



Adult Reentry Grant Program

Bidders' Conference

December 11, 2020

Agenda

- ❖ **Welcome and Introductions**
- ❖ **Overview of the BSCC**
- ❖ **Overview of the Adult Reentry Grant**
- ❖ **Overview of the ESC/Scoring Panel**
- ❖ **Request for Proposals (RFP) Overview**
- ❖ **Rating Process**
- ❖ **Components of the RFP**
- ❖ **Proposal Instructions**

The ARG Team

- ❖ **Tanya Hill, Field Representative**
- ❖ **Aaron Maguire, General Counsel**
- ❖ **Ricardo Goodridge, Deputy Director**
- ❖ **Adriana Regalado, Program Analyst**
- ❖ **Veronica Silva, Program Analyst**
- ❖ **Danielle Feist, Program Analyst**
- ❖ **Ashley Vanderpol, Research Data Specialist**

ARGWarmHandoff@bscc.ca.gov



About the BSCC...

1. Reports directly to the Governor's Office
2. Organized under a Governor appointed Board made up of 13 members
3. Responsibilities include providing statewide leadership, coordination, and technical assistance to promote effective state and local efforts and partnerships in California's adult and juvenile criminal justice system, including providing technical assistance and coordination to local governments related to public safety

ARG PROGRAM

The 5 Divisions of the BSCC

1. Facilities Standards and Operations (FSO)
 - Inspections, Regulations, Compliance Monitoring
2. Standards and Training for Corrections (STC)
 - Selection, Training and Standards
3. Corrections Planning and Grant Programs (CPGP)
 - Criminal and Juvenile Justice Grant Programs
4. County Facilities Construction (CFC)
 - Admin. of construction financing for facilities
5. Administration, Research and Program Support
 - Admin., data collection, research, IT support

ADULT REENTRY GRANT PROGRAM OVERVIEW

Established in the Budget Act of 2018 to provide funding for Community-Based Organizations to deliver reentry services for people formerly incarcerated in state prison

Budget Act of 2018 Allocation (\$50,000,000)

- Rental Assistance
- Rehabilitation of existing property of buildings
- Warm Handoff

The budget Act of 2019 appropriated an additional \$32,950,000

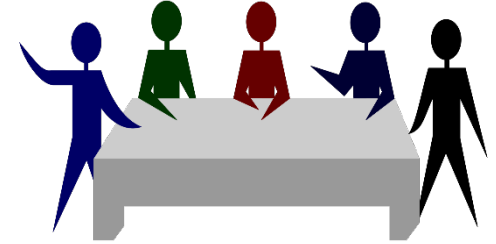
The Budget Act of 2020 appropriated an additional \$37,000,000

2020-21 Funds are to be allocated as follows:

- **\$17,575,000 for Rental Assistance;**
- **\$17,575,000 for Warm Handoff;**
- **\$1,850,000 to the BSCC for administrative costs and to report on program outcomes**

ADULT REENTRY GRANT PROGRAM OVERVIEW

- ◆ **Rental Assistance—\$58,226,250 has been awarded to 23 CBO's**
- ◆ **Warm Handoff—\$25,001,250 has been awarded to 53 CBO's**
- ◆ **Rehabilitation of existing property—\$5,000,000 has been awarded to 1 CBO**



Executive Steering Committee (ESC)

- ❖ BSCC uses ESCs to inform decision-making related to the Board's programs
- ❖ Subject matter experts and stakeholders representing public and private sectors

Role of the ESC

Use local/state expertise to:

- Determine what the project should include to support the overall goal
- Determine what applicants must do to compete effectively for the grant funds
- Identify the factors that will be used to evaluate the proposals
- Rate the proposals
- Make funding recommendations to the Board

The Goal of the Scoring Panel is to:

- ❖ Select the most meritorious proposals
- ❖ Use a process that is transparent and fair to all applicants
- ❖ Use accepted measurement principles
- ❖ Ensure all applicants feel they have been treated fairly
- ❖ Use a process that will withstand challenges

ARG PROGRAM



RFP Overview

Letter of Intent (pg. 2)

Notice of Intent to Apply: January 8, 2021

- Non-Binding
- Applicants that submit a Notice of Intent to Apply and decide later not to apply will not be penalized
- ARGWarmHandoff@bscc.ca.gov

RFP Overview

Due Date and Submission Instructions (pg. 2)

❖ Proposal Due Date: February 5, 2021

- ❖ Proposals MUST be received by 5:00 P.M.
- ❖ Proposal packages must be signed with a digital OR wet signature and scanned via email:

ARGWarmHandoff@bscc.ca.gov

RFP Overview

Description of the Grant (pg.3)

- Support to individuals formerly incarcerated in state prison

Grant Period

- July 1, 2021 to February 28, 2025
- Three-years and 7 months = grant period

Eligibility

- Community-Based Organizations (CBOs)
- 501(c)(3) status (i.e., nonprofit) verified via the California Secretary of State database:

<https://businesssearch.sos.ca.gov/>

RFP Overview

Eligibility (con't)

- CBO's that have not yet received \$500,000 in ARG Warm Handoff funding
- CBO's that received less than \$500,000 in the previous round of funding
- Non-Governmental Organization(NGO) requirements

RFP Overview

More About Non-Governmental Organizations

- ❖ Be duly organized, in existence, and in good standing at least 6 months
- ❖ Be registered with the California Secretary of State's Office, if applicable
- ❖ Have a valid business license, if required by the applicable local jurisdiction
- ❖ Have a physical address

RFP Overview

Target Population (pg. 5)

- **People who have been formerly sentenced, incarcerated and released from state prison**
- **Includes:**
 - People leaving state prison that are on parole
 - Those monitored by county probation departments through Post-Release Community Supervision (PRCS)
- **Does not include:**
 - DJJ
 - County Jail*
 - 1170(h)

What Is Housing First ? (pg. 5-6)

- ✓ Approach to service delivery and evidence-based model
- ✓ Uses housing as a tool, rather than a reward for recovery
- ✓ Provides or connects homeless people to permanent housing as quickly as possible
- ✓ Offers services as needed and requested on a voluntary basis





❑ Core Components- RFP- pg. 5-6

- ✓ Housing is not contingent upon sobriety, participation in services, or a lack of criminal history or abstinence
- ✓ Supportive Services should emphasize engagement and problem solving over therapeutic goals
- ✓ Case Managers and service coordinators who are trained in and actively employ evidence-based practices
- ✓ Services are informed by a harm-reduction philosophy

❑ Resource List and Glossary Terms- Appendix F pg.33

- ❑ Adult Reentry Grantees will be expected to implement a Housing First model to the extent that it applies to the specific services they offer

RFP Overview

Eligible Activities & Funding Information pg. 6-7

**Examples of Eligible
Warm Handoff Reentry Services
Application**

Including but not limited to:

- **Reach-in services**
- **Case management services**
- **Housing Navigation**
- **Transportation**
- **Food**
- **Emergency services**
- **Employment/vocational**
- **Social services**
- **Behavioral health care**
- **Mentors**
- **Transitional services**
- **System navigation**
- **24-hour response**

Eligible applicants may request up to \$500,000 for the entire grant period

ARG PROGRAM



Evidence-Based Practices

pgs. 7-8

- ◆ Applicants are strongly encouraged to:
 - ◆ Provide services and use practices that are evidence-based and appropriate for target population
 - ◆ Identify the evidence that shows that the practice is effective
 - ◆ Discuss the population for which this practice has been shown to be effective

Evidence-Based Practices The BSCC Point of View...

On a basic level consider these 3 questions:

1. Is there evidence that the intervention is likely to work?
i.e., produce a desired benefit
2. Can you demonstrate that the intervention is being carried out as intended?
3. Is there a plan/processes to collect and analyze the data for later evaluation of whether the intervention worked?

RFP Overview

Grant Requirements pg. 8-9

- Grant Agreement
- Governing Board Resolution
- Supplanting
 - No Match Requirement
- Audit
 - Provide financial audit for service delivery period (July 1, 2021-February 28, 2025)
 - Audit report due August 31, 2025
 - Expenses reimbursable for actual costs up to \$25,000



Grant Requirements pg.9

- Funding Disbursement
 - 1/3 awarded funds within 75 days
 - Subsequent disbursement upon 80% spend down
 - Unspent funds must be returned to the BSCC
 - Deposit in bank account and not comingled
 - Project Interest



ARG PROGRAM

Grant Requirements pgs. 9-10

- Invoicing-Quarterly
- Progress Reports-Quarterly
- Grantee Orientation Meeting
- Travel
 - Gov. agencies
 - CBOs/ NGOs
 - Out-of-State Travel



Grant Requirements Pg. 11

- Debarment, fraud, theft, embezzlement
(Appendix H pg. 37)
- Site Visits - Monitoring
 - Periodic monitoring by BSCC for program and fiscal and to provide technical assistance and training
(Appendix I pg.38-46)

DISQUALIFICATION



The following will result in disqualification:

- An electronic version of the complete proposal package is not received by 5:00 p.m. PST on February 5, 2021.
- The Applicant is not a Community-Based Organization located in the State of California and registered with 501(c)(3) status (i.e. nonprofit).
- Proposal Narrative does not meet the narrative formatting requirements below:
 - Arial 12-point font
 - One-inch margins on all four sides
 - 1.5-line spacing
- Proposal Narrative exceeds 9 numbered pages in length.
- Budget Attachment (Excel document) is incomplete or the total amount included in the budget table does not match the requested amount included elsewhere in the application.
- Budget Attachment (Excel document) exceeds 4 pages in length.
- Proposal Package does not contain all required sections:
 - Coversheet – accurately completed
 - Proposal Checklist – filled out and signed
 - Applicant Information Form – completed and signed with a digital signature OR a wet signature that will be scanned with the completed proposal package
 - Proposal Narrative
 - ARG Budget Attachment (in Excel)
 - Letters of Support from Key Partners (if applicable)
 - Assurance of Government Organizations Agreement- completed and signed (Appendix E)
 - *Criteria for Non-Governmental Organizations Receiving BSCC Grant Funds* (Appendix J) – completed and signed
 - *Certification of Compliance with BSCC Policies on Debarment, Fraud, Theft and Embezzlement* (Appendix H) – completed and signed
 - Project Work Plan (not to exceed 1 page)
 - Verification from the California Secretary of State Office of Applicant's active status and registration as a 501 (c)(3)
- Applicant's funding request was more than \$500,000

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

Summary of Key Dates pg. 13

ACTIVITY	TENTATIVE TIMELINE
Release Request for Proposals (RFP) Solicitation	November 20, 2020
Bidders' Conference	December 11, 2020
Letter of Intent Due to BSCC	January 8, 2021
Proposals Due to BSCC	February 5, 2021 5:00 PM
Proposal Rating Process and Development of Funding Recommendations	February-May 2021
BSCC Board Considers Funding Recommendations	June 10, 2021
Notice to Grantees	June 15, 2021
Grants Begin/Contracts Commence	July 1, 2021
Mandatory Grantee Orientation	TBD August 2021



Any
Questions

Adult Reentry Grant Rating Factors pg.14

	Rating Factors	Point Range	Percent of Total Value	Weighted RF Score
1	Program Need	0-5	30%	45
2	Program Description	0-5	40%	60
3	Organizational Capacity and Coordination	0-5	20%	30
4	Budget Section	0-5	10%	15
Maximum Possible Proposal Score:			100%	150

PROPOSAL RATING PROCESS PG. 14

6-point Scoring Rubric

Not Responsive 0	Poor 1	Fair 2	Satisfactory 3	Good 4	Excellent 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.

Proposal Instructions

Cover Sheet pg.16

- ✓ **Completed** with Name of Applicant and Date of Submission

Proposal Checklist pg.17

- ✓ **Completed** and included with RFP Package
- ✓ Must be signed in **blue ink** by **authorized individual**

Applicant Information Form pg. 19-20

- ✓ **Completed** information in each section
- ✓ Must be signed in **blue ink** by **authorized individual**

Proposal Instructions Cont.

Proposal Narrative Sections

- ✓ Address each of the three (3) required sections below
 - ✓ Project Need
 - ✓ Project Description
 - ✓ Organizational Capacity & Coordination

Proposal Instructions

Narrative Sections

- ✓ Each section must be titled according to its section header as provided
- ✓ Within each section, address the information requested in the rating factors in a cohesive, comprehensive narrative format
- ✓ Do not include website links
- ✓ Number the pages
- ✓ Narrative for each sub-proposal cannot exceed **9 pages** in length

Proposal Instructions **Narrative Sections**

- Unless otherwise noted, each narrative section must be formatted in:
- Ariel 12-Point Font
- 1.5-line spacing
- One (1) inch margins on all four sides
- 9 Page limit for the narrative section

Proposal Instructions

Proposal Budget

Address the Budget by completing the:

- ✓ Amended Budget Table and that includes a Budget Narrative

The Amended Budget Table is accessed through a **link** to an excel document contained in Amended RFP (pg. 24)

The Budget section does not count toward the 9 pages of the narrative section

Rating Factors

Pg. 22-24

The ESC will evaluate the merits of each proposal received in terms of how well each applicant responds to the rating factors found in the:

- Project Need Narrative Section
- Program Description Narrative Section
- Organizational Capacity and Coordination
- Budget Tables

Not Responsive 0	Poor 1	Fair 2	Satisfactory 3	Good 4	Excellent 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.

Section 1. Warm Handoff Reentry Services Project Need

(Percent of Total Value: 30%)

1.1	Description of the community(ies) need to be addressed by the Warm Handoff Reentry Services Program.
1.2	<p>Describe the target population to be served for the Warm Handoff Reentry Services Program, including:</p> <ul style="list-style-type: none">• Relationship of the identified target population to the purpose of the Warm Handoff Reentry Services Program.• Needs of identified target population.
1.3	Service gaps that contribute to the need for the Warm Handoff Reentry Services Program are identified.
1.4	Relevant local qualitative and/or quantitative data in support of the Warm Handoff Reentry Services Program need are provided.

Section 2. Warm Handoff Reentry Services Program Description

(Percent of Total Value: 40%)

- | | |
|-----|---|
| 2.1 | <p>Description of the proposed program goals, objectives and impact that includes the relationship to the need and intent of the Warm Handoff Reentry Services Program</p> <ul style="list-style-type: none">• A Work plan (Attachment A of the Warm Handoff Reentry Services proposal) is completed identifying the top three goals and objectives and how these will be achieved in terms of the activities, responsible staff/partners, and start and end dates. |
|-----|---|

Section 2. Warm Handoff Reentry Services Program Description

(Percent of Total Value: 40%)

2.2	<p>Description of the services types, sources, and method of delivery that will be made available to participants in the proposed Warm Handoff Reentry Services Program, including:</p> <ul style="list-style-type: none">• The plan for selecting the types and kinds of services to be provided to each participant (e.g., assessments).• The projected number of participants to be served.• How the services will be delivered, including length and duration.• The roles, responsibilities and activities of the case managers, system navigators or other staff delivering services.• A list of any outside agencies and the services they will provide and/or link to, has been submitted. Proposed interventions and resources to be made available to participants are outlined. If providing housing-based services or linking to housing based-services describe the extent to which the program supports the core components of Housing First.
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Section 2. Warm Handoff Reentry Services Program Description

(Percent of Total Value: 40%)

- | | |
|-----|--|
| 2.3 | <p>Rationale for the proposed Warm Handoff Reentry Services program which includes:</p> <ul style="list-style-type: none">• The selection of evidence-based, promising, informed, or innovative practices, interventions, and services.• A description of relevant evidence or research to support the selection of the proposed program for the target population and the community. |
|-----|--|

Section 3. Organizational Capacity and Coordination

(Percent of Total Value: 20%)

3.1	<p>Description of applicant's experience administering warm Handoff reentry services to the target population, including:</p> <ul style="list-style-type: none">• Applicant's current capacity to serve participants and provide access to treatment and case management.• How the proposed project, if funded, will increase capacity to serve clients.• Description of readiness to proceed, if funded.
3.2	<p>Description of the plan for selecting, recruiting, and referring participants for the Warm Handoff Reentry Services program.</p> <ul style="list-style-type: none">• Agreements with partnering or referring organizations that will help ensure the projected number of participants are served are included.

Section 3. Organizational Capacity and Coordination

(Percent of Total Value: 20%)

3.3	Description of 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.
3.4	<p>Description of outreach and community engagement efforts for the Warm Handoff Reentry Services to include:</p> <ul style="list-style-type: none">• Efforts to include/hire people with lived experience into the administration or service delivery of the program.• The extent to which the program promotes collaboration with other organizations.

Section 4: Warm Handoff Reentry Services Project Budget
(Percent of Total Value: 10%)

- | | |
|-----|---|
| 4.1 | <p>Provide complete and detailed budget information in each section of the Warm Handoff Reentry Services Budget Attachment (link below) that includes:</p> <ul style="list-style-type: none">• Language supporting each expense• Expenses that are appropriate for the project's goals and planned activities. |
|-----|---|

QUESTIONS



ARG PROGRAM

Attachment A: Warm Handoff Reentry Services Sub-Proposal Work Plan

Applicants for Warm Handoff Reentry Services grant funds shall complete a 1-page Project Work Plan. This Project Work Plan identifies measurable goals and objectives, activities and services, the responsible parties, and a timeline. To build the Project Work Plan, applicants should copy and paste the following tables into a separate document. List only the top three goals of the project. Use Appendix F for information related to developing goals and objectives.

Goal 1:			
Objectives (A., B., etc.):			
Project activities that support the identified goal and objectives	Responsible staff/ partners	Timeline	
		Start Date	End Date
Goal 2:			
Objectives (A., B., etc.):			
Project activities that support the identified goal and objectives	Responsible staff/ partners	Timeline	
		Start Date	End Date
Goal 3:			
Objectives (A., B., etc.):			
Project activities that support the identified goal and objectives	Responsible staff/ partners	Timeline	
		Start Date	End Date

Budget Attachment

Pg. 24

Warm Handoff Reentry Services
Budget Attachment- [LINK](#)

REQUIREMENTS

- ❖ Apply only for the amount of funds needed up to \$500,000 for the grant period
- ❖ No match is required
- ❖ Funds must be requested in whole dollars only
- ❖ Budget line-item categories are limited to those contained in the Budget Attachment
- ❖ If no money is requested for a particular line item, enter \$0 in the budget table and “N/A” in the corresponding narrative

Warm Handoff Reentry Services

Budget Attachment

Warm Handoff Reentry Services Budget Attachment Instructions:

As part of the application process, applicants are required to submit the **Warm Handoff Reentry Services Budget Attachment**, which is an Excel Workbook that can be accessed using the link below.

Upon submission, the Warm Handoff Reentry Services Budget Attachment will become Section 4 of the Warm Handoff Reentry Services Proposal and will be rated as such based on the Program Budget rating criteria listed above.

Applicants should be aware that budget proposals recommended for funding by the Scoring Panel and awarded by the Board, will still be subject to review and approval by the BSCC staff to ensure all proposed costs listed within the budget narrative are allowable and eligible for reimbursement with Adult Reentry Grant funds. Regardless of any ineligible costs that may need to be addressed post award, the starting budget for the reimbursement invoices and the total amount requested will be the figures used for the Standard Grant Agreement.

Applicants are solely responsible for the accuracy and completeness of the information entered in the Budget Table and Budget Narrative Table. Detailed instructions for completing the Budget Attachment are listed on the Instructions tab of the Excel workbook.

Warm Handoff Reentry Services Budget Attachment - [Link](#)

Click the Word “Link” to access the hyperlink to the attachment

USING THE BUDGET TABLES



CORRECTIONS
PLANNING AND
GRANT PROGRAMS **CPGP**

Project Budget and Budget Narrative for Warm Hand-off Reentry Services

Name of Applicant CBO: Enter Applicant CBO name here

Project Budget for Warm Hand-off Reentry Services

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

Budget Line Item	Grant Funds
1. Salaries and Benefits	\$0
2. Services and Supplies	\$0
3. Professional Services	\$0
4. Non-Governmental Organization (NGO) Subcontracts	\$0
5. Equipment/Fixed Assets	\$0
6. Data Collection and Progress Reporting	\$0
7. Financial Audit	\$0
8. Other (Travel, Training, etc.)	\$0
9. Indirect Costs	\$0
TOTAL	\$0

- ❖ Applicants must enter their CBO name
- ❖ Dollar amounts will automatically populate as the information is entered in the sections below



USING THE BUDGET TABLES

1. Salaries and Benefits for Warm Hand-off Reentry Services		
Name and Title	(% FTE <u>or</u> Hourly Rate) & Benefits	Grant Funds
Example (Hourly): Bob Smith, Fiscal Manager	\$60/hour x 10 hours/month x 3 years = \$21,600 @ 22% = \$4,752	\$4,752
Example (FTE): Jane Doe, Counselor	.25 FTE @ \$60,000 x 3 years = \$45,000 @ 22% = \$9,900	\$9,900
		\$0
		\$0
		\$0
		\$0
		\$0
		\$0
		\$0
		\$0
		\$0
		\$0
		\$0
		\$0
TOTAL		\$0

- ❖ List the classification/title, percentage of time, salary or hourly rates, and the benefits (if applicable) for every staff person that will be funded from the grant

USING THE BUDGET TABLES

Salaries and Benefits Narrative for Warm Hand-off Reentry Services:

- ❖ Provide a narrative description of the item(s), and how the item(s) and amounts requested will serve to meet the stated goals and objectives and planned activities of the project
- ❖ To start a new paragraph within a narrative cell, hold down the Alt key and then press Enter

USING THE BUDGET TABLES

2. Services and Supplies for Warm Hand-off Reentry Services		
Description of Services or Supplies	Calculation for Expenditure	Grant Funds
Example: Supportive Services (bus passes, gas car	\$350 x 50 Participants	\$17,500
		\$0
		\$0
		\$0
		\$0
		\$0
		\$0
		\$0
TOTAL		\$0

- ❖ Include and itemize all services and supplies to be purchased by the applicant only.
- ❖ Services and supplies purchased by NGOs, partner agencies, sub-grantees, or subcontractors should be included in the applicable budget section (e.g. Professional Services, NGO Contracts, etc.)

USING THE BUDGET TABLES

3. Professional Services for Warm Hand-off Reentry Services		
Description of Professional Service(s)	Calculation for Expenditure	Grant Funds
Example: Public Defender	Statewide Program Rate	\$15,000
		\$0
		\$0
		\$0
		\$0
		\$0
		\$0
		\$0
TOTAL		\$0

- ❖ List the names of any public agencies or professional consultants that will work on the project
- ❖ Identify the amount of funds allocated to each detail line and itemize the services that will be provided
- ❖ List any positions to be funded, including classification/title, percentage of time, salary or hourly rates, and benefits (if applicable)

USING THE BUDGET TABLES

4. Non-Governmental Organizations (NGO) Subcontracts for Warm Hand-off Reentry Services		
Description of Subcontract	Calculation for Expenditure	Grant Funds
Example: Private Industrial Council	Training Class \$450 x 25 participants	\$11,250
		\$0
		\$0
		\$0
		\$0
		\$0
		\$0
		\$0
TOTALS		\$0

- ❖ List all Non-Governmental Organization (NGO) subcontracts associated with the project
- ❖ Include the amount of funds allocated to each NGO and itemize the services that will be provided
- ❖ List any positions to be funded, including classification/title, percentage of time, salary or hourly rates, and benefits (if applicable)
- ❖ If a community partner has not been selected as of the date of the submission of the application, identify the amount of grant funds that will be allocated and describe services to be provided

USING THE BUDGET TABLES

5. Equipment/Fixed Assets for Warm Hand-off Reentry Services		
Description of Equipment/Fixed Asset	Calculation for Expense	Grant Funds
Example: Purchase of Vehicle	Toyota Prius @ Market Value	\$24,000
		\$0
		\$0
		\$0
		\$0
		\$0
		\$0
		\$0
TOTALS		\$0

- ❖ Equipment and fixed assets are nonexpendable property having a useful life of more than one year and acquisition costs of \$5,000 or more per unit.
- ❖ Equipment and fixed assets included in proposed budget does not guarantee approval. Separate and prior approval from the BSCC will be required prior to purchase.

USING THE BUDGET TABLES

6. Data Collection and Progress Reporting for Warm Hand-off Reentry Services	
Description	Grant Funds
Example: Data Collection & Reporting Efforts @ 7%	\$10,329
	\$0
	\$0
	\$0
	\$0
	\$0
	\$0
TOTAL	\$0

- ❖ Include grant funds associated with the project's data collection and reporting efforts and/or necessary enhancements to an existing data collection mechanism that will be used to capture grant-program data

USING THE BUDGET TABLES

7. Financial Audit		
Description	Calculation for Expense	Grant Funds
		\$0
		\$0
		\$0
		\$0
TOTAL		\$0

- ❖ Up to \$25,000 in grant funds may be allocated for the required financial audit.

USING THE BUDGET TABLES

8. Other (Travel, Training, etc.) for Warm Hand-off Reentry Services		
Description	Calculation for Expense	Grant Funds
Example: Training Classes	\$500/partipant x 30 participants	\$15,000
		\$0
		\$0
		\$0
		\$0
		\$0
		\$0
TOTAL		\$0

- ❖ Include all costs that do not fit into the other categories as defined previously. At a minimum, applicants should budget for two trips to Sacramento for grantee team meetings.
- ❖ Similar costs allocated by partner agencies, sub-grantees, or subcontractors should be included in the applicable budget section.
- ❖ Out-of-State travel using grant funding monitored very closely and requires prior approval by the BSCC even if outlined in the proposed budget.

USING THE BUDGET TABLES

9. Indirect Costs for Warm Hand-off Reentry Services

For this grant program, indirect costs may be charged using only one of the two options below:		Grant Funds
1. Indirect costs will be charged as 10% of total direct salaries and wages, not to exceed:	\$0	\$0
2. Indirect costs will be charged as 5% of direct total direct project costs (except Equipment and Financial Audit) not to exceed:	\$0	\$0
<i>If the amount exceeds the maximum allowed and/or turns red, please adjust it to not exceed the line-item limit noted:</i> TOTAL		\$0

- ❖ Indirect costs are shared costs that cannot be directly assigned to a particular activity but are necessary to the operation of the organization and project performance.

TWO INDIRECT COST OPTIONS FOR ARG:

- ❖ An amount not to exceed ten percent (10%) of direct salaries and wages, either including or excluding benefits; or
- ❖ An amount not to exceed five percent (5%) of the actual total direct project costs, excluding equipment.



12 Required Forms To Be Submitted for Each Proposal

1. Proposal Cover Sheet (pg. 16)
2. Proposal Checklist (pg. 17)
3. Applicant Information Form (pg. 19-20)
4. Proposal Narrative (pg. 21-23)
5. Proposal Budget Table and Narrative (Excel)

ARG PROGRAM

(Forms to be submitted continued)

6. Certification of Compliance with BSCC Policies on Debarment, Fraud, Theft and Embezzlement (Appendix H pg. 37)
7. Verification of active registered status as a 501(c)(3) on the California Secretary of State's database (<https://businesssearch.sos.ca.gov/>)
8. Work Plan (pg. 25)

ARG PROGRAM

(Forms to be submitted continued)

9. Governing Board Resolution
10. Signing authority (e.g., articles of incorporation, bylaws, or board resolution conferring authority to the signatory)
11. If the proposal includes collaboration and active involvement with a local government agency for which their agreement is needed, a letter of support signed by the agency head must be received from the agency
12. Assurance of Government Organizations Agreement (Appendix E pg. 32)

(Forms to be submitted continued)

Optional Document

13. One (1) Project flowchart or other visual representing the proposed Warm Handoff project workflow, process, and/or intended outcomes and activities (not part of the 9 pages)

Submittal Instructions Review

- ✓ Applicants must submit one electronic copy of the Proposal Package signed with a digital OR a wet signature
- ✓ The signed electronic Proposal must be received by the BSCC by **5:00 p.m. on February 5, 2021**

Submittal Instructions

Email one signed copy of the proposal package to:
ARGWarmHandoff@bscc.ca.gov

Acceptable formats include Microsoft Word, Microsoft Word Open XML Format Document, Portable Document Format (PDF) or Google Docs.

Reminder: Proposals are due on Friday, February 5, 2021 by 5:00 P.M.
Proposals received after the due date and time will not be considered.

ARG PROGRAM

Submit additional questions
about the ARG Grant
or RFP to:

Tanya Hill

Tanya.hill@bscc.ca.gov

Or

to electronic mailbox

ARGWarmHandoff@bscc.ca.gov

ARG PROGRAM



To-Dos:

- ☐ Read the RFP Several Times
- ☐ Be Familiar with the ARG Program Requirements
- ☐ Be Familiar with the Rating Factors and Criteria
- ☐ Design Your Program
- ☐ Identify/Select Services, Resources & Providers
- ☐ Develop Work Plan
- ☐ Follow Proposal Submittal Instructions to the Letter

