

# CALIFORNIA HEALTH FACILITIES FINANCING AUTHORITY



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## Community Services Infrastructure Grant Program Application

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## **General Instructions**

Please refer closely to the Community Services Infrastructure Grant Program regulations (California Code of Regulations Title 4, Division 10, Chapter 7) as you are completing this Application. The regulations, which can be found at <http://www.treasurer.ca.gov/chffa/csi/csigrp.asp>, contain a great deal of essential information that is not repeated here including eligibility, instructions for submission of an Application, and maximum Grant amounts. All terms that are capitalized in this Application are defined in Section 7413 of the regulations.

We expect Applicants to adhere to the organization and sequencing of questions contained herein when completing an Application.

The narrative portion of the Application is limited to 20 pages in 12 point font such as Arial or Times New Roman with 1 inch margins. Required forms and attachments are not included in the page limit. Maximum font size does not apply to forms, graphs, or footnotes.

Please submit one Application per Project site.

# COMMUNITY SERVICES INFRASTRUCTURE GRANT PROGRAM

**Section-1: SUMMARY INFORMATION** *Please type all responses.*

Total Requested Grant Amount: \$ 1,690,542.67

Date Submitted: 12/2/2019

**DESIGNATED LEAD GRANTEE**

1. APPLICANT INFORMATION		
<small>NAME OF APPLICANT: (County)</small> <b>Sacramento County</b>	<small>ENTITY TYPE: (Department, Agency, etc.)</small> <b>Probation Department</b>	
<small>ADDRESS:</small> <b>8745 Folsom Boulevard</b>	<small>CITY, STATE AND ZIP:</small> <b>Sacramento, CA 95826</b>	
CONTACT INFORMATION		
<small>FIRST AND LAST NAME:</small> <b>Thomas (TJ) Harp</b>	<small>TITLE:</small> <b>Administrative Services Officer II</b>	
<small>ADDRESS:</small> <b>8745 Folsom Boulevard</b>	<small>CITY, STATE AND ZIP:</small> <b>Sacramento, CA 95826</b>	
<small>PHONE NUMBER:</small> <b>916-875-4234</b>	<small>FAX NUMBER:</small> <b>916-875-0203</b>	<small>EMAIL ADDRESS:</small> <b>HarpT@SacCounty.Net</b>

Project Title: **Jail Diversion Treatment Resource Center**

Project Brief Summary Description (*Limited to 20 words*): **The JDTRC will provide easily-accessible, community-based, individualized support services and linkages for the Target Population in a one stop location.**

County(ies) to be served: **Sacramento**

*Please select all Programs to be funded through the Grant, and insert number of beds and/or Program service capacity to be added by the proposed Project:*

<input checked="" type="checkbox"/> Mental Health Treatment	<input checked="" type="checkbox"/> Substance Use Disorder Treatment	<input checked="" type="checkbox"/> Trauma-Centered Services
<b>150</b> beds/service capacity	_____ beds/service capacity	_____ beds/service capacity

Purpose of Grant: *Check all applicable boxes*

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Facility acquisition                    | <input checked="" type="checkbox"/> Renovation             | <input type="checkbox"/> Program startup or expansion costs |
| <input checked="" type="checkbox"/> Furnishings and/or Equipment | <input checked="" type="checkbox"/> Information technology |   |

**Section-2: ADDITIONAL APPLICANTS AND SERVICE PROVIDERS** Please fill out additional Applicants and service provider(s) contact information. *Please use space as needed. Copy page if more space is needed.*

1. CO-APPLICANT INFORMATION		
NAME OF APPLICANT: <small>(County)</small> <b>Sacramento County</b>	ENTITY TYPE: <small>(Department, Agency, etc.)</small> <b>Department of Health Services</b>	
ADDRESS: <b>7001 East Parkway Ste 500</b>	CITY, STATE AND ZIP: <b>Sacramento, CA</b>	
CO-APPLICANT CONTACT INFORMATION		
FIRST AND LAST NAME: <b>Kim Grimes</b>	TITLE: <b>Human Services Program Planner</b>	
ADDRESS: <b>7001 East Parkway Ste 500</b>	CITY, STATE AND ZIP: <b>Sacramento, CA</b>	
PHONE NUMBER: <b>916-875-2038</b>	FAX NUMBER: <b>916-875-2035</b>	EMAIL ADDRESS: <b>GrimesK@SacCounty.Net</b>

2. CO-APPLICANT INFORMATION		
NAME OF APPLICANT: <small>(County)</small> <b>Sacramento County</b>	ENTITY TYPE: <small>(Department, Agency, etc.)</small> <b>Department of Human Assistance</b>	
ADDRESS: <b>1825 Bell Ste 200</b>	CITY, STATE AND ZIP: <b>Sacramento, CA</b>	
CO-APPLICANT CONTACT INFORMATION		
FIRST AND LAST NAME: <b>Eduardo Amenyro</b>	TITLE: <b>Homeless Services Division Manager</b>	
ADDRESS: <b>1825 Bell Ste 200</b>	CITY, STATE AND ZIP: <b>Sacramento, CA</b>	
PHONE NUMBER: <b>916-875-3828</b>	FAX NUMBER: <b>916-875-3828</b>	EMAIL ADDRESS: <b>AmeneyroE@SacCounty.Net</b>

**Service Providers:**

1. ORGANIZATION TO DELIVER SERVICES (IF KNOWN)		
NAME OF ORGANIZATION:	ENTITY TYPE:	
ADDRESS:	CITY, STATE AND ZIP:	
CONTACT INFORMATION		
FIRST AND LAST NAME:	TITLE:	
PHONE NUMBER:	FAX NUMBER:	EMAIL ADDRESS:

YES  NO  N/A Currently licensed and/or certified by the applicable state authority and in substantial compliance.

2. ORGANIZATION TO DELIVER SERVICES (IF KNOWN)		
NAME OF ORGANIZATION:	ENTITY TYPE:	
ADDRESS:	CITY, STATE AND ZIP:	
CONTACT INFORMATION		
FIRST AND LAST NAME:	TITLE:	
PHONE NUMBER:	FAX NUMBER:	EMAIL ADDRESS:

YES  NO  N/A Currently licensed and/or certified by the applicable state authority and in substantial compliance.

**Section-3: SUMMARY OF FUNDING REQUESTED**

<b>ELIGIBLE COSTS</b>	<b>AMOUNT</b>
Facility Acquisition	\$ 0.00
Renovation*	\$ 1,451,258.00
Furnishings and/or Equipment	\$ 212,496.55
Information Technology**	\$ 26,788.13
Program Startup or Expansion Costs (up to three months)	\$ 0.00
<b>Total Requested Grant Amount</b>	<b>\$ 1,690,542.68</b>

\*Hardscaping and/or landcaping costs essential to the completion of the Project may not exceed 5% of total Grant award.

\*\*Information Technology hardware and software costs may not exceed 3% of total Grant award except when approved by the Authority and only upon submission of justification in Application narrative (evaluation criteria 4(e)(i)) that the additional information technology costs are necessary for the Project to achieve the desired goals and outcomes set forth in Section 7419(a)(3) of the regulations.

**Section-4: COUNTY GRANT AMOUNTS WORKSHEET**

<b>COUNTY GRANT AMOUNTS WORKSHEET</b>	
<i>Complete the worksheet below for each County listed as Lead Grantee and Co-Applicant(s) on Section-1 and Section-2.</i>	
Applicants may apply for funding as set forth in Section 7418 of the regulations. Counties Applying Jointly, may at their discretion, apply for up to the sum of their respective maximum funding amounts, as applicable.	
<b>COUNTY NAME</b>	<b>FUNDING REQUESTED</b>
Sacramento County	\$ 1,690,542.68
	\$ 0.00
	\$ 0.00
	\$ 0.00
	\$ 0.00
	\$ 0.00
	\$ 0.00
	\$ 0.00
<b>TOTALS</b>	<b>\$ 1,690,542.68</b>

**Section-5: SOURCES AND USES**

*Please include sources and uses to complete the entire Project.*

**Sources of Funds:**

Total requested Grant amount	\$ <u>1,690,542.68</u>
Mental Health Services Act (MHSA) funds	\$ <u>0.00</u>
Realignment funds	\$ <u>0.00</u>
Medi-Cal, Federal Financial Participation	\$ <u>0.00</u>
Other sources, list (e.g., bank loan*, other grants)	
_____	\$ <u>0.00</u>
_____	\$ <u>0.00</u>
_____	\$ <u>0.00</u>
<b>Total Sources</b>	<b>\$ <u><u>1,690,542.68</u></u></b>

\*If obtaining a bank loan, please name the bank and describe the length and rate of the loan.\*

**Uses of Funds:**

Facility acquisition	\$ <u>0.00</u>
Renovation**	\$ <u>1,451,258.00</u>
Furnishings and/or equipment	\$ <u>212,496.55</u>
Information technology hardware and software	\$ <u>26,788.13</u>
Program start up or expansion costs (3 months)	\$ <u>0.00</u>
Other costs:	
_____	\$ <u>0.00</u>
_____	\$ <u>0.00</u>
_____	\$ <u>0.00</u>
<b>Total Uses (must equal Total Sources)</b>	<b>\$ <u><u>1,690,542.68</u></u></b>

**\*\*Grantees must comply with California’s prevailing wage law under Labor Code section 1720, et seq. for public works projects. The Authority recommends Applicants consult with legal counsel.**



## Evaluation Criteria

Applications shall be scored on the criteria set forth in Section 7419 of the regulations:

**1. Project increases or expands access to and capacity for community mental health treatment, substance use disorder treatment, and/or trauma-centered services that offer relevant alternatives to incarceration.** (Maximum 25 points)

- a. Describe the new or expanded Project(s) to be funded by the Grant and the services within the Project(s), including the Target Population(s) to be served. (Maximum 7 points)
- b. Describe the community need, including who does and does not receive services now, including demographics, and how the Project will be designed to reduce the need of mental health treatment, substance use disorder treatment, and/ or trauma-centered services in jails and/or prisons. Please include any available data that reflects community need. (Maximum 6 points)
- c. Quantify and describe how the Project will increase capacity for community based Jail Diversion Programs. (Maximum 6 points)
  - i. Identify the number of mental health treatment, substance use disorder treatment, and/or trauma-centered service beds or service capacity that will be added.
  - ii. How will the number added impact the Target Population(s) and translate into a number of additional individuals that may be served in the community?
- d. Describe existing or proposed Jail Diversion plan, including the intercepts (e.g., pre-arrest, pre-plead, post-conviction) at which Justice-Involved Individuals are diverted from jail and/or prison. (Maximum 6 points)

**2. Application demonstrates a clear plan for a continuum of care for mental health treatment, substance use disorder treatment, and trauma-centered services; and for collaboration, integration, and linkage with law enforcement, judicial systems, public health systems, behavioral health services, and social services.** (Maximum 15 points)

- a. Describe how the Project fits in with the continuum of care as it presently exists in the community. (Maximum 4 points)
  - i. Identify the shortcomings that exist within the continuum and supply any available data that may expand on or further identify the shortcomings.
  - ii. Identify how the Project will improve the existing continuum of care for Justice-Involved Individuals utilizing mental health treatment, substance use disorder treatment, and/or trauma-centered services.
- b. Describe how the Target Population(s) will be retained in treatment and the discharge plan from the Program(s), including the continuum of care that the Target Population(s) will receive once discharged from the Program(s). (Maximum 4 points)





- c. Describe the working relationships with Related Supports that already exist and/or those which will be established to enhance and expand community collaboration designed to maximize and expedite access to treatment and/or services for the purpose of diverting individuals with mental health disorders, individuals with substance use disorders, and/or victims of trauma arising from sex trafficking, domestic violence, and other violent crimes from jails and/or prisons, and improving wellness for those individuals. (Maximum 4 points)
- d. Provide supporting documentation in the form of letters or Memoranda of Understanding from Related Supports identifying the collaborative efforts amongst the agencies identified to expand treatment and/or services. (Maximum 3 points)
  - i. Counties Applying Jointly shall provide evidence, such as Memoranda of Understanding and/or interagency agreements, or a plan in place showing collaboration between counties for treatment and/or services for Justice-Involved Individuals across county lines.

**3. Identifies key outcomes and a plan for measuring them.** (Maximum 10 points)

- a. Provide a plan that includes methodology, timeline, and assignment of responsibility to measure and demonstrate outcomes of the Program, including the following:
  - i. Reduced number of individuals with mental health disorders, individuals with substance use disorders, and victims of trauma in jails and/or prisons; and reduced need for mental health treatment, substance use disorder treatment, and/or trauma-centered services in jails and/or prisons. (Maximum 2 points)
  - ii. Number and demographics of individuals within the Target Population(s) who utilize mental health treatment, substance use disorder treatment, and/or trauma-centered services. (Maximum 2 points)
  - iii. Number and demographics of individuals who complete treatment and/or services. (Maximum 2 points)
  - iv. Number and demographics of individuals who did not complete treatment and/or services and were returned to jail and/or prison. (Maximum 2 points)
  - v. Cost savings of the Program(s) compared to the cost of providing mental health treatment, substance use disorder treatment, and/or trauma-centered services in jails and/or prisons. (Maximum 2 points)



**4. Project is Ready, Feasible, and Sustainable or will be Ready, Feasible, and Sustainable within 12 months of the approval of the Final Allocation.** (Maximum 50 points)

**READINESS**

- a. Provide a detailed plan and timeline, including supporting documentation if available, with the steps needed to complete the Project as further delineated below and provide evidence demonstrating the ability to meet the criteria set forth in Section 7419(a)(4)(G) of the regulations. (Maximum 15 points)
  - i. Address of Project site, if available. If a Project site has not been identified, provide a description of the process, criteria for selection, and timeline for identification of a Project site that will be utilized. (Maximum 2 points)
  - ii. Renderings and/or floor plans of Project site, if available. (Maximum 2 points)
  - iii. Necessary approvals and processes to complete the Project, and the names and roles of all responsible entities. This includes, but is not limited to, County Board of Supervisors' approval, Requests for Proposals, architectural and construction contracts, California Environmental Quality Act (CEQA) compliance, building permits, conditional use permits, and Memoranda of Understanding/interagency agreements for Counties Applying Jointly, as applicable. (Maximum 3 points)
  - iv. Key milestones, in the future and completed to date, including projected or actual Project start date (i.e., date of purchase, renovation, or lease), Project end date (i.e., date of occupancy), and projected start date of services to the Target Population(s). (Maximum 3 points)
  - v. The plan and current status for staffing the Program(s). (Maximum 2 points)
  - vi. Potential challenges that may affect the timeline to start providing services and how those challenges will be mitigated, including but not limited to, site identification and acquisition, contracting, local use permit process, County Board of Supervisors' approval, CEQA process, Building Code compliance, selection of service provider, licensure, certification, loss of a site, delays in local (city and/or county) approvals, community opposition issues, loss or reduction in leveraged funding, and increased Project costs, as applicable. (Maximum 3 points)
- b. Describe and provide evidence of community outreach and engagement efforts for the proposed Program(s) in the vicinity of the planned Project site. Please provide the following: (Maximum 7 points)
  - i. A copy of the notice informing the public of the time and place of the meeting at which the planned Project will be discussed, and a copy of the agenda for the meeting, including evidence of time allocated for public discussion, and any other evidence of collaboration with the county agency that oversees community outreach efforts.
- c. Identify the service provider or describe the plan for identifying one, addressing the following: (Maximum 8 points)



- i. If a service provider that will operate the Program(s) has already been identified, provide a description of the written plans that are in place for how the treatment and/or services will be provided. These include:
  1. Description of range of services offered.
  2. Information about the service provider including expertise in mental health treatment, substance use disorder treatment, and trauma-centered services treatment; purpose; goals; and services of the organization. (Maximum 5 points)

**OR**

If a service provider has not been identified at the time the Application is submitted, provide a description of the process, criteria for selection, and timeline for identification of a service provider that will operate the Program(s). (Maximum 5 points)

- ii. If a service provider has been identified, provide evidence that the service provider has at least three years of experience working with the Target Population(s). (Maximum 3 points)
- d. Provide a detailed plan to support the certainty of Medi-Cal certification and/or certainty of state licensure/certification, if applicable. (Required, but no points awarded)

**FEASIBILITY**

- e. Provide a detailed Project budget, including “Summary of Funding Requested” (Section-3 on page 5) to identify the Project costs that are requested to be funded by CHFFA; “County Grant Amounts Worksheet” (Section-4 on page 5) to identify each county’s proportion, if applicable; and “Sources and Uses” (Section-5 on page 6) to identify total Project costs and sources of funding to cover the Project costs. Also provide the following: (Maximum 10 points)
  - i. Proposed uses of Grant funds in line item detail with a budget narrative. If working capital for Program startup or expansion costs is being requested, include a separate line item budget detailing those costs. If information technology exceeds 3% of total Grant award, provide a justification that the additional costs are necessary for the Project to achieve the goals and outcomes set forth in Section 7419(a)(3) of the regulations.
  - ii. A description of any leveraged public and/or private funding other than the Grant that will be used to complete the proposed Project. Include the amount of funding and the current status of the funding. Attach documentation, if any, such as letters describing commitment of funding or the status of consideration from the other funding sources or other similar documentation acceptable to the Authority.
  - iii. An explanation of the Grantee’s internal process to ensure the Grant funds will only be used for eligible costs as described in Section 7415 of the regulations.



## **SUSTAINABILITY**

- f. Provide the following: (Maximum 10 points)
  - i. An operating budget that details annual operating costs projected for the proposed Program(s).
  - ii. A description of new Program funding source(s) with amounts and cash flow projections and/or how existing funding will be redirected to provide ongoing support and sustainability for new and expanded services for the term of the useful life of the Project. Include estimated useful life of the Project.
  - iii. Documentation such as funding letters, minutes from the County Board of Supervisors meeting evidencing approval of the budget, or other documentation acceptable to the Authority. If approval has not been obtained at the time of Application, provide a detailed plan for obtaining such approval.

**ATTACHMENT A**

**APPLICATION CERTIFICATION**

***Instructions: Please transfer the Application Certification language below onto official letterhead and have the appropriate official sign and date the certification.***

Please have the county secretary sign this certification on behalf of the county board of supervisors or such other authorized county official.

If more than one county is applying, each county must submit an Application Certification to certify that all information in the joint Application is correct and true to the best of their knowledge and belief.

Application Certification:

I, (name of signatory), as (name of position), an authorized officer of (name of institution), certify that, to the best of my knowledge, the information contained in this application is true and correct to the best of my knowledge and belief, and I understand that any misrepresentation or material omissions may result in the cancellation of the Grant and other actions permitted by law and the Grant Agreement.

(Name of Institution) will cooperate in providing information and/or documentation, including at the time of site visits, to assist the Authority in consideration of the Application.

\_\_\_\_\_  
By (Print Name)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## ATTACHMENT B

### LEGAL STATUS QUESTIONNAIRE FOR COUNTIES

1. Financial Viability

Disclose material information relating to any legal or regulatory proceeding or investigation in which the applicant/borrower/project sponsor is or has been a party and which might have a material impact on the financial viability of the project or the applicant/borrower/project sponsor. Such disclosures should include any parent, subsidiary, or affiliate of the applicant/borrower/project sponsor that is involved in the management, operation, or development of the project.

Response:

2. Fraud, Corruption, or Serious Harm

Disclose any civil, criminal, or regulatory action in which the applicant/borrower/project sponsor, or any current board members (not including volunteer board members of non-profit entities), partners, limited liability corporation members, senior officers, or senior management personnel has been named a defendant in such action in the past ten years involving fraud or corruption, matters related to employment conditions (including, but not limited to wage claims, discrimination, or harassment), or matters involving health and safety where there are allegations of serious harm to employees, the public or the environment.

Response:

*Disclosures should include civil or criminal cases filed in state or federal court; civil or criminal investigations by local, state, or federal law enforcement authorities; and enforcement proceedings or investigations by local, state or federal regulatory agencies. The information provided must include relevant dates, the nature of the allegation(s), complaint or filing, and the outcome.*

## ATTACHMENT C

### CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) REVIEW

*Instructions: Please provide the following exhibit for each Project site. This can be completed within 12 months of award, if not available at time of Application.*

Grantees must submit documentation demonstrating compliance with Division 13 commencing with Section 21000 of the Public Resources Code (CEQA Requirements) for construction Projects.

If the Project is subject to CEQA Requirements, provide the appropriate documentation or justification for each Project:

- Notice of Determination Received (Attach Copy)
- Notice of Exemption Received (Attach Copy)
- Other documents evidencing compliance (e.g. permits, local authority approval documents, printed authorizations, OSHPD Plan Review status, etc.)
- Project is considered a Special Situation (see Title 14 California Code of Regulations, Sections 15180-15190) (Provide written justification of compliance with applicable section.)

Name of approving Agency: \_\_\_\_\_

Date approval given: \_\_\_\_\_

If Project is not subject to CEQA Requirements, provide a written justification using one of the following categories:

- Is not a Project as defined by CEQA Requirements (see Title 14 California Code of Regulations, Section 15378)
- Project is Statutorily Exempt (see Title 14 California Code of Regulations, Sections 15260-15285)
- Project is Categorically Exempt (see Title 14 California Code of Regulations, Sections 15300-15333)

## **APPLICATION CHECKLIST**

### **Make sure you have completed the following tasks:**

- Used 12 point font such as Arial or Times New Roman in narrative sections (except footnotes and charts).
- Have 1 inch margins for narrative sections.
- Remained within 20 pages for the questions and answers to the narrative portion (Evaluation Criteria Narrative), identified in the Application.

### **Make sure you have submitted as part of the Application each of the following:**

- Section-1 to Section-5
- Narrative for Criteria #1
- Criteria #2
  - Letters or Memoranda of Understanding from Related Supports as described in Criteria #2 (d) (required) and Criteria #2 (d) (i) (if applicable)
  - Narrative for Criteria #2
- Narrative for Criteria #3
- Criteria #4:
  - Renderings and/or floor plans of Project site as described in Criteria #4 (a) (ii)
  - Project renovation timeline with narrative as described in Criteria #4 (a) (iv) (if applicable)
  - Community outreach and engagement efforts as described in Criteria #4 (b) (i) or (ii)
  - Evidence that service provider has at least three years of experience working with the Target Population(s) as described in Criteria #4 (c) (ii)
  - Project budget with narrative as described in Criteria #4 (e) (i)-(iii)
  - Program operating budget with narrative as described in Criteria #4 (f)
  - Narrative for Criteria #4
- Attachment A - Application Certification Letter for all Applicants
- Attachment B - Legal Status Questionnaire for Counties
- Attachment C - California Environmental Quality Act (CEQA) Review for each project site (if applicable)



## **Program Narrative: Sacramento County Jail Diversion Treatment and Resource Center**

- 1.a. *Sacramento County recognizes criminal justice-involved adults with Mental Health Disorders, Substance Abuse Disorders, and/or trauma-related disorders currently do not always have prompt access to treatment and services designed to address their specific needs. As a means of providing increased opportunities for diversion from jail and/or prison commitments, Sacramento County will use the CHFFA CSI Grant to create the Jail Diversion and Treatment Resource Center (JDTRC), a collaboration of the Superior Court (Court), Probation, Department of Health Services (DHS) Behavioral Health Services (BHS), Public Defender (PD), the Department of Human Assistance (DHA), and the District Attorney (DA) to address this gap in services. The Target Population will be justice-involved adults arrested on a misdemeanor charge who have at least one Mental Health Disorder (MHD), Substance Abuse Disorder (SUD), and/or one trauma-related disorder (Target Population). The JDTRC project is specifically designed to provide the Target Population with timely movement through the criminal justice system, prompt access to treatment, and linkage to community resources in a centralized location.*

**Criteria for Participation:** *JDTRC participants must meet the criteria under California Penal Code (PC) Section 1001.36 (See Attachment C – Definitions and Acronyms) and be accepted into the Misdemeanor Mental Health Diversion Court (Departments 3 and 4).*

**Leveraged Staff:** *Sacramento County’s JDTRC project is a collaborative effort that will leverage staff positions already included in our County agency partners’ approved budgets to co-locate staff at the JDTRC. Sacramento County seeks to co-locate staff because studies show geographically separated teams are more likely to fail to communicate and retain contextual information, to unevenly distribute information, and to have difficulty communicating and understanding the salience, the difference in speed of access, and interpreting of the information (Cramton 2001). By co-locating staff from County agency partners, the JDTRC will increase and expand capacity for services and treatment of the Target Population by:*

- *Increasing opportunities for collaborative efforts between Sacramento County agency partners;*
- *Increase communication between service providers and partnering County agencies treating MHDs, SUDs and/or other trauma-related needs;*
- *Improving understanding of the varied needs of the Target Population;*
- *Increasing accessibility of necessary services for the Target Population;*
- *Referrals to housing for individuals having been assessed as homeless per the Vulnerability Index - Service Prioritization Decision Assistance Tool (VI-SPDAT) and who are enrolled in a high intensity mental health service needs program;*
- *Decreasing barriers to access services; and*
- *Expanding capacity for services by providing the Target Population with treatment groups at the JDTRC to augment the therapeutic services already provided outside the JDTRC.*

*Services provided at the JDTRC will include:*

- *Access to an Eligibility Specialist at the JDTRC and to DHA staff via phone and email;*
- *Access to Mental health professionals to complete timely psychiatric and risk evaluation assessments as per the requirements under PC 1001.36 mental health diversion or under PC 1000 drug diversion.*

- *Access to Licensed Clinical Social Workers (SW) provided by the PD to act as case managers for participants accepted into PC 1001.36 mental health diversion.*
- *Access to daily group treatment in the form of cognitive behavioral therapy (CBT) as well as substance abuse treatment groups as frequently required by participants of PC 1001.36 mental health diversion.*
- *Access to PDs who work with the members of Target Population to assist in filing the necessary paperwork to the court for participation in PC 1001.36 mental health diversion through their frequent progress reports back to the mental health diversion courts (Attachment D-MHD Treatment Plan).*
- *Access to a safe welcoming environment including drinks and food in the form of snacks.*
- *Access to a charging station to allow for the charging of cell phones and/or Global Positioning System (GPS) devices to help ensure individuals in the Target Population can be contacted by their case manager and/or probation officer.*
- *Access to the probation officer assigned to the Mental Health Treatment Court.*

1.b. **General Target Population Need:** *According to national, state, and local data, a large number of individuals living with serious mental illness (SMI) are involved in the criminal justice system. This pressing issue impacts the criminal justice and mental health systems and communities at all levels. A 2014 Boston Reentry Study found inmates with SMI and/or co-occurring substance use disorder issues were significantly less likely than other inmates to find stable housing, employment, education, financial stability, and significant support critical for community reentry (Western, et al, 2015). Even with available treatment services, many individuals fail to use them because they fear being institutionalized, deny their condition, or distrust the mental health system. As a result, many of these individuals are at high risk of cycling in and out of the justice system, frequently for minor offenses. This type of recidivism impacts individuals' well-being, compromises public safety, and significantly increases taxpayer costs. Services offered in the community versus locked-settings have also been shown to be more effective for improving overall well-being (Clear & Dammer, 2003). Many jurisdictions suggest the influx of these individuals has significantly impacted court functioning. In the past decade, problem-solving courts have emerged as a response to this development. Studies suggest those participating in a mental health court have greater connection to treatment services and a reduction in criminal activity during and after program participation (Sarteschi, et al, 2011.)*

**Sacramento County Need:** *Current data supports Sacramento County jails are significantly impacted and releasing inmates from custody is a necessity. On October 22, 2019, The Sacramento County Office of Budget and Debt Management's Report on the County's Efforts to Reduce the Jail Population stated: Sacramento County's Main Jail (Main Jail) is functioning over capacity. The Main Jail was built in 1989 to house 1,200 inmates. Currently, the Board of State and Community Corrections (BSCC) shows a rated capacity of 2,380 inmates at the Main Jail and 1,625 at the Rio Consumnes Correctional Center (RCCC). In 2018, Jail Profile reports to the BSCC an average daily jail population of nearly 3,700 with an average of over 105 jail bookings each day (Attachment E – County Jail Reduction Efforts Report). This necessity is heightened when examining the significant growth in the number of new mental health cases in the jail.*

*Since 1978, Jail Psychiatric Services (JPS) has provided mental health services to the inmate populations under the care of the sheriff's department. JPS operates an outpatient clinic for the general population and an 18-bed inpatient psychiatric unit for acute care in the Main Jail.*

*The primary goals for JPS include suicide prevention and treatment of the mentally ill. These goals have become more difficult since California realigned its prison population in 2011. Jail Profile reports indicate local inmates receiving psychotropic medication has grown from approximately 15% in December of 2010 to a range of about 20 – 25% since 2012, a growth of over 800 inmates. JPS reports from 2015 indicate approximately 39.5% of the jail population has opened mental health cases, roughly 1,600 inmates. Further, reports indicate the average number of new mental health cases opened each month has more than doubled from 336 a month in 2010 to 737 a month in 2018. Sacramento County has faced a significant increase in the amount of mental health cases opened each month at the jail. The same reports state over 30% of the inmates released from the Main Jail had at least one contact with JPS.*

*In 2015, recognizing that jails are the County's most expensive correctional option and those costs were increasing, the Board of Supervisors directed the County Executive to initiate a process to assess the merits of existing and potential alternatives to incarceration and explore the impacts of potential changes in criminal justice policies, practices and programs on present and future correctional needs. The County Executive convened an Adult Correctional System Review Committee comprised of representatives from the Superior Court and other criminal justice and health and human services agencies to carry out that assignment. Working with a consultant, the Committee prepared a report that was presented to the Board in December of 2016. The report identified the need for enhanced pre-trial diversion opportunities for mentally ill offenders. One of the recommended initiatives made in this report was "instituting a pre-trial diversion program for mentally ill offenders." As a result, Sacramento County created a Court/Sheriff Pre-Trial Release Pilot Project.*

*In September 2017, Sacramento County developed a Mental Health Workgroup consisting of representatives of the Court, Probation, District Attorney, Public Defender, Sheriff, Human Assistance, Health Services, and Sacramento Police Departments. This workgroup meets monthly to identify and address concerns, issues, and gaps in the continuum of care between the criminal justice system and mental health services for individuals with mental health disorders who frequently cycle through jail and/or prison. The Mental Health Workgroup found that currently there is a lack of communication between the criminal court and the jail. Although data showed that over 30% of Main Jail inmates released into the community had at least one contact with JPS, this information was rarely shared with the criminal court. The current system also prolongs or prevents an inmate from being identified for a collaborative court or diversion program. This lack of coordination results in a revolving door where individuals are released from jail with no service or support coordination only to return quickly on a new arrest.*

*In 2018, the Sacramento County Public Defender (PD) attempted to address this issue through the hiring of its first Licensed Clinical Social Worker (SW). Due to funding issues, the SW is limited to allocate 70% of their time to the Prison Unit and 30% in Mental Health Diversion (MHD) and Collaborative Courts. In these units, the SW has made great impacts collaborating with DHS for mental health/risk assessments, treatment plans, and coordinating care. In fact, the Criminal Justice Bench, BHS, District Attorney, and Probation are now requesting the SW involvement in all Mental Health cases to provide assessments, coordination of care, and case management. However, due to the SW being limited to only 30% of their time in the MHD and Collaborative Courts, the PD could not accommodate the requests. For example, in November 2019, the PD launched MHD in accordance with Assembly Bill 1810 (See Attachment C for*

definition), which established a jail diversion process to keep individuals with mental health disorders from entering into or remaining in custody. As of today, the PD has identified over 250 inmates for MHD. Each of these inmates could qualify for treatment in lieu of jail time. Also in November 2019, PD was awarded two new grants to hire five (5) additional Mental Health Providers, two (2) to four (4) of which will be located at the JDTRC, if Sacramento County receives the CHFFA CSI Grant, to quickly assess, develop safety plans, link clients to services and navigate their case prior to or immediately following arraignment.

Through the Mental Health Workgroup, Sacramento County created the Sacramento County Adult Sequential Intercept: Criminal Justice-Behavioral Health Partnerships Model (ASIM) last updated in October 2019 (Attachment F). Sacramento County's ASIM is a regularly-updated document that mirrors the Substance Abuse and Mental Health Services (SAMHSA) Sequential Intercepts Model (SIM) and identifies the connections between Sacramento County's agencies, the services our agencies provide, and connections between agencies which provide referrals, services, and supports between and within all SAMHSA SIM intercepts. The Mental Health Workgroup is actively involved in mapping our current continuum of care and developing strategies for increased collaboration and communication.

**Gaps Identified:** The Mental Health Workgroup evaluated preexisting criminal justice and mental health programs and identified gaps in the current system of care for individuals in the Target Population in Intercept 2 (Initial Detention/Initial Court Hearings) and Intercept 3 (Jails/Courts) of the ASIM. These gaps are the result, in large part, from the passing of **Assembly Bill 1810 (AB1810), effective June 27, 2018** (See Attachment C for definition), which established a jail diversion process to keep individuals with mental health disorders from entering into or remaining in custody. In the first five (5) months after implementing AB1810, over 200 individuals in the Target Population were referred for mental health diversion services in Sacramento County.

**California Assembly Bill 109 (AB109), the Public Safety Realignment Act of 2011** (See Attachment C for definition), also created gaps in service by releasing a large number of state prison inmates to post release community supervision and creating "split sentencing", shifting responsibility for treatment and supervision from State Parole to County Probation Departments (Probation). Early releases surged in 2014 as a result of AB109 and Sacramento County continues to identify the gap in available services created by this increased need. As of November 25, 2019 1,932 clients were on Probation Mandatory Supervision and Post-Release Community Supervision, under the supervision of 78 probation officers.

- 1.c.i. **Quantity of Increased Service Capacity:** The Sacramento County PD anticipates 5 to 10 referrals for evaluation for eligibility into Mental Health Diversion will occur per week. BHS, in collaboration with Probation, plans to offer at least three treatment groups per day Monday through Friday (See attachment G for proposed Group Treatment Schedule). Currently, 86 individuals are participating in MHD. This number has been steadily increasing since the passage of AB1810, with only 8 individuals in Quarter 2 of Fiscal Year 18/19, to 21 individuals in Quarter 3, 50 in Quarter 4, and 84 at the end of Quarter 1 of Fiscal Year 19/20.
- 1.c.ii. **Increased Service Capacity:** The JDTRC will increase capacity for community based Jail Diversion Programs by providing a location where the Target Population can be assessed for entry into the Mental Health and Drug Diversion programs and provide treatment and services during ASIM Intercepts 2 and 3 in an easily-accessible, convenient location (one block from the Main Jail). **Intercept 3:** Individuals in the Target Population in MHD are required to receive

treatment and report progress back regularly to the Court until they have finished the diversion process. BHS Mental Health professionals will provide individual and group sessions and brief targeted therapy that help fulfill the requirements for completion of MHD and Drug Diversion programs. The close proximity of the JDTRC to the diversion courts as well as the location of the attorneys at the JDTRC will directly impact the Target Population by increasing the number that submit paperwork and ultimately complete diversion successfully.

- 1.d. **Sacramento County's Existing Jail Diversion Plan:** Sacramento County has multiple existing programs that involve individuals with MHDs, SUDs and/or other trauma and the criminal justice system, including: Adult Day Reporting Centers, Court/Probation Pre-Trial Release Pilot Program, Drug Diversion, Mobile Crisis Support Teams, Public Defender of the Day Program, Sheriff's Pre-Trial Release, Cite and Release, Home Detention, and Work Release Programs, Misdemeanor Mental Health Diversion, Felony Mental Health Diversion, Incompetent to Stand Trial (IST), and Not Guilty by Reason of Insanity (NGRI) program. Sacramento also operates the Collaborative Courts system consisting of Mental Health Court, Co-Occurring Mental Health Court (MHC), Recovery Court (formerly Drug Court), Veterans Treatment Court, Re-Entry Court, DUI Court and Proposition 36 Court. (For program descriptions, see Attachment E - County Jail Reduction Efforts Report).

**Intercept 2:** Currently, the primary intercept for Mental Health Diversion occurs post-booking and during arraignment through the collaboration between the PD or the Conflict Criminal Defender, the District Attorney, and the Court. Upon meeting with an individual, the assigned Public Defender will complete a Mental Health Diversion Work Up Sheet (Attachment H), a release of information, and, if the individual is still in custody, a homelessness assessment and a Historical Clinical Risk assessment (HCR20) (Attachment I). The PD will request a stay for an individual to be evaluated for a qualifying mental illness per PC 1001.36. The individual is then responsible for navigating to the appropriate evaluator as dictated by their medical insurance to develop a MHD Treatment Plan. The individual must then return the Treatment Plan to the court often through the Public Defender who will submit it on the individual's behalf. If the DA has no objections, the qualifying individual enters a plea of not guilty, then waives his/her right to a trial by jury, and a plea agreement for deferred prosecution is entered pending the completion of a qualifying diversion program. Proceedings are suspended for a maximum of 24 months while enrolled in a mental health treatment program. Upon completion of diversion, an individual's charges are dropped and all jail/prison time is dismissed.

- 2.a.i.-ii. **How JDTRC Will Improve Current Continuum of Care:** Currently, after receiving the evaluation during Intercept 2, individuals must traverse the proper channels to ensure coordination with their legal counsel and the evaluator. This creates a shortcoming within the current continuum of services as several clients with MHDs, SUDs, and/or trauma-related disorders are often unable to transition between receiving their evaluation and turning in the proper paperwork with the court or their attorney, thus increasing the likelihood they will fail to meet the Court-imposed conditions of release and be incarcerated.

The JDTRC will improve this model by allowing individuals with Medi-Cal and a Severe Functional Impairment to complete the following steps at the JDTRC: 1) Be evaluated for eligibility into MHD; 2) Develop an individualized treatment plan; and 3) Turn in eligibility and treatment plan paperwork to their Public Defender. The JDTRC will also provide ongoing support to participants of Mental Health Diversion after they have been accepted into the diversion

program, including access to on-site legal counsel and treatment services. Many participants in Mental Health Diversion are required to attend therapeutic groups as part of their individualized treatment plan. These groups are run by contracted Federally Qualified Health Centers (FQHCs) and their locations are spread out across Sacramento County. Additionally, contracted FQHCs have a limited service capacity, which can present a barrier for an individual to receive services if the FQHC is at capacity. To remove this barrier, BHS will provide structured evidence-based recovery oriented therapeutic groups targeting the needs of this population. Groups will include: trauma informed evidenced-based practices, cognitive behavioral therapy, co-occurring and/or substance use disorder at the JDTRC. Individuals who participate in these services will have their attendance noted and relayed to their home court during their appearances. (See Attachment J – MHD Misdemeanor Diversion and Attachment K - JDTRC Diversion Process flow chart.)

- 2.b. **Strategies to Retain in Treatment:** The following strategies will be implemented to ensure the Target Population is retained in treatment at the JDTRC.

**Convenient Location of Services:** The JDTRC is located within walking distance of the Main Jail and the Court. This accessible location will remove many of the transportation barriers individuals in the Target Population currently experience. Currently, the Target Population must arrange their own transportation from the Main Jail to an evaluator and from the evaluator to the Court while participating in a treatment program. Coordinating and paying for transportation to these services is often difficult because the distances can be great and transportation complicated and expensive. The co-location of evaluator, treatment programs, and attorneys at the JDTRC will allow the Target Population to walk a short distance to meet with an evaluator, participate in treatment programs and services, meet with their attorney, and walk to the Court to report their treatment progress.

**Lobby Design:** In planning the design of the JDTRC, probation staff met with a community leader known as Guest House. Since August 1991, Guest House has been operating a clinic for the homeless in the greater Sacramento providing voluntary outpatient mental health support services, peer and group supports, medication and street outreach. Guest House also offers co-occurring groups and services to support individuals struggling with both mental health and addiction challenges. Leveraging insights from Guest House's 28 years of experience, the JDTRC lobby area has been designed to include comfortable furniture in a relaxed atmosphere, placing individuals at ease upon entering. In addition, the lobby will also include two (2) charging stations for individuals to charge their cell phones and Global Positioning System units. This is an important aspect as a client's attorney, probation officer, and service provider must be able to maintain contact with the client to ensure compliance and completion of the diversion program.

**Department of Human Assistance (DHA) Services:** DHA will provide one (1.0) FTE on-site Eligibility Specialist eight (8) hours per week and DHA staff will be available by phone and email 40 hours per week to connect the Target Population with government assistance programs such as Medi-Cal and CalFresh Supplemental Nutrition Assistance Program (SNAP) (previously known as food stamps). Eligibility Specialists will also provide referral services to the Target Population with MHD's, SUD's and/or other trauma, including cash assistance should the participant be potentially eligible for the General Assistance Program. By connecting the Target Population to these critical human services, a greater percentage will continue to receive necessary support for their daily survival, allowing them to focus on their treatment program and maximize their diversionary services at the JDTRC.

**Food Provided:** *The JDTRC has included funds to purchase food for individuals in the Target Population in the Annual Operating Budget (Attachment T). Providing snacks will allow individuals to focus on their treatment while at the JDTRC rather than focusing on their hunger. Snacks will also provide an immediate incentive to appear at the JDTRC.*

**Discharge Plan:** *Upon completion of their diversion program, individuals in the Target Population will have the charges filed against them, and any associated jail/prison time, dismissed by the court. These individuals may continue to receive services as outlined by their individualized treatment plan and their medical insurance. Participants are also further linked to services by the Licensed Clinical Social Workers located at the JDTRC.*

2.c. *Currently, several Sacramento County agencies work together to help the Target Population:*

**The Stepping Up Initiative:** *On January 29, 2019, Sacramento County joined the National Stepping Up Initiative to reduce the number of people with mental illnesses in jail (Resolution 2019-0043 Attachment L). By joining the Stepping Up Initiative, Sacramento County commits to utilizing the Stepping Up Initiative framework, tools and specialized technical assistance to: 1) Develop systems-level change through collaborative efforts to better identify and link justice-involved individuals to treatment and services; 2) Convene or draw on a diverse team of leaders and decision makers from multiple agencies; 3) Collect and review prevalence numbers and assess individuals' needs to better identify adults entering jails with mental illnesses and their recidivism risk, and use that baseline information to guide decision making; 4) Examine treatment and service capacity to determine which programs and services are available in the County for people with mental illnesses and co-occurring substance use disorders, and identify state and local policy and funding barriers to minimize contact with the justice system and providing treatment and supports in the community; 5) Develop a plan with measurable outcomes that draws on the needs and prevalence assessment data and examination of available treatment and service capacity, while considering identified barriers; 6) Implement research-based approaches that advance the plan; and 7) Create a process to track progress using data and information systems, and to report on successes. Joining the National Stepping Up Initiative has facilitated further development of integrated programs, processes, and funding that support effective collaboration to identify and safely address issues for people with mental illnesses who are or have been in jail.*

**Data Sharing Through the Criminal Justice Information System Intercept 1, 2 & 3:** *Sacramento County is one of the few counties in California that has a shared criminal justice database, the Criminal Justice Information System (CJIS). The Sheriff, DA, Courts and Probation all have access to the data in CJIS, allowing justice departments to see the steps of the criminal justice process from scheduled court dates to booking information as well as the outcomes of previous court cases. This data sharing is especially useful to Probation in operation of the Pre-trial Release Pilot Program. Currently, Probation can view when individuals are booked into Sheriff's custody as soon as booking is complete. The Pre-trial unit reviews the booking and client data and conducts a PSA (Public Safety Assessment) to establish a risk score. The risk score is comprised of failure to appear for a court date, the likelihood of a new criminal charge, and the likelihood of a new violent criminal charge. Probation uses this assessment to generate a risk score to the Court to assist in the courts decision of whether the individual should be released from custody during pre-trial and under what monitoring conditions. The Court reviews probation's report and if*

released either accepts or modifies conditions at arraignment or denies the individual's pre-trial release.

**Sacramento County Main Jail, Intercepts 1 and 2 – Booking:** After an individual is arrested in Sacramento County, booking occurs at the Sacramento County Main Jail, and the individual crosses from SIMA Intercept 1 to Intercept 2. At the jail, the individual will meet with a Correctional Health nurse for medical and mental health screenings. Additionally, a referral to Jail Psychiatric Services to receive psychiatric treatment may occur while the individual is in custody.

**Public Defender's Office and the Conflict Criminal Defender's Office, Intercept 2 – Case Evaluation:** Most individuals in the Target Population will eventually be referred to the PD's Office or the Conflict Criminal Defender's office, either while they remain in custody or at arraignment. An attorney from the office the client is referred to will review the criminal matter to evaluate whether the client has the potential to qualify for Drug Diversion or Mental Health Diversion using their Mental Health Diversion Work Up Sheet (Attachment H). If the individual is in custody, the PD will also perform a homeless assessment and a HCR20 risk assessment. Based on the HCR20 and PSA assessments, the PD may petition the court for the individual to be released pre-trial as well as petition to have the individual receive an evaluation by a qualified mental health specialist and develop a treatment plan for the court to review prior to acceptance in mental health diversion.

**Public Defender's Office, Conflict Criminal Defender's, and the District Attorney's Office, Intercepts 2 and 3:** These offices work together with the Court and BHS experts to identify defendants who are eligible and appropriate for diversion or collaborative court programs providing community-based treatment and other services. The District Attorney helps determine eligibility for deferred prosecution under PC Section 1000 (Drug Diversion) and/or PC 1001.36 (Mental Health Diversion). Eligible individuals will be referred to a specialty diversionary court. Eligibility determination is dependent on which type of disorder the individual in the Target Population is experiencing. The PD has substantial experience working with the Target Population. The PD's Mental Health Unit (MHU) handles roughly 300 conservatorship cases a year. The MHU also represents 240 clients per month at mental hospitals on writs of habeas corpus and forced medication hearings. With the implementation of AB1810, the PD has identified over 250 clients. In addition, the PD has a collaborative unit of four (4) attorneys and a supervisor that staff a mental health court (160 clients), prop 36 court, drug court, and reentry court. Additionally, every Friday, PD lawyers and legal staff meet with community members who have warrants and work with judicial partners and the Sheriff to recall warrants and calendar pending cases, working with, on average, 120 to 160 individuals per month.

**Probation, the Superior Court, and the Collaborative Courts – Intercepts 2 and 3:** Collaborative efforts among these justice partners have occurred for many years to provide services and treatment to divert individuals with MHDs, SUDs, and/or are victims of trauma arising from sex trafficking, domestic violence, and other violent crimes from jails and/or prisons. This collaboration has provided active and ongoing services and treatment to improve wellness specifically for those individuals through conditions of probation, DUI Treatment Court, Veterans Court, Recovery Court, Re-Entry Court Mental Health Treatment Court, Drug Diversion, and Co-Occurring Mental Health Court. The JDTRC will enhance the existing working relationships and



create new collaborative working relationships between existing and new County agency partners by expediting access to treatment and services during Intercepts 2 and 3.

**Department of Health Services - Behavioral Health Services (BHS), Mental Health, and Probation, Intercept 3:** Currently, BHS works collaboratively with Probation to provide mental health and substance use screening and assessment to determine service needs, including crisis intervention and safety protocols when serving referrals from probation officers. Probation officers make referrals to an embedded Senior Mental Health Counselor if a client has current mental health issues and/or alcohol/drug issues or substance misuse, or if they are prescribed with psychotropic psychiatric medications. Responsibilities of the Senior Mental Health Counselor include assessments, diagnosis, crisis intervention, safety plans, individual therapy/counseling, and case management as needed and required by the client.

**The Probation Department (Probation), Intercept 3:** The Senior Deputy Probation Officer assigned to Mental Health Treatment Court will be located full-time at the JDTRC. In addition, a Deputy Probation Officer will be located full-time at the JDTRC to review conditions of probation, and perform Court Liaison duties. Probation clients enrolled in treatment/diversion services may meet with their probation officer either before or after treatment sessions, further expanding collaboration between Probation and the Courts in regard to the supervision of clients enrolled in Mental Health Treatment Court and diversion programs.

**The Sacramento Superior Court, Intercept 3:** The Sacramento Superior Court is committed to dedicating an in-kind judicial officer and court staff time to provide oversight and data reporting and to dedicating resources for the continued success of the JDTRC including but not limited to the continued operation of the diversionary collaborative courts.

2.d. The following agencies have submitted Letters of Commitment (Attachment M):

- Sacramento County Probation Department (Lead Agency)
- Sacramento County District Attorney's Office
- Sacramento County Department of Health Services
- Sacramento County Department of Human Assistance
- Sacramento County Public Defender's Office, and
- The Superior Court of California County of Sacramento.

3.a.-iv. **Plan for Measuring and Demonstrating Program Outcomes:** Memorandums of Understanding (MOU) between Probation and County agencies partnering in the JDTRC Project will require all agencies to submit bi-annual reports of aggregate data. MOUs between agency partners sharing data will include Information-Sharing Agreements using Stepping Up Initiative MOU templates (Attachment N). Probation will compile data for review by CHFFA. Aggregate reports will be due to Probation by July 15 for client activities from January 1 through June 30, and January 15 for client activities from July 1 through December 31. A JDTRC Workgroup will be created and will meet monthly utilizing the Stepping Up Initiative to drive conversations and discuss data to: 1) Develop a plan on which agencies will collect which data; 2) Determine which sources to be used for data collection (especially as it relates to demographics of the Mental Health Court participants); 3) Determine how to best utilize data reports to evaluate program outcomes; 4) Develop a mechanism to provide a client's attendance reports to the Court for the purpose of showing progress in their treatment plan; and 5) Evaluate and adjust the treatment groups and services at the JDTRC as necessary.

**Methodology:** *The Courts will maintain data regarding the number of individuals participating in Misdemeanor Mental Health Diversion, as well as notating whether a client has been discharged or successfully completed diversion. Demographic data will be populated by what is contained in Sacramento County’s CJIS as reported by an individual at booking.*

*BHS will keep attendance records of all groups located at the JDTRC. Additionally, the JDTRC Workgroup will develop a mechanism to provide a client’s attendance reports to the Court to ensure progress in their treatment plan.*

**Cost Savings:** *For participants of collaborative courts, individuals have a suspended commitment of time that is established pending participant successful completion of collaborative court. Multiplying the cost of incarceration with the length of commitment for those who complete the process will determine county’s cost savings. The standard method for calculating cost savings for collaborative courts participants:*

$$\text{Cost Savings} = \text{Length of Suspended Sentence} * \text{Jail/Prison Incarceration Rate}$$

*The collaborative courts calculation will differ with participants of the diversion population. The proposed method for calculating cost savings for diversion participants:*

$$\text{Cost Savings} = (\text{Distinct Days Participated in Session} * \text{Daily Sacramento County Jail Incarceration Rate}) - (\text{Hours in Group Session} * \text{Hourly Rate of Session Provider})$$

- 4.a.i. *The proposed address of the project site is the first floor of 711 G Street, Sacramento CA, 95814.*
- 4.a.ii. *The Sacramento County General Services Department, Architectural Services Division, prepared floor plans of the project site. Current floor plans are included as Attachment O. Renovated floor plans of the site are included as Attachment P. The proposed square footage is 5,541 square feet.*
- 4.a.iii. *The following processes are followed to obtain an executed contract:*

**Board Approval:** *Once Probation receives and award letter from the grantor, Probation will submit a board letter to the Sacramento County Board of Supervisors (Board) to request to receive the award and to obtain budgeting and contracting authority to enter into a contract with CHFFA. The average period is two (2) months. After Board approval and receipt of grant funds, General Services will begin the renovation process. **Architectural and Construction Contracts, California Environmental Quality Act (CEQA) Compliance, and Building and Conditional Use Permits:** *The County of Sacramento owns the building at 711 G Street, and General Services staff will complete the renovation; therefore, no architectural or construction contracts, or building or conditional use permits will be required. General Services will provide a CEQA negative declaration during the permitting process as listed in the Project Timeline - Attachment Q.**

**Memoranda of Understanding (MOU):** *Probation will create MOUs to be executed by County agency partners of the JDTRC project using Stepping Up Initiative MOU templates (Attachment N).*

***Names and roles of responsible Sacramento County entities:***

<b>Name</b>	<b>Entity Name</b>	<b>Point of Contact Email Address</b>	<b>Intended Role</b>
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<i>Phil Serna</i>	<i>Member, Board of Supervisors, Dist. 1</i>	<i>SernaPsaccounty.net</i>	<i>Vice Chair: Approve or deny funding request</i>
<i>Patrick Kennedy</i>	<i>Member, Board of Supervisors, Dist. 2</i>	<i>KennedyP@saccounty.net</i>	<i>Chair: Approve or deny funding request</i>
<i>Susan Peters</i>	<i>Member, Board of Supervisors, Dist. 3</i>	<i>PetersSu@saccounty.net</i>	<i>Approve or deny funding request</i>
<i>Sue Frost</i>	<i>Member, Board of Supervisors, Dist. 4</i>	<i>FrostSu@saccounty.net</i>	<i>Approve or deny funding request</i>
<i>Don Nottoli</i>	<i>Member, Board of Supervisors, Dist. 5</i>	<i>NottoliD@saccounty.net</i>	<i>Approve or deny funding request</i>
<i>Bruce Wagstaff</i>	<i>Deputy County Executive, Services Agency, Office of the County Executive</i>	<i>WagstaffB@saccounty.net</i>	<i>Reviews approves Board items for submission to the Clerk of the Board.</i>
<i>Elisa Carvalho</i>	<i>Agency Management Analyst, Social Services Agency, Office of the County Executive</i>	<i>CarvalhoE@saccounty.net</i>	<i>Reviews and forwards Board items to the Deputy Chief of Social Services</i>
<i>Jeff Gasaway</i>	<i>Director, General Services</i>	<i>GasawayJ@saccounty.net</i>	<i>Final approval of floor plans and of General Services commitment to complete the project</i>
<i>Jeffrey Lubenko</i>	<i>Associate Engineer Architect, General Services, Architectural Services</i>		<i>Developed the JDTRC floorplan and estimate for renovation costs for that floorplan</i>
<i>Lee Seale</i>	<i>Chief Probation Officer</i>	<i>SealeL@saccounty.net</i>	<i>Letter of Commitment Signatory</i>
<i>Florence Evans</i>	<i>Clerk of the Board</i>	<i>EvansF@saccounty.net</i>	<i>Assign resolution number and files the Board item</i>
<i>Steve Grippi</i>	<i>Chief Deputy District Attorney</i>	<i>GrippeS@sacda.org</i>	<i>Letter of Commitment Signatory</i>
<i>Peter Beilenson, MD, MPH</i>	<i>Director, Health Services</i>	<i>BeilensonP@saccounty.net</i>	<i>Letter of Commitment Signatory</i>
<i>Steven Garrett</i>	<i>Public Defender, Public Defenders Office</i>	<i>GarrettS@saccounty.net</i>	<i>Letter of Commitment Signatory</i>
<i>Ann Edwards</i>	<i>Director, Human Services</i>	<i>EdwardsAnn@saccounty.net</i>	<i>Letter of Commitment Signatory</i>
<i>Hon. David De Alba</i>	<i>Presiding Judge, Sacramento Superior Court</i>	<i>DeAlba@saccourt.ca.gov</i>	<i>Letter of Commitment Signator</i>

4a.iv. *The attached Project Timeline includes key milestones for the project start date, the project end date, and the projected start date for the delivery of services. (Attachment Q)*

4.a.v. *Current plans for staffing include the following:*

<b><i>Classification</i></b>	<b><i>FTE</i></b>	<b><i>Services Provided</i></b>
<i>Mental Health Workers Public Defender</i>	<i>2.0 to 4.0</i>	<i>Provide case management to participants of mental health diversion and co-ordinate linkage to services.</i>
<i>Legal Research Assistant Public Defender</i>	<i>1.0</i>	<i>Provide legal assistance to participants of mental health diversion and act as a go-between for Public Defenders and their clients.</i>
<i>Psychiatrist/Psychologist Public Defender</i>	<i>1.0</i>	<i>Felony Mental Health Diversion: Provide assessments to clients to determine whether the nexus requirement under PC Section 1001.36 is satisfied.</i>
<i>Senior Mental Health Counselor Health Services (BHS)</i>	<i>3.0</i>	<i>In-custody comprehensive behavioral health assessments and linkage to community-based treatment programs.</i>
<i>Senior Mental Health Counselor Health Services(BHS)</i>	<i>1.0 Equivalent</i>	<i>Facilitate therapeutic trauma-informed, evidence-based groups at the JDTRC. The curriculum will target co-occurring conditions, relapse prevention, motivational interviewing, stress management, cognitive behavioral therapy with a focus on criminogenic thinking, and wellness recovery action planning</i>
<i>Alcohol and Drug Services Health Services</i>		<i>Augment existing SUD contracts to provide evidence-based, client-driven, trauma-informed, and culturally responsive approaches that address mental illness and substance use disorders.</i>
<i>Eligibility Specialist Human Assistance</i>	<i>1.0</i>	<i>Full Time Equivalent one day or eight hours per week. Will provide review of potential eligibility for CalFresh and Medi-Cal benefits and provide onsite process services for those applying for benefits as well as referral services to other benefits, including cash assistance should the participant be potentially eligible for the General Assistance Program.</i>
<i>Human Assistance</i>		<i>DHA staff will be available via phone for through DHA's service center and by email for verification of benefits. DHA staff will provide training to providers and staff at the JDTRC on MyBCW online application and benefits review.</i>
<i>Senior Deputy Probation Officer</i>	<i>1.0</i>	<i>Mental Health Treatment Court officer will be located at the JDTRC providing client supervision.</i>

<b>Classification</b>	<b>FTE</b>	<b>Services Provided</b>
<i>Deputy Probation Officer</i>	<i>1.0</i>	<i>Provides client supervision, reviews conditions of probation, and performs Court Liaison duties.</i>
<i>Senior Office Assistant Probation</i>	<i>1.0</i>	<i>Welcome and receive clients. Schedule appointments. Liaison between clients and JDTRC staff. Lead worker.</i>
<i>Office Assistant Probation</i>	<i>1.0</i>	<i>Support activities of Senior Office Assistant.</i>

4.a.vi. **Confidentiality Requirements:** *The JDTRC Project must meet the requirements of the Department of Justice, the Health Insurance Portability and Accountability Act, and other legal requirements to ensure client records and documents are viewed only by staff with the appropriate level of access. Computer monitors must be visible and accessible only by staff with the appropriate clearance, so monitor placement and privacy screens must be included in the plan. In addition, confidential shred boxes must be provided, and all staff must be trained to follow proper procedures to protect confidentiality of hard copy and electronic documents. Additionally a standard release of information form may need to be created to allow the sharing of information between partners.*

**Disruption to Project Timeline:** *JDTRC has an estimated open for service date of December 1, 2020. In the event renovation of the selected building at 711 G Street takes longer to complete than initially planned, completion of renovations at the JDTRC Project site, due to the County’s quick timeline, even a substantial disruption will not interfere with expending the CHFFA CSI Grant funds to renovate the location by the June 2021 deadline.*

**Equipment Bids:** *Bids on equipment were not obtained prior to the submission of this grant. Probation plans to submit bids as soon as possible if chosen to receive the CHFFA CSI Grant. If the bids received go over the submitted budget, County agency partners will need to bring some equipment utilized by staff from their existing locations.*

**Facility Maintenance Costs:** *Probation and partnering agencies will share facilities maintenance costs, which will require entering into Memorandums of Understanding (MOUs) with all partnering agencies. If CHFFA CSI Grant funds are awarded, Probation’s Fiscal Services Unit will draft the MOUs and meet with partnering agencies to coordinate division of costs with the Fiscal Services units of the partnering agencies.*

**Mechanism for Sending Reports to the Courts:** *The JDTRC Workgroup will need to develop a mechanism for sending reports to the Courts for individuals participating in programming at the JDTRC. This may be as simple as having service providers sign off on an attendance roster.*

**Renovation:** *The project location needs renovation to bring it into compliance with the American’s with Disabilities Act (ADA) and Office of Occupational Safety and Health Administration (OSHA). The Department of General Services’ renovation estimate includes bringing the JDTRC Project location into ADA and OSHA compliance. If CHFFA CSI Grant funds are awarded, Sacramento County plans to fund these renovation costs with a portion of the funds. If the County is unable to meet the proposed project milestones, there will still be ample time to complete the renovations before June 2022. If Sacramento County does not receive CHFFA CSI Grant funds, the JDTRC will not be built or instituted.*

**Reduced Award Amount:** Probation is requesting funds totaling \$1,690,542.67 from CHFFA for the Community Services Infrastructure grant. If CHFFA awards less than that amount, the Probation department will reduce costs in order of importance for the operation of the JDTRC. Firstly, Probation will downgrade equipment and furnishings in the lobby design. Secondly, Probation will explore options to eliminate the cost of equipment utilized by staff members by requesting each partnering agency to provide equipment and furnishings. Finally, if these cost savings don't allow the JDTRC Project to be completed using CHFFA CSI Grant award funds, Probation will deny the funds and cancel the JDTRC project.

**Shared Costs:** Probation and County agency partners will share facilities maintenance costs, which will require entering into Memorandums of Understanding (MOUs) with all partnering agencies. If CHFFA CSI Grant funds are awarded, Probation's Fiscal Services Unit will draft the MOUs and meet with partnering agencies to coordinate division of costs with the Fiscal Services units of the partnering agencies. If any of the County agency partners are not able to share costs, Probation will seek other funding sources to cover these costs. Letters of Commitment for County agency partners sharing costs state the agencies agree to share a percentage of the costs for facility lease and 1.0 Full Time Equivalent (FTE) security guard position (evenly divided among agency partners with staff at the JDTRC).

- 4.b.i. If Sacramento County is selected to receive CHFFA Community Services Infrastructure grant funds, Probation will inform the public about the grant award and the JDTRC Project using the following methods (Copies of the proposed public notifications are attached (Attachment R):

**Award Announcement:** Probation will announce the receipt of the grant and provide information about the JDTRC Project on Probation's internet site and on Social Media platforms: Facebook, Twitter, and LinkedIn.

**JDTRC Webpage:** Probation administrative staff will create a JDTRC webpage on Probation's Internet website to provide information and updates about the JDTRC on a monthly basis. The site will contain links to all JDTRC County partner agencies' websites.

**Community Meeting:** County partnering agencies on the JDTRC Project will hold a community meeting announcing the grant award and providing information about the JDTRC Project. Anticipated location: Sacramento County Board of Supervisors Chambers located at 700 H Street, Sacramento CA 95814.

**Public Notice:** Probation will issue a Public Notice for the community meeting announcing the grant and providing information about the JDTRC Project. Anticipated location: Sacramento County Board of Supervisors Chambers located at 700 H Street, Sacramento CA 95814. Probation will provide the Public Notice to:

- 1) Local Public Information Officers,
- 2) The County Public Information Officer for County-wide distribution,
- 3) Probation Today email subscribers via GovDelivery,
- 4) Neighborhood associations;
- 5) The public via Probation's public offices, and
- 6) JDTRC partner agencies for posting and distribution.

**Online Advertisement:**

Probation will post a flyer advertising the community meeting on the Probation Internet website: (<http://www.probation.saccounty.net/Pages/default.aspx>) and in the Probation Department's public offices. Probation will also distribute the flyer to all JDTRC partnering agencies for distribution and posting in their public locations.

**Media Advisories:** Probation will release two (2) Media Advisories to notify Sacramento County and local Public Information Officers (PIO) of the upcoming meeting and of the ribbon cutting ceremony (when the JDTRC opens). Probation will distribute the Media Advisories directly to the PIOs and will post them on the Probation Internet website.

**Public Meeting Announcements:** BHS will include announcements of the JDTRC Project at two (2) future public meetings of the Alcohol and Other Drugs and Mental Health Services divisions. Both meetings will include a period for public comments and questions.

4.c.i-ii. All staffing positions at the JDTRC will be filled by current, qualified County staff, so a provider selection process will not be required.

4.d. **Certification:** BHS staff are MediCal certified. No additional certifications are required.

**FEASIBILITY**

4.e.i. Probation has completed a detailed Project Budget to identify the project costs requested to be funded by CHFFA (Attachment S) to remodel approximately 5,541 square feet of a County-owned building located at 711 G Street. The estimated square footage was prepared by an Associate Engineer Architect employed by Sacramento County's Department of General Services, Architectural Services Division (ASD)

Sacramento County requests CHFFA CSI Grant Project funds to be used in the following three approved areas: facility renovation (\$1,451,258.00), furniture and equipment (\$212,496.55), and IT equipment (\$26,788.13) for a total of \$1,690,542.67. Please see the table below for a narrative of costs:

<b>Renovation</b>		
<b>Category</b>	<b>Detail</b>	<b>Cost</b>
Soft Costs	<ul style="list-style-type: none"> <li>• ASD's service cost</li> <li>• Sacramento Engineering Consultant's service cost</li> <li>• Hazardous material disposal fees</li> <li>• Permitting fees</li> <li>• California Environmental Quality Act negative impact declaration fee</li> </ul>	\$130,000
Construction	<ul style="list-style-type: none"> <li>• Abatement fees</li> <li>• ADA compliance - interior and exterior</li> <li>• Tennant improvements for approximately 5,541 square feet</li> <li>• Additional data drops</li> <li>• Door security (access control)</li> <li>• Moving costs of material used in construction</li> <li>• Construction Management Inspection Division (CMID) Inspection</li> </ul>	\$1,321,258

<b>Renovation</b>		
<b>Category</b>	<b>Detail</b>	<b>Cost</b>
<b>Furniture and Equipment</b>		
<i>Office Furniture</i>	<i>Furnish 18 offices for staff at \$4,660.31 each</i>	<i>\$83,886</i>
<i>Reception Lobby Furniture</i>	<i>The reception lobby will be staffed by two (2) employees to greet and assist program participants upon arrival. Furniture requirements include: Counters, chairs, filing cabinets, etc.</i>	<i>\$5,598</i>
<i>Client Waiting Area Furniture</i>	<i>Inviting design modeled after Guest House, a local mental health program, includes:</i> <ul style="list-style-type: none"> <li><i>• Lockers for clients to store belongings</i></li> <li><i>• Cell phone charging stations</i></li> <li><i>• Comfortable seating</i></li> </ul>	<i>\$9,512</i>
<i>1 on 1 Treatment/Service Room Furniture</i>	<i>Furniture and equipment for six (6) 1 on 1 treatment/service rooms for employees to conduct confidential meetings and provide 1 on 1 treatment with program participants at \$1,893.52 each.</i>	<i>\$11,361</i>
<i>Classroom/Conference Room Furniture</i>	<i>BHS's contracted community service provider will conduct classes for individuals with MHDs and SUDs.</i>	<i>\$17,090</i>
<i>Security Equipment</i>	<i>The JDTRC will be outfitted with security equipment to ensure the safety of the employees housed there:</i> <ul style="list-style-type: none"> <li><i>• Panic buttons in all offices, interview rooms, and at the reception desk</i></li> <li><i>• Centralized override switches and alarm pads</i></li> <li><i>• 16 security cameras</i></li> <li><i>• Recording system</i></li> <li><i>• Metal detector</i></li> </ul>	<i>\$85,050</i>
<b>Information Technology</b>		



<b>Renovation</b>		
<b>Category</b>	<b>Detail</b>	<b>Cost</b>
<i>IT Equipment</i>	<p><i>Information Technology equipment has been identified as a need for services at this center with a total cost of \$26,788.13 or about 1.6% of the budget. This includes:</i></p> <ul style="list-style-type: none"> <li><i>• 18 desktop printers – One (1) for each office.</i></li> <li><i>• Three (3) network printers capable of handling large scale print jobs.</i></li> <li><i>• Overhead projection unit for the classroom/conference room for presentations and education.</i></li> <li><i>• Specialized whiteboard/presentation screen for the overhead projection unit installed in the classroom/conference room.</i></li> <li><i>• Microsoft Surface Hub that will integrate seamlessly with current County systems. The Hub has several built-in features to enhance coordination and collaboration. The Hub allows multiple users to work simultaneously in different areas and coordinate the display on the screen. The Hub will support the software of all partnering agencies at the JDTRC as it runs the full Windows operating system. The Hub also features a built-in webcam to facilitate video conferencing and will allow for meetings to occur with staff located outside the JDTRC.</i></li> </ul>	<i>\$26,788</i>
<b>Project Total</b>		<b>\$1,690,543</b>

4.e.ii *No leveraged public or private funding other than the Grant will be used to complete the JDTRC project.*

4 e. iii. *Probation’s Fiscal Unit will ensure the Grant funds are used only for allowable expenses as stipulated by Grant guidelines by effective and efficient Grant monitoring. Probation’s Fiscal Unit creates a new cost center for each new Grant funding to keep funds separate, track admissible expenses, and for accurate claiming. Probation’s Fiscal Unit conducts regular audits to ensure compliance with our internal policies and procedures as well as external guidelines for our partner organizations. Probation’s Fiscal Unit has controls and other mechanisms, e.g. purchasing policy, contract manuals, and various trainings, in place that detect deficiencies, provide corrective actions, and prevent future nonconformities.*

**SUSTAINABILITY**

4.f.i. *Sacramento County intends to develop a sustainability plan at the onset of our program to create a strong program that can continue operating after the CHFFA funding ends. Developing a data-informed program is key to sustainability. Sacramento County’s data-informed plan intends to show the JDTRC will reduce the number of jail bookings, shorten the length of jail stays, connect individuals in the Target Population to services, and reduce recidivism.*

**Operating Budget:** Probation has prepared a proposed Annual Operating Budget for the JDTRC (Attachment T). The services provided at the JDTRC will not necessitate the need for additional funding sources to provide ongoing support and sustainability for the seven (7) year useful life of the project<sup>1</sup>. Each of the partnering agencies at the JDTRC will leverage employees with offices in existing, geographically-separated locations to offices at the JDTRC, which will allow them to continually offer services without an increase to their budget. If selected for the CHFFA Community Infrastructure Grant, the collaborative partners will share facilities maintenance costs, which will require entering into Memorandums of Understanding (MOUs) with all partnering agencies. If CHFFA CSI Grant funds are awarded, Probation's Fiscal Services Unit will draft the MOUs and meet with partnering agencies to coordinate division of costs with partnering agencies' Fiscal Services units.

- 4.f.ii. No additional funding will be used to complete the proposed JDTRC Project. Should funding be needed to sustain the project after the project funding has been fully expended and close-out of the grant, Probation will seek Board approval to allocate funds to the project during subsequent Board hearings. County agency partners are committed to sustaining the JDTRC project.
- 4.f.iii. On November 19, 2019, the Sacramento County Board of Supervisors approved Probation's request to submit this application, Resolution No. 2019-0806. An executed copy of the Board materials is attached (Attachment U). If Sacramento County is selected to receive a CHFFA CSI Grant award, Probation will return to the Board for approval to accept the Grant funds on behalf of the County at the next possible Board meeting. The process for obtaining Board approval follows:

Probation's Fiscal Unit staff) will submit a Board letter, Resolution, and complete spending plan (on behalf of the County of Sacramento) to our County Executive Analyst for review. During the review process, the Analyst will work with Probation to ensure the components of the request are correctly classified, charges are entered correctly, and revenue and expenditure estimates are reasonable and accurate. Probation will work very closely with County Executive Analyst regarding any questions/concerns the Board might have prior to submitting the request to the Board to minimize misunderstandings and/or oversights. The County Executive will present the recommended budget to the Board. Probation may address the Board regarding the budget request.

Probation will provide documentation of the Board's approval to CHFFA, and the Renovation Timeline will begin. Sacramento County's Board-approved Fiscal Year 2020-2021 budget should be published publicly in June 2020. Probation will provide documentation of the approved Fiscal Year 2020-2021 budgets for all JDTRC County agency partners as soon as it becomes available.

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<sup>1</sup> Seven year useful life of the project identified by Sacramento County Director of General Services Jeff Gasaway. This was chosen due to the age of the building and the need for continued renovation to ensure compliance with local code and ADA compliance.

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