

CORRECTIONS STANDARDS AUTHORITY

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May 5, 2009

**To: All Counties Participating in the SB 81 Local Youthful Offender
Rehabilitative Facilities Construction Financing Program**
CHIEF PROBATION OFFICERS
PROJECT CONTACT PERSONS
PROJECT FINANCIAL OFFICERS
COUNTY CONSTRUCTION ADMINISTRATORS

Subject: Bulletin 09-SB 81-01
SB 81 Local Youthful Offender Rehabilitative Facilities
Construction Financing Program,
Juvenile Facility Site Greater Parcel Area Real Estate
Due Diligence Direct Billing Procedures

The purpose of this bulletin is to inform the counties participating in the SB 81 Local Youthful Offender Rehabilitative Facilities Construction Financing Program of the procedures necessary to initiate a direct billing process for real estate services requested of the Department of General Services (DGS) related to the juvenile facility site's Greater Parcel Area real estate due diligence.

Real estate due diligence for the county juvenile facility site is referenced in the *Request for Proposals – Construction, Expansion or Renovation of Local Youthful Offender Rehabilitative Facilities* (July 2008, pages 15 and 26 – 27) as a requirement in this lease-revenue bond financing process. (Please see http://www.cdcr.ca.gov/Divisions_Boards/CSA/CFC/Docs/Final_Juvenile_RFP_to_the_field_7_15_08.pdf).

This is the first step that the county must accomplish following the issuance of a conditional award (before the project is recognized by the State Public Works Board), the purpose of which is to ensure that the county's property interest in the juvenile facility site's Greater Parcel Area is sufficient to support bond financing. The *Request for Proposals* further indicates that any necessary costs incurred by the state for appropriate title review will be charged to the county (RFP, page 15).

On April 29, 2009 representatives from your county attended a training session hosted by the Corrections Standards Authority in collaboration with DGS and the California Department of Corrections and Rehabilitation (CDCR) covering the topic of real estate due diligence as it pertains to SB 81 Local Youthful Offender

Rehabilitative Facilities Construction Financing Program projects. At that training session, there was some information provided regarding the process that DGS utilizes to directly bill customers, in this case counties, for real estate services provided by DGS staff. We are now providing more detail regarding this process as counties get ready to submit their real estate due diligence information for review.

As part of the State Public Works Board process, each county participating in the SB 81 Local Youthful Offender Rehabilitative Facilities Construction Financing Program is required to submit their real estate due diligence documents directly to Diana Frederick, Project Manager at CDCR, who will facilitate the review by DGS Real Estate Services Division (DGS-RESA). Ms. Frederick's contact information is as follows:

Diana Frederick, Project Manager
California Department of Corrections and Rehabilitation
9838 Old Placerville Road
Sacramento, CA 95827

Fax: (916) 255-1164
e-mail: diana.frederick@cdcr.ca.gov
Phone: (916) 255-3397

Prior to submitting the real estate due diligence documents to Ms. Frederick, the county must first be issued a Customer Account Number (CAN) so that the costs associated with the DGS-RESA review can be billed to the county.

In order to facilitate the issuance of a CAN number, Mr. Michael Cacciari, DGS Customer Service Manager, will be contacting the designated **Project Financial Officers** by telephone to obtain the county's appropriate billing and contact information. For reference purposes or follow-up questions regarding the issuance of a CAN number, you may contact Mr. Cacciari's directly by telephone at (916) 376-1796, or by e-mail at Michael.Cacciari@dgs.ca.gov.

Once the CAN number has been issued, the county can mail their real estate due diligence documents to Diana Frederick at CDCR at her aforementioned address. Ms. Frederick will initiate an automated request for services (known as a CRUISE request) to DGS-RESA on the county's behalf. The county's real estate due diligence package will then be sent to DGS-RESA for review. Counties can view the status of their due diligence review project via the Internet using the CRUISE system. CDCR will provide the CRUISE number if it is not automatically e-mailed to the county representative via the DGS CRUISE system. Charges are then posted to the county's CAN number. The county will receive an invoice by mail as charges are accrued. The county will remit by county warrant/check.

Counties can access their account on-line by logging on to the DGS Office of Fiscal Services (OFS) website at www.ofs.dgs.ca.gov. Once on the OFS home page, go to the tab labeled On-line Services and click on Open Invoices. Enter the county's assigned CAN number in the Account box and in the Password box (the password is the same as the CAN number). If you have any trouble accessing your county's account or have any questions regarding the password, please e-mail SRFFiscalServices@dgs.ca.gov and OFS staff will assist you.

Please note that a finding that the county property is not eligible for participation in the SB 81 Local Youthful Offender Rehabilitative Facilities Construction Financing Program does not relieve the county from its obligation to pay its DGS-RESO costs.

Questions regarding the information provided in this bulletin can be directed to Diana Frederick at CDCR at her aforementioned contact information. Please feel free to forward this information within your county as needed.

Sincerely,



Robert J. Takeshta, Deputy Director
County Facilities Construction Division
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