



# Proposition 47 Grant Program Request for Proposals

**Grant Purpose:** Funds must be used for Mental Health Services, Substance Use Disorder Treatment and Misdemeanor Diversion Programs for People in the Criminal Justice System.

**Grant Period:** To Be Determined

**Eligible Applicants:**

- Public Agencies in Partnership with the Communities they Serve

**Released:** Month Date, Year

**Notice of Intent to Apply:** Month Date, Year

**Proposal Due Date:** Month Date, Year



BOARD OF STATE & COMMUNITY CORRECTIONS  
2590 VENTURE OAKS WAY, SUITE 200  
SACRAMENTO CA 95833  
WWW.BSCC.CA.GOV



## Table of Contents

<b>Contact Information</b> .....	#
<b>Grant Purpose</b> .....	#
<b>Background</b> .....	#
<b>Proposal Due Date and Submission Instructions</b> .....	#
<b>Notice of Intent to Apply</b> .....	#
<b>Bidders' Conferences</b> .....	#
<b>Executive Steering Committee</b> .....	#
<b>Conflict of Interest</b> .....	#
<b>Guiding Principles</b> .....	#
<b>Description of the Grant</b> .....	#
▪ Eligible Applicants	
▪ Joint Proposals	
▪ Eligible Activities	
▪ Service Delivery Approach	
▪ Target Population	
▪ Grant Period	
<b>Work Plan</b> .....	#
<b>Funding</b> .....	#
▪ Funding Thresholds	
▪ Financial Leveraging	
▪ Supplanting	
<b>Community Engagement</b> .....	#
▪ Proposition 47 Advisory Body	
▪ Letters of Agreement	
<b>Local Government Impacts</b> .....	#
<b>Promising, Data-Driven and Innovative Approaches</b> .....	#
<b>Data Collection and Evaluation</b> .....	#
▪ Required Set-Aside for Evaluation Efforts	
▪ Local Evaluation Plan	

- Two-Year Preliminary Evaluation Report
- Final Local Evaluation Report
- Evaluation Dissemination

**General Grant Requirements** ..... #

- Grant Agreement
- Eligible Grant Expenditures
- Governing Board Resolution
- Audit
- Invoices
- Quarterly Progress Reports
- Grantee Orientation Process

**Overview of the RFP Process** ..... #

- Technical Compliance Review
- Proposal Rating Process
- Rating Factors
- Summary of Key Dates

**Proposal Checklist** ..... #

**Proposal Instructions** ..... #

Section I. Applicant Information Form ..... #

Section II. Proposal Narrative ..... #

Section III. Budget Section ..... #

**Appendices**

- Appendix A – Proposition 47 ..... #
- Appendix B – Assembly Bill 1056..... #
- Appendix C – Definitions of Key Terms..... #
- Appendix D – Proposition 47 Work Plan ..... #
- Appendix E – Proposition 47 Advisory Body ..... #
- Appendix F – Letter of Agreement for Community Partners..... #
- Appendix G – Sample Board Resolution ..... #
- Appendix H – Boilerplate Standard Agreement (Form STD 213) ..... #

**CONFIDENTIALITY NOTICE:** All documents submitted as a part of the Proposition 47 proposal are considered to be public documents and may be subject to a request via the California Public Records Act. The BSCC, as a state agency, may have to disclose these documents to the public. The BSCC cannot ensure the confidentiality of any information submitted in or with this proposal.

## 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 Proposition 47 Grant Program.

The BSCC staff cannot assist the public agency applicant or partners with the actual preparation of the proposal. Any technical questions concerning the RFP, the proposal process or programmatic issues must be submitted by email to: [Prop47@bscc.ca.gov](mailto:Prop47@bscc.ca.gov).

The BSCC will accept and respond to questions about this RFP from MONTH DATE, YEAR to MONTH DATE, YEAR. Questions and answers will be posted on the BSCC website by MONTH DATE, YEAR.

## Grant Purpose

This grant is to provide mental health services, substance use disorder treatment and misdemeanor diversion programs for people in the criminal justice system. The grant program may also provide housing-related assistance and other community-based supportive services, including job skills training, case management and civil legal services. The grants can fund programs that serve adults and/or juveniles.

## Background

Proposition 47 was a voter-approved initiative on the November 2014 ballot. As stated in the ballot measure its purpose is as follows:

The people enact the Safe Neighborhoods and Schools Act to ensure that prison spending is focused on violent and serious offenses, to maximize alternatives for nonserious, nonviolent crime, and to invest the savings generated from this act into prevention and support programs in K–12 schools, victim services, and mental health and drug treatment (Appendix XX).

As further stated in the proposition, the BSCC's responsibilities are to:

Administer a grant program to public agencies aimed at supporting mental health treatment, substance abuse treatment, and diversion programs for people in the criminal justice system, with an emphasis on programs that reduce recidivism of people convicted of less serious crimes, such as those

covered by this measure, and those who have substance abuse and mental health problems. (Gov. Code, § 7599.2, subd. (a)(3).)

Assembly Bill 1056 (Statutes of 2015, Chapter 438) added additional priorities to the grant program including housing-related assistance and community-based supportive services such as job skills training, case management and civil legal services (Appendix XX).

## Proposal Due Date and Submission Instructions

Public agency applicants must submit the following documents:

- One original signed Proposal and
- One electronic copy of the original signed Proposal.

The signed Proposal must be received by the BSCC by **5:00 p.m. on DAY, MONTH DATE, YEAR.**

1. Mail one original signed Proposal to the following address:

Board of State and Community Corrections  
Corrections Planning and Programs Division  
2590 Venture Oaks Way, Suite 200  
Sacramento, CA 95833  
**Attn: Proposition 47 Grant**

2. Email one electronic copy of the signed Proposal to: [Prop47@bscc.ca.gov](mailto:Prop47@bscc.ca.gov).

Note: BOTH the original hard copy and electronic version must be received by the date and time listed above.

Proposals received after the due date and time will not be considered, regardless of postmark date.

## Notice of Intent to Apply

Public agency applicants interested in applying for the Proposition 47 Grant are asked but not required to submit a non-binding Notice of Intent to Apply. Notices will aid the BSCC in planning for its proposal review process.

There is no specific template for the Notice of Intent to Apply. The notice should include the name of the Lead Public Agency (see page # for definition of Lead Public Agency) and a brief statement indicating the agency's intent to submit a proposal. Failure to submit a Notice of Intent to Apply is not grounds for disqualification. Further, prospective public agency applicants that submit a Notice of Intent to Apply and decide later not to apply will not be penalized.

Please submit your non-binding Notice of Intent to Apply by DAY, MONTH DATE, YEAR via email or in the form of letter. Please use one of the following submission options:

**Email Responses:**            [Prop47@bscc.ca.gov](mailto:Prop47@bscc.ca.gov)  
(Subject line: Notice of Intent to Apply)

**Written Responses:**        Board of State and Community Corrections  
   Corrections Planning and Programs Division  
   2590 Venture Oaks Way, Suite 200  
   Sacramento, CA 95833  
   Attn: BSCC Proposition 47

## Bidders' Conferences

The BSCC plans to hold three Bidders' Conferences in advance of the proposal due date of MONTH DATE, YEAR. The purpose of the conferences is to provide clarity on the RFP instructions and respond to questions.

Bidders' Conferences are tentatively scheduled for:

- MONTH DATE, YEAR in \_\_\_\_\_
- MONTH DATE, YEAR in \_\_\_\_\_
- MONTH DATE, YEAR in \_\_\_\_\_.

Exact dates, locations and times will be posted to the BSCC website ([www.bscc.ca.gov](http://www.bscc.ca.gov)) by MONTH DATE, YEAR.

Questions about the RFP may also be submitted in writing to [Prop47@bscc.ca.gov](mailto:Prop47@bscc.ca.gov). The BSCC will accept and respond to questions about this RFP from MONTH DATE, YEAR to MONTH DATE, YEAR. Questions and answers will be posted on the BSCC website.

## Executive Steering Committee

To ensure successful program design and implementation, the BSCC uses Executive Steering Committees to inform decision making related to the Board's programs. BSCC's Executive Steering Committees (ESCs) typically are composed of subject matter experts and stakeholders representing both the public and private sectors. The BSCC makes every attempt to include diverse representation on its ESCs, in both breadth of experience, geography and demographics. ESCs are convened and approved by the BSCC Board, as the need arises, to carry out specified tasks, including the development of RFPs for grant funds. ESCs submit grant award recommendations to the BSCC Board for final disposition. The Board then approves, rejects or revises those recommendations. Members of the ESCs are not paid for their time but are reimbursed for travel expenses incurred to attend meetings.

AB 1056 added requirements for the Prop 47 ESC membership. It required the Executive Steering Committee to include a balanced and diverse membership from relevant state and local government entities, community-based treatment and service providers, and the formerly incarcerated community. The ESC is also required to have expertise in homelessness and housing, behavioral health and substance abuse treatment, and effective rehabilitative treatment for adults and juveniles.

The Proposition 47 ESC includes a cross-section of subject matter experts on mental health and substance use disorder treatment, diversion programs, reentry, housing and other areas, including individuals who were directly impacted by the criminal justice system. Information about the ESC, including a list of members, can be found on the BSCC website at: [http://www.bscc.ca.gov/s\\_bsccprop47.php](http://www.bscc.ca.gov/s_bsccprop47.php)

## Conflict of Interest

Existing law prohibits any non-governmental sub-grantee, partner or like party who participated on the above referenced Proposition 47 ESC from receiving funds from the Proposition 47 grants awarded under this RFP. Applicants who are awarded grants under this RFP are responsible for reviewing the Prop 47 ESC member roster and ensuring that no grant dollars are passed through to any non-governmental entity represented by the members of the Proposition 47 ESC referenced above.

## Guiding Principles for the Proposition 47 Grant

In developing this RFP, the ESC agreed on guiding principles listed below. These guiding principles reflect the priorities and values of the ESC. They will be woven throughout the RFP and incorporated into the rating criteria. Public agency applicants should develop proposals that reflect these principles.

### Guiding Principles for the Proposition 47 Grant

- Value community partnerships and collaborations.
- Encourage culturally competent services and approaches.
- Define target populations, especially those populations that are traditionally tougher to serve or have fewer services available.
- Have lead public agency applicants identify and address known barriers to serving target populations.
- Emphasize client-focused/client-centered and holistic programs and approaches, including healing strategies and trauma informed care.
- Include community-based organizations with diverse staffing, including those who are system-impacted individuals, or who have different educational levels and life experiences.
- Encourage capacity building for service providers at every level.
- Be mindful of regional equity and geographic diversity, including smaller and rural counties.
- Consider various ways to collect data and measure/evaluate outcomes, as well as ways to publish and share information.
- Encourage community engagement, where members of the community participate in the identifying, informing, and shaping of policies, goals, services, and solutions.

## Description of the Grant

### Eligible Applicants

Applicants are limited to public agencies. (Pen. Code, § 6046.3, subd. (a)(3).) A public agency is defined as:

Public agency means a county, city, whether a general law city or a chartered city, or city and county, the duly constituted governing body of an Indian reservation or Rancheria, a school district, municipal corporation, district, political subdivision, or any board, commission, or agency thereof, entities that are legislative bodies of a local agency pursuant to subdivision (c) or (d) of Section 54952 of the Government Code, a housing authority organized pursuant to Part 2 (commencing with Section 34200) of Division 24 of the Health and Safety Code, a state agency, public district, or other political subdivision of the state, or any instrumentality thereof, which is authorized to engage in or assist in the development or operation of housing for persons and families of low or moderate income. (Pen. Code, § 6046.1, subd. (c).)

Public agencies may not submit more than one proposal.

For the purposes of this RFP, the public agency will be considered the “Lead Agency.” In order to be eligible, a Lead Agency must:

- Collaborate and partner with one or more non-governmental, community-based, or philanthropic organizations within the community they serve in the planning, development and implementation of the proposed approach. Partnerships between a Lead Agency and these organizations and/or representatives must be formalized via Letters of Agreement (see “Community Engagement” section.)
- Pass through a percentage of the total grant award to one or more non-governmental, community-based organizations identified in the proposal, in order to demonstrate a shared partnership rooted in community engagement and economic equity.

**NOTE:** Each public agency applicant must determine what percentage of its total grant award will be passed through to its community partners. In the Budget Section, applicants will be required to clearly identify the amount of grant funds that will be allocated to each community partner. These amounts should reflect the information presented in the Project Need and Project Descriptions. Applicants will be scored in part on how well they demonstrate a strong financial commitment to community partners.

## Joint Proposals

Two or more public agencies may partner to submit a joint proposal, but one must be designated as Lead Agency for contracting purposes. Joint proposals must comply with the eligibility criteria listed above in the planning, development and implementation of the proposed approach. A public agency may not apply as both an individual and a joint proposal.

## Eligible Activities

Proposition 47 grant funds must be used for mental health services, substance use disorder treatment, misdemeanor diversion programs, or some combination thereof. Public agency applicants will be allowed to either implement new services or programs or expand existing services or programs.

Assembly Bill 1056 mandates that priority be given to proposals that:

- (1) Prioritize proposals that advance principles of restorative justice while demonstrating a capacity to reduce recidivism.
- (2) Prioritize proposals that leverage other federal, state, and local funds or other social investments, such as the following sources of funding:
  - (A) The Drug Medi-Cal Treatment Program (22 Cal. Code Regs. 51341.1, 51490.1, and 51516.1).
  - (B) The Mental Health Services Act, enacted by Proposition 63 at the November 2, 2004, general election, as amended.
  - (C) Funds provided for in connection with the implementation of Chapter 15 of the Statutes of 2011.
  - (D) The Community Corrections Performance Incentives Act (Stats. 2009, Ch. 608; Chapter 3 (commencing with Section 1228) of Title 8 of Part 2).
  - (E) The tax credits established pursuant to Sections 12209, 17053.57, and 23657 of the Revenue and Taxation Code.
  - (F) The federal Department of Housing and Urban Development funds, such as the Emergency Solutions Grant program (42 U.S.C. Sec. 11371 et seq.).
  - (G) The federal Department of Veterans Affairs Supportive Services for Veteran Families program (38 U.S.C. Sec. 2044).
  - (H) Social Innovation Funds established by the Corporation for National and Community Service pursuant to Section 12653k of Title 42 of the United States Code.
  - (I) The Edward Byrne Memorial Justice Assistance Grant Program (42 U.S.C. Sec. 3750 et seq.).
- (3) Prioritize proposals that provide for all of the following:
  - (A) Mental health services, substance use disorder treatment services, misdemeanor diversion programs, or some combination thereof.
  - (B) Housing-related assistance that utilizes evidence-based models, including, but not limited to, those recommended by the federal Department of Housing and

Urban Development. Housing-related assistance may include, but is not limited to, the following:

- (i) Financial assistance, including security deposits, utility payments, moving-cost assistance, and up to 24 months of rental assistance.
  - (ii) Housing stabilization assistance, including case management, relocation assistance, outreach and engagement, landlord recruitment, housing navigation and placement, and credit repair.
- (C) Other community-based supportive services, such as job skills training, case management, and civil legal services.
- (4) Prioritize proposals that leverage existing contracts, partnerships, memoranda of understanding, or other formal relationships to provide one or more of the services prioritized in paragraph (3).
  - (5) Prioritize proposals put forth by a public agency in partnership with a philanthropic or nonprofit organization.
  - (6) Prioritize proposals that promote interagency and regional collaborations.

Pen. Code, § 6046.3, subd. (b).

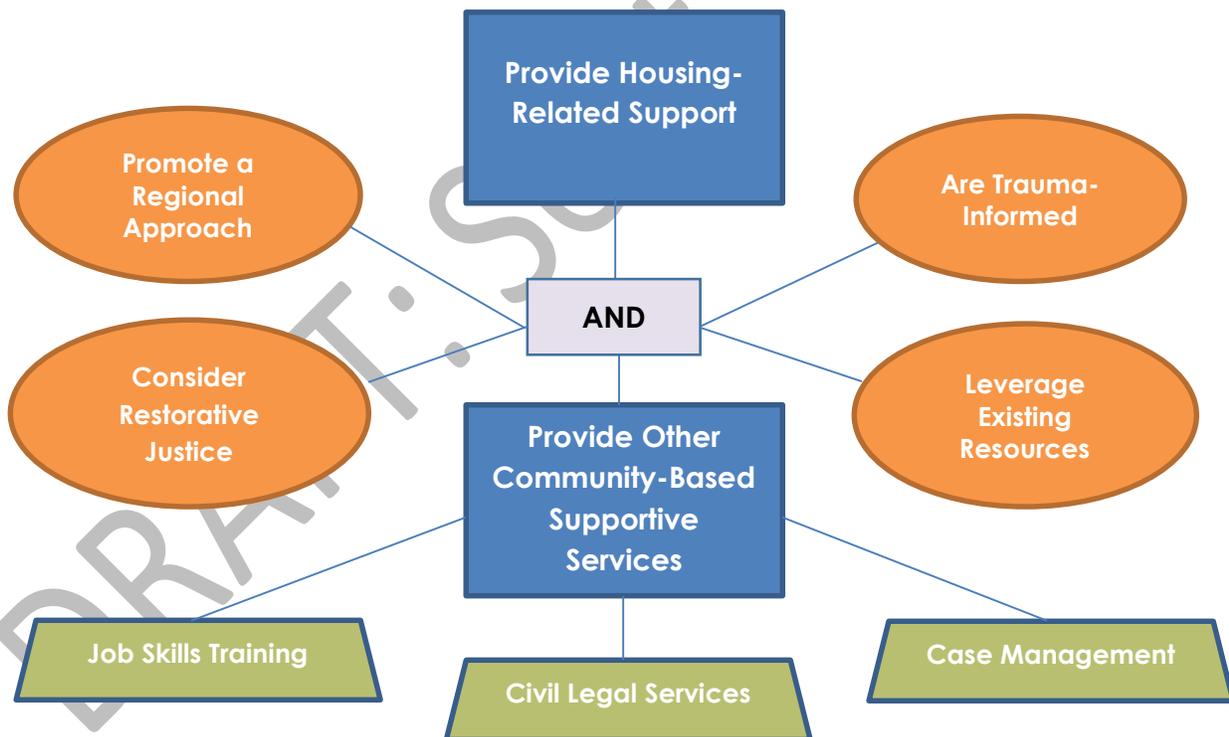
The flowchart on the following page provides a visual representation of required and eligible services under the Proposition 47 Grant Program.

# BSCC PROPOSITION 47 GRANT

## REQUIRED for ALL APPLICANTS



## With PRIORITY given to projects that also:



**Eligible Population: Adults and/or Juveniles**  
Arrested, charged with, or convicted of a criminal offense AND a history of mental health issues or substance use disorders.

### **Service Delivery Approach**

Public agency applicants will be required to describe the service delivery approach and why it is most appropriate for the community and target population. Key questions to consider include:

- What are the needs of your community and how does your project provide services reflective of the racially and ethnically diverse communities served?
- How does your project ensure services will be provided in locations accessible to the community?
- How does your project ensure services will be tailored to meet an individual's holistic needs, e.g. wraparound services?
- How does your project provide services in a culturally competent manner?
- Does your approach ensure that all services and programs adhere to the principles of trauma-informed care?
- How does your project provide services in a collaborative manner with the community, governmental and nongovernmental agencies?
- How does your project take steps to reduce recidivism in your community?

Definitions of Trauma-Informed Care and Recidivism can be found in Appendix **XX**.

### **Target Population**

Services and programs proposed in response to this RFP must be designed to serve people who:

- have been arrested, charged with, or convicted of a criminal offense AND have a history of mental health issues or substance use disorders.

For purposes of this proposal, a person has a history of mental health issues or substance use disorders if the person:

- Has a mental impairment or substance use disorder that limits one or more of their life activities;
- Has received services for such an impairment or disorder;
- Has self-reported to a provider that they have a history of mental health issues, substance use disorders, or both; or
- Has been regarded as having such an impairment or disorder.

Public agency applicants are required to describe how they will ensure that this target population is the one to be served by the proposed program. This could include a

description of the program's referral, screening, assessment and documentation processes.

### **Grant Period**

Successful proposals will be funded for a 3-year cycle. However, the first year will commence June 2017 (subject to Board approval) and end August 2017. These awards will be funded fully using the first three years of deposits into the BSCC's Proposition 47 fund. The BSCC may select additional proposals in year 2 or year 3 of this grant cycle from the ranked list should the state savings from either of those two years significantly increase the BSCC's grant fund allocation.

Continued funding for the second year (August 16, 2017 – August 15, 2018) and third year (August 16, 2018 – August 15, 2019) will be contingent on:

- 1) the amount of funds available in the Safe Neighborhoods and Schools Fund for the prior year's Proposition 47 savings deposit to the BSCC;
- 2) adherence to the Proposition 47 RFP requirements and applicable statutes; and
- 3) the grantee's ability to demonstrate that annual implementation goals and objectives (as listed on the "Proposition 47 Work Plan" attached to the Proposal Narrative) have been met.

Successful proposals will be funded for a 3-year grant, commencing June 2017 and ending August 2019.

### **Work Plan**

Each public agency applicant must develop a 3-Year Work Plan as part of this RFP process. A Work Plan identifies measurable goals and objectives, a timeline for the project, activities and services, and the processes and responsible parties necessary to accomplish the goals and objectives. The Proposition 47 Work Plan template is provided in Appendix XX.

### **Funding**

Proposition 47 created the Safe Neighborhoods and Schools Fund. State savings that result from the implementation of Proposition 47 are deposited annually into this fund. AB 1056 subsequently established the Second Chance Fund where BSCC's 65 percent of these savings is then annually in order to administer a competitive grant program for mental health and substance abuse treatment and diversion programs to reduce the recidivism of people involved in the criminal justice system.

In Fiscal Year 2016-17, the total available for grant awards is \$34.36 million. This includes a \$10 million legislative augmentation and accounts for 5 percent of the initial \$24.36 million to be applied to BSCC administrative costs.

The FY 2016-17 savings appropriation to the BSCC is estimated to be \$28,616,000. The FY 2017-18 savings appropriation to the BSCC is estimated to be \$40,675,000.

**Funding Thresholds**

The Proposition 47 ESC has established two categories for proposals so that smaller projects do not compete against larger projects. One category is for proposals requesting up to \$500,000 annually for the 3-year cycle and the other is for proposals requesting over \$500,000 annually and up to \$2,000,000 for the 3-year cycle public agency applicants should submit proposals that provide clear and reasonable budgets with well-supported explanations.

**Option 1a. For annual allocations to same grantees**

Category	For Public Agency Applicants requesting:	Prop. 47 Funds Allocated to this Category
(1)	Up to <b>\$500,000</b> annually for the 3-year grant period, for a total of up to \$1,500,000.	\$4,000,000
(2)	Between <b>\$500,001 and \$2,000,000</b> annually for the 3-year grant period, for a total of up to \$6,000,000.	\$30,360,000
	<b>Total</b>	\$34,360,000

Note: Dollar amounts listed here are placeholders only and may be changed by the ESC.

**Option 1b. For one-time allocation to three sets of grantees**

Category	For Public Agency Applicants requesting:	Prop. 47 Funds Allocated to this Category
(1)	Up to <b>\$1,500,000</b> total for the 3-year grant period.	9,000,000
(2)	Between <b>\$500,001 and \$6,000,000</b> total for the 3-year grant period	\$25,360,000
	<b>Total</b>	\$34,360,000

Note: Dollar amounts listed here are placeholders only and may be changed by the ESC.

Public agency applicants will indicate which category they are applying under and build a budget accordingly. Public agency applicants are strongly encouraged to apply for the amount of funding needed to meet their program goals within the 3-year grant period. The ESC will score proposals based in part on the reasonableness of the proposed budget.

### **Financial Leveraging**

This RFP does not have a match requirement. However, in the Proposal Narrative and Budget public agency applicants are required to demonstrate how they will leverage other federal, state, and local funds or other social investments, such as the following (per Assembly Bill 1056):

- A. The Drug Medi-Cal Treatment Program (22 Cal. Code Regs. 51341.1, 51490.1, and 51516.1).
- B. The Mental Health Services Act, enacted by Proposition 63 at the November 2, 2004, general election, as amended.
- C. Funds provided for in connection with the implementation of Chapter 15 of the Statutes of 2011.
- D. The Community Corrections Performance Incentives Act (Stats. 2009, Ch. 608; Chapter 3 (commencing with Section 1228) of Title 8 of Part 2).
- E. The tax credits established pursuant to Sections 12209, 17053.57, and 23657 of the Revenue and Taxation Code.
- F. The federal Department of Housing and Urban Development funds, such as the Emergency Solutions Grant program (42 U.S.C. Sec. 11371 et seq.).
- G. The federal Department of Veterans Affairs Supportive Services for Veteran Families program (38 U.S.C. Sec. 2044).
- H. Social Innovation Funds established by the Corporation for National and Community Service pursuant to Section 12653k of Title 42 of the United States Code.
- I. The Edward Byrne Memorial Justice Assistance Grant Program (42 U.S.C. Sec. 3750 et seq.).

In the Budget Section, public agency applicants will be required to list the source(s) of the funds and the amount that will be leveraged against the Proposition 47 project. For each source and amount listed, public agency applicants will be required to provide a description of how those funds will be used to enhance or augment the Proposition 47 project.

### **Supplanting**

BSCC grant funds shall be used to support new program activities or to augment existing funds that expand current program activities. BSCC grant funds shall not be used to replace existing funds.

Supplanting is strictly prohibited for all BSCC grants. When leveraging outside funds, public agency applicants must be careful not to supplant. Supplanting is the deliberate reduction in the amount of federal, state, or local funds being appropriated to an existing program or activity because grant funds have been awarded for the same purposes.

It is the responsibility of the Grantee to ensure that supplanting does not occur. The Grantee must keep clear and detailed financial records to show that grant funds are used only for allowable costs and activities.

## Community Engagement

### Proposition 47 Advisory Body

In order to apply for Proposition 47 funding, the Lead Agency must develop an advisory body (e.g., advisory committee, advisory council, etc.) that includes local stakeholders who have experience and expertise in the prospective interventions to be addressed by the proposal. This advisory body will, at a minimum, advise on:

- 1) How to Identify and prioritize the most pressing needs to be addressed (to include target population, target area, etc.);
- 2) How to Identify the strategies, services and/or programs to be undertaken to address those needs;
- 3) Advise on the development of the 3-Year Work Plan (see “Grant Description” section);
- 4) The Lead Agency must host regular community meetings to invite ongoing feedback and non-confidential updates from the Proposition 47 Advisory Body and the community.

The Proposition 47 Advisory Body must include a broad range of stakeholders from within the communities, organizations, departments, etc. impacted by the proposal. Examples include: law enforcement, probation, prosecutors, defense attorneys, courts and governmental agency representatives, behavioral health professionals, educators, community-based and faith-based organizations, individuals impacted by the justice system, social service providers, advocacy groups and citizens.

Lead Agencies should consider state and local conflict of interest laws when selecting members of the Proposition 47 Advisory Body. The Lead Agency is advised to check with its counsel about potential conflicts.

The Lead Agency will be required to describe the process that took place to engage and select membership for the Advisory Body and describe how they ensured full and balanced participation for all members of the Advisory Body throughout this process.

The Lead Agency may use an existing body, but it must include individuals with the appropriate experience and expertise and address all the requirements listed in this section. The Lead Agency must attach a member roster containing the names, titles and organizational affiliations for each member (see Appendix **XX**).

## Letters of Agreement

The Lead Agency must include a Letter of Agreement signed by each individual that participates as a member of the Proposition 47 Advisory Body. A sample Letter of Agreement can be found in Appendix **XX**.

## Local Government Impacts

The Proposition 47 grant encourages community engagement, innovation and financial leveraging as avenues for communities to develop projects that best fit their needs. In supporting this approach, proposed projects may have unforeseen or unintended impacts on local government agencies that prevent projects from operating as intended (e.g., a significant increase in referrals to county behavioral health, lack of coordination between local agencies that provide similar services, duplication of services, etc.).

To acknowledge any unintended impacts, each Lead Agency is required to:

- Identify each public agency that reasonably could be expected to be impacted by this grant project;
- Submit a Letter of Agreement signed by both the Lead Agency and the impacted public agency that includes the following:
  - The name of the Proposition 47 project and a brief project description;
  - A description of how the Proposition 47 project might impact the public agency; and
  - An explanation of how the Lead Agency and the impacted public agency will work together to address stated impacts.

## Promising, Data-Driven and Innovative Approaches

Public agency applicants seeking funding through this grant process are required to demonstrate that they will adhere to the basic principles of evidence-based practice (e.g., using data and research to drive decision-making) in the development, implementation and evaluation of their overall projects.

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 effective in achieving the desired outcomes.

The BSCC is committed to supporting this focus on better outcomes in the criminal justice system and for those involved in it. For the purpose of this RFP, public agency applicants should focus on the following three basic principles:

- 1. Is there evidence or data to suggest that the intervention or strategy is likely to work, i.e., produce a desired benefit?** *For example, was the intervention or strategy you selected used by another jurisdiction with documented positive results? Is there published research on the intervention you are choosing to implement showing its effectiveness? Is the intervention or strategy being used by another jurisdiction with a similar problem and similar target population?*
- 2. Once an intervention or strategy is selected, will you be able to demonstrate that it is being carried out as intended?** *For example, does this intervention or strategy provide for a way to monitor quality control or continuous quality improvement? If this intervention or strategy was implemented in another jurisdiction, are there procedures in place to ensure that that you are following the model closely (so that you are more likely to achieve the desired outcomes)?*
- 3. Is there a plan to collect evidence or data that will allow for an evaluation of whether the intervention or strategy worked?** *For example, will the intervention or strategy you selected allow for the collection of data or other evidence so that outcomes can be measured at the conclusion of the project? Do you have processes in place to identify, collect and analyze that data/evidence?*

Public agency applicants are encouraged to develop an overall project that incorporates these principles, but is tailored to fit the needs of the communities they serve. Innovation and creativity are encouraged, but projects that have not been validated must demonstrate a promising approach using existing data and research such as best practices in the field. Plans to measure the effectiveness of a project should include the use of both qualitative and quantitative research. While quantitative research is based on numbers and mathematical calculations, qualitative research is based on written or spoken narratives. The purpose of quantitative research is to explain, predict and/or control events through focused collection of numerical data, while the purpose of qualitative research is to explain and gain insight and understanding of events through intensive collection of narrative data.

## Data Collection and Evaluation

Projects selected for funding will be required to submit a Local Evaluation Plan (at the conclusion of the first quarter) a Two-Year Preliminary Evaluation Report (at the conclusion of year two), and a Final Local Evaluation Report (after the conclusion of the grant) to the BSCC.

Public agency applicants are strongly encouraged to identify research partners early on and include them in the development of the proposal, so that the goals and objectives listed in the Proposition 47 Work Plan are measurable.

### **Required Set-Aside for Evaluation Efforts**

Grantees are required to set aside a minimum of # percent but not less than \$00,000 of the award toward development of the Local Evaluation Plan, Two-Year Preliminary Evaluation Report, Final Local Evaluation Report and related data collection efforts.

Public agency applicants are strongly encouraged to use outside evaluators to ensure objective and impartial evaluations. Specifically, public agency applicants are encouraged to partner with state universities or community colleges for evaluations.

### **Local Evaluation Plan**

The purpose of the Local Evaluation Plan is to ensure that projects funded by the BSCC can be evaluated. Grantees will be expected to submit a detailed description of how the public agency applicant will assess the effectiveness of the proposed program in relationship to each of its goals and objectives. A relationship between the goals and objectives identified in the Work Plan should be apparent in the Local Evaluation Plan.

Grantees are required to complete a Local Evaluation Plan. Once submitted, any modifications to the Local Evaluation Plan must be approved in advance by the BSCC.

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. Public agency applicants should also address process and outcome evaluations.

### **Two-Year Preliminary Evaluation Report**

The purpose of the Two-Year Preliminary Local Evaluation Report is to assess whether grantees are making sufficient progress toward the goals and objectives described in the original proposal. Second, it will allow the grantee to ensure that the methodology described in the Local Evaluation Plan is still appropriate for measuring the intended impact. As noted in the "Grant Period" section, third year funding is contingent on the grantee's ability to demonstrate that annual implementation goals and objectives have been met.

## **Final Local Evaluation Report**

Following project completion, grantees are required to complete a Local Evaluation Report. The LER must be in a format prescribed by the BSCC. Within the LER, an Executive Summary must be included that adheres to the format prescribed by the BSCC specifically for the Executive Summary.

The purpose of the Final Local Evaluation Report is to determine whether the overall project (including each individual 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.

## **Evaluation Dissemination**

The BSCC will make public the Final Local Evaluation Report from each grantee. Reports may be posted to the BSCC website and/or developed into a Summary Final Report to be shared with the Administration, the Legislature, and the public.

Projects selected for funding will be encouraged to make public (e.g., post online, disseminate, share at meetings, etc.) the Final Local Evaluation Report to the community and the grantee's Governing Body (e.g., Board of Supervisors, City Council, etc.).

## **General Grant Requirements**

### **Grant Agreement**

Public agency applicants approved for funding by the BSCC Board are required to enter into a Grant Agreement with the BSCC. Grantees must agree to comply with all terms and conditions of the Grant Agreement. See Appendix **XX** for a template Grant Agreement.

The Grant Agreement start date is MONTH DATE, YEAR. Contracts are considered fully executed only after they are signed by both the Grantee and the BSCC. Work, services and encumbrances cannot begin prior to the Grant Agreement start date. Work, services and encumbrances that occur after the start date but prior to contract execution may not be reimbursed. Grantees are responsible for maintaining their Grant Agreement, all invoices, records and relevant documentation for at least three years after the final payment under the contract.

### **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 Grant Administration Guide (2016), found on the BSCC website at:

<http://www.bscc.ca.gov/downloads/BSCC%20Grant%20Admin%20Guide%20July%202016%20-%20Draft.pdf>.

### **Governing Board Resolution**

Successful public agency applicants will be required to submit a Resolution from their Governing Boards before the grant award can be finalized and funds awarded. A signed resolution is not required at the time of proposal submission, but public agency applicants are advised that no financial invoices will be processed for reimbursement until the Governing Board Resolution has been received by the BSCC. A sample Governing Board Resolution can be found in Appendix XX.

### **Audit**

Grantees must submit an audit of expenditures (either grant-specific or as part of a city/county single audit) within 120 days of the end of the grant period. Reasonable and necessary extensions to the due date may be granted by the BSCC if requested. In addition, the BSCC reserves the right to require a financial audit any time between the execution of the Grant Agreement and 60 days after the end of the grant period.

### **Invoices**

Disbursement of grant funds occurs on a reimbursement basis for costs incurred during a reporting period. Grantees must submit invoices to the BSCC on a quarterly basis within 45 days following the end of the reporting period via the online process. Grantees must maintain adequate supporting documentation for all costs claimed on invoices for reimbursement.

For additional information, refer to the BSCC Grant Administration Guide (2016), found on the BSCC website at:

<http://www.bscc.ca.gov/downloads/BSCC%20Grant%20Admin%20Guide%20July%202016%20-%20Draft.pdf>.

### **Quarterly Progress Reports**

Grant award recipients are required to provide relevant program information and data by submitting quarterly progress reports to the BSCC. Applicable forms and instructions will be available to grantees on the BSCC's website. Progress reports are a critical element in BSCC's monitoring and oversight process. Grantees that are unable to demonstrate that they are making sufficient progress toward project goals and objectives and that funds are being spent down in accordance with the Grant Award Agreement and Work Plan could be subject to the withholding of funds.

### **Grantee Orientation Process**

Following the start of the grant period, BSCC staff will conduct a Grantee Orientation in Sacramento (at a date to be determined). The purpose of this mandatory session is to review the program requirements, invoicing and budget modification processes, data collection and reporting requirements, as well as other grant management and monitoring activities. Typically, the Project Director, Financial Officer, Day-to-Day Contact, individual tasked with Data Collection and Evaluation and a minimum of one Community Partner must attend. Grant recipients may use their Proposition 47 grant funds for travel-related expenditures such as airfare, mileage, meals, lodging and other per diem costs. Public agency applicants should include anticipated costs in the budget section of the proposal under the "Other" category.

## Overview of the RFP Process

The BSCC proposal submission and review process includes two stages:

**Stage I:** Technical Compliance Review

**Stage II:** Proposal Rating Process

### Stage I: Technical Compliance Review

#### Staff Review

The purpose of the technical compliance review is to provide applicants with an opportunity to correct relatively minor errors or omissions. (see Appendix XX).

#### Disqualification

The following will result in an automatic disqualification:

- The original hard copy and electronic version of the Proposal are not received by DAY, MONTH DATE, YEAR.
- Lead applicant is not a public agency applicant as defined in Penal Code Section 6046.1 (d).
- Proposal does not address mental health services, substance use disorder treatment, misdemeanor diversion or some combination thereof.

Disqualification means that the Proposal will move forward to the ESC.

#### Notification

Once BSCC staff complete the review process, BSCC staff will contact applicants only under the following circumstances:

- a. The applicant has been disqualified due to one of the circumstances listed in the box above.
- b. The Proposal contains minor technical deficiencies.

Applicants will have an opportunity to correct minor technical deficiencies. Staff will provide instructions and a timeline for how applicants may correct those minor technical deficiencies.

**Stage II: Proposal Rating Process**

Once a Proposal passes the Technical Compliance Review, it will advance to the ESC for the Proposal Rating Process. The ESC will then read and rate each Proposal in accordance with the prescribed rating factors listed in the table below.

The ESC members will base their scores on how well a public agency applicant addresses the items listed under each rating factor within the Proposal Narrative and Budget Section. Following the Proposal Rating Process, the ESC will convene for a Final Rater Review meeting where they will develop funding recommendations for consideration by the BSCC Board.

At the conclusion of this process, public agency applicants will be notified of the ESC’s funding recommendations. It is anticipated that the BSCC Board will act on the recommendations at its meeting in MONTH, YEAR. Public agency applicants and partners are not to contact members of the ESC or the BSCC Board to discuss proposals.

**Rating Factors - TEXT AND TABLE BELOW ARE SAMPLE LANGUAGE ONLY**

The rating factors that will be used and the maximum points allocated to each factor are shown in the table below. Each rating factor will be scored on the same scale of 0-12. Each factor is weighted in the overall score, as shown in the column titled “Percentage of Total Value.”

**Draft for illustration only. The ESC will determine the rating factors and percentages.**

	<b>Rating Factors (SAMPLE ONLY)</b>	<b>Point Range</b>	<b>Percentage of Total Value (SAMPLE ONLY)</b>	<b>Weighted Score</b>
1	Community Engagement	0-12	20%	
2	Project Need	0-12	20%	
3	Project Description	0-12	35%	
4	Project Evaluation	0-12	10%	
5	Guiding Principles	0-12	5%	
6	Budget Section: • Budget Table • Budget Narrative • Outside Leveraged Funds	0-12	5%	
	Other – TBD by ESC	0-12	5%	
	<b>TOTALS</b>	<b>60</b>	<b>100%</b>	

### Summary of Key Dates

The table below shows a timeline with key dates related to implementation of the Proposition 47 Grant.

### RFP Timeline

**These dates are subject to change as the RFP is developed**

Activity	Date
Release Request for Proposals	November 18, 2016
Bidders' Conferences	December 2016
Notice of Intent to Apply Due to the BSCC	January 2017
Proposal Due to the BSCC	February 2017
Proposal Rating Process and Development of Funding Recommendations	April-May 2017
BSCC Board Considers Funding Recommendations	June 2017
Notices to Public Agency Applicants	June 2017
New Grants Begin	June 2017
Mandatory New Grantee Orientation	July 2017

DRAFT: Sept

## Proposal Checklist

A complete Proposition 47 Proposal must contain the following (to be submitted in the order listed):

<b>Required:</b>
✓ Applicant Information Form
✓ Proposal Narrative
✓ Proposal Budget <ul style="list-style-type: none"> <li>▪ Budget Table</li> <li>▪ Budget Narrative</li> <li>▪ Outside Funds Leveraged</li> </ul>
<b>Required Attachments:</b>
✓ Proposition 47 Advisory Body Member Roster
✓ Letter(s) of Agreement from Members of the Proposition 47 Advisory Body
✓ Proposition 47 Work Plan
<b>Optional:</b>
✓ Governing Board Resolution <i>Note: The Governing Board Resolution is due prior to Grant Award Agreement, <u>not</u> at time of proposal submission.</i>

\*No other attachments will be considered.\*

**CONFIDENTIALITY NOTICE:** All documents submitted as a part of the Proposition 47 proposal are considered to be public documents and may be subject to a request pursuant to the California Public Records Act. The BSCC cannot ensure the confidentiality of any information submitted in or with this proposal. (Gov. Code, § § 6250 et seq.)

## Applicant Information Form

The Applicant Information will serve as the cover page for the Proposal.

### Instructions for completing the Applicant Information Form:

**A. Public Agency Applicant:** Complete the required information for the public agency submitting the proposal

**For Joint Applications:** List all other public agencies applying jointly

**B. Tax Identification Number:**

**C. Project Title:** Provide the selected title of the project.

**D. Required Services:** Identify the Proposition 47 areas this proposal will address (see “Description of the Grant” section).

**E. Project Summary:** Provide a brief summary (three to four sentences) of the proposal. Note: this information may be posted to the BSCC’s website for informational purposes.

**F. Amount of Funds Requested:** Identify the amount of grant funds requested.

**G. Financial Leveraging:** Identify the total amount of funds this proposal will leverage (see “Funding” section).

**H. Pass-Through:** Identify the amount of grant funds passed through to community partners (see “Community Engagement” section).

**I. Project Director:** Provide the name, title and contact information for the individual responsible for oversight of the project. This person must be an employee of the Lead Agency.

**J. 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). This person must be an employee of the Lead Agency.

**K. Day-to-Day Contact:** Provide the name, title and contact information for the individual who serves as the primary contact person for the grant. This person must be an employee of the Lead Agency.

**L. Authorized Signature:** Complete the required information for the person authorized to sign for the Public Agency Applicant. This individual must read the assurances under this section, then sign and date in the appropriate fields.

## Proposition 47 Grant Applicant Information Form

A. PUBLIC AGENCY APPLICANT		B. TAX IDENTIFICATION NUMBER	
NAME OF PUBLIC AGENCY		TAX IDENTIFICATION NUMBER	
STREET ADDRESS	CITY	STATE	ZIP CODE
MAILING ADDRESS (if different)	CITY	STATE	ZIP CODE
<b>FOR JOINT APPLICATIONS ONLY – LIST PARTNER AGENCIES</b>			
, , ,			
<b>C. PROJECT TITLE</b>			
<b>D. REQUIRED SERVICES (Check all that apply)</b>			
<input type="checkbox"/> MENTAL HEALTH SERVICES <input type="checkbox"/> SUBSTANCE USE DISORDER TREATMENT <input type="checkbox"/> MISDEMEANOR DIVERSION PROGRAM			
<b>E. PROJECT SUMMARY</b>			
<b>F. REQUESTED FUNDS</b>	<b>G. FINANCIAL LEVERAGING</b>	<b>H. PASS THROUGH</b>	
\$	\$	\$	
<b>I. PROJECT DIRECTOR</b>			
NAME	TITLE	TELEPHONE NUMBER	
STREET ADDRESS		FAX NUMBER	
CITY	STATE	ZIP CODE	EMAIL ADDRESS
<b>J. FINANCIAL OFFICER</b>			
NAME	TITLE	TELEPHONE NUMBER	
STREET ADDRESS		FAX NUMBER	
CITY	STATE	ZIP CODE	EMAIL ADDRESS
PAYMENT MAILING ADDRESS (if different)	CITY	STATE	ZIP CODE
<b>K. DAY-TO-DAY CONTACT PERSON</b>			
NAME	TITLE	TELEPHONE NUMBER	
STREET ADDRESS		FAX NUMBER	
CITY	STATE	ZIP CODE	EMAIL ADDRESS

**L. AUTHORIZED SIGNATURE**

By signing this application, I hereby certify that I am vested by the Public Agency Applicant with the authority to enter into contract with the BSCC, and that the grantee and any subcontractors will abide by the laws, policies and procedures governing this funding.

NAME NUMBER	TITLE OF AUTHORIZED OFFICER	TELEPHONE	EMAIL ADDRESS
STREET ADDRESS	CITY	STATE	ZIP CODE
APPLICANT'S SIGNATURE (Blue Ink Only)			DATE

DRAFT: Sept. 7, 2016

## Proposal Narrative

**Instructions:** The Proposal Narrative must be submitted in Arial 12-point font with one-inch margins on all four sides. The narrative must be double-spaced and cannot exceed **15 pages** in length. Each section should be titled according to the section headers listed below (e.g., Project Need, Project Description, etc.). Within each section, address the bulleted items in a cohesive, comprehensive narrative format.

It is at the discretion of the Public Agency Applicant to determine how to use the total page limit in addressing each section; however, as a guide, the Applicant may want to review the point value weight given to each rating factor in the RFP (see Stage II: Proposal Rating Process).

Note: These 15 pages **do not include** the Applicant Information Form, Proposal Budget, or any required attachments.

### Rating Factor 1. Community Engagement

Address the following rating criteria in narrative form:

**NOTE TO ESC: THESE ARE SAMPLE RATING SUB-FACTORS ONLY**

- Discuss how the Lead Agency determined which and how many community partners are included on the Proposition 47 Advisory Body, in relation to the make-up and culture of the community, and the need(s) that will be addressed.
  - Demonstrate how the Lead Agency involved communities most impacted by the justice system; e.g., justice-involved individuals and their parents, guardians and other family members.
- Demonstrate how the Lead Agency drew input from community stakeholders.
- Describe the process by which the Lead Agency worked with the Proposition 47 Advisory Body in the identification of the needs facing the community.
- Describe the process by which the Proposition 47 Advisory Body advised on a plan for how to best address the identified needs and the selection of activities or strategies to implement that plan.
- Describe how the Lead Agency ensured full and balanced participation for all members of the Proposition 47 Advisory Body throughout this process (e.g., mutual involvement, responsiveness, transparency, etc.).

**Required Attachments:** Proposition 47 Advisory Body Membership Roster (Appendix **XX**) and Letter(s) of Agreement for Community Partners (Appendix **XX**).

## Rating Factor 2. Project Need

Address the following rating criteria in narrative form:

### NOTE TO ESC: THESE ARE SAMPLE RATING SUB-FACTORS ONLY

- Describe the project need, target population and target area and how they fit within the intent and requirements of this RFP.
- Use local quantitative and/or qualitative data to support the description. Cite all data sources. In addition to any local data the applicant wishes to cite, applicants may wish to consult the following data sets in order to support the need:
  - U.S. Census Data (race and ethnicity)
    - <http://www.census.gov/quickfacts/>
  - Department of Finance (other population demographics)
    - <http://www.dof.ca.gov/Forecasting/Demographics/>
  - California Attorney General's Office (Crime in California)
    - <https://oag.ca.gov/crime/cjsc/stats/arrests>
  - Board of State & Community Corrections (Performance Metrics for Community Corrections)
    - <http://www.bscc.ca.gov/downloads/Performance%20Metrics%20%20FINAL%20%2025%2015.pdf>
  - Employment Development Department (employment/unemployment)
    - <https://data.edd.ca.gov/>
- Describe how the Lead Agency will ensure that the target population includes individuals that: have been arrested, charged with, or convicted of a criminal offense and have a history of mental health problems or substance use disorders.
- Describe past and/or current efforts to address the need(s) and how they were or were not successful.
- Describe how racial and ethnic disparities are considered and addressed in your proposal.
- Discuss how Proposition 47 funds will enhance your ability to address the need(s).

## Rating Factor 3. Project Description

Address the following rating criteria in narrative form:

### NOTE TO ESC: THESE ARE SAMPLE RATING SUB-FACTORS ONLY

- Identify and discuss the specific goals and objectives of the project and how the proposed project will address the identified need.
- List and describe the services or programs to be funded and explain why they are most appropriate for the target population.
  - The goals and objectives must be clearly tied to project activities.

- Describe the service delivery approach, i.e. who will deliver the services and how? As part of the description, consider the following:
  - How does your project provide services reflective of the racially and ethnically diverse communities served?
  - How does your project ensure services will be provided in locations accessible to the community?
  - How does your project ensure services will be tailored to meet an individual's holistic needs (e.g., wraparound services)?
  - How does your project provide services in a culturally competent manner?
  - Does your approach ensure that all services and programs adhere to the principles of trauma-informed care?
  - How does your project provide services in a collaborative manner with the community, governmental and nongovernmental agencies?
- Discuss the rationale (e.g., supporting data, research, evidence, outcome evaluations, etc.) behind the development and implementation of each component of the proposed project. In other words, what evidence do you have that each activity/strategy will work in your community?
- Describe the referral process used to ensure the appropriate target population is referred for services, to include the use of risk and needs assessment tools.
- Clearly explain how the Lead Agency and community partner(s) will plan, organize, staff, direct and use resources to address the recurring problems stated in the Project Need section.
- Explain how the proposed project will influence or contribute to overarching, long-term policy or systems change within the Lead Agency and the communities they serve.

Required Attachment: Provide a Proposition 47 Work Plan to reflect the goals, objectives and activities as outlined in the Project Narrative. Include a timeline that is reasonable given the nature and scope of the project. Use attached template (Appendix **XX**).

#### Rating Factor 4. Project Evaluation

Address the following rating criteria in narrative form:

#### **NOTE TO ESC: THESE ARE SAMPLE RATING SUB-FACTORS ONLY**

- Identify the intended outcomes and the plan for measuring them.
  - At a minimum, describe how the project will take steps to reduce recidivism in your community.
- Describe the preliminary plan to document and monitor whether the activities/strategies are implemented as intended based on the Work Plan (see "Project Description" section); e.g., baseline/benchmarks, performance measures, timelines, etc.
- Describe the research design that will be used to complete the Final Local Evaluation (e.g., pre/post surveys, data analysis, etc.).

- Identify method(s) of determining if the project "worked" in terms of achieving the project goals.
- Describe the plan for sharing outcomes with governing bodies, stakeholders and constituents.

### Rating Factor 5. Guiding Principles

Use up to one page of the 15 pages to explain how the proposed project addresses the guiding principles (see page 5).

DRAFT: Sept. 7, 2016

## Budget Section

Applicants must complete a Budget Table, Budget Narrative and description of Outside Leveraged Funds according to the instructions below.

### Rating Factor 5a. Budget Table

Complete the following table for the grant funds being requested. Report amounts in whole dollars. While recognizing some jurisdictions 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.

All funds must be used consistent with the requirements of the *BSCC Grant Administration Guide* (July 2016). Applicants should reference this Guide for definitions and other guidance in preparing a budget. The Guide can be found on the BSCC website [here](http://www.bscc.ca.gov/downloads/BSCC%20Grant%20Admin%20Guide%20July%202016%20-%20Draft.pdf). <http://www.bscc.ca.gov/downloads/BSCC%20Grant%20Admin%20Guide%20July%202016%20-%20Draft.pdf>. Insert as a hyperlink

### Proposition 47 Budget Table

Budget Line Items	Grant Funds
1. Salaries and Benefits ( <i>of the Lead Agency only</i> )	\$
2. Services and Supplies	\$
3. Professional Services/Public Agency Contracts	\$
4. Community Partner Contracts ( <i>non-governmental entities only</i> ) - <b>REQUIRED</b>	\$
5. Indirect Costs ( <i>not to exceed 10% of grant funds</i> )	\$
6. Data Collection/Evaluation) ( <i>minimum 0% of requested grant funds or \$00,000, whichever is greater</i> )	\$
7. Fixed Assets/Equipment	\$
8. Other (Travel, Training, etc.)	\$
<b>GRANT FUNDS TOTAL</b>	<b>\$</b>

## Rating Factor 5b. Budget Narrative

Instructions: The purpose of the Budget Narrative is to support the amounts requested in the Budget Table. The Budget Narrative must be submitted in Arial 12-point font with one-inch margins on all four sides. The narrative must be double-spaced and cannot exceed ## pages in length.

- Provide the information listed under each line item below with narrative to explain how the requested grant funds will be used to achieve project goals.
- The amount of grant funds requested should be reasonable and appropriate given the proposed project's design and scope.

1. **Salaries and Benefits:** List each Lead Agency staff to be funded by the grant. For each, provide the classification/title, percentage of time, salary/hourly rates, and benefits. Note: salaries and benefits of all other contracted staff go under the appropriate line item, either Professional Services or Community Partner contracts.

**Grant Funds Requested:**

**Narrative Detail:**

2. **Services and Supplies:** Itemize all services and supplies.

**Grant Funds Requested:**

**Narrative Detail:**

3. **Professional Services/Public Agency Contracts:** List the names of all professional service contracts (e.g., contracts with other governmental entities or consultants). Itemize the services that will be provided by each and show funds allocated to each. Show hours and billing rates for all contracted staff.

**Grant Funds Requested:**

**Narrative Detail:**

4. **Community Partner Contracts:** List the names of all non-governmental community partner organizations, itemize the services that will be provided by each and show funds allocated to each. Show hours and billing rates for all community partner staff.

If a community partner has not been selected as of the date of the submission of the application, clearly identify the amount of grant funds that will be allocated to each community partner. These amounts should reflect the information presented in the Project Need and Project Descriptions. Applicants will be scored on how well they demonstrate a strong financial commitment to community partners.

**Grant Funds Requested:**

**Narrative Detail:**

5. **Indirect Costs:** Itemize all indirect costs. This total may not exceed **10 percent** of the grant funds requested. The ESC will consider appropriate limits for administrative costs and overhead.

**Grant Funds Requested:**

**Narrative Detail:**

6. **Data Collection and Evaluation:** Itemize all costs associated with data collection and evaluation efforts for this project. Applicant must dedicate a minimum of **# percent or \$00,000** (whichever amount is greater). Even if Data Collection and Evaluation efforts will be performed by Professional Service consultants they must be listed here. Applicants are strongly encouraged to use outside evaluators or otherwise address conflict of interest considerations.

**Grant Funds Requested:**

**Narrative Detail:**

7. **Equipment/Fixed Assets:** Itemize all equipment and fixed assets. Equipment and fixed assets are defined on page 26 of the BSCC Grant Administration Guide, July 2016.

**Grant Funds Requested:**

**Narrative Detail:**

8. **Other (Travel, Training, etc.):** Itemize all costs associated with travel and training. Applicants should budget for two trips to Sacramento for grantee meetings.

**Grant Funds Requested:**

**Narrative Detail:**

**Rating Factor 5c. Outside Leveraged Funds**

This RFP does not have a match requirement, however, projects **are required** to demonstrate how they will leverage other federal, state, and local funds or other social investment funds.

- In the table below, list the source(s) of the funds and the amount that will be leveraged against the Proposition 47 project.
- For each source and amount listed, provide a description of how those funds will be used to enhance or augment the overall Proposition 47 project.

*Applicant may add additional rows as necessary.*

Leveraged Funds	Amount
1. Source:	\$
Description:	
2. Source:	\$
Description:	
3. Source:	\$
Description:	
4. Source:	\$
Description:	
<b>LEVERAGED FUNDS TOTAL</b>	
<b>\$</b>	

# Appendix

DRAFT: Sept. 7, 2016

Appendix A  
Proposition 47

DRAFT: Sept. 7, 2016

Appendix B  
Assembly Bill 1056

DRAFT: Sept. 7, 2016

## Appendix C Definitions of Key Terms

### Goal versus Objective

Goals and objectives are terms in common use, sometimes used interchangeably because both refer to the intended results of program activities. Goals are longer-term than objectives, more broadly stated and govern the specific objectives to which program activities are directed.

In proposals, goals are defined by broad statements of what the program intends to accomplish, representing the long-term intended outcome of the program<sup>1</sup>.

Examples of goal statements<sup>1</sup>:

- To reduce the number of serious and chronic juvenile offenders.
- To divert nonviolent juvenile offenders from state juvenile correctional institutions.
- To restore the losses suffered by the victims of crimes.

Objectives are defined by statements of specific, measurable aims of program activities<sup>2</sup>. Objectives detail the tasks that must be completed to achieve goals<sup>3</sup>. Descriptions of objectives in the proposals should include three elements<sup>1</sup>:

- 1) Direction – the expected change or accomplishment (e.g., improve, maintain);
- 2) Timeframe – when the objective will be achieved; and
- 3) Target Population – who is affected by the objective.

Examples of program objectives<sup>1</sup>:

- By the end of the program, young, drug-addicted juveniles will recognize the long-term consequences of drug use.
- To place eligible juveniles in an intensive supervision program within two weeks of adjudication to ensure offender accountability and community safety.
- To ensure that juvenile offenders carry out all of the terms of the mediation agreements they have worked out with their victims by program completion.

## **Process Evaluation versus Outcome Evaluation**

### **Process Evaluation<sup>1</sup>**

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:

- Project staff have been recruited, hired and trained according to the Work Plan.
- Activities/strategies have been implemented on time according to the Work Plan.
- Number of interagency agreements entered into by the program compared to the number planned.
- Number of trainings conducted.
- Number of neighborhood meetings conducted.

### **Outcome Evaluation<sup>1</sup>**

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:

- Results of pre/post surveys (e.g., changes in the reported confidence/trust in law enforcement among community members).
- Implementation of regular, ongoing community forums where law enforcement/community dialogue takes place.
- Changes in policies at the Lead Agency level to reflect procedural justice principles.

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.

### **Trauma-Informed Care**

According to the Substance Abuse and Mental Health Services Administration, “A program, organization, or system that is trauma-informed:

- Realizes the widespread impact of trauma and understands potential paths for recovery;
- Recognizes the signs and symptoms of trauma in clients, families, staff, and others involved with the system;

<sup>1</sup> Justice Research and Statistics Association, Juvenile Justice Evaluation Center. (2003, June). *Juvenile Justice Program Evaluation: An overview (Second Edition)*. Retrieved from <http://www.jrsa.org/njiec/publications/program-evaluation.pdf>.

<sup>2</sup> New York State Division of Criminal Justice Services. *A Guide to Developing Goals and Objectives for Your Program*. Retrieved from <http://www.criminaljustice.ny.gov/ofpa/goalwrite.htm>.

<sup>3</sup> National Center for Justice Planning. Overview of Strategic Planning. *Where Do We Want to Be? Goals and Objectives*. Retrieved from <http://ncjp.org/strategic-planning/overview/where-do-we-want-be/goals-objectives>.

- Responds by fully integrating knowledge about trauma into policies, procedures, and practices; and
- Seeks to actively resist re-traumatization  
<http://www.samhsa.gov/nctic/trauma-interventions>

### **Recidivism**

Recidivism is defined as conviction of a new felony or misdemeanor committed within three years of release from custody or committed within three years of placement on supervision for a previous criminal conviction<sup>2</sup>.

DRAFT: Sept. 7, 2016

---

<sup>2</sup> “Committed” refers to the date of offense, not the date of conviction.

**Appendix D  
Proposition 47 Work Plan**

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

To build the Work Plan, complete one table for each goal identified in the proposal. Applicants should copy and paste the following tables into a separate document to create the Work Plan. Continue the numbering sequence started below (1, 2, 3, etc.).

<b>(1) Goal:</b>			
Objectives:			
Project activities that support the identified goal and objectives	Responsible staff/ partners	Timeline	
		Start Date	End Date

<b>(2) Goal:</b>			
Objectives:			
Project activities that support the identified goal and objectives	Responsible staff/ partners	Timeline	
		Start Date	End Date

**Appendix E  
Proposition 47 Advisory Body**

**Lead Agency:**

**Individual Name**

**Job Title**

**Agency/Organization**

DRAFT: Sept. 7, 2016

**Appendix F  
Letter of Agreement**

*Note: This letter is to be signed by Lead Agency and all Community Partners.  
Photocopies of signatures are acceptable.*

**Proposition 47 Grant  
Letter of Agreement**

(Date)

This is a letter of agreement between **(Lead Agency)** and all organizations listed herein for the purposes of applying for the Proposition 47 Grant. All organizations listed herein agree participate on the **Proposition 47 Advisory Body** led by **(Lead Agency)** using a collaborative approach. This advisory body will, at a minimum:

- 1) Advise the Lead Agency on how to Identify and prioritize the most pressing needs to be addressed (to include target population, target area, etc.);
- 2) Advise the Lead Agency on how to Identify the strategies, services and/or programs to be undertaken to address those needs;
- 3) Advise on the development of the 3-Year Work Plan (see “Grant Description” section);
- 4) The Lead Agency must host regular community meetings to invite ongoing feedback and non-confidential updates from the Proposition 47 Advisory Body and the community.

***(If you would like to, you may provide additional information; e.g., explain the detail of collaboration, list the services or support, provide dates and timelines, etc.)***

Signed in mutual agreement,

X \_\_\_\_\_  
Signature  
**Name, Title**  
**Lead Agency**  
**Address**

X \_\_\_\_\_  
Signature  
**Name, Title**  
**Community Partner**  
**Address**

**Appendix G**  
**Sample Governing Board Resolution**

Before grant funds can be awarded, applicants must submit a resolution from its Governing Board 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 Lead Agency)** desires to participate in the Proposition 47 Grant 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 **(insert name of Governing Board)** 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 **(insert name of Lead Agency)** agrees to abide by the terms and conditions of the Grant Agreement as set forth by the BSCC.

Passed, approved, and adopted by the **(insert name of Governing Board)** 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: \_\_\_\_\_

Appendix H  
Boilerplate Standard Agreement (Form STD 213)

DRAFT: Sept. 7, 2016