

## AGENDA ITEM REQUEST

Community Corrections Partnership Executive Committee (CCP EC)

*Note: Agenda item requests are due at least 7 (seven) business days prior to CCP EC meeting.*

TO: Community Corrections Partnership Executive Committee (CCP EC)  
c/o Alameda County Probation Department  
Marcus Dawal, Interim Chief Probation Officer  
1111 Jackson Street, P.O. Box 2059, Oakland, CA 94604-2059

FROM: **Name:** Rodney Brooks  
**Title:** Executive Programs Coordinator, Alameda County Public Defenders  
**Agency/Organization/Department:** The Process and Evaluation Workgroup  
**Address:** 1401 Lakeside Dr. Ste. 400  
**Phone #:** 510-272-6637      **Alternate Phone #:** [Click here to enter text.](#)  
**Email:** rodney.brooks2@acgov.org

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Submitted are the following agenda item(s) to be considered by the Community Corrections Partnership Executive Committee (CCP EC) at the meeting on November 15, 2021.

**Title/Subject Description: Amending the Agenda Item Request Form**

**Background (brief):** Community Corrections Partnership Workgroup and Community Advisory Board (CAB) members and members of the public have expressed concern that the information provided on the Agenda Items Request (AIR) form is insufficient for decision-makers to responsibly execute their duties. In an effort to address this issue, the Process and Evaluation Workgroup is proposing numerous changes to the Agenda Item Request form designed to provide decision-makers with the information they need.

**Fiscal Impact, if any:** None

**Agenda item is:**       Discussion       Action

**Recommendation/Action to be Taken:** Recommend the use of the updated Agenda Item Request form.

**Signature:** Rodney Brooks

**Print Name and Title:** Rodney Brooks, Executive Programs Coordinator

**Date:** 9/16/21

## AGENDA ITEM REQUEST

Community Corrections Partnership Executive Committee (CCPEC)

*Note: This agenda item request is due at least six (6) weeks prior to CCPEC meeting.*

*Email requests to [ProbationCommunityPrograms@acgov.org](mailto:ProbationCommunityPrograms@acgov.org).*

TO: Community Corrections Partnership Executive Committee (CCPEC)  
c/o Alameda County Probation Department  
Marcus Dawal, Interim Chief Probation Officer  
1111 Jackson Street, P.O. Box 2059  
Oakland, CA 94604-2059

FROM: **Name:** \_\_\_\_\_  
**Title:** \_\_\_\_\_  
**Agency/Organization/Department:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Phone #:** \_\_\_\_\_ **Alternate Phone #:** \_\_\_\_\_  
**Email:** \_\_\_\_\_

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This agenda item is being submitted for consideration by the Community Corrections Partnership Executive Committee (CCPEC) at their meeting on \_\_\_\_\_, \_\_\_\_\_.

**Title/Subject/Description:** [Click here to enter text.](#)

**Background Information:** [Click here to enter text.](#)

**Fiscal Impact\*, if any:** [Click here to enter text.](#)

**Recommended action to be taken:** [Click here to enter text.](#)

*\*When requesting funding, please answer the questions in either Section 1 or 2 below: If requesting funding for a new program idea, answer the questions in Section 1. If requesting funding for a program with an existing AB 109-funded contract, answer questions in section 2.*

**Signature:** \_\_\_\_\_

**Print Name and Title:** \_\_\_\_\_

## **Section 1: Requesting Funding for a New Idea**

### **Addressed in the Logic Model**

*A logic model from the Programs and Services Workgroup may be attached in lieu of answering the following questions:*

- What part of the AB 109 population do you propose to serve? (For example: unhoused individuals, clients disengaged from Probation services etc.)
- Which client needs are being addressed? (For example: housing, employment, substance abuse etc.)
- What are the objectives and benchmarks for success of the proposed program/activity?
- What are the resources and activities required by an organization to make the program successful? (For example: staffing, development of workshops etc.)
- How will Probation inform clients about the program/activity?
- If referrals don't come from Probation, how will clients be informed of the program/activity?

### **Background Research**

- Is the initiative evidence-based or a promising new idea?
- If this is an evidence-based program, what does the research say about it?
- If there is existing research, was the research done on a population similar to the population the program anticipates serving?
- Is Probation funding any similar activities?
  - If Probation is funding similar activities, what is unique about this program/activity, why is it necessary?

### **Fiscal Impact**

- What is the total proposed budget for your proposed program/activity?

## **Section 2: Request to Renew or Extend an Existing Contract**

### **Information About the Program**

- What part of the AB 109 population was served under the previous contract? (For example: unhoused individuals, clients disengaged from Probation Services, etc.)
- What client needs were addressed? (For example: housing, employment, substance abuse etc.)
- How many people did your organization serve under the contract?
  - How many people was your organization expected to serve under the contract?
- Please provide a summary of the program.
- Please provide a list of the objectives achieved by the program/activity.
- Did your organization invest any resources to make the program/activity successful? (For example: staffing, development of workshops etc.)
- Did you do any outreach to the target population, outside of referrals by Probation? If so, what were the results of your outreach?
- Describe how successfully your organization achieved your contract milestones and the other contract deliverables?

**Background Research**

- Is the program/activity evidence based or a promising new idea?
- If the program/activity is an evidence-based program, what does the research say about it?
- If there is existing research, was the research done on a population similar to the population served?
- How do milestones/contract deliverable compare to the outcomes of similar work in other jurisdictions?
- Is Probation funding any similar activities?
- If Probation is funding similar activities, what is unique about this program/activity, why is it necessary?

**Program Data**

- How many people were referred to the program/activity by Probation?
- Why should the contract be extended/renewed rather than going out to bid?
- Please provide program milestone and other contract deliverable data.
- Has this contract been extended before? If so, how many times and why?

**Fiscal Impact**

- What is the total proposed budget for your proposed program/activity?
- What was the total budget for the program/activity under the previous contract?
  - If the proposed budget is higher than that of the previous contract, please justify the proposed increase.
  - If the proposed budget is lower than that of the previous contract, please explain why.

**Signature:** \_\_\_\_\_

**Print Name and Title:** \_\_\_\_\_