

# Justice System-Involved Youth Program (JSIY)

Department of Health Care Access and Information

August 2023

# Background and Eligibility

Pursuant to the Health Professions Careers Opportunity Program, Health and Safety Code Section 127885, et. seq., the Department of Health Care Access and Information (HCAI) will consider applications for the Justice System-Involved Youth Program (JSIY) that support and encourage underrepresented individuals to pursue health careers to develop a more culturally and linguistically competent healthcare workforce.

Competitive proposals will demonstrate a commitment to the JSIY goals by implementing the following components:

- Living Expense Support
- Counseling Support
- Academic Support
- Mentorship
- Career Development

# Eligible Applicants

Applied Behavior Analysis Therapist

Assistant Psychologist

Associate, Bachelor or Master Degreed Social Worker

Bachelor Level Mental Health Worker

Behavioral Health Case Managers

Behavioral Disorder Counselor

Behavioral Health Assistant

Board Certified Behavior Analyst

Certified Peer Specialist

Community Health Worker/Promotor

Community Response Counselor

Emergency Medical Technician

Licensed Applied Behavioral Analyst

Licensed Clinical Psychologist

Licensed or Associate Clinical Social Worker

Licensed or Associate Marriage and Family Therapist

Licensed or Associate Professional Clinical Counselor

Licensed Psychiatric Technician

Mental/Behavioral Health Services Specialist

Mental Health Care Specialist

Mental Health Counselor

Mental Health Rehabilitation Specialist

Occupational Therapist

Occupational Therapist Assistant

Peer Personnel Specialist

Psychiatric Aid

Psychiatric Advanced Practice Nurse

Psychiatric Mental Health Nurse Practitioner

Psychiatric Registered Nurse

Psychiatric Technician

Registered Psychological Associate

Substance Use Disorder Counselor

# Application Release Dates

Registration: Open now

Application release: August 15, 2023

Application deadline: October 16, 2023

Applications open and close at 3:00 pm

# Before You Apply

- Applicants must agree to the terms and conditions before receiving funds.
- HCAI **will not** make changes to the terms and conditions specified in the Grant Agreement.
- Funds shall not supplant existing state or local funds.

# Available Funding

- Total JSIY Funding Available is \$7,500,000.00.
- HCAI may award full, partial, or no funding to an applicant based on the applicant's success in meeting the selection criteria score, geographic representation, program efficiency, and the amount of available funds.

# Helpful Resources

## Grant Guide

<https://hcai.ca.gov/wp-content/uploads/2023/08/JSIY-2023-24-Grant-Guide-1.pdf>

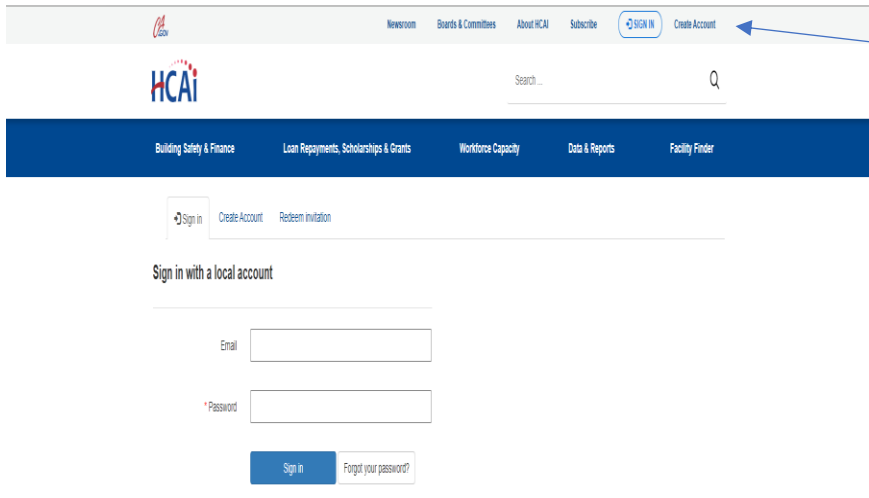
## Application website

<https://funding.hcai.ca.gov/>

# eApplication (eApp) Registration



# Creating an Account – Step #1



The screenshot shows the top navigation bar of the HCAI website. The 'Create Account' link is highlighted with a blue arrow. Below the navigation bar is a search bar and a dark blue banner with links for 'Building Safety & Finance', 'Loan Repayments, Scholarships & Grants', 'Workforce Capacity', 'Data & Reports', and 'Facility Finder'. Below the banner is a 'Sign In' button and a 'Create Account' button. Below the 'Sign In' button is a section titled 'Sign in with a local account' with input fields for 'Email' and 'Password' and a 'Sign in' button.

Check the “Create Account” box to gain access to the JSIY application (do not check the other boxes).

- Services
- Data Submissions
- CA Healthcare Infrastructure
- Public Transparency
- About HCAI
- Submit Data
- Patient-Level Administrative Data
- All Facilities
- Public Meetings
- Newsroom
- Loan Repayment Programs
- Health Facility Utilizations
- Healthcare Facility Detail
- Public Records
- Divisions
- Scholarships
- Hospital & LTC Financials
- Scientific Compliance and Safety
- Payment to Agency Reports
- Laws & Regulations
- Grants
- Coronary Artery Bypass Graft Surgeries
- Hospital Community Benefit Plans
- Public Meetings
- Penalty Appeals
- Healthcare Financial Assistance Policies
- California Primary Care Office
- Careers
- Hospital Chargemasters

# Creating an Account – Step #2

[Sign in](#) [Create Account](#) [Redeem invitation](#)


Password must be at least 8 characters long and include at least one upper and lowercase letter, a number (0-9), and a special character (such as !@#%\$).

Register for a new local account

\* Email

\* Password

\* Confirm password

  
[Generate a new image](#)  
[Play the audio code](#)

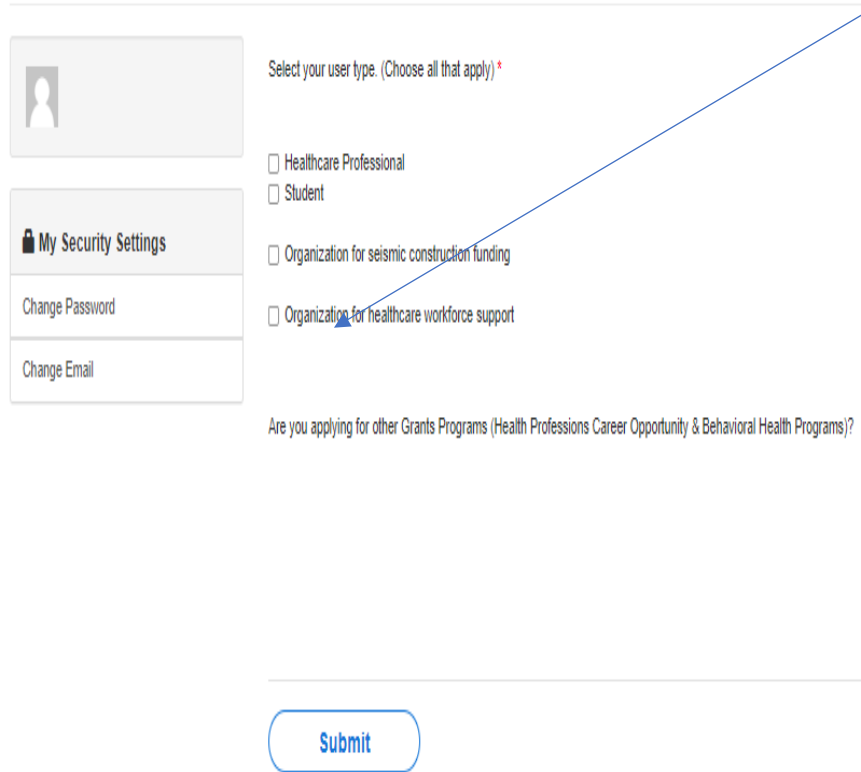
Enter the code from the image

[Create Account](#)

Provide your email, password (twice), and image code.

# Setting up Your Profile – Step #1

## Profile



Select your user type. (Choose all that apply) \*

- Healthcare Professional
- Student
- Organization for seismic construction funding
- Organization for healthcare workforce support

Are you applying for other Grants Programs (Health Professions Career Opportunity & Behavioral Health Programs)?

[My Security Settings](#)

[Change Password](#)

[Change Email](#)

[Submit](#)

Check the “Organization for healthcare workforce support” box to gain access to the JSIY application (do not check the other boxes).

# Setting up Your Profile – Step #2

**Profile**

Select your user type. (Choose all that apply) \*

Organization for healthcare workforce support.

Are you applying for Song Brown Programs?

No  Yes

Select an organization from the search list below.

Are you applying for other Grants Programs (Health Professions Career Opportunity & Behavioral Health Programs)?

No  Yes

Please select all that apply.

- Peer Personnel Training and Placement Program
- Health Careers Exploration Program (HCEP)
- Health Professions Pathways Program (HPPP)
- Justice and System Involved Youth (JSIY)
- Psychiatry Education Capacity Expansion (PECE)
- Social Work Education Capacity Expansion (SWECE)

Check the “**No**” box to the question, “Are you applying to a Song-Brown Program?”

Check the “**Yes**” box to the question, “Are you applying for other Grants Programs (Health Professions Career Opportunity & Behavioral Health Programs)?”

Check the “**Justice System-Involved Youth Program (JSIY)**” box.

# Setting up Your Profile – Step #3

Please select all that apply.

- Peer Personnel Training and Placement Program
- Health Careers Exploration Program (HCEP)
- Health Professions Pathways Program (HPPP)
- Justice and System Involved Youth (JSIY)
- Psychiatry Education Capacity Expansion (PECE)
- Social Work Education Capacity Expansion (SWECE)

Select an organization from the search list below.

Prefix

First Name \*  Middle Initial

Last Name \*  Suffix

Title  Degree \*

Phone 1 \*  Phone 2

Provide a telephone number

Email \*  
Leonard.McCoy@email@email.com

Receive email announcements for new **funding** opportunities

After you have checked the “**Justice System-Involved Youth Program (JSIY)**” box, please tell us who you are. Anyone can create a profile and participate in the application process when the Program Director authorizes it, but only a Program Director may submit the application.

**Important:** For the time being, ignore the button to “Request a New Organization”

# Setting up Your Profile – Step #4

Open grant applications matching your Profile are displayed below. To find additional applications, please change the applicable user types in your Profile. To find applications already started or submitted, go to the Applications In Progress/Submitted tab.

Program	Release Date	Due Date	Who Can Apply
2023 Health Professions Pathways Program (HPPP) - Categories A-D	08/11/2023 8:00 AM	10/16/2023 5:00 PM	Organization
2023 Justice and System - Involved Youth (JSIY)	08/11/2023 8:00 AM	10/16/2023 5:00 PM	Organization
Song-Brown Primary Care Residency 2023	07/18/2023 3:00 PM	09/24/2023 3:01 PM	Organization

To verify that you have successfully set up your profile, check to see if your name is visible in the top right corner of the screen.

If not, repeat those last few steps.

If so, click, “**2023 Justice System-Involved Youth Program (JSIY)**”.

Services	Data Submissions	CA Healthcare Infrastructure	Public Transparency	About HCAI
Submit Data	Patient-Level Administrative Data	All Facilities	Public Meetings	Newsroom
Loan Repayment Programs	Health Facility Utilizations	Healthcare Facility Detail	Public Records	Divisions
Scholarships	Hospital & LTC Financials	Seismic Compliance and Safety	Payment to Agency Reports	Laws & Regulations
Grants	Coronary Artery Bypass Graft Surgeries	Hospital Community Benefit Plans		Public Meetings
Penalty Appeals	Healthcare Financial Assistance Policies	California Primary Care Office		Careers
	Hospital Changemasters			

# Setting up Your Profile – Step #5

VIEW DETAILS

## Justice and System - Involved Youth 2023-24

This program provides funding for health professions by engaging the following strategies:

1. System Involved Youth Pipeline focuses on comprehensive wrap-around supports including income and rent support (in addition to existing supports e.g. AB 12), academic enrichment, career development, mentorship, and advising to support currently or recently system-involved students in attaining behavioral health careers. Participation in the Pipeline Programs will lead to enrolling in a behavioral health school program or beginning employment with a behavioral health care provider.

Application Release Date

Close Date

08/11/2023 8:00 AM

10/18/2023 5:00 PM

Only Program Directors are allowed to initiate a JSIY application. To request to be a Program Director please contact us at [HPCOP@hcai.ca.gov](mailto:HPCOP@hcai.ca.gov).

### RELATED DOCUMENTS

There are no notes to display.

If you are the Program Director, you will need an HCAI staff member to upgrade your status from a Grant Preparer to a Program Director in the system. Please send an email to this address asking us to upgrade your status and tell us the name of your organization along with your organization's address. Until you get a confirmation email from HCAI, there is nothing further to do.

# Setting up Your Profile – Step #6

CA  
HCAI

Apply Here Grant Application - In Progress/Submitted Song-Brown Applications - In Progress/Submitted Awards Payments & De

Assign Other Users

Gregory House

Your email requires confirmation. Confirm Email

Add User

Profile

Assign Other Users

My Security Settings

Change password

Change email

Full Name Organization Applicant Role E-mail Phone Degree

There are no records to display.

When you receive your confirmation email recognizing you as the Program Director, you can add additional staff members to your profile. They will be able to assist inputting your application information. Click, **“Assign Other Users”** to do that.

**Note:** First, they will need to create a profile for themselves with their own username and password. After they have successfully created a profile, you can look up their name in, **“Add User”** and add them to your profile.



# Assigning Other Users – Step #1

Lookup records

Gregory House

✓	Full Name ↑	Organization	Applicant Role	E-mail	Phone	Degree
<input checked="" type="checkbox"/>	Gregory House		Grant Preparer	Gregory.House@email.com	(916) 444-4444	PhD

Selected records

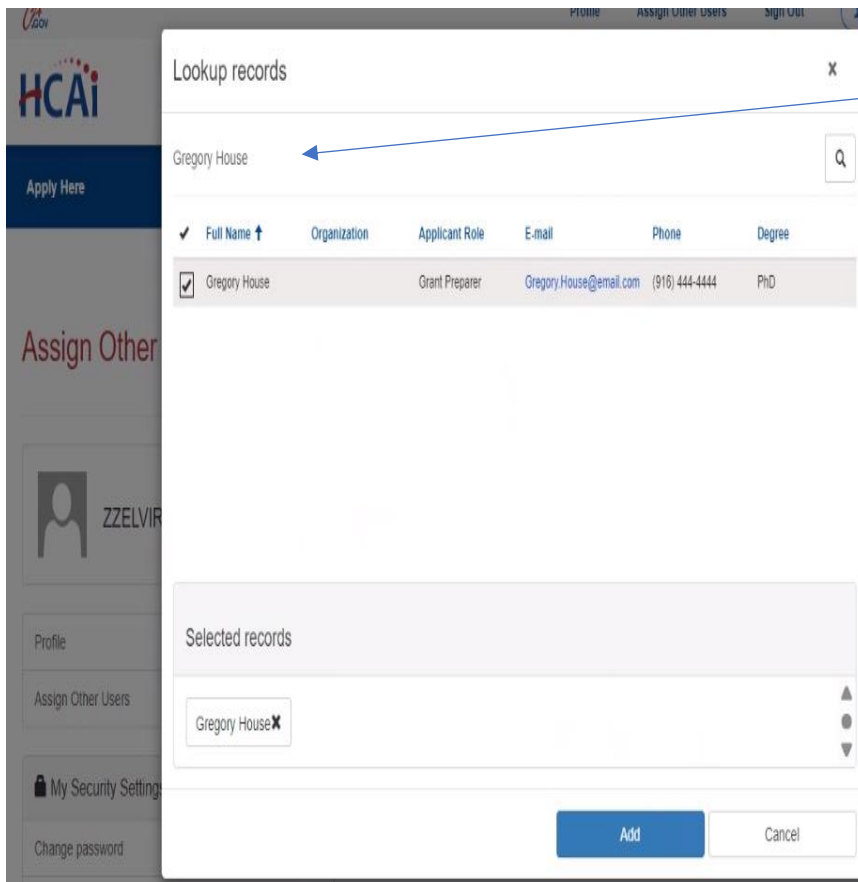
Gregory House ✕

Add Cancel

When you receive your confirmation email recognizing you as the Program Director, you can add additional staff members to your profile. They will be able to assist inputting your application information. Click, **“Assign Other Users”** to do that.

**Note:** First, they will need to create a profile for themselves with their own username and password. After they have successfully created a profile, you can look up their name in, **“Add User”** and add them to your profile.

# Assigning Other Users – Step #2



After your staff members have created their profiles click, “Add User” button to give your staff members access to your application(s). We recommend using the search button to go through the list.

**Note:** Only Program Director’s can submit an application.

# Apply Here

View details

x

## Justice and System - Involved Youth 2023-24

This program provides funding for health professions by engaging the following strategies:

1. System Involved Youth Pipeline focuses on comprehensive wrap-around supports including income and rent support (in addition to existing supports e.g. AB 12), academic enrichment, career development, mentorship, and advising to support currently or recently system-involved students in attaining behavioral health careers. Participation in the Pipeline Programs will lead to enrolling in a behavioral health school program or beginning employment with a behavioral health care provider.

Application Release Date

Close Date

08/11/2023 8:00 AM

10/18/2023 5:00 PM

Apply

### RELATED DOCUMENTS

There are no notes to display.

Navigate to the “**Apply Here**” page on the main menu

Make sure you see “**2023 Justice System - Involved Youth 2023-24**”

Click the “**Apply**” button when you are ready to begin

# Helpful Tips

# Useful Information

## Navigating the application

Use the “Previous” and “Save & Next” buttons found at the bottom left of each page.

Previous

Next

## Saving your application

Each time you click “Next” in the application your progress is saved. Navigate to the “Applications-In Progress/Submitted” page to resume your application.



<a href="#">Apply Here</a>	<a href="#">Grant Application - In Progress/Submitted</a>	<a href="#">Song-Brown Applications - In Progress/Submitted</a>	<a href="#">Awards</a>	<a href="#">Payments &amp; Deliverables</a>
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### Grant Apps

Application Number ↑	Initiated By	Application Status	Cycle	Due Date (Cycle)	Modification Due Date (Cycle)
HPPP-0001053	Gregory House	Submitted	2023 Health Professions Pathways Program (HPPP) - Categories A-D	10/16/2023 5:00 PM	▼
JSIY-0001056	Gregory House	In Progress	2023 Justice and System - Involved Youth (JSIY)	10/16/2023 5:00 PM	▼

# Useful Information, Continued

## Asterisks

The red asterisks indicate which fields require a response before proceeding to the next page.

Training Program Title \*

## Tooltips

Throughout the application you may see a blue circle with a question mark at the end of a question, title, or sentence. Click on these icons for additional information.

The last name of the primary contact at the contract organization.

Contract Administrator Last Name \* 

# Starting the Application

# Program Information – Page 1 of 2

Apply Here Grant Application - In Progress/Submitted Song-Brown Applications - In Progress/Submitted Awards Payments & Deliverables

Application - Justice and System - Involved Youth

Program Information - Page 1 of 2

Organization

Program Director

Program Director Email

Leonard McCoy

Leonard.McCoy@email.com

Program Name \*

Select your primary health profession focus. Select all that apply.\*

- Primary Care
- Behavioral Health
- Caring for Older Adults
- Nursing
- Oral Health
- Allied Health

Describe the specific health professions your proposal will promote. Maximum of 1000 characters.\*

Your program information will pre-populate with information you entered in your “Profile” page.

Add your specific Program Name here. This might be different from your organization name.

Select your primary health profession focus.

Narrative Portion: Describe the specific health professions your proposal will promote.



# Program Information – Page 1 of 2

## Organization Type

Select your organization type. Select all that apply.\*

- Community-based organizations ⓘ
- Community health centers ⓘ
- Public universities and colleges, including community colleges
- Health professions training programs ⓘ

## Career Opportunity Type

Health Professions Career Opportunity Type\*

- System Involved Youth Pipeline

## Eligibility

Does your program service individuals from Former Foster Youth, Former Incarcerated Youth and/or Justice Involved Youth and Former Homeless Youth and/or current Homeless Youth?\*

- No  Yes

Does your organization propose to promote Behavioral Health careers?\*

- No  Yes

Save & Next

Select your Organization Type. Your answers will trigger the type of Career Opportunity category which you are eligible to apply for.

Select your Career Opportunity Category.

After saving, you can leave and return later to continue working on your application.

# Program Information – Page 2 of 2

Apply Here   Grant Application - In Progress/Submitted   Song-Brown Applications - In Progress/Submitted   Awards   Payments & Deliverables

Application JSIY-0001085 - Justice and System - Involved Youth

0%

Program Information - Page 2 of 2

Award Category

Total number of expected program participants for each opportunity type per year. Do not include staff, volunteers, or presenters.

Award Category	2023-2024	2024-2025	2025-2026
System Involved Youth Pipeline. Maximum 31 Students per year	<input type="text" value="31"/>	<input type="text" value="31"/>	<input type="text" value="31"/>

How many Program Sites do you have?

Click on the Add Program Site button to add new program site

[Add Program Site](#)

Name ↑	Street Address	Suite/Apt/Dept	City	State	Zipcode	County
Hospital A	6501 Coyle Ave		Carmichael	CA	95608	<input type="text"/>
Hospital B	4001 J St		Sacramento	CA	95819	<input type="text"/>

[Previous](#)   [Save & Next](#)

Please provide the number of System Involved Youth per year. The maximum is 31 Students per year.

Please provide the number of training sites you have. You will need to input the names and addresses of that same number of sites in the very next question.

Click “Save and Next” to continue.

# Program Proposal

Apply Here Grant Application - In Progress/Submitted Song-Brown Applications - In Progress/Submitted Awards Payments & Deliverables Messages

Application JSIY-0001085 - Justice and System - Involved Youth

12%

Program Proposal

Target program participants. Select all that apply.

- Elementary School
- Middle School
- High school freshmen and sophomores
- High school juniors and seniors
- Adult/non-traditional learners (including veterans)
- Justice or foster system involved youth
- Community college students
- Four-year college freshmen and sophomores
- Four-year college juniors and seniors
- Recent four-year college graduates
- Graduate Students
- Post-Baccalaureate students
- Other
- None of the above

Target Population

Please select from the following underserved groups that your organization has targeted for outreach and recruitment. Select all that apply. \*

- Former foster youth
- Former incarcerated youth/or justice involved youth
- Former/current homeless/underhoused youth
- None of the above

Please tell us your program's target participant group(s).

Select the underserved groups that your organization has targeted for outreach and recruitment.

# Program Proposal

## Addressing Challenges of Target Population

Please select how your program proposal will address the challenges specific to the target program participants/demographics. Select all that apply. \*

- Provide financial aid information
- Provide internships and summer enrichment programs
- Provide wraparound services
- Form institutional partnerships
- Provide structured cohort program
- Provide academic counseling/academic preparation
- Hire faculty from disadvantaged backgrounds
- Offer some of the program components online
- Expose students to health care careers
- Provide mentoring opportunities with peers and/or healthcare professionals from diverse backgrounds
- None of the above

Please select from the following how your organization proposes to be culturally and/or linguistically responsive to program participants. Select all that apply. \*

- Hire staff members who are bilingual
- Hire staff members trained to promote equity, inclusivity, and awareness of cultural differences in personnel interactions and behaviors among California's culturally diverse populations
- Provide program staff with cultural competency resources and training materials
- Program leaders who participate in the program come from similar cultural backgrounds as the students who participate in the program
- Consult with leading experts in cultural competency to review program curriculum/activities and provide technical assistance.
- Engage community stakeholders from diverse cultural background in program development
- Draw on participant's culture to shape curriculum and instruction.
- Conduct regular community needs assessments and use results to adopt trainings/workshops that respond to the cultural and linguistic diversity of program participants
- None of the above

Please tell us your program's target participant group(s).

Select the underserved groups that your organization has targeted for outreach and recruitment.

[Previous](#)


[Save & Next](#)

# Program Objectives

Application JSIY-0001085 - Justice and System - Involved Youth

25%

## Program Objectives

Please select the activities which your organization will use to support the program. Select all that apply. 

- Assistance with health professions school application
- Conferences (hosted and external)
- Courses (Science and Health careers)
- Engagement with health professions schools and residency programs
- Financial and funding education workshops
- Guaranteed income
- Housing assistance
- MCAT and other test preparation (SAT, GRE, DAT)
- Mental health awareness and support
- Mentorship
- Newsletter
- Parental/family engagement
- Research and community experiences
- Saturday academies or retreats
- Scholarship assistance
- Structured cohort programs (enrichment, career, internships, summer research, graduate school/medical school preparation)
- Student coordinators and case managers
- Student health clubs
- Tutoring
- Web based and social media support
- None of the above

Previous

Save & Next

Please select the activities which your organization will use to support the program.

# Qualitative Questions

Apply Here Grant Application - In Progress/Submitted Song-Brown Applications - In Progress/Submitted Awards Payments & Deliverables

Application JSIY-0001085 - Justice and System - Involved Youth

37%

### Qualitative

Provide a summary overview of the Justice and System - Involved Youth. Briefly describe the geographic area to be served. Describe the major program components providing an overview of the major activities and services that will be provided to increase the number of underrepresented individuals that pursue health professions education, training, and careers.\*

List the program's major partners. Describe how many years the program has worked with these partners and how they will contribute to the program. Describe how your program will ensure the right partnerships to be successful.\*

Describe how the program will monitor and evaluate the effectiveness of its interventions, and evaluate the continued implementation, scaling, and/or changing interventions based on their effectiveness with program participants from 2023-2028. Reporting on program outcomes for each award category will be done using a toolkit provided by HCAI. This question is your opportunity to describe any additional evaluation and assessment activities you will be implementing as well as why those additional activities are necessary. The goals of the program are to facilitate students entering a health professions school or starting employment at a health professions career. How will your program track students in the near and long-term?\*

Previous Save & Next

There are three qualitative questions with a character limit of up to 1,000 characters for each question. If you have prepared responses, you can cut and paste them as long as they do not exceed the 1,000 character cap.

# Organization Experience

Apply Here Grant Application - In Progress/Submitted Song-Brown Applications - In Progress/Submitted Awards Payments & Deliverables

Application JSIY-0001085 - Justice and System - Involved Youth

60%

## Organization Experience

Select the types of underrepresented individuals that your organization has experience with exposing to primary care, caring for older adults, behavioral health, and/or other health careers. Select all that apply.\*

- Economically disadvantaged individuals: An individual comes from a family with an annual income below low-income thresholds established by the U.S. Census Bureau, adjusted annually for changes in the Consumer Price Index, and adjusted by the Secretary of the HHS, for use in all health professions programs.
- Educationally disadvantaged individuals: An individual comes from an environment that has inhibited the individual from obtaining the knowledge, skills, and abilities required to enroll in and graduate from a health professions school, or from a program providing education or training in an allied health profession.
- Individuals from health professional shortage areas (geographic areas, populations, or facilities with a shortage of providers).
- None of the above

## Years of Experience

Please provide how many years of experience your organization has for each of these health career types.\*

Health Career Type	Year Started	Year Ended	Total Years
Behavioral Health	<input type="text" value="MM/DD/YYYY"/>	<input type="text" value="MM/DD/YYYY"/>	<input type="text"/>

Select the types of underrepresented individuals that your organization has experience with exposing to primary care, caring for older adults, behavioral health, and/or other health careers.

Please provide the start and end date for the years of experience that your organization has had with this career type. The total years will auto-calculate.

# Organization Experience

## Years of Experience

Please provide how many years of experience your organization has for each of these health career types. \*

Health Career Type	Year Started	Year Ended	Total Years
Behavioral Health	01/01/1920	08/01/2023	103

Is 103 the maximum number of years of experience your organization has with exposing underrepresented individuals to any one health career type? \*

No  Yes

Please describe your organization's past experience exposing underrepresented individuals to primary care, caring for older adults, behavioral health, and/or other health careers. \*

Previous

Save & Next

This question is intended as a verification for the highest number of years that your organization has had experience working in; it comes from the question directly above it.

This is a narrative for your organization's past experience working with underrepresented individuals. It also has a 1,000 character cap.



# Services

This part of the application asks for the services that you provide your students. The categories are as follows: Living Expenses, Counseling Support, Mentorship, Career Development, Academic Support, and Services Assurance.

Apply Here   Grant Application - In Progress/Submitted   Long-Term Application - In Progress/Submitted   Awards   Payments & Deliverables   Messages

Application JSIY-0001085 - Justice and System - Involved Youth

62%

### Services

**Living Expenses**  
Which of the following living expenses will the applicant's proposed program provide? Select all that apply.\*

- Livable stipend
- Housing financial assistance
- Housing procurement assistance
- None of the above

**Counseling Support**  
Will the applicant's proposed program provide transportation to and, if not using a Medi-Cal provider, financial assistance for counseling services?\*

No    Yes

**Mentorship**  
Will the applicant's proposed program provide students with access to internships, fellowships, or shadowing hours in the behavioral health career field?\*

No    Yes

**Career Development**  
Which of the following services will the applicant's proposed program provide to support the students' career development? Select all that apply.\*

- Resume Coaching
- Mock interview practice
- Job application assistance
- Career Coaching
- None of the above

**Academic Support**  
Which of the following services will the applicant's proposed program provide to support the students' academic success? Select all that apply.\*

- Academic tutoring
- Provide academic supplies
- Provide guidance and assistance in applying to local scholarship opportunities
- Provide guidance and assistance in applying to general scholarship opportunities
- None of the above

**Services Assurance**  
Will your organization ensure that youth receive required support services seamlessly with minimal access barriers?\*

No    Yes

[Previous](#)   [Save & Next](#)

# Program Budget Page

Apply Here Grant Application - In Progress/Submitted Long-Brown Applications - In Progress/Submitted Awards Payments & Deliverables

Application JSIY-0001085 - Justice and System - Involved Youth

75%

### Program Budget

To add budget categories, click on the **Add Budget** button and enter the required information

**Add Budget**

Budget Category	2023-2024	2024-2025	2025-2026
There are no records to display.			

**Total Direct Costs**

2023-2024	2024-2025	2025-2026
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Total Indirect Costs**

2023-2024	2024-2025	2025-2026
<input type="text"/>	<input type="text"/>	<input type="text"/>

Please explain how the direct costs listed above support your program.

**Total Expenses**

Total Direct Costs	Total Indirect Costs	Grand Total
<input type="text"/>	<input type="text"/>	<input type="text"/>

All Budget Categories Submitted

**Note: Unlike the HPPP Program, JSIY does not make an allowance for Personnel as a separate budget item.**

Add your budget categories. Except for "Other", you must report for all the categories even if the answer is \$0.

"Indirect Costs" here.

Please tell us how your Direct Costs support your program.

Lastly, don't forget to check this box when complete.

# Contract Administration

Application JSIY-0001085 - Justice and System - Involved Youth

8%

## Contract Administration

Contract Organization Name

Please select the type of entity\*

Governmental Entity

Non-governmental Entity

Doing Business As

Prefix

Contract Admin First Name

Contract Admin Last Name

Title

Phone 1\*

Phone 2

Contract Administrator Email\*

**Important:** The information you enter on this page will be used in your Grant Agreement and your STD 204-Payee Data Record (for payments). Errors with this information can cause a delay in executing your grant agreement, and possibly delay your first payment after that. Also, your organization name should match with the same organization name that you provided to the IRS.

# Contract Administration

Grant Agreement Signatory

First Name \*

Last Name \*

Phone\*

Email\*

Is the Payee Data Record (STD 204) Signatory the same as the Grant Agreement Signatory?

Same as Grant Agreement Signatory

No  Yes

Payee Data Record (STD 204) Signatory

First Name \*

Last Name \*

Phone\*

Email\*

The legal address for your organization must match the address on file with the IRS.

Is the legal address for your organization a PO Box? \*

No  Yes

Should payments be sent to a different address than what is on file with the IRS?

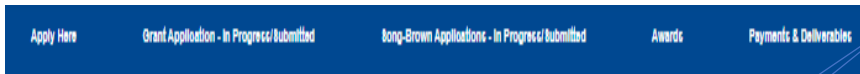
No  Yes

[Previous](#) [Save & Next](#)

If your STD-204 Signatory is the same as your Grant Signatory, you will not have to fill that part out again if you check that box.

If you have a different payment address that what is on file with the IRS, you should complete this portion of the application so that you can get an STD-205 form.

# Assurances



The Assurances page is the last page of the application process. Once you check the box “**I Certify**”, then click, “**Submit**”, you will no longer be able to make edits to your application.

Application JSIY-0001085 - Justice and System - Involved Youth



## Assurances

I, the applicant, certify that the information provided in this application is true and accurate to the best of my knowledge.

I Certify

Previous

# Viewing & Printing Your Application

The screenshot shows a navigation bar at the top with five items: "Apply Here", "Grant Application - In Progress/Submitted", "Rong-Brown Applications - In Progress/Submitted", "Awards", and "Payments & Deliverables". Below the navigation bar is the heading "Grant Apps". Underneath is a table with the following columns: "Application Number", "Initiated By", "Application Status", "Cycle", "Due Date (Cycle)", and "Modification Due Date (Cycle)". A single row is visible in the table with the following data: "JSHY-0001085", "Leonard McCoy", "Submitted", "2023 Justice and System - Involved Youth (JSHY)", "10/16/2023 5:00 PM", and a dropdown arrow icon. A blue arrow points from the "Grant Application - In Progress/Submitted" menu item to the dropdown arrow icon in the table row.

Application Number	Initiated By	Application Status	Cycle	Due Date (Cycle)	Modification Due Date (Cycle)
JSHY-0001085	Leonard McCoy	Submitted	2023 Justice and System - Involved Youth (JSHY)	10/16/2023 5:00 PM	

Once you submit your application, you can view and print your application by selecting the Options dropdown on the **“Application-In Progress/Submitted”** page, then click on the drop-down icon to get access to the **“View/Print”** option.

# Common Application Errors

- Applicant did not reconcile the organization participant counts based on what they had initially input.
- Applicants do not provide the correct contract organization name.
- Applicant did not reconcile their budget to their initial total request for funds.
- Applicants do not provide the correct grantee and STD 204 signatories.

# Questions?

[HPCOP@HCAI.ca.gov](mailto:HPCOP@HCAI.ca.gov)