



Proud Parenting Program

REQUEST FOR PROPOSALS:
APPLICATION PACKET
Released November 14, 2014

**Eligible Applicants: California Probation
Departments**

Applications due by 5:00 p.m., January 16, 2015

In addition to the grant application, this Request for Proposal (RFP) packet includes important information about funding provisions, grant eligibility, and application submission requirements.



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CONTACT INFORMATION

This Request for Proposals (RFP) provides the information necessary to prepare a proposal to the Board of State and Community Corrections (BSCC) for grant funds available through the Proud Parenting Program.

The BSCC staff cannot assist the applicant with the actual preparation of the proposal. Questions concerning the RFP, the proposal process, or programmatic issues must be submitted in writing, by fax, or email to:

Ricardo Goodridge, Field Representative
Board of State and Community Corrections
600 Bercut Drive, Sacramento CA 95811
Fax Number: (916) 327-3317
Email: Ricardo.Goodridge@bscc.ca.gov

APPLICATION DUE DATE

One original and 10 copies of the application must be received (not just postmarked) by the BSCC's Corrections Planning and Programs Division by **5:00 pm, Friday, January 16, 2015, at:**

Board of State and Community Corrections
Corrections Planning and Programs Division
600 Bercut Drive
Sacramento, CA 95811
Attn: Ricardo Goodridge, Field Representative

Proposals received after 5:00 pm on Friday, January 16, 2015 will be ineligible for funding.

BACKGROUND INFORMATION

According to the California Department of Public Health, between 2010 and 2012, 29 counties averaged at least 28.5 births per 1000 teen parents¹ (15 to 19 years old). Additionally, 20% of that population had a repeat birth, while 18- and 19-year-olds were 3.3 times more likely to give birth than 15- to 17-year olds were.

¹ California Department of Public Health, Center for Family Health, Maternal, Child and Adolescent Health Division, Epidemiology, Assessment, and Program Development Branch, "California Teen Births 2000-2012," (June 2014): <http://www.cdph.ca.gov/programs/mcah/Documents/MO-MCAH-2012TBR-DataSlides.pdf>, retrieved July 28, 2014.

Most of these young parents have difficulty making ends meet. The U.S. census reports that in California, between 2008 and 2012, an average of more than 215,000 single-parent households fell below the federal poverty line² (making less than \$15,156 per year for two individuals) and had less than a high school education. Additionally, the average cost of infant daycare,³ \$11,461, indicates the increased burden that child-care costs hold for those at or near the federal poverty threshold.

These and other factors affecting young parents, such as low educational attainment, lack of access to after-school programs, low labor participation, and lack of resources and access to programs, were all considered in the constructing of this Request for a Proposal for the Proud Parenting Program.

The Proud Parenting Program started as the Young Men as Fathers (YMF) program within the California Youth Authority in the early 1990s. YMF targeted young males incarcerated in correctional institutions or supervised by the justice system in their communities. YMF was developed using three principles: children do better in their families, schools and communities if their fathers are involved in their lives; maltreatment of children decreases if their fathers have the knowledge and skills to be responsible fathers; and young fathers perform better on probation and afterwards if they have a positive purpose in their lives.

The program changed its name and evolved from its original YMF approach to include parents (male and female) between the ages of 14 and 25 who have been involved in the justice and/or child welfare system and their children. Recently funded programs within the Proud Parenting Program include the Nurse Family Partnership®, Aggression Replacement Training®, Nurturing Parenting Programs®, Positive Parenting Program® and a variety of parent education classes.

Young men and women who are in, or have exited, the justice system or current or former foster youth struggle to maintain positive influence and contact in the lives of their children, which may influence the life trajectory of their children. Creating the framework for positive involvement in children's lives can support the healing that children need to develop a sense of being wanted and supported and also engender a positive sense of purpose for parents by suggesting that being incarcerated or formerly incarcerated or in the child welfare system is not an excuse for being disengaged from their children.

Identifying individual and cultural strengths is crucial so that the parents in the program find that the purpose of parental involvement is within them, not outside of them.

² U.S. Department of Commerce, Bureau of the Census, and "Preliminary Estimate of Weighted Average Poverty Thresholds for 2013" (January 17, 2014): <https://www.census.gov/hhes/www/poverty/data/threshld/13PRELIMINARY.xls>, retrieved July 31, 2014.

³ Kidsdata.org, "Annual Cost of Child Care, by Age Group and Type of Facility, 2012" (Lucile Packard Foundation for Children's Health, 2014): <http://www.kidsdata.org/topic/564/child-care-cost-age-facility/table#fmt=763&loc=2.127.347.1763.331.348.336.171.321.345.357.332.324.369.358.362.360.337.327.364.356.217.353.328.354.323.352.320.339.334.365.343.330.367.344.355.366.368.265.349.361.4.273.59.370.326.333.322.341.338.350.342.329.325.359.351.363.340.335&tf=67&ch=984.985.222.223>, retrieved August 1, 2014.

Additionally, the parents in this intervention rely heavily on extended kinship relationships to stay connected with their children. Strengthening relationships with mothers, grandmothers, grandfathers, etc., is essential and looks very different for different populations.

PROJECT GOAL AND DESIGN

The Proud Parenting Program is designed to break the intergenerational cycle of violence and delinquency by increasing parenting knowledge, improving attitudes about responsible parenting, improving self-esteem and improving relationships between parents and their children.

Target Population

The target population for this RFP is parents between the ages of 14 and 25 who are involved with the justice system and/or child welfare system, and their children. These funds are not intended to be used for people without children.

Eligibility

Only California county probation departments are eligible to apply. However, probation departments are encouraged to collaborate and/or partner with other agencies (e.g. county mental health, local social services agencies/departments or community-based organizations, etc.) in the development and implementation of the proposed approach. Additionally, applicants are limited to one project per county.

Funding

The Proud Parenting Program is subject to annual allocations through the State budget process. It is anticipated approximately \$835,000 will be available in FY 2015-16. Probation departments can request up to a maximum of \$119,285.

Probation departments are encouraged to request only the amount of funds needed to support proposals. Applicants that believe their proposals will require substantially less than \$119,285 are also encouraged to apply for funding.

Grant Period

The initial grant period for these funds is July 1, 2015 through June 30, 2016 (funds must be expended or encumbered by the end of the 12-month grant period). Projects that are awarded grants through this RFP process may obtain funding on a non-competitive basis for up to two additional years (12-month grants) if: (a) the Legislature appropriates funds for the grants, (b) the grantee is making measurable progress toward stated goals, and (c) the grantee is in compliance with all contractual requirements. A separate application will be required for each year of continued funding.

Required Local Match

A local match totaling a minimum of 10 percent of the grant funds requested must be identified in the proposal budget. This obligation may be met through hard (cash) or soft (in-kind) matching funds, or a combination of both. Local match may not include any state funds but could include federal dollars dedicated to the project.

Eligible Grant Expenditures

Grant funds can be used to supplement existing funds dedicated to the project, but may not replace (supplant) funds that have been appropriated for the same purpose. For information on eligible costs, refer to the BSCC's Grant Administration and Audit Guide, July 2012:

http://www.bscc.ca.gov/downloads/Grant_Administration_Guide_July_2012.pdf

Work Plan

Each applicant must develop a work plan as part of this application process. A work plan outlines goals and objectives, timelines, and identifies the necessary processes and responsible parties to accomplish measureable goals. A sample work plan chart is provided in Appendix A and B.

Evidence-Based Practice

Applicants seeking funding through this grant process will be required to demonstrate the funding requested is linked to the implementation of evidence-based practices. The following information is offered to assist applicants in understanding the BSCC's broad view of evidence-based practices.

The concept of evidence-based practice was developed outside of criminal justice and is commonly used in other applied fields such as medicine, nursing, and social work. In criminal justice, this term marks a significant shift by emphasizing measurable outcomes and ensuring that services and resources are actually effective in promoting rehabilitation and reducing recidivism. The BSCC is committed to supporting this focus on better outcomes for the entire criminal justice system and for those involved in it. Because there are numerous definitions of evidence-based practice, for the purpose of this RFP, evidence-based practice consists of three basic principles:

1. Evidence the intervention is likely to work, i.e., produce a desired benefit;
2. Evidence the intervention is being carried out as intended; and
3. Evidence allowing an evaluation of whether the intervention worked.

Evidence-based practices involves using research-based and scientific studies to identify interventions that reliably produce significant reductions in recidivism, when

correctly applied to offender populations through the use of the following four principles of effective intervention:

- A. Risk Principle – focuses attention on the crucial question of WHO is being served and calls for targeting higher risk offenders.
- B. Need Principle – requires that priority be given to addressing criminogenic risk/need factors with a clear focus on WHAT programs are delivered.
- C. Treatment Principle – conveys the importance of using behavioral treatment approaches to achieve the best possible outcomes and requires attention to the question of HOW programs are delivered.
- D. Fidelity Principle – draws attention to HOW WELL programs are delivered and reiterates the necessity that programs be implemented as designed.

Successful implementation of evidence-based practices also includes:

- organizational development to create and sustain a culture accepting of best practices and evidence-based approaches;
- a commitment to initial and ongoing professional development and training;
- use of validated risk/needs assessment tools;
- data collection and analysis;
- use of programs known to produce positive criminal justice outcomes;
- quality assurance activities to ensure program fidelity;
- performance management to improve programs and policies;
- a “systems change approach” to develop collaborations so tasks, functions and sub-units work effectively together and not at cross-purposes; and a focus on sustainability.

In discussions of evidence-based practice in criminal justice, it is common to distinguish between *programs* and *strategies*.

Programs are designed to change the behavior of individuals in the criminal justice system and are measured by individual level outcomes. Programs aiming to reduce substance use and antisocial behavior, for example, include Cognitive Behavioral Therapy, Behavioral Programs; Social Skills Training; and Family Crisis Counseling.

- Some interventions are “brand-name programs,” which have already been tested and found effective in a variety of settings: for example, Nurse Family Partnership, Functional Family Therapy, and Life skills Training.
- Brand name programs offer the advantages of detailed training and implementation protocols available from the developer.

- Whether a brand name program is suited to the particular circumstances of an agency or setting should be determined in advance, because effectiveness can be compromised when brand name programs are altered.⁴

For these reasons, one cannot rely simply on the brand, but must apply the principles of evidence-based practice to an agency's particular circumstances. Depending on that review, applicants may wish to adopt a brand-name program, adapt non-branded interventions developed elsewhere, or develop a new program or strategy.

Strategies may include programs to change individual behavior; however, this term is often used to describe a general intervention approach that supports community level policy objectives. For example, while case management is applied to improve the overall effectiveness and efficiency of social service and criminal justice agencies, pretrial assessment is designed to enable informed decisions about which arrested defendants can be released pretrial without putting public safety at risk. *Strategies* can also refer to the strategic application of effective practices that are correlated with a reduction in recidivism such as the use of assessment tools, quality assurance protocols, and delivery of interventions by qualified and trained staff.

Showing that a program or strategy is likely to work in a local setting requires not only evidence of effectiveness but also evidence of relevance.⁵ Applicants should determine what kind of evidence is available and the reasoning that indicates the proposed practice is likely to succeed and will be effective in the local community and with the population being served.

Evidence-Based Practice Requirements

1. The applicant must show, in the grant proposal, the proposed intervention(s)⁶ are likely to achieve benefits desired in the local setting. To do this, the applicant must:
 - Describe the intervention(s) proposed for implementation;
 - Discuss any evidence (research, outcome evaluations, etc.) that indicates the intervention or its components have been effective elsewhere;
 - Describe the population(s) for which each intervention has been shown to be or is likely to be effective; and show that it is appropriate for the proposed target population; and
 - Discuss what has been done to ensure that the support factors (e.g., inter-agency partnerships, certified trainers, auxiliary services, suitable criteria for participation, program materials, etc.) required or necessary for the intervention can be mobilized in the local setting.

⁴Peter Greenwood, Ph.D. "Preventing and Reducing Youth Crime and Violence: Using Evidence-Based Practices," January 2010.

⁵ Nancy Cartwright and Jeremy Hardie, "Evidence-Based Policy A Practical Guide to Doing it Better," Oxford University Press, 2012.

⁶ For purposes of this section, the term "intervention" includes both programs and/or strategies.

Documentation of effectiveness can take the form of research or literature review, or reference to reviews of program effectiveness, some of which are listed below. Descriptions of local needs and agency capacities, in light of the factors that supported an intervention elsewhere, can be applied to an assessment of relevance.

2. Applicants must also describe how they will track operations to assess whether an intervention is being carried out as intended. This task is often referred to as a *process evaluation* (see Appendix C).
3. Finally, applicants must address their plans for *outcome evaluation*, i.e., how they will assess what happened as a result of the intervention and whether it produced its intended benefits (see Appendix C).

Informational Resources

The list of websites provided below may be useful to applicants in the proposal development process. This is not an exhaustive list; it is offered as an informational resource only.

Board of State and Community Corrections
[http://www.bscc.ca.gov/s_evidence-basedpractices\(ebp\).php](http://www.bscc.ca.gov/s_evidence-basedpractices(ebp).php)

Association for the Advancement of Evidence-Based Practice “Implementing Proven Programs for Juvenile Offenders: Assessing States’ Progress.”
<http://www.advancingebp.org/wp-content/uploads/2012/01/AEBP-assessment.pdf>

Blueprints for Violence Prevention
<http://www.colorado.edu/cspv/blueprints/index.html>

Bureau of Justice Assistance – Justice Reinvestment Initiative (JRI)
https://www.bja.gov/ProgramDetails.aspx?Program_ID=92

California Institute of Behavioral Health Solutions
<http://www.cibhs.org/evidence-based-practices-0>

Coalition for Evidence-Based Policy
<http://evidencebasedprograms.org/>

CrimeSolutions.gov
<http://www.crimesolutions.gov/>

Find Youth Info
<http://www.findyouthinfo.gov/evidence-innovation>

Justice Research and Statistic Association

<http://www.jrsa.org/>

National Criminal Justice Reference Service (NCJRS)
“Preventing and Reducing Youth Crime and Violence: Using Evidence-Based Practice.” A report prepared by Peter Greenwood, Ph.D., for the California Governor’s Office of Gang and Youth Violence Policy, 2010.

<https://www.ncjrs.gov/App/Publications/abstract.aspx?ID=255934>

National Reentry Resource Center (NRRC)

<http://www.nationalreentryresourcecenter.org/>

Office of Juvenile Justice and Delinquency Prevention Model Program Guide -

<http://www.ojjdp.gov/mpg/>

Promising Practices Network

<http://www.promisingpractices.net/>

Substance Abuse and Mental Health Services Administration (SAMHSA) National Registry of Evidence Based Programs and Practices

<http://nrepp.samhsa.gov/>

Washington State Institute for Public Policy

<http://www.wsipp.wa.gov/rptfiles/07-06-1201.pdf>

DATA COLLECTION AND EVALUATION

Evaluation

Each applicant must describe how it intends to evaluate the proposed project. If known, applicants are encouraged to address the elements of the Local Evaluation Plan found below.

Projects selected for funding will be required to submit a Local Evaluation Plan (at the conclusion of the first quarter in year one of the grant) and a Final Local Evaluation (at the conclusion of the award in year three).

Local Evaluation Plan

The purpose of the Local Evaluation Plan is to ensure programs funded by the BSCC can be evaluated. Selected projects will be expected to submit a detailed description of how the applicant will assess the effectiveness of the proposed program, including all individual project components. A relationship between the goals and objectives identified in the Work Plan should be apparent in the Local Evaluation Plan

The Local Evaluation Plan should describe the evaluation design or model that will be used to evaluate the effectiveness of the project component(s), with the project goals

and the project objectives clearly stated. Applicants should also address process and outcome evaluations. Additional information on these components can be found in Appendix C.

Final Local Evaluation

The purpose of the Final Local Evaluation is to determine whether the overall program (including each project component) was effective in meeting the goals laid out in the Local Evaluation Plan. To do this, the grantee must assess and document the effectiveness of the activities that were implemented within each individual project component. These activities should have been identified in the previously submitted Local Evaluation Plan.

The Final Local Evaluation must also describe the evaluation design or model, as laid out in the Local Evaluation Plan. Most importantly, the Final Local Evaluation will describe the final outcomes of the program (for each individual project component), including a determination of the degree of effectiveness and/or ineffectiveness.

Evaluation Allocation

Applicants are required to set aside a specified percentage of grant funds for the development of a Local Evaluation Plan, data collection efforts, and submission of the Final Local Evaluation. Grantees are required to set aside 5 percent of the year one award, 7 percent of the year two award and 10 percent of the year three award towards development of the Local Evaluation Plan, data collection efforts, and submission of the Final Local Evaluation.

GRANT REQUIREMENTS

Board Resolution

Applicants must submit a Resolution from their governing board (Board of Supervisors) addressing specific requirements (see Appendix D for a sample Resolution). Applicants are encouraged to submit the Resolution with their application. The resolution must be on file with the BSCC prior to a finalized grant award agreement being executed.

Quarterly Invoices

Disbursement of grant funds occurs on a reimbursement basis for actual costs incurred during a reporting period. The State Controller's Office will issue the warrants (checks) to the county treasurer and send the warrants to the individual designated on the application form as the Financial Officer for the grant. Grantees must submit quarterly invoices through the BSCC's on-line invoice system no later than 45 days following the end of each quarter. Grantees must maintain adequate supporting documentation for claimed costs, and the BSCC reserves the right to require a financial audit at any time between the execution of the grant agreement and 60 days after the end of the grant

period. In addition, BSCC staff may conduct on-site monitoring visits that will include a review of documentation maintained as substantiation for project expenditures.

Quarterly Progress Reports

The purpose of a Quarterly Progress Report is to provide the BSCC with an update on the process evaluation, as stated in the Local Evaluation Plan. Grantees must have the ability to collect the specified program activity data (e.g. number of participants, events, etc.) and report it to the BSCC on quarterly progress reports during the term of the grant performance period. The report form and instructions will be available to grantees on the BSCC's website.

REDUCING RACIAL AND ETHNIC DISPARITY

The following information is provided to all prospective BSCC grantees. The applicant is not required to address this section within its proposal, but should spend time in consideration of how this information may influence grant activities.

Research shows that youth of color are significantly overrepresented in the juvenile justice system in California. In 2011, Black youth were four times as likely to be arrested as White youth, nearly seven times more likely to be securely detained, and six times as likely to be committed to a correctional facility. Latino youth are nearly twice as likely to be arrested and securely detained and almost three times as likely to be committed to a correctional facility. These disparities are the result of numerous interrelated factors, some of which exist within the structures of the current juvenile justice system, and some of which are influenced by unconscious biases. Whatever the cause, BSCC believes that the overrepresentation of people of color in the criminal justice system can be addressed through meaningful dialogue, increased awareness, evaluation feedback and policy reforms intended to reduce structural inequality.

To that end, we are committed as a state to examining service delivery within the criminal justice system for perceived inequities and actual disparities that might exist at the state and local level. Furthermore, in order to receive federal funding, California is required to demonstrate a good faith effort to address the federal initiative known as *Reducing Racial and Ethnic Disparity* (formerly Disproportionate Minority Contact, or DMC), which refers to the disproportionate rate at which youth of color come into contact with the juvenile justice system (at all points, from arrest through confinement), relative to their numbers in the general population. In an effort to comply with this requirement, the BSCC has undertaken a number of activities to ensure that California addresses this concern, to include trainings, access to, and support of structured decision-making tools, and funding opportunities.

Proud Parenting Program recipients will be invited to attend a one-day Reducing Racial and Ethnic Disparity (R.E.D.) training for project directors and other interested staff, which will be provided during the program year.

As the Consortium for Police Leadership in Equity states, “equity is important because it shapes legitimacy within the community.” To that end and in preparation for the BSCC offered training, we have included questions below that you may want to consider in relation to your proposed program.

- How are you measuring your effectiveness with underserved communities?
- How does your organization deal with issues of linguistic diversity?
- What is the nature of your organization’s relationship to the community relative to the proposed program?
- Does the proposed program reflect the specific needs of the diverse communities served?

Proud Parenting funding may be used to reimburse agencies for travel related expenditures such as mileage, meals, lodging if required, and other per diem costs. Applicants should include these costs in the budget section of their application. Registration information regarding the date, time, and location of the regional trainings will be sent to all project directors.

Additional information about R.E.D. can be found at <http://www.bscc.ca.gov/> or applicants may contact California’s R.E.D. Coordinator, Shalinee Hunter, at (916) 322-8081.

APPLICATION PROCESS AND EVALUATION RATING FACTORS

The BSCC’s Corrections Planning and Programs Division must receive proposals by **5:00 pm, Friday, January 16, 2015.**

Proposal Submission

Application Section I and III (items 3.1 – 3.4 only; see Appendix A and B) are to be completed by submitting the required information in the tables and fields provided within the application.

Application Sections II, III (items 3.5 – 3.9 only) IV, V, and VI are to be completed in a narrative format and may not exceed 14 pages, single or double-spaced. All narrative sections must be single-sided pages, in Arial 12 point font, on plain white 8½” X 11” paper. The top, bottom, and side page margins must be at least one inch. Each narrative section must be identified with the section title (e.g., Project Need, Collaboration, etc.).

One original and (10) copies of the proposal must be submitted. The original must be marked “Original Copy” and be signed by an authorized representative from the submitting agency who may enter into a contractual obligation with the BSCC.

Copies of the application must be assembled separately and individually fastened in the upper left corner with a binder clip. All applications are to be three-hole punched, and all

copies packaged together with rubber banding. Do not bind applications. No staples are to be used. Any costs incurred to develop and submit the application are entirely the responsibility of the Applicant and shall not be charged to the State of California.

Technical Review

The BSCC staff will review each proposal to determine if it meets the RFP requirements. In order to avoid having otherwise worthy proposals eliminated from consideration due to relatively minor and easily corrected errors/omissions, applicants will have an opportunity to respond to deficiencies identified during this review process, which will take place **Monday, January 19, 2015, through Monday, January 26, 2015**, and to make non-substantive changes that bring the proposal into technical compliance.

Applicants will be notified on January 27, 2015 of any changes that are required and all non-substantive technical changes must be completed and submitted by 5:00 p.m. on January 30, 2015.

Merit Review

A BSCC approved Executive Steering Committee (ESC) will review and rate each proposal that is found to meet all technical requirements. The rating factors that will be used, and the maximum rating points allocated to each factor are shown below. Omission or lack of clarity for any section is likely to result in a reduction of allowable points. Following this rating process the ESC will forward funding recommendations to the BSCC Board, which will act on the ESC recommendations. It is currently anticipated the BSCC Board will make final grant awards at their meeting in April 2015. Applicants are not to contact members of the ESC or the BSCC Board about their proposals.

PROPOSAL EVALUATION RATING FACTORS	
Evaluation Factor	Maximum Points
Project Need	50
Work Plan (Charts and Narrative)	160
Project Evaluation	50
Program Cost Effectiveness	120
Collaboration	120
Total Points	500

SUMMARY OF KEY DATES

ACTIVITY	TIMELINE
Release Request for Proposal (RFP)	November 14, 2014
Grant Proposals due to the BSCC by 5:00 p.m.	January 16, 2015
BSCC Technical Review	January 19-26, 2015
Rating Process & Development of Funding Recommendations	February 9-20, 2015
BSCC Board Considers Funding Recommendations	April 2015
New Grants Begin	July 1, 2015

APPLICATION INSTRUCTIONS

SECTION I: How to complete the Applicant Information Form (Page 17)

- A. **Applicant:** Complete the required information for the county submitting the proposal.
- B. **Project Title:** Provide the selected title of the project.
- C. **Amount of Funds Requested:** Identify the amount of grant funds requested. The amount may not exceed \$119,285.
- D. **Project Summary:** Provide a brief summary (3-4 sentences) of the county's proposal for using the grant funds requested. Note: this information may be posted to the BSCC's website for informational purposes.
- E. **Project Director:** Provide the name, title and contact information for the individual responsible for oversight of the project
- F. **Financial Officer:** Provide the name, title and contact information for the individual responsible for the fiscal management of the project (e.g., invoices, expenditure documentation, and audit).
- G. **Day-to-Day Contact:** Provide the name, title and contact information for the individual who serves as the primary contact person for the grant.
- H. **Applicant's Agreement:** Complete the required information for the person authorized to sign for the implementing agency. This individual must read the assurances under this section, then sign and date in the appropriate fields.

SECTIONS II – VI: Proposal Narrative

Sections II through VI make up the Proposal Narrative. The Proposal Narrative must be submitted in Arial 12 point font, with one-inch margins on all four sides. The narrative may be single or double spaced, but cannot exceed **14 pages** in length.

Note: These 14 pages **do not include** the “Applicant Information Form” (Section I), the “Work Plan Chart” (Section III, Appendix B), or other required attachments (see Appendices).

SECTION VII: Proposal Budget

Please see instructions beginning on page 20.

DRAFT

SECTION I: APPLICANT INFORMATION

A. COUNTY PROBATION DEPARTMENT			
DEPARTMENT NAME	TELEPHONE NUMBER		
STREET ADDRESS	CITY	STATE	ZIP CODE
MAILING ADDRESS (if different)	CITY	STATE	ZIP CODE
B. PROJECT TITLE		C. AMOUNT OF FUNDS REQUESTED	
		\$	
D. PROJECT SUMMARY (3 or 4 sentences describing the project)			
E. APPLICANT PROJECT DIRECTOR			
NAME AND TITLE		TELEPHONE NUMBER	
STREET ADDRESS		FAX NUMBER	
CITY	STATE	ZIP CODE	E-MAIL ADDRESS
F. APPLICANT PROJECT FINANCIAL OFFICER			
NAME AND TITLE		TELEPHONE NUMBER	
STREET ADDRESS		FAX NUMBER	
CITY	STATE	ZIP CODE	E-MAIL ADDRESS
G. DAY-TO-DAY PROJECT CONTACT PERSON			
NAME AND TITLE		TELEPHONE NUMBER	
STREET ADDRESS		FAX NUMBER	
CITY	STATE	ZIP CODE	E-MAIL ADDRESS
H. APPLICANT'S AGREEMENT			
By submitting this application, the applicant assures that it will abide by the laws, policies, and procedures governing this funding.			
NAME AND TITLE OF AUTHORIZED OFFICER (PERSON WITH LEGAL AUTHORITY TO SIGN)			
APPLICANT'S SIGNATURE (Blue ink only)			DATE

SECTION II: PROJECT NEED (50 Points)

Address the following in narrative form:

- 2.1 Documentation of project need, supported by local data.
- 2.2 Relevance of need to grant goals.
- 2.3 The target population.
- 2.4 The total number of participants projected to be served (include the number of parents and the number of children).
- 2.5 Program participation criteria for parents and children.
- 2.6 Method of locating, identifying, and recruiting participants.
- 2.7 Description of what is known about the existing services available.
- 2.8 Documentation of the county's commitment to participate.

SECTION III: WORK PLAN (160 Points)

Address items 3.1– 3.4 in the Work Plan Chart (Appendix A and B):

- 3.1 Identify the project goal and objectives.
- 3.2 Describe the project activities that support the goal and objectives.
- 3.3 List the project staff and/or partners that will provide services (e.g. agencies, contractors, etc.).
- 3.4 Timeline specific to each identified goal and accompanying objective.

Address the following in narrative form:

- 3.5 Describe the proposed project.
- 3.6 Discuss how the proposed project will address the needs identified in Section II.
- 3.7 Describe the qualifications of project staff and/or partners who will provide services (e.g. agencies, contractors, etc.).
- 3.8 Demonstrate the organization's readiness to provide services beginning July 1, 2015.
- 3.9 Evidence-Based Practice Requirements (Page 8)
 - Describe the intervention(s) proposed for implementation.
 - Discuss any evidence (research, outcome evaluations, etc.) that indicates the intervention or its components have been effective elsewhere.
 - Describe the population(s) for which each intervention has been shown to be or is likely to be effective; and show that it is appropriate for the proposed target population.
 - Discuss what has been done to ensure that the support factors (e.g., inter-agency partnerships, certified trainers, auxiliary services, suitable criteria for participation, program materials, etc.) required or necessary for the intervention can be mobilized in the local setting.

SECTION IV: PROJECT EVALUATION (50 Points)

Address the following in narrative form:

- 4.1 Describe how you intend to evaluate the proposed project.
- 4.2 What data will you collect? Who will be responsible for collecting it?
- 4.3 How will you use collect and analyze the data?
- 4.4 Who will be responsible for evaluating and reporting outcomes?

SECTION V: COST EFFECTIVENESS (120 Points)

Address the following in narrative form:

- 5.1 The minimum number of hours of services participants will receive in each project component.
- 5.2 The number and type of staff positions and contract hours devoted to providing direct services.
- 5.3 A breakdown of the staff and contract hours devoted to data collection, analysis and reporting.
- 5.4 The number and type of staff positions and contract hours devoted to indirect services (general project administration).
- 5.5 Description of any services that will be provided on a voluntary basis.
- 5.6 Factors and reasons behind the budget allocation and funds request.
- 5.7 Other funding sources that may be leveraged to provide Proud Parenting Program services.
- 5.8 Plans to sustain this project after funding ends.

SECTION VI: COLLABORATION (120 Points)

Address the following in narrative form:

- 6.1 Description of extent to which collaboration will be a part of the project.
- 6.2 List of organizations (private and public) that will be project collaborators.
- 6.3 Description of roles to be played by each project collaborator, utilizing a Letter of Commitment.
- 6.4 Steps already taken, and to be taken, to establish collaboration for this project.
- 6.5 Description of referral services available to the participants.

SECTION VII: PROPOSED BUDGET

Budget Line Item Totals

Complete the following table for the grant funds being requested (up to \$119,285) and corresponding match. Report amounts in whole dollars. While recognizing counties may use different line items in the budget process, the categories listed below are the ones that funded projects will use when invoicing the BSCC for reimbursement of expenditures. Please check your calculations prior to submission as figures in the table do not auto-calculate.

All funds must be used consistent with the requirements of the BSCC's Grant Administration and Audit Guide, July 2012:

http://www.bscc.ca.gov/downloads/Grant_Administration_Guide_July_2012.pdf

Cash/In-Kind Match Requirements

The required 10 percent cash/in-kind match amount must be identified in the line item budget and described in the budget summary below.

Proposed Budget Line Items	Grant Funds	Cash Match	In-Kind Match	Total
1. Salaries and Benefits				
2. Services and Supplies				
3. Professional Services				
4. CBO Contracts				
5. Indirect Costs (Not to exceed 10%)				
6. Data Collection/Evaluation (min 5% of grant funds)				
7. Fixed Assets/Equipment				
8. Other				
TOTAL				

Budget Line Item Detail (i.e. Budget Narrative)

Provide a narrative detail in each category below that will sufficiently explain how the requested grant funds and local match will be used (based on the budget tables submitted). Match funds may be expended in any line item and must be identified in their respective cash or in-kind dollar amounts.

The Budget Narrative must be submitted in Arial 12 point font, with one-inch margins on all four sides. The narrative may be single or double spaced.

1. **SALARIES AND BENEFITS:** Provide the number of staff and percentage of time, classification/title, hourly rates of all project staff and benefits.
■
2. **SERVICES AND SUPPLIES:** Itemize the services/supplies and show state funds, if any that would be applied to each.
■
3. **PROFESSIONAL SERVICES:** Itemize professional services and show state funds, if any that would be applied to each. (e.g., contracts with expert consultants or other governmental entities).
■
4. **COMMUNITY-BASED ORGANIZATION (CBO) CONTRACTS:** Provide the name of CBO(s); itemize nature of services that will be received and show funds allocated. Show hours and billing rates of all CBO staff.
■
5. **INDIRECT COSTS:** This total may not exceed 10% of the grant funds. Itemize indirect costs and show state funds, if any that would be applied to each.
■
6. **DATA COLLECTION AND EVALUATION:** Applicant must dedicate a minimum of 5% of the amount requested to this category.
■
7. **FIXED ASSETS/EQUIPMENT:** Itemize and show state funds, if any that would be applied to each.
■
8. **OTHER:** Itemize costs and show state funds, if any that would be applied to each.
■

APPENDIX A Sample Work Plan Charts

A work plan outlines goals and objectives, timelines, and identifies the necessary processes and responsible parties to accomplish goals. Work Plans should be SMART: Specific, Measurable, Attainable, Relevant, and Time-bound.

EXAMPLE #1

(3.1) Goal:	Reduce the incidence of child abuse in ABC County		
(3.1) Objectives:	Enroll 30 clients in the Anger Regression Training® program. 100% of participants will receive screening for anger management 75% of participants will demonstrate increased knowledge of stress and anger management.		
(3.2) Project activities that support the identified goal and objectives	(3.3) Responsible staff/partners	(3.4) Timeline	
		Start Date	End Date
Anger management screening	David Ortiz, ABC University	7/1/2015	7/24/2015
Anger Regression Training® classes	Jane Doe and Thomas Brady, ABC County Probation Department	7/27/2015	10/5/2015

EXAMPLE #2

(3.1) Goal:	Promote positive parent-child interactions and address substance abuse risk factors in pre-teens in ABC County.		
(3.1) Objectives:	80% of participants will complete the Guiding Good Choices® program. 60% of participants will receive and report an increase in proactive family communication.		
(3.2) Project activities that support the identified goal and objectives	(3.3) Responsible staff/partners	(3.4) Timeline	
		Start Date	End Date
Identify risk factors for adolescent substance use and create strategies to enhance the family's protective processes	David Ortiz, ABC University	7/1/2015	7/24/2015
Bi-weekly Guiding Good Choices curriculum on effective parenting skills	Jane Doe, ABC CBO	7/27/2015	1/27/16
Provide weekly opportunities for positive child involvement in family activities	Thomas Brady, ABC County Probation Department	7/1/15	Ongoing

APPENDIX B Work Plan Charts

A work plan outlines goals and objectives, timelines, and identifies the necessary processes and responsible parties to accomplish goals. Work Plans should be SMART: Specific, Measurable, Attainable, Relevant, and Time-bound.

Complete **one work plan chart for each goal identified**. Applicants are not limited in the number of Work Plans Charts they complete. Applicants are permitted to make copies of this sheet.

(3.1) Goal:			
(3.1) Objectives:			
(3.2) Project activities that support the identified goal and objectives	(3.3) Responsible staff/ partners	(3.4) Timeline	
		Start Date	End Date

(3.1) Goal:			
(3.1) Objectives:			
(3.2) Project activities that support the identified goal and objectives	(3.3) Responsible staff/ partners	(3.4) Timeline	
		Start Date	End Date

APPENDIX C

Definition of Terms

Process Evaluation⁷

The purpose of the process evaluation is to assess how program activities are being carried out in accordance with goals and objectives. Process measures are designed to answer the question: “What is the program actually doing and is this what we planned it to do?”

Examples of process measures include:

- Number of juveniles who received counseling services, which may be compared to the number expected to receive services;
- Average caseload per probation officer, which may be compared to the average caseload expected;
- Number of interagency agreements entered into by the program, which may be compared to the number planned.

Outcome Evaluation⁷

The purpose of the outcome evaluation is to identify whether the program “worked” in terms of achieving its goals and objectives. Outcome measures are designed to answer the question: “What results did the program produce?” Examples of outcome measures include:

- Changes in the reading and math scores of juveniles who completed the program
- Changes in self-reported drug and alcohol use;
- Number of juveniles who have subsequent contacts with police after leaving the program.

In an evidence-based practice approach, outcome evaluations must include not only the measures but also analysis of the extent to which the measured results can be attributed to the program rather than to coincidence or alternative explanations.

⁷ Justice Research and Statistics Association, Juvenile Justice Evaluation Center. (2003, June). *Juvenile justice program evaluation: An overview* (2nd ed.). Retrieved from <http://www.jrsa.org/nijec/publications/program-evaluation.pdf>.

APPENDIX D
Sample Board Resolution

Before grant funds can be awarded, counties must submit a resolution from the Board of Supervisors that includes, at a minimum, the assurances outlined in the following sample. Applicants are encouraged to submit the Resolution with their application.

WHEREAS the *(insert name of applicant county)* desires to participate in the Proud Parenting Program administered by the Board of State and Community Corrections (hereafter referred to as BSCC).

NOW, THEREFORE, BE IT RESOLVED that the *(insert title of designated official)* be authorized on behalf of the Board of Supervisors to submit the grant proposal for this funding and sign the Grant Agreement with the BSCC, including any amendments thereof.

BE IT FURTHER RESOLVED that grant funds received hereunder shall not be used to supplant expenditures controlled by this body.

BE IT FURTHER RESOLVED that the county agrees to abide by the terms and conditions of the Grant Agreement as set forth by the BSCC.

Passed, approved, and adopted by the Board of Supervisors of *(insert name of county)* in a meeting thereof held on *(insert date)* by the following:

Ayes:

Notes:

Absent:

Signature: _____

Date: _____

Typed Name and Title: _____

ATTEST: Signature: _____

Date: _____

Typed Name and Title: _____

CHECKLIST

A complete Proud Parenting proposal must contain the following (to be submitted in the order listed):

REQUIRED DOCUMENTS	✓
Applicant Information Form (Section I)	
Proposal Narrative (Sections II–VI)	
Work Plan Chart (Section III – Appendix B) <ul style="list-style-type: none"> • Complete one work plan chart for each goal identified 	
Letter of Commitment (Section VI)	
Proposed Budget (Section VII) <ul style="list-style-type: none"> • Completed chart and budget line item detail • Identify 10% cash/in-kind match • Identify 5% for local evaluation and data collection 	

Note:

- Applicants are encouraged but are not required to submit the Board Resolution with their application. **However**, before grant funds can be awarded, counties must submit a resolution from the Board of Supervisors (Appendix D).
- Projects selected for funding will be required to submit a Local Evaluation Plan and a Final Local Evaluation.
 - The Local Evaluation Plan is due at the conclusion of the first quarter in year one of the grant.
 - The Final Local Evaluation is due at conclusion of the award in year three.
- Sections II through VI make up the Proposal Narrative. The Proposal Narrative must be submitted in Arial 12 point font, with one-inch margins on all four sides. The narrative may be single or double spaced, but cannot exceed **14 pages** in length.
- These 14 pages **do not include** the “Applicant Information Form” (Section I), the “Work Plan Chart” (Section III, Appendix B), Letter of Commitment (Section VI), or Proposed Budget (Section VII).