

# JJCPA-YOBG Annual Plans and Expenditures Frequently Asked Questions

(Updated 2021)

## **STATUTE INFORMATION**

### **1. What are the Statutory Requirements?**

Government Code Section §§ 30061 and Welfare and Institutions Code Section §§ 1961, as amended by AB 1998 (Ch. 880, Statutes of 2016), combined and establish the planning and reporting requirements under the Juvenile Justice Crime Prevention Act (JJCPA) and the Youthful Offender Block Grant (YOBG) programs.

### **2. What are the counties responsible for reporting?**

Counties are responsible for the following:

- Annual plans are due by May 1<sup>st</sup> for JJCPA and YOBG. This combined plan describes all programs, placements, strategies, services, and system enhancements that will be supported with JJCPA and/or YOBG funds in the upcoming fiscal year. BSCC reminds counties annually to submit this report and provides counties with a template to use in the development of the plan.
- Annual year-end Expenditure and Data reports for JJCPA and YOBG are due to the BSCC by October 1st. This combined report describes programs, placements, services and system enhancements that were funded through either program during the preceding fiscal year, including identification of any programs that were co-funded by JJCPA and YOBG. Additionally, this report includes countywide figures for specified juvenile justice data elements available in existing statewide juvenile justice data systems. Counties are to include a summary or analysis of how its grant funded programs have or may have contributed to or influenced the countywide data that is reported.

### **3. Who must develop and approve county JJCPA-YOBG plans?**

Government Code Section §§ 30061(b)(4) specifies that each county's Juvenile Justice Coordinating Council (JJCC) shall review and update the JJCPA component of the plan annually. The JJCC is the entity that develops these JJCPA components. The YOBG component of the plan is not required to be developed by the JJCC.

Beginning in 2018, the JJCPA-YOBG Plans should be fully consolidated; however, based on the unique attributes of each program, it remains that JJCC development is only required on the JJCPA component of the plans.

Counties are not required to obtain Board of Supervisor approval on any part of the JJCPA-YOBG Plans. BSCC posts these plans on its website but is not required to approve the plans.

#### **4. What are the BSCC's responsibilities?**

The BSCC is responsible for collecting the county Annual Plans and Expenditure and Data year-end reports. The BSCC must make the Expenditure and Data year-end reports available on its website within 45 days of report submittal.

By March 1<sup>st</sup> of each year, the BSCC must prepare and submit an annual report to the Governor and the Legislature that includes all the information reported by counties.

## **ANNUAL PLANS**

#### **5. Are counties required to submit one JJCPA-YOBG plan by May 1st of each year?**

Per Government Code §§ 30061(b)(4) an Annual Plan shall be submitted to the BSCC by May 1<sup>st</sup> of each year. The BSCC provides a consolidated plan template for county use. However, counties are not required to use the template; the BSCC will post the plans in any format submitted. The consolidated plan should include all the components under each of the two programs:

- For JJCPA, refer to Government Code Section 30061(b)(4)(A).
- For YOBG, refer to Welfare & Institutions Code Section 1961(a).

For 2021, Completed Annual Plans are to be submitted online at <https://app2.bscc.ca.gov> to use the template created by the BSCC. If a county decides to use their own template, please e-mailed it to the JJCPA-YOBG mail box at: [JJCPA-YOBG@bscc.ca.gov](mailto:JJCPA-YOBG@bscc.ca.gov).

#### **6. Where can I find the report template to be completed for the JJCPA-YOBG Annual Plan?**

The online template is located on the BSCC website under the “resources” headline: [https://www.bscc.ca.gov/s\\_jjcpayobgjuvjuscrimeprevact/](https://www.bscc.ca.gov/s_jjcpayobgjuvjuscrimeprevact/).

A log-in and a password will be required. If a county needs access to the online template please email [JJCPA-YOBG@bscc.ca.gov](mailto:JJCPA-YOBG@bscc.ca.gov).

#### **7. When will counties know their allocation amounts?**

County allocation amounts are determined as part of the annual state budget process. Each year, a new state budget is enacted on or about July 1<sup>st</sup>. Based on the enacted budget, the Department of Finance (DOF) prepares an allocation schedule that specifies a county-by-county distribution percentage that will be applied to all available funding for JJCPA and YOBG. Typically, the allocation schedule is completed in August or September and is then sent to the State Controller's Office (SCO). Once the SCO receives the allocation schedule, they begin their process to disburse funds directly to the counties, which generally begins in September.

The SCO website hosts a wealth of information regarding JJCPA and YOBG. For questions regarding the allocation schedule, payment amounts or release dates,

program growth funds, and much more, counties are encouraged to visit the SCO website at: [https://www.sco.ca.gov/ard\\_local\\_apportionments.html](https://www.sco.ca.gov/ard_local_apportionments.html).

8. **Are counties required to submit an Annual Plan to their Board of Supervisors?**

No.

9. **What if the due date falls on a Saturday or Sunday?**

We recommend that you submit your Annual Report on the Friday before May 1st.

10. **Will Annual Plan modifications, changes or corrections submitted by the county be changed or reviewed by the BSCC?**

Modifications to Annual Plans are not required to be submitted on a flow basis to the BSCC. When the year-end Expenditure and Data Report is submitted, any changes, modifications or corrections should be reflected in that Report. Please be sure to update your plans from the previous year. Success or failures of programs should be reported.

Counties may submit an updated Annual Plan, which the BSCC will post to its website; however, the BSCC has no review or approval role in the Annual Plan process.

Since the Annual Plans are posted to the BSCC website as received, we strongly encourage each county to review their submittals before sending to the BSCC.

11. **Where can I find the submitted Annual Plans on the BSCC website?**

Counties can view Annual Plans under “Annual Reporting Due Dates” at this link: [https://www.bscc.ca.gov/s\\_jjcpayobgjuvjuscrimeprevact/](https://www.bscc.ca.gov/s_jjcpayobgjuvjuscrimeprevact/).

## **EXPENDITURE AND DATA REPORTS**

12. **What should be included within the Expenditure and Data year-end reports for JJCPA-YOBG?**

Year-end Expenditure and Data reports for JJCPA-YOBG should include line item budget details and descriptions for each program, placement, service, strategy, and system enhancement that was funded through either and/or both program during the preceding fiscal year.

In addition, year-end Expenditure and Data reports should include countywide figures for specified juvenile justice data elements available in existing statewide juvenile justice data systems. Reports should also include a summary description or analysis of how grant funded programs have or may have contributed to the countywide data that is reported.

**13. Where can I find the Expenditure and Data report template?**

A copy of the current template, that is sent out to counties approximately 2 months prior to the October 1 deadline, is located on the BSCC website under the “Resources” header: [https://www.bscc.ca.gov/s\\_jjcpayobgjuvjuscrimeprevact/](https://www.bscc.ca.gov/s_jjcpayobgjuvjuscrimeprevact/).

**14. When are the Expenditure and Data Reports due to the BSCC?**

The completed Expenditure and Data year-end reports are due to the BSCC by October 1<sup>st</sup> of every year. For example, the reports for fiscal year 2018-19 are due by October 1, 2019.

**15. What if the due date falls on a Saturday or Sunday?**

We recommend that you submit your Expenditure and Data report on the Friday before October 1st.

**16. Can an extension from the October 1<sup>st</sup> due date for the Expenditure and Data Report be granted?**

Government Code Section §§ 30061(b)(4)(C) requires each county submit by October 1<sup>st</sup> of each year a report to the county Board of Supervisors and to the BSCC. The BSCC does not have the authority to extend the statutory due date.

**17. Is the annual Expenditure and Data report due October 1<sup>st</sup> each year for fiscal year or calendar year?**

The Expenditure and Data Report includes **both** fiscal year and calendar year information.

On the Expenditure Details worksheets, expenditure information to be entered is for the previous fiscal year.

Example: information submitted on the report due back to BSCC October 1, 2019, is for **fiscal year** 2018-19.

On the Data information for the Report 1, Report 3 and Arrest Data worksheets, the information to be entered is for the calendar year.

Example: information submitted on the report due back to BSCC October 1, 2019, is for **calendar year** 2018.

This information can also be found on the “Contact Information” tab of the JJCPA-YOBG Expenditure and Data Report under the “Completing the Remainder of the Report” section.

**18. How do I extract information from the Juvenile Court and Probation Statistical System (JCPSS) report?**

This is a Department of Justice (DOJ) data base and you should contact them for instructions.

**19. When will the JJCPA-YOBG Expenditure and Data Reports, due October 1<sup>st</sup> of each year, be posted to the BSCC website?**

Per Government Code Section §§ 30061 (b)(4)(D) the BSCC has 45 days after the receipt of the Expenditure and Data report from the county to post it on its website.

**20. Where will the Expenditure and Data Reports be posted?**

Expenditure and Data Reports are posted under the “Annual Reporting Due Dates” Header: [https://www.bscc.ca.gov/s\\_jjcpayobgjuvjuocrimeprevact/](https://www.bscc.ca.gov/s_jjcpayobgjuvjuocrimeprevact/).

**21. On the JCPSS report there is a column that contains information for “youth” who are over 18. Is this information to be included in Report 2 and Report 3?**

Please report information from your JCPSS Reports 1 and 3 exactly as they appear.

**22. Will any modifications, changes or corrections to the Expenditure and Data reports be reviewed, changed or approved by the BSCC?**

No. The BSCC has no review or approval role and will post information submitted by counties as received on a flow basis. Since the Expenditure and Data Reports will be posted to the BSCC website as received, we strongly encourage each county to review their submittals before sending to the BSCC.

**23. Where do I send all the Expenditure and Data Report forms once they are completed?**

All report forms should be e-mailed to: [JJCPA-YOBG@bscc.ca.gov](mailto:JJCPA-YOBG@bscc.ca.gov).

## **Funding Information and Use of Funds for JJCPA & YOBG**

**24. Is there a cap on how much in Administrations costs can be charged to JJCPA-YOBG during a Fiscal Year?**

For JJCPA, Government Code Section §§ 30062(c)(1) mandates that Administrative overhead costs in excess of 0.5 percent of a recipient entity’s SLESA allocation for that year caps is 0.5%. For YOBG, there is no mandated cap.

**25. What can JJCPA funds be used for?**

JJCPA expenditures are to be based on a local juvenile justice action strategy that provides for a continuum of responses to juvenile crime and delinquency and demonstrates a collaborative and integrated approach for implementing a system of swift, certain, and graduated responses for at-risk youth and juvenile offenders. Therefore, JJCPA funds can be used for programs and approaches that have been demonstrated to be effective in reducing delinquency and addressing juvenile crime for any elements of response to juvenile crime and delinquency, including prevention, intervention, suppression, and incapacitation. These specifications can be found in Government Code Sections §§ 30061(b)(4)(A) & (B). Please direct more specific questions to your county counsel.

**26. What can YOBG funds be used for?**

YOBG funding is to enhance the capacity of local communities to implement an effective continuum of response to juvenile crime and delinquency. As such, these funds can be used to enhance the capacity of county probation, mental health, drug and alcohol, and other county departments to provide appropriate rehabilitative and supervision services to youth offenders who are no longer eligible for commitment to the Division of Juvenile Justice and now must be supervised locally. These specifications can be found in the Welfare and Institution Code Sections §§1950 and 1951(b). Please direct more specific questions to your county counsel.

**27. How can I find out the amount of funds allocated this year for JJCPA and/or YOBG?**

Please refer to the State Controller's Office (SCO) website:

JJCPA

Base: [https://www.sco.ca.gov/ard\\_payments\\_cops.html](https://www.sco.ca.gov/ard_payments_cops.html)

Growth:

[https://www.sco.ca.gov/ard\\_payments\\_multi\\_agency\\_juvenile\\_justicefund\\_growth.html](https://www.sco.ca.gov/ard_payments_multi_agency_juvenile_justicefund_growth.html)

YOBG

Base: [https://www.sco.ca.gov/ard\\_payments\\_youth.html](https://www.sco.ca.gov/ard_payments_youth.html)

Growth: [https://www.sco.ca.gov/ard\\_payments\\_juvenilejusticegrowth.html](https://www.sco.ca.gov/ard_payments_juvenilejusticegrowth.html)

**28. Who is eligible to receive funds from the JJCPA-YOBG grant?**

Since this is block grant funding, every county is eligible to receive an allocation. The contact for both grants is your County Probation Department. To see what your county, or any other county receives, please refer to the State Controller's Office at the links in question 28 above.

**29. Can we use JJCPA or YOBG money (reserve money) to pay for a building where juveniles would receive services?**

Please refer this question to your county counsel.

**30. Does the BSCC have any review of approval role relative to JJCPA or YOBG expenditures?**

No.

**31. Do JJCPA funds still need to be used on programs and practices that are supported by demonstrated effectiveness data?**

Yes, counties are still responsible for ensuring that these funds are used to support "programs and approaches that have been demonstrated to be effective in reducing delinquency and addressing juvenile crime..." This requirement can be found in Government Code Section §§30061(b)(4)(B)(i).

32. **Is there a limit as to what a Community Based Organization (CBO) can charge for indirect costs in a contract? And, is there anywhere that states a maximum amount that can be charged by CBOs, subcontractors or vendors?**

Please refer this question to your county counsel and Accounting Officer.

## **MISCELLANEOUS**

33. **Who should I contact if I have questions?**

You may call Adam Lwin at (916) 324-2626 or send your question to:  
[JJCPA-YOBG@bscc.ca.gov](mailto:JJCPA-YOBG@bscc.ca.gov).

34. **How do I include myself or others on the JJCPA-YOBG mailing list?**

Please sign up on the BSCC website here:  
[https://www.bscc.ca.gov/s\\_jjcpayobgjuvjuscrimeprevact/](https://www.bscc.ca.gov/s_jjcpayobgjuvjuscrimeprevact/).

35. **How do I remove myself from the JJCPA-YOBG mailing list?**

There is an “unsubscribe” option at the end of the e-mail that you may click to automatically be deleted from the mailing list. If your e-mail address is no longer valid, you will automatically be deleted from the mailing list.