



Submittable Application

ADULT REENTRY GRANT
PROGRAM (ARG) COHORT 4

Finding Submittable Information

Locate the ARG page on the BSCC website here:

https://www.bscc.ca.gov/s_argrant/

View the *Cohort 4 Request for Proposals* tab to find all the documents you will need to download and fill out to upload into Submittable for your application.

ARG Cohort 4 - Request for Proposals

The ARG Cohort 4 application period is now open. Letters of intent are due January 17, 2025. Proposals are due March 3, 2025.

Cohort 4 Request for Proposals

ARG Cohort 4 ESC

Request for Proposals (RFP)

This RFP Instruction Packet provides the information necessary to prepare a proposal to the BSCC for funds available through the Adult Reentry Grant Program. Proposals selected for funding will be under agreement with the BSCC from July 1, 2025, to December 31, 2028. The term of the grant agreement includes a three-year service delivery period and an additional six months to finalize and submit the required Final Local Evaluation Report and financial audit. Letters of Intent are due ~~December 20, 2024~~ January 17, 2025. **ARG Cohort 4 Grant Proposals must be received by 5:00 P.M. (PST) on March 3, 2025**

[ARG Cohort 4 RFP Instruction Packet](#)

[ARG Cohort 4 Notice of Funding Availability](#)

[ARG Cohort 4 Grant Agreement - Sample](#)

Mandatory Attachments to the RFP

- A. [ARG Cohort 4 Budget Attachment](#)
- B. [ARG Cohort 4 Project Work Plan](#)
- C. [ARG Cohort 4 Criteria for Non-Governmental Organizations Receiving Subawards](#)
- D. [ARG Cohort 4 Certification of Compliance with BSCC Policies Regarding Debarment, Fraud, Theft, and Embezzlement](#)

Submission Instructions

The BSCC uses special application software called "Submittable" for its competitive grant process. Applications for ARG Cohort 4 must be submitted through the BSCC Submittable Application Portal. Applicants who do not already have one must create a free [Submittable account](#). After an account is established, applicants may proceed with the submission process. As part of this process, applicants will be required to upload mandatory attachments, complete the attachments and then upload them to the BSCC Submittable Application Portal.

Please be advised that completing the application and uploading the required documents into the Submittable Application Portal can take a significant amount of time. It is extremely important that applicants begin the submission process early. Applicants that wait until the due date to complete the submission process often run out of time. **Applicants are strongly advised to submit proposals well in advance of the due date and time to avoid disqualification.** The Submittable application portal will not accept submissions after 5:00 PM (PST) on March 3, 2025.

[Click here to Submit](#)

Navigating Submittable



**Missing and Murdered Indigenous People Grant
Program Application -Cohort 3**

Ends on Fri, Apr 18, 2025 5:00 PM

Apply

Adult Reentry Grant (ARG) Program Cohort 4

Ends on Mon, Mar 3, 2025 5:00 PM

Guidelines ▾

Apply

**FY 2024-25 Community Corrections Partnership
(CCP) Survey**

Guidelines ▾

Apply

When accessing Submittable from the BSCC webpage, you will need to log in or create a Submittable account. This is a free process and just requires an email account.

Once logged in, you will locate the Adult Reentry Grant (ARG) Program Cohort 4 application and hit “APPLY” to proceed.

There is a “SAVE DRAFT” button at the bottom of the application to save progress as you apply.

Required Sections

You will notice most sections have a **(required)** near it indicating that it is mandatory to fill in this section before submitting your application.

SECTION I - APPLICANT INFORMATION

This section requests information about the applicant's name, location, mailing address, and tax identification number.

Name of Community Based Organization Applicant (required)

Limit: 300 characters

Eligible applicants are Non-Profit Community-Based Organizations that provide direct services to the community.

Applicant's Physical Address (required)

Country (required)

Character Limits

SECTION III - PROGRAM INFORMATION

****IMPORTANT**** It is critical that the Applicant refer to the ARG Request for Proposals when completing each section of this Application.

This section requests a Proposal Summary and Funding Category selection.

Provide the title the Applicant has assigned to the proposed grant-funded project (required)

Provide the title of the proposed project.

Proposal Summary (required)

Limit: 670 characters

Provide a summary of the proposed project.

The BSCC Submittable portal includes a character counter. This feature shows the number of characters used and the remaining number of characters before the limit is met. If the limit is exceeded, a red prompt will appear with the message "You have exceeded the character limit." Characters include all alpha/numeric characters, punctuation, and spaces.

The Proposal Summary may not exceed 670 total characters (includes punctuation, numbers, spacing and any text). In Microsoft Word, this is approximately 1 (one) paragraph in Arial 12-point font with one-inch margins on all four sides and at 1.5-line spacing. Applicants will be able to submit the Adult Reentry Grant Program Application until they comply with the character limit requirements.

NOTE: This information will be posted to the BSCC's website for informational purposes. This section will not be rated.

Budget (Attachment A:) (required)

Choose File

Upload a file. No files have been attached yet.

Acceptable file types: .csv, .xls, .xlsx

Upload the completed Adult Reentry Grant Program Budget attachment here.

Proposal Budget and Budget Narrative Instructions

Applicants are required to submit a Proposal Budget and Budget Narrative (Budget Attachment). The Budget Attachment will be rated as Rating Factor, Section 5. The Budget Attachment must be filled out completely and accurately. Applicants are solely responsible for the accuracy and completeness of the information entered in the Proposal Budget and Budget Narrative Excel document. The Proposal Budget must cover the entire grant period.

For additional guidance related to grant budgets, refer to the [BSCC Grant Administration Guide](#).

The Budget Attachment is provided as a stand-alone Excel document on the BSCC [ARG website](#).

SECTION V - MANDATORY ATTACHMENTS

This section lists the attachments that must be uploaded at the time of submission.

Required forms for completion and uploading are located on the BSCC [ARG website](#).

- ARG Cohort 4 Project Work Plan (RFP Attachment A)
- ARG Cohort 4 Criteria and Assurance for NGOs and Independent Contractors that Receive BSCC Grant Funds as a Subcontractor (RFP Attachment C)
- ARG Cohort 4 Certification of Compliance with BSCC Policies on Debarment, Fraud, Theft, and Embezzlement (RFP Attachment D)
- ARG Cohort 4 Governing Board Resolution or Signing Authority Documentation (RFP Attachment Sample E)

Uploading Attachments

Upload the attachments utilizing the file type you downloaded the documents as.

Submit!

File Upload Question

Choose File

Upload a file. No files have been attached yet.

Acceptable file types: .csv, .doc, .docx, .odt, .pdf, .rtf, .txt, .wpd, .wpf, .gif, .jpg, .jpeg, .png, .svg, .tif, .tiff

Save Draft

Apply

Applicants must submit proposals before 5:00 P.M. (PST) on **March 3, 2025**.

Late applications will not be accepted.

Once you apply, you can not edit your application.

Helpful Tips

Start your application early, once 5:00pm on March 3rd 2025 hits, we WILL NOT ACCEPT any further applications.

Applications can not be sent VIA Email– only Submittable applications will be rated.

If you have technical difficulties, you can email BSCC staff at: ARGCOHORT4@BSCC.CA.GOV

We CAN NOT give input or advice on the contents of your application; we can simply assist with technical questions.



Questions?

Navigating the Budget Attachment

THIS ATTACHMENT CAN BE DOWNLOADED HERE:

[HTTPS://WWW.BSCC.CA.GOV/S_ARGRANT/](https://www.bscc.ca.gov/s_argrant/)

Finding the Budget Attachment

Budget (Attachment A:) (required)



Upload a file. No files have been attached yet.

Acceptable file types: .csv, .xls, .xlsx

Upload the completed Adult Reentry Grant Program Budget attachment here.

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For additional guidance related to grant budgets, refer to the [BSCC Grant Administration Guide](#).

The Budget Attachment is provided as a stand-alone Excel document on the BSCC [ARG website](#).

Download It

- *Select the ‘Cohort 4 Request for Proposals’ tab*
- *Click on ‘A. ARG Cohort 4 Budget Attachment’*
- *Save this Excel document*

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Review Instructions Before Starting



Adult Reentry Grant (ARG) Cohort 4 Project Budget and Budget Narrative

Instructions for Budget Attachment

This Budget Attachment is included in the official proposal and upon submission will be rated as such per the requirements set forth in the Request for Proposals (RFP). Applicants are solely responsible for the accuracy and completeness of the information entered into this budget workbook.

- ▶ Enter name of applicant CBO Applicant at the top of the Project Budget worksheet.
- ▶ As detailed in the RFP, applicants may apply for any dollar amount up to the funding thresholds listed below:
 - **\$2,250,000** in the Rental Assistance category.
 - **\$2,250,000** in all other categories combined.
- ▶ Provide complete and detailed information in each line-item and narrative section of the Project Budget worksheet that includes:
 - Language supporting each expense
 - Expenses that are tied to program goals and planned activities.
- ▶ Request funds in whole dollars only. Do not use decimals.
- ▶ Applicants are limited to the use of the budget line items listed. Applicants are not required to request funds for every line item. If no money is requested for a certain line item, enter \$0 in the budget table and "N/A" in the corresponding narrative.
- ▶ The purpose of the narrative for each corresponding line item is to provide a narrative description of the item(s), and how the items and amounts requested will serve to meet the stated goals and objectives and planned activities of the project. **To start a new paragraph within a narrative cell, hold down the Alt key and then press Enter.**
- ▶ This workbook is protected. Applicants may only enter information in unshaded cells. All other cells in the Project Budget worksheet will auto populate based the Applicant's entries.
- ▶ All funds must be used consistent with the requirements of the BSCC Grant Administration Guide, located on the BSCC website, including any updated version that may be posted during term of the grant agreement. The BSCC

In the document, you will be able to locate two tabs at the bottom. One has the instructions (labeled "Instructions") for how to fill out the budget attachment. Please read this tab thoroughly before starting your budget. When you are ready to begin filling out your budget, click on the "Project Budget NARRATIVE" tab.

Instructions

Project Budget NARRATIVE



As detailed in the RFP, applicants may apply for any dollar amount up to the funding thresholds listed below:

- \$2,250,000 in the Rental Assistance category.
- \$2,250,000 in all other categories combined.

Budget: Includes both RA and WHO

Rental Assistance (Direct Housing Costs ONLY): Grant funding for Rental Assistance may only be used for direct housing costs. Direct housing costs including rent, vouchers, deposits, landlord incentives, utility payments, household furnishings, and any costs required to place and/or maintain a participant in transitional and/or permanent housing. Any other proposed project costs (including all salaries and benefits, supportive services, etc.) are to be included as part of the Warm Handoff/Reentry Services category of an applicant's budget. **The total for this category may not exceed \$2,250,000.**



Adult Reentry Grant (ARG) Cohort 4 Project Budget and Budget Narrative

Name of Applicant:

The total funds requested in the Rental Assistance category (Budget Line Item 1) may not exceed \$2,250,000. The total funds requested for all other budget line items combined (2-9) may not exceed \$2,250,000.

Note: This top table will auto-populate based on the information entered in the sections below.

Budget Line Item	Grant Funds
1. Rental Assistance (Direct Housing Costs) - may not exceed \$2,250,000	\$0
2. Salaries and Benefits	\$0
3. Services and Supplies	\$0

Fill Out Your Budget: Tips

Do not forget to put the name of the Applicant at the top of the Project Budget worksheet.

As noted in red, the numbers on the top table will auto-populate from the totals of the line items you enter in the budget.

BSCC CALIFORNIA		CORRECTIONS PLANNING AND GRANT PROGRAMS CPGP	
Adult Reentry Grant (ARG) Cohort 4 Project Budget and Budget Narrative			
Name of Applicant:		<input type="text"/>	
The total funds requested in the Rental Assistance category (Budget Line Item 1) may not exceed \$2,250,000. The total funds requested for all other budget line items combined (2-9) may not exceed \$2,250,000.			
<i>Note: This top table will auto-populate based on the information entered in the sections below.</i>			
Budget Line Item	Grant Funds		
1. Rental Assistance (Direct Housing Costs) - may not exceed \$2,250,000	\$0		
2. Salaries and Benefits	\$0		
3. Services and Supplies	\$0		
4. NGO Subcontractors Providing Direct Services	\$0		
5. Professional Services/Independent Contractors	\$0		
6. Public Agency Subcontractors	\$0		
7. Equipment/Fixed Assets	\$0		
8. Other (Travel, Training, etc.)	\$0		
9. Indirect Costs	\$0		
TOTAL			\$0
1. Rental Assistance (Direct Housing Costs ONLY - do not include staff or other services in this category. See Instructions tab for a list of eligible items.) <u>May not exceed \$2,250,000.</u>			
Description	Calculation for Expense	Grant Funds	
Example: Rent	\$2000/month x 20 participants	\$40,000	

Fill Out Your Budget: Line-Item Descriptions

Each line item within sections will need to have a calculation outlining how this total was formulated and information in the narrative description section about what this line item will be used for.

You can also see in this screen grab how the total from this Salaries & Benefits section automatically adds itself into the total in the table at the top of the page.

Budget Line Item	Grant Funds
1. Rental Assistance (Direct Housing Costs) - may not exceed \$2,250,000	\$0
2. Salaries and Benefits	\$419,983
3. Services and Supplies	\$0
4. NGO Subcontractors Providing Direct Services	\$0
5. Professional Services/Independent Contractors	\$0
6. Public Agency Subcontractors	\$0
7. Equipment/Fixed Assets	\$0
8. Other (Travel, Training, etc.)	\$0
9. Indirect Costs	\$0
TOTAL	\$419,983

2. Salaries and Benefits		
Title	(% FTE <u>or</u> Hourly Rate) & Benefits	Grant Funds
Example (Hourly): Fiscal Manager	\$60/hour x 10 hours/month x 3 years = \$21,600 + benefits @ 22% = \$4,752	\$26,352
Example (FTE): Counselor	.25 FTE @ \$60,000 x 3 years = \$45,000	\$45,000
Case Manager	1 FTE @ \$8,333 monthly salary + 20% benefits * 42 months	\$419,983
	TOTAL	\$419,983
Salaries and Benefits Narrative: Provide a brief description for each position to address their role on the grant project.		
Explain here what "Case Manager" will be doing for this grant.		

Fill Out Your Budget: Indirect Costs

As you add in line items and the table at the top of the Excel document auto-populates, it will also update this section in Indirect Costs showing the cap for each option.

Per Grant Guide: Evidence of NICR (Federally Negotiated Indirect Cost Rate) approval must be available to BSCC and...is required for each grant year or performance period.

9. Indirect Costs		
For this grant program, indirect costs may be charged using only ONE of the two options below:		Grant Funds
• If the applicant does not have a federally approved indirect cost rate, may claim indirect costs not to exceed 10 percent (10%) of the total direct costs.	\$41,998	\$0
• If the applicant has a federally approved indirect cost rate, may claim indirect costs up to the organization's federally approved indirect cost rate, not to exceed 20 percent (20%) of the total direct costs.	\$83,997	\$0
<i>Please see Instructions tab for additional information regarding Indirect Costs. If the amount exceeds the maximum allowed and/or turns red, please adjust it to not exceed the line-item limit noted:</i>		\$0
TOTAL:		
Indirect Costs Narrative:		

Budget (Attachment A:) *(required)*

Choose File

Upload a file. No files have been attached yet.

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Upload the completed Adult Reentry Grant Program Budget attachment here.

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Upload Your Budget

Once you have completed your budget attachment, you can upload it in the applicable section in Submittable.

Your uploaded document must be in an Excel format as stated on the webpage.

You must also upload the budget attachment that was specifically created for ARG Cohort 4, any other budget attachment will not be accepted.



Questions?