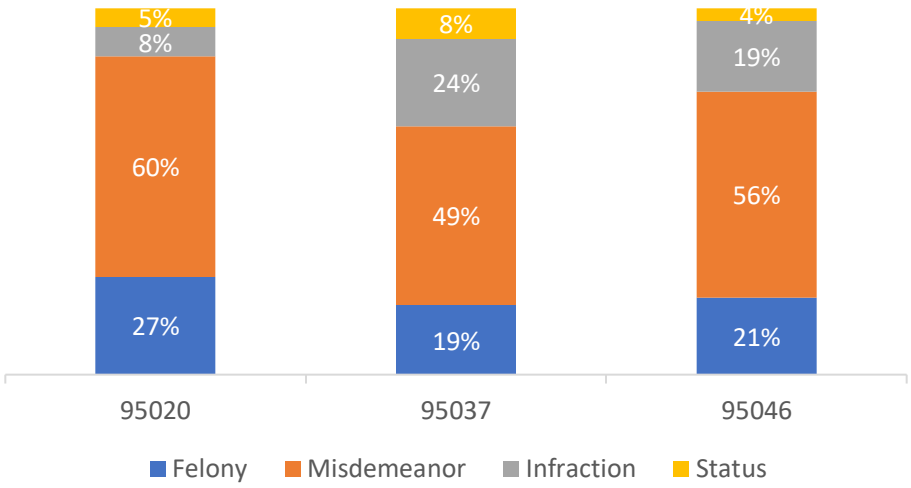
The figure below shows trends in arrests/citations from 2015-2019 for the South County ZIP Codes of 95020 (Gilroy), 95037 (Morgan Hill), and 95046 (San Martin). In 2019, there were 498 arrests/citations in all South County ZIP Codes a 46 percent increase from 2018 at 340 arrests/citations in all South County ZIP Codes. The South County ZIP Codes made up 15 percent of all arrests/citations in 2019 (n=498/3,370). Of the 468 arrests/citations in South County 37 percent were accepted by the Prevention and Early Intervention (PEI) Unit (n=184).

Figure 53: Arrests/Citations for South County by ZIP Code 2015-2019



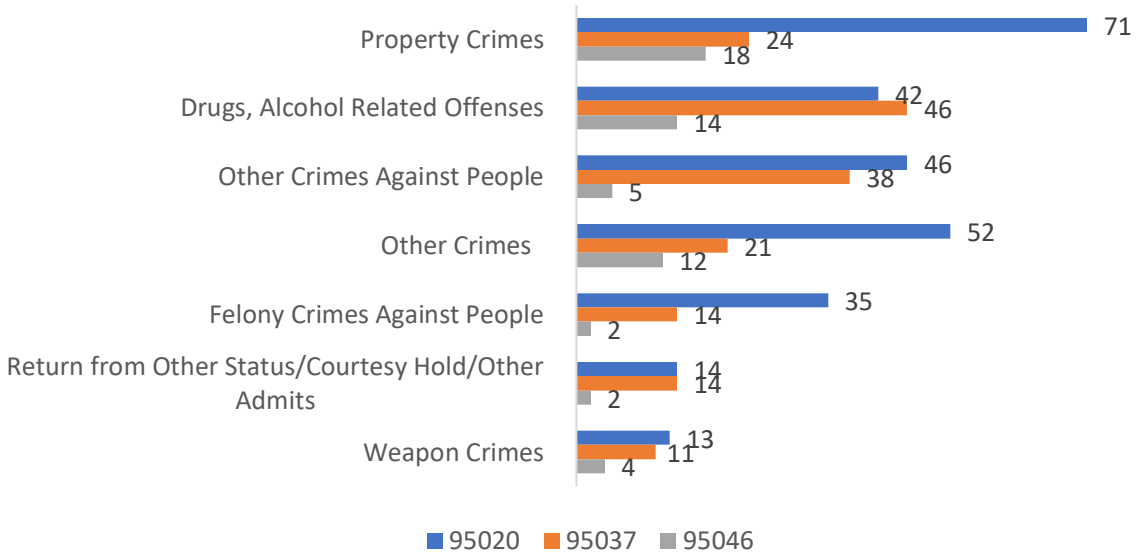
For all South County ZIP Codes misdemeanors made up the largest category of offense classifications. Sixty percent of Gilroy's (95020) arrests/citations were misdemeanors (n=164). Forty-nine percent of Morgan Hill's (95037) arrests/citations were misdemeanors (n=82). Fifty-six percent of San Martin's (95046) arrests/citations were misdemeanors (n=32).

Figure 54: South County Duplicated Offense Classification by ZIP Codes 2019



Property Crimes accounted for 26 percent of arrests/citations in Gilroy (95020; n=71). Drugs, Alcohol Related Offenses accounted for 27 percent of arrests/citations in Morgan Hill (95037; n=46). Property Crimes accounted for 32 percent of arrests/citations in San Martin (95046; n=18).

Figure 55: Duplicated Arrests and Citations Offense Category by South County ZIP Codes 2019



For all South County ZIP Codes 17 percent of youth were arrested/cited for Misdemeanor Assault: Fighting (n=80), followed by Possession and Sale of Drugs at 12 percent (n=56) and Obstruction, Resisting Arrest, Disturbing the Peace at 12 percent (n=54).

Table 31: Top Ten Offenses by South County ZIP Codes 2019

Top Ten Offenses	95020	95037	95046	Total
Misd. Assault: Fighting	39	36	5	**80**
Possess/Sale of Drugs	19	27	10	**56**
Obstruction, Resisting Arrest, Disturbing Peace	30	14	10	**54**
Other Drug/Alcohol Charges	15	16	2	**33**
VOP – Failure to Obey Order of the Court	14	14	2	**30**
Theft, Petty; Burglary Tools	16	8	2	**26**
Felony Assault: ADW	11	7	2	**20**
Vandalism, Malicious Mischief	12	5	2	**19**
Theft, Auto	11	4	1	**16**
Felony Weapons	8	6	2	**16**
Burglary - 1st Degree	8	2	6	**16**
Total	**183**	**139**	**44**	**366**

APPENDIX E: JAIS SUPERVISION STRATEGY GROUPS OVERVIEW

The Probation Department utilizes an evidence-based tool called the Juvenile Assessment and Intervention System (JAIS) that weaves together a risk assessment and strengths and needs assessment. As well as analyzing risks and needs, the JAIS incorporates a supervision strategy model and determines the best approach for each youth. Please see table below for more details.

Table 32: JAIS Supervision Strategy Groups Overview

JAIS Supervision Strategy Groups Overview			
Strategy Group	**General Characteristics**	**Why Youth Get in Trouble**	**Intervention Goals**
Selective Intervention (SI)	• Pro-social values • Positive adjustment • Positive Achievements • Good social skills	• External stressors • Internal, neurotic need	• Resolve external stressor • Resolve internal problems • Return to school • Return to appropriate peers and activities
Limit Setting (LS)	• Anti-social values • Prefers to succeed outside the rules/law • Role models operate outside the rules/law • Manipulative, exploitive	• Motivated by power, excitement • Straight life is dull	• Substitute pro-social means to achieve power, money, excitement • Change attitudes and values • Use skills in pro-social ways • Protect the school environment
Environmental Structure (ES)	• Lack of social and survival skills • Poor impulse control • Gullible • Naïve • Poor judgment	• Manipulated by more sophisticated peers • Difficult generalizing from past experiences	• Improve social and survival skills • Increase impulse control • Develop realistic education program • Limit contact with negative peers
Casework/Control (CC)	• Broad-range instability • Chaotic lifestyle • Emotional instability • Multi-drug abuse/addiction	• Positive effort blocked by: *Chaotic lifestyle *Drug/alcohol use *Emotional instability	• Increase stability • Control drug/alcohol abuse • Overcome attitude problems

	• Negative attitudes toward authority	• Unable to commit to long-term change	• Foster ability to recognize and correct self-defeating behavior

APPENDIX F: OFFENSE CATEGORIES BY CHARGE DESCRIPTION

The table below highlights some examples of each offense categories' code descriptions, charge descriptions, and offense codes that fall under each offense category.

Table 33: Offense Categories by Code Description, Charge Description, and Offense Code

Offense Categories	Code Description	Charge Description	Offense Code
Drugs, Alcohol Related Offenses	HS11378	Possess Controlled Substance for Sale	Felony
	PC647(F)M	Under the Influence of Drugs/ Alcohol/Controlled Substance	Misdemeanor
	BP25662	Minor Possess Alcohol	Misdemeanor
	HS11357(A)(1)	Under Eighteen Possess Less than 28.5 Grams of Marijuana	Infraction
	HS11357(D)	Possession of Marijuana on School Grounds	Infraction
Felony Crimes Against People	PC211	Robbery	Felony
	PC664/187	Attempted Murder	Felony
	PC245(A)(1)	Assault with a Deadly Weapon or Great Bodily Injury	Felony
	PC215	Carjacking	Felony
	PC288(A)	Lewd or Lascivious Act on a Child Under Fourteen	Felony
Other Crimes	PC4532(B)(1)	Escape Jail/Etc. while Charged/Etc. with a Felony	Felony
	PC148.9	False Name to Peace Officer	Misdemeanor
	PC148	Obstruct Resist Public Officer	Misdemeanor
	VC12500(A)	Driving while Unlicensed	Misdemeanor

Offense Categories	Code Description	Charge Description	Offense Code
	PC182(A)(1)	Conspiracy to Commit Crime	Misdemeanor
Other Crimes Against People	PC242	Battery	Misdemeanor
	PC166(C)(1)	Violation of Court Order Domestic Violence	Misdemeanor
	PC261.5	Unlawful Sexual Intercourse with Minor	Misdemeanor
	PC646.9(A)	Stalking	Misdemeanor
	PC243(E)(1)	Battery on Former Spouse, Fiancé, or Date	Misdemeanor
Property Crimes	PC487	Grand Theft	Felony
	PC459	Burglary: First Degree	Felony
	PC451	Arson	Felony
	VC10851	Driving/Taking Vehicle without Owner's Permission	Felony
	VC20002	Hit and Run/Property Damage	Misdemeanor
	PC647(H)	Prowling	Misdemeanor
	PC488	Petty Theft	Misdemeanor
	PC466	Possession of Burglary Tools	Misdemeanor
	PC602	Trespassing	Misdemeanor
	PC594	Vandalism	Misdemeanor
Return from Other Status/Courtesy Hold/ Other Admit	PC1203.2	Re-arrest/Revoke Probation/Etc.	Misdemeanor
	WI777	Failure to Obey Order of the Juvenile Court	Status
	PC594(A)(B)	For Sentencing Purposes	Status
	WI602	Juvenile Offender (State Specific Offense)	Status
Weapon Crimes	PC245	Assault with a Deadly Weapon (Punishment)	Felony
	PC21310	Possession of a Dirk or Dagger	Felony
	PC25400(A)	Carry Concealed Weapon	Felony
	PC246.3	Willful Discharge of Firearm with Gross Negligence	Felony

Offense Categories	Code Description	Charge Description	Offense Code
	PC21310	Possession of a Dirk or Dagger	Misdemeanor

APPENDIX G: JJSC WORKGROUPS AND SUBCOMMITTEES

Table 34: Juvenile Justice Systems Collaborative: Race Equity in Justice Systems Workgroups

Work Group	Lead	Purpose	Meeting Schedule
Electronic Monitoring Program	Nisreen B. Younis, Sup. Public Defender Jean Pennypacker, Chair, Juvenile Justice Commission	The Electronic Monitoring Program (EMP) committee goals are to promote best practices and ensure equity in the use of EMP; to ensure the use of EMP properly aligns with its purpose; to identify eligibility criteria for EMP to ensure equity; determine EMP success for youth of color; and develop policy recommendations to ensure youth of color are successful. The committee is working to identify additional alternatives to detention. The Research and Development (RaD) team provided phase III of the research questions and received the additional youth surveys. The committee is working on the eligibility criteria, community-based alternatives, and the impact of restrictive EMP.	Monthly
High Risk Youth	Ann Huntley Sup. District Attorney Nisreen B. Younis, Sup. Public Defender	The High-Risk Youth committee focuses on ensuring race equity, promoting child wellbeing, and reducing racial and ethnic disparities related to youth currently involved in the justice system while continually improving justice system processes. This committee is focused on youth who have committed three or more serious offenses. The committee will investigate potential interventions for this target population and develop policy recommendations to ensure youth of color receive appropriate dispositions.	Monthly

Work Group	Lead	Purpose	Meeting Schedule
		The committee is working with County Counsel on a memorandum of understanding (MOU) and a standing order to share information.	
Gender Responsive Task Force	Judge Katherine Lucero, Presiding and Supervising Judge of the Juvenile Division Nick Birchard, Deputy Chief Probation Officer Protima Pandey, Director Office of Women's Policy	The Gender Responsive Task Force (GRTF) was established in 2015 to create a comprehensive case plan and treatment model for moderate and high-risk girls on probation in Santa Clara County that decreases their risk of recidivism and victimization while also increasing their life outcomes. For more information on GRTF please see Appendix B.	Monthly

Table 35: Other Collaborative Efforts with Justice Systems Stakeholders

Work Group	Lead	Purpose	Meeting Schedule
Juvenile Court Aligned Action Network (JCAAN)	Judge Katherine Lucero, Presiding and Supervising Judge of the Juvenile Division Joy Hernandez, National Center for Youth Law Alex Villa, Probation Division Manager Supported by: Dana Bunnett, Kids in Common	The goal of JCAAN is for youth in the juvenile justice system to achieve parity in graduation rates with the general population. Work includes identifying baseline data for education outcomes for youth in the justice system; on-going literature review to find effective and promising practices; deep landscape analysis to identify services and gaps; and utilizing data to improve education results for these youth.	Monthly

Work Group	Lead	Purpose	Meeting Schedule
Juvenile Justice Data Crosswalk	Dana Bunnett, Kids in Common	The Juvenile Justice Data Crosswalk Project was created to align data collection and data sharing efforts for many groups currently working with juvenile justice involved youth such as NYCL, VERA, DIY, JCAAN, Burns Institute/Racial Equity Through Prevention, Kids in Common, Juvenile Court Aligned Action Network, Juvenile Justice Commission, SCCOE and Probation.	Monthly
CSEC Steering Committee	Francesca LeRue, Director of Family and Children's Services	The CSEC Steering Committee consists of DFCS, JPD, PH, BHSD, Community Solutions, YWCA, LACY, Public Defender, and other partners as identified. The CSEC Steering Committee shall: Provide ongoing oversight and leadership to ensure the county agencies and partners effectively collaborate to better identify and serve youth who are at risk of or have been commercially sexually exploited.	Quarterly
CSEC Implementation	The Implementation Team members consist of the following system partners: DFCS, JPD, PH, BHSD, Community Solutions, YWCA, LACY, Public Defender, and other partners as identified.	The CSEC Implementation Team (hereafter referred to as "The Implementation Team") is responsible for trauma informed program development and training using data to ensure the implementation of the Commercially Sexually Exploited Children (CSEC) protocol. The team will utilize continuous quality improvement (CQI) as well as a feedback process to identify and address gaps, challenges	Monthly

Work Group	Lead	Purpose	Meeting Schedule
		and maximize opportunities for program enhancement.	
DIY Steering Committee	Laura Garnette, Chief Probation Officer Judge Julie Alloggiamento, Judge for DIY calendar	The goals of the Dually Involved Youth (DIY) Steering Committee are (1) Prevent youth ¡n the child welfare system from formally penetrating the juvenile justice system. (2) Use evidence-based research and promising practices to inform changes in both systems so that we can better serve youth and families. (3) Eliminate disproportionate minority contact in the child welfare and juvenile justice systems. (4) Strengthen the ability of families to rise above the challenges they confront.	Monthly
DIY Under 14 Subcommittee	Christian Bijoux, Dually Involved Youth Director Nisreen B. Younis, Sup. Public Defender	The purpose of the group is to engage system partners to provide support to the dually involved youth who are under 14 years old as this population might need specific supports to address their needs. The workgroup is currently developing a protocol for SB439 for youth who are under 12 years old and cannot be detained as outlined by new legislation.	Monthly
Title IVE Well-Being Waiver Steering Committee	Laura Garnette, Chief Probation Officer Robert Menicocci, Director Department of Social Services	The Title IVE Well-Being Waiver Steering Committee was developed when Santa Clara County joined the Title IVE Well-Being Waiver Project. The Steering Committee meets monthly to discuss the Waiver Project and other issues as it relates to providing best practices for the community. The committee is	Monthly

Work Group	Lead	Purpose	Meeting Schedule
		composed of key staff from Probation, Department of Family and Children's Services (DFCS), Behavioral Health and Fiscal.	

APPENDIX H: AB12 NON-MINOR DEPENDENT YOUTH

The California Fostering Connections to Success Act known as AB12, which took effect in 2012, and subsequent legislation, allowed eligible youth to remain in foster care beyond age 18 up to age 21. This was originally known as AB12 but is now known as Extended Foster Care (EFC) services. EFC services provide youth with the time and support needed to gradually become fully independent adults. The guiding principle of this extension is to provide each eligible youth with the opportunity to make decisions regarding his or her housing, education, employment, and leisure activities, while receiving ongoing support and assistance when difficulties are encountered. Foster youth who participate in EFC are designated as Non-Minor Dependents (NMDs). There are two types of NMD's, 602 NMDs who are still on Probation and WIC 450 NMDs who were on probation, met their rehabilitative goals and were dismissed effectively transitioning them to a non-Ward NMD. The other type of NMD can be a youth dismissed from Probation (successfully or unsuccessfully) who re-enters by petitioning either the Juvenile Justice or Dependency Court. Most youth who exit from Juvenile Probation and have no dependency history, re-enter and/or are supervised by POs in the Placement Unit.

Youth who are between the ages of 18 to 21 and were in foster care on their 18th birthday, qualify for extended foster care (EFC) services. In order to maintain eligibility to participate in EFC, youth must meet one of five participation criteria:

- Working toward completion of high school or equivalent program; or
- Enrollment in higher education or vocational education program; or
- Employed at least 80 hours per month; or
- Participating in a program to remove barriers to employment; or (the threshold is low, even applying for work, or meeting monthly with a case worker or PO qualify as meeting this criterion)
- The inability to participation in any of the above programs due to a verified medical condition.

There are approximately 200 NMDs in this county participating in EFC through the Department of Family and Children's Services and the Juvenile Probation Department. NMDs meet monthly with their assigned social worker or Probation Officer and may attend hearings (they are not required to be present at these hearings) through the Juvenile Dependency Court or Juvenile Justice Court where the case worker is required to report on their progress to the Court. NMDs receive support in meeting their eligibility criteria, life skills classes, assistance receiving public benefits and applying for student financial aid, a monthly

financial stipend, and housing assistance during their post-EFC transition (also during their time as an EFC).

There are several housing options for NMDs including:

- Remain in existing home of a relative; licensed foster family home; certified foster family agency home; home of a non-related legal guardian (whose guardianship was established by the juvenile court); or STRTP (youth may remain in a group home after age 19 only if the criteria for a medical condition and/or NMD eligibility is met and the placement is a short-term transition to an appropriate system of care); or
- THP-Plus Foster Care (THP+FC) - this program has three models:
    - Host Family where the NMD lives with a caring adult who has been selected and approved by the transitional housing provider;
    - Single Site where the NMD lives in an apartment, condominium or single family dwelling rented or leased by the housing provider with an employee(s) living on site; or
    - Remote Site where the NMD lives independently in one of the housing types listed above with regular supervision from the provider; or
- Supervised Independent Living Placement (SILP) - this placement option allows youth to live independently in an apartment, house, condominium, room and board arrangement or college dorm, alone or with a roommate(s), while still receiving the supervision of a social worker/probation officer. The youth may directly receive all or part of the foster care rate pursuant to the mutual agreement.

NMD youth can reside in-county, out-of-county and/or out-of-state and continue to receive supportive services and monthly-mandated face-to-face contact with their Probation Officer.

APPENDIX I: BEHAVIORAL HEALTH DIAGNOSIS

The Behavioral Health Services Department referenced the DSM 5 for a brief definition of the following behavioral health diagnosis.

- **Adjustment Disorder with Depressed mood/Anxiety:** A common short-term disorder most people experience during and a new or unfamiliar situation. A person may experience mild depressive mood or anxiety. It usually dissipates after a few weeks but could become worse if more depressive symptoms or anxiety symptoms surface.

- **Substance Use/Dependence:** Any substance that is consumed is considered use whether it is alcohol or drugs. Dependence is when the body physically needs the substance in order to feel in a "normal" state. It can be physical or psychological.

- **Behavior Disorder:** There are different types of behavior disorders. The most common in our population is Oppositional Defiant Disorder which could also have an underlying aspect of gang

culture and mistrust of authority figures. Reactive Attachment Disorder is seen more in younger children that have a difficult time with close relationships with parental figures.

- **Mood Disorders:** There are several types of mood disorders that fall under the categories of different Depressive diagnoses, Anxiety diagnoses as well as Bipolar diagnoses which also have a manic element. Manic meaning having a lot of energy to possibly do extra-ordinary activities such as all night projects with some delusional thinking.

- **Post Traumatic Stress Disorder:** Exhibiting distressful symptoms after experiencing a traumatic event where the person witnessed or experienced something harmful, possibly a near death experience or abuse. These symptoms may include nightmares, flashbacks, avoidance of things that are reminded of the event, and depressive symptoms.

- **Anxiety Disorder:** There are several anxiety disorders. There may be brief once that are Acute, having anxiety for a specific life element and it could be experienced to more situations where the person is not able to identify what is the origin of anxiety. This would be Generalized Anxiety Disorder.

- **Major Depressive Disorder:** Characterized by low mood throughout the day, feelings of worthlessness and hopelessness, loss of sleep, appetite and sometimes feelings of death and suicidality.

- **ADHD (Attention Deficit Hyperactivity Disorder):** Characterized by having difficulty concentrating for a certain period of time, being easily distracted, not being able to focus as well as not being able to sit still.

- **Bipolar Disorder:** There are two different types of bipolar disorder one has a time frame of a manic state in which one experiences a need to do a lot of activities or a big unrealistic project for a week and then go into a deep depressive state for another week. Another Bipolar Disorder has some delusional thinking along with the manic state.

- **Pervasive Develop Mental Disorder:** Organic disorder where there is low cognitive functioning and having difficulty understanding ideas, social cues and sometimes language. This may be identified by the person not being at the age level of understanding that is equivalent to their chronological age.

APPENDIX J: COMMONLY USED ABBREVIATIONS AND ACRONYMS

The following is a comprehensive list of all commonly used abbreviations and acronyms used throughout this report in alphabetical order.

Figure 56: Commonly Used Abbreviations and Acronyms

Abbreviation/Acronym	Definition / Meaning
A-CRA	Adolescent Community Reinforcement Approach

ADO	Alternate Defender's Office
AED	Alternative Education Department
Asian/PI	Asian/Pacific Islander
BHSD	Behavioral Health Services Department
CCR	Continuum of Care Reform
CDCR	California Department of Corrections and Rehabilitation
CFCS	Children, Family and Community Services
CFT	Child and Family Team
CITA	Individualized Treatment of Adolescents
CMS	Case Management System
County	Santa Clara County
CRP	Community Release Program
CSEC	Commercially Sexually Exploited Children
CSE-IT	Commercial Sexual Exploitation Identification Tool
CSI	Cross Systems Initiatives
CWS/CMS	Child Welfare Services / Case Management System
CY	Calendar Year
CYF	Children, Youth and Family
DEJ	Deferred Entry of Judgement
DFCS	Department of Family and Children's Services
DIY	Dually Involved Youth
DIYU	Dually Involved Youth Unit
DJJ	Division of Juvenile Justice
DYCR	Department of Youth and Community Restoration
EFC	Extended Foster Care
EMP	Electronic Monitoring Program
FLY	Fresh Lifelines for Youth
FTA	Failure to Appear
FV/DV	Family/Domestic Violence
GRTF	Juvenile Justice Gender Responsive Taskforce
HHS	Health and Human Services
HS	Hospital System
IDO	Independent Defense Counsel
JAIS	Juvenile Assessment Intervention System
JAS	Juvenile Automation System
JCAAN	Juvenile Court Aligned Action Network
JJCPA	Juvenile Justice Crime Prevention Act
JJSC	Juvenile Justice Systems Collaborative
JPD	Juvenile Probation Division
JRS	Juvenile Records System

LACY	Legal Advocates for Children and Youth
MAR	Medication Administration Rand
MAYSI-2	Massachusetts Youth Screening Instrument
MDT	Multi-Disciplinary Team
MGPTF	Mayor's Gang Prevention Task Force
MST	Multisystemic Therapy
NCCD	National Council on Crime and Delinquency
NMD	Non-Minor Dependent
NSU	Neighborhood Safety/Services Unit
OMOS	Office of Mediation and Ombuds Services
PBIS	Positive Behavior Interventions and Supports
PD	Public Defender
PDO	Public Defender's Office
PEI	Prevention Early Intervention
PIVOT	Providing Individual Valuable Opportunities Together
PO	Probation Officer
PRISM	Probation Records Information System Manager
PRO-CSR	Probation Continuum of Services of Reentry
PSC	Placement Screening Coordinator
RAI	Risk Assessment Instrument
RAIC	Receiving, Assessment, and Intake Center
Ranch	Juvenile Rehabilitation Facility William F James Ranch
REJS	Race Equity in Justice Systems
REP	Race Equity through Prevention
REP	Redemption, Education and Purpose
RFK	Robert F Kennedy National Resource Center for Juvenile Justice
SARB	School Accountability Resource Board
SARC	San Andreas Regional Center
SB	Senate Bill
SCC	Santa Clara County
SCYTF	South County Youth Task Force
SHARKS	Supervision High-Tech Automated Record Keeping System
SIJS	Special Immigrant Juvenile Status
SOGIE	Sexual Orientation, Gender Identity, and Gender Expression
SSI	Supplemental Security Income
STRTP	Short Term Residential Therapeutic Program
SUTS	Substance Use Treatment Services
SW	Social Worker
TAY	Transition Aged Youth
TGNC	Transgender/gender non conforming

VMC	Valley Medical Clinic
VOMP	Victim Offender Mediation Program
VOP	Violation of Probation
WIC	Welfare and Institutions Code
YAC	Youth Advisory Council
YTIP	Youth Therapeutic Integrated Program

Santa Clara County

Juvenile Justice Annual Report 2020



Helping to Build Positive Futures

“Children are likely to live up to what you believe of them.”

— Lady Bird Johnson

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SUPERVISING JUDGE'S FOREWORD



Greetings!

2020 has been a complicated and at times horrifying year. Making sure that we were able to provide critical support to both our out-of-custody and in-custody youth has been our number one priority while navigating a pandemic, wildfires, air quality emergencies, race equity issues highlighted by the health crisis, and the murder of George Floyd as well as other deaths at the hands of law enforcement. These realities have caused all of us to pause and to recalibrate our response in how we serve the youth, families and communities who find themselves in our Juvenile Justice Systems.

All of this on top of a year of major legal changes with the closing of the DJJ and the county realignment planning that has culminated in our youth being kept in Santa Clara County as of July 1, 2021, rather than sending them to a statewide youth correctional facility far away from family and other vital connections. 2020 has been a tremendous challenge and a tremendous victory at once.

Our in-custody population continues to be at an all-time low and we have been able to make sure that the low number of youth in custody are safe, healthy, and released to the community when possible. This report reflects the culturally responsive, gender informed, and healing centered programming which is provided with both a behavioral health and a public safety lens. We acknowledge that most youth who commit law violations have complicated social histories that put them at the highest need for evidence based, and compassionate interventions. Making sure that victims who are often from the same neighborhoods and who also have similarly complicated social histories are heard, compensated, and supported is also a paramount feature of the Juvenile Justice Reform work. When our youth and our communities feel safe and whole, we all benefit

We are excited to embark on this new era of keeping our youth local and bringing in the community to take ownership of all our youth, even those who may have to experience a much more significant period of rehabilitative treatment for more serious law violations. In that regard, we all play a part in keeping youth in school, making sure that they have a place to call home, and that they are supported to dream about how they are going to someday serve the universe while following their own path to success.

Thank you to the leadership of the Department of Probation, the District Attorney, the Public Defender, the Alternate Defender's Office, the Independent Defender's Office, the Behavioral Health Department, the County Office of Education, the Department of Health, and many, many Community Based Organizations in 2020. We could only have come through this together and with the dedicated public service leadership that I see each day.

It continues to be my honor to work in this role and to be among such creative, brilliant, and compassionate professionals.

Sincerely,

The Honorable Katherine Lucero County of Santa Clara Presiding Judge of the Juvenile Division

CHIEF PROBATION OFFICER'S FOREWORD



Greetings from Santa Clara County!

Welcome to the County of Santa Clara's Juvenile Justice Annual Report. This report reflects the state of the local juvenile justice system during calendar year 2020, a year with unpreceded challenges and changes in our nation, our state and locally. In Silicon Valley, the wealth gap continues to widen, and the global COVID-19 pandemic has amplified deep inequities already so prevalent in our justice system and community.

This report illuminates significant changes that occurred in juvenile justice in California the past few years. Likely the most pressing is that, as of July 1, 2021, the Division of Juvenile Justice (DJJ), the state system responsible for housing and rehabilitating youth with the most serious and violent offenses, stopped accepting new admissions. They will close completely by 2023. The responsibility for the care of these youth now falls to each of 58 counties. This drastic state change poses both tremendous opportunity and incredible challenges. We are excited to be part of this movement. All of us deserve a juvenile justice system that has a laser focus on rehabilitation and restoration.

Before acknowledging the breath, depth, and sophisticated analysis in this report, I want to express heartfelt gratitude to the tireless efforts probation staff and staff for other system partners, for serving our clients during such a time of unsettlement. For example, staff in Juvenile Hall and the James Ranch, went from a multitude of community providers of many types coming and going all day every day, teachers holding school five days a week, loved ones visiting with their children, group meals, group activities, and significant transparency and porousness in our facilities; to a Juvenile Hall and James Ranch that is operated almost exclusively by our staff. Their dedication and commitment to care for our youth in the most difficult circumstances is thoroughly appreciated.

Similarly, staff working in community-based positions had to alter their service delivery to one of assistance and stabilization. Early in the pandemic, the Neighborhood Services Division provided formula, diapers, food, and menstrual products to some of the most negatively impacted areas. Many Probation Officers joined that effort. The grace and fluidity they exhibited in their changed roles was astounding. Many times, professionals in our fields are left not knowing their impact. The pandemic has shone a light on just how essential probation services are. Our staff are highly trained and decidedly exhibited a sophisticated skill set that focuses on immediate need and stabilization. Sometime that's a treatment program or even incarceration. Sometimes, it is supplying essential supplies and supports to weather difficult times. Every single classification of staff in our department contributed essential services during one of the most difficult 18+ months most have experienced in their professional careers.

In the introduction written last year acknowledging the role of COVID-19 on our system, I wrote, "we are faced with another crisis, the growing number and volume of voices demanding accountability and compassion from law enforcement and the justice system to address centuries of racism embedded in our

communities. Without question, our systems have promulgated systemic racism, whether intentional or not. The call to change that is in our hands. This is the time to use this rich data to course correct and I am fully committed to doing so. We are fortunate to operate in a rich cultural environment, with longstanding professional partnerships with colleagues and communities committed to true justice for all. This timely report will serve as a guide in how to move our reform efforts deeper. "

And indeed, we have used the past 12 months to think differently, critically, and creatively, about better ways to serve populations with deep distrust of law enforcement. One way we show our commitment to these efforts is to continue this essential work by collecting and analyzing critical data required to make sound decisions. This year our research team took this report beyond expectations. Because of the global pandemic, the normal metrics were not enough. Instead, they focused on how youth and families fared during this time, what new legislation is driving our system and how our staff worked outside their normal roles to support our most vulnerable communities.

While this report is data intensive, please remember that these numbers represent real young people, real families, and real victims. The juvenile Justice is a complex system focused on long term rehabilitation and serves teens ranging from youth who commit minor offenses that are attributable to normal adolescent transgressions, to youth who engage in serious criminal conduct and are threats to community safety. The data in the report takes the reader through each decision point in the system in an effort to de-mystify such a complicated process.

This report is just one example of the outstanding work conducted by Probation Department's Research and Development (RaD) team led by Dr. Holly Child. They have invested hundreds of hours scrubbing, interpreting, analyzing, and presenting the data found in this report. It takes courage to looks at issues critically and without defense. My hope is that our County continues this high-level, honest analysis and partnership so that we can all understand how the system's response either helps or harms our youth and community. This information will not be helpful if we do not harness it to make more effective decisions about the care and oversight of youth.

Thanks to everyone who contributed to this document and who work tirelessly every day to help our youth succeed and to keep our community safe. And thanks to all who take the time to read this report.

Sincerely,



Laura Garnette

Chief Probation Officer County of Santa Clara

2020

ANNUAL REPORT AT A GLANCE

Juvenile Justice

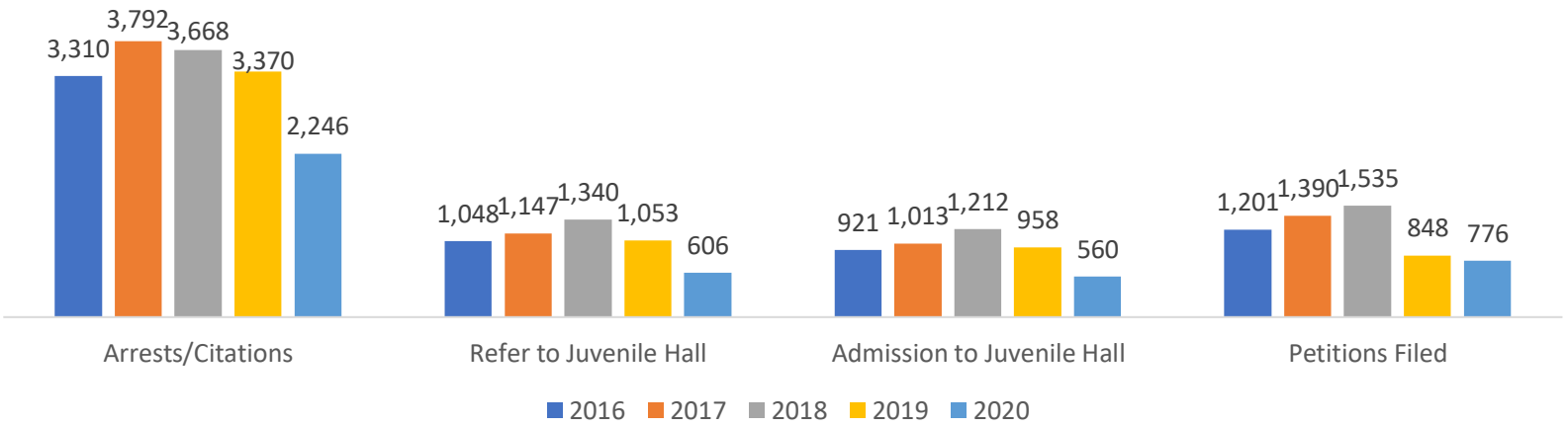
Santa Clara County



Helping to Build Positive Futures

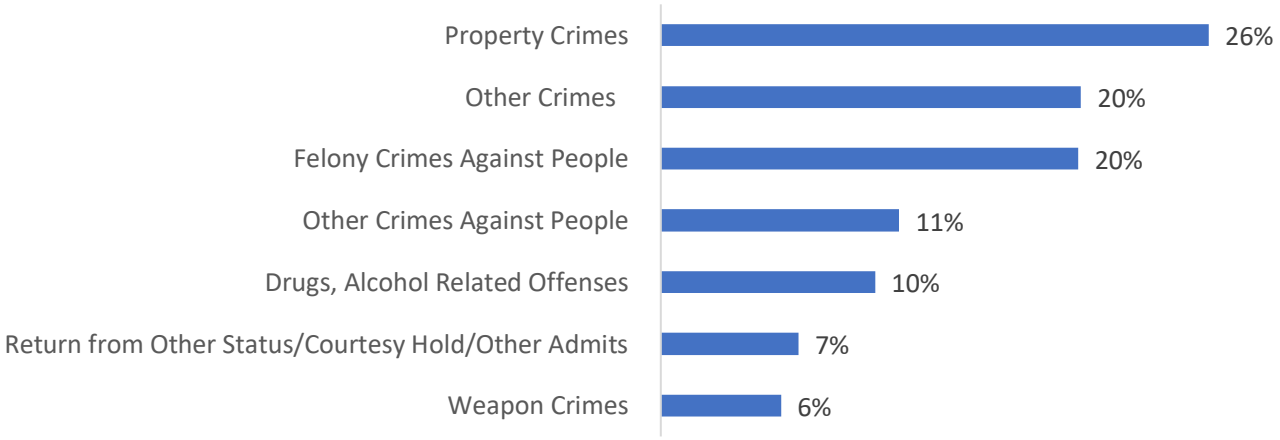
Arrests/citations in 2020 saw a decrease compared to 2019 (33 percent decrease to 2,246). Felony offenses did see a slight increase from 39 percent in 2019 to 42 percent in 2020 (moving from 1,322 felonies in 2019 to 943, so even though the proportion of felonies increased the overall number of felonies decreased). Overall, arrests/citations have been declining since 2016.

Juvenile Justice Trends Over Time (duplicated counts of youth)



Property Crimes (which includes felony and misdemeanor offenses) and Other Crimes (e.g., Resist, Delay Obstruct an Officer, Driving While Unlicensed, and Reckless Driving) combined to account for approximately 46 percent of the total 2,246 arrests/citations. This was the same proportion of arrests/citations in 2019 for the top two offense categories.

Duplicated Arrests and Citations by Offense Category 2020



Youth Detentions

606 youth (or 27% of all arrests and citations) referred to Juvenile Hall (duplicate count).

560 youth (or 92%) detained (duplicate count). This accounts for a 42% decrease from 2019.

456 detentions (or 81%) held until detention hearing (duplicate count).

About Youth in the Juvenile Justice System

Sex and Age of Youth Arrested

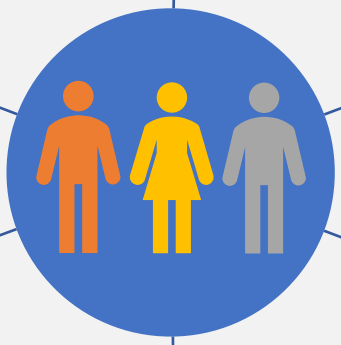
- 78% of youth arrested were male.
- 42% of youth arrested were 15 & 16 years old.
- 38% were 17 years or older.
- 2% were 12 years old and younger.

Behavioral Health

- 34% of girls attempted or thought about committing suicide versus 10% of boys.
- 88% of girls and 65% of boys had significant issues with depression, anxiety, and other emotional factors.

Home Life

- The zip codes where most youth reside include 95020, 95116, 95127, 95111 and 95112.
- Girls had more family history problems (64%) compared to boys (43%)



Criminogenic Needs

- Criminal Orientation was similar for boys (29%) and girls (24%).
- Over 76% of boys and girls had anti-social peers (gangs, legal troubles, or both).

Child Abuse and Neglect

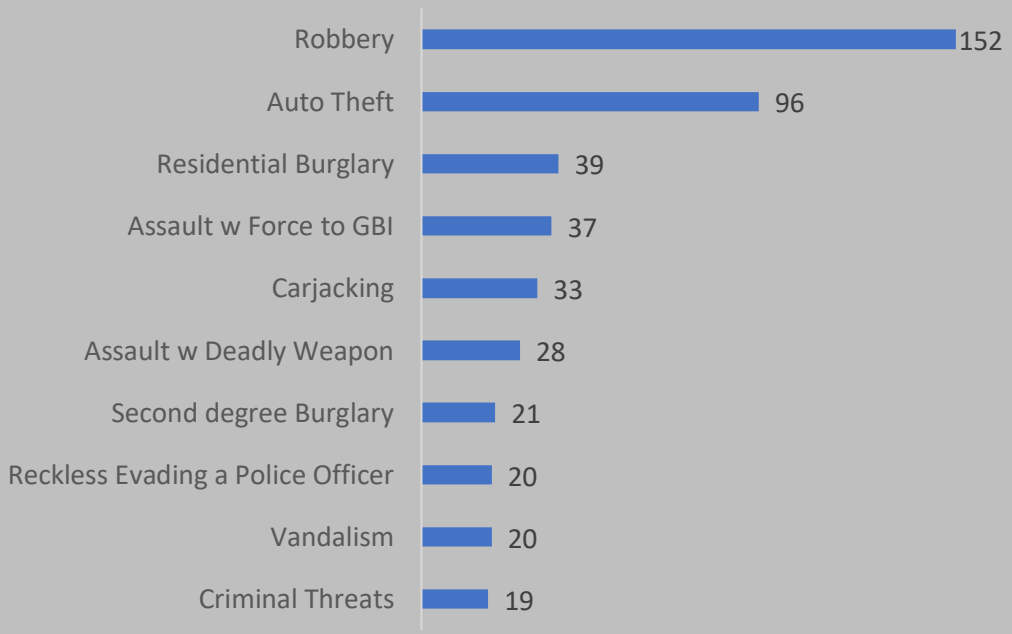
- 53% of youth had at least one referral as the alleged victim.
- Girls (43%) self-reported more abuse/neglect and trauma compared to boys (21%).

Education

- School inadequacy was similar for boys 42% and girls 37%.
- Issues due to lack of intellectual capacity (boys 24%, girls 18%) and due to achievement problems (boys 38%, girls 47%).

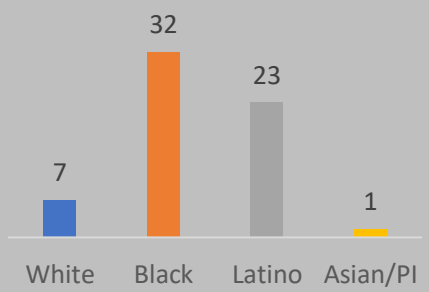
In 2020, arrests/citations decreased as well as petitions filed (n=776; an eight percent decrease compared to 2019). In 2020, the number of duplicated petitions decreased past levels previously seen in 2016. Of the 776 petitions filed in 2020, the most likely offenses to be petitioned were robbery (152), auto theft (96) and residential burglary (39).

Duplicated Petitions by Top 10 Offense Categories 2020



Disproportionality

Rate of Arrest and Citation per 1,000 youth 2020



In 2020, Black and Latino youth continue to be overrepresented at every decision point in the juvenile justice system.

REPORT BACKGROUND AND METHODLOGY

The County of Santa Clara government serves a diverse, multi-cultural population of 1.9 million residents in Santa Clara County, California, making it more populous than 14 states in the United States. The County provides essential services to its residents, including public health protection, environmental stewardship, medical services through the County of Santa Clara Health System, child and adult protection services, homelessness prevention and solutions, roads, park services, libraries, emergency response to disasters, protection of minority communities and those under threat, access to a fair criminal justice system, and many other public benefits. This report focuses on juvenile justice system in Santa Clara County.

The Santa Clara County Juvenile Justice annual report provides insight into the juvenile justice process by reporting the number of arrests, referrals to the Probation Department, petitions filed, and dispositions for juveniles tried in court, while highlighting various programs and services available to youth and families throughout the juvenile justice system. Additionally, the report focuses on racial and ethnic disparities and sex[1] differences at various decisions points.

Since 2011[2], the Probation Department in Santa Clara County, in strong collaboration with system partners, has developed a Juvenile Justice Annual report as part of the Juvenile Justice Model Courts program. This is not a report of only Probation Department activities, but rather a report of collaborative efforts among the juvenile justice system partners. Throughout the years, this annual report has evolved into a comprehensive source of information that describes the youths' needs and sheds light on the services and programs provided to youth who are part of the juvenile justice system. As a result, the reporting process has enabled information sharing between system partners to evaluate performance and better understand how to improve the outcomes for youth in the County. The information sharing process is done through the sharing of aggregate data from each Probation partner and is compiled and added to the report.

The structure of the report is organized into key sections that outline the continuum of care that youth and their families might be involved in through the juvenile justice system:

1. Introduction to Santa Clara County juvenile justice system
2. Innovations and collaborations to the juvenile justice system in 2020
3. Preventive and community initiatives
4. Youth at entry to the juvenile justice system
5. Factors that lead youth to anti-social behavior
6. Examining disproportionality at key entry points in the system



[1] Probation is currently updating how we track Sexual Orientation, Gender Identity, and Gender Expression (SOGIE) measures. Soon, probation will track comprehensive SOGIE measures.

[2] Juvenile Justice Annual Reports: https://www.sccgov.org/sites/probation/reports/Pages/Annual-Reports.aspx

7. Collaborative juvenile justice interventions
8. Restrictive interventions
9. Looking ahead to 2021

Throughout this report, we use abbreviations and acronyms to reference programs, services, and tools. Appendix J offers a comprehensive list for your reference of all these abbreviations and acronyms. Also, due to variation in methods and approaches to data collection and reporting by system partners, there may be differing reporting formats. In most cases the annual data reflects the calendar year, unless otherwise specified. For each section of this report, the data source and other relevant information about the data is provided in the footnotes for reference. In addition, this report is not an evaluation of each program or service but has historically been a presentation of the process outcomes and outputs for each area. Due to the magnitude of services in the juvenile system and covered in the annual report, it is not feasible to discuss every program and service at length. For additional Probation reports, please visit the Probation Department website: https://www.sccgov.org/sites/probation/Pages/default.aspx

IMPACT OF COVID-19

On March 16, 2020, Santa Clara County issued a Shelter-In-Place (SIP) Order[3] due to novel coronavirus (COVID-19) along with five other counties in the Bay Area to slow the spread of the virus and to preserve health care capacity. This order directed all individuals living in the county to shelter at their place of residence except to leave to provide or receive certain essential services. This order had significant impact on human services. As described in more detail in Innovations and Collaborations in 2020 section, COVID-19 brought about an organic revisioning in how the system and community responds to youth who have committed offenses. It is imperative to be conscientious of the different county protocols and changes to services that were implemented due to the pandemic and throughout this report, sections may address directly the changes implemented in their respective programs and service delivery methods. While we have included all trend figures as in previous years, however, 2020 is unique to previous years and caution should be used when comparing 2020 statistics to previous years.

In response to the COVID-19 pandemic, Probation met with contracted community partners to negotiate any needed changes to scope of work and related contract amendments, focusing on changes how services would be provided. In response to the changes to programs and services we implemented, a survey was administered to system partners and youth to gauge what changes are working well and where support was needed. The results of these surveys are described in more detail below.

COVID-19 SURVEY RESULTS

The following section highlights feedback from both Probation contracted providers as well as youth who received services after the start of the pandemic in March 2020. The data for this section is derived from

[3] All Santa Clara County Public Health orders can be found here: https://covid19.sccgov.org/public-health-orders

four separate assessments that were administered in April and May of 2021. The first was an online survey sent to Probation contracted juvenile service providers and covered topics such as program staffing and organizational priorities, experiences transitioning from in-person to virtual services, as well as any overall successes and challenges experienced during the past year. Although 22 providers completed the survey, several organizations completed the survey more than once for separate Probation funded programs, resulting in a total of 27 survey responses, representing 24 separate programs. Of the 27 programs surveyed, six offered exclusively in-custody services, three offered both in-custody and out-of-custody services, while the remaining 18 offered exclusively out of custody services.

An additional online survey was sent to youth who received Probation referred out-of-custody services during the COVID-19 pandemic. The youth were all out of custody at the time they completed the survey and were identified with the help of their Probation officers. In terms of services youth received during the past year, the largest percent of youth (38 percent or 10 out of 26) indicated they were engaged in community services, which most often likely refers to the Community Service-Learning Program, followed by therapy or counseling (27 percent or seven out of 26), and victim awareness classes (15 percent or four out of 26). The survey covered youths' attitudes toward virtual services and asked them to highlight any benefits and challenges they experienced receiving services throughout the past year. Of the 26 surveyed youth, 62 percent (16 out of 26) indicated that they worked with a Probation Officer before the start of the COVID-19 pandemic, meaning most of the youth had experience with Probation services prior to the pandemic. Finally, the data for this section also includes responses from 50 youth in Juvenile Hall and 21 youth at James Ranch. For youth at both institutions, several questions related to the COVID-19 pandemic's impact on services and family visits were added to the Client Experience Surveys that youth periodically complete for evaluation purposes.

Overall, youth felt supported by provider staff and appreciated the ease with which they were able to access services. Nonetheless, feedback from providers suggests that providing services virtually in most cases is not ideal, especially regarding client engagement. It is not exactly known how providers will adapt to the easing of restrictions in a post-pandemic setting, the findings from these surveys suggest that providers may—at least partially—adapt some of their services online.

Organizational Changes and Program Staffing

Although provider staff changed the hours they worked during the pandemic, most neither significantly increased nor decreased their total number of working hours. Most staff switched to working virtually with 59 percent (16 out of 27) of respondents noting that over half of their staff worked completely virtually. Although 74 percent (20 out of 27) of providers indicated that staff changed their working hours to accommodate clients' schedules, 67 percent (18 out of 27) noted that the total amount of staff time stayed about the same. Most providers (56 percent or 15 out of 27) noted that referrals had decreased since the start of the pandemic. However, it is likely that the pandemic exacerbated a pre-existing trend since overall referrals for services have been declining for the past several years due to declining rates of

arrests and detentions. Although providers reported that the number of referrals declined in 2020, most noted that funding stayed about the same.

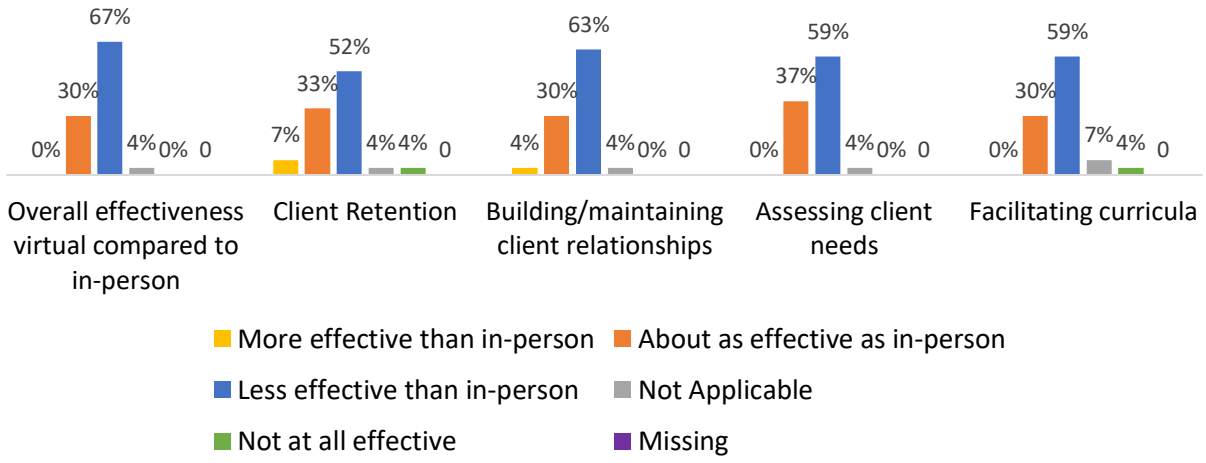
Provider Feedback on Virtual Services

All programs except for one provided virtual services during the past year. Most programs (67 percent or 18 out of 27) provided both virtual and in-person services at some point during the year, alternating according to the different tiered phases of social distancing issued by the county. Only four programs (15 percent) noted having any experience providing virtual services prior to the start of the pandemic.

Most providers viewed their transition from in-person to virtual service as a successful effort. Several noted the pandemic provided them with new opportunities to engage clients creatively, and a plurality (44 percent) indicated that they plan on incorporating virtual services in some capacity after the pandemic ends. Notably, many providers appreciated that virtual services eliminated transportation barriers and streamlined some services that can be done more efficiently online. Providers mentioned being able to adapt their program to a virtual environment, finding creative ways to engage clients, increasing collaboration, and providing COVID testing and safety services to clients and staff as all major successes their organization experienced this past year.

However, despite offering certain benefits, about two-thirds of providers (67 percent) indicated that virtual services are less effective than in person. Figure 1 shows that providers believed virtual services were less effective across all measured domains including client retention, building relationships, assessing client needs, and facilitating curricula. Providers noted that it is more challenging to engage youth, to assess their level of interest, and to get them to take the services as seriously as they would in person. For these reasons, providers' responses suggest that they would prefer to deliver many of their services in person once conditions for allow it.

Figure 1: Effectiveness of Virtual Services Compared to In Person According to Providers (n=27)



Feedback from Youth That Received Virtual Services Out-of-Custody

In general youth that received services out-of-custody noted they had reliable access to virtual services and that program staff helped them with issues as they came up. All youth (n = 26) noted having access to a computer while 92 percent (24 out of 26) indicated having reliable internet access. A large majority of youth (77 percent or 20 out of 26) also indicated that they had enough privacy to engage in services.

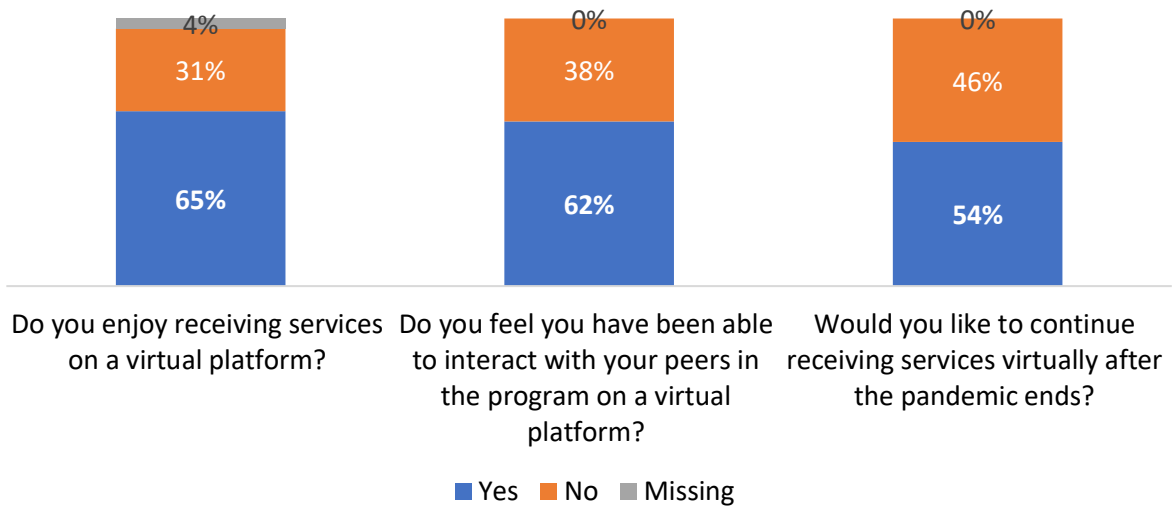
Most youth appreciated that virtual services were easier to access than in-person services and that they cut down on travel time. A little over half (54 percent or 14 out of 26) of youth indicated enjoying receiving services on a virtual platform and would like to continue to receive virtual services after the pandemic. Figure 2 lists the changes in programming since the start of the pandemic and whether youth found them beneficial. Most youth (69 percent or 18 out of 26) noted that the ease of access and the saving of time due to not having travel (58 percent or 15 out of 26) were "beneficial changes" caused by the pandemic. Half of youth (13 out of 26) also cited not having to find transportation as a benefit as well.

Figure 2: Youth's Perceptions of Beneficial Changes to Services Since Pandemic (n=26)



Youths' attitudes toward virtual services tended to be more favorable than providers. However, several providers mentioned that some youth are more engaged virtually than in person since they are more willing to open up in a virtual setting. However, most youth also noted that virtual services compounded the issue of virtual fatigue and excessive screen time that they were already experiencing.

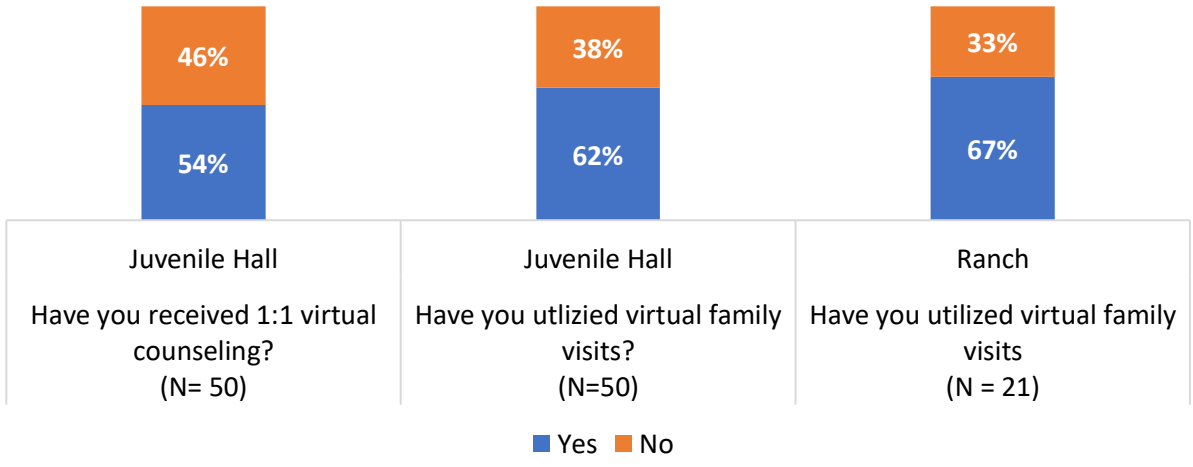
Figure 3: Youths' Overall Perception of Virtual Services (n=26)



Feedback from Youth That Received Virtual Services In-Custody

Providers at both Juvenile Hall and the Ranch converted most of their services from in person to virtual within weeks of the County Shelter-in-Place order. At Juvenile Hall, tablets were distributed to the units to enable youth to interact individually with their service providers, and, as Figure 4 shows, most of the youth (54 percent) were able to receive virtual one-on-one counseling during their time at Juvenile Hall. Family visits at both Juvenile Hall and the Ranch were also converted to virtual early in the pandemic, and a similar percentage of youth at Juvenile Hall and the Ranch (62 percent and 67 percent, respectively) were able to utilize these visits.

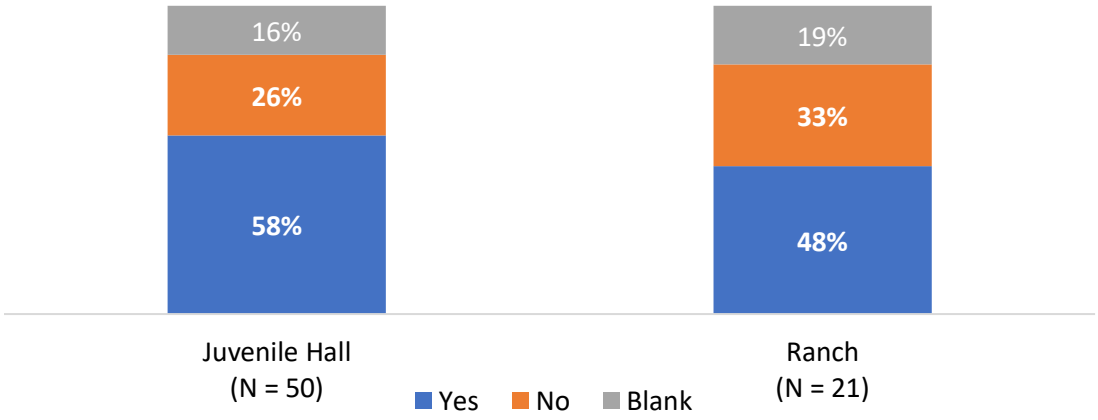
Figure 4: Youth In-Custody that Received Virtual Counseling and Family Visits



At Juvenile Hall, 93 percent (26 out of 28) of youth that indicated receiving virtual services noted that the experience went well. Based on open-ended feedback youth at Juvenile Hall also indicated appreciating/enjoying their virtual family visits, however, several youth noted that they wished the visit lasted longer. Fourteen youth noted that they did not receive virtual family visits either because of their unit was in quarantine, family issues, or for other specific reasons. At the Ranch, 67 percent of surveyed youth (14 out of 21) noted receiving virtual family visits at some time during their commitment. However, it is difficult to draw any general impressions youth had about family visits due to the very small number of youth (n = 9) that responded to the appropriate question. It should also be noted that the Ranch resumed in-person family visits in late 2020, and 67 percent (14 out of 21) of youth noted having at least one in-person family visit.

As Figure 5 below illustrates, most youth that responded to the question believed it would be beneficial to have virtual services after the pandemic is over. Several youth noted that this would work well when youths' families were unable to attend in person. In general, however, it appears that while virtual services make sense in some circumstances, most of the youth strongly prefer to see their families in person.

Figure 5: Beneficial for Youth to Have Future Virtual Visits Post-COVID?



Youth at Juvenile Hall and the Ranch mentioned multiple challenges related to the impact COVID-19 pandemic had on their stay. These challenges included difficulties with distance learning, social isolation related to quarantining and social distancing, challenges with not being able to see family in person, and overall boredom resulting from greater restrictions on their movement. Although regrettable, many of these challenges either resulted from or were exacerbated by the county's efforts to maximize youth safety and prevent the spread of COVID-19 within Santa Clara County institutions. Despite these severe challenges, it appears that the integration of virtual services and family visits enabled youth to receive vital services and remain connected with their loved ones. Moving forward, Probation may want to consider ways to supplement in-person programming and family visits with current virtual practices in effort to encourage greater connection and ensure a more successful reentry into the community.

YOUTH IN SANTA CLARA COUNTY

Over the last two decades, Santa Clara County's youth population (ages 10-17) has changed dramatically. Since 1993 the youth population has increased by 22 percent and there has been a significant increase in the number of youth of color in the County as shown in the U.S. Census[4] categories listed in Table 1.

Table 1: Percentage of Total Youth Population Ages 10-17[5]

Percentage of total youth population	White	Black	Latino	Asian/PI	Native
1993	44%	4%	29%	22%	0.5%
2019	25%	3%	35%	37%	0.3%

The table below shows the greatest change has been in the Asian/Pacific Islander (Asian/PI) population which increased by 102 percent since 1993 to become the largest racial/ethnic population. During the same period, the Latino youth population has increased by 45 percent. Meanwhile the White youth population decreased by 29 percent since 1993 and is no longer a majority. Decreases have also occurred in the youth populations of Black youth (-18 percent), and Native American youth (-23 percent). Overall, the youth population in Santa Clara County increased by 22 percent since 1993.

Table 2: Santa Clara County Change in Youth Population Ages 10-17 1993-2019[6]

Population Change 1993-2019	White	Black	Latino	Asian/PI	Native	Total
1993	68,387	6,243	45,567	34,649	753	155,599
2019	48,429	5,105	66,083	70,160	581	190,358
Percent Change 1993-2019	**-29%**	**-18%**	**45%**	**102%**	**-23%**	**22%**

WHAT IS JUVENILE PROBATION?

Probation is an opportunity for youth to remain at home, when possible, under supervision of the Court and the Probation Department while receiving services to address their needs. Services vary by type and level of intensity depending on many factors. In some cases, youth may be detained at Juvenile Hall or ordered to the Juvenile Rehabilitation Facility William F. James Ranch (Ranch) or another placement depending upon their offense(s) and needs. A youth may be ordered to follow certain conditions set forth by the court, often under the supervision of a probation officer. In the County of Santa Clara (County), a thorough assessment is completed to determine a youth's intervention level. The intervention level is

[4] The census is one calendar year behind the County reporting cycle.

[5] Puzzanchera, C., Sladky, A. and Kang, W. (2020). *Easy Access to Juvenile Populations: 1990-2019.* Retrieved from http://www.ojjdp.gov/ojstatbb/ezapop/

[6] 2018 is the most recent year for which population estimates are available.

determined after an evaluation of a variety of factors such as offense, age, areas of need (such as mental health, substance use, pro-social activities, family therapy, etc.), risk of reoffending and other factors. Appendix A describes some of the key decision points within the juvenile justice system. At each of these points, one or more justice system stakeholders has decision-making power over the trajectory of a youth's case. These stakeholders strive to stay informed of the most current best practices for working with families and communities.

JUVENILE JUSTICE WORK GROUPS AND SUBCOMMITTEES

JUVENILE JUSTICE SYSTEMS COLLABORATIVE (JJSC)

The Juvenile Justice Systems Collaborative (JJSC) was established by resolution of the Board of Supervisors on June 3, 2008, after several years of juvenile detention reform efforts, and has been extended through June 30, 2023. The JJSC provides a channel for system partners to work together in the best interest of the youth in the juvenile justice system, while preventing or reducing the unnecessary detention of youth. The JJSC works with other juvenile justice bodies to maximize resource efficiency and avoid duplication of efforts. The JJSC addresses the issue of disproportionate minority representation in the juvenile justice system through constant examination of decision points through a race equity lens. The JJSC is committed to upholding racial equity and combatting racism in all its forms throughout the youth justice system. The JJSC has two workgroups detailed below. The JJSC meets quarterly, while the workgroups and their subcommittees meet monthly, or as needed. The workgroup meetings were suspended during the COVID-19 pandemic and did not meet between March and December 2020. For more information on the JJSC work groups and subcommittees please visit: https://www.sccgov.org/sites/occ/jjsc/Pages/home.aspx. Appendix H also provides information on the JJSC work groups and subcommittees.

Race Equity in Justice Systems (REJS) Workgroup

REJS has several subcommittees that focus on how youth of color are impacted by the decisions made at various points in the justice system.

The Race Equity through Prevention (REP) Workgroup

REP has focused their efforts on reducing the suspension and expulsion of youth of color in the schools, as well as improving community engagement and school engagement practices on individual campuses throughout Santa Clara County.

JJCC

Senate Bill 1760 (Section 749.22 of the Welfare and Institutions Code, Statutes of 1996) established the Juvenile Crime Enforcement and Accountability Challenge Grant Program. This program provides state grants to counties and cities who demonstrate a collaborative and integrated approach for the

apprehension, treatment, rehabilitation, punishment, and incarceration of juvenile offenders. Juvenile Justice Crime Prevention Act (JJCPA) requires that the Juvenile Justice Coordinating Council consist of the membership required in section 749.22 of the Welfare and Institutions Code (Chapter 325, Statue of 1998). The Board of Supervisors adopted a Resolution creating the Juvenile Justice Coordinating Council (JJCC) on November 19, 1996. There are eleven members who serve on the JJCC. The appointments to the JJCC are permanent.

The tasks of the JJCC include assessing current resources, identifying service areas where resources may be inadequate, and developing proposals to prevent and respond effectively to juvenile crime. The JJCC oversees this process, which results in a final Local Action Plan to be submitted to the Board of State and Community Corrections. The JJCC meets bi-annually to review and approve program evaluations and the annual expenditure plan for JJCPA and YOBG.

INNOVATIONS AND COLLABORATIONS IN 2020

Santa Clara County prides itself on collaborative efforts to provide best practices and programs to youth in the juvenile justice system. This section of the report highlights innovations and collaborations which are improving the services offered to youth and families in Santa Clara County within a juvenile justice scope.

COVID-19 AND SERVICE DELIVERY TO CLIENTS

The Juvenile Justice Court and all its stakeholder partners were able to continue their deep collaborative work during the pandemic conditions. In March they met weekly with juvenile justice stakeholders to discuss early releases, electronic monitoring stepdown options for youth, case dismissals, case conferencing, hearing types that would be allowed to continue in person or virtually, etc. The justice partners met separately and agreed on new protocols, remote hearings, and reports being delivered by email versus hard copies in mailboxes at the courthouse. All partners were available to one another around the clock and on the weekends to ensure, first and foremost, that due process was intact, and that the youth were safe while in custody and continued to be connected to their families. As the pandemic roared on through 2020, they met less frequently but still met regularly and developed written protocols that are effective through August of 2021.

EMP/CRP GUIDELINES

Due to COVID-19 emergency orders and shelter in place directives, youth who were released on the Electronic Monitoring Program (EMP)/Community Release Program (CRP) after a detention hearing before the Court had their cases set out approximately eight weeks (two months) because they were out-of-custody. The Juvenile Court prioritized detention hearings and other matters involving in-custody youth. However, Welfare and Institutions Code Section 628.1 states that youth who are on home supervision are entitled to the same legal protections as youth in secure confinement. As such, the Office

of the District Attorney, Public Defender/Defense Counsel and Probation Department agreed to the process outlined below to ensure that youth on home supervision through EMP or CRP have a process by which they can be removed from EMP/CRP without having to appear in Court during the public health crisis.

These guidelines pertain to "pre-court" or "pre-jurisdiction" home supervision. The purpose of pre-court EMP/CRP is to: 1) ensure the youth attends any scheduled court appearances and 2) does not commit any new law violations while they are pending court. All youth released on EMP/CRP are supervised by an EMP/CRP Counselor for a period of 45 calendar days during shelter in place.

- For non-707(b) offenses, at the 45-day supervision period, EMP/CRP supervision will end, and a Probation Officer will assume supervision as appropriate without consulting with the D.A. or Juvenile Court. The probation assessment scores incorporate a review of the minor's overall behavior while on EMP and include an evaluation of whether the minor has substantially complied with EMP orders and has not been arrested or cited for a new crime. For cases involving Domestic Violence, probation also considers such factors as unauthorized victim contact, failure to comply with restraining orders, and injury/threats to victim.
- For 707(b) offenses (the most serious and violent crimes), at the 45-day supervision period, Probation will meet and confer with the DA Juvenile Supervisor and assigned defense attorney and/or defense counsel supervisor, regarding whether the youth should be removed from EMP/CRP. Factors that the parties consider include age of the youth, specific facts of the case, use of weapons or infliction of Great Bodily Injury (GBI), prior criminal history, progress and behavior on EMP/CRP, and any other relevant factors. If the parties agree the youth should continue EMP/CRP, the parties will revisit the issue no sooner than 14 days (two weeks) later.

While not a perfect system, everyone agreed to this temporary mechanism to allow youth to be removed from house arrest. This process allowed youth and families to continue to shelter in place and allowed the court to focus on hearings for youth in custody. .

JUSTICE ED PROGRAM

JusticeEd, an initiative of the National Center for Youth Law, works to create a future where every young person under the jurisdiction of probation graduates from high school with the widest array of possibilities for their future. JusticeEd works in collaboration with the Probation Department and local partners to improve the education outcomes of probation-involved students through systems change and direct one to one support.

Through a partnership with the Probation Department, JusticeEd provides youth newly placed on probation or Deferred Entry of Judgement with education advocacy and case management services for a broad variety of educational needs including enrollment support, chronic absenteeism, credit deficiency, post-secondary transition support, special education navigation and low academic performance. Students supported by the JusticeEd Initiative are connected to an Education Liaison who:

- Works with students to identify education goals, creates a student-centered education plan, and monitors their progress on their education objectives.
- Partners with caregivers to provide coaching and guidance to build their internal capacity to support their student's education goals.
- Coordinates education support by partnering with probation officers, community-based organization programs, and school site staff to ensure adults are working collaboratively to support the student's success.

Since 2018, JusticeEd has:

- Provided intensive one to one support to 123 students and families throughout Santa Clara County.
- Engaged students, families, and support staff in over 2,100 meetings and conferences aimed at supporting students in achieving their academic goals.
- Supported youth in achieving 125 academic, social, and emotional, and post-secondary transition goals.
- Provided 11 Education Advocacy Trainings reaching over 200 court systems staff, probation officers, community-based organizations, young leaders, and caregivers.

This partnership and support have been especially critical during the unprecedented COVID-19 pandemic, as students found themselves struggling to manage the transition to distance learning. Students reported challenges including increased stress and anxiety, pressure to financially contribute, depression, and decreased motivation. To provide as much safeguard as possible, JusticeEd and partner agencies responded by supporting students with ensuring access to wi-fi and computers, providing guidance in navigating distance learning platforms and managing an independent study structure, connecting families to critical financial resources, impromptu tutoring, and mentoring whenever students just needed to talk. Although official academic data has yet to be released, anecdotal evidence suggests that we will see decreases in educational achievement across the board and that dedicated district, school, and adult academic support for probation involved students will be more critical than ever in the coming school year.

BEHAVIORAL HEALTH INTEGRATED ASSESSMENT SUMMARY

In January of 2020, the Behavioral Health Guadalupe Clinic team within Juvenile Hall enhanced their screening and assessment protocols. In addition to initial admission screenings, clinicians started to provide a written brief initial assessment focused on mental health, substance use, risk factors, and service needs by the 14th day of a youth's custody. This assessment is called the Integrated Assessment Summary (IAS), it provides treatment recommendations to support the level of care in mental health and substance use domains, and the recommendations for care coordination are provided as a sealed document to the youth's counsel. During the COVID-19 pandemic assessments have continued in person with appropriate safety protocols in place. In 2020, the Guadalupe clinical team completed the IAS for 190 youth, which

included any person at Juvenile Hall for 14 days or more. For youth previously assessed within six months, the assessment was not repeated unless there was a clinical reason to do so. Common recommendations include treatment for: substance use and mental health needs, psychiatry, education support, family therapy, mentoring, vocation support, gang intervention, parent support and a need for forensic psychiatric evaluation.

PEER SUPPORT WORKERS AND BEHAVIORAL HEALTH CLINICIAN COURT SUPPORT

During the COVID-19 pandemic, families had limited access to the Court due to safety measures and social distancing requirements. In May 2020, as a measure to support youth who were attending Court without their family present, the Behavioral Health Services Department coordinated with the Juvenile Services Division and the Superior Court, to have Mental Health Peer Support Workers (MHPSW) from the Dually Involved Youth Unit, provide daily support for youth as they waited for their Court hearing and throughout their Court proceedings. On several occasions, the MHPSW would coordinate with the Behavioral Health Clinical team stationed at Juvenile Hall, to follow-up and connect with the youth as they returned to the living unit for additional support. The MHPSW's provided this level of in-person support throughout the 2020 pandemic and ended in early-December 2020 when the Court transitioned to virtual court hearings, at this point, Behavioral Health Clinicians from the Guadalupe Clinic began attending sessions. This allowed the court to have quick access to resources and questions related to Behavioral Health Services.

PIVOT PILOT

In 2018, the Probation Department received the Edward Byrne Memorial Justice Assistance Grant (JAG) in the amount of $3.3 million from Board of State and Community Corrections to implement the Providing Individual Valuable Opportunities Together (PIVOT) strategy designed for youth who have committed serious violent offenses with weapons.

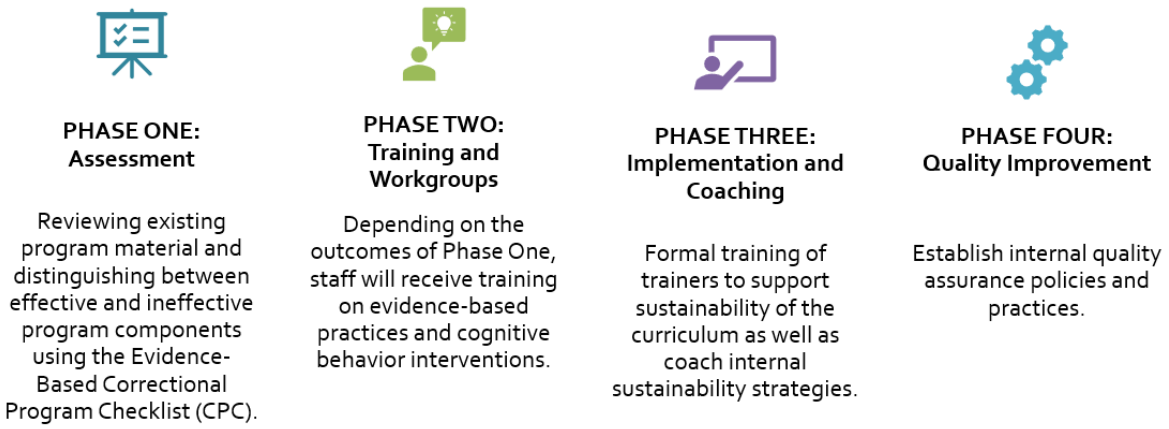
The purpose of the PIVOT strategy is to launch a countywide evidence-based/informed model to increase protective factors and reduce recidivism among youth who have committed a serious violent crime and/or crime that involved a weapon. Individualized, intensive, and gender- and culturally- responsive services will be provided while youth are in Probation facilities or the community. These services will be strengths-based and trauma- and healing-informed. The PIVOT strategy recognizes the compounding systemic inequities and challenges facing youth engaged in the juvenile justice system. The PIVOT strategy is designed to assist young people with the development of protective factors and improved coping skills needed to succeed.

University of Cincinnati Corrections Institute (UCCI) Technical Assistance

The University of Cincinnati Corrections Institute (UCCI) was contracted to implement a four-phase process to assist in the design and implementation of an evidence-based model of programming for the James Ranch. This work is being completed in collaboration with Probation's Research and Development (RaD) Team and incorporated input from Ranch staff, youth, and key stakeholders. The four phases (see

Figure below) include a comprehensive assessment with action-orientated recommendations, training, implementation and coaching support, and developing a continuous quality improvement system. The Ranch is currently in Phase 2.

Figure 4: PIVOT's Four Phases



The **first phase** was to complete an assessment of the County Probation placement programs using the Evidence-Based Correctional Program Checklist (CPC). The objective of the CPC assessment is to conduct a detailed review of the facility's practices and to compare them to best practices within the juvenile/criminal justice and correctional treatment literature. Facility strengths, areas for improvement, and specific recommendations to enhance the effectiveness of the services delivered by the facilities will be offered.

Phase 2 is focused on trainings in Core Correctional Practices and Cognitive-Behavioral Therapy (CBT) based on the recommendation from the CPC report. Programs will incorporate a Structured Social Learning (CBT) model approach and focus on targeting criminogenic risk factors through cognitive restructuring, emotion regulation, and structured skill building. These identified components can better assist youth in conforming to program guidelines and expectations and developing motivation and skills needed for continued progress and success throughout the program, including reentry. The model will utilize guidelines for effective use of reinforcement on and responses to behavior, with a strong emphasis and frequent use of reinforcements to promote positive choices, decision making, and goal attainment.

During the training and coaching phases, pod(s) will be selected, in collaboration with the Multidisciplinary Implementation Team (MIT), and staff will be trained in Core Correctional Practices, cognitive-behavioral interventions, and other program enhancements. During this **third phase**, UCCI and Probation will facilitate onsite training and coaching. Newly designed program components will be rolled out in segments after formal training has taken place. Formal pilot periods will be identified, and Probation staff will be coached on implementation of the program components. Coaching will involve hands on modeling of service delivery, as well as feedback on the implementation of newly adopted material.

In the **fourth phase**, UCCI will facilitate a Continuous Quality Improvement Training and model internal coaching strategies. UCCI will work with Probation to develop/refine performance measures that gauge (1) the engagement of youth, (2) professional development of Probation staff, and (3) program management in meeting program goals. Performance measures will include development (where needed) and training on the use of group observation forms, client experience surveys, staff evaluations, and pre- and post-testing.

Service Delivery Model

The PIVOT strategy will focus on ensuring that youth have customized services tailored to their unique needs, strengths, and interests aligned with the following eight core evidence-based and innovative components:

1. Credible Messenger Mentors | Fresh Lifelines for Youth (FLY)
2. Pro-Social Activities | New Hope for Youth
3. Transitional Housing | Bill Wilson Center – Must be 18 or older
4. Education and Career Access | Center for Employment Opportunities (CEO) - Must be 18 or older and Trades Program
5. Survivor Impact | Victim Services Unit of the District Attorney's Office
6. Behavioral and Physical Health | Behavioral Health Service Department and Valley Medical Center
7. Family Engagement | Multi-Disciplinary Team
8. PIVOT Evaluation | Actionable Insights

GOVERNMENT ALLIANCE ON RACE AND EQUITY (GARE)

In May 2020, George Floyd's murder and other crimes against African Americans ignited a national movement against the brutal treatment of people of color and highlighted the systemic racism and inequality present in justice systems. In acknowledgement of the harmful and disparaging outcomes for people of color, the Probation Department in collaboration with the County of Santa Clara Public Health Department implemented the Government Alliance on Race and Equity (GARE) initiative. GARE is a national network of government working to achieve racial equity and advance opportunities for all people. The Department committed to utilizing the GARE framework to normalize conversations about race, organize systems, and operationalize new policies and practices with the purpose of eliminating racial inequalities, promoting racial diversity and inclusion, and changing practices and policies that promote inequitable responses and outcomes within Probation and the community.

Through partnership with Public Health and the GARE Steering Committee and Directors, the Department's GARE leadership and champions participated in the County of Santa Clara Race, Equity, and

Leadership (REAL) training and development program to implement the GARE framework. The department has established four (4) subcommittees to move this work:

1. The Data Subcommittee is focused on providing relevant data on population impact to guide and inform the work and measurement principles to assess ongoing impact.
2. The Policies and Practice Subcommittee is charged with examining the department's policies, processes and practices through a race and equity lens, and recommend corrective action(s).
3. The Training Subcommittee is centered on developing and coordinating formal and informal training to inform, educate, and provide skills to overcome individual bias and systemic barriers.
4. The Communication Subcommittee is balanced to normalizing the conversation around race and equity ideas and ideals by using multiple communication mediums to inform staff of ongoing efforts, generate conversations (historic and current), motivate, and connect to staff.

The initiative has prioritized normalization as a preliminary phase to include:

1. Departmentwide communication through newsletters, articles, informational and inclusive signage.
2. Informal training through small group activities and discussions and formal training designed to build a base of collective knowledge and shared understanding.

It is anticipated that the Department's GARE efforts will work in concert with ongoing juvenile justice equity initiatives and will expand through support and collaboration with the community and County partners through the larger county-wide GARE initiative.

NEW LAWS IN 2020

The following section highlights changes in legislation which took place in 2020 and significantly influenced the juvenile justice system in the state of California and Santa Clara County.

SENATE BILL 203 & 395 (JUVENILE MIRANDA)

In 2017, SB 395 added Section 626.5 to the Welfare and Institutions Code (WIC), requiring that prior to any custodial interrogation by police and before they waive their *Miranda* rights, a youth aged 15 or younger must consult with legal counsel either in person, by telephone or by video conference. This right to consult with counsel cannot be waived by the youth. SB 395 provided a public safety exception, meaning no consultation is required if the interrogation is to protect life or property from an imminent threat and the interrogation is reasonably limited to solicit this information. SB 203 extends the SB 395 right to counsel prior to interrogation to youth aged 17 or younger. SB 395 further provided that in ruling on the admissibility of any statement taken from the youth, the court must consider the effect of any failure to comply with the right to counsel, unless the officer questioning the youth reasonably believed the information was necessary to protect person or property from an imminent threat. SB 203 additionally provides that, in considering whether statements made by a youth during or after a custodial interrogation are admissible, the court must consider an officer's failure to connect the youth with counsel

prior to the interrogation. In determining the credibility of the officer under Evidence Code section 780, the court must consider whether that failure was willful. SB 203 also eliminated the requirement in SB 395 that the Governor convene a panel of experts to conduct a review and report to the Legislature on the implementation of SB 395.

ASSEMBLY BILL 2425 (SEALING JUVENILE ARREST AND POLICE RECORDS)

AB 2425 amends Section 786.5 of the Welfare and Institutions Code to require a law enforcement agency to seal an arrest record related to the juvenile's participation in a diversion or supervision program to which the juvenile was referred in lieu of the filing of a petition in juvenile court. Previously, WIC section 786.5 required only probation departments and diversion agencies to seal the juvenile record upon the juvenile's satisfactory completion of the diversion program. Under AB 2425, a law enforcement agency must also seal the arrest record within 60 days of being notified by the probation department that the juvenile has satisfactorily completed the diversion program and must notify the probation department once the records have been sealed. The diversion program must seal its records within 60 days of receiving notice from the probation department and is required to notify the probation department after it has sealed its records. As with other juvenile sealing statutes, upon sealing, the arrest and offense are deemed not to have occurred and the subject of the records may answer accordingly in employment and other situations. In addition, AB 2425 added a new Section WIC 827.95 prohibiting each law enforcement agency in the state from releasing a juvenile police record involving a juvenile who has been counseled and released (without further processing), who has satisfactorily completed a diversion program or who does not fall under juvenile court jurisdiction. For juveniles fitting those descriptions, the bill further requires the law enforcement agency to seal the juvenile police record after being notified by a diversion service provider that the youth has satisfactorily completed the diversion program. Definitions of "juvenile police record", "diversion" and "satisfactory completion" are included in the bill. "Brady" provisions allowing prosecutors to access sealed juvenile police records to meet constitutional obligations to provide exculpatory evidence to the defense were also included in this law.

IMPENDING CLOSURE OF DJJ – HISTORIC EVENT IN HISTORY OF JUVENILE JUSTICE REFORM

Under legislation signed by California Governor Gavin Newsom in September of 2020, the California state youth prison system will close all its remaining facilities. The new law—Senate Bill 823—stopped intake at the state Division of Juvenile Justice (DJJ) in July of 2021. Senate Bill 92, signed by Governor Gavin Newsom in mid-2021, will permanently close DJJ by June 30, 2023. Going forward, counties will acquire full responsibility for the care and supervision of youth who were previously eligible to be committed to the custody of the state. As of July 1, 2021, courts will no longer be able to commit youth to DJJ unless the youth is facing a petition to transfer them to adult court. In addition to raising the age of youth who can continue to be confined in a juvenile facility (to age 25), the legislation includes intent language to adopt a new, local program for youth with the highest needs and offense levels that will help youth rehabilitate closer to their families and communities and decrease the number of youth transferred to the adult criminal justice system. The law creates a Juvenile Justice Realignment Block Grant, which will pay the

counties to treat the realigned caseload and ensure counties are able to fund local facilities, supervision, and services for youth no longer committed to DJJ. The legislation also creates an Office of Youth and Community Restoration (OYCR) under the Health and Human Services Agency. This would include an ombudsman branch that would be authorized to investigate and resolve allegations of abuse or violations occurring in county level juvenile facilities. Beginning January 1, 2025, the OYCR will oversee all state juvenile justice grants that are currently administered by the Board of State and Community Corrections (BSCC). The Department of Justice, by January 1, 2023, will produce a data plan to replace and modernize the state's previous juvenile justice databank.

WELFARE AND INSTITUTIONS CODE 208.5

On September 30, 2020, California Senate Bill 823 ("SB 823") repealed Welfare and Institutions Code 208.5 and added a new version. Under the new law, any person whose case originated in juvenile court "shall remain, if the person is held in secure detention, in a county juvenile facility until the person attains 25 years of age," unless the juvenile court determines that the person will be moved to an adult facility. This includes youth whom the juvenile court has transferred to the adult criminal system after a judicial transfer hearing, since their case "originated" in juvenile court. Probation may petition the juvenile court to have a person 19 to 24 years old moved to an adult facility. The court must hold a hearing on the petition, during which there is a rebuttable presumption that the youth will remain in juvenile hall. After consideration of five (5) factors outlined in the law, including the impact of transfer to an adult facility on the health and well-being of the person and the benefits of continued programming available at juvenile hall, the court must make written findings in its ultimate decision.

RACIAL JUSTICE ACT ("RJA")

AB 2542, better known as the California Racial Justice Act ("CRJA"), prohibits prosecutors from seeking, obtaining, or imposing a conviction or sentence on the basis of race, ethnicity, or national origin by expanding opportunities for defendants and youth to challenge racial bias in their case. AB 2542 (adding Penal Code 745) has been described as a countermeasure to address a widely condemned 1987 legal precedent established by the U.S. Supreme Court in the case of McCleskey v. Kemp. The McCleskey decision has the functional effect of requiring that criminal defendants prove intentional discrimination when challenging racial bias in their legal process. This has been considered a high standard by many and therefore almost impossible to meet without direct proof that the racially discriminatory behavior was conscious, deliberate, and targeted.

Specifically, the CRJA would make it possible for a person charged with or adjudicated or convicted of a crime to challenge their conviction/adjudication or sentence/disposition by demonstrating that one of the following examples of discrimination played a role in their prosecution:

1. An attorney, judge, law enforcement officer, expert witness, or juror involved in the case exhibited bias or animus toward the defendant or minor because of their race, ethnicity, or national origin.

2. During the trial, whether purposeful or directed at a defendant or minor, there was use of racially discriminatory language.
3. There is statistical evidence that people of one race are disproportionately charged or convicted or adjudicated of a specific crime or enhancement.
4. There is statistical evidence that people of one race receive longer or more severe sentences, including the death penalty or life without parole.

FUTURE LEGISLATIVE CHANGES TO THE JUVENILE JUSTICE SYSTEM

This section of the report focuses on legislative changes which will greatly affect youth in the juvenile justice system. For this report, major reforms and programmatic changes are highlighted for which a great impact is expected within Santa Clara County.

CALIFORNIA TIERED SEX OFFENDER REGISTRATION (JULY 2021)

California law requires youth to register as sex offenders only if they have been committed to the state's juvenile facility, commonly known as DJJ (the Division of Juvenile Justice) for specified sex offenses. SB 384 will transition California's lifetime sex offender registration scheme to a tier-based scheme -- establishing three tiers of registration for adult registrants for periods of 10 years, 20 years, and life, and two tiers of registration for juvenile registrants for periods of (5) five years and 10 years. Beginning on July 1, 2021, this new law allows the registrant to petition the superior court or juvenile court in their county of residence for termination of their sex offender registration requirement when their mandated minimum registration period ends. Based on criteria listed in SB 384, the court will either grant or deny the petition.

PREVENTIVE AND COMMUNITY INITIATIVES

The Probation Department in collaboration with system partners focuses on implementing preventative and community initiatives which emphasize reducing the likelihood of youth penetrating deeper into the juvenile justice system.

YOUTH ADVISORY COUNCIL (YAC)

Members of the Probation Department's Youth Advisory Council (YAC) serve as Justice Consultants and work collaboratively with system partners to inform and enhance current Juvenile Justice related processes, policies, and practices. Consultants also have opportunities to participate in monthly community meetings and commissions, and to conduct presentations. Some examples include:

- **The Transition from In Person to Virtual Services**

Due to the County's Shelter in Place Order, all YAC meetings and functions moved to a virtual platform. The youth were able to re-engage and responded positively. Services have shifted to weekly two-hour meetings instead of the bi-monthly four-hour meeting model previously used. Youth expressed a desire to be connected to YAC on a weekly basis as it is a positive factor in their lives during this stressful time in our community and given the national climate regarding racial justice. This responsive, trauma informed approach allowed the YAC youth to have a healing space where they were able to process their individual struggles, stay effective in their work and maintain a vital support system.



- **LGBTQ Summit with the County of Santa Clara, Office of LGBTQ Affairs**
  Two amazing YAC youth co-facilitated a panel for LGBTQ+ youth of color about their lived experiences with family, friends, school, health, justice, and child welfare systems, and more. Developed in collaboration with the Youth Advisory Council at Fresh Lifelines for Youth (FLY) and the youth speakers, this session prioritized the questions youth have for one another and themselves as it relates to their experiences to inform how we can all work together to support all LGBTQ+ youth of color to thrive in their homes, schools, and communities.

- **Coalition for Juvenile Justice National Conference**
  The YAC facilitated a workshop at the national conference of the Coalition for Juvenile Justice. The workshop titled "Power in Partnership" emphasized the work our YAC is doing to infuse youth voice into our local system's policies and practices. It also emphasized the value in cultivating meaningful relationships with youth and their communities through positive youth development. The workshop had hundreds of attendees. It was an incredible success for the YAC.



- **JCO Core Workshop**
  As a result of the effective work the YAC is doing by facilitating Deputy Probation Officer Core workshops, the YAC has now expanded its work into Juvenile Correction Officers (JCO) Core. The YAC will now present at both training academies moving forward. The theme of our youth workshop is relationship/empathy building from the youth's perspective. The workshop has been a great success, as it has prompted incredible feedback and gratitude from all core students.

- **Letter Writing Campaign for Incarcerated Youth**
  During the holiday season of 2020, YAC members participated in FLY's letter writing campaign to incarcerated youth in Santa Clara County. The youth knew that during the height of the global pandemic that youth in both facilities had limited contact with family. Knowing and understanding how crucially important connectedness is for incarcerated youth many YAC members wrote sincere and heartfelt letters.



- **Food Distribution with the City of San Jose**
  For several months during the pandemic, the YAC partnered with the City of San Jose to distribute food to families in need on a weekly basis.

SOUTH COUNTY YOUTH TASK FORCE (SCYTF)

The South County Youth Task Force (SCYTF) is a volunteer-based, non-political body in south Santa Clara County that encourages information and resource sharing, advances evidence-based prevention and intervention strategies, and unites South County involved entities toward empowering the community's youth. SCYTF serves as an advisory body for grants that serve South County youth and seeks to increase the community's access to services, support, and activities that promote the educational, social, and physical well-being of all South County youth and their families. Acknowledging the role of historical and present-day inequities, the SCYTF also works to reduce and eliminate disproportionalities in our community and its institutions that negatively affect youth of color.

In January 2012, the City of Gilroy, the City of Morgan Hill, Gilroy and Morgan Hill Unified School Districts, local community-based agencies and the County of Santa Clara Board of Supervisors met and created the SCYTF to address the effects of violence and gangs on the youth in the South County communities. Chaired by County Supervisor Mike Wasserman, the Task Force has brought together a collaborative of local government, law enforcement, school districts, community-based agencies, and resident voice through a community engagement process to provide positive opportunities for youth and their families.

SCTYF advances its work through a three- to five-year strategic plan. The 2017-2020 Strategic Plan stems from a second community engagement process and can be found on the taskforce website: https://www.cityofgilroy.org/593/South-County-Youth-Task-Force. Due to the COVID-19 pandemic, the Strategic Plan was extended into 2021. SCYTF will enter a third community engagement process in the summer of 2021 to gather community feedback related to the needs and gaps in supports for youth and families, which will be the foundational piece in updating the Strategic Plan for 2021-2024.

SCYTF has regular Policy Team and Technical Team meetings, which discuss the climate and trends that are affecting youth and the community. SCYTF conducts most of its work through committees, such as the Community Outreach, Engagement and Parks Committee, the Food Insecurity Response Support Team, and the School Attendance Workgroup.

SCYTF sponsored services include school and after-school supports, El Joven Noble and Xinachtli character development rites of passage groups, pro-social activities especially in neighborhoods with historically high levels of crime, resident leadership development, parental workshops, trainings for school personnel and community, community-building events, and opportunities for civic engagement.

Currently, SCYTF is collaboratively implementing a diversion program for youth in South County. The South County Diversion Program Workgroup is designing a diversion program that is grounded in a Restorative Justice Community Model for youth with first time, low-level offenses. SCYTF hopes this program will make an impact in reducing lower-level juvenile citations. Instead of completing a juvenile citation, South County law enforcement officers will refer eligible youth to this diversion program where a community-based agency will complete an intake and assessment. Then, the youth and community affected will hold a restorative justice circle in the community where harm was done to make amends and determine what is needed for everyone to be whole and complete. The program's anticipated launch date is the summer of 2021.

NEIGHBORHOOD SAFETY/SERVICES UNIT (NSU)

The Neighborhood Safety/Services Unit (NSU) is a unique unit within the Probation Department. The core components of the NSU include community engagement, leadership development, and violence prevention programming through pro-social activities/services (see figure below).

Figure 5: Core Components of NSU



The Shelter in Place (SIP) order issued on March 16, 2020 by the County Public Health Department to contain the spread of COVID-19 widely impacted NSU programs and services in ZIP Codes 95122 and 95020. All schools were temporarily closed, which subsequently affected all after-school pro-social programming. In addition, community meetings, trainings and workshops transitioned to virtual experiences where possible. NSU quickly shifted efforts to respond to the impacts of COVID-19 in the community.

Community Impact in ZIP Code 95122

- **COVID-19 Response Efforts in the Valley Palms Community**:

  NSU supported the Valley Palms Unidos (VPU) resident group with COVID-19 response efforts throughout 2020. COVID-19 response efforts included daily and monthly food distributions in partnership with East Side Union High School District's (ESUHSD) Student Nutrition Services Team and Second Harvest Food Bank; neighborhood-level COVID-19 testing in partnership with the Public Health Department; emergency essential household supply distributions in partnership with local nonprofit Empower and Excel and Bay Area Community Health; COVID-19 relief stipends through the East San Jose Prevention Efforts Advance Community Equity (PEACE) Partnership; and diaper and formula distributions in partnership with FIRST5 Santa Clara and Catholic Charities. Over 1,800 individuals received support through various response efforts in the Valley Palms Community.

- **Resident Advocacy and Improvements to the Valley Palms Apartment Community:**
  NSU supported collaborative efforts between VPU, KDF Communities, and Valley Property Management (VPM) company to improve living conditions in the Valley Palms Apartment Complex including improvements to the individual units, a new synthetic soccer field, increased security, and equitable access to the Family Resource Center (FRC). Residents advocated for their community and expressed their concerns related to the conditions in the Valley Palms Apartment Community. Ultimately, all the residents' requests were granted, and a new Family Resource Center and soccer field will open in Summer of 2021.

Community Impact in ZIP Code 95020

- **COVID-19 Response Efforts in the San Ysidro Park Neighborhood:**
  NSU continued to support programs and activities at San Ysidro Park in East Gilroy. To address the impact of COVID-19, NSU expanded and created new partnerships with Gilroy Unified School District, the District Attorney's Office, Community Solutions, the South County Youth Task Force, Gilroy Rotary, Rebekah's Children Services, Valley Health Community, National Center for Youth Law, the Public Health Department, Empower and Excel, Revolution Food, and Gilroy Little League. Throughout the year, NSU worked closely with the City of Gilroy to support the San Ysidro Nueva Vida resident leadership group to implement daily food distributions; community-level COVID-19 testing; community outreach to increase COVID-19 awareness and testing opportunities; diaper and formula distributions; and parent support with distanced learning. Over 1,500 individuals received support through various COVID-19 response efforts in the East Gilroy community.

Community Impact in ZIP Code 95020 and 95122

- **Data Collection and Measuring Impact:**
  NSU utilizes various tools on a monthly and quarterly basis to collect performance measures, including but not limited to, clients served, consistency of services, and financial performance.

The data is compiled into dashboards which serve as valuable tools to understand service delivery and the effectiveness of the programs and services provided. In addition, the Community Safety Survey (CSS) was conducted from August through November 2020 to help gauge the community's perception of safety, cohesion, and collective efficacy. The CSS collection was greatly impacted by COVID-19 during 2020. NSU is working with Applied Survey Research to implement pre- and post-surveys in Spring 2021 to further understand the impact of NSU's work in the community.

- **School-Based Collaborative Work:**
  NSU partnered with three elementary schools: Katherine Smith Elementary School in East San Jose and Eliot Elementary School and Glen View Elementary School in East Gilroy. NSU's Probation Community Workers supported the development and implementation of Violence Prevention Plans at each school which compliment both the Multi-Tiered System of Supports (MTSS) and Positive Behavioral Interventions and Supports (PBIS) framework. During 2020, efforts shifted to support students and parents with distanced learning and school engagement resulting from COVID-19.

YOUTH AT ENTRY TO THE JUVENILE JUSTICE SYSTEM

This report section shares information on how youth enter the system including arrests, type of offenses, demographics, where they live, and how arrests become petitions.

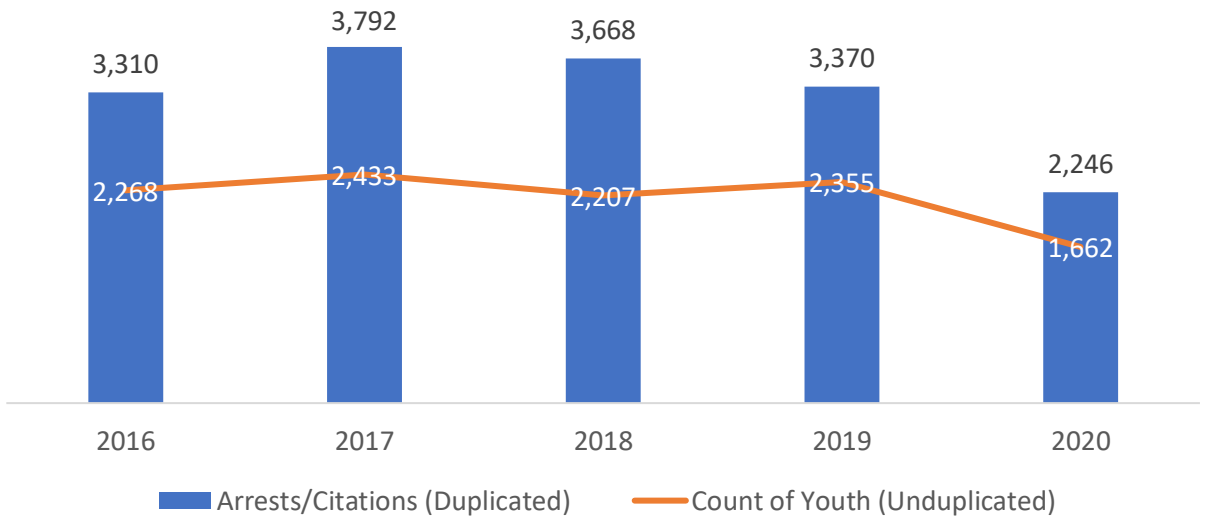
Arrests and citations mark the initial point of contact a youth has with the juvenile justice system. In Santa Clara County, this includes both paper tickets (citations, summons to appear, etc.) and physical arrests. In 2020 there were 2,246 arrests/citations[7] of 1,662 unduplicated youth. Of those, approximately 587 arrests/citations (26 percent) were accepted by the Prevention and Early Intervention (PEI) Unit. Thus, 26 percent of all arrests/citations (587 cases) were lower-level offenses or first-time juveniles handled through diversionary programs which is a decrease of five percent from 2019 in the number of referrals handled by PEI.

It is important to note once a youth is arrested, they may accrue additional charges from offenses that took place prior to their apprehension by law enforcement. These matches to previous crimes are often made once a youth has been fingerprinted and these open cases become attributed to them once they become known to the criminal justice system. This means that although arrests/citations are for 2020, not all offenses for each arrest/citation may have occurred in 2020. Offense dates for arrests/citations for 2020 range from 2011-2020; therefore, multiple youth had offense dates within the same year to nine years before their arrest/citation date. There were 57 arrests/citations that took place prior to 2019, which account for three percent of all arrest/citations. Over half of these offenses were sex offenses, it is common for victims to report these crimes years after they occur due to trauma and fear.

[7] This is a count of arrests/citations, not of individual youth. For example, a single young person may have been arrested or cited multiple times during the year. Each of their arrests/citations is included in the total of 2,246.

In line with national trends, the number of juvenile arrests in Santa Clara County has declined in recent years. Multiple factors may be contributing to the reduction, including progressive juvenile reform efforts throughout the County with a specific focus on community and school based and prevention-oriented programs and services. In 2020, juvenile arrest/citation numbers show a 33 percent decrease in youth arrests/citations in comparison to 2019 and highlights an overall declining trend in arrests/citations since 2016. It is important to note that the decrease in 2020 arrest/citation numbers were most likely impacted by the COVID-19 pandemic. The figure below breaks down youth arrests/citations by count of arrests/citations and count of youth arrested/cited from 2016-2020.

Figure 6: Duplicated Arrests and Citations by Unduplicated Count of Youth 2016-2020



YOUTH ARRESTS/CITATIONS

This section highlights trends in offense categories[8] and offense classification for all arrests/citations in 2020. Property Crimes involve felonies, misdemeanors, and infractions (e.g., arson, petty theft, and vandalism). The more serious (felony) property crimes (e.g., burglary: first degree and grand theft) and felony crimes against people (e.g., robbery and carjacking) combined to account for approximately 46 percent of the total 2,246 arrests/citations (n=1032) compared to 33 percent in 2019.

Property crimes[9] decreased by two percent for overall juvenile offenses in 2020, compared to 2019, and accounted for 26 percent of total arrests/citations in 2020. Other Crimes (e.g., resisting arrest, driving while unlicensed and conspiracy to commit a crime) increased from 18 percent in 2019 to 20 percent of total arrests/citations in 2020. Felony Crimes Against People increased from 17 percent in 2019 to 20

[8] Appendix F breaks down some examples of charge codes, charge descriptions, and offense classifications by offense category.
[9] In 2013, Probation moved Burglary in the First Degree from Felony Crimes against People to Property Crimes for purposes of categorization.

percent of total arrests/citations in 2020. Arrests/citations for drug/alcohol related offenses in 2020 accounted for 10 percent of all arrests/citations. Arrests/citations for violations of probation and courtesy holds decreased by one percent in 2020 and accounted for seven percent of all arrests/citations. Arrests/citations for weapon crimes increased by one percent when comparing 2019 to 2020.

Figure 7: Duplicated Arrests and Citations by Offense Category 2020

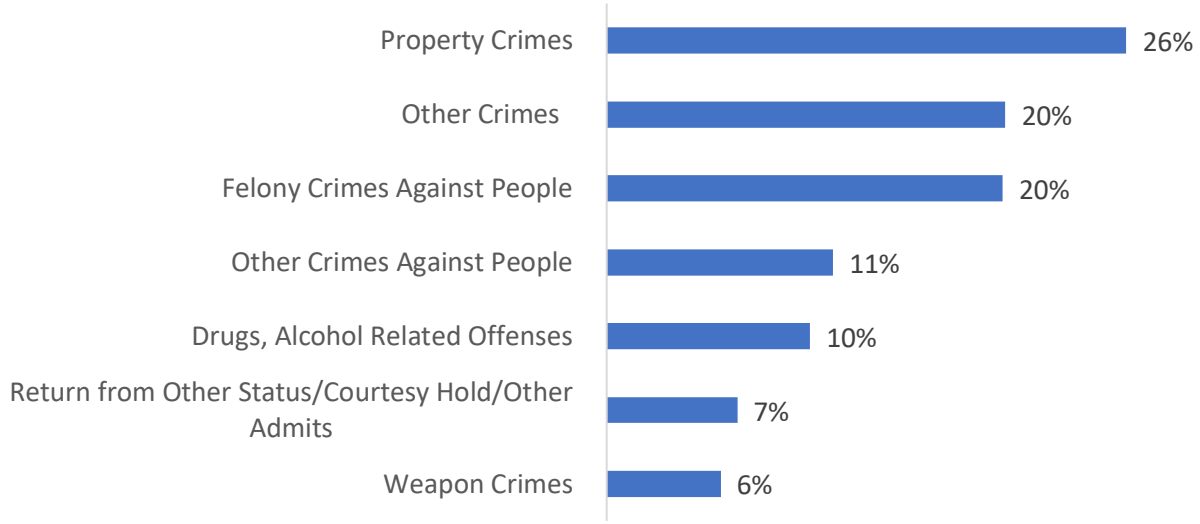
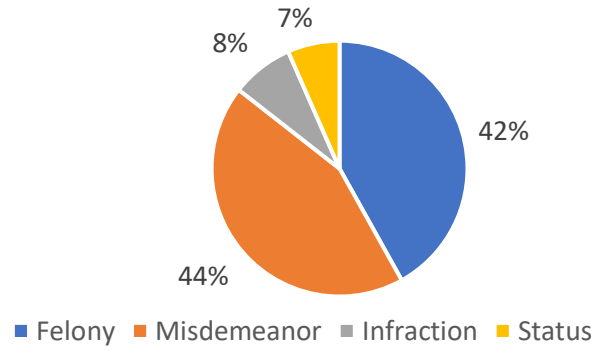


Figure 8: Duplicate Offense Classifications



Offense classification data also indicate the nature of offenses committed by youth in Santa Clara County. In 2020 infractions, status offenses and misdemeanors combined to account for 58 percent (n=1,307) of arrests/citations while more serious felony offenses accounted for the remaining 42 percent (n=939).

2020 shows an overall decrease in the number of arrests/citations when compared to 2019. The number of felony offenses decreased from 48 percent in 2018 to 39 percent in 2019, then we saw a slight increase in 2020 to 42 percent. The juvenile justice system continues to divert youth with less serious offenses, and this may explain why there is a slight increase in youth with more serious offenses in 2020.

Demographics of Youth Arrested/Cited

In 2020, 42 percent (n=938) of youth arrested/cited were youth 15 or 16 years old, and 38 percent (n=849) were youth aged 17 years or older. Percentages are very consistent when compared to 2019. Two percent

(n=53) of arrests/citations were of youth aged 12 years or younger which was the same in 2019.[10] Twenty-eight percent of youth aged 15-16 years old were arrested/cited from property crimes (n=264). Property crimes includes felonies, misdemeanors, and infractions. Other Crimes (e.g., driving while unlicensed, reckless driving, and resisting, delaying, or obstructing an officer) was the largest proportion of arrests/citations for youth aged 17 and older (28 percent, n=235). Other crimes also include felonies, misdemeanors, and infractions.

Figure 9: Age of Duplicated Youth Arrested/Cited by Offense Category

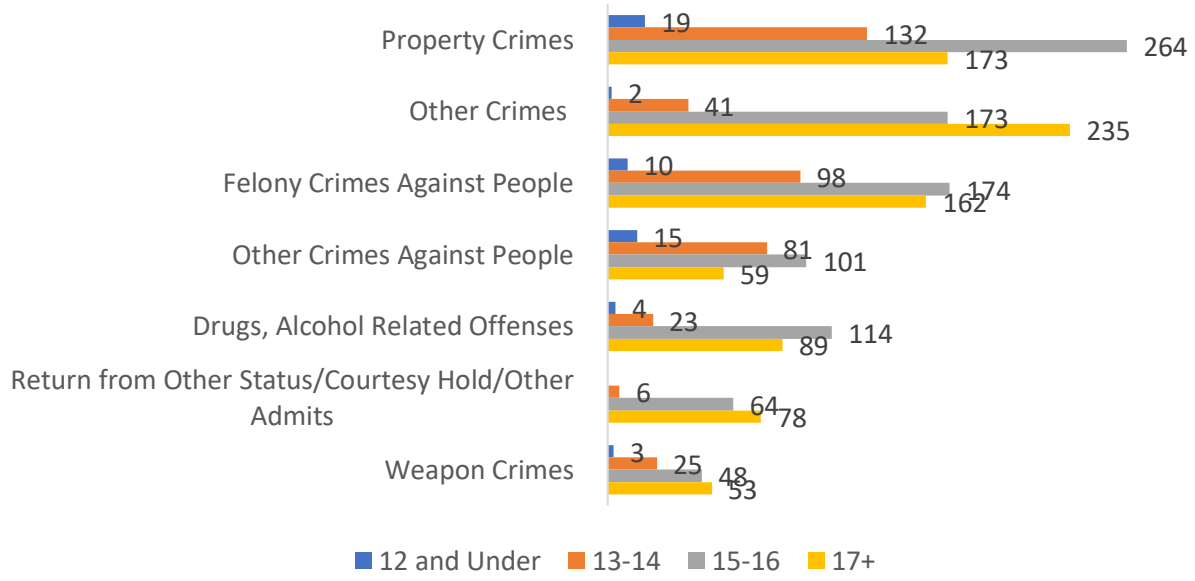
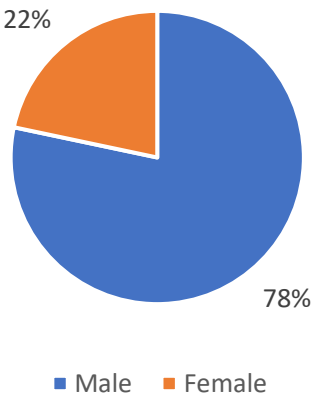


Figure 10: Sex of Duplicated Youth Arrested/Cited 2020



Of youth arrested/cited in 2020, 78 percent (n=1,758) were male, and 22 percent (n=488) were female. Across all crime categories, female youth accounted for fewer arrests compared to male youth. In 2020, females accounted for 22 percent (n=488) of all arrests/citations a decrease in comparison to 2019 where females made up 25 percent (n=830) of all youth arrested/cited. Of the 488 females arrested/cited in 2020, 67 percent were for misdemeanor, status, and infraction offenses (n=325). This proportion of females arrested/cited for misdemeanor, status, and

[10] The County of Santa Clara has collaboratively worked to be in compliance with SB439 which set the minimum age of prosecution in California at twelve (12) in September 2018.

infraction offenses was the same in 2019 (67 percent; n=558).

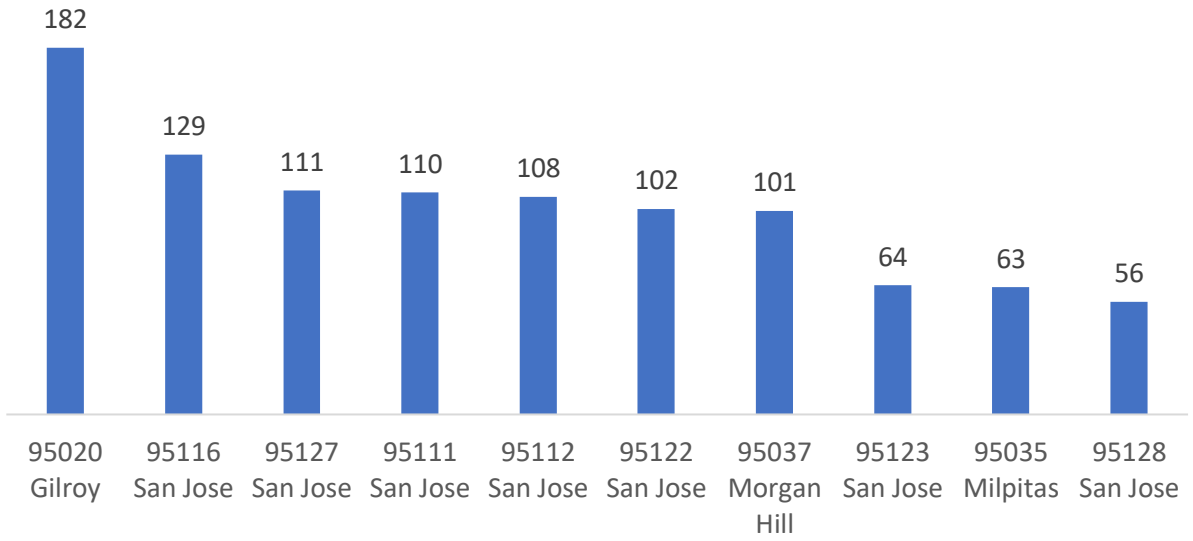
Where Do Youth Arrested or Cited Live?

Analyzing the home address information of youth arrested or cited in Santa Clara County helps to determine the neighborhoods in which youth live. This allows stakeholders to understand whether there are relevant resources in the right areas and to identify opportunities to collaborate with community partners to develop or provide support to youth and their families. In 2020, the highest number of arrests and citations in a single Santa Clara County ZIP code were of youth who lived in Gilroy ZIP code 95020[11] (eight percent), followed by San Jose ZIP code 95116 (six percent) in Mayfair North. In 2020, the 95020 ZIP code remained in first place when compared to 2019. The San Jose ZIP Code of 95116 which was previously the highest ZIP Code for arrests/citations in 2018 moved to second place in 2019 and remained in second place in 2020. The East San Jose ZIP code of 95127 moved from sixth place in 2019 back to third place in 2020 showing an increase in the number of arrests/citations. The Valley Palms ZIP code of 95122 showed a reduction in arrests/citations moving third place in 2019 to sixth place in 2020. The Morgan Hill (95037) ZIP Code accounted for four percent of all arrests and citations, moving from fourth place in 2019 to seventh place in 2020. Youth who live outside of Santa Clara County accounted for 10 percent of all arrests and citations, which is the highest group when compared to Santa Clara County ZIP codes (n=229). Any youth who resides outside of Santa Clara County is counted as part of the out of county total. Breaking down the top out of county ZIP Codes, 95076 (Watsonville) had 13 arrests/citations, followed by 95023 (Hollister) and 93635 (Los Banos) each with 10 arrests/citations. All other out of county ZIP Codes had nine or fewer arrests/citations in 2019, which shows there is no specific ZIP code covering the majority of out of county arrests/citations.

Since 2019, the number of arrests and citations decreased in nine out of 10 of the top ZIP codes. For example, in the San Jose ZIP code of 95122, arrests and citations decreased by 47 percent compared to 2019. In the Morgan Hill 95037 ZIP code, arrests and citations decreased by 40 percent and in the San Jose 95116 ZIP code they fell by 36 percent. In contrast, arrest and citations of youth who live in San Jose 95112 increased by 24 percent (108 arrests or citations). The out of county youth had a decrease in arrests and citations for 2020 (n=229 arrests/citations) of 21 percent compared to 2019 (n=289 arrests/citations).

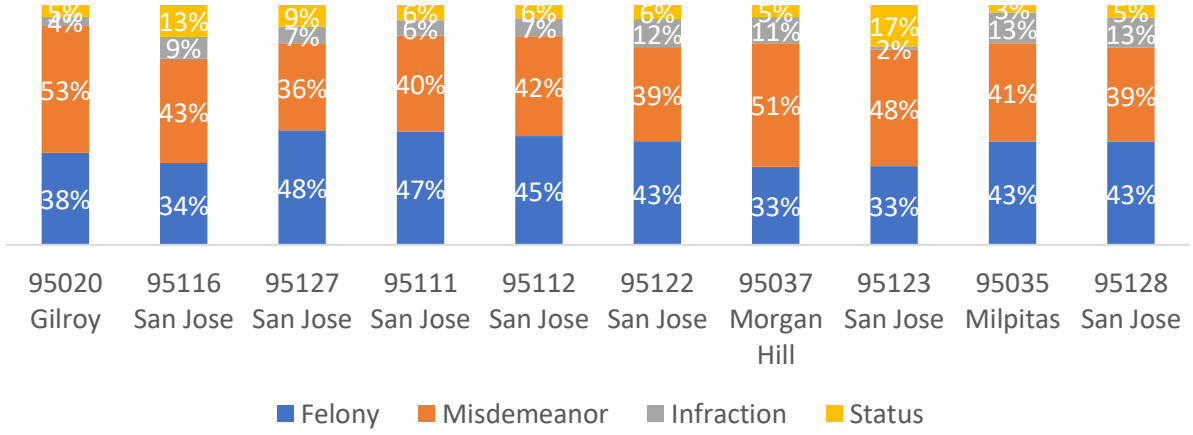
[11] For a more information on arrests/citations trends for Gilroy, Morgan Hill, and San Martin South County ZIP Codes please see Appendix D.

Figure 11: Santa Clara County Top 10 Residence ZIP Codes for Duplicated Arrests/Citations 2020



The figure below shows how offense classifications vary among the top 10 ZIP codes. For example, the proportion of arrests/citations for misdemeanor offenses in Gilroy (53 percent) is higher than in the 95116 ZIP code (43 percent). In contrast, 95127 and 95111 have the highest proportions of felony arrests (48 and 47 percent, respectively). ZIP code 95116 (Mayfair North) decreased the number of felonies from 47 percent in 2019 to 34 percent in 2020 and ZIP code 95122 (Valley Palms) went from 54 percent felonies in 2019 to 43 percent in 2020. This shows a decrease in severity for the arrests/citations taking place in these areas. Morgan Hill (95037) saw a slight increase in number of felonies from 19 percent in 2019 to 33 percent in 2020. This provides us with some insight into areas of focus for prevention and intervention services and programs that could be deployed. South County (Gilroy and Morgan Hill) account for the largest percentages of misdemeanors in 2020.

Figure 12: Santa Clara County Duplicated Offense Classification for Top 10 Residence ZIP Codes



Moving from Arrest/Citation to a Petition

A law enforcement officer, who is arresting a youth in Santa Clara County, has the discretion to bring the youth to Juvenile Hall to be booked and admitted or to cite and release the youth to the care of the parent/legal guardian based on the countywide booking protocol. When a law enforcement agency cites a youth for any crime, the citation is sent to the Juvenile Services Division of the Probation Department.

Upon receipt of the citation or in-custody notification, a probation officer determines whether the citation must be reviewed by the District Attorney's Office for a decision regarding whether to file a petition or whether the case can and should be handled informally by Probation. Offenses requiring a referral to the District Attorney's Office are outlined in section 653.5 of the Welfare and Institutions Code (WIC). Any youth over the age of 14 with a felony charge, a second felony for a youth under the age of 14, or any violent felony listed under WIC Section 707(b), requires review by the District Attorney's Office, otherwise submitting the case to the district attorney for potential filing of a petition is at the discretion of the Probation Department. For mandatory referrals to the district attorney, the probation officer must review the citation or in-custody case with the District Attorney's Office within 48 hours excluding weekends and holidays. The District Attorney's Office decides whether to file a petition immediately or allow time for the probation officer to investigate the case if a youth is not in custody. By policy, petitions are brought to the District Attorney's Office once a youth has been accused of committing a felony or specified misdemeanor (e.g., Driving Under the Influence (DUI) or Domestic Violence). Once an out-of-custody petition is filed, the probation officer must serve the minor and parents with a notice of the upcoming court date. If a youth is in-custody, his or her case must be scheduled for court within 48 to 72 hours of arrest, excluding weekends and holidays.

MOTIONS TO TRANSFER YOUTH TO ADULT COURT

Since Proposition 57 passed, the County of Santa Clara continues handling these special cases and below is an update on these efforts.

JUVENILES TRANSFERRED TO ADULT COURT UPDATE

After the passage of Proposition 57 in 2016, the only way in which a youth can be transferred to adult court is after a determination by a juvenile court judge after a judicial transfer hearing. When a youth aged 16 or older[12] is petitioned for a felony offense, the prosecution can file a motion to transfer the youth to adult court and ask for a transfer hearing – to be conducted before the jurisdiction hearing – to decide if the youth is appropriate for rehabilitative services in Juvenile Justice Court or if the youth's case should be transferred to adult court.

[12] SB1391 - signed into law but currently pending before the California Supreme Court – repealed the authority of a district attorney to make a motion to transfer 14 and 15-year-old minors to adult court. If the law is overturned, a district attorney would be able to seek transfer on 14 and 15-year-old youth for WIC 707(b) offenses.

For the Transfer Hearing, the probation officer provides a report to the Court that includes a review of the five criteria listed below, and a victim impact statement, if one is provided. At the hearing, the judge receives the probation report and any other evidence or information provided by the District Attorney and the youth's defense attorney. If the judge decides that the youth should remain in juvenile court, the case will proceed with the juvenile justice process. If the judge decides that the youth should not remain in juvenile court, the Court dismisses the juvenile petition and sends the youth to adult criminal court where the District Attorney files a complaint, and the adult criminal process begins.[13] The five criteria the Court must evaluate in deciding whether to transfer the case include:

1. The degree of sophistication of the crime.
2. If the youth can be rehabilitated in the juvenile justice system.
3. The youth's previous criminal history.
4. What happened on prior attempts to rehabilitate the youth; and
5. The circumstances and gravity of the current offense.

Each of the five criteria above include additional factors related specifically to the youth such as intellectual ability, mental and emotional health, history of trauma, whether the youth was influenced by family, peers, and his or her community environment, and the youth's impulsiveness, level of maturity, and potential for growth.

In 2020, there were a total of seven youth who went through the transfer process. There were other cases where a motion to transfer was filed, but the transfer hearing was not concluded by the end of 2020. Of the seven youth whose transfer hearings concluded in 2020, two remained under the jurisdiction of the Juvenile Justice Court and five were transferred to criminal court. While some cases have hearings with witnesses and testimony, others were submitted to the Court for decision based on the probation report and briefings filed by counsel.

ROLE OF DEFENSE COUNSEL

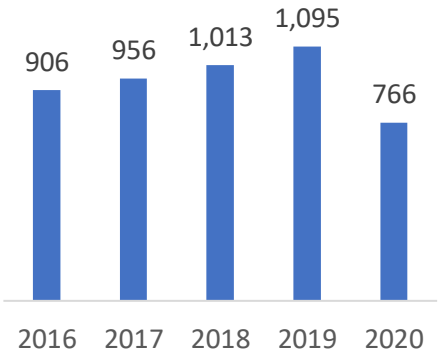
Juvenile law is a complex and specialized legal field. Appointed counsel representing youth in juvenile court are legally required to have specialized knowledge in juvenile law (WIC§634.3). All three agencies, the Public Defender's Office (PDO), Alternate Defender's Office (ADO), and Independent Defense Counsel Office (IDO), ensure their juvenile attorneys receive the mandatory number of hours of training each year. The juvenile units of the PDO, the ADO and the IDO are responsible for the representation of a youth in the Juvenile Justice Court from the beginning of the case to disposition as well as post-disposition

[13] Superior Court of California, County of Santa Clara www.scscourt.org/self_help/juvenile/jjustice/process.shtml

advocacy. The juvenile units of the PDO, ADO, and IDO are also responsible for filing petitions for dismissals (WIC§782), record sealings, legal advice with respect to potential immigration relief, and relief from sex offender registration once the filings begin in July of 2021.

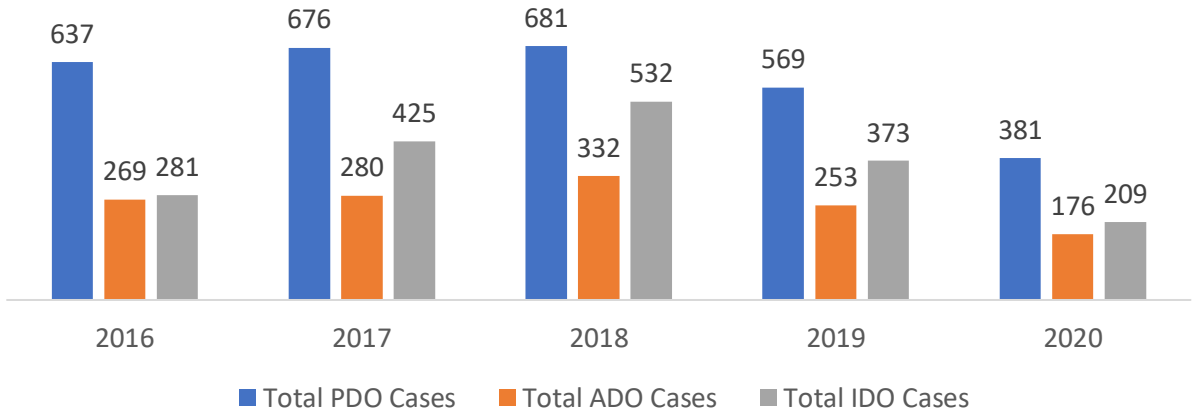
In terms of eligibility and process by which cases are assigned, once a case has been petitioned in court, the youth is eligible for no-cost defense counsel services, under the assumption that all youth are presumed indigent. All cases petitioned in Juvenile Justice Court are first referred to the Public Defender's Office (PDO). If the Public Defender determines that there is a conflict of interest in the representation of the youth, the youth is then referred to the Alternate Defender's Office (ADO) and/or the Independent Defense Counsel Office (IDO). It is the policy of the offices that if an agency has represented a youth on a previous petition and the youth is charged with a new petition, that same agency will continue to represent the youth on that new petition for purposes of continuity of representation, even if the PDO would not have had to declare a conflict of interest. If a case is referred to the ADO and ADO discovers that there is a conflict of interest in the representation of the youth, the youth is referred to the IDO for representation. The IDO assigns juvenile justice cases to private attorneys based on a contractual relationship. The PDO, ADO and IDO are all governmental law offices within the County of Santa Clara government structure.

Figure 13: All Referrals to Public Defense Counsel



In 2020, the PDO and ADO represented youth in 557 cases (381 with the PDO and 176 with the ADO), with 209 cases either referred to IDO or the youth secured private counsel. Of the 557 cases represented by the PDO and ADO, 372 were felonies, 80 were misdemeanors, and 100 were for violations of probation (70 with PDO and 30 with ADO) as shown in Figure 13 and 14. In total, the PDO, ADO, and IDO/private counsel collectively represented youth in 766 cases.

Figure 14: All Cases by Type of Defense Counsel



Social Workers and Immigration Attorneys

The Public Defender's Office and Alternate Defender's Offices have social workers that work closely with appointed counsel. The social workers receive referrals from juvenile defenders that include housing, educational and family support, mental health linkage, substance use treatment, community-based program referrals, competency, homelessness resourcing, safety planning, school placement/advocacy, treatment placement coordination, Supplemental Security Income (SSI) consultations, and general assistance support. The social workers also consult with attorneys on San Andreas Regional Center (SARC) services and work closely with juvenile probation officers and other juvenile justice system partners. They also attend Multi-Disciplinary Team (MDT) meetings on behalf of the youth, visit detained youth, and submit psychosocial assessments on behalf of the juvenile client to the court for consideration. The social workers also work on judicial transfer cases and Youthful Offender Parole hearings.

The Public Defender and Alternate Defender offices have in-house immigration legal services (PDO) and/or access to immigration attorneys given that both agencies are responsible for assisting youth seeking immigration relief, namely Special Immigrant Juvenile Status (SIJS) in coordinated efforts with Legal Advocates for Children and Youth (LACY). IDO attorneys are also able to secure immigration consultations prior to any case resolutions.

Community Outreach Attorney

The Public Defender's Office has a community outreach attorney, dedicated to empowering local communities to advocate for better outcomes for justice involved or exposed adults and juveniles through education and networking. This includes working alongside community-based organizations, schools, courts, and other partners to coordinate efforts. The Community Outreach Attorney commits to helping underserved or vulnerable communities by engaging in outreach to respond to their needs, facilitating access to care and services, and raising awareness of existing PDO services.

The Community Outreach Attorney has developed a connection to local high schools with at-risk youth. The Community Outreach Attorney receives referrals and requests from staff at local high schools to provide one-on-one mentorship, class presentations, and strategic interventions to prevent at-risk youth from becoming involved in the juvenile justice system. The attorney is responsible for providing and organizing "De-escalation & Know Your Rights" trainings to empower youth by knowing the law, encourage de-escalation in police contact, and promote youth interest in legal-related professions.

ADMISSION TO CUSTODY

At Juvenile Hall intake, a detention risk assessment instrument (RAI) is administered by a Probation Screening Officer to determine whether a youth should be detained in secure confinement pre-adjudication. The objectivity, uniformity, and risk-based format of a RAI helps to protect against disparate treatment at intake and focuses on reducing the likelihood the youth will fail to appear in court or reoffend before adjudication. Objective and standardized criteria anchor admission decisions in ascertainable and

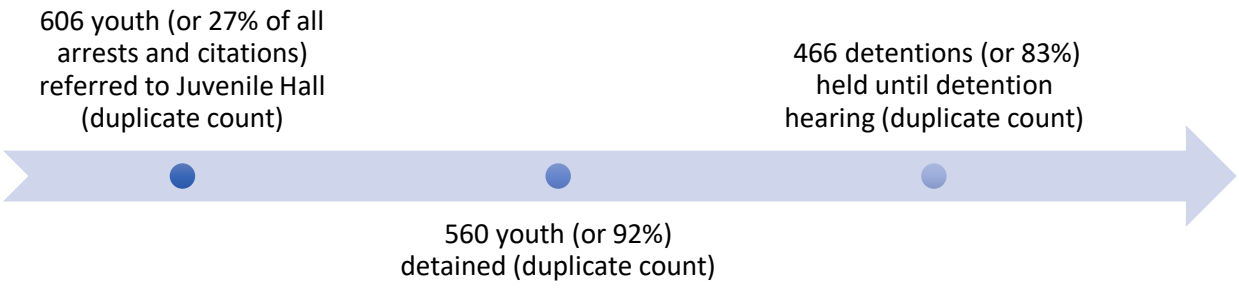
equally evaluated facts. For example, RAI indicators include the nature and severity of the offense and the number of prior referrals. The overall risk score in conjunction with the County booking protocols (developed and approved by various stakeholders) and state laws are then used to guide the Screening Officer in making the critical decision of whether to admit the youth to a secure facility, refer them to a non-secure detention alternative, or release them.

In 2020, of the 2,246 duplicated youth arrests/citations in Santa Clara County, 606 duplicated youth (27 percent of all youth arrested) were referred to Juvenile Hall with 560 duplicated youth detained (395 unique youth). Of the 606 youth (430 unique youth) referred to Juvenile Hall in 2020, 92 percent were detained (560 of 606 youth) and eight percent (46 youth) were released at detention screening. Of the 560 youth initially detained at intake, 17 percent (94 youth) were subsequently released by Probation prior to their detention hearing, for a variety of reasons. These reasons include: a parent/guardian now available to pick up their youth from juvenile hall or the charges or circumstances were less serious than originally believed once supplemental information was provided. The figure below demonstrates the number of duplicated youth detained at every step in the process.

Table 3: Number of Youth Detained and Released Prior to Detention Hearing

	Duplicated Youth	Unduplicated Youth
Referred to Juvenile Hall	606	430
Detained in Juvenile Hall	560	395
Released Prior to Detention Hearing	94	90

Figure 15: Number of Youth Detained (duplicate count) by Process Step 2020



Detention Overrides

In some cases, a decision to admit or release a youth differs from the recommended action of the RAI tool. The detention override percentage is the proportion of youth who score below the detention threshold score and are nevertheless detained. Some of these youth are detained or released due to a local or state policy mandating detention regardless of their RAI score, while others are detained at the

discretion of the Probation Screening Officer. A high percentage of detention overrides undermines the integrity of the risk-screening process.

Of the total 290 youth who were eligible for release based on their RAI score alone (low and medium scoring youth), 245 youth (84 percent) were detained. Of those 245 youth, 63 percent (154 youth) were detained under mandatory detention policies. Mandatory detention policies require a youth to be held due to state law and/or mandatory policy. Mandatory detention policies include, but are not limited to: Warrant, EMP/CRP failure, and Weapon Used in the Commission of a Crime. The remaining 37 percent (91 youth) were held under discretionary detention policies (see figure below for breakdown).

The table below depicts the breakdown of youth held by means of a discretionary override by race and ethnicity. There was no statistically significant difference by race/ethnicity in overrides.[14]

Table 4: Risk Assessment Instrument Discretionary Override Percentage 2020

Discretionary Override Percentage for 2020	White	Black	Latino	Asian/PI	Other	Total
Total Eligible for Release (Low/Medium RAI Score)	21	23	231	12	3	290
Eligible for Release (Low/Medium RAI Score) but Detained	18	22	193	9	3	245

The table below illustrates the reasons why youth were detained due to mandatory detention policy. The most frequent mandatory detention reasons include Pre/Post Court Electronic Monitoring Program (EMP) failures and Warrants (Failure to Appear: FTA, Arrest, and Violation of Probation: VOP). These two categories combined, accounted for 61 percent of mandatory policy admissions.

Table 5: Risk Assessment Instrument Mandatory Detention Reasons 2020

Mandatory Detention Reasons (154)	
EMP/CRP Failure	49
Warrant	45
Weapon used in Commission of Crime	25
Ranch Failure/Escape	12
More than One SPD	9
Aftercare Failure	5
Inter-County Transfer	5
Placement Failure	4

[14] No association between Race/Ethnicity and Discretionary Overrides was observed, p = 0.99

The table below illustrates the reasons why the risk assessment instrument was overridden by discretionary overrides. The most frequent discretionary override reasons include: victim/community/youth safety (e.g., victim lives in the home or in close proximity to the youth, the youth's actions in the offense pose a serious risk to the public) (35 youth), all other reasons (e.g., youth refuses to return home, history of runaways) (21 youth), and parent related reasons (e.g., both parent(s) cannot be located) (16 youth), and parent(s) refusing to pick up their children from Juvenile Hall (three youth).

Table 6: Risk Assessment Instrument Discretionary Override Reasons 2020

Discretionary Override Reasons (91)	
Self-Victim Community Safety	35
Other Reasons	21
Parent/Guardian Reasons	19
Family Violence	6
Violations of Probation – Two or More Technical Violations	4
DV with mitigating factor	4
Violations of Probation – Substance Use Issues	1
Violations of Probation – Non-Technical Violation with New Arrest	1

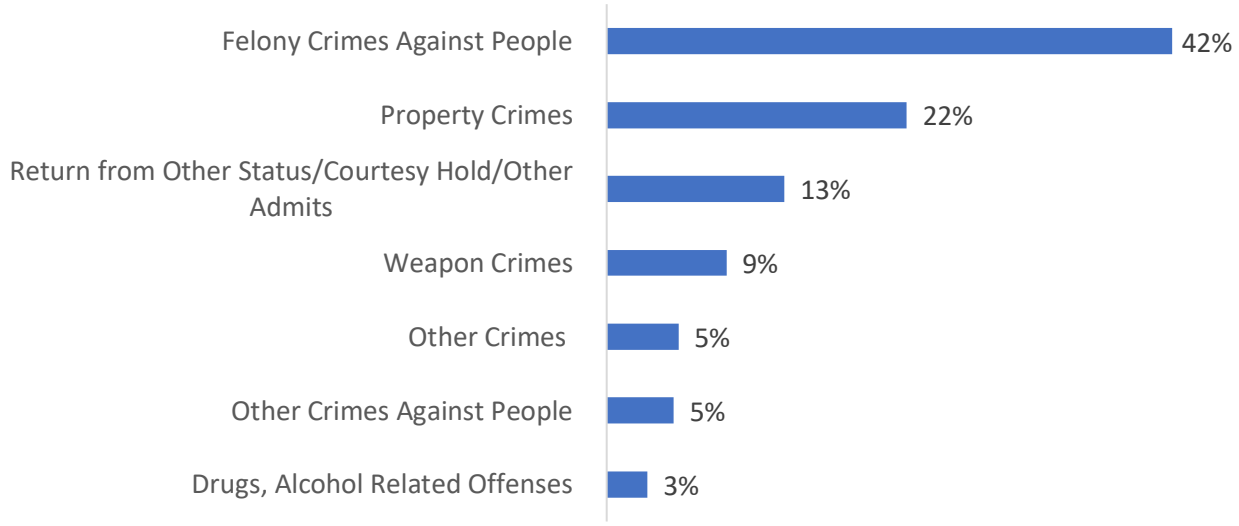
Offenses of Youth Detained

Of the 560 duplicated youth detained, 42 percent were admitted for felony crimes against people (e.g., robbery and assaults; n=236). Another 22 percent of youth were admitted for property crimes (including first degree burglary and auto theft; n=125), 13 percent of admissions were for technical violations of probation (VOPs[15]; n=74), and nine percent for weapon related offenses (n=50). Other crimes accounted for five percent of admissions (n=30; e.g., obstructing or resisting a public officer and evading a peace officer/reckless driving). Other crimes against people accounted for five percent of admissions (n=28; e.g., misdemeanor assaults and misdemeanor domestic violence). Admissions for drug and alcohol related offenses accounted for only three percent of the total admissions to Juvenile Hall (n=17).[16]

[15] VOP offenses include absconding from Probation Supervision, EMP/CRP failure, and Ranch failure.

[16] Typically, youth are only admitted for drug and alcohol related offenses if the offense is sales-related or the youth's safety is at-risk due to being under the influence of drugs or alcohol. Most youth admitted to detention for being under the influence are released to a parent/guardian before the detention hearing phase.

Figure 16: Duplicated Admissions by Offense Category 2020



Demographics of Youth Detained

This section describes the demographic information of youth detained at Juvenile Hall following their RAI screening.

AGE AND SEX OF YOUTH DETAINED

In 2020, 80 percent of youth detained in Juvenile Hall were male and 49 percent were 15 to 16 years old. Female youth made up 20 percent of those detained. The proportion of age distribution was similar across both sexes.

Table 7: Age and Sex of Duplicated Youth Detained 2020[17]

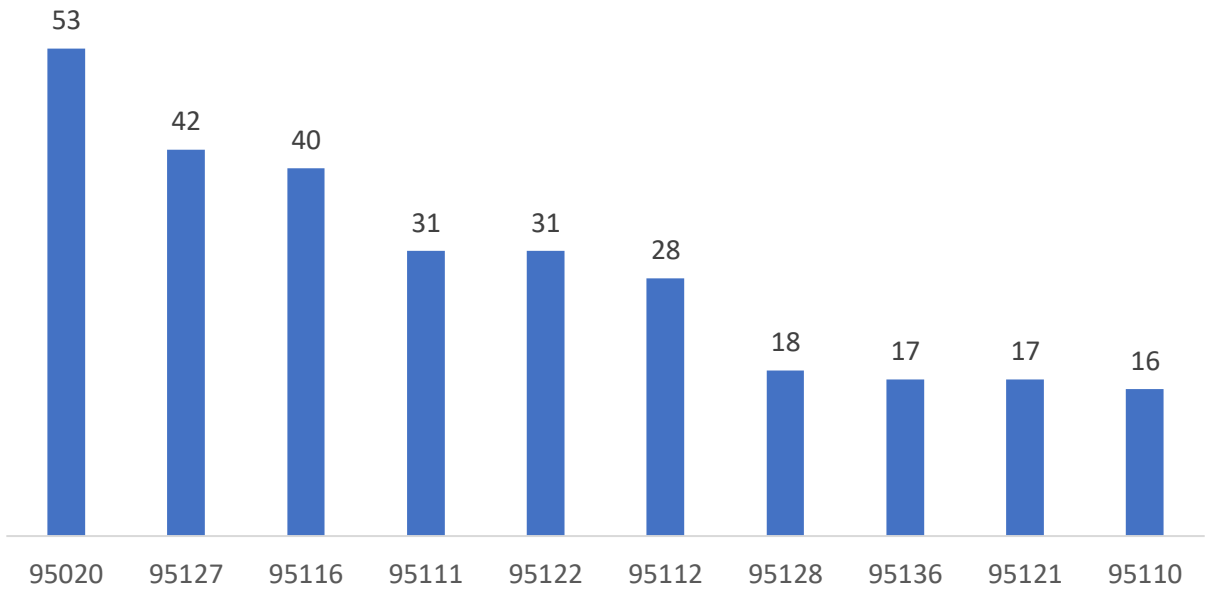
Age	Male	Female	Grand Total
12 & Under	4 (1%)	0	4 (1%)
13-14	69 (15%)	19 (17%)	88 (16%)
15-16	224 (50%)	53 (47%)	277 (49%)
17 & Older	150 (34%)	41 (36%)	191 (34%)
Grand Total	**447 (100%)**	**113 (100%)**	**560 (100%)**

[17] All four youth 12 years old and younger were detained on felony offenses.

WHERE YOUTH DETAINED RESIDE

Forty percent of those detained reside within the top 10 residence ZIP Codes for arrests/citations (n=225). All ZIP Codes were located within the City of San Jose, except for 95020 (Gilroy).

Figure 17: Number of Duplicated Admissions to Juvenile Hall by Top 10 ZIP Codes 2020

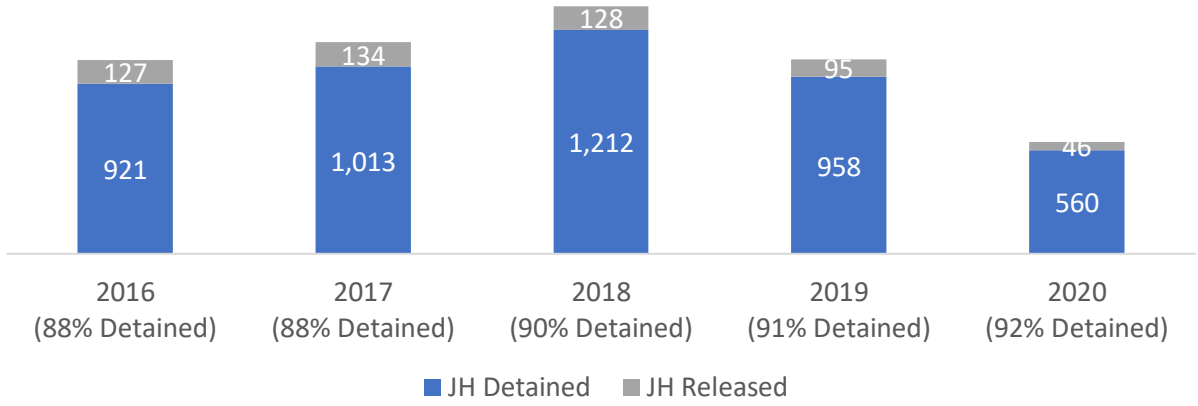


Intake and Admission Trends

The number of duplicated youth detained in Juvenile Hall decreased by 39 percent between 2016 and 2020. In 2020 there was a 42 percent decrease in the number of youth detained at intake compared to 2019. These decreases in 2020 detentions compared to previous years are most likely due to COVID-19. Based on the number of youth brought to Juvenile Hall, the percentage of youth detained in 2019 was 91 percent and in 2020 was 92 percent.

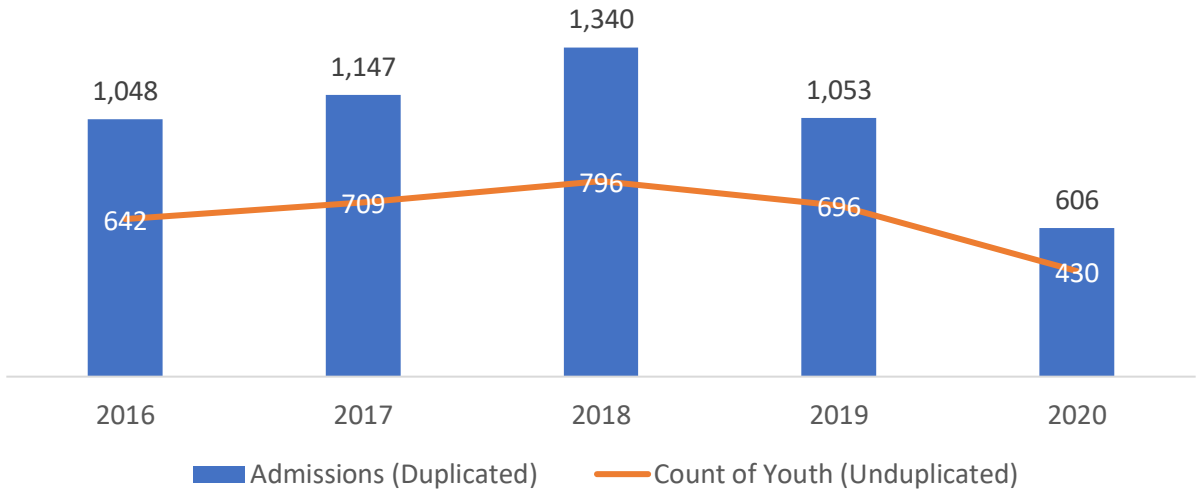
In response to the COVID-19 pandemic and to mitigate the spread of COVID-19 within our congregate care facility, Juvenile Hall with the assistance of our Juvenile Hall Clinic as well as Public Health initiated the creation of New Admit/Medical Observation units to house all new admits into Juvenile Hall. These youth would be placed in these units for 14 days during which they would be given a COVID-19 test followed up with a second test around the 10th day. If both tests were negative, then they would be transferred to an appropriate Living Unit.

Figure 18: Juvenile Hall Intake Decision Trend 2016-2020



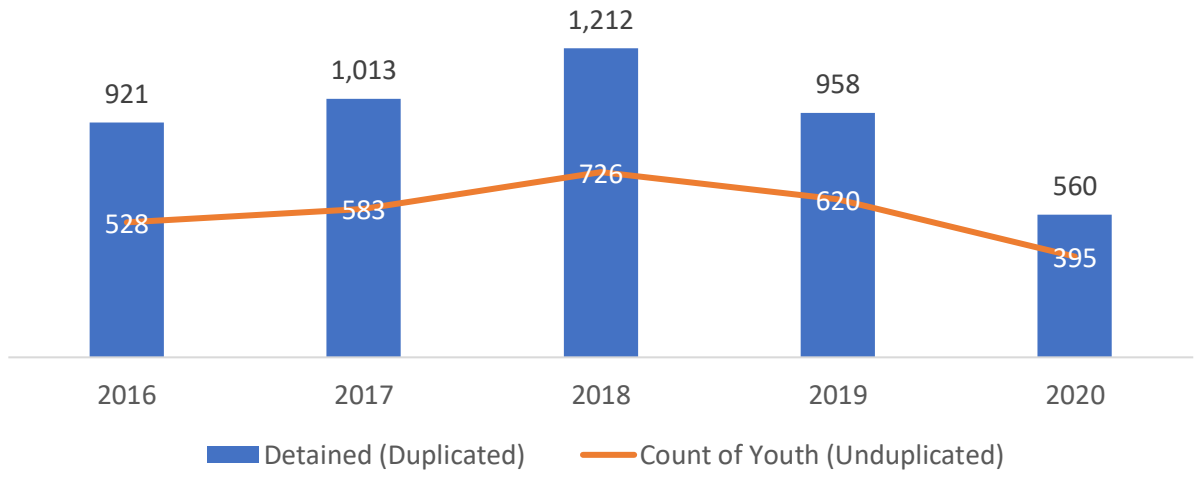
Youth can be brought into Juvenile Hall admissions multiple times throughout the calendar year. The chart below breaks down youth who came into juvenile hall admissions by duplicated and unduplicated count of youth from 2016-2020.

Figure 19: Duplicated Juvenile Hall Admissions by Unduplicated Count of Youth 2016-2020



Looking at trends for youth detained in Juvenile Hall, the figure below breaks down youth admitted to juvenile hall by duplicated and unduplicated count of youth from 2016-2020. In 2020, 560 duplicated youth were detained (395 unique youth), therefore, some youth were detained in Juvenile Hall multiple times within the same year.

Figure 20: Duplicated Detained Youth by Unduplicated Count of Youth 2016-2020



ELECTRONIC MONITORING PROGRAM (EMP)/COMMUNITY RELEASE PROGRAM (CRP)

The Probation Department continues to strive to keep youth safely in the community and in their homes with appropriate services. In 2020, 491 duplicated youth were eligible for detention but released on home supervision alternatives to detention.

The pre/post-Electronic Monitoring Program (EMP) allows youth to be monitored while remaining in the community by wearing an electronic monitoring ankle bracelet. In addition, these youth also receive intensive supervision and limitation of their freedom. The population served by pre/post-EMP is primarily Latino (73 percent) and between the ages of 14 and 17 (92 percent). In addition, 85 percent of youth on EMP were male and 15 percent were female.

Table 8: Duplicated Number of Youth in Alternatives to Custody 2020

Number of Youth in Alternatives 2020	White	Black	Latino	Asian/PI	Other	Total
Pre-Disposition EMP	27	20	171	15	7	**240**
Post-Disposition EMP	9	7	84	7	3	**110**
Pre-Disposition CRP	9	8	86	8	0	**111**
Post-Disposition CRP	2	1	25	1	1	**30**
Total	**47**	**36**	**366**	**31**	**11**	**491**

The Community Release Program (CRP) provides intensive supervision in the community. Latino youth (79 percent) made up the largest portion of the 141 youth on the pre/post-Community Release Program

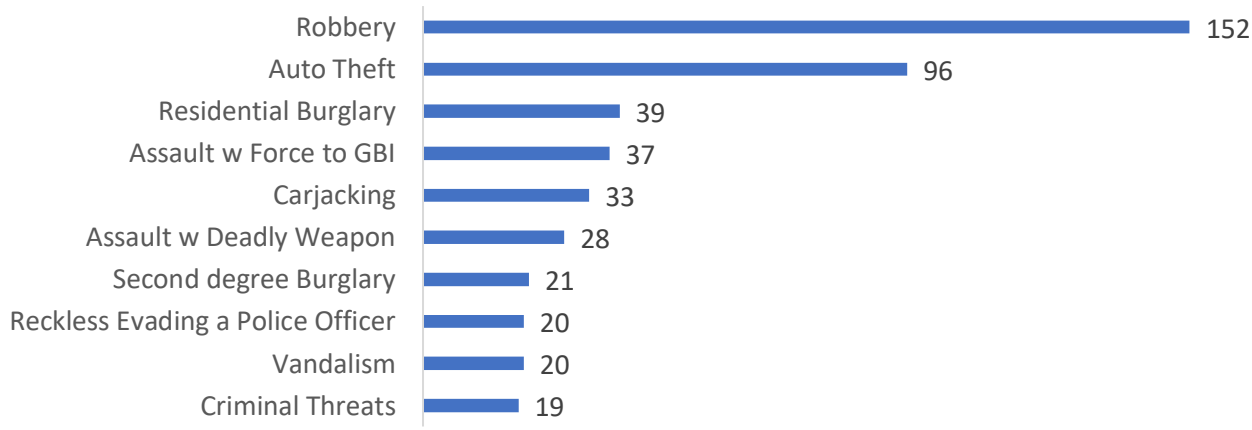
(CRP). White youth represented eight percent, six percent were Black youth, and seven percent were Asian/PI/Other youth. Reflecting the typical sex and age composition of pre/post-CRP youth at other points within the system, 74 percent were male, and 58 percent were between the ages of 16 and 17.

ARRESTS/CITATIONS FILED AS PETITIONS

Not all arrests/citations lead to a filed petition. In some cases, these referrals are handled informally, especially for youth with no previous offenses. In 2020, infractions, status offenses (violations of probation) and misdemeanors combined accounted for 42 percent of arrests/citations while more serious felony offenses, which can potentially lead to a filed petition, accounted for the remaining 58 percent. Of the 776 petitions filed in 2020, the most common petitioned offenses top ten most frequently filed charges were as follows: robbery (152), auto theft (96), residential burglary (39), assault with force likely to produce great bodily injury (37), carjacking (33), assault with a deadly weapon (28), second degree burglary (21), vandalism (20), reckless evading of a police officer (20), and criminal threats (19). Robbery and car theft became the top offenses (first and second respectively) when compared to 2019. The top five most common filed petitions were different from those filed in 2019. While total numbers of petitions were reduced, robberies, assaults and carjacking crimes were the prominent offenses filed in 2020.

Of the 776 petitions filed in 2020, males accounted for 81 percent (n=629), females accounted for 15 percent (n=118) and four percent (n=29) were unknown. Twelve-year-old youth were the youngest group for whom a petition was filed with three petitions in 2020 (less than one percent). Youth 13 and 14 years old represented five percent of filed petitions (n=42). Thirty-one percent of the petitions filed were for youth 14 to 15. Youth 16 to 18 years old combined accounted for 64 percent of filed petitions. The figure below shows the top 10 most frequent charges at time of petition for 2020 and reflects the number of individual petitions, regardless of the number of charges included in each petition.

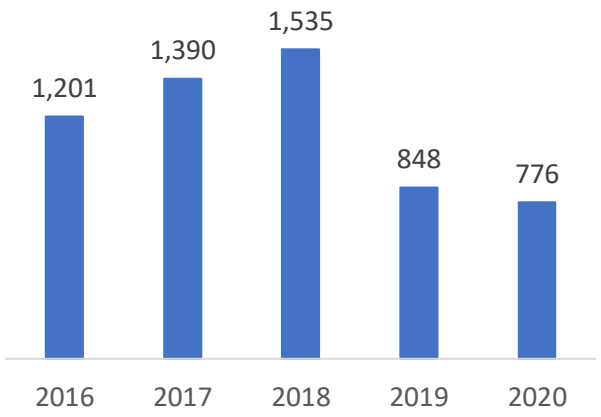
Figure 21: Duplicated Top 10 Most Frequent Charges at Time of Petition 2019[18]



[18] GBI refers to great bodily injury.

As shown in Figure 20, the number of petitions filed has considerably decreased in the last two years compared to previous years. From 2016 to 2018, the number of petitions increased every year. However, in 2019, the number of duplicated petitions decreased significantly to the lowest level in the past four years. There were 687 fewer petitions (47 percent decrease) filed in 2019 when comparing to 2018. There were 72 fewer petitions filed in 2020 than in 2019 (eight percent decrease).

Figure 20: Duplicated Petitions per Year



FACTORS THAT LEAD YOUTH TO ANTI-SOCIAL BEHAVIOR

Youth involved in the juvenile justice system are often experiencing many adversities such as family issues, difficulties at school, substance use, traumatic experiences and other factors which can lead to anti-social behavior. The following section focuses on factors that lead to anti-social behavior in youth.

CHILD WELFARE HISTORY CHECKS

Youth who have been involved in the child welfare system have a greater risk of being involved in the juvenile justice system. It is estimated that as many as 50 percent of youth referred to the juvenile court for a juvenile justice matter have been involved with the child welfare system, depending on how broadly dual status is defined.[19] In August 2015, the County of Santa Clara's Probation Department implemented a new protocol to check for child welfare history whenever a youth is referred to probation. This process screens for child welfare history for every youth referred to probation services. Probation also developed a database to track records regarding dual involvement in both the child welfare and juvenile justice systems. Probation is jointly working with DFCS, BHSD, the court system, and many community partners to provide best practices and support to youth who have a dual-status and to their families. The Dually Involved Youth (DIY) Executive Steering Committee is also working with the Robert F. Kennedy National Resource Center for Juvenile Justice (RFK) to create innovative measures that will best support the challenges faced by this population.

Whenever a new referral is received by Probation, Records staff check the child welfare system (CWS/CMS) for child welfare history involvement for the referred youth and family. Youth who are

[19] Thomas, D. (Ed.). (2015). *When Systems Collaborate: How Three Jurisdictions Improved Their Handling of Dual-Status Cases.* Pittsburg, PA: National Center for Juvenile Justice. *www.ncifcj.org/resource-library/publications/when-systems-collaborate-how-three-jurisdictions-improved-their*.

referred to PEI are also checked for child welfare history involvement. The child welfare history check is completed to answer questions such as:

- Has the family had any involvement in the child welfare system?
- Has the referred youth (probation target youth) been identified as the alleged victim of a child welfare referral?

Cases identified as Sensitive[20] in CWS/CMS are those cases which are only accessible to supervisors at child welfare and are not accessible to Probation staff.

In 2020, a total of 1,541 unduplicated youth were screened for child welfare history through CWS/CMS after receiving a probation referral for a total of 1,975 child welfare history checks, this includes youth who are referred to PEI. A total of 889 (58 percent) unduplicated families were identified as having history of child welfare with at least one referral including Sensitive cases. This number increased by three percent from 2019. There were 812 (53 percent) unduplicated youth who had at least one child welfare referral where the target youth (probation youth) was the alleged victim of neglect and/or abuse (excludes Sensitive cases). This number increased by four percent from 2019.

Figure 22: Child Welfare History 2019

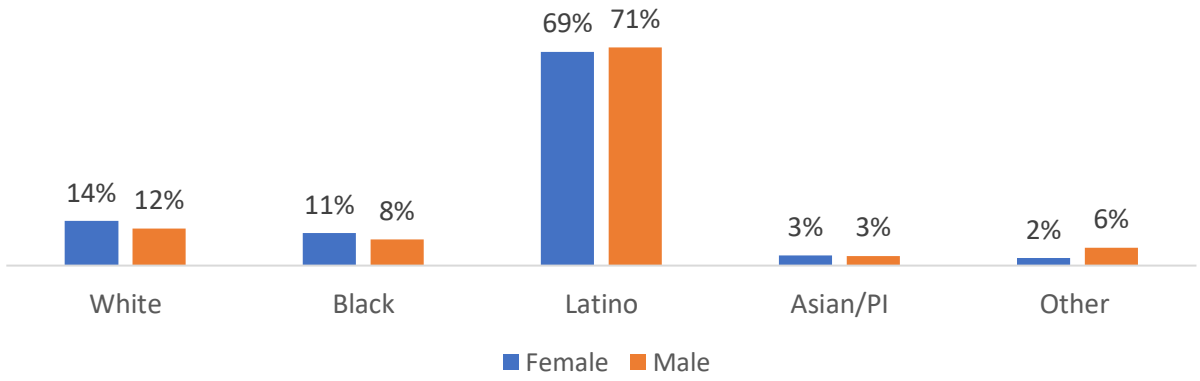
1,975	889	812	30
•Number of duplicated referrals screened for child welfare history in 2020 (1,541 unduplicated youth were screened for child welfare history in 2020).	•Number of unduplicated families with at least one referral to child welfare at any given point (58 percent) including Sensitive cases.	•Number of unduplicated probation youth with at least one child welfare referral where they were identified as the alleged victim of abuse and/or neglect (53 percent).	•Number of unduplicated Sensitive cases in 2020 (two percent).

The figure below shows the race/ethnicity and sex for all unduplicated youth who were screened for child welfare cases in 2020 and had at least one referral listing them as the alleged victim. Percentages are provided by gender and race/ethnicity. Of the 812 youth who were identified as the alleged victim of child abuse and /or neglect, 604 were males (74 percent) and 208 were females (26 percent). Results shown are consistent with general probation figures for race/ethnicity and sex. When looking at all referrals in 2020 for boys and girls combined, where the probation youth was the alleged victim of child abuse and/or

[20] A Sensitive case means there is family history in CWS/CMS, but it is unknown if the probation youth is the alleged victim of abuse and/or neglect. Total number of referrals received in 2020 differ from total number of child welfare checks since some referrals such as Courtesy Holds, Warrant Requests, Violation of Probations (VOPs), and Transfer Ins referrals are not checked for child welfare referrals.

neglect, Latino youth represent 70 percent of unduplicated youth, followed by White youth (13 percent) and Black youth (nine percent). These results exclude Sensitive cases as it is unknown if the probation youth was the alleged victim of abuse and/or neglect.

Figure 23: Race/Ethnicity and Sex for Probation Youth With At Least One Child Welfare Referral as the Alleged Victim 2020 (Unduplicated)



CRIMINOGENIC RISK

Over the past few decades, experts have developed and refined risk/needs instruments to measure the likelihood of an individual re-offending. The Probation uses the Juvenile Assessment Intervention System (JAIS). The JAIS is a gender-responsive tool that has been validated by Evident Change formerly known as the National Council on Crime and Delinquency (NCCD). This tool is used by the Probation Department to identify the risk and criminogenic needs of the youth. The first component of the JAIS is a risk tool (commonly known as the Pre-JAIS) to determine if the youth is low-, moderate-, or high-risk for re-offending. One key finding over the past several years in the Juvenile Justice Crime Prevention Act (JJCPA) evaluations is that the JAIS risk tool is statistically one of the best methods to determine the possibility of a youth re-offending. Although no tool offers perfect prediction, the JAIS has been helpful in determining the appropriate level of service for youth. Differentiating youth by risk level is important; intensive programming can work well with higher-risk youth but can increase recidivism rates among lower-risk youth. There are two versions for each tool, one for females and one for males. Youth are assessed based on how they self-identify.

For the analysis in this report, we are focusing on the first JAIS risk tool administered for each youth who received probation services in 2020 so that a glimpse of youth at entry is possible. The first risk tool could have been administered prior to 2020. Numbers for the risk assessment might differ from the numbers of unduplicated youth with a new referral in 2020 due to timing of the assessment or because some youth may not receive a risk assessment as their involvement in probation is limited. The purpose of the JAIS risk tool is to measure the likelihood of re-offending.

Risk Assessment for Boys

The initial risk assessment for boys contains 10 questions and generates a risk category for the youth. A total of 1,079 boys JAIS risk assessments were completed in 2020 resulting in 90 boys (eight percent) in the high-risk category, 396 (37 percent) in the moderate-risk category, and 593 (55 percent) in the low-risk category.

The following summary highlights trends found in the initial risk assessment for boys based on the most reliable source of information. This information could be a combination between the youth being interviewed and data that is available to the Probation Officer completing the risk assessment tool. Court or court services include, but are not limited to, juvenile, teen, family, and municipal courts. Percentages have been rounded up.

In 2020, drugs and/or alcohol interfered with their daily functioning for 27% of boys and frequent/chronic usage accounted for 25%.

Less than half of the boys (40 percent) stated that they were attending school regularly and had no issues at school. Another 36 percent stated that they had been suspended at least once and 25 percent reported having major truancy issues or having dropped out of school. Of the 1,079 youth, 63 percent stated their friends had been in legal trouble, were associated/gang members or a mixture of both. About half of the youth (48 percent) indicated not having any problems with drugs or experimenting a few times only. For 27 percent of youth, drugs and/or alcohol interfered with their daily functioning. Frequent/chronic usage accounted for 25 percent of youth. About 39 percent of these boys said their parents had been reported to child welfare for child abuse or neglecting them whether the allegations were substantiated or not. At the time this risk assessment was completed, 21 percent of youth reported having at least one parent or sibling incarcerated or on probation at some time in the previous three years. Over half of these boys obtained their earliest arrest between the ages of 14 and 16 years old (61 percent). Twenty-three percent of boys had their earliest arrest at age 13 or younger. Some boys received referrals to court services: none or one referral (80 percent), two or three referrals (18 percent), and four or more referrals (three percent). Furthermore, 35 percent of these boys received a referral to court services as a result for a violent/assaultive offense. Probation continues to work diligently to reduce the use of out-of-home placements and 92 percent of youth had no out-of-home placement, six percent had one placement, and three percent had two or more placements. Parental supervision was reported as ineffective/inconsistent for 471 of these boys (44 percent).

Risk Assessment for Girls

The initial risk assessment for girls contains eight questions and generates a risk category for the youth. A total of 268 girls JAIS risk assessments were completed in 2020 resulting in 15 girls (six percent) in the high-risk category, 137 (51 percent) in the moderate-risk category, and 116 (43 percent) in the low-risk category.

The following summary highlights trends found in the initial risk assessment for girls based on the most reliable source of information. This information could be a combination between the youth being interviewed and data that is available to the Probation Officer completing the risk assessment tool. Court or court services include, but are not limited to, juvenile, teen, family, and municipal courts. Percentages have been rounded up.

At the time of the risk assessment, 56 percent of these girls reported being enrolled in two or more schools, not attending school, or having dropped out altogether at some point in the previous two years. Regarding their friends, 74 percent stated that their friends had been in legal trouble, had some level of gang-involvement or a combination of the two. Like the boys, 42 percent of girls stated having no issues with substance use or having experimented only. Girls who reported substance use which interfered with their functioning accounted for 30 percent and girls who had frequent/chronic substance use accounted for 28 percent. Most girls had their earliest arrest or referral to court services at age 13 or older (93 percent). However, 18 girls (seven percent) were 12 years old or younger when they received their earliest arrest or referral to court services. Girls with two or three arrests or referrals to court services accounted for 16 percent of the group, and girls with four or more referrals accounted for three percent. The remainder of girls had one or no arrest/referral to court services (81 percent). Arrests or referrals to court services due to drug offenses accounted for nine percent. Forty-four percent (n=117) of girls had at least one referral for violent/assaultive offenses. Girls with at least one out-of-home placement accounted for 10 percent from this sample.

In 2020, 74% of girls reported their friends had been in legal trouble, had some level of gang-involvement or a combination of the two compared to 65% in 2019.

Below is a table summarizing the risk level for both boys and girls. Percentage of youth in the High risk level are very similar among boys and girls. However, girls had a higher percentage in the Moderate risk and a lower percentage in the Low risk compared to boys.

Figure 24: Risk Level for Boys and Girls 2020

Risk Level	Boys	Girls
High	90 (8%)	15 (6%)
Moderate	396 (37%)	137 (51%)
Low	593 (55%)	116 (43%)
Total	**1,079 (100%)**	**268 (100%)**

CRIMINOGENIC NEEDS

Various factors are related to the underlying causes of a youth's delinquent behavior. These factors are referred to as criminogenic needs. The section below details the challenges faced by youth who received probation services in 2020.

The Juvenile Assessment and Intervention System (JAIS) was designed to assist staff to supervise youth effectively and efficiently, both in institutional settings and in the community. The goal of the assessment is to aid with adjustments, to reduce recidivism, and to help youth succeed in school and in the community. There are three versions to the JAIS assessments:

a) Initial pre-screener (commonly known as Pre-JAIS): consisting of eight (girl version) or 10 (boy version) items which, depending on the score, will determine the need for a full JAIS assessment;

b) The full JAIS assessment is divided into four main sections: General Information, Objective History, Conduct-related Observations, and Interviewer Impressions/Youth Strengths and Needs; and

c) JAIS re-assessment takes place every six months after the initial full JAIS assessment.

As defined by the JAIS, court or court services include, but are not limited to, juvenile, teen, family, and municipal courts. The following summary highlights trends found in the initial risk assessment for boys and girls based on the most reliable source of information. This information could be a combination of the youth being interviewed (self-disclosure) and data that is available to the probation officer completing the risk assessment tool.

The full JAIS assessment is only provided to youth who have a sustained Petition before the Court, as the first section (8-9 questions) of the JAIS assessment is directly related to the Petition before the Court and delinquent behavior in the community. If a youth answered those questions without a sustained petition before the Court, the youth opens his or herself up to questioning related to offenses that have yet to be sustained before the Court. This means most of the youth who received a full JAIS assessment are adjudicated youth (Wards of the Court).

Criminogenic Needs for Boys

For this analysis, the first full JAIS Assessment was used for boys who were actively receiving probation services in 2020 (n=719). However, due to changes in the way data is captured and recorded, individual question level data was only available for 713 boys. The following is a summary of the trends found based on the first full JAIS assessment for each youth (n=713) and percentages have been rounded up:

Criminal History: Emotional reasons (e.g., anger, sex) were identified by over half (54 percent) of male youth as the reason for committing their most recent offense. Material (monetary) reasons accounted for 28 percent and a combination of both for 18 percent. Offenses committed due to Emotional Reasons may include vandalism, possession, or usage of drugs, and/or assault not for robbery. Material reasons may include prostitution, drug sales, theft, and/or theft to support drug habit. A combination of both emotional and monetary reasons may include stealing primarily for peer acceptance, stealing for revenge, vandalism in conjunction with stealing and/or joyriding. Most of the male youth admitted to committing their offense (69 percent) and made no excuses for their actions. Twenty percent admitted committing the crime, but emphasized excuses and 12 percent denied committing their offense. For over half of the youth (59 percent) this was their first offense. However, 30 percent stated being involved in the justice system before mainly for criminal offenses. From the above offenses as reported by these boys, 53

percent of male youth stated never being armed or hurting someone and 41 percent admitted to hurting someone in non-sexual offenses. Impulsivity was a determining factor as to why youth decided to commit these offenses (61 percent) and only 18 percent admitted to planning out their crimes in advance. Most boys were with their accomplices when they got in trouble (60 percent) and 32 percent were alone. Most of these boys have never been arrested for committing crimes against their families (89 percent) and they also reported never being assaultive toward a family member (82 percent).

School Adjustment: Over half of the male youth stated having issues with schoolwork (62 percent). For 24 percent of the boys, the problems were related to lack of intellectual capacity (i.e., needing special education services), while 38 percent was due to other achievement problems (i.e., lack of interest, dyslexia, dropouts). However, 67 percent of youth self-reported not receiving additional learning support or special education for their learning deficiencies. This number is consistent with youth who reported not receiving special help for emotional or behavioral problems in school (68 percent). Truancy was another big issue for these boys and 48 percent reported extensive truancy followed by 27 percent with minor truancy issues (75 percent combined). Only 25 percent of these boys reported not having truancy issues at school. Almost half of the boys reported having major issues completing their homework (44 percent). About a quarter of these boys (27 percent) had issues with teachers and principals (authority figures). Getting suspended from school was another major issue for these boys (77 percent). Thirty-nine percent of boys had a positive attitude toward school, 38 percent were neutral or had mixed feelings, and 23 percent had a generally negative attitude. Some positive trends included 87 percent of the boys being enrolled in school at the time their assessment was completed, and most boys had educational goals (obtaining a high school diploma/GED accounted for 42 percent and 54 percent planned post-high school training).

Interpersonal Relationships: Regarding their friends, 40 percent of boys preferred hanging out with one or two friends, 24 percent preferred groups, and the rest preferred a mixture of both (36 percent). Most of their friends have had issues ranging from being associated with gangs (21 percent), legal troubles (13 percent), and a combination of both (42 percent). Like their friends, most of these boys admitted to frequent and/or chronic alcohol and drug use (30 and 44 percent respectively). Marijuana was the drug of choice for almost half of the boys (48 percent). One in three parents disapproved of their kids' friends (30 percent). However, 39 percent of parents had mixed or neutral feelings toward their kids' friends and 31 percent approved of them. When asked who generally decided what to do, 76 percent said it was a combination between their friends and themselves, taking accountability for their actions. About 40 percent of these boys reported having a romantic partner similar in age to them and 27 percent stated not having a current or prior romantic relationship.

In 2020, marijuana continues to be the drug of choice for 48% of boys, but this number decreased from 60% in 2019.

Feelings: When feeling depressed, boys sought an activity to distract themselves (35 percent). However, some boys turned to drinking, using drugs and/or self-mutilation (17 percent), some boys isolated themselves (14 percent) and some boys denied getting depressed altogether (22 percent). Boys who had

attempted suicide or had definite thoughts of committing suicide accounted for 10 percent. Anger issues are present for these boys and 21 percent admitted to being physically aggressive toward people, 24 percent had trouble expressing anger appropriately, and 19 percent avoided expressing anger. Some of these boys (60 percent) emphasized their strengths when describing themselves by making statements of their positive qualities. Almost half of them had trouble trusting others (47 percent) and some had mixed or complex views when it came to trusting people (30 percent).

Family Attitudes: Most youth considered their current living situation suitable (92 percent). Boys reported having a close relationship with their mothers (70 percent) and whenever they got in trouble their mother would handle the situation verbally or by withdrawing privileges (85 percent). Numbers were lower when it came to their relationship with their father, 43 percent reported being close to them and 56 percent of their fathers would handle the situation verbally or by withdrawing privileges when the youth was in trouble, while another 30 percent answered not applicable to this question. A big difference is that when it came to mothers, only six percent were found not applicable compared to 30 percent for fathers. It is not clear why this difference exists. For some of these boys, parental supervision was often ineffective/inconsistent (50 percent). Only 14 percent of boys admitted to ever been abused by their parents. However, 39 percent stated that their parents had been reported to the child welfare system for abusing or neglecting them. Furthermore, six percent of these boys admitted being physically or sexually abused by someone else. Most youth (67 percent) have experienced a traumatic event that significantly impacted their lives, such as witnessing violence, death of parent/sibling/friend, domestic violence, divorce, serious accident, or another major event. Prior to age 10, most boys believed their parents would have described them as good kids (84 percent). Most of these boys agreed with their parents (84 percent) and they reported being happy during their childhood (90 percent). Families receiving Temporary Assistance for Needy Families (TANF) accounted for 20 percent. Boys reported having parents with a history of criminal behavior (51 percent) and parents with a history of probation, jail, or prison accounted for 49 percent. Parents with a history of drinking and/or drug problems accounted for 42 percent. Some boys had at least one sibling who had ever been arrested (28 percent). One-third of these boys (33 percent) reported having a parent and/or sibling incarcerated or on probation within the last three years. At the time of these assessments, 10 percent of these boys reported having a parent and/or sibling incarcerated. Nine boys reported being fathers and of these boys, four had no custody of their children.

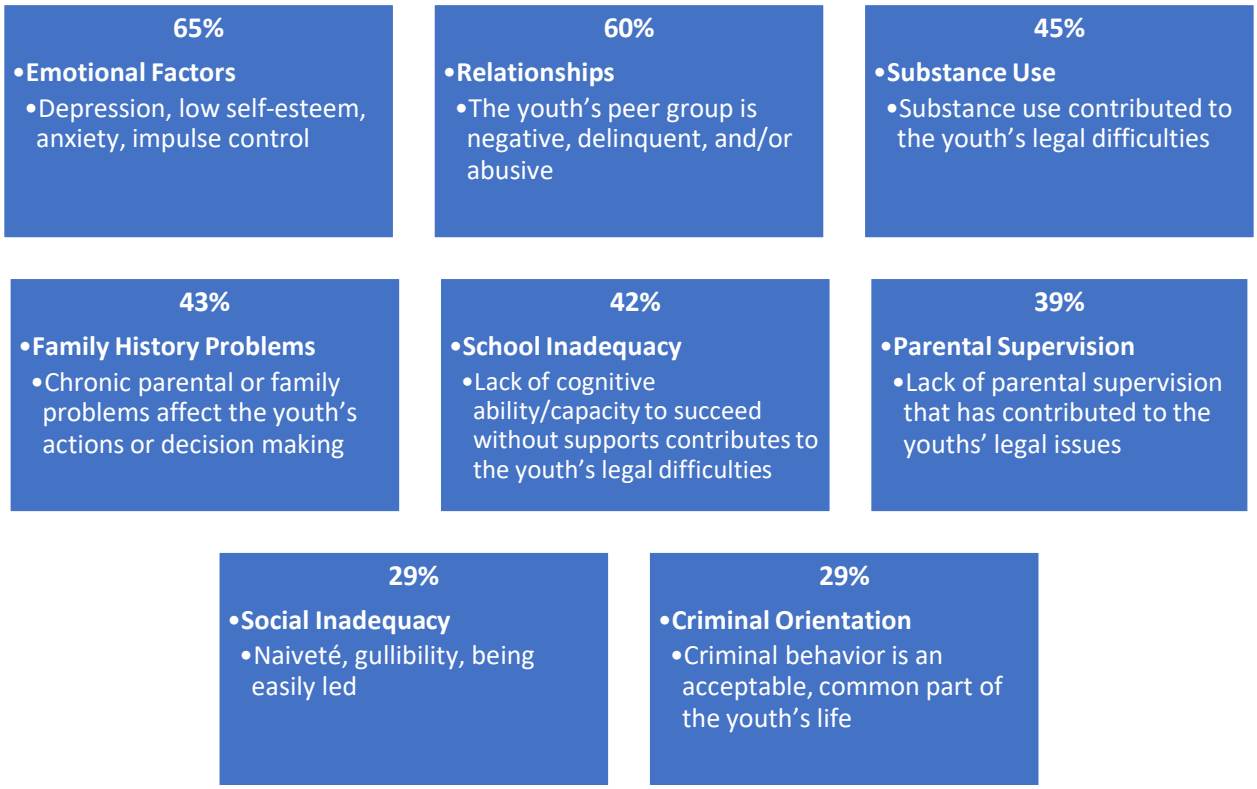
Plans and Problems: Aside from trouble with the law, education was identified as the biggest problem these boys were facing (31 percent), followed by personal issues such as drinking and/or drugs (20 percent) and vocational/financial issues (eight percent). Sixty-seven percent of these youth reported having long-term goals and knowing of resources to help them achieve their goals (69 percent). Boys believed that being supervised will help to keep them out of trouble (36 percent) and an additional 12 percent stated that receiving counseling services will help them.

Objective History: Almost half of these boys had their first arrest or referral to court services at age 15-16 (46 percent). Most boys committed their first offense at age 15-16 years old (46 percent). Boys with their first arrest at age 14 accounted for 18 percent and boys 17 and older accounted for another 18

percent. Boys at age 13 accounted for 11 percent, and boys at age 12 and younger accounted for seven percent. Youth with one referral accounted for 44 percent and youth with two to three arrests and/or referrals for criminal offenses accounted for 33 percent. Drug offenses or referrals to court services accounted for 13 percent. Referrals to court services for violent/assaultive offenses (including the current offense) accounted for 50 percent and status offenses accounted for 16 percent as self-reported by these boys. The Probation Department continues working hard to keep youth at home. Only 15 percent of these boys had a placement in a correctional institution and only 11 percent had a court-ordered out-of-home placement. For 83 percent of these boys, this was their first time under probation supervision. Thirteen percent of these boys received psychological/psychiatric treatment.

Interviewer Impressions – The following issues were found to be significant to highly significant for these boys. For more information on determining what constitutes a criminogenic need, please see Appendix E.

Figure 25: Top Criminogenic Needs for Boys



Criminogenic Needs for Girls

For this analysis, the first full JAIS Assessment was used for girls who were actively receiving probation services in 2020 (n=159) and all assessments included question level data. The following is a summary of the trends found based on the full JAIS assessment (n=159) and percentages have been rounded up.

Criminal History: Girls who received a full JAIS Assessment listed emotional reasons such as anger and sex as the primary reason for committing an offense (72 percent), followed by material (monetary) reasons (13 percent), while a combination of both accounted for 15 percent. Offenses committed due to Emotional Reasons may include vandalism, possession, or usage of drugs, and/or assault not for robbery. Offenses committed due to Material reasons may include prostitution, drug sales, theft, and/or theft to support drug habit. A combination of both emotional and monetary reasons may include stealing primarily for peer acceptance, stealing for revenge, vandalism in conjunction with stealing and/or joyriding. Most girls admitted committing their offense and took responsibility for their actions (72 percent). Another 23 percent also admitted committing their offenses, but they emphasized excuses for their behavior. For half of these girls, this was their first time getting in trouble with the law (57 percent). However, 37 percent of the girls reported getting in trouble before mainly because of criminal offenses and not because of status offenses. About 43 percent of these girls admitted to being armed or hurting someone while committing these offenses. Impulsivity was a determining factor as to why these girls decided to commit these offenses (71 percent) and only 10 percent admitted to planning out their crimes in advance. Most of them were with accomplices when they got in trouble (61 percent). Most offenses were not against their family members (77 percent) and most girls have never been assaultive toward a family member (66 percent).

School Adjustment: Over two-thirds of these girls had problems at school. Problems primarily due to lack of intellectual capacity (i.e., needing special education services) accounted for 18 percent and other achievement problems (i.e., lack of interest, dyslexia, dropouts) accounted for 47 percent. However, 74 percent of them reported not receiving additional learning support or special education for learning deficiencies. Furthermore, 57 percent of them reported never receiving special help for emotional or behavioral problems at school. Girls reported enrolling in two or more schools in the past two years (72 percent). Truancy (minor and extensive) was an issue for 84 percent of the girls and 48 percent stated having major problems completing their homework. Major truancy (47 percent) and suspensions (33 percent) were the two main issues for these girls at school. Girls with neutral or mixed feelings toward school accounted for 31 percent, followed by girls with a negative attitude toward school (29 percent). Some positive trends included girls with a positive attitude toward school (40 percent), girls getting along with their teachers and principals (72 percent), being enrolled in school (86 percent), working toward a high school or GED diploma (30 percent), and working toward obtaining some type of post-high school training (70 percent).

In 2020, girls reported enrolling in two or more schools in the past two years (72%) compared to 96% in 2019.

Interpersonal Relationships: Girls preferred to hang out with one or two friends at a time (49 percent). Most of these girls' friends have had issues ranging from being associated with gangs (14 percent), legal troubles (24 percent), and a combination of both (47 percent). Forty percent had friends with frequent or abusive use of alcohol and/or drugs. This number is even higher among these girls who reported their frequent or abusive use of alcohol and/or drugs at 52 percent. Most girls listed more than one drug of choice. Marijuana was the drug of choice (37 percent) followed by alcohol (30 percent) and other drugs (19 percent). About one-third of the girls' parents disapproved of their friends (28 percent). Most girls

reported that deciding what to do is a combination of their friends and themselves making these decisions (62 percent), followed by the girls deciding what to do (27 percent). Again, these numbers show girls taking accountability for their actions. Girls with a close friend reported doing things together (25 percent) and talking or helping each other (50 percent). However, 25 percent of these girls reported having no close friends. Most of the girls were in a romantic relationship (77 percent). Those with a partner similar in age accounted for 29 percent and those with partners significantly older accounted for six percent, while 23 percent stated not having a current or prior romantic partner. Girls who been sexually active with someone else besides their significant romantic partner accounted for 29 percent.

Feelings: Most girls admitted getting depressed. About a third of them reported seeking activities that will distract them (31 percent) or seeking someone to talk to about their problems (15 percent). However, some girls dealt with depression by isolating themselves (21 percent), or drinking, using drugs, or self-mutilation (16 percent). Furthermore, 44 percent of them admitted to tattooing or cutting themselves. 19 percent of girls reported suicide attempts and girls with definite suicide thoughts accounted for an additional 15 percent. Most girls had anger issues such as trouble expressing anger appropriately (34 percent), being physically aggressive toward people (37 percent), and avoiding expressing anger (nine percent). Over half of the girls had trust issues and basically mistrusted others (62 percent), while others had mixed or complex views when it came to trusting people (21 percent). A positive trend was girls emphasizing their strengths when asked to describe themselves (67 percent) by making statements of their positive qualities.

Family Attitudes: Mobility is a concern, as girls reported living in zero to four different houses (59 percent) and some girls reported living in five to nine different houses (31 percent) at the time this assessment was completed. Most girls found their current living arrangement as suitable (87 percent). Almost half of the girls have a close relationship with their mothers (40 percent) and they reported that whenever they got in trouble their mothers would verbally handle the situation or would handle it by removing privileges (74 percent). Difficult/Strained relationships with their mothers accounted for 15 percent compared to 23 percent with their fathers. When getting in trouble, only half of the fathers would verbally handle the situation or by removing privileges (50 percent). In addition, 35 percent answered this question as not applicable and it is unclear why these girls answered this way. Parental supervision was often ineffective and inconsistent (59 percent), or these girls had little or no parental supervision (18 percent). Girls who reported being abused by their parents accounted for 17 percent. However, when asked if their parents were ever reported to child welfare for abusing them or neglecting them the number increases to 58 percent. When asked if they were ever abused by anyone else, 18 percent said yes regarding sexual abuse, six percent said yes to physical abuse, and eight percent said yes to a combination of both. Traumatic events such as witnessing violence, domestic violence, sexual abuse, death of parent/sibling/friend, divorce, and other major disruption have significantly impacted these girls' lives (79 percent). Prior to age 10, the girls' parents would have described them as good kids (84 percent) and most girls agreed with this statement (89 percent). Girls reported their childhood as a happy time (76 percent), and they were basically satisfied with their childhood (69 percent). Twenty-seven percent of parents were receiving Temporary Assistance for Needy Families (TANF) benefits. Parents with a history of criminal behavior

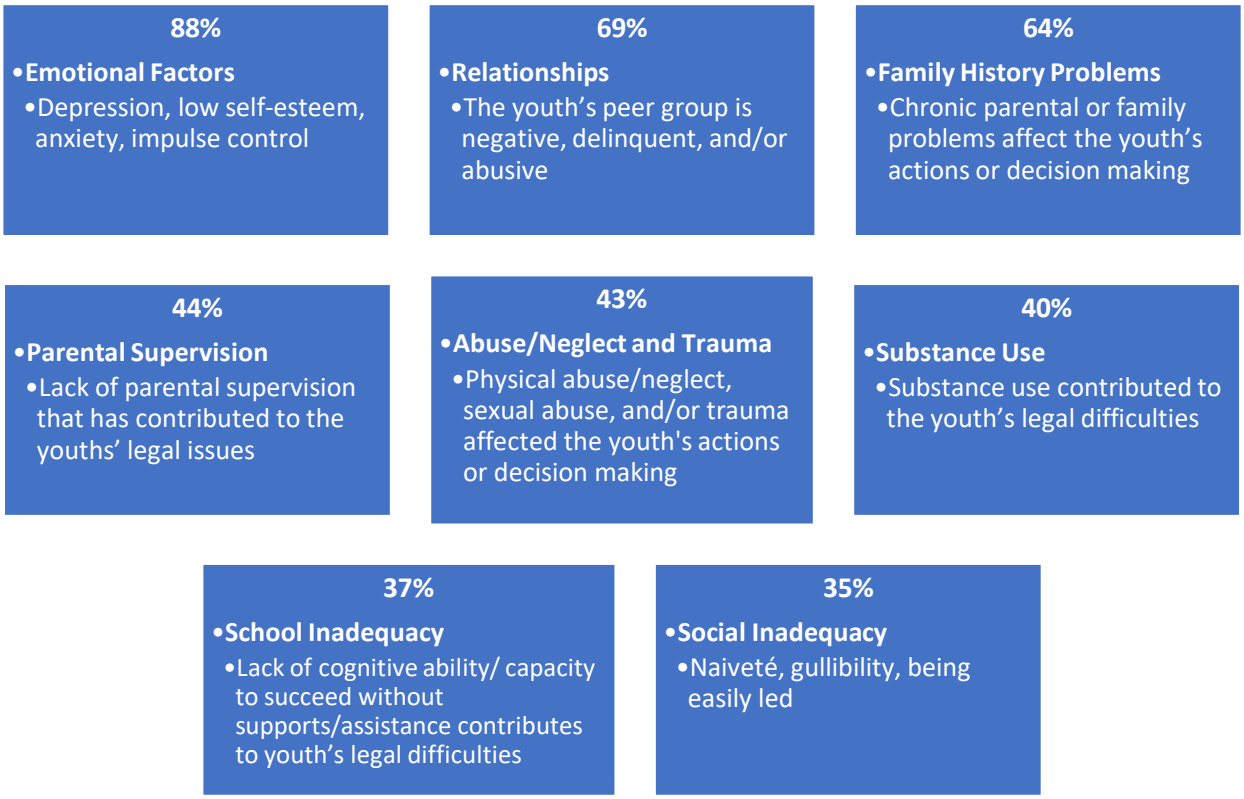
accounted for 65 percent and parents with a history of probation, jail, or prison accounted for 62 percent as well. Twelve percent of parents had a history of suicide attempts. Parents with a history of drinking and drug problems accounted for 61 percent. Siblings who had been arrested accounted for 34 percent. Within the last three years, 45 percent of these girls had either a parent or sibling who had been incarcerated or on probation. At the time of these assessments, 11 percent of girls had a parent or sibling currently incarcerated. Seven girls (four percent) have at least one child and four of these girls have custody of their children.

Plans and problems: Aside from trouble with the law, these girls stated having personal issues such as drinking and/or drugs (35 percent), trouble with education (25 percent), and relationship issues such as getting along better with parents (13 percent). About 79 percent of the girls stated having long-term goals for their future. When leaving probation supervision, 72 percent of these girls stated knowing of existing resources that they were willing to use to stay out of trouble and 11 percent identified barriers that limited their ability to access community resources. Girls saw being supervised as a means to stay out of trouble (35 percent) and another 16 percent valued counseling or being enrolled in programs to help them out.

Objective History: Almost half of these girls were 15-16 years old at the time of their earliest arrest or referral to court services (41 percent). Girls with their first arrest at age 14 accounted for 28 percent, girls at age 13 accounted for 16 percent, and girls at age 12 and younger accounted for three percent. Girls with one referral due to criminal offenses accounted for 43 percent and girls with two or three referrals due to criminal offenses accounted for 42 percent. Drug offenses accounted for 12 percent of referrals to court services. Referrals for one violent/assaultive offense (including the current offense) accounted for 36 percent and two or more referrals for violent/assaultive offenses accounted for 13 percent, as self-reported by these girls. Sixteen percent of referrals were for status offenses. Girls with placements in correctional institutions accounted for 15 percent and court-ordered out-of-home placements accounted for 16 percent. For 83 percent of these girls, this was the first time that they were under probation supervision. Twenty-three percent of girls had received psychological and/or psychiatric treatment.

Interviewer Impressions – The following issues were found significant to highly significant for these girls. For more information on determining what constitutes a criminogenic need, please see Appendix E.

Figure 26: Top Criminogenic Needs for Girls



Comparing Top Criminogenic Needs for Boys and Girls

By comparing top criminogenic needs for boys and girls based on their first JAIS assessment, we found the following:

Figure 27: Top Criminogenic Needs for Boys and Girls 2020

For boys and girls, Emotional Factors, Relationships, and Family History Problems were identified as top criminogenic needs.

For boys and girls, Substance Use was about the same (45 and 40 percent, respectively).

For girls, Emotional Factors were higher (88 percent), compared to boys (65 percent).

For girls, Family History Problems were higher (64 percent), compared to boys (43 percent).

For girls, Abuse/Neglect and Trauma were higher (43 percent), compared to boys (21 percent).

As discussed earlier, the Probation Department utilizes an evidence-based tool called the Juvenile Assessment and Intervention System (JAIS) that weaves together a risk assessment and strengths and needs assessment. As well as analyzing risks and needs, the JAIS incorporates a supervision strategy model and determines the best approach to supervision for each youth. The JAIS assessment is effectuated as a one-on-one interview with the youth, focusing on the underlying motivation for their behavior and includes one of the four types of supervision strategies: Selective Intervention (SI), Environmental Structure (ES), Limit Setting (LS), and Casework Control (CC). See Appendix F for more details.

The following table shows the breakdown of Supervision Strategies by risk level for the sample of 713 boys who received probation services in 2020 and focuses on the first completed JAIS Assessment. Almost half of these boys (45 percent) were identified at Moderate risk, followed by 35 percent at Low risk, and 20 percent at High risk to recidivate. Selective Intervention was the most utilized supervision strategy for these boys (n=426) followed by Environmental Structure (n=114) and Limit Setting (n=111).

Table 9: Boys Supervision Strategies by Risk Level (n=713)

Risk Level	Casework / Control	Environmental Structure	Limit Setting	Selective Intervention	Total
High	32 (52%)	37 (33%)	62 (56%)	14 (3%)	145 (20%)
Moderate	30 (48%)	71 (62%)	49 (44%)	171 (40%)	321 (45%)
Low	0	6 (5%)	0	241 (57%)	247 (35%)
Grand Total	**62 (100%)**	**114 (100%)**	**111 (100%)**	**426 (100%)**	**713 (100%)**

The following table shows the breakdown of Supervision Strategies by risk level for the sample of 159 girls who received probation services in 2020 and focuses on the first completed JAIS Assessment. Out of the 159 assessments, Moderate risk accounted for 67 percent, followed by Low risk and High risk which both accounted for 16 percent, respectively, in the likelihood to recidivate. Selective Intervention was the most utilized supervision strategy for these girls (n=93) followed by Casework / Control (n=40).

Table 10: Girls Supervision Strategies by Risk Level (n=182)

Risk Level	Casework / Control	Environmental Structure	Limit Setting	Selective Intervention	Total
High	14 (35%)	4 (29%)	4 (33%)	4 (4%)	26 (16%)
Moderate	26 (65%)	9 (64%)	8 (67%)	64 (69%)	107 (67%)
Low	0	1 (7%)	0	25 (27%)	26 (16%)
Grand Total	**40 (100%)**	**14 (100%)**	**12 (100%)**	**93 (100%)**	**159 (100%)**

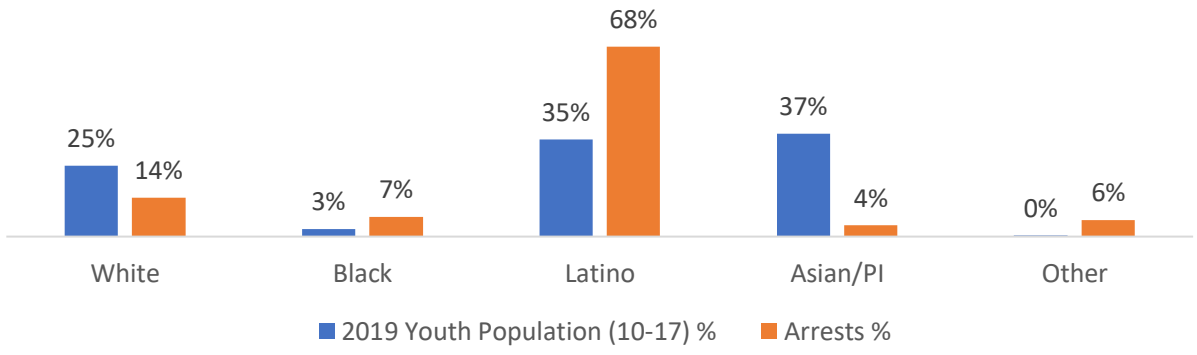
EXAMINING DISPROPORTIONALITY AT KEY ENTRY POINTS IN THE SYSTEM

System partners have been engaged in the Juvenile Justice Systems Collaborative (JJSC) since its inception by Board Resolution on July 1, 2008. The JJSC provides a channel for system partners to work together in the best interest of youth in the juvenile justice system while preventing or reducing the unnecessary detention of youth. The JJSC has two standing work groups that meet monthly, the Race Equity in Justice Systems (REJS) and Race Equity through Prevention (REP), however these workgroups did not meet in 2020 due to COVID-19. Members of the JJSC serve as voting members on only one of the work groups, but anyone can participate in the work group meetings and subcommittees. Members of the JJSC meet quarterly to discuss cross-functional issues and to get updates on efforts to reduce the overrepresentation of youth of color in the juvenile justice system. Both work groups operate on systemic issues using a racial and ethnic disparity (RED) lens that guides the focus areas and work. The following sections demonstrate how youth of color are overrepresented through the stages of juvenile justice system involvement. Throughout this report, figures are presented to compare youth of color with White youth to focus on disparity at any system point within the juvenile justice system.

ARRESTS AND CITATIONS

Comparing the youth population of the county with the population of arrests/citations[21] clearly indicates overrepresentation for Latino and Black youth within the juvenile justice system. While Latino youth represent 35 percent of the overall youth population in Santa Clara County, they represent 68 percent of youth arrested/cited. Black youth represent three percent of the overall youth population, but seven percent of youth arrested/cited.

Figure 28: Youth Population Percentage (2019) and Youth Arrest Percentage (2020)



[21] Youth's race/ethnicity can be reported as per the Juvenile Contact Report (JCR), Clerk, or Probation Officer. Probation is currently in the process of moving into a new case management system and efforts are focusing on improving and standardizing the collection of these variables.

There is an inverse relationship for White and Asian/PI youth. White youth account for 25 percent of the population, but only 14 percent of arrests/citations. Similarly, Asian/PI youth account for 37 percent of the population and only four percent of arrests/citations.

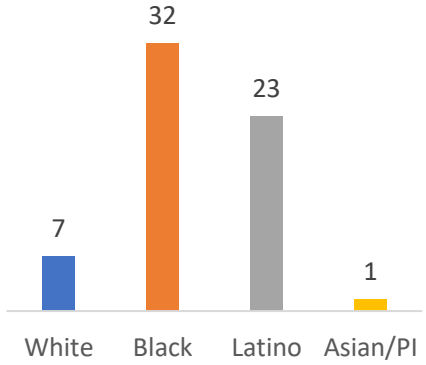
Table 11: Number and Rate of Arrests and Citations (2020) and Youth Population (2019)

Number and Rate of Arrests/Citations (2020) to Youth Population (2019)	White	Black	Latino	Asian/PI	Other	Total
Youth Population (10-17)	48,429	5,105	66,083	70,160	581	190,358
Arrests/Citations	316	163	1,535	99	135	2,246
Youth Population Percent	*25%*	*3%*	*35%*	*37%*	*0%*	*100%*
Arrest/Citation Percent	*14%*	*7%*	*68%*	*4%*	*6%*	*100%*
Rate of Arrest (per 1,000 youth)	7	32	23	1	**	12
Disparity Gap: Times More Likely to be Arrested/Cited	1.0	4.9	3.6	0.2	N/A	N/A

**Unable to calculate because numbers are too small.

Examining rates of arrest/citation is another way to understand the extent of disparities. In Santa Clara County in 2020, there were 32 arrests/citations for every 1,000 Black youth (as shown in the Figure to the right), compared to the arrest rate of seven for every 1,000 White youth. Therefore, Black youth were five times more likely than White youth to be arrested or cited. For every 1,000 Latino youth, there were 23 arrests/citations of Latino youth and they were over four times more likely to be arrested compared to White youth. Asian/PI youth had the lowest rate of one arrest/citation for every 1,000 Asian/PI youth in the population, making them less likely to be arrested than White youth.

Figure 29: Rate of Arrest and Citation per 1,000 youth 2020



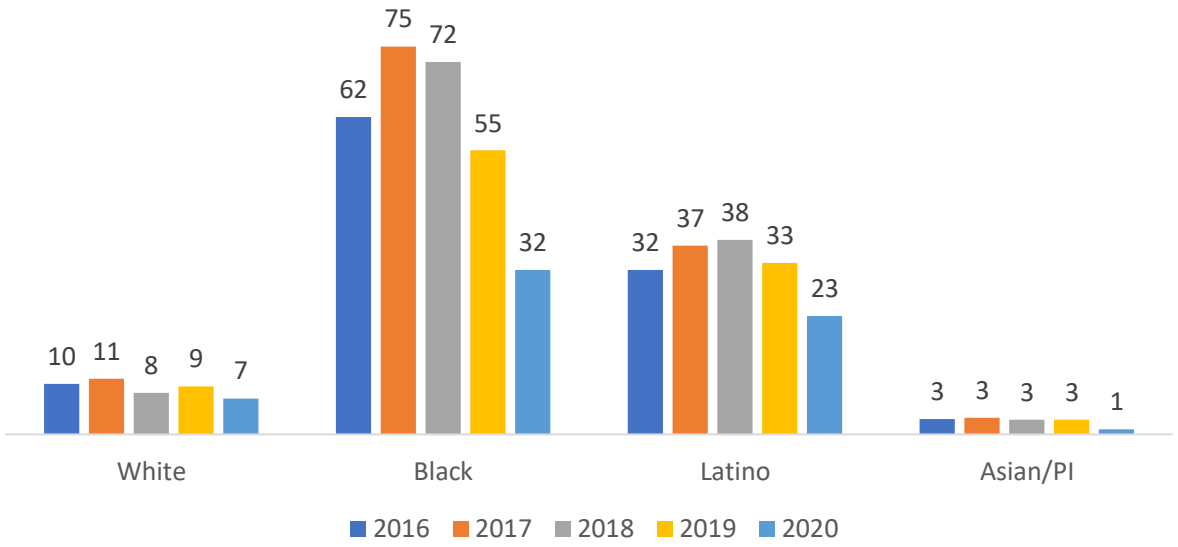
Between 2016 and 2020, there was a 32 percent decrease in the number of arrests/citations for all youth, this is most likely due to the impact of the Shelter in Place order due to COVID-19. The decrease in arrests/citations from 2016 to 2020 was greater for Black and Asian/PI youth than for Latino youth. Between 2016 and 2020, Latino youth arrests/citations decreased by 28 percent while arrests/citations of Black and Asian/PI youth decreased by 50 percent and 54 percent, respectively. During the same period, White youth experienced a 38 percent decrease in arrests/citations.

Table 12: Arrest and Citation Yearly Trends

Arrest/Citation Numbers	White	Black	Latino	Asian/PI	Other	Total
2016	511	325	2,146	215	113	**3,310**
2017	564	391	2,471	223	143	**3,792**
2018	411	373	2,549	196	139	**3,668**
2019	469	283	2,237	202	179	**3,370**
2020	316	163	1,535	99	133	**2,246**
Percent Change 2019-2020	**-33%**	**-42%**	**-31%**	**-51%**	**-26%**	**-33%**
Percent Change 2016-2020	**-38%**	**-50%**	**-28%**	**-54%**	**22%**	**-32%**

A decrease in the number of youth arrested/cited does not control for the changes in population that have occurred over the same period. However, arrest/citation rates[22] provide a more accurate view of system involvement for each group. While arrest/citation rates between 2016 and 2020 fell considerably across all racial/ethnic groups, rates of arrest/citation remain far higher for Latino and Black youth than for White and Asian/PI youth.

Figure 30: Arrest Rates per 1,000 Youth 2016 – 2020 by Race/Ethnicity



[22] Rates help to remove variations in population size between different groups and provide a standardized measure of the likelihood of system involvement for each group. To calculate the rates, we divide the number of youth arrested by the number of youth in the population and multiply by 1,000 youth.

YOUTH DETENTION

Disparities across racial groups continue at the detention decision point where there is an overrepresentation of Black and Latino youth admitted to detention in Santa Clara County compared to their representation in the youth population. Black youth represent three percent of the population but 11 percent of admissions. Latino youth represent 35 percent of the population, but 77 percent of admissions. In contrast, while 25 percent of youth in the population are White, only seven percent of total admissions were of White youth; this is an increase from 2019. Asian/PI youth represent 37 percent of the population, but only three percent of admissions. Again, population data is based on calendar year 2019.

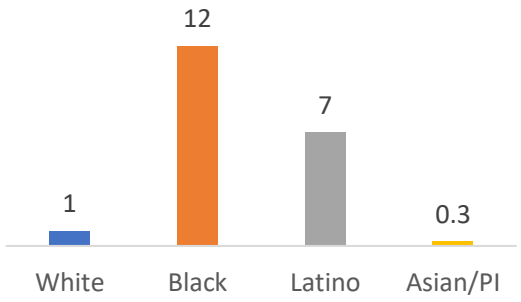
Table 13: Numbers and Rate of Admission to Secure Detention 2020

Numbers and Rate of Admission to Secure Detention (2020)	White	Black	Latino	Asian/ PI	Other	Total
Youth Population (10-17)	48,429	5,105	66,083	70,160	581	190,358
Admissions to Detention	41	59	432	18	10	560
Youth Population Percent	*25%*	*3%*	*35%*	*37%*	*0%*	*100%*
Admission to Detention Percent	*7%*	*11%*	*77%*	*3%*	*2%*	*100%*
Rate of Detention (per 1,000 youth)	1	12	7	0.3	N/A	3
Disparity Gap: Times More Likely to be Detained	1.0	13.7	7.7	0.3	N/A	N/A

In 2020, White youth had a rate of one detention per 1,000 White youth in the population. Black and Latino detention rates were 12 (Black) and seven (Latino), respectively. Asian/PI youth had the lowest rate of 0.3 youth per every 1,000 Asian/PI youth.

A comparison of the rates of detention for White youth reveals the likelihood of a Black youth being admitted to detention is 14 times that of a White youth. Latino youth were eight times more likely to be detained than White youth.

Figure 31: Rate of Detention per 1,000 youth 2020



The table below shows that from 2016 to 2020, there was a 39 percent decrease in the overall rate of admission to detention.[23] During that period Black and Latino youth experienced a reduction in the number of admissions to secure detention. The number of Black youth admitted to detention decreased by 38 percent, Latino youth decreased by 36 percent. During that period, Other[24] youth experienced an increase in the number of admissions to detention by 11 percent. However, it is important to note, the actual number of Other youth went from nine admissions in 2016 to 10 admissions in 2020. When numbers in the population sample are so small, percentage changes can be skewed greatly.

Table 14: Admission Numbers 2016-2020

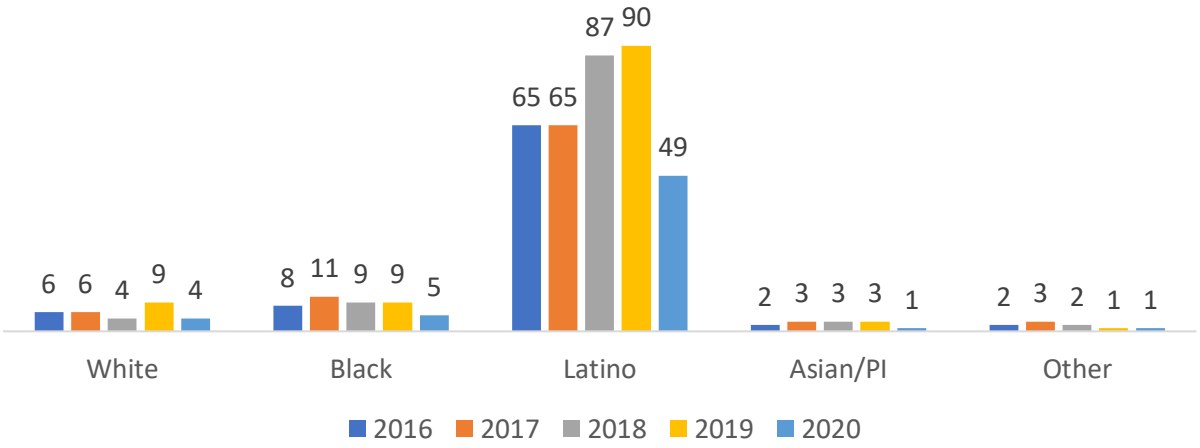
Admission Numbers 2016-2020	White	Black	Latino	Asian/PI	Other	Total
2016	101	95	679	37	9	921
2017	95	125	725	51	17	1,013
2018	77	133	922	57	23	1,212
2019	97	101	696	44	20	958
2020	41	59	432	18	10	560
Percent Change 2019-2020	**-58%**	**-42%**	**-38%**	**-59%**	**-50%**	**-42%**
Percent Change 2016-2020	**-59%**	**-38%**	**-36%**	**-51%**	**11%**	**-39%**

JUVENILE HALL AVERAGE DAILY POPULATION

The average daily population of Juvenile Hall also reveals racial disparities in detention. Average daily population figures provide a breakdown of the detention during "an average day" during the year. In 2020 (as shown in figure below), the average daily population was made up of four White youth, five Black youth, 49 Latino youth, one Asian/PI youth, and one Other youth. The average daily population in 2020 was 60 youth, a 46 percent decrease from 2019, again attributable to measures taken to reduce custody populations during COVID-19.

[23] As with arrests, we look at the rate of admissions by race and ethnicity, to remove variations in population size between different groups and provide a standardized measure of the likelihood of admission for each group. To calculate the rates, we divide the number of youth admitted by the number of youth in the population and multiply by 1,000 youth.
[24] Other youth includes: Multiracial and Native American youth.

Figure 32: Average Daily Population by Race/Ethnicity



PETITIONS

There continues to be an overrepresentation of Latino and Black youth petitioned in Santa Clara County compared to their representation in the overall county youth population. In contrast, White youth account for 25 percent of the population, but only nine percent of petitions. Similarly, Asian/PI youth account for 37 percent of the population but only four percent of petitions. Latino youth represent 35 percent of the youth population, but 69 percent of filed petitions. Black youth represent only three percent of the population, but 10 percent of filed petitions. Eight percent of petitions were classified as Other youth. The Other category can include youth of mixed race, Native American or youth whose race is unknown. In 2020, for every 1,000 White youth in the population, one was petitioned. In comparison, for every 1,000 Black youth, 15 were petitioned and for every 1,000 Latino youth, eight were petitioned. For every 1,000 Asian/PI youth, less than one youth was petitioned.

Figure 34: Santa Clara County Petitions in 2020

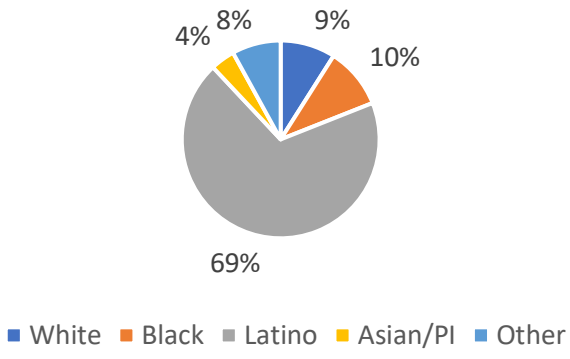


Figure 33: Rate of Petition for 2020 (per 1,000 youth in population)

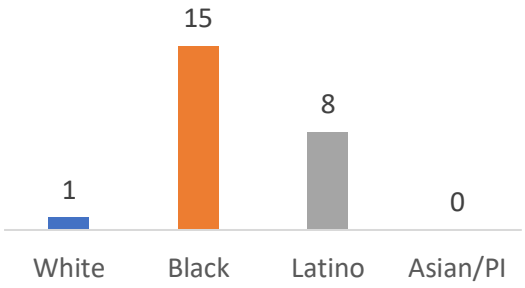


Table 14 illustrates that Black, Latino, Asian/PI, and Other youth saw a decrease in the number of petitions filed between 2019 and 2020, while White youth saw an increase.

Between 2019 and 2020 White youth had an increase in petitions filed (seven percent). Black and Latino youth continue to be more likely to have a petition filed than White or Asian youth.

Table 15: Duplicated[25] Petition Numbers 2016-2020

Petition Numbers 2016-2020	White	Black	Latino	Asian/PI	Other	Total
2016	121	74	812	68	126	1,201
2017	148	165	938	89	50	1,390
2018	109	168	1,112	77	69	1,535
2019	67	90	550	61	80	848
2020	72	76	532	31	65	776
Percent Change 2019-2020	**7%**	**-16%**	**-3%**	**-49%**	**-19%**	**-8%**
Percent Change 2016-2020	**-40%**	**3%**	**-34%**	**-54%**	**-48%**	**-35%**

Table 16: Numbers and Rate of Duplicated Petitions 2020

Numbers and Rate of Petitions 2020	White	Black	Latino	Asian/PI	Other	Total
Youth Population (10-17)	48,429	5,105	66,083	70,160	581	190,358
Petitions	72	76	532	31	65	776
Youth Population Percent	*25%*	*3%*	*35%*	*37%*	*0%*	*100%*
Petition Percent	*9%*	*10%*	*69%*	*4%*	*8%*	*100%*
Rate of Petition (per 1,000 youth)	1	15	8	0	**	4
Disparity Gap: Times More Likely to be Petitioned	1	10.0	5.4	0.3	N/A	N/A

**Unable to calculate because numbers are too small.

The table below shows the rate of petitions per 1,000 youth in the population has decreased and/or remained the same for White, Black, and Latino youth from 2016 to 2020. Numbers for Asian/PI youth have remained steady since 2016 and were even lower in 2020. The overall rate of petitions filed for both Black and Latino youth has remained consistently higher than for White and Asian/PI youth.

[25] Duplicated refers to the count of petitions, not count of youth.

Table 17: Petition Rates per 1,000 Youth by Race/Ethnicity

	White	Black	Latino	Asian/PI
2016	2	14	12	1
2017	3	32	14	1
2018	2	33	16	1
2019	1	18	8	1
2020	1	15	8	0
Percent Change 2019-2020	**0%**	**-17%**	**0%**	**-100%**
Percent Change 2016-2020	**-50%**	**7%**	**-33%**	**-100%**

COLLABORATIVE JUVENILE JUSTICE INTERVENTIONS

Youth who have entered the juvenile justice system often have more criminogenic needs and as a result, a more comprehensive approach increases the likelihood of success as system partners work collaboratively to provide services to youth and families in Santa Clara County. The following section describes some of the collaborative intermediate level interventions utilized in the County.

WIC 241.1 Referrals and Assessments

WIC Section 241.1 referrals are reviewed by both the Department of Family and Children's Services (DFCS) and Juvenile Services Division (JPD) Supervisors of the Dually Involved Youth (DIY) Unit to determine if the DIY Unit will conduct the joint assessment and provide the report to the Juvenile Court. Once a case is accepted, the DIY Unit goes through a Child and Family Team Meeting (CFT), which will result in a joint recommendation for the 241.1 report. The CFTs serve as an opportunity to partner with the youth and family in identifying what supports are needed to function safely, and ultimately free of system involvement. The CFT process begins with a youth advocate building a relationship with the youth and a clinician assessing the youth's needs and strengths. Subsequently, a group including the social worker, probation officer, the youth, family, support persons identified by the youth, and relevant treatment providers will meet to discuss how to capitalize on the youth's strengths and more effectively respond to their needs. Finally, a separate meeting will take place without the youth to develop the joint agency recommendations that will go into the 241.1 report. Recommendations resulting in dual involvement are advised to remain under the supervision of the unit after the 241.1 assessment has been completed and these youth are served through the DIY Unit. Cases not accepted into the DIY Unit are assigned to a DFCS Social Worker (SW) and Probation Officer (PO) following established procedures and referrals are made to the Behavioral Health Services Department as appropriate. The assigned PO and the assigned SW will complete an initial assessment seven court days before the pending 241.1 hearing. For those cases where the family issues do not rise to the level of mandating a WIC 241.1 referral, but the family appears to be

in crisis, sometimes the stakeholders will agree to have the case heard on the DIY calendar to collaborate and attempt to keep youth and families out of both systems, if possible.

Dually Involved Youth Initiative/Unit

The Dually Involved Youth Initiative is a collaborative effort between the Probation Department Juvenile Services Division (JPD), the Department of Family and Children Services (DFCS), and the Behavioral Health Services Department (BHSD). Formally launched as part of the Juvenile Justice Court's DIY Initiative in June 2014, the work of the Dually Involved Youth Unit (DIYU) guides the cross-systems initiative efforts. The DIYU continues to provide coordinated case management and services between JPD, DFCS, and BHSD. This coordinated systems approach allows for the co-location of social workers, probation officers, youth advocates, and a behavioral health clinician to implement a collaborative and healing-focused plan built around leveraging the strengths and needs of the youth. In calendar year (CY) 2020, the DIYU was staffed with six social workers, five probation officers, three youth advocates, and one behavioral health clinician/facilitator. A DIY Director provides cross-systems communication, coordination, and planning. JPD, DFCS, and BHSD supervisors provide oversight of the program. At the same time, a DIY liaison facilitates the sharing of information between DFCS and JPD staff located within and outside of the unit. In CY 2020, 48 WIC 241.1 reports were completed by the DIYU. Social workers and probation officers make a joint recommendation by completing a WIC 241.1 assessment. Youth not admitted to the DIYU receive services either through child welfare or probation as these cases can be handled by one department and do not require intensive services rendered in the DIYU. Fifty percent of youth served were between 15 and 16 years old. Latino youth represented 71 percent of youth served, Black youth represented 10 percent, White youth represented four percent, and Asian/Pacific Islander youth represented nine percent. The average age of youth served was 15 years old.

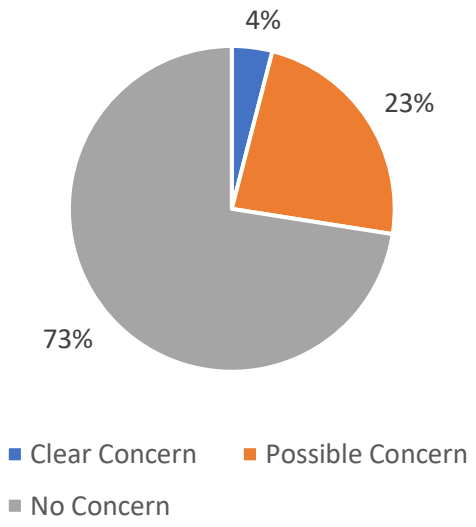
Commercially Sexually Exploited Children (CSEC)

In 2017, the Juvenile Services Division of the Probation Department created the commercial sexual exploitation of children (CSEC) Unit to address the serious issue of youth who are sexually exploited or are at high risk for sexual exploitation. Commercial sexual exploitation of a child is a form of child abuse that causes multiple levels of trauma and many victims of commercial sexual exploitation exhibit behaviors that are manifestations of the trauma they have experienced. The CSEC Unit is part of a larger multiagency collaborative which includes the Department of Family and Children Services, the Public Health Department, the Behavioral Health Services Department, and advocates from Community Solutions and the YWCA. This collaborative developed and implemented an interagency response protocol as well as continued to work on demand reduction and prevention efforts in 2020. The Juvenile Services Division CSEC Unit aids with increased identification of commercially sexually exploited youth, or those at risk for exploitation, coordination of a range of victim-centered, strength-based, trauma-informed services through the multiagency collaborative, and training. Youth who are identified as being exploited or at risk

for exploitation are referred to the CSEC Transformation Team for individual support and resources that are empowering, reduce harm, and build upon their resiliency.

During calendar year 2020, 1,743 duplicated youth (1,462 unique youth) were screened for CSEC using the West Coast Children's Clinic Commercial Sexual Exploitation Identification Tool (CSE-IT). Seventy-three percent of youth screened as no concern for CSEC (n=1,264), 23 percent of youth screened possible concern[26] for CSEC (n=409), and four percent of youth screened clear concern for CSEC (n=70) (see figure on the right). Twenty-seven percent of youth screened were 17 years old at the time of screening (n=474), followed by 24 percent who were 16 years old at the time of the screening (n=424). Seventy-eight percent of youth screened by the CSE-IT were male, followed by 22 percent of youth screened were female.

Figure 35: CSE-IT Results



Of the 1,743 youth screened for CSEC, 69 youth had a CSEC Referral completed (four percent). Females accounted for 13 percent of clear concern while males accounted for two percent. The table below shows the breakdown by sex.

Table 18: CSEC 2020 by Sex

CSEC Screener Score	Female	Male	Total
Clear Concern	49 (13%)	21 (2%)	70 (4%)
Possible Concern	105 (28%)	304 (22%)	409 (23%)
No Concern	224 (59%)	1,040 (76%)	1,264 (73%)
Total	378 (100%)	1,365 (100%)	1,743 (100%)

Specialty Courts

All the youth appearing on specialty court calendars are referred to services that are specialized to address their needs. Within the County of Santa Clara Juvenile Justice Court there are currently four specialty

[26] The CSE-IT is completed through the Probation Case Management System. Upon completion of the CSE-IT, a score will be generated that will indicate the level of concern for exploitation. The level of concern for exploitation may guide the DPO to further consider CSE risk factors and may also trigger an automatic referral to the CSEC DPO depending on the indicated level of concern.

courts, each focused on addressing potential root causes of offending. The Dually Involved Youth (DIY) Court focuses on youth who have both child welfare and juvenile justice involvement. The Family/Domestic Violence (FV/DV) court handles cases where the charges or concerns regarding the youth are primarily related to family or intimate partner violence. Opportunity Court is held once a month in the community in collaboration with ConXion to Community (CTC). Lastly, the Court for the Individualized Treatment of Adolescents (CITA) Court (previously Juvenile Treatment Court) focuses on youth with co-occurring substance use and mental health disorders.

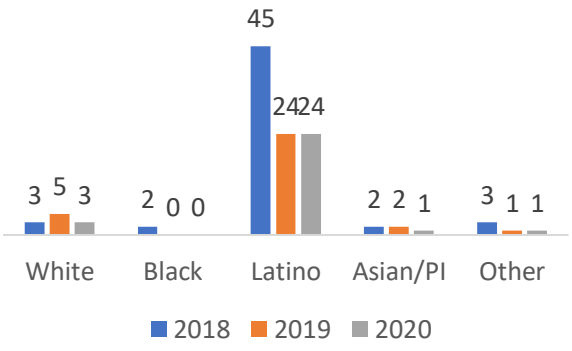
FAMILY VIOLENCE/DOMESTIC VIOLENCE COURT (FV/DV)

Any case that comes before the District Attorney (DA) that is a Domestic Violence/Family violence (DV/FV) case is "stamped" by the DA as DV/FV. Such cases are calendared in a specific department. The Judge in this department also runs the DV oversight committee. Additionally, the same DA and Public Defender (PD) will appear for DV cases given they are in the same department, which allows for a certain level of consistency. Additionally, the case (in most instances) is transferred to the Special Programs Unit, Domestic Violence Unit. Said unit has two and a half positions that are Probation Officers (POs) who are trained extensively in Juvenile Domestic Violence and their entire caseload consists of DV cases. They are experts in this area given the training and consistent exposure. These Probation Officers provide training in the department and guide their peers who have cases of power and control over a victim.

The youth are, in most cases, referred to the 26-week Batters Intervention Program where they are held accountable for their actions, and must hold their peers accountable for similar behavior. Guidelines for this program are strict and failure to abide by the guidelines will result in a violation of probation and possible return to Juvenile Hall. When the case is not appropriate for this type of treatment, the POs make alternative arrangements for treatment while still advocating for appropriate intervention services that meet the needs of the youth.

The goals of the specialized DV caseloads are to promote victim safety and offender accountability. Each case is issued a No Contact Order, and in some cases a Peaceful Contact Order, dependent on individual circumstances. No Contact and Peaceful Contact Orders are strictly enforced. Probation remains in close contact with the victim for the duration of the case and victims are provided opportunities for education, advocacy, and parenting (if applicable), should they choose to utilize services. Victims are informed and updated related to their case and their voice is relayed to the Court. The department has a protocol that includes swift response to any violation

Figure 36: Number of Youth in Family Violence/ Domestic Violence Court



that may put a victim at risk (substance use, violations of the No Contact Order, failure of Court Ordered Batters Intervention Programing, etc.). The County is also in the process of reviewing data as it relates to recidivism and utilizes Evidence Based Practices (EBP).

In 2020, Family Violence/Domestic Violence Court (FV/DV) served 29 unduplicated youth. Latino youth make up the largest group of participants in FV/DV (83 percent, n=24). White youth made up 10 percent of participants (n=3). Males represented 76 percent of participants (n=22). Seventy-two percent of youth who participated in the FV/DV program were 16 to 17 years old at the start of services.

COURT FOR THE INDIVIDUALIZED TREATMENT OF ADOLESCENTS (CITA)

The Court for the Individualized Treatment of Adolescents (CITA) is a therapeutic court intervention that focuses on youth who have both a mental health and substance abuse diagnosis. The Court is voluntary. The youth's voice is critical to the success of each case. A case plan is tailored to the needs of the youth and family. The youth, as well as a team of professionals that includes the judge, the probation officer, the attorney for the youth, the District Attorney, a Behavioral Health case manager, an educational legal expert, a legal benefits expert, and other team members which may include mentors, mental health counselors, Wraparound providers, and parents/caregivers participate in creation of the case plan.

The court is held twice a month, however, most youth appear in court only once per month. The goal of this court is to get the youth and family stabilized with community providers and off probation. The juvenile justice system recognizes that the public safety issues fall away when criminal behavior driven by mental health and/or substance abuse disorders are properly addressed. Many youth will have lifelong struggles with addiction and mental health, and we hope that these issues can be addressed by the Behavioral Health system of care with a supportive treatment response that will carry youth to adulthood without further justice system involvement.

During the COVID-19 pandemic in 2020, CITA court adapted. Probation Officers and the Behavioral Health team pivoted to virtual meetings and virtual court reviews. In 2020, a total 17 youth were screened. Of all youth screened in 2020, 76 percent were male, and the majority (53 percent) were Latino, followed by White (18 percent). In 2020, CITA served a total of 49 youth.

OPPORTUNITY COURT

Due to COVID-19, Opportunity Court was not held after March 2020.

Victim-Centered Approaches

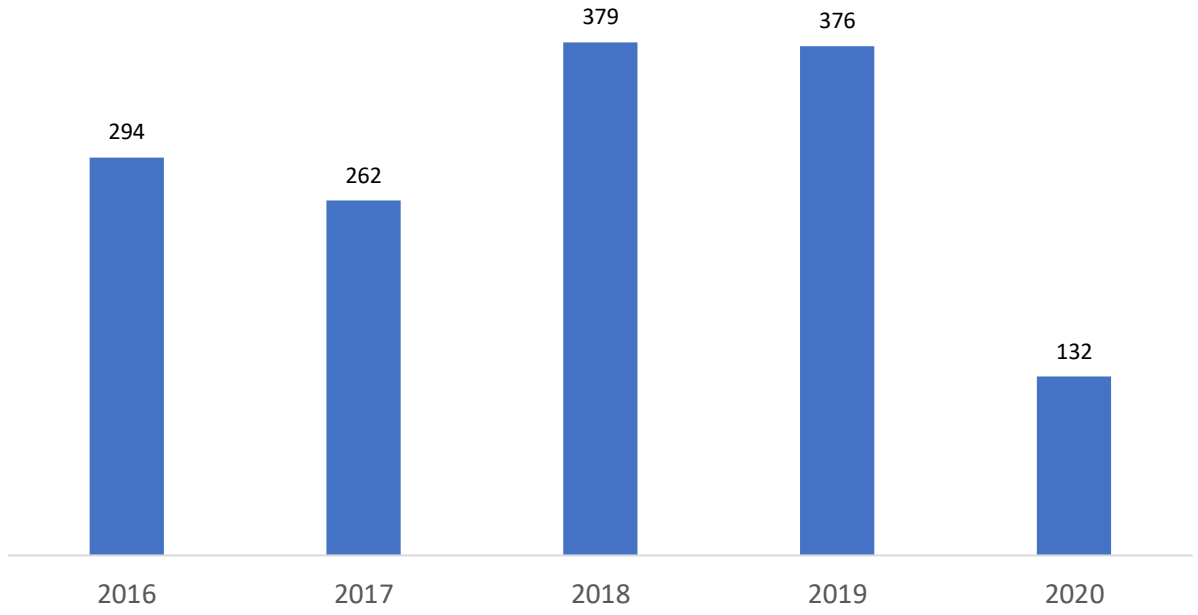
The County of Santa Clara utilizes many victim centered approaches with juvenile justice youth including: Victim Awareness classes, Victim Offender Mediation (VOMP), and the District Attorney's Juvenile Victim Advocate.

PROBATION VICTIM SERVICES

The unit works collaboratively with members of the community and survivors of crime to provide Victim Awareness workshops throughout the County for youth referred to the Probation Department. The goals of the program are to increase empathy through educating and sensitizing youth to the impacts of crime and promoting a system of justice that recognizes harm caused to victims and supporting positive steps to repairing those harms. The workshop curriculum is victim centered and enhanced by community members who have been victims of youth crime and give a firsthand account of the impacts of crime. The curriculum was redesigned in mid-2018 in collaboration with staff, facilitators, victim speakers, and with youth input.

In 2020, 132 individual youth were served through the Victim Awareness classes. Of these, 78 percent were male, 18 percent were female, and 5 percent either declined to state or information regarding their gender identification was missing. Of the participants, 73 percent were Latino, seven percent were White, eight percent were Black, three percent were Other race/ethnicities, eight percent were Asian/PI, five percent were unidentified. Two percent were 13 years old; 23 percent were 14-15, 74 percent were 16 or older, and one youth's age was unidentified. The Probation Department conducts semiannual evaluations of Victim Awareness classes and these reports show statistically significant improvement when comparing pre-test with post-test scores.

Figure 37: Victim Awareness Participants



DISTRICT ATTORNEY JUVENILE VICTIM ADVOCATE

In the Summer of 2018, recognizing the growing need among victims of juvenile crime, the District Attorney's Office Victim Services Unit collaborated with the Juvenile Services Division to assign one full-time, bilingual (English and Spanish) Victim Advocate to the Juvenile Crimes Unit. This Advocate is available to provide court support as needed to crime survivors and works with the Probation Department to ensure victims received comprehensive victim services to help them heal and move forward after victimization. These services include crisis intervention, emergency services, resource and referral assistance, orientation to the juvenile justice process, court support and escort, and assistance with the California Victim Compensation Program. In addition, the Claim Specialists in the D.A.'s Victim Services Unit work directly with victims to pay for certain types or crime-related costs such as medical and mental health expenses.

VICTIM OFFENDER MEDIATION PROGRAM (VOMP)

Through the County of Santa Clara Office of Mediation and Ombuds Services (OMOS), the Victim Offender Mediation Program (VOMP) provides probation youth and the victims of their offenses the option to meet in a safe, confidential, and structured setting with neutral mediators to address what happened, its impact, and how the physical, financial, and emotional damage from the crime can best be repaired. The process enables victims to have their questions answered and the youth to acknowledge responsibility and have a voice in how to make things as right as possible. When the parties are inclined to discuss restitution, they have an opportunity to do so and to create their own, voluntary agreement regarding restitution (financial or otherwise). The program is based on the principles of Restorative Justice and transformative mediation, taking into consideration everyone affected by the crime, including the victim, relatives, probation youth, parents, siblings, schools, and the community. Data from five Northern California VOM programs demonstrates that mediated agreements reached between victims and probation youth decrease recidivism and significantly increase restitution repayment compared to court-ordered restitution.

Benefits for victims include the opportunity to ask questions only the youth can answer (such as how and why the crime happened and whether it might happen again), be heard by youth regarding the first-hand impact of their actions, have a voice in how the damage is repaired, gain an understanding of the youth by hearing their stories, and to move toward repair and closure by increasing the possibility of becoming whole, both emotionally and financially. Benefits for youth include the opportunity to help victims be heard and have their questions about the incident answered, see a victim as a person, hear and take responsibility for the impact of their actions, have a voice in how the damage is repaired and restitution made, and experience the power of and growth from holding oneself accountable and doing the right thing. Benefits for the community include repairing physical damage caused by crimes, moving youth toward becoming responsible citizens, and improving public safety by reducing the likelihood the offender will commit future crimes.

VOMP also conducts Parent-Youth mediations, which provide the time and a safe, neutral space for youth and guardians to express and hear what they need from one another and what they each are willing to do themselves to better respect one another and communicate more effectively. They are encouraged to discuss whatever issues they need to move forward from entrenched habits that interfere with their ability to live together peacefully. This has been an effective tool for keeping youth in the home, thus minimizing incarceration.

The major shift brought about by the COVID pandemic has been the move from in-person interviews and mediations to phone interviews and mediations by videoconference. Access to interviews with youth who are in custody has been made easier. And while we look forward to having parties once again be able to address one another from across a table to heighten these emotional interactions, we have been pleasantly surprised that the conversations over Zoom have felt as intimate as they have. Though the signing of agreements and other documents remotely can be time consuming to pursue with Parties, it is more than counterbalanced by the convenience that phone interviews and video mediations afford by reducing the time parties spend in transit to our office and taking time off work.

Mediation services provided by OMOS and VOMP are free, voluntary, and confidential. If all parties agree, the mediated agreement may be shared with third parties such as the Court, Probation, District Attorney, defense counsel, support agencies, and family members. In 2020, 357 referrals were made for 184 unduplicated youth and 299 unduplicated victims. Twenty-two percent of the unduplicated youth were female, and 31 percent of the referrals involved at least one monolingual Spanish speaking person (parent of probation youth or victim). Youth offenders agreed to mediate in 90 (32 percent) of the 283 of the 357 total referrals in which there was no objection by guardians or counsel for VOMP to speak to the youth, the youth were available for contact, and VOMP was able to contact the youth. (Note: when a youth did not provide a final answer after initial contact, that was counted as a decline of mediation.) Victims agreed to mediate in 27 (45 percent) of these 90 referrals that the youth agreed to mediate, where the victim was available to be and was reached by VOMP, and another eight (13 percent) agreed to conciliate (conciliation is communication between the parties through the mediator). Note: when the victim did not provide a final answer after initial contact, that was counted as a decline of mediation. Of the parties VOMP was able to contact, 527 people were served by mediation consultations[27], 29 people were served by conciliation, and 81 people were served by mediation.

Behavioral Health and Substance Use Treatment Services

The Children, Youth and Family (CYF) System of Care's Cross Systems Initiatives (CSI) Division within the Behavioral Health Services Department (BHSD) focuses on programs serving children, adolescents, young adults, and their families, who experience social-emotional and behavioral concerns and are involved in the child welfare, juvenile justice systems, or need substance use treatment services. The CYF System of

[27] For each referral we may serve more than one person. For example, if we consult on one referral with the minor, the minor's mother, the victim, and victim's spouse, then four people were served on the one referral. This figure does not account for multiple consultations with the same individual on any given referral.

Care includes services at six County-operated sites and 20 contract agency programs located throughout Santa Clara County. The six County clinics and contracted programs provide outpatient care and programs specific to the unique needs of children and their families. Services are provided through a strength-based and trauma-informed lens that respects cultural values and engages natural support systems. Services are offered within a continuum of care ranging in intensity and duration based on the needs of the individual child/youth.

With the goal of increasing opportunities for streamlined care, the CSI Division added BHSD's contracted youth substance use treatment service and programs focusing on programs that serve youth and young adults up to age 21 who face substance use issues, often combined with other social-emotional and behavioral needs. Youth with substance use issues generally can consent to their own treatment, and families are included in treatment based on youth agreement and consent. Youth Substance Use Treatment Services (SUTS) are offered at outpatient clinic sites and schools located throughout Santa Clara County.

In addition to behavioral health services, which includes co-occurring treatment based on individual needs while the youth is in custody, BHSD has a continuum of services available to youth involved in the juvenile justice system who are living at home or in the community. These services include prevention, early intervention and treatment programs that include outpatient mental health treatment, in-custody behavioral health services, intensive outpatient behavioral health programs, substance use treatment, and crisis services which range in intensity and duration to address the individualized needs of the youth. As part of the philosophy of care, youth received individualized treatment services in the least restrictive environment with the level of intensity based on a thorough assessment.

Within the CYF System of Care, behavioral health providers are trained to provide co-occurring treatment services to address mild to moderate level of substance use needs. Clients with more significant substance use needs and specialized treatment are referred to substance use treatment providers. In 2020, mental health and probation referred 413 youth for Behavioral Health services, and of those youth living in the community, 269 received both mental health & substance use treatment services, and 48 youth received only Substance Use Treatment Services. There were 96 youth with duplicate referrals to behavioral health services. Eighty nine percent of youth receiving only substance use treatment services were male and ten percent were female. The data that follows reflects youth who received mental health and substance use treatment services through BHSD. The largest age group served during 2020 was the 16 to 18 age group (74 percent), followed by 14-15 years old (23 percent), and 13 and under (3 percent). For each of these age groups, there are specific programs designed to address their behavioral health issues by using an age-appropriate assessment and evidence-based practices.

Figure 38: Behavioral Health Treatment by Sex

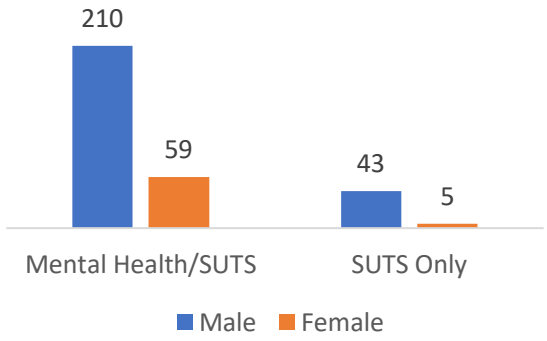
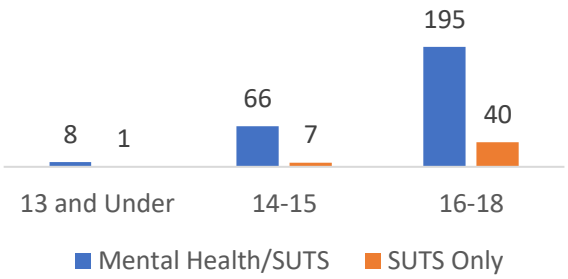
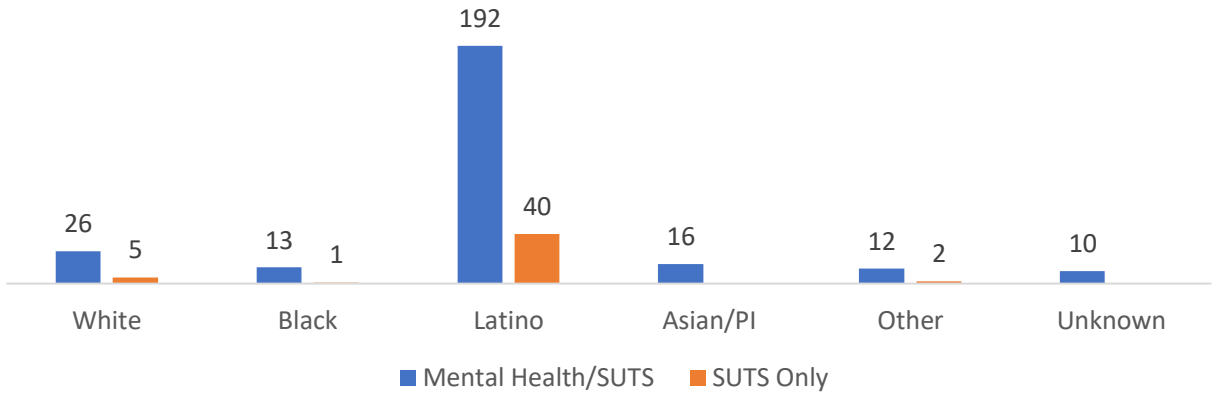


Figure 39 : Behavioral Health Treatment by Age Range



Of participants in mental health services during 2020, most were Latino (61 percent). Latino youth were followed by White youth (eight percent), Asian/PI youth (five percent), Black youth (four percent), and Other (three percent). A total of 48 justice-involved youth received substance use treatment in either residential or outpatient settings. Of these youth, five were White (25 percent), one was Black, 40 were Latino (83 percent), and two youth designated their race/ethnicity as "Other".

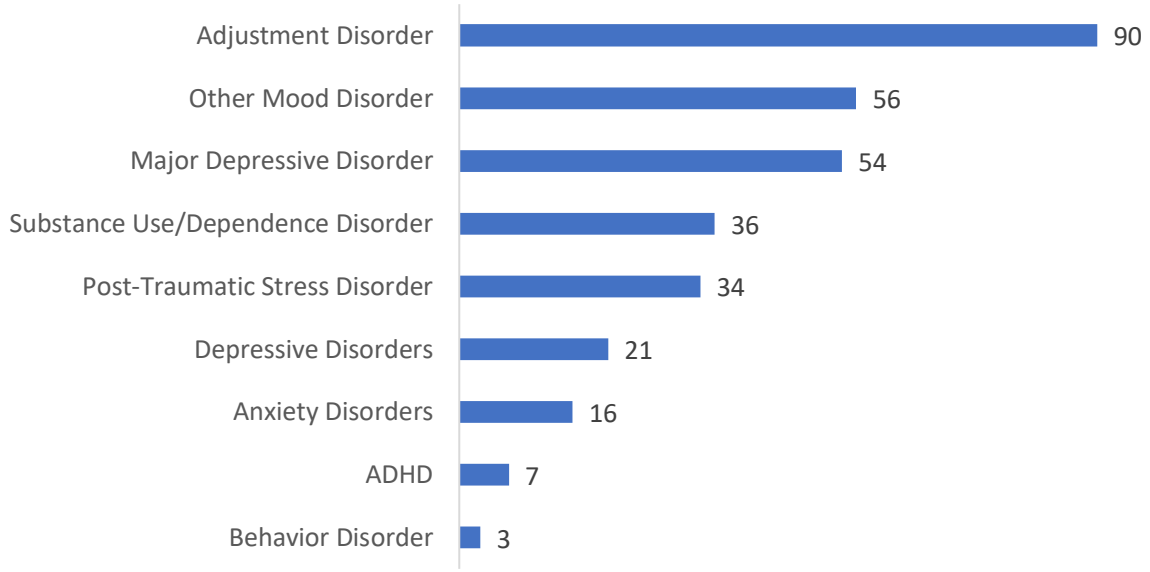
Figure 40: Behavioral Health Treatment by Race/Ethnicity



Among those youth identified as meeting the criteria for a behavioral health diagnosis[28], the three most prevalent diagnoses were Adjustment Disorder (n=90), Other Mood Disorder (n=56), and Major Depressive Disorder (n=54). It should be noted that most youth have experienced traumatic or significant adverse childhood experiences that did not always meet the criteria for Post-Traumatic Stress Disorder.

[28] For a short definition of these diagnosis, please refer to Appendix I as provided by BHSD.

Figure 41: Behavioral Health Diagnosis



Ranch Reentry Behavioral Health Services

In calendar year 2020, all youth at William F. James Ranch facility (James Ranch) received both Mental Health and Substance Use Treatment Services through the Starlight Youth Therapeutic Integrated Program (YTIP). YTIP provides comprehensive mental health screening, assessment, and treatment, that includes individual, group, and family therapy. Group treatment utilizes the evidence-based Seeking Safety and the Adolescent Community Reinforcement Approach (A-CRA). Seeking Safety is a model that addresses co-occurring trauma and substance use needs and A-CRA is a behavioral treatment model for alcohol and other substance use disorders that helps youth improve access to interpersonal and environmental reinforcers to reduce or stop substance use. In addition, the Seven Challenges program is utilized as an individual model to assist youth in taking responsibility for their substance use and helps them set goals for recovery. The James Ranch has a Board-Certified Child Psychiatrist, an employee of BHSD, that provides medication evaluations and medication management for youth. Multi-disciplinary Team (MDT) meetings are held at the 60 and 30-day marks prior to release from James Ranch, and include James Ranch service providers and community- based organization that are assigned to support the youth after completion of the Ranch program. The MDT meetings address follow-up care (reentry services) for youth to ensure connection to a service provider in the community.

During the COVID-19 pandemic, Starlight YTIP continued in-person services at the James Ranch utilizing all proper safety precautions. To support care coordination and reentry, YTIP utilized electronic tablets to facilitate joint sessions with youth, family, and community providers. Group sessions were held through virtual means, with youth being in person and a YTIP provider facilitating virtually. The YTIP program also worked closely with the Guadalupe Behavioral Health Clinic to ensure continuity of care for youth that

were transferred from James Ranch to Juvenile Hall due to COVID-19 exposures and placed in a 14-day quarantine. The Guadalupe team provided check-ins with youth, addressed immediate needs, and supported coordination for youth to receive phone access to speak with their YTIP provider. The Guadalupe team mobilized a plan to keep the youth engaged and stimulated while in quarantine, by providing each youth with bags that included puzzles, word searches, magazines, crayons & coloring pages, playing cards, origami sheets, and inspirational letters written by behavioral health staff to individual youth.

COLLABORATIVE INTENSIVE INTERVENTIONS

The Juvenile Services Division (JPD) of the Probation Department considers and utilizes safe alternatives to removing youth from their homes and communities, when appropriate. Post dispositional services include programs that are intensive in nature and provide mental health services, drug and alcohol groups, behavior modification, and other services such as family-driven Wraparound services.

Multisystemic Therapy (MST)

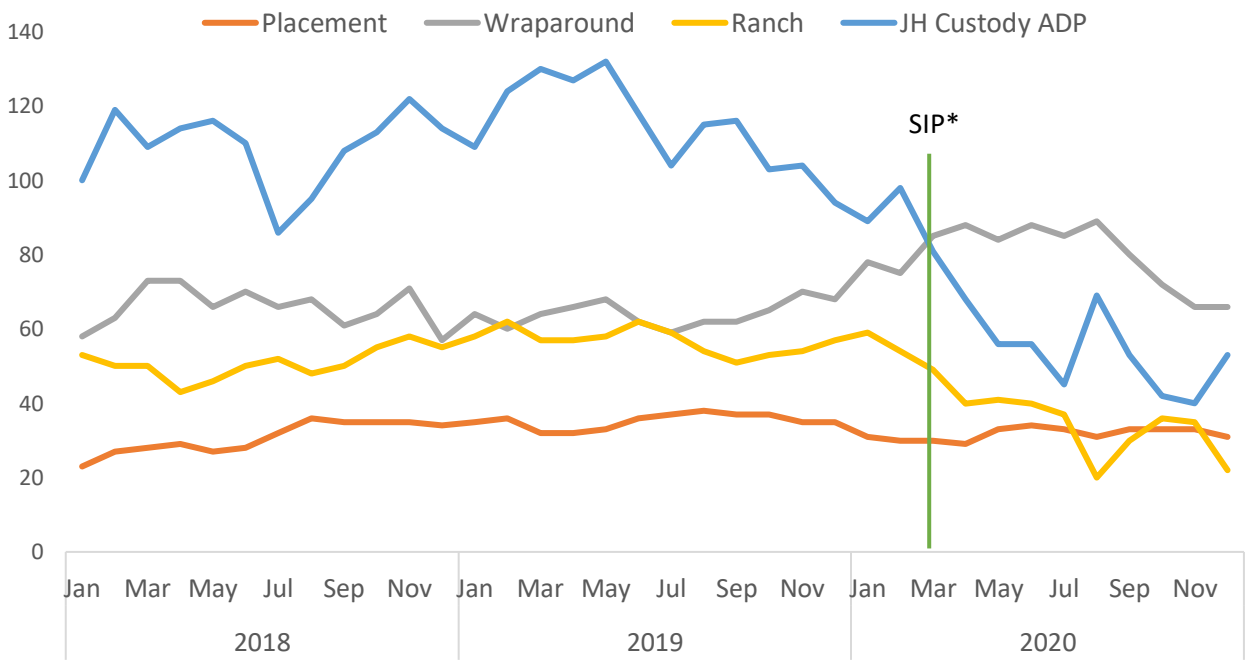
The Probation Department implemented MST in March 2019, to meet the needs of youth ages 14 and under. Although the MST model provides exceptional intensive support and equips the parents with skills to address their child's needs; due to the lack of referrals in this age group the program was not renewed and sunset on June 30, 2020. Fortunately, most of these youth, are being provided guidance through our least restrictive unit, Prevention and Early Intervention. Should the youth and family need additional support, they are being referred to services via Support Enhancement Services (SES). During the MST operation period several families successfully completed the program and the youth avoided further involvement in the Juvenile Justice System.

Wraparound Services

In December of 2019, the Probation Department in collaboration with DFCS and BHSD released a Request for Proposal (RFP) and awarded four agencies contracts to continue providing Wraparound services. The population of youth enrolled in Wraparound continued to grow from an average monthly total of 78 in January of 2020 to a peak of 89 in August. From that high, there was a steady decline to 66 youth at the end of the year. Probation referrals for Wraparound services showed a steady decline throughout 2020, mirroring a slowdown in criminal referrals in the community affected by COVID-19 among other things. In 2020, 181 unduplicated youth (209 duplicated youth) received Wraparound services. Of the 181 unduplicated youth, 134 were males (74 percent) and 140 youth were Latino (77 percent). White youth represented nine percent of the population followed by Black youth (eight percent). Based on duplicated counts, Pre-Adjudicated youth accounted for 42 percent (n=88), followed by Wards (30 percent, n=63) and Reentry youth (28 percent, n=58).

The number of out-of-home placements has remained consistent during the past three years. Please see figure below for more information.

Figure 42: Monthly Juvenile Hall Average Daily Population Compared to Wraparound Services and Placement (2018-2020)



*SIP – Shelter in Place Start Date

COVID-19 Wraparound Update

Despite the limitations the shelter in place order imposed across the state, Wraparound teams were able to adapt and continue to deliver exceptional service in Santa Clara County. CFT's were transitioned to virtual where appropriate, however, many CFT's remained in person based on the needs of the family. Telehealth was also used to deliver therapy. Wraparound teams, and Probation Officers continued to meet with youth in the community while adhering to social distancing, and PPE protocols.

The Interagency Placement Committee (IPC) team reviews critical incidents that occur with our Wraparound youth, such as 5150 hospitalizations, drug overdoses, and other noteworthy crisis related events. Several months into the pandemic, the team noticed a trend of overdose related hospitalizations, and incidents of family violence with our Wraparound youth. IPC reviews found that responses to these critical incidents were handled appropriately by Wraparound staff. Youth and families were always able to rely upon the crisis and on-call numbers when needed, and Wraparound staff were able to meet the youth in person to help with de-escalation and processing trauma. Wraparound teams also identified lack of pro-social activities available during the pandemic as a major roadblock. Teams attempted many things to find creative solutions that adhered to the social distancing measures, such as outdoor activities like

hiking or cycling. School attendance proved difficult as well due to technology issues, lack of motivation and poor learning environments.

Child and Family Team (CFT)

The Juvenile Services Division in conjunction with the Wraparound providers continue to bridge gaps between services resulting in the continuity of care. The youth, family, Probation Officer, therapist, substance use treatment counselor, and Wraparound Team members facilitate Child and Family Team (CFT) meetings to solidify a safety plan for the youth and ensure all supports are in place within their local community. Many of the defense attorneys are now electing to participate in CFT's, especially when the youth is scheduled to appear before the Court for a Status Review Hearing. Additionally, for youth who attend Sunol Community School and have been referred to formal substance use treatment services, the school's assigned treatment counselor has begun attending the student's CFT's, as a natural support person, providing valuable insight and feedback to effective rehabilitation strategies. During the CFT meeting all participants openly discuss program participation, clinical needs, and educational variables which are incorporated into the case plan and smart goals. The team prioritizes the continuum of care efforts to ensure seamless connection to their natural environment, increasing the likelihood of successful community integration.

Lock Out

In 2018, system partners teamed to establish a funding mechanism, identified as "the lockout," to maintain Wraparound Services for youth in custody, for a period not to exceed 30 days. The lockout allows youth to continue receiving Wraparound services while they are in custody for a violation of their probation terms. Interruptions dropped by about 50% in 2020 when compared to 2019. This sharp decline began in March, in line with the start of the COVID-19 pandemic. There are likely many factors influencing this decline in lockout activity. First, efforts were made to limit the number of youth admitted to Juvenile Hall due to risks surrounding transmission of COVID-19. Second, since youth were likely spending more time at home, rather than in school or out in the community, there was less contact between them, law enforcement, and other negative peers. Youth in violation of probation, or with new citations were more likely to be handled out of custody, as evidenced by the complete lack of Ranch Reentry youth temporarily returned to the James Ranch, as was often practice prior to the pandemic. Wraparound providers continue to offer positive feedback regarding the lockout process, as it allows for smoother transition in and out of custody. This continuity of services allows for Wraparound delivery with stronger fidelity.

Wraparound Steering Committee

This committee is a branch of the Wraparound Advisory Committee and has a threefold purpose. First, to measure and analyze the Wraparound effectiveness outcomes statewide. Second, to diversify and increase funding opportunities. And third, to increase program and workforce development alignment. With the sunset of the Waiver project, focus has turned to the Family First Prevention Services Act of 2018 (FFPSA). With the passing of FFPSA comes new requirements such as six months of aftercare services for

youth exiting Short Term Residential Therapeutic Programs and Qualified Residential Treatment Programs (STRTP/QRTP's). County Probation and Child Welfare Departments will be required to leverage existing Wraparound programs to provide at least six months of family-based aftercare services. Further, the state Department of Social Services and the state Department of Health Care Services shall establish statewide minimum standards for family-based aftercare services. These standards are to be informed by the Wraparound Steering Committee. Specifically, the Steering Committee will work on the following requirements of FFPSA Part 4: The use of a high-fidelity Wraparound model; the development of a process to certify providers; guidance to ensure every child receives said services; workforce development and training requirements; funding planning; and data collections and outcome measures. Counties are expected to meet these requirements by October 1, 2021.

RESTRICTIVE INTERVENTIONS

The Probation Department strives to keep youth at home and in their communities whenever possible. However, in some cases more restrictive interventions, in which a child is removed from the community, are needed. This section of the report highlights the various examples of restrictive interventions utilized by the County of Santa Clara.

OUT OF HOME PLACEMENTS

The Placement Unit serves juvenile probationers who have been ordered by the court to be removed from home and placed in a suitable relative home/foster home/private institutional placement under the supervision of a Placement Probation Officer. Youth generally receive this type of dispositional order after less restrictive court sanctions such as Wraparound services and other community interventions, have not resolved the identified issues which brought them to the attention of the Probation Department. These issues often include family and/or emotional problems; however, a youth is ordered into placement for issues related to their own conduct, not that of a parent or caregiver. A youth who requires foster care due to allegations of abuse or maltreatment on the part of their parents or caregivers, is referred to the department's Dually Involved Youth Unit. In some cases, placement is ordered because of a negotiated plea agreement between the District Attorney and a defense attorney.

Youth are placed in environments best suited to meet their needs, which may include a short term residential therapeutic program (STRTP), resource family home, and/or transitional housing program. Most probation youth are placed in STRTPs.

The Placement Screening Coordinator (PSC) plays a key role in screening potential placement cases, participating in a pre-placement Child and Family Team (CFT) meeting, presenting a youth's case to the Interagency Placement Committee, supporting the Probation Officer making a placement recommendation, identifying the appropriate setting for a youth ordered into Placement, coordinating program interviews, completing intake paperwork, and arranging transportation.

When a youth is ordered into Placement, the case is assigned to a Placement Probation Officer who is responsible for their safety and well-being. The focus is always on an individual youth's needs as identified by the CFT and/or the court and determining which setting/program can best meet those needs. Placement in an STRTP is not a long-term solution, and the duration of programs are determined by the progress made in treatment. As such, a permanency goal is determined for every youth entering placement. For most youth, the first goal is reunification with parents/caregivers.

The services which are to be provided to a youth in a placement are documented in the case plan, which is updated every six months. The Placement Probation Officer monitors a youth's well-being and progress by maintaining monthly face-to-face contact, and regularly communicating with the youth, parents/caregivers, service providers, teachers, and others who meet the youth. The Placement Probation Officer also provides case management services, maintains casework contacts, arranges visitation with family, conducts and/or convenes mandated CFT meetings, arranges services, identifies relatives and other appropriate adults who can serve as life-long connections, prepares Permanency Planning Hearing Reports, documents case developments and monitors treatment progress.

The Placement Probation Officer also works closely with the CFT to prepare the youth and family for discharge from a placement. Discharge from an STRTP involves individualized planning and preparation of both the youth and the parent/caregiver to whom the youth will be returning. Depending on the youth's needs, appropriate discharge planning may include transition services, ongoing therapeutic services to the family, school enrollment assistance and other supportive services.

Placement Probation Officers provide support to Non-Minor Dependent (NMD) youth to assist them in meeting the eligibility criteria, participating in life skills classes, obtaining assistance with applying for and receiving public benefits and applying for student financial aid, securing a monthly financial stipend, and receiving housing assistance during their time in and post, Extended Foster Care (EFC). Placement Probation Officers also prepare Non-Minor Dependent Review Hearing Reports for the court. NMD[29] youth can reside in-county, out-of-county, or out-of-state and continue to receive supportive services and monthly mandated face-to-face contact with their Probation Officer.

JUVENILE HALL

Juvenile Hall is a 390-bed facility which houses both boys and girls if they are detained while waiting for the Court to decide their cases. Youth can also be committed to Juvenile Hall following their dispositional hearing. Programs in custody include domestic violence/family violence, mental health and substance use services, life skills, cognitive behavioral therapy, religious services, gardening, and pro-social activities. Youth can also be visited by family and caregivers while in the Hall. Typically, a youth committed to Juvenile Hall as a disposition will have their probation dismissed upon completion of services and development of a transition plan.

[29] For more information on Non-Minor Dependent Youth please see Appendix H.

The average length of stay at Juvenile Hall for pre-disposition youth in 2020 was 109 days, while post-disposition youth on average spent 171 days in custody. A courtesy hold takes place when 1) a judge finds a youth should be transferred and remanded to adult court; 2) when a youth is from out of county and has an out of county warrant; or 3) when there is an out of county probation hold. During 2020, on average two percent of the youth detained were courtesy holds for the County of Santa Clara Department of Correction. This may be because of Proposition 57, which decreased the number of courtesy holds for out of county youth. The average length of stay for youth on courtesy holds was 126 days. The table below shows the number of youth by status.



Table 19: Number of Youth by Status 2016-2020 Trend

Number of youth	Pre-Disposition	Post-Disposition	Courtesy Hold for DOC (Direct File)	Total
2016	50	11	22	83
2017	75	11	2	88
2018	96	12	2	110
2019	94	20	3	117
2020	51	11	1	63
Percentage change from 2016-2020	2%	0%	-95%	-24%

WILLIAM F. JAMES RANCH PROGRAM

The James Ranch is a rehabilitation and treatment facility with 96 beds where youth can be ordered by the court to stay for between six and eight months. It serves youth up to age 19. At the Ranch, an assessment and case plan are completed to guide the youth and determine their needs. Probation Counselors engage with youth as role models and coaches and provide therapeutic support. The Probation Officer works in tandem to provide additional services and support.



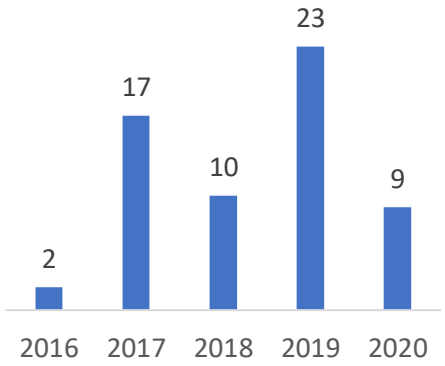
Programing aims to address the development of pro-social skills, reasoning, and critical thinking skills, and increase youth's ability to regulate their emotions, refuse anti-social behavior and facilitate family

reunification. The three focus areas are moral reasoning, anger management and skill practice. Through each of these elements staff help youth through scenario-based role playing and group discussion. The ranch program offers cognitive behavioral treatment, education, vocational training and links to local trade unions, gang intervention, behavioral health services, pro-social activities and access to the Probation Community Activities League, Victim Awareness workshops, mentoring, girl scouts, yoga and culturally competent rites of passage curriculum, and trauma healing. Youth also attend school and participate in an array of activities and events that are coordinated by the staff. Shortly prior to transitioning back to the community, youth are assigned to the Aftercare program. The Aftercare Counselor and Probation Officer assist and encourage the youth to support their successful transition and youth are enrolled in support services in the community.

DIVISION OF JUVENILE JUSTICE (DJJ)

The Division of Juvenile Justice (DJJ)[30] provides education and treatment to California's youthful offenders up to the age of 25 who have committed serious and/or violent felonies and have the most intense treatment needs.

Figure 43: Santa Clara County DJJ Placements 2016-2020



Youth committed directly to the DJJ do not receive determinate sentences although the juvenile court must set a maximum period of confinement pursuant to WIC 731(c). A youth's length of stay is determined by the severity of the committing offense and their progress toward parole readiness as outlined in Title 15 of the California Code of Regulations. DJJ is authorized to house youth until age 21, 23 or 25, depending on their commitment offense. A youth's readiness for return to the community is determined by the Juvenile Parole Board. It recommends supervision conditions to county courts which administer them. In the community, newly released youth are supervised by county probation departments.

The DJJ also provides housing for youth under the age of 18 who have been sentenced to state prison. Youth sentenced to state prison may remain at DJJ until age 18, or if the youth can complete their sentence prior to age 25, DJJ may house them until they are released on parole.

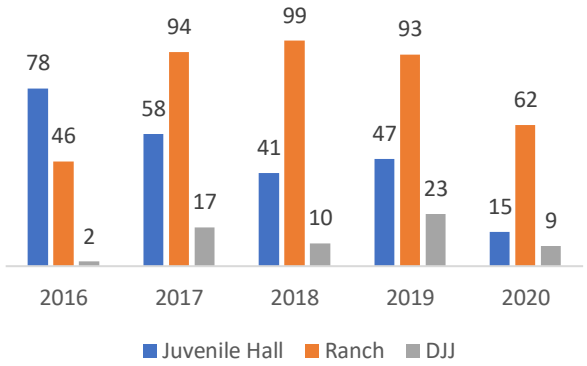
Under a reorganization plan launched by Governor Gavin Newsom, California's youth prison facilities (DJJ) will no longer be operated by the California Department of Corrections and Rehabilitation (CDCR). Effective July 1, 2021, the state's Division of Juvenile Justice (DJJ) will be overseen by the Office of Youth and Community Restoration (OYCR), as part of the Health and Human Services Agency (HHS).

[30] Formerly known as the California Youth Authority (CYA), the organization was created by statute in 1941 and began operating in 1943.

The overall number of commitments and placements decreased by 47 percent from 2019 to 2020. Commitments to the Juvenile Hall decreased by 68 percent from 2019 to 2020. DJJ commitments decreased by 61 percent from 2019 to 2020.

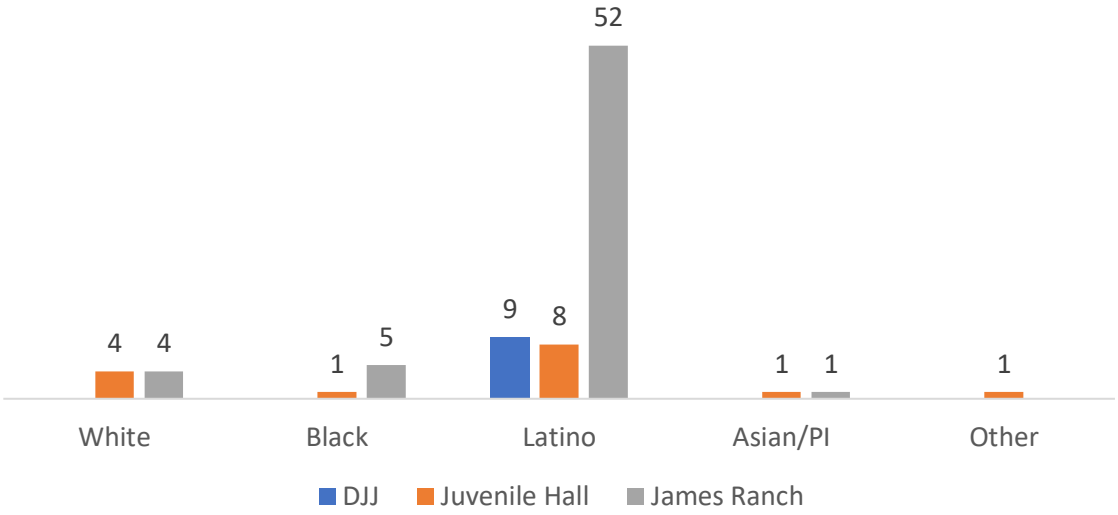
There were 86 commitments in 2020. Of those 86, 15 commitments were to Juvenile Hall and 62 were to James Ranch. Nine youth were committed to DJJ.

Figure 44: Commitments 2016-2020 Trends



The figure below shows commitments broken down by race. Latino youth comprised the largest group with commitments in 2020 (n=69, 80 percent) followed by White youth (n=8, nine percent).

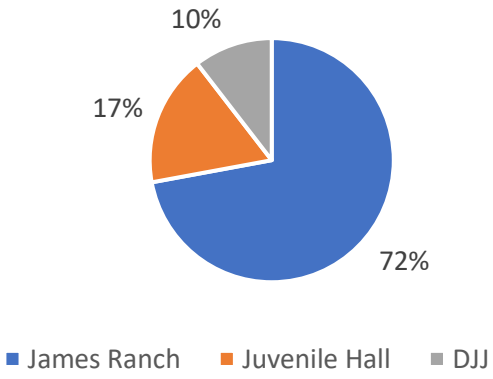
Figure 45: Youth in Commitments 2020 by Race/Ethnicity



Within each commitment type, the highest disproportionality appears to be in commitments to the James Ranch, with 84 percent being Latino youth (n=52). The largest disproportionality for Black youth was at the James Ranch where they comprised eight percent of the total population (n=5). The Probation Department continues to be concerned with disproportionality at key decision points throughout the juvenile justice system and is dedicated to reducing the overrepresentation of Latino and Black youth in out-of-home placements and commitments.

Figure 46 illustrates 72 percent of all commitments were to the James Ranch. Juvenile Hall accounted for 17 percent of commitments. In 2020, 10 percent of youth were committed to DJJ (n=9). This decrease, compared to 2019, is likely attributed in part to COVID-19 and the future closure of DJJ[31].

Figure 46: Percentage of Commitments in 2020



The table below shows male youth comprised 93 percent of commitments while seven percent were female. No youth under 12 were committed to placement in 2020. Forty-eight percent of youth committed to the Ranch were 17 and older (n=30). Seventy-eight percent of the youth committed to DJJ from Santa Clara County were 17 and older (n=7). This is most likely due to the passage of Proposition 57 and as of June of 2018, DJJ's increase in the age of jurisdiction from 23 to 25. DJJ can serve youth up to the age of 25 who have the most serious criminal backgrounds and most intense treatment needs.[32] It is not uncommon for the prosecution to consider withdrawing their motion to transfer a youth to adult court if there is a stipulation by the youth and their defense counsel to a DJJ commitment. Such a stipulation guarantees a youth remain under the Juvenile Court's jurisdiction, rather than face years of incarceration in the adult prison system.

Table 20: Commitment from Dispositions

Commitment from Dispositions	Male	Female	13-14	15-16	17 & Older	Total
Juvenile Hall Commitment	13	2	2	4	9	**15**
Ranch	58	4	3	29	30	**62**
DJJ	9	0	0	2	7	**9**
Total Dispositions that led to Commitment	**80**	**6**	**5**	**35**	**46**	**86**

Foster Care Placements

The Court can order a minor into foster care (out of home placement). Probation can utilize foster homes, but most of the time, the placement is to Short Term Residential Therapeutic Program (STRTP) placements. Recently Probation has been exploring how to increase the use of family placements. Youth are ordered into foster care placement because of abuse or neglect, those cases are often handled by the

[31] Under legislation signed by California Governor Gavin Newsom in September of 2020, the California state youth prison system will close all its remaining facilities. The new law—Senate Bill 823—stops intake at the state Division of Juvenile Justice (DJJ) by July of 2021.

[32] AB 1812 took effect 6/27/2018, and extended DJJ jurisdiction to age 25 for 707(b) offenses.

DIY Unit. In 2020, a total of 16 foster care placements were made for youth utilizing out of home placement services, a four percent decrease when compared to 2019.

The figures below show foster care placements broken down by race and age. Of the 16 youth ordered into foster care placement, nine were Latino (56 percent), three were White (19 percent), three were Black (19 percent), and one youth was Asian/PI (six percent). No foster care placements were utilized by youth identified as Other. Eight youth (50 percent) in foster care placement were 15-16 years old at the time of their placement, followed by six youth (38 percent) who were 17 and older. No foster care placements were utilized for youth 12 years old and younger. Ten youth (63 percent) utilizing foster care out of home placements were male, followed by six female youth (38 percent).

Figure 47: Foster Care Placements in 2020 by Race/Ethnicity

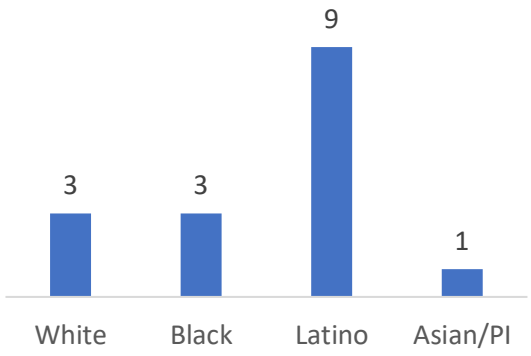
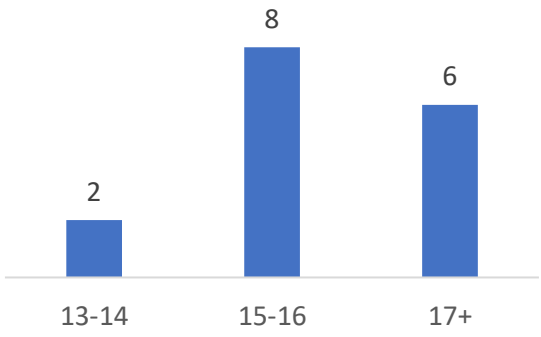


Figure 48: Foster Care Placements in 2020 by Race/Ethnicity



Health and Wellness in Secure Care

The following sections describe the health and wellness services provided by Santa Clara Valley Medical Center (SCVMC) and Behavioral Health Services Department (BHSD) to youth in secure care in calendar year 2020.

PHYSICAL HEALTH

Medical services provided to youth detained at Juvenile Hall and the William F. James Ranch consist of comprehensive health assessment screenings, treatment for diagnosed episodic and/or chronic health conditions, health prevention activities including immunizations, communicable disease screenings and control, and age-appropriate health education. All health services provided are comparable or superior to services the youth would receive or have received in their community. A professional staff of physicians, a nurse practitioner, a physician's assistant, registered nurses, licensed vocational nurses, pharmacists, dentists, dental assistants, and optometrist provide comprehensive health services to youth in the care of the Probation Department's custodial settings. Adolescent and young adult health sub-specialty

physicians are on site at Juvenile Hall five days a week (M-F), with on-call physicians available as needed, and nursing staff is present seven days a week, twenty-four hours each day. Nursing staff is present at James Ranch from 0645 to 2130, seven days a week. An adolescent and young adult health sub-specialty physician is on site one day per week at the James Ranch. In addition, the James Ranch has a High-Definition video link to Juvenile Hall allowing for Tele-Health, including Tele-Medicine, Tele-Psychiatry, and primarily Tele-Nursing twenty-four hours a day, seven days a week.

Juvenile Hall had a successful visit by the Title 15 inspector from the Public Health Department. A summary of their findings showed that all applicable medical standards were in 100 percent compliance. The 2020 clinic activities summary (including data for 2017-2018 for comparison) is below. Figures are based on a duplicated count as a youth may receive more than one service while in custody. For example, a youth will receive a physical exam upon admittance and after being in custody for 11 months. Registered Nurse (RN) sick call visits represent duplicated count as a youth may request to be seen multiple times.

Table 21: Juvenile Hall Medical Clinic 2020

Activity	2017	2018	2019	2020
Physical Exams*	1,085	1,305	1,000	549
Clinic Visits	2,036	2,564	2,571	1,413
RN Sick Call Visits	3,143	3,639	3,044	1,524
Sexually Transmitted Disease Screenings	530	701	611	289
HIV Oral Quick Instant Test Screening	77	92	86	4
Other VMC Appointment	114	136	124	88
Flu Vaccine Administrations	192	256	201	64
Dental Clinic Visits	196	317	340	168
Infirmary Housing	35	60	42	60
Vision Screening	1,039	1,305	1,002	*
Hearing Screening	1,008	1,293	1,012	*
Optometry Clinic Visits* **				34
COVID Testing**				955

*Comprehensive exams include annual hearing, vision, and TB screening

**Includes new admit screening, surveillance testing at Juvenile Hall and James Ranch, and other

***New onsite Optometry Clinic for all youth started October 2020 (31 pairs of glasses ordered)

Table 22: James Ranch Medical Clinic 2020

Activity	2017	2018	2019	2020
Clinic Visits	269	339	502	522
RN Sick Call Visits	1,262	2,387	2,575	1,295
VMC Appointment	46	58	25	45

BEHAVIORAL HEALTH

In 2020, the Guadalupe Behavioral Health Clinic at Juvenile Hall included a team of 10 behavioral health clinicians and two psychiatrists who provide direct care and treatment to the youth in Juvenile Hall custody. Upon admission into custody, youth meet with a behavioral health clinician for an in-person structured interview. The clinician screens for mental health concerns, substance use, risk factors, and safety planning. The interview is conducted in conjunction with a self-report computerized screening tool called the Massachusetts Youth Screening Instrument (MAYSI-2). For youth that stay at Juvenile Hall, treatment services are provided. These services include a focus on mental health and substance use needs through individual daily or once per week sessions, depending on the person's individualized needs. The clinical team is responsible for responding to crisis', supporting youth with stabilization, psychotropic medication management, and care coordination with system partners regarding youth's transition plan to the community and/or a residential setting. In 2020, 590 young people received a behavioral health screening, and ongoing treatment was provided to 382 youth while in-custody at juvenile hall.

With the COVID-19 pandemic, the delivery of behavioral health treatment services for youth in juvenile hall and juvenile justice programs continued with in-person delivery while following the safety measures per the Public Health and Custody Health Policies and Procedures. Youth in custody received in-person services while practicing social distance and with required PPE. Clinicians would meet in person and provide daily check-ins to youth in living units. The use of iPads for longer (15 minutes or more) telehealth sessions was implemented by setting up the youth with an iPad in a confidential space and the clinician in a separate room. The use of iPads gave the youth an opportunity to talk with their therapist without a face mask, and for many this was the first time they were able to see their therapist's face. Telehealth provided the youth an opportunity to talk more freely in sessions and this contributed to building a supportive therapeutic relationship. Youth involved in CITA and Competency Remediation programs received services per a hybrid model approach, where both telehealth and in-person services were offered while practicing COVID-19 safety measures.

A key function of the behavioral health team is to interact and check in with all youth regularly to address any behavioral health needs in between treatment sessions. The check-ins help the behavioral health team build a presence within each living unit, support engagement, monitor the well-being of youth, and provide any immediate support needed while also consulting with probation group counselors. Probation and medical staff may also request behavioral health services, or youth may self-refer.

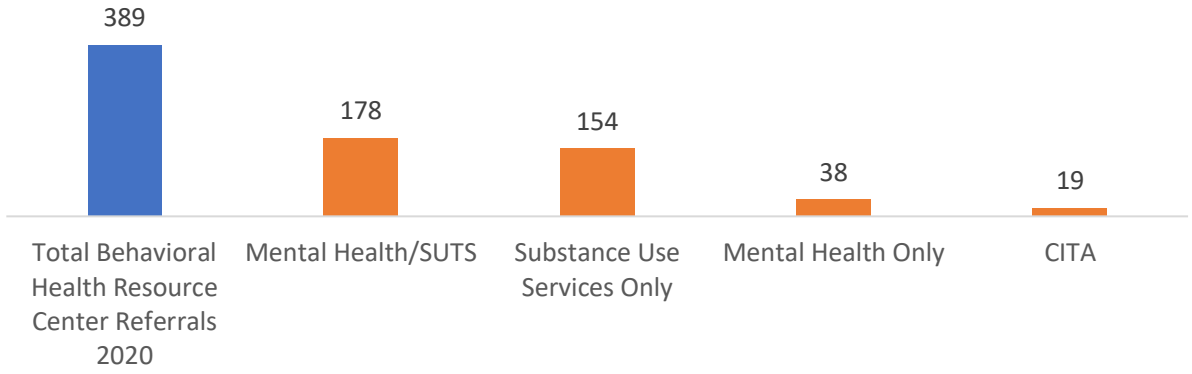
In partnership with the Probation Department, Valley Medical Center Hospital & Clinics, and the Office of Education, Behavioral Health coordinates and facilitates multi-disciplinary team (MDT) meetings to build collaboration among providers and to involve the youth's natural support system. MDT's include addressing strengths, addressing concerns, discussing psychotropic medication management, treatment, and transition planning.

The Behavioral Health team provides several evidence-based practices such as Cognitive Behavioral Therapy, Trauma Focused Cognitive Behavioral Therapy, Seven Challenges, Motivational Interviewing, and Seeking Safety.

The Behavioral Health Resource Center (BHRC) is composed of two clinicians who oversee the coordination of mental health and substance use referrals for juvenile justice-involved youth in need of community-based behavioral health services. BHRC clinicians process referrals received by the Probation Department, and ensure linkage is made to the most appropriate mental health and substance use providers within the CYF system of care.

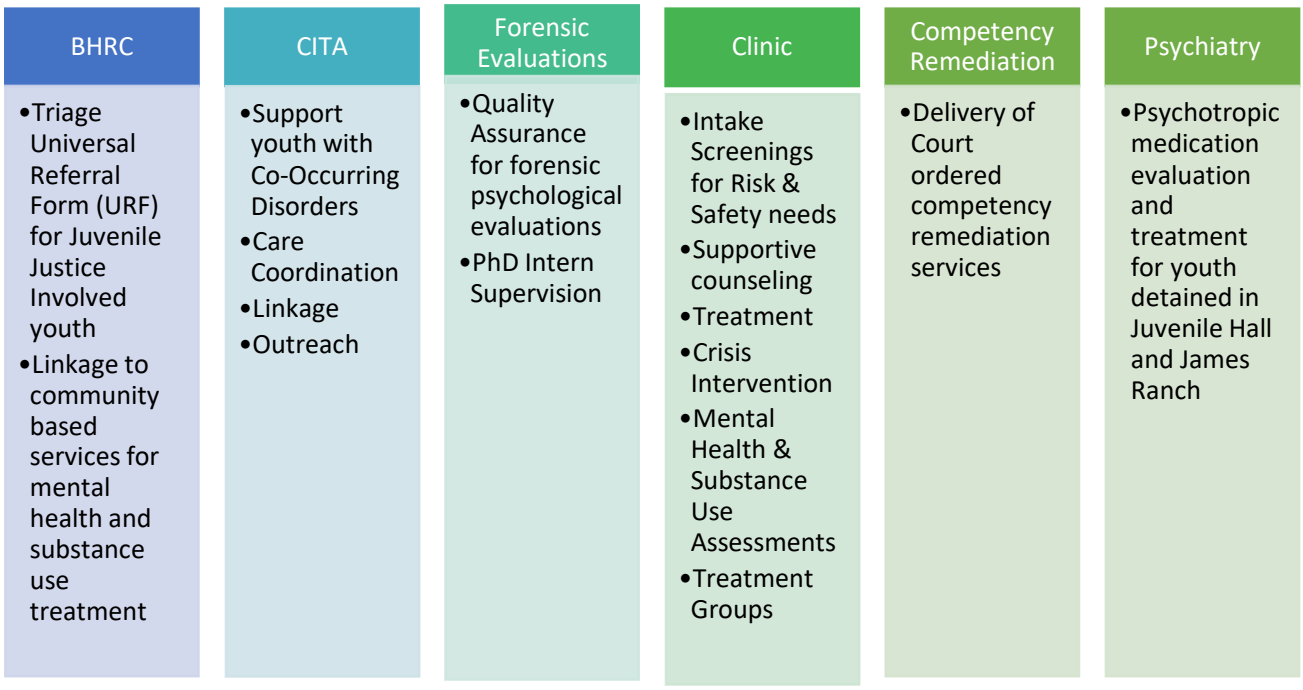
Referrals are made for mental health and substance use treatment services, and to the Court for the Individualized Treatment of Adolescents (CITA). In 2020, BHRC received 389 referrals from the Probation Department and coordinated the linkage for services to community-based providers. The figure below provides an overview of the referrals received and coordination provided by the BHRC team.

Figure 49: Behavioral Health Resource Center



The Court for Individualized Treatment of Adolescents (CITA) includes two clinical care coordinators who are assigned to work with youth involved in this program. This Court works with youth and families who are experiencing mental health and substance use disorders. The Competency Remediation program consists of three clinical staff. The delivery of Court ordered competency remediation services are provided to the youth in the least restrictive setting that the Court allows. Court ordered Juvenile Forensic Psychological Evaluations for youth in custody or living in Santa Clara County, are conducted by either a BHSD Licensed Psychologist, or a panel of contracted Licensed Psychologists.

Figure 50: Guadalupe Behavioral Health Clinic at Juvenile Hall



MEDICAL SERVICES AND COVID-19

To protect youth and staff, Juvenile Custody Health Services (CHS) has been continuously committed to designing, implementing, and optimizing aggressive measures to prevent and mitigate the risks posed by the novel coronavirus (COVID-19). All processes and protocols related to risk mitigation and health promotion were constructed through multidisciplinary collaboration with systems partners and guidance from the Public Health Department. These protocols have been in alignment with guidance from the California Department of Public Health and the Centers for Disease Control, and in some cases go beyond their recommendations. These measures have been updated in real-time as knowledge about SARs-CoV2, the virus known to cause COVID-19, has evolved and more current information has become available from national, state, and local scientific bodies. Strategies to combat the threats posed by COVID-19 have been developed through an iterative process and scaled in coordination with systems partners. Unique protocols have been created and rapidly updated for 1) youth and staff screening, 2) youth and staff testing for presumptive infection, for medical clearance, for routine surveillance, 3) youth and staff masking and other PPE related interventions, 4) social distancing, 5) medical clearance prior to medical/dental/other procedures, facilities transfers, housing clearances, and 6) environmental hygiene. Multiple educational initiatives have been created and vetted through the public health department prior to implementation for youth and staff. In collaboration with Valley Medical Center, in fall 2020, multiple pop-up COVID testing sites were hosted outside Juvenile Hall to facilitate free COVID testing for youths' families and the community. All measures have been introduced to improve knowledge about virus transmission, risk reduction, importance of testing, social distancing, and vaccination.

SYSTEMS COORDINATION

A Custody Health Services Command Center Committee was established on March 9, 2020 and consists of medical and non-medical partners. Initially conducted seven days per week, committee meetings are now at least two times per week. Multi-disciplinary partners meet to manage existing needs as well as to create new measures to address anticipated medical and non-medical interventions. In addition, a subcommittee, specifically for the Juvenile facilities, was also established in early 2020, and meets at least once weekly. Both leadership committees closely monitor confirmed, suspected, and exposed youth in the Juvenile facilities as well as design processes and workflow to ensure employee and youth safety.

VACCINATION INITIATIVE

All essential medical staff have been offered one of the emergency use authorized COVID vaccines per the Vaccination Prioritization Strategy created by the CDC and implemented by Santa Clara County. The youth vaccination initiative was started on March 4, 2021, well ahead of community guidelines. Youth who are eligible for one of the COVID vaccines have been offered vaccination. For any youth who are minors, both youth and guardian have provided consent prior to administration. Mass vaccination clinics have been coordinated at both Juvenile Facilities and rolling vaccination clinics are held on a weekly basis, allowing ongoing services to all eligible and consented youth.

PHARMACY SERVICES

The Santa Clara Valley Health and Hospital System (SCVH and HS) provides pharmacy services to Juvenile Facilities. Physician medication orders and the standardized procedure orders are transmitted to pharmacy through the Healthlink, electronic health record (EHR), system. Multiple safeguards such as built-in drug interaction flags, drug duplication alerts, and contraindications due to allergies allow for enhanced safety. The system keeps patient profile information in a format that allows quick review by pharmacists. A computer-generated Medication Administration Rand (MAR) and scanning system are used for medication administration. Benefits of the MAR include a decrease in potential medication errors associated with the order transcription process and produce a single, legible, and reliable source for the Patient Medication Profile. The utilization of the PYXIS Med-Station System replaced the after-hour medication room and provides increased medication availability through centralized medication management. This helps decrease the potential risk of drug diversion and increases medication safety. Each drug is specifically programmed and loaded in the CUBIE and will not be available unless a nurse enters his/her user ID, the patient's medical record number, name, date of birth, and the name of the medication(s) that he/she needs.

DENTAL

The Juvenile Hall dental clinic is open on alternate Wednesdays from 8:00 am – 4:30 pm. Care is focused on treating patients with pain and other symptoms of dental problems, as well as treating asymptomatic dental diseases before they develop into problems such as toothaches and abscesses. The clinic treats

patients who are detained at Juvenile Hall, but also cares for patients from the Ranch who develop dental problems or need to be seen for follow-up care. Additionally, the Dental Director, as well as the County's Chief Dentist and a pediatrician, are available on-call each day for consultations regarding any significant dental problems which may arise during non-clinic hours. Additionally, the County hospital's emergency department is also available as a resource.

OPTOMETRY CLINIC

Optometry clinic was established for both Juvenile Facilities in 2020. An optometrist equipped with a full optometry suite, provides on-site primary care optometric services once weekly, on Tuesdays. Youth are transported from the James Ranch for optometry services. The service begins with evaluating visual problems such as nearsightedness, farsightedness and focusing problems. If glasses are the solution to the visual problems, then glasses are fitted and made for patients. Optometry services does not fit nor provide contact lenses. If patients come in with their own glasses, the optometrist can evaluate for any prescription updates and re-adjust the frame to fit better. Education has been a key component to services roll out as many youth may not be aware that simple vision services can support improved function. Knowing when and why one may wear glasses is just as important as receiving them. Managing ocular health with slit lamp evaluation and eye drops are provided if needed. Occasionally, patients will be referred to Valley Medical Center ophthalmology department if the ocular problem is beyond the optometrist's scope of practice.

DERMATOLOGY CLINIC

Dermatology clinic is onsite once monthly. Acne and other skin conditions are of particular concern to adolescents. The dermatologist sees patients in the Guadalupe Medical Clinic, and youth from the James Ranch are transported to the Juvenile Hall for the dermatology clinic.

HEALTH EDUCATION PROGRAM

A variety of preventative health education programs have been established for both Juvenile Facilities. Each nurse has selected an area of interest for their educational subject. Currently, educational topics include dental care, pregnancy, nutrition, acne, diabetes, inhaler use, sexually transmitted infections, reproductive health including pregnancy prevention, health and nutrition, immunizations, wound care, sleep issues, substance abuse/prevention, self-esteem, COVID related health needs. The teaching requirement is for each coded nurse to conduct at least four teaching sessions per month and Extra-Help/Per Diem nurse once per month. A tracking sheet has been posted on the unit schedule.

The nursing Medical Outreach Program is intended to support youth who are juvenile justice system involved when care is no longer available via the clinic at Juvenile Facilities. Under California, Board of State and Community Corrections Title 15 regulations, incarcerated youth are entitled to medical access and treatment. However, youth who received medical/mental health care in juvenile hall may no longer be getting needed care once they leave the facility. The purpose of this program is to provide an innovative

medical outreach program in the court system to bridge the care gap for youth. The services provided include free health screening, sexual transmitted illnesses consultation, contraceptive education, referral for tattoo removal, vision and hearing screening, BMI calculation, nutrition education, mental health screening, dental screening, and referral to low- or no-cost community resources. In 2020, a number of services were limited due to COVID-19.

Common issues/concerns from youth or/and parents:

- Dermatological complaints
- PPD readings
- Planned parenthood
- Side effects of drugs
- How to relieve anxiety
- General health information
- Dental hygiene concerns
- Birth control options
- Safe sex
- Medi-Cal concerns
- Where to get flu shots
- Where to fill prescriptions for free
- STD prevention
- Healthy Body mass index
- Vision complaints
- Mental health concerns

This innovative program has made an effective health care delivery change by bringing evidence-based practices into the system. The court based free medical service has enhanced the quality of care in correctional health for justice involved youth.

ELIGIBILITY FOR HEALTHCARE PROJECT (SB 1469)

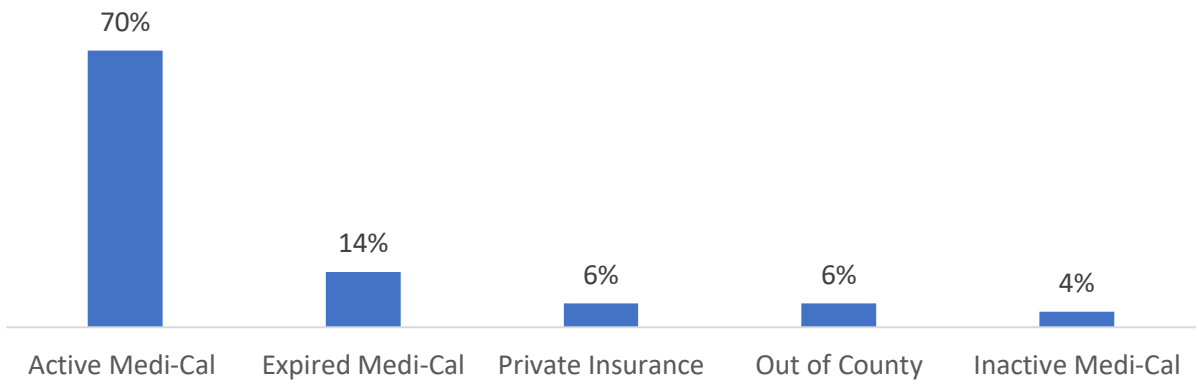
The Detained Youth Program is a combined effort between the Probation Department and the Social Services Agency to help identify and view all youth entering the Juvenile Hall Facility as a possible candidate for the State of California's Medi-Cal Health Insurance Program.

The youth are screened for health coverage and if a youth is identified as having inactive or expired Medi-Cal, or no private insurance coverage, the Probation Department reaches out and provides Medi-Cal information to the parent and family on how to obtain and activate the state's Medi-Cal services. Medi-Cal referrals are also made to the Social Services Agency on the youth's behalf to expedite the process. Fourteen percent of the youth that came to the juvenile facility and were detained were found to have expired Medi-Cal coverage and another four percent were found to have inactive Medi-Cal with no private medical insurance coverage. With the COVID-19 pandemic active in Santa Clara County, having no insurance coverage or expired coverage was not an acceptable option for the youth of our county or their families.

During the past year, 655 requests for Medi-Cal status on detained youth were processed and the results showed that 18 percent (n=119) of the youth that were detained in Juvenile Hall needed Medi-Cal assistance. The Probation Department and the Social Services Agency concentrated their combined focus on establishing and enacting "immediate need of services protocols and procedures" for the detained youth. Additional efforts were put forth to reach out to parents of the youth to help them understand that COVID-19 was not just an "old person's disease." Protocols are also in place upon Probation's referral for Medi-Cal services that language preferences are now noted along with the transmittal request. By

enacting this procedure, we found that families can be better served and understand the level of Medi-Cal services available to them and are more willing to engage and seek Medi-Cal assistance. The figure below shows the breakdown for 2020.

Figure 51: Medi-Cal Percentages on Detained Youth in Juvenile Hall 2020



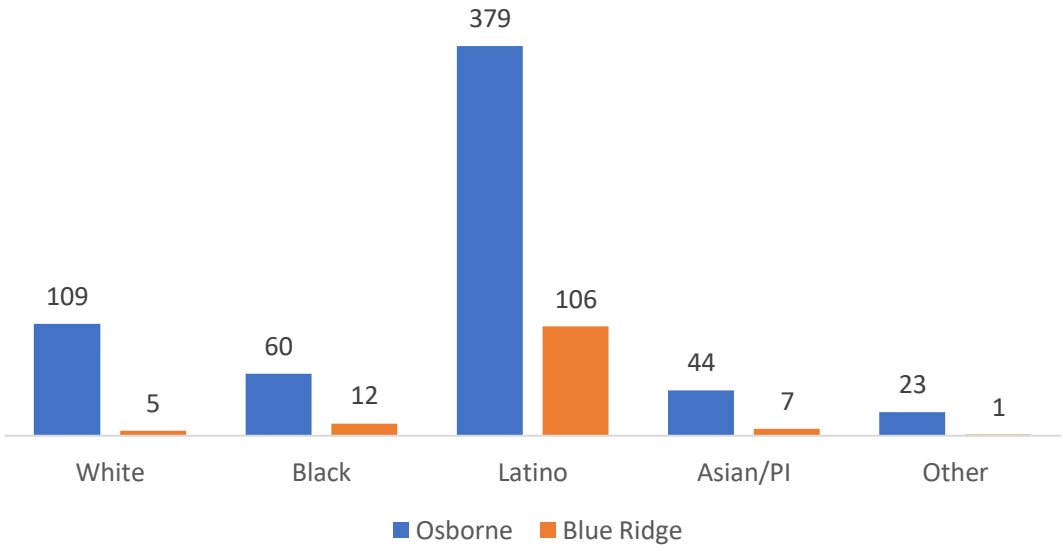
Alternative Education Department (AED)

The Alternative Education Department (AED) for the Santa Clara County Office of Education (SCCOE) is comprised of the Court and Community Schools. AED programs are located at four school sites: Court Schools at Blue Ridge, located at James Ranch in Morgan Hill and Osborne, located at Juvenile Hall in San Jose; Sunol Community School located in San Jose and South County Community School located in Gilroy. AED also operates an Independent Study Program. The Alternative Education Department serves students from all 31 school districts in the county, in grades 6-12 who are adjudicated, identified as Chronically Absent, expelled, and/or are on a placement contract. SCCOE monitors student participation rates in court schools by District of Residence. District Representatives review this data on a biannual basis. During the 2019-2020 school year, Osborne had 615 enrollments followed by Blue Ridge with 131 enrollments. A total of 746 youth were served between both court schools. This is based on duplicate counts – meaning a youth is counted each time he/she was enrolled at the above schools. This may include youth who were transferred from the Blue Ridge to Osborne on an Administrative Return or vice versa. As of April 1, 2020, during the 2020-21 school year the Alternative Education Department has served 328 students within the court schools.

Between March 2020 and March 2021 educational services were impacted because of COVID-19 restrictions. Teachers offered instruction through individualized content area packets, Character-Based Literature modules, asynchronous live instruction via Zoom, course delivery using an online curriculum platform, and a hybrid learning model placing staff in person for a portion of the week. All staff returned to a five-day in-person instructional schedule on April 5, 2021. To minimize learning loss and encourage sustained engagement, staff developed a system of Positive Behavioral Interventions and Supports which rewarded positive behaviors in the form certificates and other rewards. The Assistant Principal delivered these to students weekly through an in-person visit. Special Education staff monitored student progress

and held IEP meetings virtually. Regularly scheduled Renaissance Star math and reading assessments were challenging to administer. Several students were able to complete consecutive assessments which will be used to analyze student learning loss. An area to highlight included Blue Ridge students at James Ranch completing a 12-week pre-apprentice construction program culminating in a 130-foot concrete walkway being poured and industry-recognized certifications being awarded. Staff will use the coming year to analyze available data and debrief the year to inform practices moving forward.

Figure 52: Osborne (Juvenile Hall) and Blue Ridge (James Ranch) Enrollment by Race/Ethnicity (n=746)



POSITIVE BEHAVIOR INTERVENTIONS & SUPPORTS AT JUVENILE HALL

Positive Behavioral Interventions & Supports (PBIS), is a broad range of systemic and individualized strategies for achieving important social and learning outcomes in school communities while preventing problem behavior. The key attributes of PBIS include preventive activities, data-based decision making, and a problem-solving orientation. In 2019-2020 the Probation Department and the Santa Clara County Office of Education collaborated to infuse PBIS in Juvenile Hall and Osborne School during the fall semester and early into the spring semester. Our schools implemented distance learning mid-March due to the COVID-19 pandemic. The collaboration in fall and early spring increased the use of effective strategies and systematically provided positive interventions for the students and encourages positive behaviors. All probation staff within Juvenile Hall and Osborne School have been trained in PBIS. During the fall of 2019 and early spring 2020, students were taught lessons regularly to strengthen the program and to acclimate new students to the range of individualized PBIS strategies used throughout the day. Training was halted between March and June 2020 and is scheduled to resume during the 2020-21 academic year.

CAREER TECHNICAL EDUCATION AT JAMES RANCH

Career Technical Education at the James Ranch and Blue Ridge School provides career skills, industry certifications, applied learning, with a core academic foundation. Students are enrolled in Build Trades and Culinary Arts courses. Within these courses students have access to industry certifications to include, but are not limited to, welding, Cal-OSHA 10-hour Safety and Health, first aid, CPR, safe cert-food handling, and Hazardous Materials. These courses are sequenced and result in several industry-recognized certifications. In addition, students can transition into further training after leaving the facility and either enter community college or an apprenticeship program.

Chronic Absenteeism

In 2017, the District Attorney's Office (DAO) declared it would no longer prosecute and file petitions on youth for truancy offenses. The DAO worked with partners to transition from Truancy Court to community and school-based models of helping kids to return to school. Services, as addressed below, focused on preventative and collaborative programs to address the needs of families and children. Specifically, the DAO serves about 250 families at any given time in the Court for Achieving Reengagement with Education (CARE) with adult parents, but that number has decreased during the COVID-19 pandemic because the DAO did not file any new cases. The last full year before COVID-19 (the 2018-2019 school year), the DA's office completed over 4,000 discrete contacts with youth through DA Mediations, Student Attendance Review Board (SARB) Hearings and Juvenile Attendance Improvement Diversion (JAID) hearings. Chronic absenteeism includes all absences, unexcused and excused. California has defined "Habitually Truant" as having five or more unexcused absences or tardiness of more than 30 minutes. If a student in K-8 is habitually truant, their parents/guardians may be prosecuted by the Office of the District Attorney.

In Santa Clara County, the truancy intervention process includes:

- **First notification:** When a student has accrued three unexcused absences or three unexcused tardy periods of more than 30 minutes, the student is considered truant. The school will notify the parent through a letter/email.
- **Second notification:** When the student accrues an additional truancy. The school will send another notice and organize a school-site meeting.
- **Third notification:** When the student accrues another truancy. The school will invite the family and student to a Student Attendance Review Board (SARB).
    - SARB: A district level meeting with the student and his/her family, as well as school and district representatives in which a plan is put in place to address the truancy and its underlying causes.
- **Post-SARB truancies**: when a student is considered habitually truant, the parent may be prosecuted by the District Attorney.

- For school districts that request mediation, a presentation from a Deputy DA to the parents and student on the laws surrounding truancy, the consequences, and the purpose for those laws will be offered.

- **Involvement of Courts and District Attorney's Office**
  - If truancies continue, the DAO will directly intervene:
    - K-8: CARE (Court for Achieving Reengagement with Education)
      - A court case may be filed with the goal of improving the child's attendance and solving any underlying problems.
      - The student's progress is monitored with the support of student community services, DAO, BHSD, Public Health Department, and student services within the school district.
    - High School: Juvenile Attendance Improvement Diversion Hearings
      - Santa Clara County stopped prosecuting juveniles for truancy in 2017, instead, an out of court meeting with a Deputy DA will be held. The one-on-one hearings involve the student, parents, school representative, district representative, and the Deputy DA.

LOOKING AHEAD TO 2021

This section highlights upcoming changes to the Juvenile Justice System in 2021.

SB823 JUVENILE JUSTICE REALIGNMENT: OFFICE OF YOUTH & COMMUNITY RESTORATION

In late 2020, the state passed Senate Bill (SB) 823 that presents an opportunity for local probation departments to create a long-term youth residential program, as well as other interventions, that meet the specific and individualized needs of youth and young adults who would have previously been housed at regional centers operated by the California Department of Corrections and Rehabilitation, Division of Juvenile Justice (DJJ).

It is the intent of the Legislature to close DJJ facilities by shifting the responsibility for housing youth who would have been eligible for DJJ commitment to counties. SB 823 seeks to accomplish this goal by limiting new commitments to DJJ. Beginning July 1, 2021, youth who would have previously been eligible for DJJ commitments must generally remain under the care and custody of the local probation department,

except for a limited population of youth who meet specified requirements. Youth committed to DJJ before July 1, 2021 may remain there until discharged, released, or otherwise moved pursuant to law.

At the state level, SB 823 presents an opportunity for local probation departments to create a local secure rehabilitation program, as well as other interventions, that allow youth to remain closer to their families and communities, and participate in a program operated by the Probation Department in collaboration with the Behavioral Health Services Department.

Significantly, SB 823 extends the age of local juvenile court jurisdiction to 23 or 25, as specified. It also repealed certain provisions that allowed youth to be detained in adult facilities. Instead, SB 823 requires any person whose case originated in juvenile court to remain, if detained, in a county juvenile facility until they turn 25 years of age, except as specified. However, probation departments may petition the juvenile court to transfer a person 19 years or older to an adult facility. SB 823 increases protections to prevent youth transfers to the adult criminal system.

SB 823 also creates a new statewide oversight body in the Office of Youth and Community Restoration (OYCR) within the California Health and Human Services Agency. The mission of the OYCR will be "to promote trauma responsive, culturally informed services for youth involved in the juvenile justice system…." OYCR, which will oversee the transition of youth from state to local custody, will have oversight of the block grant funding for SB 823, statewide data collection, research, best practices and technical assistance, the creation of an ombudsman position with investigatory powers, and will have responsibility for all juvenile justice grant funding by January 1, 2025.

The legislature has provided an initial three-year plan for annual funding to counties for housing and services to youth who previously would have been committed to DJJ. SB 823 provides funding to probation departments via an annual realignment block grant with statewide allocations increasing each fiscal year (FY): in FY 2021-2022, $40 million; in FY 2022-23, $188 million; and, in FY 2023-24, $192 million. The by-county distribution will be based on the following:

- 50% of the by-county distribution of juveniles adjudicated for certain violent and serious felony crime categories per 2018 Juvenile Court and Probation Statistical System data (which will be updated annually based on the most recently available data).
- 30% of the per-county percentage of the average number of wards committed to DJJ, as of December 31, 2018, June 30, 2019, and December 31, 2019; and
- 20% of the by-county distribution of all individuals between 10 and 17 years of age, inclusive, from the preceding calendar year.

To be eligible for funding, each county must form a subcommittee of its juvenile justice coordinating council that must develop and submit a plan to the OYCR by January 1, 2022. In addition to requiring inclusion of specified justice system partners on the subcommittee, the legislation provides that no fewer than three community members must participate in the subcommittee. Community members are defined as individuals who have experience providing community-based youth services, youth justice advocates

with expertise and knowledge of the juvenile justice system, or individuals who have been directly involved in the juvenile justice system.

Pursuant to SB 823, the County must address the following areas in its plan related to the creation of residential program for realigned DJJ youth:

- Facilities;
- Programs;
- Placements;
- Services; and
- Supervision and Reentry Strategies.

To support planning and implementation in each of these areas, Probation established four teams to support the development of a work plan and implementation of SB 823, including the identification of both short- and long-term phases and goals. Each team will not only identify gaps in existing services for these youth, developing new program modalities, but also update policies, procedures, and forms.

Recommendation/Court Commitment to Program

- Eligible Charges (707(b) Offense, etc.)
- Probation Recommendation
- Court Order

Transition to Commitment

- Review of assessments and probation reports
- Development of MDT meetings
- Development of individual rehabilitation plan

In-custody Programs and Services

- Physical Juvenile Hall redesign opportunities including paint, furniture, and structural softening.
- Behavioral Health Trauma Focus
- Education and Vocation opportunities
- Program Development
- Family and Community Connections

Reentry Services and Programs

- Building rapport early and often
- Collaborative case management with institutions staff, behavioral health, and community providers
- Ensuring youth and family voice
- Community connections and partnerships

As the JJCC subcommittee comes online, members, including justice systems stakeholders, will be integrated into the workgroups as their interests dictate. The initial work of the teams has been focused on background and infrastructure learning to ensure the successful implementation of SB 823, such as orientation to the goals and requirements of the legislation as well as use of organizational tools such as Microsoft Teams and the Solution Hub.

Establishing the JJCC Juvenile Realignment Subcommittee

Per Board direction, the Probation Department collaborated with the Office of the County Counsel and County Executive's Office to develop bylaws for the JJCC and an application process for the JJCC subcommittee that will provide oversight to DJJ realignment.

The JJCC has not previously operated under bylaws, so the creation of the subcommittee presented an opportunity to codify the purpose, structure, tasks, and oversight of the JJCC as well creating a standing subcommittee to review and approve the annual DJJ realignment plan. SB 823 requires the following membership for the JJCC subcommittee:

- Chief Probation Officer, as chair, and one representative from each of the following:
- District Attorney's Office
- Public Defender's Office
- Department of Social Services
- Department of Mental Health
- County Office of Education or a School District
- Representative from the Court
- No fewer than three members of the community, who are defined as individuals who have experience providing community-based youth services, youth justice advocates with expertise and knowledge of the juvenile justice system, or individuals who have been directly involved in the juvenile justice system.

Consistent with Board direction, six community members were appointed to the JJCC Realignment Subcommittee. Interested members of the community were asked to submit a brief application to the Chief Probation Officer and the County Executive's Office (CEO). The County Executive appointed members the JJCC subcommittee. The JJCC's application process was consistent with the application process for the Juvenile Justice Systems Collaborative.

The County Executive sought to ensure a balance between lived experience and professional knowledge and education in juvenile corrections when appointing Subcommittee members. The Probation Department integrated community and JJCC members into workgroups and met as a subcommittee at least monthly during the first year of DJJ realignment. After the first year, the subcommittee is only required to meet every three years to update the plan (as necessary) and approve it, but subcommittee members will meet as needed to complete the work.

RAI VALIDATION

The Probation Research and Development is finalizing a study of the RAI. This study aims to validate the RAI tool currently used by the Probation Department by addressing the following research questions:

1. Which youth are most at risk of failing to appear for court hearings following arrest?
2. Which youth are most at risk of committing a new law violation within 30 days of release?
3. For youth who commit a new law violation following their RAI screening, what types of offenses are committed?
4. Which elements of the RAI are most predictive of failure to appear for court hearings and new law violations?
5. Which risks or protective factors identified in other assessments (such as the JAIS) are associated with successful outcomes?

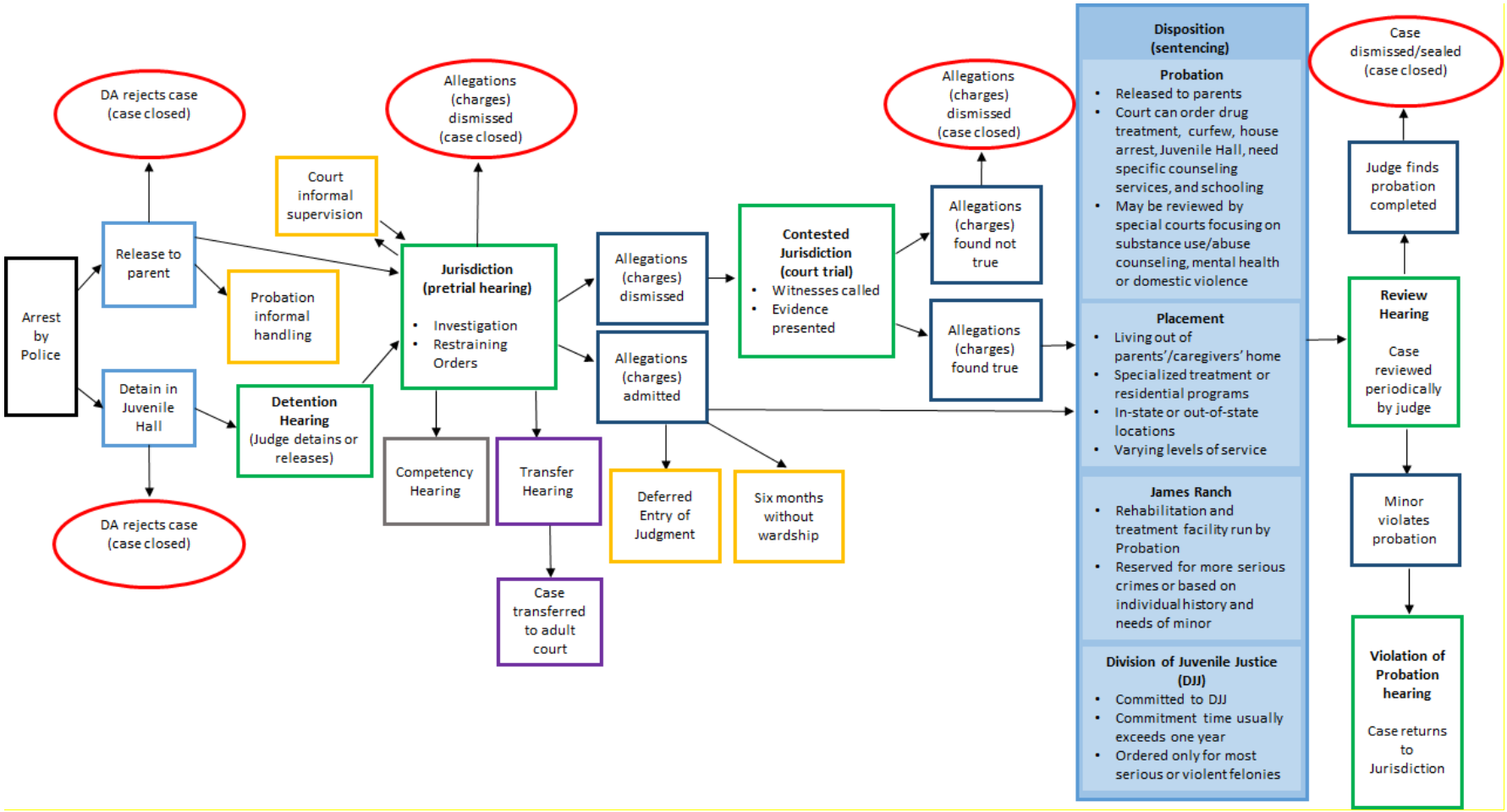
The study population was created from data extracted from the Probation Department's case management system the Juvenile Automation System (JAS) and the County's Juvenile Records System (JRS). Information was extracted based on the first RAI screening at Juvenile Hall for each youth between January 1, 2015 and December 30, 2017, a total of 1,643 youth. After some early analysis, some additional data points and analysis were identified that are currently being reviewed.

FAMILY FINDING

The Probation Department has included in its strategic plan, a robust proposal to implement Family Finding and Engagement at all levels of juvenile probation work. Probation will be working closely with DFCS to research, implement and evaluate best practices around policies and procedures relative to Family Finding and Engagement. These strategies will have a direct impact on the work of the Placement Unit because family finding and engagement improves permanency for youth, likely increases the timeliness of reunification and connects parents and youth with extended family support. Family finding and engagement also creates timely permanency for youth unable to return home to their parents by providing an alternative permanent family connection. Prior to placement in an STRTP, these connections can serve as respites, placement alternatives, and/or be used as a "step down" option for youth who have completed their treatment program but are not yet ready to transition home.

APPENDICES

APPENDIX A: THE COUNTY OF SANTA CLARA JUVENILE JUSTICE SYSTEM MAP



APPENDIX B: COUNTY GENDER RESPONSIVE TASK FORCE (GRTF)

The Gender Responsive Task Force (GRTF) was established in 2015 to create a comprehensive case plan and treatment model for moderate and high-risk girls on probation in Santa Clara County that decreases their risk of recidivism and victimization while also increasing their life outcomes. Current partner agencies involved in GRTF include:

- Superior Court of Santa Clara County
- Probation Department
- Office of Women's Policy
- District Attorney's Office
- Public Defender's Office
- Behavioral Health Services Department
- City of San Jose, Parks, Recreation and Neighborhood Services Department
- Community-Based Organizations in Santa Clara County

The group meets monthly and is currently focusing on improving services and supports for detained young women, and in partnership with the Vera Institute for Justice (Vera) has begun an initiative to end the incarceration of girls in the juvenile justice system. The GRTF was able to successfully bring the San Francisco's Young Women's Freedom (YWFC) to Santa Clara County. The YWFC will provide a much-needed focus on justice involved LBGT-GNC young women and girls. As part of the Gender Response Task Force further analysis was conducted to see the breakdown of juvenile girls in the justice system. The following charts and tables further analyze data broken down by females in areas such as demographics, arrests, and admissions.

To recap our significant progress, in 2018, the JJGRTF announced its participation in the Vera Institute of Justice's Initiative to End Girls' Incarceration and set the goal of getting to zero youth incarcerated on the girls' side of the county's juvenile justice system. In 2019, the JJGRTF partnered with Vera to complete a comprehensive diagnostic assessment, analyzing administrative data and casefile data to identify key pathways driving confinement decisions for girls and gender-expansive youth in the county. Assessment findings highlighted the ways in which housing instability, including previous referrals to child welfare, was driving incarceration. Vera's casefile review of a representative sample of detained girls in 2017 found that 80 percent of girls had experienced housing instability prior to their justice involvement. Vera's casefile review also found extensive histories of abuse for girls in detention. 80 percent of the sample had a documented child welfare history. On average, girls with child welfare histories had 10 referrals to child welfare filed on their behalf prior to their justice involvement.

Following the assessment, the JJGRTF has moved into solutions development and implementation. In 2020, the county touched zero for the first time—there were 15 days with zero girls in Juvenile Hall and 48 days with zero girls at the Ranch. In October 2020, there were five consecutive days with zero girls in the Hall, and in March 2021, there were fourteen consecutive days. As numbers have declined, the JJGRTF has been able to focus on the few girls remaining in the system. Overwhelmingly, the girls continuing to

enter Juvenile Hall are there despite receiving "low" or "medium" scores on the risk assessment instrument. Confinement decisions are driven not by concerns for public safety, but by concerns for the girls' safety and a lack of temporary residential options. Most girls are staying in the Hall for brief periods of time before a longer-term residential option is agreed upon. Government stakeholders, community-based organizations, and directly impacted young people have come together to discuss current system gaps and identify a set of prioritized solutions to fill these gaps, including additional policy and practice change, expanding residential options, and investing in gender-responsive, community-based programming.

Female Arrest and Citation Trends

This section highlights arrest/citation trends for female youth in 2016-2020 including: demographics and offense categories. Throughout this appendix, all counts refer to duplicated youth.

Figure 53: Female Arrests by Race/Ethnicity 2016-2020

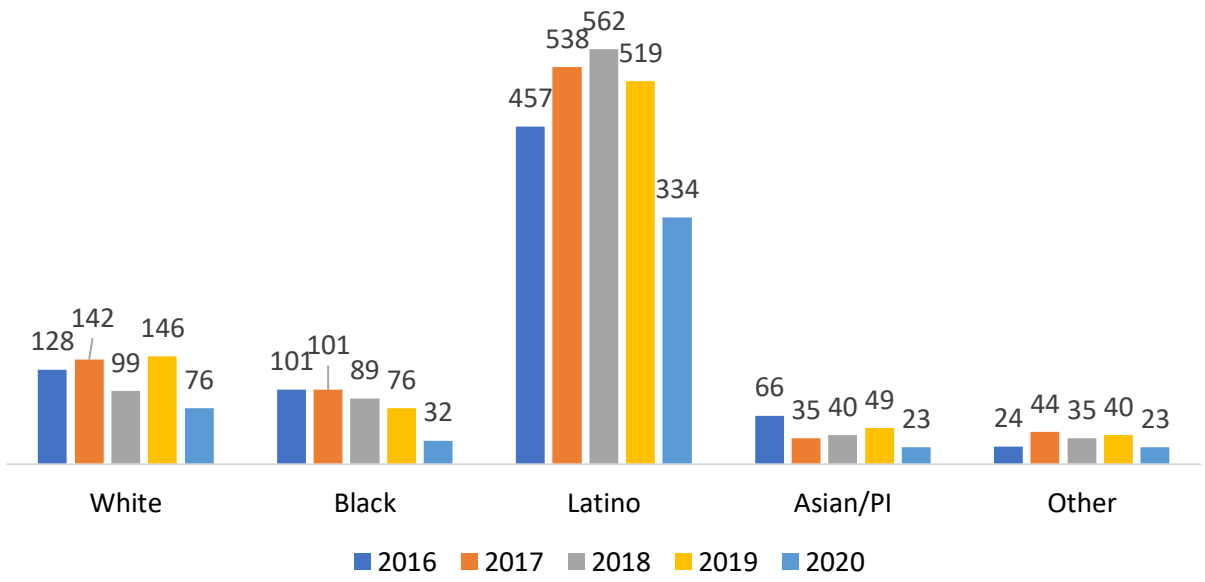


Table 23: Female Arrests by Race/Ethnicity 2016-2020

Year	White	Black	Latino	Asian/PI	Other	Total
2016	128	101	457	66	24	**776**
2017	142	101	538	35	44	**860**
2018	99	89	562	40	35	**825**

Year	White	Black	Latino	Asian/PI	Other	Total
2019	146	76	519	49	40	**830**
2020	76	32	334	23	23	**488**
Percent Change 2016-2020	-41%	-68%	-27%	-65%	-4%	**-37%**
Percent Change 2019-2020	-48%	-58%	-36%	-53%	-43%	**-41%**

Figure 54: Female Arrests by Age Category and Race/Ethnicity 2018-2020

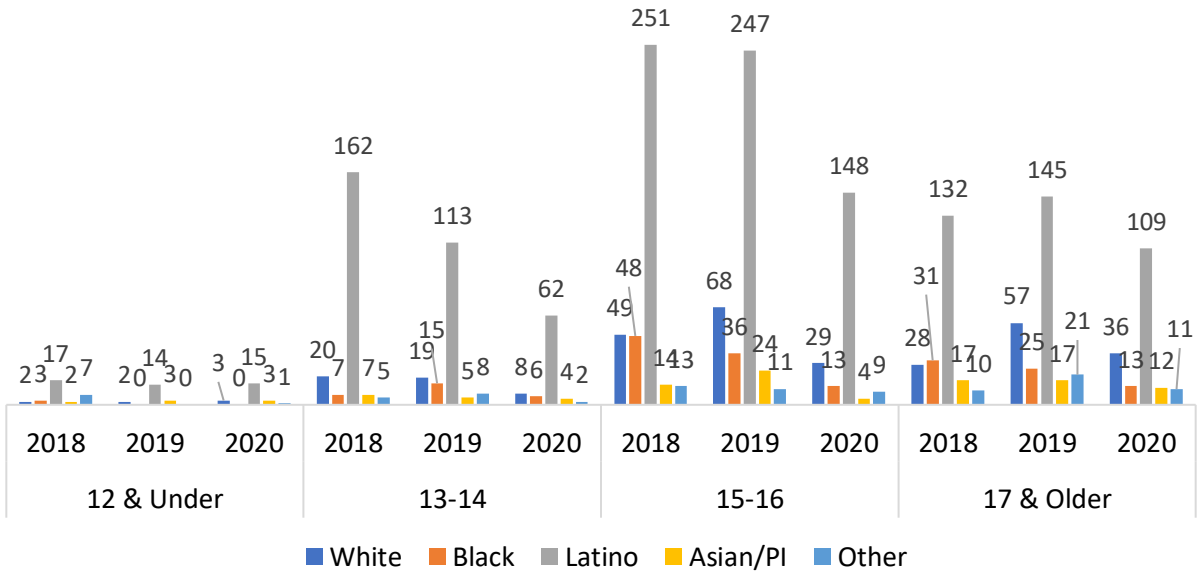


Table 24: Female Age Categories by Race/Ethnicity 2016-2020

Age	Year	White	Black	Latino	Asian/PI	Other	Total
12 and Under	2016	3	0	3	0	1	**7**
	2017	3	0	10	1	2	**16**
	2018	2	3	17	2	7	**31**
	2019	2	0	14	3	0	**19**

Age	Year	White	Black	Latino	Asian/PI	Other	Total
	2020	8	6	62	4	2	**82**
13-14	2016	32	24	122	13	10	**201**
	2017	30	11	116	14	7	**178**
	2018	20	7	162	7	5	**201**
	2019	19	15	113	5	8	**160**
	2020	8	6	62	4	2	**82**
15-16	2016	32	24	122	13	10	**201**
	2017	61	55	268	14	9	**407**
	2018	49	48	251	14	13	**375**
	2019	68	36	247	24	11	**386**
	2020	29	13	148	4	9	**203**
17 and Older	2016	21	33	91	5	0	**150**
	2017	48	35	144	16	16	**259**
	2018	28	31	132	17	10	**218**
	2019	57	25	145	17	21	**265**
	2020	36	13	109	12	11	**181**

Table 25: Female Arrests Top 5 ZIP Codes in 2020

ZIP Code	White	Black	Latino	Asian/PI	Other	Total
95020	5	1	37	1	3	**47**
95122	3	1	25	1	0	**30**
95127	0	2	21	1	0	**24**
95111	1	0	22	0	0	**23**
95112	3	3	14	1	1	**22**

Table 26: Female Arrest Offense Categories 2016-2020

Arrest Categories	Year	White	Black	Latino	Asian/PI	Other	Total
Drugs, Alcohol Related Offenses	2016	19	5	48	4	3	**79**
	2017	21	5	44	2	4	**76**
	2018	14	3	29	3	3	**52**
	2019	34	3	53	3	8	**101**
	2020	15	0	34	2	3	**108**
Felony Crimes Against People	2016	6	18	35	3	1	**63**
	2017	14	9	44	7	6	**80**
	2018	8	12	71	3	5	**99**
	2019	18	8	74	3	5	**108**
	2020	10	13	46	4	3	**76**
Other Crimes	2016	13	14	52	6	2	**87**
	2017	33	19	119	6	10	**187**
	2018	14	13	85	9	4	**125**
	2019	27	10	98	11	11	**157**
	2020	17	5	68	2	7	**99**
Other Crimes Against People	2016	25	27	91	8	4	**155**
	2017	23	10	114	11	10	**168**
	2018	15	14	100	13	9	**151**
	2019	15	10	102	9	7	**143**
	2020	16	3	72	6	4	**101**
Property Crimes	2016	54	31	162	42	10	**299**
	2017	42	50	167	7	12	**278**
	2018	28	36	203	10	13	**290**
	2019	44	38	125	21	8	**236**
	2020	15	8	88	8	6	**125**
	2016	8	2	50	2	3	**65**
	2017	4	4	35	1	2	**46**

Arrest Categories	Year	White	Black	Latino	Asian/PI	Other	Total
Return from Other Status/Courtesy Holds/Other Admits	2018	5	2	22	1	1	**31**
	2019	3	4	48	2	0	**57**
	2020	2	3	18	1	0	**24**
Weapon Crimes	2016	3	4	19	1	1	**28**
	2017	5	4	15	1	0	**25**
	2018	5	2	13	0	0	**20**
	2019	5	3	19	0	1	**28**
	2020	1	0	8	0	0	**9**

Female Admission and Intake Trends

This section breaks down demographics and offense categories for females detained in juvenile hall from 2016-2020 and top five ZIP Codes for detained females in 2020.

Table 27: Female Detentions by Race/Ethnicity 2016-2020

Year	White	Black	Latino	Asian/PI	Other	Total
2016	22	27	109	4	2	**164**
2017	26	25	143	7	9	**210**
2018	26	21	209	5	7	**268**
2019	21	20	153	7	5	**206**
2020	8	16	85	1	8	**113**
Percent Change 2016-2020	-64%	-41%	-22%	-75%	300%	**-31%**
Percent Change 2019-2020	-62%	-20%	-44%	-86%	60%	**-45%**

Table 28: Female Detentions Age Category by Race/Ethnicity 2016-2020

Age	Year	White	Black	Latino	Asian/PI	Other	Total
12 and Under	2016	0	0	0	0	0	**0**
	2017	0	0	0	0	0	**0**
	2018	0	0	1	0	0	**1**
	2019	0	0	1	0	0	**1**
	2020	0	0	0	0	0	**0**
13-14	2016	0	3	20	3	0	**26**
	2017	3	3	29	3	0	**38**
	2018	5	1	61	3	0	**70**
	2019	1	4	31	0	0	**36**
	2020	0	2	17	0	0	**19**
15-16	2016	14	10	51	0	2	**77**
	2017	13	6	78	3	5	**105**
	2018	11	10	109	2	1	**133**
	2019	10	12	78	7	1	**108**
	2020	5	6	39	2	1	**53**
17 and Older	2016	8	14	38	1	0	**61**
	2017	10	16	36	1	4	**67**
	2018	10	10	38	0	6	**64**
	2019	10	4	43	0	4	**61**
	2020	3	8	29	1	0	**41**

Table 29: Female Detentions Top 5 ZIP Codes in 2020

ZIP Code	White	Black	Latino	Asian/PI	Other	Total
95020	1	2	15	2	0	**18**
95127	0	1	10	0	0	**11**
95116	0	3	7	0	0	**10**
95111	0	0	8	0	0	**8**
95122	0	2	6	0	0	**8**

Table 30: Female Detentions Offense Categories 2016-2020

Admissions Offense Categories	Year	White	Black	Latino	Asian/PI	Other	Total
Drugs, Alcohol Related Offenses	2016	2	1	8	0	0	**11**
	2017	2	0	7	0	0	**9**
	2018	0	1	2	0	0	**3**

Admissions Offense Categories	Year	White	Black	Latino	Asian/PI	Other	Total
	2019	0	1	3	1	1	**6**
	2020	0	0	4	1	0	**5**
Felony Crimes Against People	2016	5	11	16	1	0	**33**
	2017	7	9	26	5	1	**48**
	2018	5	7	62	1	2	**77**
	2019	10	2	51	2	2	**67**
	2020	3	7	25	1	0	**36**
Other Crimes	2016	1	5	10	1	0	**17**
	2017	4	2	20	0	4	**30**
	2018	2	2	21	0	0	**25**
	2019	0	2	18	0	1	**21**
	2020	1	1	1	0	0	**3**
Other Crimes Against People	2016	6	3	12	0	0	**21**
	2017	3	0	9	1	1	**14**
	2018	2	0	5	1	2	**10**
	2019	2	2	7	0	0	**11**
	2020	3	1	12	0	0	**16**
Property Crimes	2016	3	3	25	2	1	**34**
	2017	6	7	52	1	3	**69**
	2018	8	9	92	1	2	**112**
	2019	3	7	43	3	1	**57**
	2020	0	4	26	0	1	**31**
Return from Other status/Courtesy Holds/Other Admits	2016	5	2	37	0	1	**45**
	2017	3	7	28	0	0	**38**
	2018	8	2	19	2	1	**32**
	2019	4	3	26	1	0	**34**
	2020	1	3	14	1	0	**19**
Weapon Crimes	2016	0	2	1	0	0	**3**
	2017	1	0	1	0	0	**2**
	2018	1	0	7	0	0	**8**
	2019	2	3	5	0	0	**10**
	2020	0	0	3	0	0	**3**

Female DEJ and Placement Trends

This section highlights DEJ and Placement trends from 2015-2019 for female youth.

Table 31: Females in DEJ 2016-2020

Year	White	Black	Latino	Asian/PI	Other	Total
2016	1	0	10	0	1	**12**
2017	3	1	13	2	0	**19**
2018	2	3	24	0	1	**30**
2019	0	3	6	0	0	**9**
2020	0	0	3	0	1	**4**

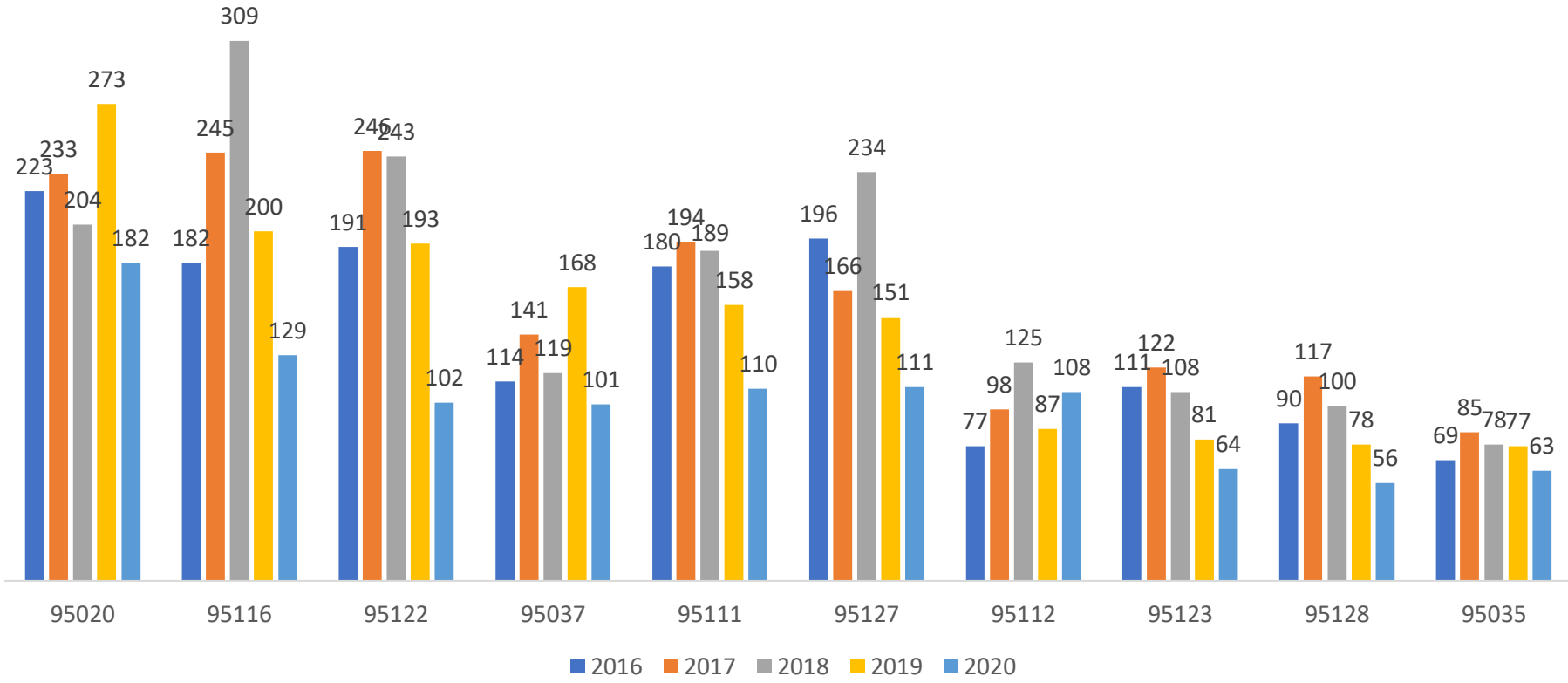
Table 32: Female Placements 2016- 2020

Placements	Year	White	Black	Latino	Asian/PI	Other	Total
Juvenile Hall	2016	0	0	12	0	2	**14**
	2017	0	1	5	1	1	**8**
	2018	1	2	7	1	0	**11**
	2019	1	2	8	0	0	**11**
	2020	1	1	0	0	0	**2**
James Ranch	2016	3	0	7	0	0	**10**
	2017	1	1	10	0	0	**12**
	2018	1	1	12	0	0	**14**
	2019	1	1	12	0	0	**14**
	2020	0	2	2	0	0	**4**
Foster Care	2016	4	1	1	0	0	**6**
	2017	0	0	2	0	0	**2**
	2018	0	0	2	0	0	**2**
	2019	1	0	2	0	0	**3**
	2020	0	1	4	1	0	**6**
DJJ	2016	0	0	0	0	0	**0**
	2017	0	0	2	0	0	**2**
	2018	0	0	0	0	0	**0**
	2019	1	0	2	0	0	**3**
	2020	0	0	0	0	0	**0**

APPENDIX C: ARRESTS/CITATIONS BY ZIP CODE 2016-2020

Arrest/citations numbers by ZIP Code are slightly higher for 2020 in the 95112 ZIP Code when compared to 2019. All other top 10 ZIP Codes saw a decrease in arrests/citations in 2020 when compared to 2019, this is most likely attributed to the COVID-19 pandemic. In 2020, the ZIP Codes with the most arrest/citations are 95020 Gilroy (n=182), 95116 San Jose (n=129), and 95127 San Jose (n=111). In 2019, the ZIP Codes with the most arrest/citations were 95020 (n=273), 95116 (n=200), and 95122 (n=193).

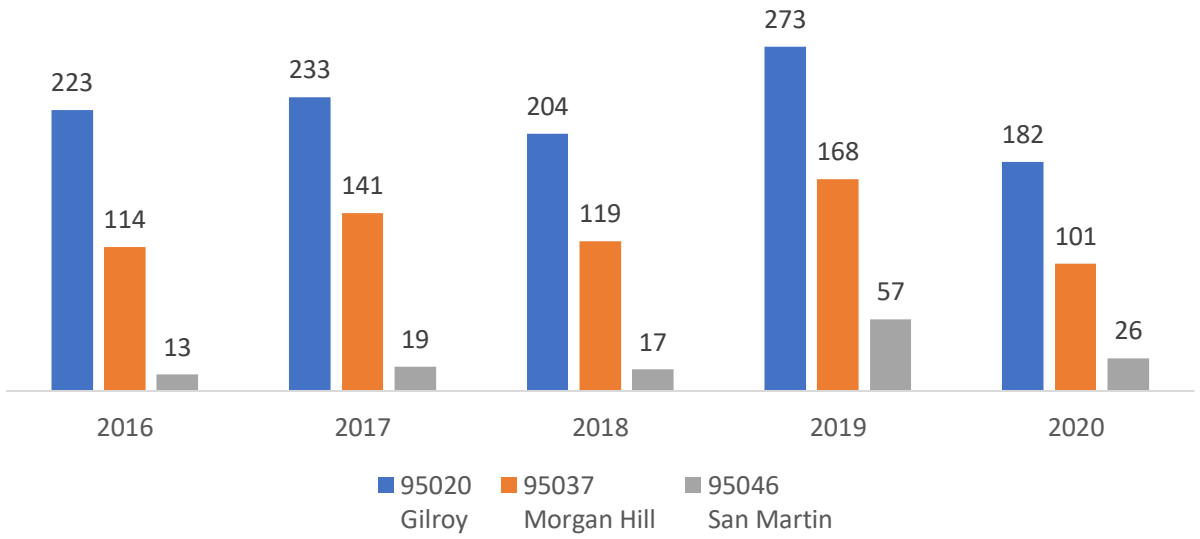
Figure 55: Arrests/Citations by ZIP Code 2016-2020



APPENDIX D: SOUTH COUNTY ARRESTS/CITATIONS BY ZIP CODE

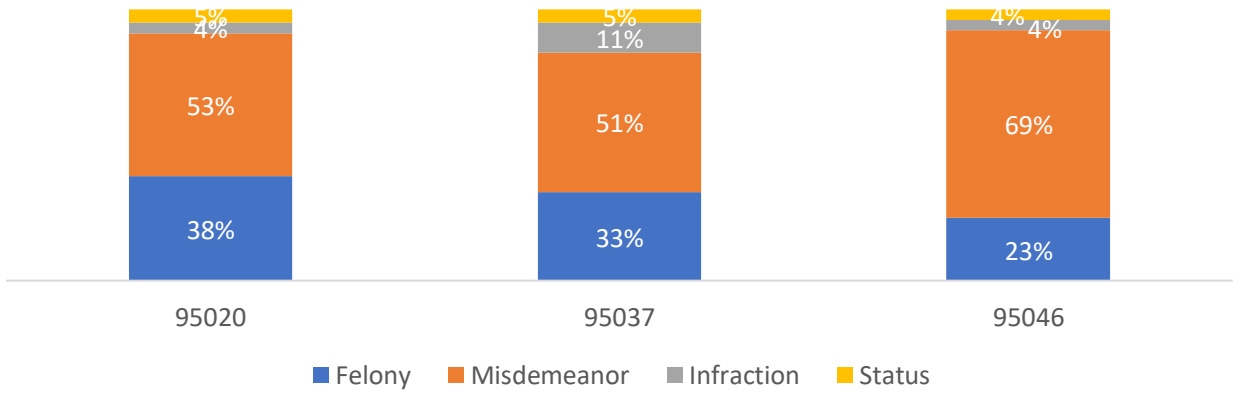
The figure below shows trends in arrests/citations from 2016-2020 for the South County ZIP Codes of 95020 (Gilroy), 95037 (Morgan Hill), and 95046 (San Martin). In 2020, there were 309 arrests/citations in all South County ZIP Codes, a 38 percent decrease from 2019 at 498 arrests/citations in all South County ZIP Codes. The South County ZIP Codes made up 14 percent of all arrests/citations in 2019 (n=309 of 2,250). Of the 309 arrests/citations in South County 35 percent were accepted by the Prevention and Early Intervention (PEI) Unit (n=108).

Figure 56: Arrests/Citations for South County by ZIP Code 2016-2020



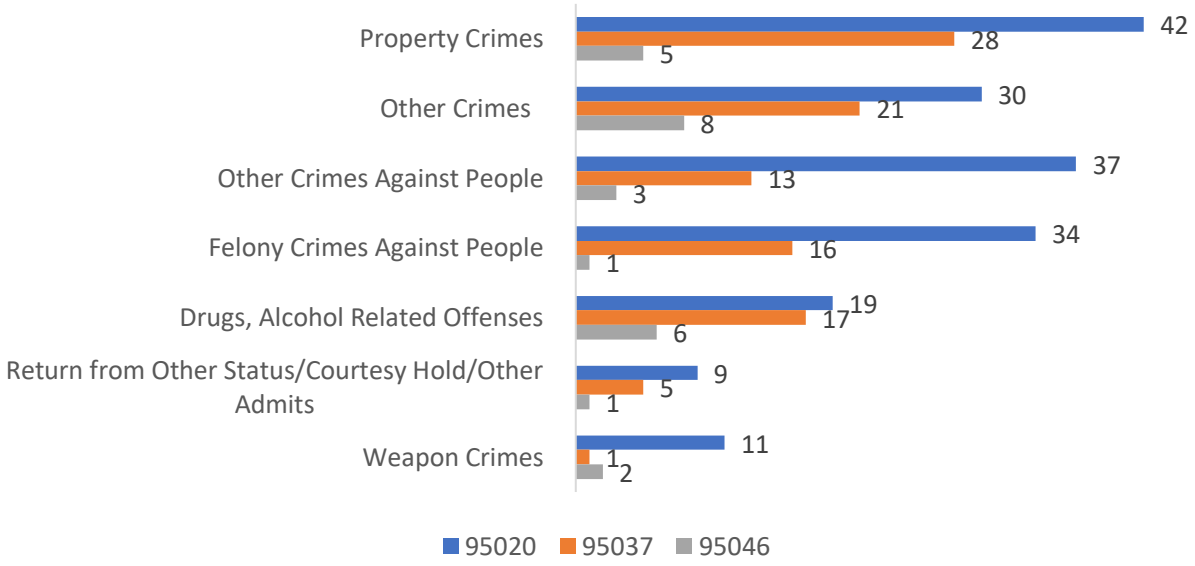
For all South County ZIP Codes misdemeanors made up the largest category of offense classifications. Fifty-three percent of Gilroy's (95020) arrests/citations were misdemeanors (n=96). Fifty-one percent of Morgan Hill's (95037) arrests/citations were misdemeanors (n=52). Sixty-nine percent of San Martin's (95046) arrests/citations were misdemeanors (n=18).

Figure 57: South County Duplicated Offense Classification by ZIP Codes 2020



Property Crimes accounted for 23 percent of arrests/citations in Gilroy (95020; n=42). Property Crimes accounted for 28 percent of arrests/citations in Morgan Hill (95037; n=28). Other Crimes accounted for 31 percent of arrests/citations in San Martin (95046; n=8).

Figure 58: Duplicated Arrests and Citations Offense Category by South County ZIP Codes 2020



For all South County ZIP Codes 15 percent of youth were arrested/cited for Misdemeanor Assault: Fighting (n=46), followed by Robbery and Obstruction, Resisting Arrest, Disturbing the Peace at six percent each, respectively (n=20).

Table 33: Top 10 Offenses by South County ZIP Codes 2020

Top 10 Offenses	95020	95037	95046	Total
Misd. Assault: Fighting	31	12	3	**46**
Robbery	16	4	0	**20**
Obstruction, Resisting Arrest, Disturbing Peace	7	8	5	**20**
Traffic Violations	10	4	2	**16**
Other Drug/Alcohol Charges	5	8	3	**16**
VOP – Failure to Obey Order of the Court	9	5	1	**15**
Vandalism, Malicious Mischief	7	7	1	**15**
Burglary - 1st Degree	12	3	0	**15**
Theft, Auto	8	6	0	**14**
Possess/Sale of Drugs	3	9	0	**12**
Total	**108**	**66**	**15**	**189**

Supplemental Scoring Guide: JAISTM Interviewer Impressions

(a)	(b)	(c)	(d)	(e)
(a) means a **highly significant** factor contributing to the youth's illegal behavior Were it not for this factor, the youth would not be in legal trouble.	(b) means a **significant** factor contributing to the youth's illegal behavior but not the most significant factor	(c) means a **somewhat significant** factor contributing to the youth's illegal behavior but definitely not the most significant factor	(d) means a factor having **minor significance** in contributing to the youth's illegal behavior	(e) means a factor that does **NOT** contribute significantly to the youth's illegal behavior

ITEM

Social Inadequacy: Social inadequacy refers to youth who get into trouble because of factors such as naiveté, gullibility, etc. These factors cause them to be easily led by more sophisticated companions and/or to commit offenses either out of ignorance as to what is expected of them or because they are unable to figure out solutions to their problems. Such youth are unsophisticated and have little insight into their own behavior or the behavior or motives of others.

Vocational Inadequacy: Youth who score an (a) on vocational inadequacy are those who are unable to obtain reasonably paying and relatively permanent employment and who get into legal trouble as a result of this. They not only lack job skills, but lack the normal capacity to learn job skills and to find jobs. (A youth who has the capacity to obtain and maintain reasonably paying employment, *but* who chooses *not* to, should *not* be rated as vocationally inadequate.)

Criminal Orientation: Criminal orientation refers to the youth's values and attitudes, not merely to the frequency of convictions. Youth who score an (a) in this area prefer to be criminals, think it is "cool" to be a criminal, and look upon those who abide by the law as fools. These youth are as comfortable supporting themselves by illegal means as they are working (i.e., it does not hurt their conscience). This does not mean that they never work—simply that they are as comfortable "ripping off" as they are working.

Emotional Factors: Youth who score an (a) here are those who get into trouble with the law because of their emotional problems: depression, self-destructiveness, low self-esteem, anxiety, etc. An (a) on Emotional Factors indicates that the youth is an emotional mess—that his/her trouble with the law is just a further manifestation of this, e.g., the alcoholic who can't stop drinking and gets another DWI.

The fact that a youth abuses alcohol/drugs does not necessarily mean that s/he should get an (a) on Emotional Factors. In order to get an (a), the chemical abuse must be a highly significant factor contributing to the law-breaking. To assist in determining this, ask: "Would the youth have done these offenses had s/he NOT been drinking (or on drugs)?" For example, "Would 'Michael' be selling drugs even if he were not using them?" If the answer is "Yes, he would be selling even if he were not using them"—i.e., his use of drugs is only incidental—then the Emotional Factors item should not be scored (a). If, on the other hand, your assessment is that Michael sells drugs only as a result of drug use, then you should score Emotional Factors as (a). In other words, reserve your (a) scores for the primary cause.

Do not consider antisocial attitudes and/or personality as emotional factors. These factors are considered "criminal orientation" rather than emotional factors.

While the "heat of passion" type of anger should be considered as a factor on the Emotional Factors item (e.g., someone who angrily responds to an immediate situation without thinking), do not consider a chosen life pattern of aggression as a factor on Emotional Factors. For example, the youth who packs weapons for the purpose of intimidating and dominating others, or who enjoys bullying and pushing others around, should be considered "criminally oriented" (the Criminal Orientation item).

Family History Problems: Youth who score an (a) in this section are those who get into trouble because they can't seem to put the problems of their home life in childhood and adolescence behind them, and they continue to live out the destructive patterns begun in childhood, i.e., they seem to be carrying around all of the family garbage. It is not so much the severity of the childhood chaos that is being measured here, but the impact that the negative events of childhood seem to be having on the youth and his/her trouble with the law.

Isolated Situation/Temporary Circumstance: Those who score an (a) on this item have gotten into trouble because of an isolated or temporary event or situation and it is unlikely they will re-offend. In other words, if you rate the youth as an (a) on this item, you would bet your last dollar that the youth has not been in this kind of trouble before nor will s/he be again. On the other hand, if you would bet your last buck that this isn't the first time s/he has been in this kind of trouble and will be again, score an (e).

Interpersonal Manipulation: Youth who get an (a) on this one are the "classic con" types. They enjoy "getting over" on others. They view interpersonal relationships in terms of power (e.g., who is in control, who is "one up," etc.) rather than in terms of mutuality, caring, sharing, or love. On the contrary, they tend to use others in a callous sort of way. They like to feel powerful by lording it over others or pushing them around. These attitudes need to be a significant factor contributing to the youth's legal difficulty in order for him/her to score an (a) on the Interpersonal Manipulation item.

APPENDIX F: JAIS SUPERVISION STRATEGY GROUPS OVERVIEW

The Probation Department utilizes an evidence-based tool called the Juvenile Assessment and Intervention System (JAIS) that weaves together a risk assessment and strengths and needs assessment. As well as analyzing risks and needs, the JAIS incorporates a supervision strategy model and determines the best approach for each youth. Please see table below for more details.

Table 34: JAIS Supervision Strategy Groups Overview

JAIS Supervision Strategy Groups Overview			
Strategy Group	**General Characteristics**	**Why Youth Get in Trouble**	**Intervention Goals**
Selective Intervention (SI)	• Pro-social values • Positive adjustment • Positive Achievements • Good social skills	• External stressors • Internal, neurotic need	• Resolve external stressor • Resolve internal problems • Return to school • Return to appropriate peers and activities
Limit Setting (LS)	• Anti-social values • Prefers to succeed outside the rules/law • Role models operate outside the rules/law • Manipulative, exploitive	• Motivated by power, excitement • Straight life is dull	• Substitute pro-social means to achieve power, money, excitement • Change attitudes and values • Use skills in pro-social ways • Protect the school environment
Environmental Structure (ES)	• Lack of social and survival skills • Poor impulse control • Gullible • Naïve • Poor judgment	• Manipulated by more sophisticated peers • Difficult generalizing from past experiences	• Improve social and survival skills • Increase impulse control • Develop realistic education program • Limit contact with negative peers
Casework/Control (CC)	• Broad-range instability • Chaotic lifestyle • Emotional instability • Multi-drug abuse/addiction • Negative attitudes toward authority	• Positive effort blocked by: *Chaotic lifestyle *Drug/alcohol use *Emotional instability • Unable to commit to long-term change	• Increase stability • Control drug/alcohol abuse • Overcome attitude problems • Foster ability to recognize and correct self-defeating behavior

APPENDIX G: OFFENSE CATEGORIES BY CHARGE DESCRIPTION

The table below highlights some examples of each offense categories' code descriptions, charge descriptions, and offense codes that fall under each offense category.

Table 35: Offense Categories by Code Description, Charge Description, and Offense Code

Offense Categories	Code Description	Charge Description	Offense Code
Drugs, Alcohol Related Offenses	HS11378	Possess Controlled Substance for Sale	Felony
	PC647(F)M	Under the Influence of Drugs/ Alcohol/Controlled Substance	Misdemeanor
	BP25662	Minor Possess Alcohol	Misdemeanor
	HS11357(A)(1)	Under Eighteen Possess Less than 28.5 Grams of Marijuana	Infraction
	HS11357(D)	Possession of Marijuana on School Grounds	Infraction
Felony Crimes Against People	PC211	Robbery	Felony
	PC664/187	Attempted Murder	Felony
	PC245(A)(1)	Assault with a Deadly Weapon or Great Bodily Injury	Felony
	PC215	Carjacking	Felony
	PC288(A)	Lewd or Lascivious Act on a Child Under Fourteen	Felony
Other Crimes	PC4532(B)(1)	Escape Jail/Etc. while Charged/Etc. with a Felony	Felony
	PC148.9	False Name to Peace Officer	Misdemeanor
	PC148	Obstruct Resist Public Officer	Misdemeanor
	VC12500(A)	Driving while Unlicensed	Misdemeanor
	PC182(A)(1)	Conspiracy to Commit Crime	Misdemeanor
Other Crimes Against People	PC242	Battery	Misdemeanor
	PC166(C)(1)	Violation of Court Order Domestic Violence	Misdemeanor
	PC261.5	Unlawful Sexual Intercourse with Minor	Misdemeanor

Offense Categories	Code Description	Charge Description	Offense Code
	PC646.9(A)	Stalking	Misdemeanor
	PC243(E)(1)	Battery on Former Spouse, Fiancé, or Date	Misdemeanor
Property Crimes	PC487	Grand Theft	Felony
	PC459	Burglary: First Degree	Felony
	PC451	Arson	Felony
	VC10851	Driving/Taking Vehicle without Owner's Permission	Felony
	VC20002	Hit and Run/Property Damage	Misdemeanor
	PC647(H)	Prowling	Misdemeanor
	PC488	Petty Theft	Misdemeanor
	PC466	Possession of Burglary Tools	Misdemeanor
	PC602	Trespassing	Misdemeanor
	PC594	Vandalism	Misdemeanor
Return from Other Status/Courtesy Hold/ Other Admit	PC1203.2	Re-arrest/Revoke Probation/Etc.	Misdemeanor
	WI777	Failure to Obey Order of the Juvenile Court	Status
	PC594(A)(B)	For Sentencing Purposes	Status
	WI602	Juvenile Offender (State Specific Offense)	Status
Weapon Crimes	PC245	Assault with a Deadly Weapon (Punishment)	Felony
	PC21310	Possession of a Dirk or Dagger	Felony
	PC25400(A)	Carry Concealed Weapon	Felony
	PC246.3	Willful Discharge of Firearm with Gross Negligence	Felony
	PC21310	Possession of a Dirk or Dagger	Misdemeanor

APPENDIX H: JJSC WORKGROUPS AND SUBCOMMITTEES

Most of the JJSC Workgroups and Subcommittees have been paused due to COVID-19 and they will begin meeting again when it is safe to do so.

Table 36: Juvenile Justice Systems Collaborative: Race Equity in Justice Systems Workgroups

Work Group	Lead	Purpose	Meeting Schedule
Electronic Monitoring Program	Nisreen B. Younis, Sup. Public Defender Jean Pennypacker, Chair, Juvenile Justice Commission	The Electronic Monitoring Program (EMP) committee goals are to promote best practices and ensure equity in the use of EMP; to ensure the use of EMP properly aligns with its purpose; to identify eligibility criteria for EMP to ensure equity; determine EMP success for youth of color; and develop policy recommendations to ensure youth of color are successful. The committee is working to identify additional alternatives to detention. The Research and Development (RaD) team provided phase III of the research questions and received the additional youth surveys. The committee is working on the eligibility criteria, community-based alternatives, and the impact of restrictive EMP.	Monthly
High Risk Youth	Ann Huntley Sup. District Attorney Nisreen B. Younis, Sup. Public Defender	The High-Risk Youth committee focuses on ensuring race equity, promoting child wellbeing, and reducing racial and ethnic disparities related to youth currently involved in the justice system while continually improving justice system processes. This committee is focused on youth who have committed three or more serious offenses. The committee will investigate potential interventions for this target population and develop policy recommendations to ensure youth of color receive appropriate dispositions. The committee is working with County Counsel on a memorandum of	Monthly

Work Group	Lead	Purpose	Meeting Schedule
		understanding (MOU) and a standing order to share information.	
Gender Responsive Task Force	Judge Katherine Lucero, Presiding and Supervising Judge of the Juvenile Division Nick Birchard, Deputy Chief Probation Officer Protima Pandey, Director Office of Women's Policy	The Gender Responsive Task Force (GRTF) was established in 2015 to create a comprehensive case plan and treatment model for moderate and high-risk girls on probation in Santa Clara County that decreases their risk of recidivism and victimization while also increasing their life outcomes. For more information on GRTF please see Appendix B.	Monthly

Table 37: Other Collaborative Efforts with Justice Systems Stakeholders

Work Group	Lead	Purpose	Meeting Schedule
Juvenile Court Aligned Action Network (JCAAN)	Judge Katherine Lucero, Presiding and Supervising Judge of the Juvenile Division Joy Hernandez, National Center for Youth Law Alex Villa, Probation Division Manager Supported by: Dana Bunnett, Kids in Common	The goal of JCAAN is for youth in the juvenile justice system to achieve parity in graduation rates with the general population. Work includes identifying baseline data for education outcomes for youth in the justice system; on-going literature review to find effective and promising practices; deep landscape analysis to identify services and gaps; and utilizing data to improve education results for these youth.	Monthly
Juvenile Justice Data Crosswalk	Dana Bunnett, Kids in Common	The Juvenile Justice Data Crosswalk Project was created to align data collection and data sharing efforts for many groups currently working with juvenile justice involved youth such as NYCL, VERA, DIY, JCAAN, Burns Institute/Racial Equity Through	Monthly

Work Group	Lead	Purpose	Meeting Schedule
		Prevention, Kids in Common, Juvenile Court Aligned Action Network, Juvenile Justice Commission, SCCOE and Probation.	
CSEC Steering Committee	Daniel Little, Director of Family and Children's Services	The CSEC Steering Committee consists of DFCS, JPD, PH, BHSD, Community Solutions, YWCA, LACY, Public Defender, and other partners as identified. The CSEC Steering Committee shall: Provide ongoing oversight and leadership to ensure the county agencies and partners effectively collaborate to better identify and serve youth who are at risk of or have been commercially sexually exploited.	Quarterly
CSEC Implementation	The Implementation Team members consist of the following system partners: DFCS, JPD, PH, BHSD, Community Solutions, YWCA, LACY, Public Defender, and other partners as identified.	The CSEC Implementation Team (hereafter referred to as "The Implementation Team") is responsible for trauma informed program development and training using data to ensure the implementation of the Commercially Sexually Exploited Children (CSEC) protocol. The team will utilize continuous quality improvement (CQI) as well as a feedback process to identify and address gaps, challenges and maximize opportunities for program enhancement.	Monthly
DIY Steering Committee	Laura Garnette, Chief Probation Officer Judge Julie Alloggiamento, Judge for DIY calendar	The goals of the Dually Involved Youth (DIY) Steering Committee are (1) Prevent youth ¡n the child welfare system from formally penetrating the juvenile justice system. (2) Use evidence-based research and promising practices to inform changes in both systems so that we can	Monthly

Work Group	Lead	Purpose	Meeting Schedule
		better serve youth and families. (3) Eliminate disproportionate minority contact in the child welfare and juvenile justice systems. (4) Strengthen the ability of families to rise above the challenges they confront.	
DIY Under 14 Subcommittee	Christian Bijoux, Dually Involved Youth Director Nisreen B. Younis, Sup. Public Defender	The purpose of the group is to engage system partners to provide support to the dually involved youth who are under 14 years old as this population might need specific supports to address their needs. The workgroup is currently developing a protocol for SB439 for youth who are under 12 years old and cannot be detained as outlined by new legislation.	Monthly
Title IVE Well-Being Waiver Steering Committee	Laura Garnette, Chief Probation Officer Robert Menicocci, Director Department of Social Services	The Title IVE Well-Being Waiver Steering Committee was developed when Santa Clara County joined the Title IVE Well-Being Waiver Project. The Steering Committee meets monthly to discuss the Waiver Project and other issues as it relates to providing best practices for the community. The committee is composed of key staff from Probation, Department of Family and Children's Services (DFCS), Behavioral Health and Fiscal.	Monthly

APPENDIX I: ASSEMBLY BILL (AB) 12 NON-MINOR DEPENDENT YOUTH

The California Fostering Connections to Success Act known as AB12, which took effect in 2012, and subsequent legislation, allowed eligible youth to remain in foster care beyond age 18, up to age 21. This was originally known as AB12 but is now known as Extended Foster Care (EFC) services. EFC services provide youth with the time and support needed to gradually become fully independent adults. The guiding principle of this extension is to provide each eligible youth with the opportunity to make decisions regarding his or her housing, education, employment, and leisure activities, while receiving ongoing support and assistance when difficulties are encountered. Foster youth who participate in EFC are designated as Non-Minor Dependents (NMDs). There are two types of NMD's, 602 NMDs who are still on Probation and WIC 450 NMDs who were on probation, met their rehabilitative goals and were dismissed effectively transitioning them to a non-Ward NMD. The other type of NMD can be a youth dismissed from Probation (successfully or unsuccessfully) who reenters by petitioning either the Juvenile Justice or Dependency Court. Most youth who exit from juvenile probation and have no dependency history, reenter and/or are supervised by POs in the Placement Unit.

Youth who are between the ages of 18 and 21 and were in foster care on their 18th birthday, qualify for extended foster care (EFC) services. To maintain eligibility to participate in EFC, youth must meet one of five participation criteria:

- Working toward completion of high school or equivalent program; or
- Enrollment in higher education or vocational education program; or
- Employed at least 80 hours per month; or
- Participating in a program to remove barriers to employment; or
- The inability to participation in any of the above programs due to a verified medical condition.

There are approximately 200 NMDs in this county participating in EFC through the Department of Family and Children's Services and the Probation Department. NMDs meet monthly with their assigned social worker or Probation Officer and may attend hearings (they are not required to be present at these hearings) through the Juvenile Dependency Court or Juvenile Justice Court where the case worker is required to report on their progress to the Court. NMDs receive support in meeting their eligibility criteria, life skills classes, assistance receiving public benefits and applying for student financial aid, a monthly financial stipend, and housing assistance during their time in EFC and in their post-EFC transition.

There are several housing options for NMDs including:

- Remain in the existing home of a relative; licensed foster family home; certified foster family agency home; home of a non-related legal guardian (whose guardianship was established by the juvenile court); or STRTP (youth may remain in a group home after age 19 only if the criteria for a medical condition and/or NMD eligibility is met and the placement is a short-term transition to an appropriate system of care); or
- THP-Plus Foster Care (THP+FC) - this program has three models:

    - Host Family where the NMD lives with a caring adult who has been selected and approved by the transitional housing provider.
    - Single Site where the NMD lives in an apartment, condominium or single-family dwelling rented or leased by the housing provider with an employee(s) living on site; or
    - Remote Site where the NMD lives independently in one of the housing types listed above with regular supervision from the provider; or
- Supervised Independent Living Placement (SILP) - this placement option allows youth to live independently in an apartment, house, condominium, room and board arrangement or college dorm, alone or with a roommate(s), while still receiving the supervision of a social worker/probation officer. The youth may directly receive all or part of the foster care rate pursuant to the mutual agreement.

NMD youth can reside in-county, out-of-county and/or out-of-state and continue to receive supportive services and monthly-mandated face-to-face contact with their Probation Officer.

APPENDIX J: BEHAVIORAL HEALTH DIAGNOSIS

The Behavioral Health Services Department referenced the DSM 5 for a brief definition of the following behavioral health diagnosis.

- **Adjustment Disorder:** A common short-term disorder people experience during a new or unfamiliar situation that causes stress. A person may experience sadness, worry, difficulty concentrating, feeling overwhelmed and may avoid daily activities. Symptoms usually dissipate after a few weeks but could become worse if supportive strategies are not utilized.

- **Substance Use/Dependence:** Any substance that is consumed is considered use whether it is alcohol or drugs. Dependence is when the body physically needs the substance in order to feel in a "normal" state and can be physical or psychological.

- **Behavior Disorder:** There are different types of behavior disorders and symptoms typically include inattention, hyperactivity, impulsivity, oppositional behavior, drug use and/or law-breaking behavior.

- **Post-Traumatic Stress Disorder (PTSD):** Exhibiting distressful symptoms after facing a stressful or traumatic event where the person witnessed or experienced severe injury or something life-threatening is not uncommon. Symptoms that last over 30-days and include worry, loss of interest in activities, extreme emotional reactions, frequent memories of the event, sleep issues, angry outburst, and problems concentrating are a few behaviors that may occur.

- **Anxiety Disorder:** There are several types of anxiety disorders which can be brief or acute, and can impact functioning and interfere with daily activities, such as school, work, and social relationships. Types of anxiety disorders include generalized anxiety disorder, panic disorder, and specific phobia (fears) disorders. Young people often present as being on edge, having difficulty paying attention, being irritable, and have difficulty managing worries.

- **Major Depressive Disorder:** Characterized persistent feelings of worthlessness, hopelessness, loss of sleep, or appetite and sometimes recurrent thoughts of death or suicide. Adolescents may show heightened irritability, poor school performance, extreme sensitivity, self-harm, and avoidance of social interaction.

- **ADHD (Attention Deficit Hyperactivity Disorder):** Characterized by having inattentive and/or hyperactive behaviors. Inattention may include difficulty concentrating, listening, organizing, distraction, and/or forgetfulness. Hyper activeness may include fidgeting, talking too much, always on the go, impulsivity, difficulty waiting, and interrupting others.

- **Bipolar Disorder:** This is typically a life-long condition characterized by mania and/or depression. Mania is when a person shows high levels of energy with a sense of euphoria. A person may experience mood swings from mania to depression. Treatment with medication and psychotherapy is often very effective.

- **Autism Spectrum Disorders (ASD):** Individuals with ASD have difficulties with social interactions, communication, and may have restricted interests and behaviors. Adolescents with ASD often have

trouble maintaining peer relationships, can be naïve, and may present with irritability and difficulties managing emotions. There may be sensitivity to sounds, being touched, food textures, smells, and certain types of clothing fabrics. Sometimes individuals with ASD also have cognitive deficits, which impact their academic performance, their ability to see things from another person's perspective or to show empathy for others.

APPENDIX K: COMMONLY USED ABBREVIATIONS AND ACRONYMS

The following is a comprehensive list of all commonly used abbreviations and acronyms used throughout this report in alphabetical order.

Figure 59: Commonly Used Abbreviations and Acronyms

Abbreviation/Acronym	Definition / Meaning
A-CRA	Adolescent Community Reinforcement Approach
ADO	Alternate Defender's Office
AED	Alternative Education Department
Asian/PI	Asian/Pacific Islander
BHSD	Behavioral Health Services Department
CARE	Court for Achieving Reengagement with Education
CCR	Continuum of Care Reform
CDCR	California Department of Corrections and Rehabilitation
CFCS	Children, Family and Community Services
CFT	Child and Family Team
CITA	Individualized Treatment of Adolescents
CMS	Case Management System
County	Santa Clara County
CRP	Community Release Program
CSEC	Commercially Sexually Exploited Children
CSE-IT	Commercial Sexual Exploitation Identification Tool
CSI	Cross Systems Initiatives
CWS/CMS	Child Welfare Services / Case Management System
CY	Calendar Year
CYF	Children, Youth and Family
DEJ	Deferred Entry of Judgement
DFCS	Department of Family and Children's Services
DIY	Dually Involved Youth
DIYU	Dually Involved Youth Unit
DJJ	Division of Juvenile Justice
DYCR	Department of Youth and Community Restoration
EFC	Extended Foster Care
EMP	Electronic Monitoring Program
FLY	Fresh Lifelines for Youth
FTA	Failure to Appear
FV/DV	Family/Domestic Violence
GRTF	Juvenile Justice Gender Responsive Taskforce
HHS	Health and Human Services
HS	Hospital System

Abbreviation/Acronym	Definition / Meaning
ICP	Interagency Placement Committee
IDO	Independent Defense Counsel
JAID	Juvenile Attendance Improvement Diversion
JAIS	Juvenile Assessment Intervention System
James Ranch	Juvenile Rehabilitation Facility William F James Ranch
JAS	Juvenile Automation System
JCAAN	Juvenile Court Aligned Action Network
JJCPA	Juvenile Justice Crime Prevention Act
JJSC	Juvenile Justice Systems Collaborative
JPD	Juvenile Services Division, Probation Department
JRS	Juvenile Records System
LACY	Legal Advocates for Children and Youth
MAR	Medication Administration Rand
MAYSI-2	Massachusetts Youth Screening Instrument
MDT	Multi-Disciplinary Team
MGPTF	Mayor's Gang Prevention Task Force
MIT	Multidisciplinary Implementation Team
MST	Multisystemic Therapy
NCCD	National Council on Crime and Delinquency
NMD	Non-Minor Dependent
NSU	Neighborhood Safety/Services Unit
OMOS	Office of Mediation and Ombuds Services
PBIS	Positive Behavior Interventions and Supports
PD	Public Defender
PDO	Public Defender's Office
PEI	Prevention Early Intervention
PIVOT	Providing Individual Valuable Opportunities Together
PO	Probation Officer
PRISM	Probation Records Information System Manager
PRO-CSR	Probation Continuum of Services of Reentry
PSC	Placement Screening Coordinator
QRTP	Qualified Residential Treatment Program
RAI	Risk Assessment Instrument
RAIC	Receiving, Assessment, and Intake Center
Ranch	Juvenile Rehabilitation Facility William F James Ranch
REJS	Race Equity in Justice Systems
REP	Race Equity through Prevention
REP	Redemption, Education and Purpose
RFK	Robert F Kennedy National Resource Center for Juvenile Justice
SARB	Student Attendance Review Board
SARC	San Andreas Regional Center

Abbreviation/Acronym	Definition / Meaning
SB	Senate Bill
SCC	Santa Clara County
SCYTF	South County Youth Task Force
SHARKS	Supervision High-Tech Automated Record Keeping System
SIJS	Special Immigrant Juvenile Status
SOGIE	Sexual Orientation, Gender Identity, and Gender Expression
SSI	Supplemental Security Income
STRTP	Short Term Residential Therapeutic Program
SUTS	Substance Use Treatment Services
SW	Social Worker
TAY	Transition Aged Youth
TGNC	Transgender/gender non-conforming
VMC	Valley Medical Clinic
VOMP	Victim Offender Mediation Program
VOP	Violation of Probation
WIC	Welfare and Institutions Code
YAC	Youth Advisory Council
YTIP	Youth Therapeutic Integrated Program

Sandra Nava

From: Sandra Nava
Sent: Tuesday, February 22, 2022 8:41 AM
To: Sandra Nava
Cc: Crystal Zamora; Bryce Atkins
Subject: Re: Response to HNRC Meeting Inquiries
Attachments: SVILC Gilroy CDBG HNRC follow up.docx

Importance: High

To HNRC from Angelica Holguin of Silicon Valley Independent Living Center.
Response to inquiries which she said he would provide to members.

From: Angelica Holguin [mailto:angelicah@svilc.org]
Sent: Thursday, February 17, 2022 8:23 PM
To: Sandra Nava
Cc: Grants
Subject: Re: EXTERNAL - Re: HNRC Meeting
Importance: High

Good Evening Sandra,

Please find attached my follow up to the HNRC inquiries. Please let me know if you require any additional information.

~Angie

Angelica Holguin, MSC, AMFT (She/Her/Ella)
Director of Programs
Silicon Valley Independent Living Center (SVILC)
25 N. 14th Street, Suite 1000
San Jose, CA 95112
(408) 894.9041 ext. 215 (Office)
AngelicaH@svilc.org

Website | Instagram | Youtube | Twitter | Facebook

SVILC is a cross-disability, intergenerational, and multicultural disability justice organization that creates fully inclusive communities that value dignity, equality, freedom and worth of every human being.



Last fiscal year Silicon Valley Independent Living Center was able to assist 33 unduplicated consumers in the community with assorted services such as housing services, benefits and cal-fresh assistance, emergency food pantry, Independent Living and life skills training as well as linkage to several community partners.

There were 6 consumers that needed more intensive assistance. These Consumers were able to attend our housing workshop that addresses budgeting, searching for affordable and accessible housing as well as educating the attendee of the current available resources. SVILC was able to provide 3 Consumers with intense preventive services from and a SVILC South County Case Manager to be able to maintain/obtain housing to prevent homelessness.

Silicon Valley Independent Living Center Housing Program Overview

SVILC offers housing services, which are unique to our independent living center. Our Specialists obtain and present updated information on the available wait lists and open housing opportunities to our members at our weekly workshops and during 1-on-1 appointments. SVILC works with other housing organizations to better understand and address the concerns of each member seeking housing. Each member is receiving coaching and resource information available to equip one for their housing search journey better.

People with disabilities experience more significant discrimination around housing than any other minority population. With an inflated cost of living rises in Santa Clara County, finding suitable and permanent housing can be a challenging journey. Our Housing Specialists may assist in developing housing search strategies, research up and update current Section & and other subsidized / low-income housing options, provide information and referrals to other community housing resources, provide information regarding your housing rights as a person with a disability, and assist in applying for emergency financial assistance for rent, security deposit, or application fee (RESTRICTIONS APPLY).

Individual Appointments

Our Housing Specialists provide 1-on-1 housing consultation appointments to better address the needs and concerns when searching or retaining housing. Some topics discussed during these appointments include housing programs available, redefining what the individual's ideal living conditions based on accommodations, finances, and location, and referrals. Lastly, our offices obtain current applications for low income or subsidized housing for our members to fill out and submit, and assist in applying for 1st month and deposit assistance to partnered third party financial organizations.



Housing Workshops

SVILC is the only community organization with a workshop that discusses how to find and obtain low-income accessible housing in all of Santa Clara County (SCC). Our workshops focus on educating our community on what is currently available in SCC, how to apply for housing vouchers, how to advocate for yourself, where to go when facing discrimination, and where can one find financial assistance upon moving in.

We hold our weekly workshops online, please visit our events calendar for upcoming dates and times. During each workshop, our Housing Specialists provide up to date waiting lists opportunities and a resource guide to agencies who may help in the following areas: housing discrimination, homeless resources, food pantries, financial assistance network, tips when talking to potential property owners, and more.

Also, our housing workshops held in the community at local homeless shelters, community centers, nonprofit organizations, and school districts. For more information, contact our San Jose office.

Housing Resource List

Our Housing Specialists have created a current listing of upcoming and available low-income / subsidized wait list and section 8 opportunities in and outside of Santa Clara County. This list is updated monthly with the property name, price range, contact information, eligibility criteria, and application process information.

Financial Assistance

SVILC works with third-party financial organizations to assist those who have fallen behind on their rent or needing help finding their 1st month and deposit upon securing their new housing unit. Our staff will assist you in completing an application for funds and provide a list of personal documents needed for the third-party organization requests to begin processing. A submission is not guaranteed, or funding may run out for the month of your request has been sent in.

PY 2021-2022 STATUS AS OF Q2 (7/1/21-12/31/21)

Project: Community Outreach and Navigation: PrEP

Location: 40910 Fremont Blvd, Fremont, CA 94538

Agency: Bay Area Community Health

Contact Person: Zettie Page III, CEO

Phone: (510) 252-6806

Program funded by: CDBG

Single audit low risk auditee
FY 2019-20: Yes

Increase community awareness, increase access to health care, and lower the rates of HIV (human immunodeficiency virus) in Gilroy, thus addressing the HIV epidemic.

Grant Amount:	**$10,250**				
Unduplicated Clients	**Goal**	**Actual**	**Reimbursement Request**	**Amount Paid**	**Account Balance**
Quarter 1	2		$2,562.50		$10,250.00
Quarter 2	2		$0.00		$10,250.00
Quarter 3					
Quarter 4					
Total:	**4**			$0.00	

Notes: Through Q2, the goal was to servce 40 unduplicated participants. Did not report progress yet. Annual goal 80 unduplicated participants.

Activity 1: Will provide outreach to 4 external service partners. Did not report progress yet.

Activity 2: Will provide outreach to 250 high risk community members and inreach to current patients Did not report progress yet.

Activity 3: Will provide education, and referrals for 50 clients

Q1-Q2 outcome measures

Outcome Measure Goal #1: 90% of clients will report an increase in their knowledge and awareness about HIV/AIDS, testing, and access to services, as measured by a post service survey. **Did not report progress yet.**
testing, prescription, or other needed services) will report that they were connected to care within 30 days, as measured by a survey. **Did not report progress yet.**

New program in FY 2021-2022. **Concerns:** Staff turnover has resulted in delayed submittal of their Q1-Q2 activity report and delayed submittal of additional supporting documentation for their Q1 reimbursement request. The Q2 reimbursement request has not been submitted yet.
Corrective actions pending: No
Corrective actions unresolved: No

Miscellaneous:

PY 2021-2022 STATUS AS OF Q2 (7/1/21-12/31/21)

Project: Adult Day Care: Gilroy Center

Location: 651 W. 6th St., Suite 2, Gilroy, CA 95020 Main office: 1147 Minnesota Ave., San Jose, CA 95125

Agency: Live Oak Adult Day Services

Contact Person: Ann Peterson, Executive Director COO: Toni Ensunsa, 408-971-9363

Phone: (408) 408-971-9363

Program funded by: CDBG **N/A since a single audit Single audit low risk auditee: is not applicable.**

Provide a specialized program of adult day care for frail, dependent low income seniors designed to maximize socialization and mental stimulation for the elderly clients in order to enhance their overall quality of life by removing them from social isolation and providing a variety of stimulating activities to improve their psychological and physical well-being.

Grant Amount:	**$8,560.00**				
Unduplicated Clients	**Goal**	**Actual**	**Reimbursement Request**	**Amount Paid**	**Account Balance**
Quarter 1	*8*	10	$2,140.00	$2,140.00	$6,420.00
Quarter 2	*5*	1	$2,140.00	$0.00 pending	$6,420.00
Quarter 3					
Quarter 4					
Total:	**13**	**11**		$2,140.00	$6,420.00

Notes: Through Q2, the goal was to serve 13 unduplicated participants. (reported serving 11) Short of goal by 2 individuals. Annual goal is 25 unduplicated participants.

Activity 1: Provide 119 days of recreation and socialization. (reported 119 days of service) Met goal.

Activity 2: Provide 1,400 meals. (reported 1,761 meals) Exceeded goal by 361 meals.

Q1-Q2 outcome measures

Outcome Measure #1: 80% of beneficiaries will sustain and/or improve their degree of overall healthy functioning as measured by health functioning assessment tool. (reported 85%) **Exceeded goal.**

Outcome Measure #2: 80% of beneficiaries will avoid institutionalization as measured by attendance in program. (reported 100%) **Exceeded goal.**

Monitoring visit not required due to grant being under $15,000.
No major concerns.

Corrective actions pending: No
Corrective actions unresolved: No

Miscellaneous: Desk-top monitoring done annually.

PY 2021-2022 STATUS AS OF Q2 (7/1/21-12/31/21)

Project: Landlord Tenant Counseling and Dispute Resolution

Location: 8339 Church St., Suite 104, Gilroy CA 95020 Main office: 1490 El Camino Real, Santa Clara, CA 95050

Agency: Project Sentinel

Contact Person: Carole Conn, Executive Director

Phone: (408) 842-7740

Program funded by: HTF **Single audit low risk auditee FY 2019-20:** Yes

Help lower income Gilroy tenants and housing providers resolve housing problems. Project Sentinel helps resolve rental housing problems through 1) community outreach/education and 2) case management.

Grant Amount:	**$15,960**				
Unduplicated Clients	**Goal**	**Actual**	**Reimbursement Request**	**Amount Paid**	**Account Balance**
Quarter 1	22	33	$7,622.52	$7,622.52	$8,337.48
Quarter 2	22	33	$8,337.48	pending	$8,337.48
Quarter 3					
Quarter 4					
Total:	**44**	**66**		$7,622.52	

Notes: Through Q2, the goal was to servce 44 unduplicated participants. (reported serving 66) Exceed goal by 22 participants. Annual goal 89 unduplicated participants.

Activity 1: 133 Information & Referral calls handled (reported 250 calls/walk-ins). Exceeded goal by 117 calls/walk-ins.

Activity 2: 11 case management cases. (reported 18 case management cases). Exceeded goal by 7 cases.

Q1-Q2 outcome measures

Outcome Measure Goal #1: 85% of clients will report increased awareness about options available to resolve housing disputes through information and referral services or dispute resolution services as measured by client's response to oral survey. **(reported 99%) Exceeded goal.**

Outcome Measure Goal #2: 25% of opened cases will be resolved with conciliated or mediated agreements, as measured by recorded case notes and outcomes. **(reported 72%) Exceeded goal.**

Scheduled for a FY 2020-21 monitoring. No major concerns.
Corrective actions pending: No
Corrective actions unresolved: No

Miscellaneous:

PY 2021-2022 STATUS AS OF Q2 (7/1/21-12/31/21)

Project: Project Sentinel Fair Housing

Location: 8339 Church St., Suite 104, Gilroy CA 95020 Main office: 1490 El Camino Real, Santa Clara, CA 95050

Agency: Project Sentinel

Contact Person: Carole Conn, Executive Director

Phone: (408) 842-7740

Program funded by: HTF

Single audit low risk auditee
FY 2019-20: Yes

Combat illegal housing discrimination, provide comprehensive fair housing services of civil rights enforcement, community outreach and education, investigation of complaints and audits for unreported violations, and to address the incidence of illegal housing and provide redress to victims of such discrimination. These services help create and maintain healthy communities and assist the City in meeting its HUD requirements for affirmatively furthering fair housing.

Grant Amount:	**$14,590**				
Unduplicated Clients	**Goal**	**Actual**	**Reimbursement Request**	**Amount Paid**	**Account Balance**
Quarter 1	*7*	35	$1,660.08	$1,660.08	$12,929.92
Quarter 2	*6*	3	$5,831.48	pending	$12,929.92
Quarter 3					
Quarter 4					
Total:	**13**	**38**		$1,660.08	

Notes: Through Q2, the goal was to serve 13 unduplicated participants. (reported serving 38). Annual goal 26.

Activity 1: Open 7 fair housing complaint investigations. (4 investigations reported) Short of goal by 3 investigations. Annual goal is 14 complaint investigations.

Activity 2: Provide 2 community outreach and Education Presentations. (6 presentations/workshops were reported) Exceeded goal by 4 presentations/workshops.

Activity 3: Provide 5 fair housing consultations. (7 consultations reported) Exceeded goal by 2 presentations/workshops.

Q1-Q2 outcome measures

Outcome Measure Goal #1: 25% of cases opened and complaints investigated will have successful outcomes as measured by closed case referrals. **(reported 100%) Exceeded goal.**

Outcome Measure Goal #2: 80% of clients provided outreachwill have a better understanding of their rights and obligations under Fair Housing laws, as measured by a survey. **(reported 100%) Exceeded goal.**

FY 2018-19: Programmatic monitoring completed, however, financial monitoring postponed due to COVID-19 shelter in place order. Financial monitoring for FY 2018-19, programmatic and financial FY 2019-20, and FY 2020-21 monitoring is being scheduled. No major concerns.

Corrective actions pending: No
Corrective actions unresolved: No

Miscellaneous:

PY 2021-2022 STATUS AS OF Q2 (7/1/21-12/31/21)

Project: Gilroy Street Team

Location: 7950 Church St., Suite A Gilroy, CA 95020

Agency: St. Joseph's Family Center

Contact Person: David Cox, Executive Director

Phone: (408) 408-846-6662

Program: HTF **N/A since a single audit Single audit low risk auditee: is not applicable.**

Provide a team environment where members can learn some of the basic skills of job readiness-punctuality, care for equipment, interaction with the business owners and various associations. As part of the project, they will receive optional counseling, job linkages, help accessing permanent housing and other support that will aid in greater self-sufficiency and increased health.

Grant Amount:	**$23,780**				
Unduplicated Clients	**Goal**	**Actual**	**Reimbursement Request**	**Amount Paid**	**Account Balance**
Quarter 1	*3*	4	$8,565	$8,565.00	$15,215.00
Quarter 2	*2*	1	$8,519	pending	$15,215.00
Quarter 3					
Quarter 4					
Total:	**5**	**5**		$8,565.00	$15,215.00

Notes: Through Q2, the goal was to serve 5 unduplicated participants. (reported serving 7) Exceeded goal. Annual goal is 7 unduplicated participants.

Activity 1: Street Team will provide 1,250 clean-up hours. (reported 1,831.5 clean-up hours) Exceeded goal by 581.5 clean up hours.

Q1-Q2 outcome measures

Outcome #1- Goal 75% of participants will augment skills and increase overall job readiness as measured by a survey. (Agency does not report on this outcome until Quarter 4).

Scheduled for a FY 2020-21 monitoring. No major concerns.

Corrective actions pending: No
Corrective actions unresolved: No

Miscellaneous:

PY 2021-2022 STATUS AS OF Q2 (7/1/21-12/31/22)

Project: Homeless Prevention Services

Location: 7950 Church St., Suite A, Gilroy, CA 95020

Agency: St. Joseph's Family Center

Contact Person: David Cox, Executive Director

Phone: (408) 408-846-6662

Program: HTF **Single audit low risk auditee: N/A since a single audit is not applicable.**

Provide emergency rental assistance, utility assistance, food assistance, and other supportive programs that help diminish the overall risk of becoming homeless and increase family well-being.

Grant Amount:	**$54,650**				
Unduplicated Clients	**Goal**	**Actual**	**Reimbursement Request**	**Amount Paid**	**Account Balance**
Quarter 1	*38*	16	$8,168.00	$8,168.00	$46,482.00
Quarter 2	*38*	27	$22,031.00	pending	$46,482.00
Quarter 3					
Quarter 4					
Total:	**76**	**43**		$8,168.00	$46,482.00

Notes: Through Q2, the goal was to serve 76 unduplicated participants. (reported serving 43) Short of goal by 33 unduplicated participants. Annual goal is 94 unduplicated participants.

Activity 1: Provide 20 emergency rental assistance payments. (reported 15 rental assistance payments) Short of goal by 5 payments.
Activity 2: Provide 18 VI-SPDAT assessment entries (reported 15 entries) Short of goal by 3 assessments.

Q1-Q4 outcome measures

Outcome #1- Goal 85% of beneficiaries will maintain their housing for three months or longer as measured by address verifications, case notes, follow up engagements and/or a data check in the HMIS database. (Agency reports on this outcome in Q4 for the entire fiscal year).

Scheduled for a FY 2020-21 monitoring. No major concerns.

Corrective actions pending: No

Corrective actions unresolved: No

Miscellaneous:

PY 2021-2022 STATUS AS OF Q2 (7/1/21-12/31/21)

Project: Day Center and Outreach for the Homeless

Location: 370 Tomkins Ct. Mailing address: PO Box 233, Gilroy CA 95021

Agency: South County Compassion Center

Contact Person: Tim Davis

Phone: (408) 408-763-7120

Program funded by: HTF **Single audit low risk auditee:** N/A since a single audit is not applicable.

Provide one stop shop for basic needs, plus connect with and participate in services that can help end homelessness. Reduce the impact of homelessness on an individual AND on the community by engaging the homeless population in services with the long-term goal of helping them attain permanent housing.

	$45,660				
Unduplicated Clients	**Goal**	**Actual**	**Reimbursement Request**	**Amount Paid**	**Account Balance**
Quarter 1	*131*	271	$5,227.70	$5,227.70	$40,432.30
Quarter 2	*131*	226	$18,958.57	pending	$40,432.30
Quarter 3					
Quarter 4					
Total:	**262**	**497**		$5,227.70	$40,432.30

Notes: Through Q2, the goal was to serve 262 unduplicated homeless individuals reported serving 497. Exceeded goal by 235. Annual goal is 524 unduplicated participants.

Activity 1: Proposed 7,866 instances of duplicated basic needs services Exceeded goal by 1,113 instances.

Activity 2: Proposed 350 instances of duplicated wrap-around support services. Exceeded goal by 198 instances.

Q1-Q2 outcome measures

Outcome Measure Goal #1: 70% of clients receiving basic needs services will report an improvement in their quality of life as as measured by a survey of the program participants. **(reported 89%) Exceeded goal.**

Outcome Measure Goal #2: 60% of clients will have a completed or updated VISPDAT as measured by the Homeless Management Information System (HMIS) report. **(reported 87%) Exceeded goal.**

Scheduled for a FY 2020-21 monitoring. No major concerns.

Corrective actions pending: No

Corrective actions unresolved: No

Miscellaneous:

PY 2021-2022 STATUS AS OF Q2 (7/1/21-12/31/21)

Project: Meals on Wheels

Location: 3180 Newberry Dr., Suite 200

Agency: The Health Trust

Contact Person: Teresa Johnson, Director Food & Nutrition Services

Phone: (408) 408-961-9804

Program funded by: CDBG and HTF

Single audit low risk auditee FY 2020-21: Yes

Provide seniors who are low income and homebound with valuable health and social services that will enable them to live independently as healthy, contributing members of their communities. The progam will maximize City resources and complement existing City programs to address the needs of Gilroy residents living within the highest level of food insecurity and social isolation, by delivering hot meals on weekdays and chilled meals on Fridays for the weekend.

Grant Amount:	**20,000.00**				
Unduplicated Clients	**Goal**	**Actual**		**Amount Paid**	**Account Balance**
Quarter 1	*12*	8		$5,689.25	$14,310.75
Quarter 2	*2*	8		$8,692.00	$5,618.75
Quarter 3					
Quarter 4					
Total:	**14**	**16**		$14,381.25	$5,618.75

Notes: Through Q2, the goal was to serve 10 unduplicated participants. (reported serving 8) Short of goal by 2 unduplicated persons. Annual goal is 16 unduplicated persons.

Activity 1: Provide 740 home delivered meals. (reported 843 meals) Exceeded goal by 103 meals.

Activity 2: Provide 100 wellness checks. (reported 125) Exceeded goal by 25 wellness checks.

Activity 3: Provide 12 wellness and educational resources. (reported 10) Short of goal by 2 resources.

Q1-Q2 outcome measures

Outcome Measure #1: 95% of clients will report that Meals on Wheels is somewhat or extremely important in helping them remain independent in their homes, as measured by the client satisfaction survey. **(reported 97.6%) Exceeded goal.**

Outcome Measure #2: 95% of clients will report that Meals on Wheels is somewhat or extremely important to their daily well-being, as measured by the client satisfaction survey. **(reported 99.5%) Exceeded goal.**

Conducted monitoring of FY 2020-2021. No major concerns.
Corrective actions pending: No
Corrective actions unresolved: No

Miscellaneous: CDBG and HTF funds pay for meals and HTF fund pays for salary and benefits.

PY 2021-2022 STATUS AS OF Q2 (7/1/21-12/31/22)

Project: Rebuilding Home Repair, Rehabilitation and Accessibility Modification Program

Location: 1701 S. 7th St., #10, San Jose, CA 95112

Agency: Rebuilding Together Silicon Valley

Contact Person: Deanne Everton, Executive Director

Phone: (408) 408-578-9519

Program funded by: CDBG **Single audit low risk auditee FY 2020-2021 Yes**

Provide income-eligible, owner occupied, homeowners living in the City of Gilroy city limits minor home repairs/accessibility modifications as well as larger rehabilitation repairs to improve the quality of life for low-income, aging and/or physically challenged adults/families by providing a suitable living environment through focused home safety repairs.

Grant Amount:	**140,000.00**				
Unduplicated Clients	**Goal**	**Actual**	**Reimbursement Request**	**Amount Paid**	**Account Balance**
Quarter 1	*3*	7	$37,124.84	$37,124.94	$102,875.06
Quarter 2	*5*	3	$56,893.38	pending	$102,875.06
Quarter 3					
Quarter 4					
Total:	**8**	**10**		$37,124.94	$102,875.06

Notes: Through Q2, the goal was to serve 8 unduplicated participants. (reported serving 10) Exceeded goal by 2 unduplicated participants.

Activity 1: Provide 32 minor repair maintenance individual repairs. (reported 77 minor individual repairs) Exceeded goal by 45 minor repairs.

Activity 2: Provide 3 larger rehabilitation individual repairs. (Reported 6 larger rehabilitation repairs) Exceeded goal by 3 larger repairs.

Q1-Q2 outcome measures

Outcome Measure #1: 80% of households shall have improved safety conditions in their home, as measured by satisfaction surveys. **(90% of beneficiaries surveyed reported improved safety conditions) Exceeded goal.**

Outcome Measure #2: 80% of households shall have improved accessibility and mobillity modifications in their home as measured by a questionnaire. **(100% of beneficiaries surveyed reported improved safety conditions) Exceeded goal.**

Scheduled for FY 2020-2021 monitoring. No major concerns.
Corrective actions pending: No
Corrective actions unresolved: No

Miscellaneous:

FY 2022-2023 and FY 2023-2024 Proposal Submittal Feedback

Agency	Project	Issue	After Submittal Action
Bay Area Community Health	Community Outreach and Navigation PReP	Did not submit: current authorization to request funds, current designation of authorized official. They indicated the ones from one year ago were on file with the city. They submitted incorrect form, from last year, to apply for 1 yr. of grant funding.	Requested IRS affirmation letter and will provide current authorizations as soon as their board meets. Transferred information to correct form, to match original request for 1-year of funding as requested by City.
Boys & Girls Club of Silicon Valley	Ochoa Clubhouse CORE Enrichment	Did not submit: bylaws, FTB tax exempt status letter, policies and procedures manual, including procurement and grievance procedures, and conflict of interest requirements.	Provided bylaws, FTB entity status letter, policies and procedures manual including procurement, and employee handbook including grievance and conflict of interest
Community Agency for Resources Advocacy and Services (C.A.R.A.S.)	Homeward Bound Homeless Prevention Services	Did not submit: articles of incorporation, and letter from IRS confirming tax exempt status with current address on it.	Provided articles of incorporation and requested IRS affirmation letter.
Community Agency for Resources Advocacy and Services (C.A.R.A.S.)	RYSE UP (Reaching our Young people to Succeed and Empower with Unlimited Potential)	Did not submit: articles of incorporation, and letter from IRS confirming tax exempt status with current address on it.	Provided articles of incorporation and requested IRS affirmation letter.
Live Oak Adult Day Services	Adult Day Care	N/A	N/A
Project Sentinel, Inc.	Landlord-Tenant Counseling and Dispute Resolution	N/A	N/A
Project Sentinel Inc.	Project Sentinel Fair Housing	N/A	N/A
St. Joseph's Family Center	Gilroy Street Team	N/A	N/A
St. Joseph's Family Center	Homeless Prevention Services	N/A	N/A
Silicon Valley Independent Living Center	Housing Services Program for Gilroy Residents with Disabilities	Did not submit: current authorization to request funds, current designation of authorized official. They submitted the ones from one year ago.	Provided updated authorizations.
South County Compassion Center	Outreach for the Unhoused	Did not submit IIRS and FTB tax exempt status letters reflecting the current name, board resolution designating authorization to request funds and designation of authorized official documents reflecting the current agency name. The authorizations were dated one year	Requested an affirmation letter from the IRS and provided entity status letter from the FTB. Will provide current authorizations as soon as their board meets.
The Health Trust	Meals on Wheels	N/A	N/A
Rebuilding Together Silicon Valley	Repair and Accessibility Modification Program for Low-Income Homeowners and Renters	N/A	N/A