

# Prop 64 Cohort 4 RFP



## REQUEST FOR PROPOSALS

### Proposition 64 Public Health and Safety Grant Program

#### Eligible Applicants:

*California Counties and Cities Eligible Per Requirements of  
Revenue & Taxation Code § 34019, subd. (f)(3)(C).*

**Grant Term:** July 1, 2026 to December 31, 2031

(Includes 5-year service delivery and six months for evaluation and audit)

**RFP Released:** February 13, 2026

**Letters of Intent Due:** March 13, 2026

**Proposals Due:** March 30, 2026

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### **CONFIDENTIALITY NOTICE**

All documents submitted as a part of the Proposition 64 Public Health and Safety Grant Program proposal are 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, §§ 7920 et seq.)

## PART I: GRANT INFORMATION

**IT IS IMPORTANT TO READ THIS ENTIRE RFP DOCUMENT PRIOR  
TO INITIATING THE APPLICATION PROCESS!**

### Questions About the Grant

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This Request for Proposal (RFP) provides the necessary information to submit a proposal for the Proposition 64 Public Health and Safety (Prop 64) Grant Program to the Board of State and Community Corrections (BSCC). BSCC staff cannot assist the applicant or its partners with the actual preparation of the proposal.

Technical questions concerning the RFP, the proposal process, or programmatic issues must be submitted by email to: [Prop64\\_Grant4@bscc.ca.gov](mailto:Prop64_Grant4@bscc.ca.gov). BSCC will accept and respond to written questions about this RFP through March 10, 2026. A frequently asked questions and answers (FAQ) document will be posted to the BSCC website and periodically updated through March 20, 2026.

### Background and Purpose of the Grant

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In November of 2016, voters approved Proposition 64, the *Control, Regulate and Tax Adult Use of Marijuana Act* (AUMA). AUMA legalized the recreational use of marijuana in California for individuals 21 years of age and older. Proposition 64 also provides that a portion of the tax revenue from the cultivation and retail sale of cannabis or cannabis products will be appropriated. Section 34019 of the Revenue and Taxation Code (RTC), relating to cannabis, was amended by Senate Bill No. 141, CH. 18, in June 2025. For administration of funding, the RTC states:

*To the Board of State and Community Corrections for making grants to local governments to assist with law enforcement, fire protection, or other local programs addressing public health and safety associated with the implementation of the Control, Regulate and Tax Adult Use of Marijuana Act. A local government shall be eligible for a grant only if it either allows the retail sale of cannabis in storefronts or, for jurisdictions with a population of 10,000 residents or less, allows cannabis delivery in the jurisdiction that serves both medicinal and adult-use consumers.*

*The Board of State and Community Corrections shall prioritize grant awards for local governments whose grant application includes illicit cannabis enforcement. The board may award grants both competitively and based on a formula to provide consistent and ongoing funding for local governments to implement the programs described in this subparagraph. (Rev. & Tax Code, § 34019, subd. (f)(3)(C).)*

## BSCC Executive Steering Committee & Scoring Panel Processes

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The BSCC uses Executive Steering Committees (ESCs) and Scoring Panels to develop grant requirements and evaluate grant proposals. ESCs and Scoring Panels are composed of subject matter experts, community partners, and interested parties representing both the public and private sectors. The BSCC makes every attempt to include diverse representation on ESCs and Scoring Panels, in breadth of experience, geography, and demographics.

The BSCC will use a Scoring Panel process to evaluate Prop 64 Cohort 4 proposals and develop funding recommendations for the Board. The Board may approve, reject, or revise those recommendations. Members of the Scoring Panel are not paid for their time but are reimbursed for travel expenses incurred to attend meetings. If the BSCC is unable to convene a full Scoring Panel, BSCC staff may participate in the rating process.

### Conflicts of Interest

Existing law prohibits any grantee, subgrantee, partner, or like party who participates on the Prop 64 Scoring Panel from receiving funds from the Prop 64 grants awarded under this RFP. Applicants who are awarded grants under this RFP are responsible for reviewing the Scoring Panel membership roster and ensuring that no grant dollars are passed through to any entity represented by any member of the Scoring Panel. Please check the BSCC Prop 64 home page for updated information on the Scoring Panel.

## Funding Information

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The total funding available through the Cohort 4 RFP is **\$125 million**. All grant funds are contingent on timely deposits made available to the BSCC through the Proposition 64 Initiative (the Control, Regulate and Tax Adult Use of Marijuana Act) via the State and Local Government Law Enforcement Account.

## Grant Period

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Proposals selected for funding will be under agreement from: **July 1, 2026, to December 31, 2031**.

The agreement includes a 5-year grant project period starting on July 1, 2026, and ending on June 30, 2031. An additional six months (July 1, 2031, to December 31, 2031) will be included in the term of the grant agreement for the sole purpose of finalizing and submitting a required Local Evaluation Report and a required audit (both described later in this RFP).

## Proposal Due Date & Submission Instructions

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The Prop 64 Grant Proposal Package is available exclusively through the Submittable online application portal. All proposals must be submitted through Submittable no later than **3:00 p.m. (PST) on March 30, 2026**. At 3:00 p.m. (PST), the portal will automatically close and will no longer accept applications. Late submissions will not be considered.

**IMPORTANT: Do not wait until the last minute to upload your proposal!** The submission process may take a significant amount of time depending on the complexity of the proposal and the number of attachments. Allow ample time to create an account, complete all required fields, and upload all required documents. Even if you have started the proposal submission process prior to 3:00 p.m., unless the entire upload process is complete by 3:00 p.m., your proposal will be disqualified.

### Submission Instructions

This RFP Instruction Packet contains all the necessary information to successfully complete and submit the Prop 64 Cohort 4 Grant Proposal.

Proposals for the Prop 64 Cohort 4 Grant must be submitted through the **BSCC Submittable Application Portal**. The BSCC Submittable Application Portal, Prop 64 Grant Application, and all required attachments are available on the BSCC website.

**Step 1.** From the [Prop 64 Grant homepage](https://www.bscc.ca.gov/proposition-64-public-health-safety-grant-program/) (<https://www.bscc.ca.gov/proposition-64-public-health-safety-grant-program/>), the Prop 64 RFP is accessible by clicking the **“Click here to Submit; Powered by Submittable”** button.

**Step 2.** You will be prompted to create a free Submittable account and log in (or sign into an existing account) prior to accessing the online RFP.

**Step 3.** After an account is established, applicants may proceed with the submission process. Applicants will be prompted to complete a series of questions, including the identification of key grant contacts, and a Project Narrative consisting of four sections.

**Step 4.** As part of the RFP process, applicants will also be required to download and complete the following mandatory attachments, which can be found on the [Prop 64 homepage](#). These include:

1. Letter of Eligibility
2. Budget Attachment
3. Project Work Plan
4. *Criteria and Assurance for Non-Governmental Organizations that Receive BSCC Grant Funds as a Subcontractor*
5. *Certification of Compliance with BSCC Policies on Debarment, Fraud, Theft, and Embezzlement*

**Step 5.** Once these mandatory attachments have been completed and saved, applicants must upload them at specific prompts within the BSCC Submittable Application Portal prior to submission. Blank attachments will not be accepted.

**Note:** To save any changes made to an application in the Submittable Application Portal, applicants must click the “**Save Draft**” button at the end of the proposal page. Most fields within the RFP require information to be entered; therefore, the system will not allow proposal submission if all mandatory fields are not completed. Once you have successfully submitted the proposal through the BSCC Submittable Application Portal, you will receive an email acknowledging receipt.

### **Authorization to Submit a Proposal**

For this RFP, applications must include authorization from the appropriate governing body of the applicant jurisdiction. While staff may prepare and upload the application materials, the individual designated as the Authorized Official in Submittable must be one of the following:

- For counties: A member of the Board of Supervisors or the Chief County Administrative Officer.
- For cities: A member of the City Council or the Administrative Office of the City.

The Authorized Official is the individual with the legal authority to sign the application and enter into a grant agreement on behalf of the jurisdiction.

### **Having Technical Issues?**

If you experience technical difficulties with submitting your proposal through the Submittable Application Portal, you should submit a Help Ticket through Submittable, as the BSCC does not control that site. Also, please email the BSCC at: [Prop64\\_Grant4@bscc.ca.gov](mailto:Prop64_Grant4@bscc.ca.gov) and/or call the BSCC main line at (916) 445-5073 and ask to speak to someone about the Prop 64 RFP process.

**Please note:** The Submittable Help Desk operates in the Central Time Zone and is only available until 3:00 p.m. (PST). Applicants are strongly encouraged to begin the application process early to ensure access to technical assistance and to avoid last-minute submission issues.

***Please allow sufficient time for Submittable and the BSCC to provide technical assistance. Be advised that applicants contacting Submittable or the BSCC on the day proposals are due may not receive timely responses.***

## Planning to Apply? How to Submit a Letter of Intent

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Applicants interested in applying for a Prop 64 grant are asked (but are not required) to submit a non-binding letter indicating their intent to apply. These letters will aid the BSCC in planning for the proposal evaluation process.

There is no formal template for the letter. Please submit the letter in Microsoft Word or as a PDF, on applicant letterhead, and include the following information:

1. Name of the city or county;
2. Name of the Lead Public Agency (LPA);
3. Name of a contact person; and
4. A brief statement indicating the applicant's intent to submit a proposal.

Please submit Letters of Intent via email to [Prop64\\_Grant4@bscc.ca.gov](mailto:Prop64_Grant4@bscc.ca.gov) by March 13, 2026. Identify the email subject line as "Prop 64 Letter of Intent."

Failure to submit a Letter of Intent is not grounds for disqualification, nor will prospective applicants that submit a Letter of Intent and decide later not to apply be penalized.

## Want To Learn More About the Prop 64 Grant Before You Apply?

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Prospective applicants are invited to attend a virtual Grant Information Session. Attendance at the virtual information session is not a requirement.

The purpose of the Prop 64 Grant Information Session is to answer technical questions from prospective applicants and provide clarity on RFP instructions. Topics may include, but are not limited to, proposal submission instructions, eligibility, funding, budgeting, and reporting requirements. There is no preference given to applicants who attend the Grant Information Session. Details are listed below:

### ***Virtual Grant Information Session*** for Prospective Prop 64 Cohort 4 Applicants

**DATE: Monday, March 2, 2026**

**TIME: 10:30 a.m.**

Public access options for this meeting include:

- Join by Zoom: <https://us02web.zoom.us/j/87549719367>
- Call in: +16699009128 pin:875 4971 9367  
Webinar ID: 875 4971 9367

## Eligibility to Apply

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Applicants eligible to apply for the Prop 64 Cohort 4 Grant must be a **local jurisdiction\*** that either:

1. Allows the retail sale of cannabis in storefronts.

**OR**

2. For jurisdictions with a population of 10,000 residents or less, allows cannabis delivery in the jurisdiction that serves both medicinal and adult-use consumers.

\* For purposes of this RFP, “**local jurisdiction**” means a city, county, or city and county in the State of California. (Bus. & Prof. Code § 26001(am).).

Please note: If the local jurisdiction only restricts the retail sale of cannabis to specific locations pursuant to local zoning ordinances, or if the local jurisdiction requires licensure for specific retail sales activities provided that such restrictions do not result in the prohibition of all retail sales in the local government’s jurisdiction/authority, the local jurisdiction may be eligible to apply for the Prop 64 Cohort 4 Grant.

Local jurisdictions in California must meet the above eligibility criteria by **March 30, 2026**, to be considered for funding under the Prop 64 Cohort 4 Grant Program and must maintain eligibility for the duration of the grant period.

### Proof of Eligibility

It is up to the applicant to demonstrate to the BSCC that they meet the eligibility criteria listed above. **Prospective applicants are advised to consult with local counsel.**

Applicants are required to submit a **Letter of Eligibility** (as part of the RFP submittal process), detailing how the city, county, or city and county meets the above criteria, including the dates the regulations, ordinances, or amendments to local jurisdiction charters became enacted/effective (see **Appendix A**). Jurisdictions in the process of legalizing the cultivation or retail sale of marijuana or marijuana products will be ineligible for current funding under the Prop 64 Cohort 4 Grant Program.

Additionally, if a grant award is made to a city, county, or city and county (eligible at the time of award) but becomes ineligible post-award, the contract with the Grantee will be terminated and any remaining funds will cease to be disbursed for the rest of the contract term.

Applicants may want to review the data compiled by the Department of Cannabis Control (DCC) for their jurisdiction at: <https://cannabis.ca.gov/cannabis-laws/where-cannabis-businesses-are-allowed/>. The BSCC will not use this data to determine ineligibility;

however, the BSCC may consider the information contained on the DCC's website to request additional eligibility information from the applicant.

### Designating a Lead Public Agency

All Prop 64 Grant applicants must designate a Lead Public Agency (LPA) to serve as the coordinator for all grant activities. The LPA must be a governmental agency with local authority of or within that city, county, or city and county. The applicant may choose to fill the role of LPA itself, or it may designate a department, agency, or office under its jurisdiction to serve as the LPA. The role of the LPA is to coordinate with local government agencies and non-governmental organizations (if applicable) to ensure successful implementation of the grant program. The LPA is responsible for data collection and management, overseeing evaluative activities, and will serve as the primary point of contact with the BSCC.

### Questions About Eligibility

- **Can an eligible local jurisdiction submit more than one proposal?**  
Yes, eligible local jurisdictions may submit **up to two (2) proposals** for Prop 64 Cohort 4 funding consideration. Each proposal must have a different Lead Public Agency and different scope of work. For example, a county may submit one proposal focused primarily on Project Purpose Area 1 (see Project Purpose Area definitions later in this document) with the Sheriff's Department as Lead Public Agency and a second proposal focused primarily on Project Purpose Area 2 with the Public Health Department as Lead Public Agency.
- **Are Prop 64 Cohort 3 Grantees eligible to apply?**  
Yes, eligible local jurisdictions that are currently receiving Prop 64 Cohort 3 Grant funds are eligible to apply for Cohort 4 funding but must designate a different Lead Public Agency than the one named in its current Cohort 3 Grant Agreement. For example, if the County Department of Public Health is the Lead Public Agency on the Cohort 3 Grant, the County Probation Department may apply for Cohort 4 funds.
- **Can an ineligible jurisdiction receive Prop 64 PH&S grant funds as part of a collaborative proposal, such as a regional task force?**  
No, local governments that are ineligible to receive Prop 64 PH&S grant funds based on the eligibility criteria contained in Section 34019 of the Revenue and Taxation Code may not receive grant funding through any type of subcontract or interagency agreement.

## Allowable Uses of Grant Funds

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Applicants must propose projects that fall within one or more of the following four (4) **Project Purpose Areas (PPAs)**, listed here and defined below:

- **PPA 1: Public Safety/Enforcement**
- **PPA 2: Public Health**
- **PPA 3: Youth Development/Youth Prevention and Intervention**
- **PPA 4: Environmental Impacts**

Applicants may either implement new activities, strategies, or programs, *OR* expand existing activities, strategies, or programs (without the supplantation of funds – see Supplanting definition on page 20). Project activities, strategies, and programmatic efforts may overlap within the listed PPAs. Each identified PPA activity, strategy, and programmatic effort does not have to relate to another identified PPA need(s). See the Glossary of Terms (**Appendix J**) for additional information.

**All project components and activities must link to the intent of the Prop 64 Initiative: addressing local impacts to public health and safety resulting from the legalization of adult use recreational cannabis in California.**

### **Priority Points for PPA 1**

In accordance with RTC Sec. 34019(f)(3)(C), the BSCC must “prioritize grant awards for local governments whose proposals include illicit cannabis **enforcement** activities.”

For purposes of this grant, “**enforcement**” refers to the coordinated activities undertaken by a local jurisdiction to identify, investigate, disrupt, and deter illicit commercial cannabis operations. Enforcement includes administrative, civil, and criminal actions that uphold state and local cannabis laws through inspections, investigations, nuisance abatement efforts, legal proceedings, and multiagency operations designed to protect public health, consumer safety, the environment, and the integrity of the licensed cannabis market.

Applicants that dedicate **70 percent of the Project Budget to enforcement activities**, *excluding any amount budgeted for indirect costs*, will receive Priority Points (additional information provided later in this document).

### **Project Purpose Area 1: Public Safety/Enforcement**

Projects funded under this purpose area must support local efforts to identify, investigate, disrupt, and deter illicit commercial cannabis activity. Activities should strengthen public safety, uphold state and local cannabis laws, and reduce the harms associated with unlicensed cannabis operations.

➤ **PPA 1: Purpose**

To enhance a jurisdiction's capacity to conduct coordinated enforcement and public safety operations that address illegal cannabis cultivation, manufacturing, distribution, and retail activity, while protecting community health, consumer safety, and the integrity of the licensed cannabis market.

➤ **PPA 1: Allowable Uses of Funds**

Activities may include, but are not limited to:

- **Enforcement and Public Safety Operations**
  - Inspections, compliance checks, and follow-up investigations
  - Multi-agency operations targeting unlicensed storefronts, delivery services, cultivation sites, or manufacturing locations
  - Surveillance, controlled buys, and other investigative activities permitted under local policy
  - Site stabilization and hazard mitigation at illicit cultivation or manufacturing sites
  - Retail theft prevention and response
  - Cannabis delivery compliance operations
- **Personnel and Staffing**
  - Overtime or backfill for law enforcement, code enforcement, fire, or environmental health personnel
  - Dedicated cannabis enforcement officers, investigators, or inspection staff
  - Temporary or limited term staff supporting enforcement operations, complaint response, or case preparation
  - Analysts supporting intelligence, mapping, data analysis, or case tracking
- **Equipment and Supplies**
  - Protective safety equipment (PPE, respirators, gloves, etc.)
  - Radios, cameras, tablets, and field data collection tools
  - Vehicles or vehicle modifications used for enforcement or inspection activities
  - Evidence collection supplies and secure storage equipment
  - Environmental testing kits (e.g., water, soil, pesticide residue)
- **Technology and Data Systems**
  - Case management systems for tracking enforcement actions
  - Mapping and analytics tools to identify hotspots and complaint trends
  - Track-and-trace or other technology system updates
  - Data sharing platforms to coordinate with state or regional partners
- **Legal and Administrative Actions**
  - Administrative citations, hearings, and permit revocation proceedings
  - Civil actions, nuisance abatement cases, injunctions, or cost recovery efforts
  - Contracted legal support for complex enforcement matters

- **Public Information, Outreach, and Community Planning**
  - Public education on identifying licensed retailers and reporting illegal activity
  - Community planning or development efforts related to cannabis impacts
  - Outreach campaigns addressing safety risks of illicit cannabis products
- **Environmental and Infrastructure Impacts**
  - Fire protection, fuel mitigation, and wildland/urban interface planning
  - Water storage or resource protection related to illegal cultivation
  - Transportation or infrastructure impacts associated with enforcement operations

➤ **PPA 1: Intended Outcomes**

Projects should demonstrate how activities will:

- Reduce the prevalence of illicit commercial cannabis operations.
- Improve community safety and environmental conditions.
- Increase compliance with state and local cannabis laws.
- Strengthen coordination among enforcement, regulatory, and public health partners.
- Protect consumers from unsafe, untested cannabis products.

➤ **PPA 1: Partnership Expectations**

Applicants are encouraged to collaborate with:

- Law enforcement agencies
- Code enforcement and environmental health departments
- Fire and hazardous materials teams
- State and regional cannabis enforcement partners
- Community-based organizations supporting outreach and reporting

## **Project Purpose Area 2: Public Health**

Projects funded under this purpose area must support public health strategies that protect community safety, improve health outcomes, and reduce harms associated with cannabis activity. Public health efforts should strengthen local capacity to educate the community, monitor health impacts, and implement policies or infrastructure improvements that promote safe, healthy environments.

➤ **PPA 2: Purpose**

To enhance a jurisdiction's ability to implement education, prevention, environmental health, and behavioral health strategies that safeguard community wellbeing. This includes activities that protect and improve the health of communities through education, policy and infrastructure development, environmental monitoring, and health-focused interventions.

➤ **PPA 2: Program Expectations**

Public health projects should:

- Promote community education and outreach related to cannabis impacts.
- Strengthen environmental health protections, including monitoring and mitigation.
- Improve behavioral and mental health access for individuals affected by cannabis-related harms.
- Support policy, infrastructure, and system improvements that enhance community health
- Ensure services are culturally relevant, trauma-informed, and accessible to diverse populations.

➤ **PPA 2: Allowable Uses of Funds**

Activities may include, but are not limited to:

- **Education, Training, and Outreach**
  - Public health training for staff and partners
  - Community education campaigns and public information efforts
  - Outreach on cannabis product safety and legal market awareness
- **Environmental and Regulatory Health**
  - Inspection of cannabis businesses for health and safety compliance
  - Pesticide impact monitoring and mitigation
  - Air quality monitoring and response
  - Drinking water and wastewater system updates
  - Environmental system upgrades related to cannabis impacts
- **Behavioral and Mental Health Services**
  - Behavioral health treatment related to cannabis use
  - Mental health services addressing cannabis-related harms
  - Early intervention and supportive services
- **Testing, Safety, and Infrastructure**
  - Cannabis product safety testing or verification
  - Purchase of testing or safety equipment
  - Infrastructure improvements that support public health protections

➤ **PPA 2: Intended Outcomes**

Projects should demonstrate how activities will:

- Improve community health and safety.
- Increase public awareness of cannabis-related health risks.
- Expand access to behavioral and mental health services.
- Enhance local capacity to monitor, prevent, and respond to public health impacts.

➤ **PPA 2: Partnership Expectations**

Applicants are encouraged to collaborate with:

- Local health departments
- Environmental health agencies
- Behavioral and mental health providers
- Community-based organizations
- Regulatory and cannabis licensing partners

**Project Purpose Area 3: Youth Development/Youth Prevention and Intervention**

➤ **PPA 3: Purpose**

To improve outcomes for youth by implementing trauma-informed, culturally relevant, developmentally appropriate, and community driven programs that prevent substance use, promote healthy decision making, and build the competencies needed for successful transition into adulthood. For the purposes of this RFP, youth are defined as individuals under the age of 21, consistent with the legal age for cannabis use and purchase.

➤ **PPA 3: Program Expectations**

Youth development, prevention, and intervention programs should:

- Address the prevention of youth cannabis use and addiction, including preventing exposure, delaying initiation, and reducing progression from use to misuse.
- Promote healthy behaviors and environments that minimize illness, injury, and other harms associated with substance use.
- Engage youth in intentional, prosocial activities within their communities, schools, peer groups, and families.
- Recognize and build upon youth strengths, fostering supportive relationships and providing opportunities for growth.
- Increase protective factors such as positive family support, caring adults, positive peer groups, strong sense of self and self-esteem, engagement in school and community activities

➤ **PPA 3: Allowable Uses of Funds**

Activities may include, but are not limited to:

- **Youth Development and Skill Building**
  - Peer mentoring or community-based mentoring
  - Job training, internships, and apprenticeships
  - Leadership development and prosocial activities
- **Prevention and Early Intervention**
  - Cannabis-specific substance use education
  - Early intervention services for youth at risk of misuse
  - Family strengthening and caregiver support programs

- **Behavioral Health Supports**
  - Cannabis substance use treatment for youth
  - Trauma-informed group or individual services
  - Case management and wraparound supports
- **Justice Related Supports**
  - Juvenile record expungement clinics
  - Diversion programs that redirect youth from justice involvement
- **Outreach and Engagement**
  - Youth outreach programs in schools, community centers, and neighborhoods
  - Culturally responsive engagement strategies tailored to local needs

➤ **PPA 3: Intended Outcomes**

Projects should demonstrate how activities will:

- Reduce youth cannabis use and related harms.
- Strengthen protective factors and resilience.
- Improve youth engagement in school, family, and community.
- Increase access to culturally relevant prevention and intervention services.
- Support positive youth development and long-term wellbeing.

➤ **PPA 3: Partnership Expectations**

Applicants are encouraged to collaborate with:

- Schools and school-based service providers
- Youth serving community-based organizations
- Behavioral and mental health providers
- Family support and caregiver organizations
- Culturally rooted community groups
- Local government youth programs or youth advisory councils
- Justice partners supporting diversion or expungement services

## **Project Purpose Area 4: Environmental Impacts**

Projects funded under this purpose area must support environmental protection and mitigation strategies that address the harms associated with illicit cannabis activity. Environmental impact work focuses on preventing human injury, protecting natural resources, and reducing exposure to hazardous physical, chemical, and biological agents in air, water, soil, food, and other environmental settings.

➤ **PPA 4: Purpose**

To strengthen a jurisdiction's capacity to identify, evaluate, and mitigate environmental hazards resulting from cannabis-related activities. For the purposes of this RFP, environmental impact refers to efforts that protect human health and

ecological systems by limiting exposure to harmful substances and restoring damaged environments.

➤ **PPA 4: Program Expectations**

Environmental impact projects should:

- Prevent or reduce exposure to hazardous materials associated with illicit cannabis operations.
- Protect natural resources, including water, soil, air, and wildlife.
- Improve environmental monitoring, remediation, and compliance.
- Support community health and safety through environmental hazard mitigation.
- Ensure activities are science-based, culturally informed, and responsive to local environmental conditions.

➤ **PPA 4: Allowable Uses of Funds**

Activities may include, but are not limited to:

- **Environmental Monitoring and Mitigation**
  - Sediment, soil, or water testing
  - Pesticide impact assessments and mitigation
  - Odor abatement and nuisance abatement efforts
  - Aquatic protections and watershed restoration
- **Hazardous Materials and Cleanup**
  - Hazardous waste cleanup at illicit cultivation or processing sites
  - Removal of chemicals, fertilizers, fuel, or other contaminants
  - Remediation of environmental damage caused by illegal cannabis activity
- **Infrastructure and Resource Protection**
  - Water system and water storage improvements
  - Fire protection, fuel mitigation, and wildland/urban interface planning
  - Technology or software supporting environmental monitoring or compliance
- **Regulatory and Compliance Activities**
  - Cultivation related code enforcement
  - Environmental inspections and compliance checks
  - Coordination with environmental health, forestry, or natural resource agencies

➤ **PPA 4: Intended Outcomes**

Projects should demonstrate how activities will:

- Reduce environmental harms associated with illicit cannabis operations
- Improve community health and safety through environmental protections
- Restore or protect natural resources and ecosystems

- Strengthen local capacity to monitor, prevent, and respond to environmental hazards
- Enhance compliance with environmental and land use regulations

➤ **PPA 4: Partnership Expectations**

Applicants are encouraged to collaborate with:

- Environmental health departments
- Forestry and natural resource agencies
- Water quality and watershed protection organizations
- Fire protection and hazardous materials teams
- Community-based environmental organizations

## Grant Funding & Applicant Categories

A total of **\$125 million** in state funding is available for local projects through this RFP, contingent on timely deposits to the BSCC through the Proposition 64 Initiative (the Control, Regulate and Tax Adult Use of Marijuana Act) via the State and Local Government Law Enforcement Account.

The total available funding will be awarded within four (4) categories. The amount of funding allocated to each category, and the maximum amount of grant funds an applicant in each category can apply for, are shown in the following table:

| Applicant Category by Jurisdiction Size* |                                                                                                                                      | Population Size Range | Maximum Grant Amount | Percent of Total Available Funding | Total Available Funding |
|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|-----------------------|----------------------|------------------------------------|-------------------------|
| 1                                        | Small Cities & Counties                                                                                                              | < 50,000              | \$1,000,000          | 15%                                | \$18,750,000            |
| 2                                        | Medium Cities & Counties                                                                                                             | 50,000-500,000        | \$4,500,000          | 35%                                | \$43,750,000            |
| 3                                        | Large Cities & Counties                                                                                                              | > 500,000             | \$6,000,000          | 30%                                | \$37,500,000            |
| 4                                        | Highest-rated proposals that did not receive an award in Categories 1, 2, or 3 will compete for remaining funds, regardless of size. |                       |                      | 20%                                | \$25,000,000            |
| Total Funding:                           |                                                                                                                                      |                       |                      |                                    | \$125,000,00            |

\* The categorization of a city or county as small, medium, or large is based on city and county population figures published by the California Department of Finance (see **Appendix B**). Applicant should check Appendix B to determine the Applicant Category in which they will compete.

Recognizing that different sized jurisdictions have different capacities, resources, and needs, and in an effort to distribute funding equitably across the state, these categories were established by the original Prop. 64 Executive Steering Committee. Applicants will initially compete in either Category 1, 2, or 3, and will compete only against other applicants within their category.

Funds allocated to Categories 1-3 will be awarded first. Once the funding assigned to a category is exhausted, any remaining proposals in that category will compete together in Category 4, regardless of county size.

If a proposal is only partially fundable within Category 1, 2, and/or 3 due to insufficient funds remaining, that proposal will receive full funding using funds from Category 4. If any of the three (3) categories do not have a sufficient number of qualified applicants to fully expend its allocation, the remaining funds will be added to Category 4.

If an applicant or grantee relinquishes an award, the BSCC may offer that award to the next qualifying applicant(s) on the ranked list.

### **Building the Project Budget**

Applicants are strongly encouraged to request only the amount of funds needed to support their proposal and an amount that can be justified with supporting documentation. All applicants must build their proposal, objectives, activities, timelines, and budget information for all five (5) years of the grant cycle (which includes the 6-month period for the completion and submission of the evaluation and audit requirements). For example, if an applicant is requesting \$3,000,000, the budget detail must clearly illustrate how that \$3,000,000 will be allocated across the entire five (5) years (see Budget Section for instructions).

### **No Match Requirement**

There is no match requirement for the Prop 64 Grant Program.

## **Data Collection, Reporting and Evaluation Requirements**

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Projects selected for funding will be required to submit Quarterly Progress Reports (QPRs) to the BSCC and complete an evaluation of their grant-funded project that focuses on the achievement of the project's goals and objectives. Completion of the evaluation requires the submission of a Local Evaluation Plan (LEP) and Local Evaluation Report (LER). A summary of the QPRs, LEP, and LER follows. More detailed information and evaluation-related resources will be made available to grantees.

The BSCC will also be conducting a statewide evaluation of the impact of projects funded by the Proposition 64 grant program. The focus of the statewide evaluation is to report on the impact of the grant funds across all, and subgroups, of the grant-funded projects. This

contrasts with grantees' evaluation of their grant-funded projects which focus on their project's specific goals and objectives. The primary data collection instrument for the BSCC's statewide evaluation will be the QPR and information gathered from grantees through their LEPs, LERs, and interviews.

### Quarterly Progress Reports

Grant recipients are required to submit QPRs to the BSCC. QPRs are a critical element in the BSCC's monitoring and oversight process and the primary data collection tool for the BSCC's statewide evaluation.

A brief outline of the types of information and data grantees will be required to report through the QPRs follows. Once grants are awarded, BSCC staff will update the design of the QPR to ensure the data collected reflects the projects that were funded. Applicable forms and instructions will be available to grantees on the BSCC's website after the Grantee Orientation.

Types of data and information gathered through the QPRs:

- Grantee progress in implementing common project implementation activities (i.e., partnerships, staffing, training, enforcement activities, public safety activities, data collection/evaluation and quality assurance). For each activity, grantees will report their implementation status (not yet started, planning, implementation started, complete/established, N/A) and provide a narrative description of their progress, accomplishments, and/or challenges.
- Grantee progress in achieving their project's goals and objectives. For each goal and its associated objectives, grantees will describe their progress toward achieving the goal, any challenges achieving the goal or objectives, and, if applicable, how the challenges are being addressed.
- Aggregate data for project activities and participants, if applicable, including:
  - Activities undertaken and/or services provided or received during the reporting period by specific categories (e.g., storefront closures, nuisance abatement, environmental remediations, community surveys, community educational events, inspections, complaints responded to, etc.).
  - For project's that plan to serve participants: Demographic information for age, gender identity, race or ethnicity, risk level, education, and employment status.
  - Outcomes achieved (e.g., sustained closures, remediations completed, deterrence effects observed, number of inspections completed, number of illegal cultivation areas identified, number of youth with reduced assessed risk status, number of youth with reduced frequency of cannabis use, number of public awareness campaigns initiated, other positive outcomes).

Grantees will report on outcomes appropriate for their project and participants (if applicable).

- Project-level quantitative and qualitative (narrative) information related to local impacts due to the legalization of adult use recreational cannabis in California and project highlights or success stories.

### Local Evaluation Plan (LEP)

The purpose of the LEP is to ensure that the grantee has a plan in place at the beginning of the project to collect the data and information necessary to, at the conclusion of the grant period, report on the extent to which the project's goals and objectives, as included in the proposal, were achieved. The LEP is expected to include a detailed description of the data and information that will be collected for each goal and its associated objectives and detailed descriptions of the data management, analysis and reporting plans. The plan should be developed before the project starts or during project implementation before services or activities begin. Generally, modifications to the plan may occur during the grant period to address challenges or lessons learned. **Appendix C** provides the guidelines for the LEP. The LEP will be due no later than December 31, 2026.

### Local Evaluation Report (LER)

The purpose of the LER is to document the extent to which the project achieved its goals and objectives. Implementation of the LEP should ensure the grantee has the data and information necessary to do so. **Appendix C** provides the guidelines for the LER. The LER will be due no later than December 31, 2031.

### Recommendation for Data Collection Evaluation Efforts

To ensure that grantees can comply with the BSCC's data collection and reporting requirements in a meaningful way that benefits the applicants, their communities, and the State of California, it is highly recommended that grantees budget at least five (5) percent of the total grant award for data collection and evaluation efforts. These efforts include the resources necessary to complete the QPRs, develop and write the LEP, implement the LEP, analyze data, and write the required LER.

Applicants are also encouraged to use outside evaluators to ensure objective and impartial evaluations. Specifically, applicants are encouraged to partner with institutions of higher learning universities, state universities, community colleges, and other research entities.

In addition, 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 Project Work Plan are measurable.

## Additional BSCC Grant Requirements

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### Grant Agreement

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 BSCC Grant Agreement. A sample BSCC Grant Agreement can be found on the [BSCC Prop 64 website](#). The BSCC Grant Agreement start date is expected to be **July 1, 2026**.

A BSCC Grant Agreement is considered fully executed only after:

- It is signed by both the Grantee and the BSCC, and
- The BSCC is in receipt of all required attachments including documentation of signing authority (i.e., Governing Board Resolution).

Work, services, and encumbrances cannot begin prior to the grant agreement start date. Any work, services, and encumbrances that occur after the start date but prior to grant agreement execution may not be reimbursed. Grantees and all subgrantees are responsible for maintaining their grant agreement, all invoices, records, and relevant documentation for at least three (3) years after the final payment under the grant agreement.

**Please note:** The BSCC may elect not to enter into a grant agreement with your organization if any of the following are true:

- The applicant had a BSCC grant terminated in the past three years.
- The applicant has overdue deliverables that have not been submitted (e.g., Final Local Evaluation Report, Audit Report, etc.).
- The applicant has unpaid financial obligations due to the BSCC.

### Signing Authority

Before the grant award can be finalized and funds awarded, successful applicants must submit either a resolution from its governing board that delegates authority to the individual authorized to execute the grant agreement or sufficient documentation indicating that the individual who signs the grant agreement has been vested with plenary authority to execute grant agreements (e.g., a municipal ordinance or city/county ordinance/charter delegating such authority to a city manager or department head).

This documentation is not required at the time of proposal submission, but applicants are advised that the grant agreement will not be fully executed, nor will any financial invoices be processed for reimbursement until the required documentation has been received by the BSCC. For reference, a sample governing board resolution can be found in **Appendix D**.

### Supplanting Prohibited

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.

Supplanting is strictly prohibited for all BSCC grants. BSCC grant funds shall be used to support new program activities or to augment existing funds which expand current program activities. BSCC grant funds shall not be used to replace existing funds.

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.

### Audit Requirements

Grantees are required to provide the BSCC with a **program specific compliance audit** that covers the service delivery period of the grant (July 1, 2026 to June 30, 2031).

The audit report will be due no later than December 31, 2031. The program specific compliance audit must be performed by a certified public accountant or a participating county or city auditor that is organizationally independent from the participating county or city's project financial management functions. **Expenses for the final audit may be reimbursed for actual costs up to \$25,000.**

In addition, the BSCC reserves the right to call for a program compliance or financial audit at any time between the execution of the grant agreement and three (3) years following the end of the grant period.

The Department of General Services, the California State Auditor, and the Department of Finance or their designated representative shall also have the right to review and to copy any records and supporting documentation pertaining to the performance of this grant.

### Mandatory Grantee Orientation

Following the start of the grant period, BSCC staff will conduct a mandatory grantee orientation (on a date to be determined later). 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, and day-to-day contact must attend. Grantees are strongly encouraged to include their evaluator, if already hired/designated.

## Travel Policies

Travel is usually warranted when personal contact by project staff is the most appropriate method of conducting project-related business. Travel to and from training conferences may also be allowed. The most economical method of transportation, in terms of direct expenses to the project and the employee's time away from the project, must be used. Projects are required to include sufficient per diem and travel allocations for project-related personnel, as outlined in the grant award, to attend any mandated BSCC training conferences or workshops outlined in the terms of the program.

- **Units of Government.** Units of government may follow either their own written travel and per diem policy or the State's policy. Units of government that plan to use cars from a state, county, city, district carpool, or garage may budget either the mileage rate established by the carpool or garage, or the state mileage rate, not to exceed the loaning agency rate.
- **Non-Governmental Organizations (NGOs).** An NGO receiving the BSCC funds must use the State travel and per diem policy, unless the grantee's written travel policy is more restrictive than the State's, in which case it must be used. Reimbursement is allowed for the cost of commercial carrier fares, parking, bridge, and road tolls, as well as necessary taxi, bus, and streetcar fares. This policy applies equally to NGOs that receive grant funds directly from the BSCC and those that receive grant funds indirectly through a subcontract with another NGO that received a BSCC grant award.
- **Out-of-State Travel.** Out-of-state travel is restricted and only allowed in exceptional situations. Even if previously authorized in the grant award, grantees must submit to the BSCC a separate formal request (on grantee letterhead) to the BSCC for approval that includes a detailed justification and budget information. Grantees must receive written approval from the BSCC prior to incurring expenses for out-of-state travel.
- **International Travel.** State grant funds may not be used for international travel.

## Debarment, Fraud, Theft, or Embezzlement

It is the policy of the BSCC to protect grant funds from unreasonable risks of fraudulent, criminal, or other improper use. As such, the Board will not enter into contracts or provide reimbursement to applicants that have been:

1. debarred by any federal, state, or local government entities during the period of debarment; or
2. convicted of fraud, theft, or embezzlement of federal, state, or local government grant funds for a period of three years following conviction.

Furthermore, the BSCC requires grant recipients to provide an assurance that there has been no applicable debarment, disqualification, suspension, or removal from a federal,

state or local grant program on the part of the grantee at the time of application and that the grantee will immediately notify the BSCC should such debarment or conviction occur during the term of the grant contract.

The BSCC also requires that all grant recipients include, as a condition of award to a subgrantee or subcontractor, a requirement that the subgrantee or subcontractor will provide the same assurances to the grant recipient. If a grant recipient wishes to consider a subgrantee or subcontractor that has been debarred or convicted, the grant recipient must submit a written request for exception to the BSCC along with supporting documentation.

All applicants must complete a *Certification of Compliance with the BSCC Policies Regarding Debarment, Fraud, Theft, and Embezzlement* (shown in **Appendix E**) certifying that they are in compliance with the BSCC's policies on debarment, fraud, theft and embezzlement.

### **Criteria for Non-Governmental Organizations Receiving BSCC Grant Funds as a Subcontractor**

The Prop 64 Grant Program includes requirements that apply to nongovernmental organizations (NGOs) receiving BSCC grant funds as subcontractors. Grantees are responsible for ensuring that all subcontracted third parties continually meet these requirements as a condition of receiving any Prop 64 funds.

Any nongovernmental organization that receives Prop 64 as a subcontractor must:

- Be duly organized, in existence, and in good standing for at least six (6) months prior to the start date of the applicant's grant agreement with the BSCC *Note: NGOs that have recently reorganized or merged with other qualified NGOs that were in existence prior to the six-month requirement are also eligible, provided all necessary agreements have been executed and filed with the California Secretary of State prior to the start date of the applicant's grant agreement.*
- Be registered with the California Secretary of State's Office, if applicable
- Have a valid business license, Employer Identification Number (EIN), and/or Taxpayer Identification Number (if a sole proprietorship)
- Possess any state or local licenses or certifications required to provide the proposed services (e.g., facility licensing by the Department of Health Care Services), if applicable.

Grantees must ensure that all subcontracted NGOs maintain compliance with these requirements throughout the duration of the grant. Failure to meet or maintain these requirements may result in disallowed costs, withholding of funds, or other corrective action by the BSCC. All applicants must complete a *Criteria and Assurance for Non-Governmental Organizations that Receive BSCC Grant Funds as a Subcontractor* (shown in **Appendix F**).

### **Comprehensive Monitoring Visits**

BSCC staff will monitor each project to assess whether the project is in compliance with grant requirements and making progress toward grant objectives. Monitoring visits may also occur to provide technical assistance on fiscal, programmatic, evaluative, and administrative requirements.

For your reference, the Comprehensive Monitoring Visit checklist can be found on the [BSCC Corrections Planning and Grant Programs homepage](#).

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## Overview of the RFP Process

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### Confirmation of Receipt of Proposal

Upon submission of a proposal, applicants will receive a confirmation email generated by the Submittable Application Portal stating that the proposal has been received.

### Technical Compliance Review and Eligibility Assessment

All proposals will undergo a technical compliance review before moving forward to the proposal rating process. Items that will result in disqualification are listed in the table below. Applicants that are disqualified during this phase of the process will be notified by the BSCC.

## **DISQUALIFICATION CRITERIA** **PLEASE READ THOROUGHLY**

**NOTE:** Disqualification means the proposal will not move forward to the Scoring Panel for the Proposal Rating Process and, therefore, will NOT be considered for funding.

**The following will result in an automatic disqualification:**

- Proposal submission is not completed **by 3:00 P.M. (PST) March 30, 2026**. (Allow sufficient time to upload all required documents in the BSCC Submittable Application Portal. Do not wait until the last minute!)
- Proposal and all required attachments are not submitted via the BSCC Submittable Application Portal. Email submissions will not be accepted.
- The applicant is not an eligible county or city in California, per Revenue and Taxation Code § 34019, subd. (f)(3)(C).
- The applicant does not use the approved project budget template as found on the [Prop 64 Grant homepage](#). Altered versions of the approved project budget template will not be accepted.
- The funding request exceeds the maximum award amount for the applicant's category, as based on jurisdiction size, i.e.,
  - The funding request from a small city or county exceeds \$1 million.
  - The funding request from a medium city or county exceeds \$4.5 million
  - The funding request from a large city or county exceeds \$6 million
- Any of the mandatory attachments are illegible, blank, will not open, or are corrupted.

## Proposal Rating Process

Unless disqualified, proposals will advance to the Proposal Rating Process. Proposals will be evaluated in accordance with the BSCC's [Grant Proposal Evaluation Process](#), and as described below. Scoring Panel members will read and assign ratings to each proposal in accordance with the prescribed rating factors listed in the table below. Scoring Panel members will base their ratings on how well an applicant addresses the criteria listed under each rating factor within the proposal narrative and budget sections. Scoring Panel member ratings, once submitted to the BSCC, will be final.

At the conclusion of this process, applicants will be notified of the funding recommendations. It is anticipated the BSCC Board will act on the recommendations at its meeting on June 25, 2026. Neither applicants nor their partners or subcontractors are permitted to contact members the Scoring Panel or the BSCC Board to discuss proposals.

## Rating Factors

The five (5) Rating Factors that will be used and the maximum points assigned to each are shown in the table below. A percent value has been assigned to each of the five (5) Rating Factors, correlating to its importance within the overall project (refer to *Percent of Total Value* column).

Applicants will be asked to address Rating Factors 1-4 in narrative form as a part of their proposal. The Project Budget (Rating Factor 5) is a separate attachment.

### Prop 64 Grant Program Rating Factors and Point Values

| Rating Factor                 |                                                | Point Range | Percent of Total Value | Weighted Rating Factor Score |
|-------------------------------|------------------------------------------------|-------------|------------------------|------------------------------|
| 1                             | Project Need                                   | 0 - 5       | 20%                    | 40                           |
| 2                             | Project Description                            | 0 - 5       | 40%                    | 80                           |
| 3                             | Project Organizational Capacity & Coordination | 0 - 5       | 15%                    | 30                           |
| 4                             | Project Evaluation                             | 0 - 5       | 15%                    | 30                           |
| 5                             | Project Budget                                 | 0 - 5       | 10%                    | 20                           |
| Maximum Rating Factor Score:  |                                                |             | 100%                   | 200                          |
| Priority Points:              |                                                |             |                        | 20                           |
| Maximum Possible Total Score: |                                                |             |                        | 220                          |

Scoring Panel members will rate an applicant's response to each Rating Factor on a scale from 0 to 5, according to the Six-Point Rating Scale shown below. Each Rating Factor then will be weighted according to the Percent of Total Value associated with the Rating Factor to arrive at the final Weighted Rating Factor Score. The Weighted Rating Factor Scores are then added together for a Total Score.

The maximum possible proposal score is **200** (not including priority points).

### Six Point Rating Scale

| Not Responsive<br>0                         | Poor<br>1                                                     | Fair<br>2                                                                    | Satisfactory<br>3                                       | Good<br>4                                                 | Excellent<br>5                                             |
|---------------------------------------------|---------------------------------------------------------------|------------------------------------------------------------------------------|---------------------------------------------------------|-----------------------------------------------------------|------------------------------------------------------------|
| The response fails to address the criteria. | The response addresses the criteria in a very inadequate way. | The response addresses the criteria in a non-specific or unsatisfactory way. | The response addresses the criteria in an adequate way. | The response addresses the criteria in a substantial way. | The response addresses the criteria in an outstanding way. |

### Scoring Threshold/Minimum Score

To be considered for funding, a proposal must meet a threshold of **50 percent (70%) of the maximum rating factor score**, i.e., a minimum score of **100** total points (before the addition of priority points), to be considered for funding.

### Priority Points

Revenue and Taxation Code section 34019, subdivision (f)(3)(C), mandates that the "Board of State and Community Corrections shall prioritize grant awards for local governments whose grant application includes illicit cannabis enforcement."

For the purposes of the Prop 64 Grant Cohort 4 RFP, the BSCC will provide an additional 20 points to the final weighted score of an applicant's proposal, **if that applicant budgets a minimum of 70 percent** of its total grant fund request for illicit cannabis enforcement activities, under Project Purpose Area 1 (Public Safety/Enforcement). Additional instructions will be provided in the Project Budget Attachment.

An applicant can earn priority points only after the minimum scoring threshold is met.

If awarded Prop 64 Grant Cohort 4 funding, the applicant's proposed budget will be incorporated by reference into the BSCC Grant Agreement. Therefore, grant recipients who were provided priority points **MUST** maintain a minimum of 70 percent of its project expenditures on illicit cannabis enforcement activities in order to continue receiving grant-funded reimbursements.

## BSCC Funding Decisions

1. Applicants will first compete for funds within the applicable Applicant Category (1, 2 or 3), based on jurisdiction size, according to the table below:

| Applicant Category by Jurisdiction Size* |                                                                                                                                      | Population Size Range | Maximum Grant Amount | Percent of Total Available Funding | Total Available Funding |
|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|-----------------------|----------------------|------------------------------------|-------------------------|
| 1                                        | Small Cities & Counties                                                                                                              | < 50,000              | \$1,000,000          | 15%                                | \$18,750,000            |
| 2                                        | Medium Cities & Counties                                                                                                             | 50,000-500,000        | \$4,500,000          | 35%                                | \$43,750,000            |
| 3                                        | Large Cities & Counties                                                                                                              | > 500,000             | \$6,000,000          | 30%                                | \$37,500,000            |
| 4                                        | Highest-rated proposals that did not receive an award in Categories 1, 2, or 3 will compete for remaining funds, regardless of size. |                       |                      | 20%                                | \$25,000,000            |
| Total Funding:                           |                                                                                                                                      |                       |                      |                                    | \$125,000,00            |

2. Once the proposals have been scored and ranked, the BSCC will move down the ranked lists to fund all qualified applicants in Categories 1, 2 and 3 until all funds assigned to those categories are exhausted.
3. If a proposal is only partially fundable within Category 1, 2, or 3 due to insufficient funds remaining in that category, that proposal will receive full funding using funds from Category 4. Note: If Category 1, 2, or 3 do not have a sufficient number of qualified applicants to fully expend its allocation, the leftover funds will be added to Category 4.
4. Once any partially funded proposals from Categories 1, 2, or 3 are fully funded, all remaining qualified proposals will be moved to Category 4 and compete for the remaining funds regardless of county size. This ensures that only the highest quality proposals in Categories 1, 2, and 3 are funded.

In the event two proposals have identical proposal scores, the tie will be resolved by evaluating the individual rating factor scores of the two proposals, starting with the highest weighted rating factor (Rating Factor 2, Project Description). If an identical score occurs on this rating factor, rating factor scores will be used based on the descending weight valued until the tie is broken.

## Key Dates

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The following table shows a timeline of key dates related to the Prop 64 Grant solicitation process.

| Activity                                                                         | Date                    |
|----------------------------------------------------------------------------------|-------------------------|
| Release Request for Proposals                                                    | February 13, 2026       |
| Grant Information Session                                                        | March 2, 2026           |
| Letter of Intent Due (optional)                                                  | March 13, 2026          |
| <b>Proposals Due to the BSCC Submittable Application Portal by 3:00 p.m. PST</b> | March 30, 2026          |
| Proposal Rating Process and Development of Funding Recommendations               | April 2026 to June 2026 |
| BSCC Board Considers Funding Recommendations                                     | June 25, 2026           |
| Notices to Applicants                                                            | June 25, 2026           |
| <b>Grant Period Begins</b>                                                       | July 1, 2026            |
| Mandatory Cohort 4 Grantee Orientation                                           | August 2026             |
| Local Evaluation Plan (LEP) Due                                                  | November 20, 2026       |
| Grant Service Delivery Period Ends                                               | June 30, 2031           |
| Final Evaluation Report (LER) and Audit Due/Grant Ends                           | December 31, 2031       |

## PART II: PROPOSAL INSTRUCTIONS

The following section contains pertinent information on how to complete the Prop 64 Cohort 4 Grant Proposal Package. The proposal and all required attachments are provided on the [BSCC Prop 64 Grant homepage](#).

### BSCC Submittable Application Portal

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Applicants will complete the Prop 64 Cohort 4 application by accessing the BSCC Submittable Application Portal (refer to Submittable Instructions beginning on page 3) and responding to a series of prompts.

The Submittable Application Portal will not allow applicants to submit the narrative sections until they comply with all character limit requirements. In addition, the Submittable Application Portal will not allow applicants to submit their application without uploading all required document attachments.

#### Character Counter

The BSCC Submittable Application Portal includes an automatically enabled character counter. This feature shows the number of characters used and the remaining number of characters before the limit is met. Character limits include all letters/numbers, punctuation, and spaces.

If the limit is exceeded, a red prompt will appear with the message "You have exceeded the character limit."

### Proposal Narrative and Budget / Rating Factors

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#### Proposal Abstract

The applicant will be prompted to complete a proposal abstract, which should provide a summary of the proposed project. *This section will not be included in the rating of the Proposal but will be posted to the BSCC website if the project is funded.* The total character count for this section is 2800 (approximately equivalent to 1 page in Microsoft Word).

## Proposal Rating Factors

The five (5) rating factors will be addressed in two separate parts, the Proposal Narrative and the Project Budget, as shown in the table below:

| Section | Prop 64 Rating Factors                           | Percent of Total Value | Addressed in:             |
|---------|--------------------------------------------------|------------------------|---------------------------|
| 1       | Project Need                                     | 20%                    | Proposal Narrative        |
| 2       | Project Description                              | 40%                    |                           |
| 3       | Project Organizational Capacity and Coordination | 15%                    |                           |
| 4       | Project Evaluation                               | 15%                    |                           |
| 5       | Project Budget                                   | 10%                    | Separate Excel Attachment |

## Proposal Narrative

Applicants will complete the Proposal Narrative by responding to a series of prompts once inside the Submittable Application Portal.

The Proposal Narrative must address Rating Factors 1-4: the Project Need, Project Description, Project Organizational Capacity and Coordination and Project Evaluation sections, while aligning with the contents of the Project Budget Attachment (Rating Factor 5). Sources cited must be included within Proposal Narrative.

Within each section, address the Rating Criteria (found on the following pages) in a cohesive, comprehensive narrative format. Within the Proposal Narrative, each Rating Factor has a character limit as shown below:

| Rating Factor |                                                  | Total Characters | Microsoft Word Equivalent* |
|---------------|--------------------------------------------------|------------------|----------------------------|
| 1             | Project Need                                     | 8,400            | Up to 3 (Three) Pages      |
| 2             | Project Description                              | 14,000           | Up to 5 (Five) Pages       |
| 3             | Project Organizational Capacity and Coordination | 5,600            | Up to 2 (Two) Pages        |
| 4             | Project Evaluation                               | 5,600            | Up to 2 (Two) Pages        |

*\*Assumes text is in a Microsoft Word document in Arial 12-point font with one-inch margins on all four sides and at 1.5-line spacing.*

## Section 1: Project Need (Percent of Total Value: 20%)

Within this section, address the criteria that defines the Project Need rating factor (see table below) in a cohesive, comprehensive, and concise narrative format.

|                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                   |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Project Need:</b> The applicant described a need that is pertinent to the intent of the grant. The elements that comprise this Rating Factor are listed below. Addressing each element does not in itself merit a high rating; although each element is to be addressed (when applicable), it is the quality of the response to each that will be evaluated. The response will be evaluated with a single rating based on a scale of 0-5. |                                                                                                                                                   |
| 1.1                                                                                                                                                                                                                                                                                                                                                                                                                                          | Demonstrate how the need(s) are related to the intent of Proposition 64.                                                                          |
| 1.2                                                                                                                                                                                                                                                                                                                                                                                                                                          | Demonstrate how the need(s) are related to the selected Project Purpose Areas.                                                                    |
| 1.3                                                                                                                                                                                                                                                                                                                                                                                                                                          | Describe local service gaps that contribute to the need for the proposed Prop 64 project are identified.                                          |
| 1.4                                                                                                                                                                                                                                                                                                                                                                                                                                          | Provide relevant local qualitative and/or quantitative data with citations in support of the Prop 64 project need(s).                             |
| 1.5                                                                                                                                                                                                                                                                                                                                                                                                                                          | Describe the process that was used to determine the need(s), including soliciting input from key stakeholders (e.g., community, public, private). |

## Section 2: Project Description (Percent of Total Value: 40%)

Within this section, address the criteria that defines the Project Description rating factor (see table below) in a cohesive, comprehensive, and concise narrative format.

| <b>Project Description:</b> The applicant provided a description of the project that is related to the identified need and the intent of the grant. The elements that comprise this Rating Factor are listed below. Addressing each element does not in itself merit a high rating; although each element is to be addressed (when applicable), it is the quality of the response to each that will be evaluated. The response will be evaluated with a single rating based on a scale of 0-5. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2.1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <p>Describe the proposed project that will address the need(s) discussed in the Project Need section. The description should:</p> <ul style="list-style-type: none"><li>• Describe the components of the proposed project that links to each corresponding Project Purpose Area (PPA).</li><li>• Describe the target area and/or population which will be the focus of the project, including how and why it was selected.</li><li>• For projects serving participants, provide an estimate of how many individuals will be served and the process for determining which services/activities an individual/group will receive.</li></ul>                                                                                                                                                    |
| 2.2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <p>Describe the proposed Prop 64 project goals and objectives and the impact that includes the relationship to the need and intent of the Prop 64 Grant.</p> <ul style="list-style-type: none"><li>• <b>Attachment:</b> Also provide a completed Work Plan (<b>Appendix G</b>) that is appropriate for the proposed project and aligns with the need and intent of Prop 64 Grant. The plan identifies the top three goals and objectives, with a minimum of one goal pertaining to each identified PPA, as well as how these will be achieved in terms of the activities, responsible staff/partner agencies, outcome measures, data sources and start and end dates. The work plan addresses selected PPAs (as applicable) that are related to the need and intent of the grant.</li></ul> |
| 2.3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <p>Provide rationale for the proposed Prop 64 project which includes:</p> <ul style="list-style-type: none"><li>• The selection of evidence-based, promising, informed, or innovative practices, interventions, and services, as applicable.</li><li>• A description of relevant evidence or research to support the selection of the proposed project for the target area/population and the community. (See <b>Appendix H</b> for resource information.)</li></ul>                                                                                                                                                                                                                                                                                                                        |
| 2.4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <p>Describe, in relation to 1.3, what extent to which the proposed Proposition 64 project will use existing resources or projects.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

### Section 3. Project Organizational Capacity and Coordination (Percent of Total Value: 15%)

Within this section, address the criteria that defines the Project Organizational Capacity and Coordination rating factor (see table below) in a cohesive, comprehensive, and concise narrative format.

| <b>Project Organizational Capacity and Coordination:</b> The applicant described their organization's ability to implement the project. The elements that comprise this Rating Factor are listed below. Addressing each element does not in itself merit a high rating; although each element is to be addressed (when applicable), it is the quality of the response to each that will be evaluated. The response will be evaluated with a single rating based on a scale of 0-5. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3.1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <p>Describe the applicant's ability to administer the proposed project. In the description include:</p> <ul style="list-style-type: none"><li>• What the applicant's current infrastructure is for administering the proposed program.</li><li>• The staffing required and available to operate the project including staff qualifications and training.</li><li>• The extent to which existing resources will be used.</li><li>• Project management and oversight to ensure the proposed project is implemented as intended.</li></ul> |
| 3.2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <p>If collaborating with other partner agencies, describe:</p> <ul style="list-style-type: none"><li>• The process to select project partners or potential partners (agencies, contractors, stakeholders, private and/or public).</li><li>• Suitability of the services provided by the project partners or potential partners.</li><li>• If partners are to be selected after the grant is awarded, then specify the process and criteria for selecting those partners.</li></ul>                                                      |
| 3.3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <p>Describe the timeline for the execution of contract(s) and the implementation of services such that they are in place in a reasonable timeframe to support the project. Include a description of readiness to proceed, if funded.</p>                                                                                                                                                                                                                                                                                                |

**Section 4. Project Evaluation (Percent of Total Value: 15%)** Within this section, address the criteria that defines the Project Evaluation Rating Factor (see table below) in a cohesive, comprehensive, and concise narrative format.

**Project Evaluation:** The applicant described how it will collect data and evaluate the effectiveness of the project. The elements that comprise this Rating Factor are listed below. Addressing each element does not in itself merit a high rating; although each element is to be addressed (when applicable), it is the quality of the response to each that will be evaluated. The response will be evaluated with a single rating based on a scale of 0-5.

|     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4.1 | <p>Describe the plan to determine the staff and/or entity that will be conducting the project evaluation and how monitoring activities will be incorporated into the various phases of the project (e.g., start-up, implementation, service delivery period).</p> <ul style="list-style-type: none"><li>• Provide the qualifications of the staff or evaluator selected to evaluate the project, as they relate to experience with evaluation, data collection, analysis.</li><li>• If an evaluator is to be selected after the grant is awarded, specify the process and criteria for selection.</li><li>• Describe the preliminary plan for monitoring the project to ensure that the project components are implemented as intended.</li></ul> |
| 4.2 | <p>Describe the plan to collect data to measure the success and impact of your project in line with the goals and objectives listed in the Work Plan (see Rating Factor 2.2). If the outcomes you propose to track require you to collect data from an outside entity, describe your plan for obtaining data and entering into data sharing agreements if needed.</p>                                                                                                                                                                                                                                                                                                                                                                             |

## Section 5. Project Budget (Percent of Total Value: 10%)

Within this section, address the criteria that defines the Project Budget rating factor (see table below) in a cohesive, comprehensive, and concise narrative format.

**NOTE:** The Project Budget document is a separate Excel attachment that when completed will be uploaded into the BSCC Submittable Application Portal.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Project Budget (Attachment):</b> The applicant provided a complete Project Budget Attachment for the project. The elements against which the Budget Attachment will be rated are listed below. Addressing each element does not in itself merit a high rating; although each element is to be addressed (when applicable), it is the quality of the response to each that will be evaluated. The response will be evaluated with a single rating based on a scale of 0-5. |                                                                                                                                                                                                                                                                                                                                                                  |
| 5.1                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Please provide complete and detailed budget information in each section of the Prop 64 Grant Project Budget Attachment (see instructions below) that includes: <ul style="list-style-type: none"><li>• Line-item detail sufficient to describe each requested budget item.</li><li>• A brief explanation (narrative) justifying each budget line item.</li></ul> |
| 5.2                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | For each section, ensure expenses are appropriate for the grant's intent, the project's goals, and planned activities within the selected Project Purpose Area(s), as applicable.                                                                                                                                                                                |

### Project Budget Instructions

As part of the application process, applicants are required to complete and upload a Project Budget ("Prop 64 Cohort 4 Budget Attachment") in the identified field on the BSCC Submittable Application Portal. The Prop 64 Cohort 4 Budget Attachment (an Excel workbook) is provided on the [BSCC Prop 64 Grant homepage](#). A sample is provided in **Appendix I**.

- Detailed instructions for completing the Budget Attachment are listed in the **Instructions tab** of the Excel workbook.
- **DO NOT USE AN ALTERED VERSION OF THE BSCC BUDGET TEMPLATE.**  
**Applicants that do not use the BSCC Budget Template will be disqualified.**

Applicants are solely responsible for the accuracy and completeness of the information entered in the Budget Attachment. All project costs must be directly related to the objectives and activities in the project.

**Do not submit an annual budget; the grant funds requested in the Budget Attachment must cover the entire 5-year grant service period as well as the 6-month evaluation and audit period.**

Generally, once an award is approved by the Board, the proposed budget becomes the approved grant budget and will be incorporated in the standard BSCC Grant Agreement.

However, applicants should be aware that budgets *will be subject to review and approval by BSCC staff to ensure all proposed costs listed within the Project Budget are allowable and eligible for reimbursement*. In these situations, the revised grant budget will be used for the BSCC Grant Agreement. For additional guidance related to grant budgets, refer to the [February 2026 BSCC Grant Administration Guide](#).

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## Mandatory Attachments for RFP Submission

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The following five attachments must be uploaded into the **BSCC Submittable Application Portal** when prompted. BLANK ATTACHMENTS WILL NOT BE ACCEPTED.

All of these attachments can be downloaded from the [Prop 64 Grant homepage](#).

### 1. Project Budget Attachment

See “Project Budget Instructions” on preceding page, and sample “Project Budget” in **Appendix I**.

### 2. Letter of Eligibility

Applicants must provide a Letter of Eligibility detailing how the city or county meets the eligibility criteria contained in the Revenue and Taxation Code, § 34019, subd. (f)(3)(C).

There is no required format for the Letter of Eligibility. An applicant may either use the template provided on the [Prop 64 Grant homepage](#) or create their own (see **Appendix A** as a sample). However, if an applicant creates their own letter, it must:

- ✓ Be on the county or city letterhead.
- ✓ Include the titles of the regulations, ordinances, or amendments to local government charters.
- ✓ Include the dates the regulations, ordinances, or amendments to local government charters became enacted/effective.

### 3. Certification of Compliance with BSCC Policies on Debarment, Fraud, Theft and Embezzlement

Please see **Appendix E** as a sample. This form is available online and must be completed, signed, and uploaded into the BSCC Submittable Application Portal.

### 4. Criteria and Assurance for Non-Governmental Organizations that Receive BSCC Grant Funds as a Subcontractor

Please see **Appendix F** as a sample. This form is available online and must be completed, signed, and uploaded into the BSCC Submittable Application Portal.

### 5. Project Work Plan

Please see **Appendix G** as a sample. This form is available online and must be completed and uploaded into the BSCC Submittable Application Portal.

### *\*Governing Board Resolution (optional at time of submission)*

Please see **Appendix D** for sample language. An entity’s governing board’s resolution is optional for upload at the time of application but must be submitted before the grant agreement can be executed.

# APPENDICES

## APPENDIX A SAMPLE Letter of Eligibility

**REQUIRED ATTACHMENT: Applicants will be prompted to upload this document to the BSCC Submittable Application Portal. This is a sample.**  
**Download a fillable form from the [Prop 64 Grant homepage](#).**

Before grant funds can be awarded and a contract executed under the Proposition 64 Cohort 4 Grant Program, the applying local jurisdiction (and all jurisdictions receiving funds as a subcontractor or partner) must provide assurance that it is eligible to receive funding pursuant to Section 34019, subdivision (f)(3)(C) of the Revenue and Taxation Code, as amended by Senate Bill 141 (2025). It specifically provides that a local government may be eligible for a grant “only if it either allows the retail sale of cannabis in storefronts or, for jurisdictions with a population of 10,000 residents or less, allows cannabis delivery in the jurisdiction that serves both medicinal and adult-use consumers.” For definitions, please refer to the Revenue and Taxation Code, Section 34010 and the BSCC Glossary (**Appendix J**).

Below is sample assurance language that, at a minimum, must be included in the Letter of Eligibility submitted to the Board of State and Community Corrections (BSCC). Applicants may use the form provided by the BSCC or create their own.

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As an applicant, our jurisdiction allows:

The retail sale of cannabis in storefronts.

Regulation(s), ordinance(s), and or amendment(s) to our local government charter(s) that ensure the above are true. **Provide information including enacted/effective date(s) here: >**

---

**For jurisdictions with a population of 10,000 residents or fewer:**

As an applicant, our jurisdiction allows:

Cannabis delivery in the jurisdiction that serves both medicinal and adult-use consumers.

Regulation(s), ordinance(s), and or amendment(s) to our local government charter(s) that ensure the above are true. **Provide information including enacted/effective date(s) here: >**

Documentation detailed above will be provided to the BSCC upon request.

| AUTHORIZED SIGNATURE                                                                        |       |                  |          |
|---------------------------------------------------------------------------------------------|-------|------------------|----------|
| (This document must be signed by the person who is authorized to sign the Grant Agreement.) |       |                  |          |
| NAME OF AUTHORIZED OFFICER                                                                  | TITLE | TELEPHONE NUMBER |          |
| STREET ADDRESS                                                                              | CITY  | STATE            | ZIP CODE |
| EMAIL ADDRESS                                                                               |       |                  |          |
| AUTHORIZED OFFICER SIGNATURE ( <b>Blue Ink Only or E-signature</b> )                        |       |                  | DATE     |

## APPENDIX B

### California Counties and Cities by Population Category

Note: These tables are provided so that eligible jurisdictions know which applicant category they will compete in (small, medium or large), however, inclusion in these tables does not mean a local government is eligible for a grant. (Rev. & Tax. Code, § 34019, subd. (f)(3)(C).)

**Source:** CA Department of Finance, January 2025 City Population Ranked by Size and State/County Population Estimates with Annual Percent Change, January 1, 2024 and 2025.

#### Large Counties (Population > 500,000)

If eligible, may apply for up to \$6 million

| County         | Population |
|----------------|------------|
| Alameda        | 1,662,482  |
| Contra Costa   | 1,158,225  |
| Fresno         | 1,037,053  |
| Kern           | 923,961    |
| Los Angeles    | 9,876,811  |
| Orange         | 3,175,427  |
| Riverside      | 2,495,640  |
| Sacramento     | 1,604,745  |
| San Bernardino | 2,207,424  |
| San Diego      | 3,330,139  |
| San Francisco  | 842,027    |
| San Joaquin    | 805,856    |
| San Mateo      | 748,337    |
| Santa Clara    | 1,922,259  |
| Stanislaus     | 555,765    |
| Ventura        | 829,005    |

#### Large Cities (Population >500,000)

If eligible, may apply for up to \$6 million

| City               | Population |
|--------------------|------------|
| Fresno City        | 557,032    |
| Los Angeles City   | 3,835,263  |
| Sacramento City    | 527,979    |
| San Diego City     | 1,408,937  |
| San Francisco City | 842,027    |
| San Jose City      | 979,415    |

### Medium Counties (Population 50,001–500,000)

If eligible, may apply for up to \$4.5 million

| County          | Population |
|-----------------|------------|
| Butte           | 207,525    |
| El Dorado       | 190,770    |
| Humboldt        | 133,817    |
| Imperial        | 186,499    |
| Kings           | 154,015    |
| Lake            | 67,254     |
| Madera          | 162,599    |
| Marin           | 254,550    |
| Mendocino       | 89,827     |
| Merced          | 293,080    |
| Monterey        | 438,831    |
| Napa            | 136,124    |
| Nevada          | 100,354    |
| Placer          | 421,446    |
| San Benito      | 66,822     |
| San Luis Obispo | 279,337    |
| Santa Barbara   | 447,132    |
| Santa Cruz      | 263,710    |
| Shasta          | 180,201    |
| Solano          | 449,839    |
| Sonoma          | 482,848    |
| Sutter          | 100,257    |
| Tehama          | 64,827     |
| Tulare          | 487,209    |
| Tuolumne        | 54,357     |
| Yolo            | 225,433    |
| Yuba            | 85,023     |

**Medium Cities (Population 50,001–500,000)**

If eligible, may apply for up to \$4.5 million

| City                | Population |
|---------------------|------------|
| Alameda City        | 79,020     |
| Alhambra City       | 82,374     |
| Aliso Viejo City    | 50,213     |
| Anaheim City        | 341,773    |
| Antioch City        | 116,781    |
| Apple Valley Town   | 75,262     |
| Arcadia City        | 56,116     |
| Bakersfield City    | 419,238    |
| Baldwin Park City   | 70,848     |
| Beaumont City       | 59,708     |
| Bellflower City     | 76,656     |
| Berkeley City       | 128,348    |
| Brentwood City      | 65,747     |
| Buena Park City     | 82,667     |
| Burbank City        | 106,146    |
| Camarillo City      | 68,927     |
| Carlsbad City       | 116,368    |
| Carson City         | 91,812     |
| Cathedral City      | 51,651     |
| Chico City          | 113,847    |
| Chino City          | 95,206     |
| Chino Hills City    | 77,314     |
| Chula Vista City    | 281,401    |
| Citrus Heights City | 86,280     |
| Clovis City         | 129,121    |
| Colton City         | 53,278     |
| Compton City        | 93,692     |
| Concord City        | 122,650    |
| Corona City         | 159,157    |
| Costa Mesa City     | 110,321    |
| Covina City         | 51,090     |
| Cupertino City      | 59,831     |
| Daly City           | 102,155    |

|                       |         |
|-----------------------|---------|
| Davis City            | 65,423  |
| Delano City           | 52,831  |
| Diamond Bar City      | 53,539  |
| Downey City           | 111,871 |
| Dublin City           | 74,691  |
| Eastvale City         | 69,799  |
| El Cajon City         | 104,932 |
| El Monte City         | 107,986 |
| Elk Grove City        | 182,842 |
| Encinitas City        | 61,956  |
| Escondido City        | 150,425 |
| Fairfield City        | 120,720 |
| Folsom City           | 92,577  |
| Fontana City          | 219,172 |
| Fountain Valley City  | 56,560  |
| Fremont City          | 232,619 |
| Fullerton City        | 141,469 |
| Garden Grove City     | 171,492 |
| Gardena City          | 60,263  |
| Gilroy City           | 62,205  |
| Glendale City         | 192,212 |
| Glendora City         | 51,254  |
| Hanford City          | 61,238  |
| Hawthorne City        | 85,653  |
| Hayward City          | 162,359 |
| Hemet City            | 91,934  |
| Hesperia City         | 101,792 |
| Highland City         | 57,088  |
| Huntington Beach City | 193,134 |
| Huntington Park City  | 53,051  |
| Indio City            | 92,539  |
| Inglewood City        | 106,305 |
| Irvine City           | 318,629 |
| Jurupa Valley City    | 105,928 |
| La Habra City         | 61,202  |
| La Mesa City          | 60,908  |

|                    |         |
|--------------------|---------|
| Laguna Niguel City | 65,257  |
| Lake Elsinore City | 73,783  |
| Lake Forest City   | 87,639  |
| Lakewood City      | 80,596  |
| Lancaster City     | 177,768 |
| Lincoln City       | 54,520  |
| Livermore City     | 85,899  |
| Lodi City          | 67,093  |
| Long Beach City    | 462,561 |
| Lynwood City       | 66,660  |
| Madera City        | 66,443  |
| Manteca City       | 93,733  |
| Menifee City       | 115,316 |
| Merced City        | 98,039  |
| Milpitas City      | 81,915  |
| Mission Viejo City | 91,740  |
| Modesto City       | 219,765 |
| Montebello City    | 62,732  |
| Monterey Park City | 59,269  |
| Moreno Valley City | 210,823 |
| Mountain View City | 86,513  |
| Murrieta City      | 111,789 |
| Napa City          | 77,736  |
| National City      | 58,965  |
| Newport Beach City | 82,654  |
| Norwalk City       | 101,075 |
| Novato City        | 51,690  |
| Oakland City       | 426,457 |
| Oceanside City     | 174,340 |
| Ontario City       | 184,404 |
| Orange City        | 139,724 |
| Oxnard City        | 198,733 |
| Palm Desert City   | 51,980  |
| Palmdale City      | 167,097 |
| Palo Alto City     | 68,794  |
| Paramount City     | 52,371  |

|                                 |         |
|---------------------------------|---------|
| Pasadena City                   | 140,631 |
| Perris City                     | 81,240  |
| Petaluma City                   | 59,094  |
| Pico Rivera City                | 60,858  |
| Pittsburg City                  | 76,374  |
| Placentia City                  | 53,982  |
| Pleasanton City                 | 77,232  |
| Pomona City                     | 153,042 |
| Porterville City                | 63,622  |
| Poway City                      | 50,379  |
| Rancho Cordova City             | 85,451  |
| Rancho Cucamonga City           | 175,992 |
| Redding City                    | 93,534  |
| Redlands City                   | 73,488  |
| Redondo Beach City              | 68,091  |
| Redwood City                    | 82,073  |
| Rialto City                     | 105,565 |
| Richmond City                   | 113,594 |
| Riverside City                  | 320,337 |
| Rocklin City                    | 73,172  |
| Rosemead City                   | 50,501  |
| Roseville City                  | 158,494 |
| Salinas City                    | 160,645 |
| San Bernardino City             | 222,727 |
| San Buenaventura (Ventura) City | 108,985 |
| San Clemente City               | 62,865  |
| San Jacinto City                | 54,990  |
| San Leandro City                | 87,813  |
| San Marcos City                 | 97,123  |
| San Mateo City                  | 104,315 |
| San Rafael City                 | 59,885  |
| San Ramon City                  | 83,391  |
| Santa Ana City                  | 315,325 |
| Santa Barbara City              | 86,451  |
| Santa Clara City                | 134,587 |
| Santa Clarita City              | 232,377 |

|                          |         |
|--------------------------|---------|
| Santa Cruz City          | 62,972  |
| Santa Maria City         | 112,208 |
| Santa Monica City        | 93,212  |
| Santa Rosa City          | 178,452 |
| Santee City              | 59,568  |
| Simi Valley City         | 124,815 |
| South Gate City          | 92,955  |
| South San Francisco City | 65,397  |
| Stockton City            | 320,877 |
| Sunnyvale City           | 159,673 |
| Temecula City            | 112,220 |
| Thousand Oaks City       | 122,468 |
| Torrance City            | 143,261 |
| Tracy City               | 98,215  |
| Tulare City              | 73,002  |
| Turlock City             | 72,219  |
| Tustin City              | 79,326  |
| Union City               | 66,657  |
| Upland City              | 79,140  |
| Vacaville City           | 103,181 |
| Vallejo City             | 122,207 |
| Victorville City         | 141,013 |
| Visalia City             | 146,978 |
| Vista City               | 101,599 |
| Walnut Creek City        | 69,927  |
| Watsonville City         | 51,101  |
| West Covina City         | 109,428 |
| West Sacramento City     | 55,403  |
| Westminster City         | 90,295  |
| Whittier City            | 87,850  |
| Woodland City            | 61,623  |
| Yorba Linda City         | 66,267  |
| Yuba City                | 70,453  |
| Yucaipa City             | 54,838  |

**Small Counties (Population < 50,000)**

If eligible, may apply for up to \$1 million

| County    | Population |
|-----------|------------|
| Alpine    | 1,177      |
| Amador    | 39,563     |
| Calaveras | 44,722     |
| Colusa    | 22,026     |
| Del Norte | 26,544     |
| Glenn     | 29,369     |
| Inyo      | 18,800     |
| Lassen    | 28,716     |
| Mariposa  | 16,917     |
| Modoc     | 8,491      |
| Mono      | 12,684     |
| Plumas    | 18,885     |
| Sierra    | 3,170      |
| Siskiyou  | 43,311     |
| Trinity   | 15,884     |

**Small Cities (Population < 50,000)**

If eligible, may apply for up to \$1 million

| City                 | Population |
|----------------------|------------|
| Adelanto City        | 37,150     |
| Agoura Hills City    | 19,904     |
| Albany City          | 20,578     |
| Alturas City         | 2,657      |
| Amador City          | 196        |
| American Canyon City | 22,396     |
| Anderson City        | 10,967     |
| Angels City          | 3,570      |
| Arcata City          | 19,001     |
| Arroyo Grande City   | 17,910     |
| Artesia City         | 16,359     |
| Arvin City           | 19,991     |
| Atascadero City      | 30,134     |
| Atherton Town        | 7,007      |

|                        |        |
|------------------------|--------|
| Atwater City           | 31,862 |
| Auburn City            | 13,286 |
| Avalon City            | 3,383  |
| Avenal City            | 13,315 |
| Azusa City             | 48,988 |
| Banning City           | 31,949 |
| Barstow City           | 24,811 |
| Bell City              | 33,315 |
| Bell Gardens City      | 38,471 |
| Belmont City           | 28,206 |
| Belvedere City         | 2,058  |
| Benicia City           | 26,195 |
| Beverly Hills City     | 31,945 |
| Big Bear Lake City     | 4,953  |
| Biggs City             | 1,973  |
| Bishop City            | 3,850  |
| Blue Lake City         | 1,136  |
| Blythe City            | 15,400 |
| Bradbury City          | 902    |
| Brawley City           | 28,952 |
| Brea City              | 47,900 |
| Brisbane City          | 4,676  |
| Buellton City          | 5,091  |
| Burlingame City        | 31,552 |
| Calabasas City         | 22,797 |
| Calexico City          | 40,073 |
| California City        | 13,317 |
| Calimesa City          | 10,994 |
| Calipatria City        | 6,061  |
| Calistoga City         | 5,160  |
| Campbell City          | 43,281 |
| Canyon Lake City       | 11,004 |
| Capitola City          | 9,670  |
| Carmel-by-the-Sea City | 3,049  |
| Carpinteria City       | 12,735 |
| Ceres City             | 49,305 |

|                         |        |
|-------------------------|--------|
| Cerritos City           | 47,871 |
| Chowchilla City         | 18,742 |
| Claremont City          | 37,299 |
| Clayton City            | 10,743 |
| Clearlake City          | 16,533 |
| Cloverdale City         | 8,678  |
| Coachella City          | 44,384 |
| Coalinga City           | 17,608 |
| Colfax City             | 1,996  |
| Colma Town              | 1,411  |
| Colusa City             | 6,536  |
| Commerce City           | 12,146 |
| Corcoran City           | 21,612 |
| Corning City            | 8,268  |
| Coronado City           | 22,610 |
| Corte Madera City       | 9,966  |
| Cotati City             | 7,290  |
| Crescent City           | 6,056  |
| Cudahy City             | 22,132 |
| Culver City             | 40,403 |
| Cypress City            | 49,499 |
| Dana Point City         | 32,730 |
| Danville Town           | 42,960 |
| Del Mar City            | 3,950  |
| Del Rey Oaks City       | 1,546  |
| Desert Hot Springs City | 33,262 |
| Dinuba City             | 26,025 |
| Dixon City              | 20,174 |
| Dorris City             | 830    |
| Dos Palos City          | 5,712  |
| Duarte City             | 23,746 |
| Dunsmuir City           | 1,628  |
| East Palo Alto City     | 29,133 |
| El Centro City          | 46,007 |
| El Cerrito City         | 25,862 |
| El Paso de Robles City  | 31,061 |

|                       |        |
|-----------------------|--------|
| El Segundo City       | 16,983 |
| Emeryville City       | 13,471 |
| Escalon City          | 7,232  |
| Etna City             | 662    |
| Eureka City           | 26,122 |
| Exeter City           | 10,233 |
| Fairfax City          | 7,407  |
| Farmersville City     | 10,392 |
| Ferndale City         | 1,361  |
| Fillmore City         | 17,035 |
| Firebaugh City        | 8,714  |
| Fort Bragg City       | 7,187  |
| Fort Jones City       | 663    |
| Fortuna City          | 12,198 |
| Foster City           | 32,658 |
| Fowler City           | 7,667  |
| Galt City             | 26,092 |
| Goleta City           | 32,747 |
| Gonzales City         | 8,434  |
| Grand Terrace City    | 12,803 |
| Grass Valley City     | 13,364 |
| Greenfield City       | 20,785 |
| Gridley City          | 7,302  |
| Grover Beach City     | 12,411 |
| Guadalupe City        | 8,851  |
| Gustine City          | 6,021  |
| Half Moon Bay City    | 11,303 |
| Hawaiian Gardens City | 13,561 |
| Healdsburg City       | 10,972 |
| Hercules City         | 26,225 |
| Hermosa Beach City    | 19,014 |
| Hidden Hills City     | 1,746  |
| Hillsborough Town     | 11,254 |
| Hollister City        | 43,492 |
| Holtville City        | 5,685  |
| Hughson City          | 7,977  |

|                           |        |
|---------------------------|--------|
| Huron City                | 6,932  |
| Imperial Beach City       | 26,369 |
| Imperial City             | 22,866 |
| Indian Wells City         | 4,862  |
| Industry City             | 431    |
| Ione City                 | 9,037  |
| Irwindale City            | 1,509  |
| Isleton City              | 764    |
| Jackson City              | 4,822  |
| Kerman City               | 17,535 |
| King City                 | 14,344 |
| Kingsburg City            | 13,285 |
| La Canada Flintridge City | 20,160 |
| La Habra Heights City     | 5,503  |
| La Mirada City            | 48,233 |
| La Palma City             | 15,110 |
| La Puente City            | 37,546 |
| La Quinta City            | 38,796 |
| La Verne City             | 32,300 |
| Lafayette City            | 25,054 |
| Laguna Beach City         | 22,763 |
| Laguna Hills City         | 30,309 |
| Laguna Woods City         | 17,183 |
| Lakeport City             | 5,026  |
| Larkspur City             | 12,731 |
| Lathrop City              | 38,596 |
| Lawndale City             | 30,860 |
| Lemon Grove City          | 28,163 |
| Lemoore City              | 27,692 |
| Lindsay City              | 12,725 |
| Live Oak City             | 9,658  |
| Livingston City           | 14,441 |
| Loma Linda City           | 25,322 |
| Lomita City               | 20,407 |
| Lompoc City               | 43,424 |
| Loomis Town               | 6,689  |

|                      |        |
|----------------------|--------|
| Los Alamitos City    | 12,006 |
| Los Altos City       | 31,720 |
| Los Altos Hills Town | 8,548  |
| Los Banos City       | 48,896 |
| Los Gatos Town       | 33,355 |
| Loyalton City        | 730    |
| Malibu City          | 10,604 |
| Mammoth Lakes Town   | 7,040  |
| Manhattan Beach City | 34,051 |
| Maricopa City        | 1,024  |
| Marina City          | 23,086 |
| Martinez City        | 36,817 |
| Marysville City      | 12,717 |
| Maywood City         | 24,496 |
| McFarland City       | 14,213 |
| Mendota City         | 12,710 |
| Menlo Park City      | 33,311 |
| Mill Valley City     | 13,688 |
| Millbrae City        | 23,164 |
| Monrovia City        | 38,920 |
| Montague City        | 1,195  |
| Montclair City       | 37,526 |
| Monte Sereno City    | 3,637  |
| Monterey City        | 27,273 |
| Moorpark City        | 34,754 |
| Moraga City          | 16,637 |
| Morgan Hill City     | 46,599 |
| Morro Bay City       | 10,404 |
| Mount Shasta City    | 3,179  |
| Mountain House City  | 28,795 |
| Needles City         | 4,791  |
| Nevada City          | 3,336  |
| Newark City          | 48,886 |
| Newman City          | 12,389 |
| Norco City           | 25,221 |
| Oakdale City         | 23,231 |

|                             |        |
|-----------------------------|--------|
| Oakley City                 | 46,826 |
| Ojai City                   | 7,559  |
| Orange Cove City            | 9,717  |
| Orinda City                 | 19,351 |
| Orland City                 | 8,704  |
| Oroville City               | 19,653 |
| Pacific Grove City          | 14,871 |
| Pacifica City               | 37,217 |
| Palm Springs City           | 44,476 |
| Palos Verdes Estates City   | 12,999 |
| Paradise Town               | 11,088 |
| Parlier City                | 14,649 |
| Patterson City              | 25,868 |
| Piedmont City               | 10,806 |
| Pinole City                 | 18,261 |
| Pismo Beach City            | 7,804  |
| Placerville City            | 10,642 |
| Pleasant Hill City          | 33,601 |
| Plymouth City               | 1,122  |
| Point Arena City            | 452    |
| Port Hueneme City           | 20,838 |
| Portola City                | 2,098  |
| Portola Valley Town         | 4,285  |
| Rancho Mirage City          | 17,120 |
| Rancho Palos Verdes City    | 40,727 |
| Rancho Santa Margarita City | 46,341 |
| Red Bluff City              | 14,466 |
| Reedley City                | 26,603 |
| Ridgecrest City             | 28,386 |
| Rio Dell City               | 3,232  |
| Rio Vista City              | 10,338 |
| Ripon City                  | 15,753 |
| Riverbank City              | 26,090 |
| Rohnert Park City           | 44,062 |
| Rolling Hills City          | 1,677  |
| Rolling Hills Estates City  | 8,545  |

|                          |        |
|--------------------------|--------|
| Ross City                | 2,309  |
| San Anselmo City         | 12,551 |
| San Bruno City           | 42,631 |
| San Carlos City          | 29,535 |
| San Dimas City           | 34,209 |
| San Fernando City        | 23,692 |
| San Gabriel City         | 38,953 |
| San Joaquin City         | 3,654  |
| San Juan Bautista City   | 2,078  |
| San Juan Capistrano City | 35,329 |
| San Luis Obispo City     | 49,534 |
| San Marino City          | 12,330 |
| San Pablo City           | 31,507 |
| Sand City                | 373    |
| Sanger City              | 27,037 |
| Santa Fe Springs City    | 18,680 |
| Santa Paula City         | 31,658 |
| Saratoga City            | 31,110 |
| Sausalito City           | 6,941  |
| Scotts Valley City       | 11,831 |
| Seal Beach City          | 24,400 |
| Seaside City             | 32,019 |
| Sebastopol City          | 7,367  |
| Selma City               | 24,585 |
| Shafter City             | 23,455 |
| Shasta Lake City         | 10,133 |
| Sierra Madre City        | 10,870 |
| Signal Hill City         | 11,421 |
| Solana Beach City        | 12,986 |
| Soledad City             | 27,310 |
| Solvang City             | 5,755  |
| Sonoma City              | 10,507 |
| Sonora City              | 5,116  |
| South El Monte City      | 19,535 |
| South Lake Tahoe City    | 21,022 |
| South Pasadena City      | 26,287 |

|                       |        |
|-----------------------|--------|
| St Helena City        | 5,349  |
| Stanton City          | 40,552 |
| Suisun City           | 29,036 |
| Susanville City       | 12,270 |
| Sutter Creek City     | 2,538  |
| Taft City             | 7,087  |
| Tehachapi City        | 11,476 |
| Tehama City           | 428    |
| Temple City           | 36,322 |
| Tiburon Town          | 8,910  |
| Trinidad City         | 296    |
| Truckee Town          | 16,928 |
| Tulelake City         | 851    |
| Twentynine Palms City | 24,257 |
| Ukiah City            | 16,325 |
| Vernon City           | 207    |
| Villa Park City       | 5,738  |
| Walnut City           | 28,214 |
| Wasco City            | 26,235 |
| Waterford City        | 9,169  |
| Weed City             | 2,716  |
| West Hollywood City   | 35,284 |
| Westlake Village City | 7,918  |
| Westmorland City      | 2,084  |
| Wheatland City        | 4,012  |
| Wildomar City         | 37,077 |
| Williams City         | 5,589  |
| Willits City          | 4,838  |
| Willows City          | 6,475  |
| Windsor Town          | 25,625 |
| Winters City          | 8,021  |
| Woodlake City         | 8,005  |
| Woodside Town         | 5,206  |
| Yountville City       | 2,638  |
| Yreka City            | 7,879  |
| Yucca Valley Town     | 22,027 |

## APPENDIX C

### Level One Evaluation Requirements for Prop 64 PH&S Grantees

#### FOR REFERENCE ONLY

#### Guidelines for the Local Evaluation Plan and Local Evaluation Report

For the Prop 64 Cohort 4 grant program, the Board of State and Community Corrections (BSCC) requires grantees to complete a Level One Evaluation of their grant-funded project. A Level One Evaluation focuses on achievement of the project's goals and objectives. Demonstration of completing this requirement will require the submission of two documents, a Local Evaluation Plan and a Local Evaluation Report. Both are described below along with their due dates.

- **Local Evaluation Plan (LEP)** – A written document that describes the data collection, management, and analysis and reporting plan that will be implemented to ensure that achievement of the project's goals and objectives can and will be assessed. Ideally it should be developed before the project starts or during project implementation, before services or activities begin.
- **Local Evaluation Report (LER)** – A written document that provides the interpretation of various data elements intended to assess whether the project was successful in achieving its goals and objectives.

These guidelines identify the minimum required content that must be included within each document, respectively.

#### Local Evaluation Plan

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##### Cover Page

The cover page provides a descriptive report title and identifies the grantee(s), author(s), project period, and funding source.

##### Project Overview

This section provides a concise overview of the project's activities, services, or interventions, emphasizing their relevance to the target population (if applicable). The information provided should focus on the essential information necessary to understand the project's goals and objectives (next section). It should not describe the need for the project. This section shall not exceed two (2) pages in length.

##### Data Collection Plan

For each of the project's goals and associated objectives, this section identifies the data elements—along with their source and frequency of collection—that will be used to measure achievement. To complete this section, first use the table template provided (refer to example below) to list each of the project's goals and associated objectives as

documented in the grant agreement.<sup>1</sup> The goals and objectives shall be those within the grant agreement unless changes were preapproved by the assigned BSCC Field Representative. One table template should be used for each goal and its associated objectives.

Next, complete each table by listing, on separate rows, each distinct data element that will be collected to measure achievement toward the respective goal or its objective(s).

For each data element, use the remaining columns to identify the data source, frequency of data collection, and the goal or objective that is the target. Definitions for these terms follow.

- *Data element* – a basic unit of information, or data, to be collected that has a unique meaning (e.g., gender, race, city, age, arrest date, graduation rate). Please note that the data elements must be logically related to the respective goal or objective it is intended to assess.
- *Data source* – the location from which the data element originates (e.g., intake form, case management system, standardized assessment, interview, focus group, MOU with partner agency).
- *Frequency of data collection* – defines how often the data element will be collected or pulled from the data source (e.g., at enrollment, at project/program exit/completion, every 6 months, annually, quarterly, during case management sessions, at course completion).
- *Target* – the goal or objective(s) that the data element is intended to assess.

### Data Collection Plan for Goal 1 (Table Template)

| Goal 1:      |               |              |                         |                                                                         |
|--------------|---------------|--------------|-------------------------|-------------------------------------------------------------------------|
| Objective a: |               |              |                         |                                                                         |
| Objective b: |               |              |                         |                                                                         |
| Objective c: |               |              |                         |                                                                         |
| Objective d: |               |              |                         |                                                                         |
|              | Data Elements | Data Sources | Frequency of Collection | Target                                                                  |
| 1.           |               |              |                         | <input type="checkbox"/> Goal<br><input type="checkbox"/> Objective(s): |
| 2.           |               |              |                         | <input type="checkbox"/> Goal<br><input type="checkbox"/> Objective(s): |
| 3.           |               |              |                         | <input type="checkbox"/> Goal<br><input type="checkbox"/> Objective(s): |

<sup>1</sup> The goals and objectives shall be those within the grant agreement unless changes were preapproved by the assigned BSCC Field Representative.

## **Data Management**

This section provides a concise description of the process that will be used to acquire, validate, store, protect, and monitor the data elements identified in the section(s) above. The description shall not exceed one page and should, at a minimum, include:

- Identification of who is responsible for implementing the data collection plan(s).
- Detail data sharing agreements with external partners, if applicable.
- How the data will be monitored throughout the duration of the project and adjustments, if needed, will be identified and made in a timely manner to the data collection plan(s).
- How incomplete or inconsistent data will be identified and corrected.
- Where the data will be stored and kept secure.

## **Data Analysis and Reporting**

This section provides a concise description of the process that will be used to analyze and present the data in a meaningful way. The description shall not exceed one page and should, at a minimum, include:

- Identification of who is responsible for analyzing the data.
- How the data will be used to determine achievement of the goal(s) or objective(s) (e.g., comparison between two points in time).
- The analytical tools that will be used (e.g., Excel, Sheets, SPSS, SAS, R).
- Identification of who is responsible for communicating the findings and writing the LER.

## **Local Evaluation Report**

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### **Cover Page**

The cover page provides a descriptive report title and identifies the grantee(s), author(s), project period, and funding source.

### **Project Overview**

This section provides a concise overview of the project's activities, services, or interventions, emphasizing their relevance to the target population (if applicable). The information provided should focus on the essential information necessary to understand the project's goals and objectives (next section). It should not describe the need for the project. This section shall not exceed two (2) pages in length.

### **Goal Achievements**

For each of the project's goals, this section(s) should highlight the most important results and analyses of the data elements collected that describe the extent to which the goal was achieved. Follow the results with a brief narrative that provides necessary context to understand the findings. The report writer can decide the proper heading(s) for this section(s). That is, rather than "Goal Achievements" as a single heading and section, a heading that is appropriate for each goal and its achievement can be used to organize

the report (e.g., “Recidivism was Reduced by 50 Percent”, “85 Percent of Participants Actively Engaged in Treatment”). The goals and objectives of the project should be clearly provided either within the text of this section or by providing the data collection tables from the LEP as an appendix.<sup>2</sup>

## **Discussion**

This section is the final portion of the report and provides a holistic description of the meaning, importance, and relevance of the achievements reported. The content may also include a discussion of limitations, challenges, recommendations for future projects, and lessons learned. This section shall not exceed one (1) page in length.

## **Grantee Highlights**

This section provides the grantee the opportunity to share a brief, visually appealing highlight or success story that provides additional information related to the project’s success over the grant cycle. Optional graphs, charts, or photos may be included.<sup>3</sup> This highlight may be included in a statewide report for the grant program. While every effort will be made to include these in a statewide report, inclusion in the report is not guaranteed. This section shall not exceed one (1) page in length.

## **Appendix (Optional)**

The appendix(ices) may be provided to present the Data Collection table for each goal from the Local Evaluation Plan. Other content may be provided as appropriate.

---

<sup>2</sup> These should be the original goals and objectives for the project as defined in the project’s proposal unless they were modified with the approval of the assigned BSCC Field Representative. If they were modified, indicate so and provide a brief explanation for the modification.

<sup>3</sup> The BSCC will only accept photographs in which all persons depicted are over 18 years of age and have consented to both being photographed and to the use and release of their image. By submitting photographs to the BSCC, the submitter acknowledges that all approvals have been obtained from the subjects in the photograph(s) and that all persons are over 18 years of age. Further, by submitting the photographs, the submitter irrevocably authorizes the BSCC to edit, alter, copy, exhibit, publish or distribute the photographs for purposes of publicizing BSCC grant programs or for any other lawful purpose. All photographs submitted will be considered public records and subject to disclosure pursuant to the California Public Records Act.

## APPENDIX D

### Sample Governing Board Resolution

#### FOR REFERENCE ONLY

Before grant funds can be reimbursed, a grantee must either (1) submit a resolution from its governing board that delegates authority to the individual authorized to execute the grant agreement or (2) provide sufficient documentation indicating that the prospective grantee has been vested with plenary authority to execute grant agreements (e.g., a city council or county board of supervisors delegating such authority to an agency head).

Below is assurance language that, **at a minimum**, must be included in the resolution submitted to the Board of State and Community Corrections.

---

WHEREAS the ***(insert name of Local Government)*** desires to participate in the Proposition 64 Public Health and Safety Grant Program funded through the California State and Local Government Law Enforcement Account and administered by the Board of State and Community Corrections (hereafter referred to as the 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 the ***(insert name of Local Government)*** 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 E**  
**Certification of Compliance with BSCC Policies**  
**Regarding Debarment, Fraud, Theft, and Embezzlement**

**REQUIRED ATTACHMENT: Applicants will be prompted to upload this document to the BSCC Submittable Application Portal. This is a sample.**  
**Download a fillable form from the [Prop 64 Grant homepage](#).**

It is the policy of the BSCC to protect grant funds from unreasonable risks of fraudulent, criminal, or other improper use. As such, the Board will not enter into contracts or provide reimbursement to applicants that have been:

1. debarred by any federal, state, or local government entities during the period of debarment; or
2. convicted of fraud, theft, or embezzlement of federal, state, or local government grant funds for a period of three years following conviction.

Furthermore, the BSCC requires grant recipients to provide an assurance that there has been no applicable debarment, disqualification, suspension, or removal from a federal, state or local grant program on the part of the grantee at the time of application and that the grantee will immediately notify the BSCC should such debarment or conviction occur during the term of the Grant contract.

The BSCC also requires that all grant recipients include, as a condition of award to a subgrantee or subcontractor, a requirement that the subgrantee or subcontractor will provide the same assurances to the grant recipient. If a grant recipient wishes to consider a subgrantee or subcontractor that has been debarred or convicted, the grant recipient must submit a written request for exception to the BSCC along with supporting documentation.

By signing below, applicant affirms that:

- I/We are not currently debarred by any federal, state, or local entity from applying for or receiving federal, state, or local grant funds.
- I/We have not been convicted of any crime involving theft, fraud, or embezzlement of federal, state, or local grant funds within the last three years. We will notify the BSCC should such debarment or conviction occur during the term of the grant contract.
- I/We will hold subgrantees and subcontractors to these same requirements.

A grantee may make a request in writing to the Executive Director of the BSCC for an exception to the debarment policy. Any determination made by the executive director shall be made in writing.

| <b>AUTHORIZED SIGNATURE</b><br>(This document must be signed by the person who is authorized to sign the Grant Agreement.) |       |                  |          |
|----------------------------------------------------------------------------------------------------------------------------|-------|------------------|----------|
| NAME OF AUTHORIZED OFFICER                                                                                                 | TITLE | TELEPHONE NUMBER |          |
| STREET ADDRESS                                                                                                             | CITY  | STATE            | ZIP CODE |
| EMAIL ADDRESS                                                                                                              |       |                  |          |
| AUTHORIZED OFFICER SIGNATURE (Blue Ink Only or E-signature)                                                                |       |                  | DATE     |

## APPENDIX F

### Criteria and Assurance for Non-Governmental Organizations that Receive BSCC Grant Funds as a Subcontractor

**REQUIRED ATTACHMENT: Applicants will be prompted to upload this document to the BSCC Submittable Application Portal. This is a sample.**  
**Download a fillable form from the [Prop 64 Grant homepage](#).**

The Proposition 64 Public Health and Safety (Prop 64 PH&S) Grant Program, Cohort 4, includes requirements that apply to non-governmental organizations **that receive BSCC grant funds as subcontractors**. Grantees are responsible for ensuring that all subcontracted third parties continually meet these requirements as a condition of receiving any Prop 64 PH&S funds. These requirements are as follows.

Any non-governmental organization that receives Prop 64 PH&S funds as a subcontractor must:

- Have been duly organized, in existence, and in good standing for at least six (6) months prior to the start date of the grantee's grant agreement with the BSCC.  
*Note: Non-governmental organizations that have recently reorganized or have merged with other qualified non-governmental organizations that were in existence prior to the six (6) month date are also eligible, provided all necessary agreements have been executed and filed with the California Secretary of State prior to the start date of the applicant's grant agreement with the BSCC.*
- Be registered with the California Secretary of State's Office, if applicable.
- Have a valid business license, Employer Identification Number (EIN) and/or Taxpayer ID (if sole proprietorship).
- Have any other state or local licenses or certifications necessary to provide the services requested (e.g., facility licensing by the Department of Health Care Services), if applicable.

In the table below, provide the name of the grantee and list all subcontracted third parties.

| Name of City or County Applicant:     |         |               |                                                          |
|---------------------------------------|---------|---------------|----------------------------------------------------------|
| Name of Subcontracted Third-Party NGO | Address | Email / Phone | Meets All Requirements                                   |
|                                       |         |               | Yes <input type="checkbox"/> No <input type="checkbox"/> |
|                                       |         |               | Yes <input type="checkbox"/> No <input type="checkbox"/> |
|                                       |         |               | Yes <input type="checkbox"/> No <input type="checkbox"/> |
|                                       |         |               | Yes <input type="checkbox"/> No <input type="checkbox"/> |

Grantees are required to update this list and submit it to the BSCC any time a new third-party subcontract with an NGO is executed after the initial assurance date. Grantees shall retain (on-site) applicable source documentation for each subcontracted party that verifies compliance with the requirements listed in the Prop 64 PH&S Grant RFP. These records will be subject to the records and retention language found in the standard BSCC Grant Agreement.

Unless prior approval is obtained, the BSCC prohibits disbursement or reimbursement to any NGO that does not meet the requirements listed above and for which the BSCC does not have a signed Criteria and Assurance form on file.

**A signature below is an assurance that all requirements listed above have been met.**

| AUTHORIZED SIGNATURE<br>(This document must be signed by the person who is authorized to sign the Grant Agreement.) |       |                  |          |
|---------------------------------------------------------------------------------------------------------------------|-------|------------------|----------|
| NAME OF AUTHORIZED OFFICER                                                                                          | TITLE | TELEPHONE NUMBER |          |
| STREET ADDRESS                                                                                                      | CITY  | STATE            | ZIP CODE |
| EMAIL ADDRESS                                                                                                       |       |                  |          |
| AUTHORIZED OFFICER SIGNATURE (Blue Ink Only or E-signature)                                                         |       |                  | DATE     |

## APPENDIX G

### SAMPLE: Prop 64 PH&S Grant Project Work Plan

**REQUIRED ATTACHMENT:** Applicants will be prompted to upload this document to the BSCC Submittable Application Portal. This is a sample. Download a fillable form from the [Prop 64 Grant homepage](#).

**Instructions:** Applicants must complete a Project Work Plan using the format below. Provided goals and objectives must have a clear relationship to the need and intent of the grant. The Project Work Plan must attempt to identify activities/services and estimate timelines for the entire grant term. The plan must identify the top three goals and corresponding objectives, with a minimum of one goal pertaining to each identified PPA. Completed plans should identify:

1. the project's top goals and objectives.
2. how the goal(s) will be achieved in terms of the activities/services, responsible staff/partners, and the timelines.
3. a list of the data elements to be collected.

|                                                                                                                                                                          |                            |                 |                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|-----------------|-----------------|
| <b>Name of City or County Applicant:</b>                                                                                                                                 |                            |                 |                 |
| <b>(1) Goal:</b>                                                                                                                                                         | >                          |                 |                 |
| Objectives (A., B., etc.)                                                                                                                                                | A.><br>B.<br>C.            |                 |                 |
| Project activities/services that support the identified goal and objectives:                                                                                             | Responsible staff/partners | Timeline        |                 |
|                                                                                                                                                                          |                            | Start Date      | End Date        |
| 1.><br>2.<br>3.                                                                                                                                                          | 1.><br>2.<br>3.            | 1.><br>2.<br>3. | 1.><br>2.<br>3. |
| List the data elements that will be used to measure the extent to which the goal and its objectives are achieved. See Appendix G for the definition of a data element. > |                            |                 |                 |

|                                                                                                                                                                          |                            |                 |                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|-----------------|-----------------|
| <b>(2) Goal:</b>                                                                                                                                                         | >                          |                 |                 |
| Objectives (A., B., etc.)                                                                                                                                                | A.><br>B.<br>C.            |                 |                 |
| Project activities/services that support the identified goal and objectives:                                                                                             | Responsible staff/partners | Timeline        |                 |
|                                                                                                                                                                          |                            | Start Date      | End Date        |
| 1.><br>2.<br>3.                                                                                                                                                          | 1.><br>2.<br>3.            | 1.><br>2.<br>3. | 1.><br>2.<br>3. |
| List the data elements that will be used to measure the extent to which the goal and its objectives are achieved. See Appendix G for the definition of a data element. > |                            |                 |                 |

|                                                                                                                                                                          |                            |                 |                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|-----------------|-----------------|
| <b>(3) Goal:</b>                                                                                                                                                         | >                          |                 |                 |
| Objectives (A., B., etc.)                                                                                                                                                | A.><br>B.<br>C.            |                 |                 |
| Project activities/services that support the identified goal and objectives:                                                                                             | Responsible staff/partners | Timeline        |                 |
|                                                                                                                                                                          |                            | Start Date      | End Date        |
| 1.><br>2.<br>3.                                                                                                                                                          | 1.><br>2.<br>3.            | 1.><br>2.<br>3. | 1.><br>2.<br>3. |
| List the data elements that will be used to measure the extent to which the goal and its objectives are achieved. See Appendix G for the definition of a data element. > |                            |                 |                 |

## APPENDIX H

### Evidence-Based Practices: Resources

#### FOR REFERENCE ONLY

The websites provided below may be useful to applicants in the proposal development process. This list is not exhaustive, and it is offered as a suggested starting point for applicants to use in researching evidence-based programs, practices, and strategies.

Blueprints for Violence Prevention

<http://www.colorado.edu/cspv/blueprints/index.html>

Board of State and Community Corrections

[http://www.bscc.ca.gov/s\\_web-basedresourcesonevidence-basedpractices/](http://www.bscc.ca.gov/s_web-basedresourcesonevidence-basedpractices/)

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/>

Evaluating Drug Control and System Improvement Projects

Guidelines for Project Supported by the Bureau of Justice Assistance

<https://www.bja.gov/evaluation/guide/documents/nijguide.html>

Justice Research and Statistic Association

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

National Child Traumatic Stress Network

<https://www.NCTSN.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 Institute of Corrections

<http://nicic.gov/Library/>

National Reentry Resource Center

<http://nationalreentryresourcecenter.org/>

Office of Justice Programs – Crime Solutions.gov

<http://www.CrimeSolutions.gov>

Office of Juvenile Justice and Delinquency Prevention Model Program Guide  
<http://www.ojjdp.gov/mpg/>

Promising Practices Network  
<http://www.promisingpractices.net/>

Reducing Recidivism to Increase Public Safety: A Cooperative Effort by Courts and Probation Hon, J. Richard Couzens, Placer County Superior Court (Ret.)  
<http://www.courts.ca.gov/documents/EVIDENCE-BASED-PRACTICES-Summary-6-27-11.pdf>

Substance Abuse and Mental Health Services Administration  
<https://www.samhsa.gov/ebp-resource-center>

The National Documentation Centre on Drug Use  
<http://www.drugsandalcohol.ie/3820/>

Washington State Institute for Public Policy  
<http://www.wsipp.wa.gov/>

**APPENDIX I**  
**Project Budget Attachment**

**REQUIRED ATTACHMENT:** Applicants will be prompted to upload this document to the BSCC Submittable Application Portal. This is a sample showing the summary budget table only. Download the complete fillable attachment from the [Prop 64 Grant homepage](#).

| Budget Categories                                      | A. Grant Funds for<br>PPA 1: Public<br>Safety/Enforcement | B. Grant Funds<br>for PPA 2, 3,<br>and/or 4 | Total Requested<br>Grant Funds<br>(A+B) |
|--------------------------------------------------------|-----------------------------------------------------------|---------------------------------------------|-----------------------------------------|
| 1. Salaries and Benefits                               | \$0                                                       | \$0                                         | \$0                                     |
| 2. Services and Supplies                               | \$0                                                       | \$0                                         | \$0                                     |
| 3. Professional Services or Public Agency Subcontracts | \$0                                                       | \$0                                         | \$0                                     |
| 4. Non-Governmental Organization (NGO) Subcontracts    | \$0                                                       | \$0                                         | \$0                                     |
| 5. Equipment/Fixed Assets                              | \$0                                                       | \$0                                         | \$0                                     |
| 6. Other (Travel, Training, etc.)                      | \$0                                                       | \$0                                         | \$0                                     |
| 7. Indirect Cost (For PPAs 1-4)                        | \$0                                                       |                                             | \$0                                     |
| <b>TOTAL</b>                                           | \$0                                                       | \$0                                         | \$0                                     |

## APPENDIX J

### Glossary of Terms for the Prop 64 Grant, Cohort 4

#### FOR REFERENCE

#### TERMS DEFINED BY THE PROPOSITION 64 INITIATIVE

**Cannabis** has the same meaning as set forth in Section 11018 of the Health and Safety Code and shall also mean medicinal cannabis. (Rev. & Tax. Code, § 34010(b)(4).)

**Cannabis accessories** has the same meaning as in Section 11018.2 of the Health and Safety Code. (Bus. & Prof. Code § 26001(h).)

**Cannabis products** has the same meaning as in Section 11018.1 of the Health and Safety Code. (Bus. & Prof. Code § 26001(l).)

**Commercial cannabis activity** includes the cultivation or the possession, manufacture, distribution, processing, storing, laboratory testing, packaging, labeling, transportation, delivery, or sale of cannabis and cannabis products as provided for in this division, or acting as a cannabis event organizer for temporary cannabis events. (Bus. & Prof. Code § 26001(q).)

**Customer** means a natural person 21 years of age or older or a natural person 18 years of age or older who possesses a physician's recommendation, or a primary caregiver. (Bus. & Prof. Code § 26001(t).)

**Delivery** means the commercial transfer of cannabis or cannabis products to a customer. "Delivery" also includes the use by a retailer of any technology platform. (Bus. & Prof. Code § 26001(v).)

**Distribution** means the procurement, sale, and transport of cannabis and cannabis products between licensees. (Bus. & Prof. Code § 26001(y).)

**License** means a state license issued under this division, and includes both an A-license and an M-license, as well as a testing laboratory license. (Bus. & Prof. Code § 26001(ah).)

**Licensee** means any person or entity holding a license under this division, regardless of whether the license held is an A-license or an M-license, and includes the holder of a testing laboratory license. (Bus. & Prof. Code § 26001(aj).)

**Licensing authority** means the department and any state agency currently or formerly responsible for the issuance, renewal, or reinstatement of the license, or the state agency authorized to take disciplinary action against the licensee. (Bus. & Prof. Code § 26001(ak).)

**Local jurisdiction** means a city, county, or city and county. (Bus. & Prof. Code § 26001(am).)

**Manufacture** means to compound, blend, extract, infuse, package, label, or otherwise make or prepare a cannabis product. (Bus. & Prof. Code § 26001(ar).)

**Marijuana has the same meaning as Cannabis (see above).**

**Medicinal cannabis patient** means a qualified patient, as defined in Section 11362.7 of the Health and Safety Code, who possesses a physician's recommendation that complies with Article 25 (commencing with Section 2525) of Chapter 5 of Division 2 of the Business and Professions Code, or a qualified patient or primary caregiver for a qualified patient issued a valid identification card pursuant to Section 11362.71 of the Health and Safety Code. (Bus & Prof. Code § 34010(b)(17))

**Nursery** means a licensee that produces only clones, immature plants, seeds, and other agricultural products used specifically for the planting, propagation, and cultivation of cannabis. (Bus. & Prof. Code § 26001(at).).

**Operation** means any act for which licensure is required under the provisions of this division, or any commercial transfer of cannabis or cannabis products. (Bus. & Prof. Code § 26001(au).).

**Package** means any container or receptacle used for holding cannabis or cannabis products. (Bus. & Prof. Code § 26001(aw).).

**Purchaser** means the customer who is engaged in a transaction with a licensee for purposes of obtaining cannabis or cannabis products. (Bus. & Prof. Code § 26001(bc).).

**Retail sale** has the same meaning as set forth in Section 6007. (Bus & Prof. Code § 34010(b)(21))

**Retailer** means a person authorized to engage in the retail sale and delivery of cannabis or cannabis products to customers. (Bus. & Prof. Code § 26001(bd).).

**Sell, sale, and to sell** includes any transaction whereby, for any consideration, title to cannabis or cannabis products is transferred from one person to another, and includes the delivery of cannabis or cannabis products pursuant to an order placed for the purchase of the same and soliciting or receiving an order for the same, but does not include the return of cannabis or cannabis products by a licensee to the licensee from whom the cannabis or cannabis product was purchased. (Bus. & Prof. Code § 26001(be).).

## **OTHER TERMS USED IN THIS RFP**

### **Audit, Program Specific Compliance**

An independent examination of an organization's adherence to the laws, regulations, and requirements applicable to the funded program. This audit evaluates whether program activities, financial transactions, and related documentation comply with all material requirements established in the governing authorities. (See 2 CFR § 200.507, Program Specific Audits.)

### **Community-Based Organization**

A community-based organization (CBO) is a nongovernmental organization that provides services to a community consisting of individuals, groups, or other organizations that

constitute the local or community service population. In the context of the Prop 64 PH&S Grant Program, a CBO is generally considered to be a non-government, non-law enforcement organization that provides services individuals that are at risk of involvement or already involved with the justice system. In this RFP, CBOs and nonprofit organizations are referred to as NGOs or Non-Governmental Organizations.

### **Community-Driven**

Community-driven practices are programs and strategies that are derived from the traditional practices of a particular racial, ethnic, or cultural community and have been determined effective by the community.

### **Cultural Relevance**

Cultural relevance acknowledges the influence of the youth's identity characteristics on the youth's experience of the world and incorporates perspectives into the program's environment. These identity characteristics include racial/ethnic, gender, class, religion, educational, sexual orientation, gender identity, family heritage, disability, and any other identity the youth communicate as important.

Every grantee and sub-grantee/sub-recipient that receives Prop 64 PH&S Grant funds should utilize programs, practices, and approaches that embed cultural relevancy.

### **Developmentally Appropriate**

A service or intervention may be considered developmentally appropriate if it is based on a child's level of need, or developmental stage, rather than the child's chronological age.

### **Evidence-based / Promising Practices**

Evidence-based practices are programs and strategies that have been found effective at improving positive or preventing negative health outcomes, using rigorous scientific research methods. Programs and strategies may be evidence-based across all populations, or only for particular cultures and identities.

Promising practices are programs and strategies that have shown some positive results and potential for improving desired health outcomes. They may have evidence from use in real-world settings, a strong theoretical framework, and/or expert opinion, but have not been fully replicated in scientific studies. Depending on the level of scientific evidence, these are sometimes referred to as "evidence-informed," "research-supported," or "emerging" practices.

Applicants may find it helpful to review the information on evidence-based practices in Appendix C of this RFP as well as in the Substance Abuse and Mental Health Services Administration's (SAMHSA) Guide to Evidence-Based Practices available at: <https://www.samhsa.gov/ebp-resource-center>.

### **Service Need Determination**

In considering whether to provide diversion services to potential program participants, service providers receiving funding under this grant must use an approach that is trauma-informed, culturally relevant and developmentally appropriate. Approaches could include, but are not limited to, surveys or interviews. Applicants must thoroughly explain and justify their proposed approach for deciding which youth will be selected or chosen for program

participation. Every applicant must identify some methodology for determining whether a potential program participant would benefit from services and how youth will be matched with specific services that provide those benefits.

### **Trauma**

Trauma is an experience that causes intense physical and psychological stress reactions. It can refer to a single event, multiple events, or a set of circumstances that is experienced by an individual as physically and emotionally harmful or threatening and that has lasting adverse effects on the individual's physical, social, emotional, cognitive, or spiritual well-being.

### **Trauma-Informed**

A Trauma-Informed approach is one in which all parties involved recognize and respond appropriately to the impact of traumatic stress designed to the youth's individual needs and ensure the physical and psychological safety of all youth, family members, and staff. Trauma-informed care is an organizational structure and system framework that involves understanding, recognizing, and responding to traumatic stress reactions and the effects of all types of trauma. Trauma-informed care also emphasizes raising awareness and providing resources about trauma and the impact of trauma on youth, family members and staff.

### **Youth**

Youth is defined as under the age of 21 (i.e., individuals not of legal age to use and purchase cannabis products).

## **EVALUATIVE TERMS**

### **Local Evaluation Plan and Local Evaluation Report**<sup>4</sup>

The purpose of the Local Evaluation Plan and the Local Evaluation Report is to identify whether the program achieved its goals and objectives. Outcome measures are designed to answer the question: "What results did the program produce?" Examples of outcome measures could include:

- Results of pre/post surveys (e.g., improvements in the number of high school graduates or reductions in law enforcement contacts).
- Implementation of programs aimed at increasing the number of youth enrolled in mentoring programs.
- Changes in policies that improve access to alcohol and substance use prevention services for youth.

### **Goal versus Objective**

Goals and objectives are necessary components of the Local Evaluation Plan and the Project Work Plan. These common terms are sometimes used interchangeably because both refer to the intended results of program activities. Goals are longer-term than

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<sup>4</sup>Justice Research and Statistics Association, Juvenile Justice Evaluation Center. (2003, June). *Juvenile Justice Program Evaluation: An overview (Second Edition)* p. 7. Retrieved from <http://www.jrsa.org/pubs/juv-justice/program-evaluation.pdf>.

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>5</sup>.

Examples of goal statements<sup>6</sup>:

- To reduce the number of youths who commit serious offenses.
- To reduce the number of youths who exhibit a pattern of chronic offending.
- To divert youth who commit nonviolent offenses from state juvenile correctional institutions.
- To restore the losses suffered by the victims of crimes.
- To make improvements in academic behavior and/or achievement.
- To reduce rates of youth substance use in the target area.

Objectives are statements of specific, measurable aims of program activities. Objectives detail the tasks that must be completed to achieve goals. Descriptions of objectives in the proposals should include three elements<sup>7</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>8</sup>:

- By the end of the program, drug-addicted youth will recognize the long-term consequences of drug use.
- To place eligible youth in an intensive supervision program within two weeks of adjudication to ensure their accountability and the community's safety.
- To ensure the youth in this program carry out all the terms of the mediation agreements they have worked out with their victims by program completion.
- To improve the self-discipline and study habits of youth enrolled.

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<sup>5</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/pubs/juv-justice/program-evaluation.pdf>. See also 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>6</sup> *Id.* at p. 4.

<sup>7</sup> Justice Research and Statistics Association, Juvenile Justice Evaluation Center. (2003, June). *Juvenile Justice Program Evaluation: An overview (Second Edition)* p. 5. Retrieved from <http://www.jrsa.org/pubs/juv-justice/program-evaluation.pdf>.

<sup>8</sup> *Id.*

## **Principles of Effective Intervention**

During the past two decades, there has been renewed interest in examining correctional research. These efforts have been led by researchers such as Gendreau, Andrews, Cullen, Lipsey and others.<sup>9</sup> Much evidence has been generated, leading to the conclusion that many rehabilitation programs have, in fact, produced significant reductions in recidivism. The next critical issue became the identification of those characteristics most commonly associated with effective programs. Through the work of numerous scholars (Andrews et al., 1990<sup>10</sup>; Cullen and Gendreau, 2000<sup>11</sup>; Lipsey 1999<sup>12</sup>), several “principles of effective intervention” have been identified. These principles can be briefly categorized as the following:

- Assess Risk/Needs
- Enhance Intrinsic Motivation
- Target Interventions
  - Risk Principle
  - Needs Principle
  - Responsivity Principle
  - Dosage
  - Treatment Principle
- Skill Train with Directed Practice
- Increase Positive Reinforcement
- Engage Ongoing Support in Natural Communities
- Measure Relevant Processes/Practices
- Provide Measurement Feedback

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<sup>9</sup> For a thorough review of this research, see Cullen, F.T. and B.K. Applegate. 1998. *Offender rehabilitation: Effective correctional intervention*. Brookfield, Vt.: Ashgate Dartmouth.

<sup>10</sup> Andrews, D.A., I. Zinger, R.D. Hoge, J. Bonta, P. Gendreau and F.T. Cullen. 1990. Does correctional treatment work? A clinically relevant and psychologically informed meta-analysis. *Criminology* 28(3):369-404.

<sup>11</sup> Cullen, F.T. and P. Gendreau. 2000. Assessing correctional rehabilitation: Policy, practice, and prospects. In *Criminal justice 2000: Volume 3 – Policies, processes, and decisions of the criminal justice system*, ed. J. Horney, 109-175. Washington, D.C.: U.S. Department of Justice, National Institute of Justice.

<sup>12</sup> Lipsey, M.W. 1999. Can intervention rehabilitate serious delinquents? *The Annals of the American Academy of Political and Social Science*, 564(2):142-166.