

Adult Reentry Grant (ARG)

**Rehabilitation of Existing Property
or Buildings Component**

ARG Rehab Project

REQUEST FOR PROPOSALS

Eligible Applicants: California
Nonprofit Community-Based Organizations

Grant Period: February 1, 2020 to January 30, 2035

RFP Released: September 13, 2019

Proposals Due: November 1, 2019 - 5:00 p.m.



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CONFIDENTIALITY NOTICE:

All documents submitted as a part of the Adult Reentry 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, §§ 6250 et seq.)

Part I: Grant Information

Background

The Adult Reentry Grant (ARG) Program was established in the Budget Act of 2018 (Senate Bill 840, Chapter 29, Statute of 2018). The grant program is aimed at providing support to individuals formerly incarcerated in state prison.

SB 840 dedicated \$15,000,000 for the rehabilitation of existing property or buildings for housing people released from prison. For additional information about SB 840 see Attachment A.

Contact Information

This Request for Proposals (RFP) provides the information necessary to prepare a proposal to the Board of State and Community Corrections (BSCC) for grant funds available through the ARG Rehab of Property Project.

The BSCC staff cannot assist the applicant or its partners with the actual preparation of a proposal. Any technical questions concerning the RFP, the proposal process or programmatic issues must be submitted by email to: ARGRehabProject@bscc.ca.gov

The BSCC will accept and respond to questions about this RFP until October 15, 2019. Questions and answers will be posted on the BSCC website and updated periodically up until October 30, 2019.

Bidder's Conferences

Prospective applicants are invited but not required to attend a Bidder's Conference. The purpose of a bidder's conference is to answer technical questions from prospective bidders and provide clarity on RFP instructions. Details are listed below:

Tuesday September 24, 2019

10:00 a.m.

Board of State and Community Corrections

1st Floor Board Room

2590 Venture Oaks Way

Sacramento, CA 95833

If your organization plans to attend the Bidder's Conference in person, please RSVP by email with the name of the organization and the number of individuals that will attend. This will help us in planning and preparing the materials that will be needed.

EMAIL RSVP to: ARGRehabProject@bscc.ca.gov

(Subject line: ARG Rehab of Property Project Bidder's Conference– Name of CBO)

Please Note: Bidder's Conference will be livestreamed at www.bscc.ca.gov

Proposal Due Date and Submission Instructions

Applicants must submit one signed original application via email, according to the instructions below.

If the BSCC does not receive the electronic version on or before 5:00 p.m. (PST) on November 1, 2019 the proposal will not be considered.

Email the scanned copy of the proposal: ARGRehabProject@bscc.ca.gov

Description of the Grant

Grant Period

Grant funds will be available to rehabilitate existing property for a period of three years (February 1, 2019 to January 30, 2023). Grantees will be required to house persons formerly incarcerated in state prison in this housing project for a total grant period of 15 years (February 2019 to January 30, 2035).

Eligibility to Apply

Eligible applicants are Community-Based Organizations (CBOs) registered to do business in the State of California that have been determined by the IRS to have 501(c)(3) status (i.e., nonprofit). Verification of applicant's status as a 501(c)(3) must be submitted via a Letter of Determination from the IRS or the most recent 990 IRS form. Additionally, each applicant must provide their Corporate Entity Number.

Nonprofit CBOs may partner with other Non-Governmental Organizations (NGOs) however, only one nonprofit CBO can be applicant and will be responsible for all aspects of grant administration and management.

Partner NGOs include nonprofit CBOs, for-profit CBOs, faith-based organizations (FBOs), evaluators (except government institutions such as universities), general contractors, grant management companies and any other non-governmental agency or individual.

Applicant must have provided housing services to homeless or persons at risk of homelessness for a minimum of three years.

Eligible applicants must own and hold title to the property in fee simple that is proposed to be rehabilitated.

The applicant must have been duly organized, in existence, and in good standing as of February 1, 2017.

Any partnering NGO that receives Adult Reentry Grant Program funds as a subgrantee, or subcontractor must:

- Have been duly organized, in existence, and in good standing at least 24 months before entering into a fiscal agreement with the BSCC grantee;
- In either instance (applicant or partner) non-governmental entities that have recently reorganized or have merged with other qualified non-governmental entities that were in existence prior to the 24-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 grant agreement or subcontract

- In addition, all NGOs must meet the following additional requirements:
 - 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 valid Employer Identification Number (EIN) 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; and
 - Have a physical address.

An eligible applicant may not submit more than one proposal.

Applicants must use grant funds solely for the purpose of rehabbing property or buildings to house persons formerly incarcerated in state prison.

Should the scope of work proposed also be supported by other funding sources, the applicant must ensure that the property or portion of property improved by BSCC funds is used solely to house individuals formerly incarcerated in state prison.

Should the proposed project be supported by other funding sources, those funding sources must be identified at the time of application.

Target Population

The target population identified in this RFP are people who have been formerly sentenced to and released from state prison. This includes people leaving state prison that are on parole or those monitored by the probation departments of each county through post-release community supervision (PRCS).

Eligible Projects

Grant funds may be used to rehabilitate existing property or buildings that are or will be used for housing persons previously incarcerated in state prison. Eligible housing may include transitional housing, permanent housing and safe-haven housing.

Successful applicants must agree to house the target population of individuals formerly incarcerated in state prison following completion of the project and for the duration of the grant period until January 20, 2035.

"Rehabilitation" means repairs and improvements to housing which are necessary to meet the requirements of the ARG Rehab of Property Project. This may include rehabilitation standards as defined in Section 50097 of the Health and Safety Code or to eliminate conditions specified in Section 17920.3 of the Health and Safety Code. Rehabilitation also means repairs and improvements which are necessary to meet any locally adopted standards used in local rehabilitation programs. Rehabilitation may include reconstruction.

“Existing property” means real property owned by the applicant in fee simple at the time of application. Following the project rehabilitation, the property must be used for housing the target population until January 30, 2035.

ARG Rehabilitation of Existing Property and Buildings Project grant funds may be used for:

1. Administrative costs for CBO personnel (not to exceed 3% percent of grant award);
2. On-site costs of project reconstruction of the BSCC-approved project, including site preparation;
3. Architectural programming and design (for activities by consultants and contractors;
4. Reconstruction management (for activities by consultants and contractors;
5. Building permit fees, sewer/utility use or unit fees, and building inspection fees;
6. Soil/water contamination assessment mitigation;
7. Fixed equipment items (e.g., heating, ventilation, air conditioning, plumbing, lighting, communications, security and life/safety equipment, etc.) as necessary for the operation of the housing project;
8. Fixed furnishings items (e.g., built-in and/or permanently affixed counters, tables, cabinets, seats, etc.) as necessary for the operation of the housing project;
9. Installation of existing fixed equipment and furnishings as necessary for the activation and operation of the housing project;
10. Moveable equipment and moveable furnishings necessary for the operation of the housing project; and
11. Preparation of property to meet environmental requirements.

Adult Reentry Program grant funds for may not be used for:

1. Acquisition of new property;
2. Refinancing old debt;
3. Operational funding;
4. Delivery of services;
5. Dislocation, displacement or relocation costs;
6. Excavation of burial sites
7. Off-site costs (outside of the encumbered project area) including access roads, power generation and utilities development;
8. Office supplies and equipment;
9. Bonus payments; and
10. Public art or décor items.

Funding Information

A total of \$15 million is available for the ARG Rehab of Property Project. Eligible applicants will be allowed to request a minimum of \$3 million up to a maximum amount of \$5 million for their proposed project.

A 20 percent cash match of the funds awarded to the recipient is required.

Grant funds will only be available for expenditure to rehabilitate existing property for a period of three years (February 1, 2019 to January 30, 2023). However, grantees will be required to house persons formerly incarcerated in state prison in the ARG funded project following construction for the duration of the grant period, which will end January 30, 2035. Grantees will be required to provide annual operating budgets and occupancy reports upon completion of the construction project.

General Grant Requirements

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 Grant Agreement.

The Grant Agreement start date is expected to be February 1, 2020. Contracts are considered fully executed only after they are signed by both the Grantee and the BSCC. Work, services, and encumbrances cannot begin prior to the Grant Agreement start date. Work, services, and encumbrances that occur after the start date but prior to contract execution may not be reimbursed. Grantees are responsible for maintaining their Grant Agreement, all invoices, records, and relevant documentation for at least three years after the close of the grant .

Governing Board Resolution

Applicants must submit a resolution from their governing board that the individual signing the application for Adult Reentry Grant Rehab Project is authorized on behalf of the governing board to submit the grant proposal for this funding and sign the Grant Agreement with the BSCC, including any amendments thereof.

Deed of Trust

Prior to any grant payments being made, and as a condition to receipt of the award, the applicant shall execute and deliver a promissory note to the Board. The amount of the note shall be the amount of the grant and the note shall be secured by a deed of trust on the project property naming the Board of State and Community Corrections, State of California as the beneficiary. The deed of trust shall be recorded junior only to such liens, encumbrances and other matters of record approved by the Board and shall secure the Board's financial interest in the project and the performance of the applicant's program obligations. The Board shall have a lien on any property or building constructed, renovated, or remodeled for the duration of the grant agreement until January 30, 2035.

If the grantee ceases to be a nonprofit organization or the facility is no longer used for the housing of persons released from state prison, the Board may foreclose upon the lien, take possession of and sell the property.

Prevailing Wage

Labor Code sections 1720 et seq. require payment of prevailing wages for certain developments paid for in whole or in part from any public funding source and exempts

other developments from this requirement. All funds provided under this program are public funds within the meaning of the Labor Code. Each applicant shall be responsible for determining on a case-by-case basis the extent of applicability of the State's prevailing wage law to its individual projects. If applicable, prior to the close of the grant program, applicant shall provide to the Board a written certification that prevailing wages have been paid or will be paid, and the records shall be available consistent with the requirements of this section.

Environmental Conditions

All project sites must be free from severe adverse environmental conditions, such as the presence of toxic waste that is economically infeasible to remove and that cannot be mitigated.

Relocation

Projects must not result in the displacement of tenants or businesses.

Conditional Use Permit

A Conditional Use Permit from the applicable jurisdiction must be submitted to the BSCC within 90 days of grant award or applicant will be deemed ineligible and the award will be rescinded.

California Environmental Quality Act (Pub. Resources Code, §§ 21000 et seq.)

The BSCC has determined that projects funded by the Adult Reentry Grant Rehab Project grant are "projects" within the meaning of the California Environmental Quality Act (CEQA). (Pub. Resources Code, § 21065.) Funded projects will be limited to those that have no significant effect on the environment and are statutorily or categorically exempt from the CEQA process.

It is expected, but not required, that qualified proposals will be classified as Class 1 (existing facilities), Class 2 (replacement or reconstruction), or Class 3 (new construction or conversion of small structures) categorical exemptions.

For additional information on CEQA and statutory and categorical exemptions, please see: http://resources.ca.gov/ceqa/docs/2019_CEQA_Statutes_and_Guidelines.pdf

As part of the application process, applicants must fill out the information in Appendix B, Preliminary Information for Notice of Exemption indicating which statutory or categorical exemption applies to the project. It is recommended that applicants consult with legal counsel to determine whether projects are exempt from CEQA prior to submitting an application.

If an applicant is successful and is conditionally awarded funding, the applicant will be required to file a Notice of Exemption with the Governor's Office of Planning and Research. (Cal. Code Regs., tit. 14, § 15062.) Prior to filing the notice, applicants will be required to provide sufficient information regarding the project so that the BSCC may certify that the project is exempt. Prior to issuing the certification, the BSCC may require the applicant to provide an opinion by competent legal counsel attesting to the project's exempt status. The BSCC may deem ineligible and rescind a conditional award if the

BSCC is unable to certify the project exempt because of one or both of the following: (1) the applicant has not provided sufficient information for the BSCC to make a determination of exempt status after 60 days following the conditional award or (2) the BSCC determines the project is not exempt from CEQA.

The filing of the Notice of Exemption and the posting on the list of notices start a 35-day statute of limitations period on legal challenges to the determination that the project is exempt from CEQA. If any legal challenges remain unresolved following 180 days from the date of filing, the BSCC may deem a project ineligible and rescind the conditional award.

The BSCC will not enter into a grant agreement with the applicant until the Notice of Exemption has been filed, the statute of limitations has expired, and all legal challenges have been resolved.

Cash Match

As indicated previously, grant recipients are required to provide a cash match of 20 percent of the grant award. Eligible cash match expenditures only include only those costs as eligible for state financing (see section above, Eligible Costs for Reimbursement).

Subcontractors

Applicants are required to use a general contractor for the ARG Rehab Project. A general contractor is responsible for the day-to-day oversight of the project site, management of vendors and trades, and the communication of information to all involved parties throughout the course of the project. A three-bid process for the general contractor is required to ensure a responsible selection and increase the efficient use of grant funds by hiring a contractor at the best possible price with an appropriate level of experience and expertise. The bids should be based on criteria that the grantee has established in order to “screen out” unqualified contractors. The grantee is not required to select the lowest bid.

Title Report

The grantee must submit a preliminary title report of the project property demonstrating the applicant owns the property, as well as the history of ownership, encumbrances on the property, and any other relevant elements of legal history. The preliminary title report of the project property must be current within 30 days of the Adult Reentry Rehab of Property Project application.

Monthly Invoices and Progress Reports

Disbursement of grant funds occurs on a reimbursement basis however; reimbursement will only begin after the grantee has executed a contract with a general contractor for the ARG Rehab of Property Project. During the three-year period of funding availability, grantees must submit invoices (which will include a progress report) with supporting documentation to the BSCC on a monthly basis within 45 days following the end of the reporting period through an online process. Grantees must maintain adequate supporting documentation for all costs claimed on invoices for reimbursement.

Given the reimbursement schedule and related processing time involved, grantees should plan accordingly for needed cash flow to support the project.

At such time as the balance of state's remaining funds reaches 5 percent of the total amount of reimbursement that the grantee is eligible for at the time, the state shall withhold this amount as security, to be released to the grantee upon compliance with all agreement provisions. Requests for release of this state retention will only be considered after:

1. Completion of rehabilitation of property;
2. The grantee is housing persons formerly incarcerated in state prison and/or is accepting housing requests from persons formerly incarcerated in state prison.

Following the three-year period of funding availability, grantees will continue to report to the BSCC annually by submitting proof of insurance, an annual operating budget, and an annual occupancy report for the remainder of the Grant period to January 30, 2035.

Supplanting

BSCC grant funds shall be used to support new rehabbing of existing property or buildings or to augment existing funds that expand current rehabbing activities underway. BSCC grant funds shall not be used to replace existing funds. Supplanting is strictly prohibited for all BSCC grants. When using outside funds as match, applicants must be careful not to supplant. Supplanting is the deliberate reduction in the amount of federal, state, or local funds being appropriated to an existing program or activity because grant funds have been awarded for the same purposes.

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

Audit Requirements

The BSCC reserves the right to call for a program or financial audit at any time between the execution of the contract and 3 years following the end of the grant period.

The California State Auditor, the California Department of Finance- Office of State Audits & Evaluation, the California State Controller's Office, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this grant.

Insurance Requirements

Applicant shall obtain appropriate insurance prior to the start of construction and maintain insurance for duration of the grant award (January 30, 2035). This insurance includes fire, lightning, and extended coverage insurance as well as earthquake insurance in an amount equal to the full insurable value of the project.

Grantee Orientation Process

Following the start of the grant period, BSCC staff may conduct a Grantee Orientation in Sacramento (at a date to be determined). The purpose of this mandatory session is to

review the program requirements, invoicing and budget modification processes and reporting requirements, as well as other grant management and monitoring activities. Typically, the Project Director, Financial Officer and Day-to-Day Contact attend. Grant recipients may use grant funds for travel-related expenditures such as airfare, mileage, meals, lodging and other per diem costs. Applicants should include anticipated costs in the budget section of the proposal under the “Other” category.

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 BSCC 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.

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 General RFP Appendix C certifying that they are in compliance with the BSCC’s policies on debarment, fraud, theft, and embezzlement.

Compliance Monitoring Visits

BSCC conducts periodic compliance monitoring visits to grantees during the term of the grant. Additionally, after the completion of the rehabilitation of property, grantees will be required to submit annually to the board: (1) proof of insurance; (2) an annual operating budget; and (3) an annual occupancy report until the end of the grant period.

Overview of the RFP Process

Confirmation of Receipt of Proposal

Upon submission of a proposal, applicants will receive an electronic auto-confirmation email from the BSCC stating that the proposal has been received.



The following will result in an automatic disqualification:

- A PDF electronic version of the proposal package is not received by 5:00 p.m. PST on November 1, 2019.
- The Proposal Narrative and the Budget Detail does not meet the narrative formatting requirements below (see Sample Formatting Tool Appendix D):
 - Arial 12-point font
 - One-inch margins on all four sides
 - 1.5-line spacing
- The Proposal Narrative exceeds 15 numbered pages in length.
- The Budget Detail exceeds 5 numbered pages in length.
- The Proposal Package does not contain all required sections:
 - Coversheet
 - Checklist
 - Information Sheet
 - Proposal Narrative
 - Budget
 - Budget Detail
 - Project Activity Timeline
- The applicant's funding request was less than \$3 million.
- The applicant's funding request exceeded \$5 million.
- The applicant did not sign, check boxes and submit a Certification of Compliance with BSCC (Appendix C).
- The applicant did not provide a Governing Board Resolution conferring authority to a signatory by name and title who is authorized to apply for and contract with the BSCC for the Adult Reentry Grant Program (including any amendments thereof).
- The applicant did not provide proof that they are a CBO registered to do business in the State of California, active in good standing status with the Secretary of State for the last 3 years by submitting:
 - A copy of the applicant's registration and active status as a CBO on the Secretary of State's database (<https://businesssearch.sos.ca.gov/>)
 - A Letter of Determination from the IRS or the most recent 990 IRS form
- The applicant did not submit a preliminary title report of the project property, current within 30 days of application.
- Applicant did not complete Preliminary Information for Notice of Exemption (Appendix B)

NOTE: Disqualification means that the proposal will not move to the Scoring Committee for the Proposal Rating Process.

Proposal Rating Process

Unless disqualified, the proposal will advance to the Scoring Panel for the Proposal Rating Process. The Scoring Panel will read and assign points to each Proposal in accordance with the prescribed rating factors listed in the table below.

Scoring Panel members will base their points on how well an applicant addresses the items listed under each rating factor within the Proposal Narrative and Budget Section. Following the Proposal Rating Process, the Scoring Panel will develop funding recommendations for consideration by the BSCC Board.

At the conclusion of the rating process, applicants will be notified of the Board's funding recommendations. It is anticipated that the Board will act on the recommendations at a meeting in January 2020. Applicants and partners are not permitted to contact members of the Scoring Panel or the BSCC Board to discuss proposals.

Summary of Key Dates

The following table shows an estimated timeline of key dates related to the Adult Reentry Program.

Activity	Date
Release Request for Proposals	September 13, 2019
Bidder's Conference (Sacramento)	September 24, 2019
Proposals Due to the BSCC	November 1, 2019
Proposal Rating Process and Development of Funding Recommendations	November/December 2019 January 2020
BSCC Board Considers Funding Recommendations	January 23, 2019
Notice to Grantees	January 24, 2020
New Grants Begin	February 1, 2020
New Grantee Orientation	TBD
Funding Availability Ends for Rehabilitation of Existing Property	January 30, 2023
Grant Period Ends	January 30, 2035

Scoring Process

Rating Factors

Shown in the table below are five (5) Rating Factors and the maximum points assigned to each factor. The Board of State and Community Corrections assigned a percent value to each of the five (5) rating factors, correlating to its importance (see Percent of Total Value column).

Adult Reentry Grant Rehabilitation of Existing Property and Buildings Rating Factors and Scoring System

	Rating Factors	Point Range	Percent of Total Value	Weighted RF Score
1	Project Need	1-5	15%	30
2	Project Description	1-5	35%	70
3	Organizational Capacity	1-5	15%	30
4	Readiness	1-5	15%	30
5	Project Budget	1-5	20%	40
Maximum Possible Proposal Score:			100%	200

Raters will assign points to an applicant's response in each of these rating factors on a scale of 1 – 5, according to the rating scale shown below. The points allocated to each rating factor are weighted according to the Percent of Total Value to arrive at the Weighted Rating Factor Score. The Weighted Rating Factor scores are summed to calculate the overall score for each proposal. The maximum possible proposal score is 200.

Threshold/Minimum Score

In order to be considered for funding, a threshold of 60%, or a minimum score of 120 total points, must be earned.

Five-Point Rating Scale

Poor 1	Fair 2	Satisfactory 3	Good 4	Excellent 5
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.

Part II: Proposal Instructions

The following items are included in this section:

- Cover Sheet
- Proposal Checklist
- Applicant Information Form – Instructions
- Applicant Information Form
- Proposal Narrative
- Project Activities Timeline
- Project Budget
 - a. Budget Table
 - b. Budget Detail

Adult Reentry Grant (ARG) Rehab Of Property Project

Proposal Package Coversheet

Submitted by:

Applicant Name:

Date Submitted:

Date:

ARG Rehab of Property Project

Applicant Checklist

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

	Required Items for Application:	✓
1	Cover Sheet <ul style="list-style-type: none"> Insert Applicant Name and Date of Submission 	
2	Proposal Checklist <ul style="list-style-type: none"> <i>Signed in blue ink by the authorized signatory (original signature)</i> 	
3	Applicant Information Form (must include valid Corporate Entity Number) <ul style="list-style-type: none"> <i>Signed in blue ink by the authorized signatory (original signature)</i> 	
4	Proposal Narrative (15 pages or less)	
5	Proposal Budget Table - Completed ARG Budget Link Attachment	
6	Budget Detail (5 pages or less)	
7	Project Activity Timeline (Attachment A)	
8	Certification of Compliance with BSCC Policies on Debarment, Fraud, Theft, and Embezzlement (Appendix C) <ul style="list-style-type: none"> <i>Signed in blue ink by the authorized signatory (original signature)</i> 	
9	Verification of applicant's status as a 501(c)(3) must be submitted via a Letter of Determination from the IRS or the most recent 990 IRS form <u>and</u> a scanned copy of the applicant's status as registered on the Secretary of State's database (https://businesssearch.sos.ca.gov/)	
10	Title Report of the project property, current within 30 days of application	
11	Preliminary Information for Notice of Exemption Form (Appendix B)	
12	Governing Board Resolution conferring authority to a signatory by name and title who is authorized to apply for <u>and</u> sign contracts and amendments thereof	

***PLEASE NOTE: ATTACHMENTS AND DOCUMENTS OTHER THAN THOSE LISTED ABOVE WILL NOT BE CONSIDERED OR FORWARDED TO THE SCORING COMMITTEE.**

*

I have reviewed this checklist and verified that all required items are included in this proposal packet.

X

Date:

Applicant Authorized Signature (see Applicant Information Form, Part N, next page)

Applicant Information Form: Instructions

- A. Applicant:** Complete the required information for the community-based organization submitting the proposal.
- B. Tax Identification Number:** Provide tax identification number of the Applicant.
- C. Corporate Entity Number:** Applicant must provide the 7-digit unique Corporate Entity Number that verifies that the applicant is registered and organized with the secretary of state.
- D. CBO Applicants:** List the names of the cities and towns (not the county) in which your CBO is proposing to provide services.
- E. Project Title:** Provide the title of the project.
- F. Project Summary:** Provide a summary (100-150 words) of the proposal. Note: this information will be posted to the BSCC's website for informational purposes.
- G. Grant Funds Requested:** Identify the amount of grant funds requested.
- H. Applicant is a 501(c)(3):** Identify whether your organization meets requirements of 501(c)(3) status with the IRS. Check either yes or no.
- I. Verification of 501(c)(3) status:** Provide a scanned copy of the applicant's Active Status as registered on the Secretary of State's database (<https://businesssearch.sos.ca.gov/>). Check the type of verification you have submitted by checking either a 990 IRS form (only face sheet needed) or a IRS Letter of Determination.
- J. Project Director – Construction Manager:** Provide the name, title, and contact information for the individual responsible for oversight and management of the project. This person must be an employee of the Grantee not a subcontractor.
- K. Financial Officer:** Provide the name, title, and contact information for the individual responsible for fiscal oversight and management of the project. Typically, this is the individual that will certify and submit invoices. This person must be an employee of the Grantee.
- L. Day-to-Day Project Contact:** Provide the name, title and contact information for the individual who serves as the primary contact person for the grant. Typically, this individual has day-to-day oversight for the project. This person must be an employee of the Grantee.
- M. Day-to-Day Fiscal Contact:** Provide the name, title and contact information for the individual who serves as the primary contact person for fiscal matters related to the grant. This may be the individual who prepares the invoices for approval by the Financial Officer. This person must be an employee of the Grantee.
- N. Authorized Signature:** Complete the required information for the person authorized by Board Resolution to sign for the Applicant. This individual must read the assurances under this section, then sign and date in the appropriate fields. Provide evidence of authority (e.g., board resolution conferring authority to the signatory by name and title within the organization).

ARG Program Rehab of Property Project Applicant Information Form

A. CBO APPLICANT		B. TAX ID #		C. CORPORATE ENTITY #	
NAME OF APPLICANT		TAX IDENTIFICATION #:		CORPORATE ENTITY #	
STREET ADDRESS		CITY		STATE	ZIP CODE
MAILING ADDRESS (if different)		CITY		STATE	ZIP CODE
D. CBO APPLICANTS: List the cities and towns in which your organization will provide Adult Reentry Program funded services.					
E. PROJECT TITLE:					
F. SUMMARY of REHABBING PROJECT (100-150 words):					
G. GRANT FUNDS REQUESTED:		H. APPLICANT IS A 501(c)(3)		I. VERIFICATION OF 501(c)(3) STATUS	
\$		YES <input type="checkbox"/> NO <input type="checkbox"/>		Confirmation of Active Status with SOS <input type="checkbox"/> AND IRS 990 <input type="checkbox"/> OR Letter of Determination <input type="checkbox"/>	
J. PROJECT DIRECTOR - CONSTRUCTION ADMINISTRATOR:					
NAME		TITLE		TELEPHONE NUMBER	
STREET ADDRESS				FAX NUMBER	
CITY	STATE	ZIP CODE	EMAIL ADDRESS		
K. FINANCIAL OFFICER:					
NAME		TITLE		TELEPHONE NUMBER	
STREET ADDRESS				FAX NUMBER	
CITY	STATE	ZIP CODE	EMAIL ADDRESS		
PAYMENT MAILING ADDRESS (if different)		CITY		STATE	ZIP CODE

L. DAY-TO-DAY PROGRAM CONTACT:

NAME	TITLE	TELEPHONE NUMBER	
STREET ADDRESS		FAX NUMBER	
CITY	STATE	ZIP CODE	EMAIL ADDRESS

M. DAY-TO-DAY FISCAL CONTACT:

NAME	TITLE	TELEPHONE NUMBER	
STREET ADDRESS		FAX NUMBER	
CITY	STATE	ZIP CODE	EMAIL ADDRESS

N. AUTHORIZED SIGNATURE

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

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

CONFIDENTIALITY NOTICE:

All documents submitted as a part of the Adult Reentry 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, §§ 6250 et seq.)

ARG Rehab of Property Project

Instructions for Proposal Narrative, Project Budget and Budget Detail

Instructions: The Proposal Narrative section must be submitted in Arial 12-point font with one-inch margins on all four sides. The narrative must be 1.5-line spaced and cannot exceed **15 numbered pages** in length.

Each Proposal Narrative section should be titled according to its section header as provided (e.g., Project Need, Project Description, Organizational Capacity, Readiness to Proceed). Within each section, address the bulleted items in a cohesive, comprehensive narrative format. You may use footnotes as references however, these must be formatted within the document as indicated above. Do not include website links, charts, graphs or other graphics.

The 15 pages of the Narrative sections do not include the Cover Sheet, Proposal Checklist, Applicant Information Form, Budget Table or Budget Detail section or other required attachments (see *Proposal Checklist*). It is up to the applicant to determine how to use the total 15-page limit in addressing each Narrative section, however as a guide, the percent of total point value for each section is listed under each section header.

The Budget Table must be completed using the Budget Attachment (an Excel workbook, a link is provided on page 23).

The Budget Detail section is separate from the Narrative section and must be submitted in Arial 12-point font with one-inch margins on all four sides. The Budget Detail must be 1.5-line spaced and cannot exceed **5 numbered pages** in length. It is up to the applicant to determine how to use the total 5-page limit in addressing the Budget Detail, however as a guide, the percent of total point value for the Budget and Budget detail is listed under the section header.

Address the Rating Factor below in narrative form:

Section 1. Project Need (Weighted at: 15%)	
1.1	Explain conditions within the community(ies), including any housing gaps, that can be addressed by the Rehabilitation of Existing Property and Buildings proposal.
1.2	Describe the extent to which the project will address the needs of the grant's target population – individuals formerly incarcerated in state prison.
1.3	Describe relevant key local qualitative and/or quantitative data in support of the need.

Address the Rating Factor below in narrative form:

Section 2. Project Description (Weighted at: 35%)	
2.1	Describe the planning process used to develop the design for the proposed renovation, remodel or improvements to existing property and/or buildings.
2.2	Describe the proposed ARG Rehab Project, including: <ul style="list-style-type: none">• The type of property (e.g. transitional housing, permanent supportive housing, safe haven/shelter, etc.) and current purpose.• The current overall housing capacity (number and types of units or bed space) and the capacity designated for the target population.

Section 2. Project Description (Weighted at: 35%)	
	<ul style="list-style-type: none"> A detailed scope of work proposed for the rehabilitation of existing property or buildings project.
2.3	Complete the Project Activity Timeline (Attachment A of the RFP) identifying key events, dates and comments as appropriate for the proposed project.
2.4	<p>Provide a comprehensive description of the anticipated outcomes at the conclusion of the project, including:</p> <ul style="list-style-type: none"> Number and types of units or bed space (if any), and/or improvements to existing conditions, program spaces, and other ancillary spaces. How the modifications will provide for a safe, sanitary, and appropriate living environment. How the outcomes will address conditions within the community and serve the target population. The projected overall capacity of the project and the designated capacity for the target population.
2.5	Explain a plan to ensure the project will not result in the displacement of tenants or businesses.
2.6	Describe a plan, including future operating income and expenses, to ensure that the target population (relative to the amount of grant funds used to support the overall project) will be housed at this property in safe and sanitary conditions for the length of the grant period. Include methods for determining eligibility and data collection and record keeping.
2.7	Describe the project's accessibility to reentry services and resources such as public transportation, shopping, health and behavioral health care services.

Address the Rating Factor below in narrative form:

Section 3. Organizational Capacity (Weighted at 15%)	
3.1	<p>Describe applicant's experience in:</p> <ul style="list-style-type: none"> Addressing the housing needs of the target population. Developing projects within reasonable timeframes and budgets. Owning real estate assets and maintaining the financial and physical viability of these assets. Compliance with federal, state and local zoning, housing, and environmental laws and regulations.
3.2	Describe the feasibility of completing the proposed project as outlined in the Project Activity Timeline (Attachment A of the Rehabilitation of Property Request for Proposal).
3.3	Detail other capital in place to support the proposed project, including how the applicant will ensure that BSCC funds are used to solely house the target population.

Address the rating factor below by completing the Budget Attachment and Budget Narrative (Instructions and link below)

Section 4. Readiness to Proceed (Weighted 15%)	
4.1	Describe applicant's overall readiness to proceed and begin construction upon grant award, including how the proposed renovations, remodels or improvements will be complete by the end of the grant cycle.
4.2	Describe applicant's current status in obtaining permits and satisfying any other state and local requirements, including CEQA, that are needed to begin the ARG Rehab of Property Project.
4.3	Describe applicant's current funding sources and whether funding is available to begin construction or whether applicant will require a loan or need to acquire other funding for the project.

Address the rating factor below by completing the Budget Attachment and Budget Narrative (Instructions and link below)

Section 5: Project Budget Table and Budget Detail (Weighted at 20%)	
5.1	Provide complete and detailed budget information in each section of the ARG Rehab Project Budget Attachment (link below) that includes: <ul style="list-style-type: none"> • Language justifying each expense. • Expenses that are tied to project and planned project activities.
5.2	Describe the cost effectiveness of the project within the Budget Detail format (below).
5.3	Describe the source of the matching funds within the Budget Detail format (below).
5.4	If the total project exceeds the amount of BSCC grant funds requested, describe the source, amount and purpose of additional funds that will support the total project in the Budget Detail (see Budget Detail instructions in subsection 5b).

5a Budget Table Attachment Instructions:

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

Upon submission, the Budget Table Attachment will become Section 5a of the proposal and will be rated as such based on the Program Budget rating criteria listed above.

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.

Budget Table Attachment - [Link](#)

5b Budget Detail Instructions:

Instructions: The purpose of the Budget Detail is to support the amounts requested in the Budget Table. The Budget Detail must be submitted in Arial 12-point font with one-inch margins on all four sides. The Budget Detail must be double-spaced and cannot exceed **5 pages** in length using the template provided. Provide the information listed under each line item below with narrative to explain how the requested grant funds, cash match and any additional funds contributing to the project will be used to achieve project goals.

1. **Administrative Salaries and Benefits** (not to exceed 3% percent of grant funds): One CBO staff may be funded by the grant for oversight of the grant project. Provide the classification/title, percentage of time, salary/hourly rates, and benefits. Note: salaries and benefits of all other contracted staff go under the line item of Subcontractors. Grantees must document and retain time sheets for any grant or match funds charged to the grant.

- a. Total Grant Funds Requested: \$

Narrative Detail:

- b. Cash Match Funds: \$

Narrative Detail:

- c. Additional Funds Contributing to the Overall Project: \$

Narrative Detail:

- d. Total Project Costs (a + b + c) for Administrative Salaries & Benefits: \$

2. **Sub-Contractors:** List all individuals or businesses with whom the grantee will contract to perform part or all of the obligations of the BSCC Grant Agreement. This line item shall include a "general contractor" with overall responsibility for part or all of the project and may also include other subcontractors as needed for the project.

- a. Total Grant Funds Requested: \$

Narrative Detail:

- b. Cash Match Funds: \$

Narrative Detail:

- c. Additional Funds Contributing to the Overall Project: \$

Narrative Detail:

- d. Total Project Costs (a + b + c) for Sub Contractor(s): \$

3. **Architectural Planning:** Cost related to architectural plans and specifications that may include: outline specifications (equipment, and furnishings); floor plans (to scale with dimensions, room designation, references, wall types, and ratings); building sections (heights

and dimensions); interior elevations; and preliminary structural, mechanical, and electrical drawings.

a. Total Grant Funds Requested: \$

Narrative Detail:

b. Cash Match Funds: \$

Narrative Detail:

c. Additional Funds Contributing to the Overall Project: \$

Narrative Detail:

d. Total Project Costs (a + b + c) for Architectural Planning(s): \$

4. Additional Eligible Costs: (See list of Eligible Costs (pgs. 4-5))

a. Total Grant Funds Requested: \$

Narrative Detail:

b. Cash Match Funds: \$

Narrative Detail:

c. Additional Funds Contributing to the Overall Project: \$

Narrative Detail:

d. Total Project Costs (a + b + c) for Additional Eligible Costs: \$

5. Other (Travel): Itemize all costs associated with travel for one trip to Sacramento for grantee orientation.

a. Total Grant Funds Requested: \$

Narrative Detail:

b. Cash Match Funds: \$

Narrative Detail:

c. Additional Funds Contributing to the Overall Project: \$

Narrative Detail:

d. Total Project Costs (a + b + c) for Other: \$

Attachment A: Project Activity Timeline

Provide a timeline for the major activities to be accomplished or obstacles to be cleared in order to complete the three-year rehab project. Complete the table below indicating start and completion dates for each key event, including comments if desired.

[illegible]

General RFP Appendices

General RFP Appendix A.	Senate Bill 840
General RFP Appendix B	Preliminary Information for Notice of Exemption
General RFP Appendix C	Certification of Compliance with BSCC Policies Regarding Debarment, Fraud, Theft, and Embezzlement
General RFP Appendix D	Sample Proposal Formatting Tool

DRAFT

General RFP Appendix A: Senate Bill 840

Adult Reentry Grant

The Budget Act of 2018 (Senate Bill 840, Chapter 29, Statutes of 2018¹)

5227-110-0001—For local assistance, Board of
State and Community Corrections 50,000,000

Schedule: (1) 4945-Corrections Planning and Grant Programs..... 50,000,000

Provisions:

1. Funds appropriated in this item shall be awarded by the Board of State and Community Corrections as competitive grants to community based organizations to support offenders formerly incarcerated in state prison. The board shall form an executive steering committee with members from relevant state agencies and departments with expertise in public health, housing, workforce development, and effective rehabilitative treatment for adult offenders, including, but not limited to, the Department of Housing and Community Development, the Office of Health Equity, county probation, representatives of reentry-focused community based organizations, criminal justice impacted individuals, and representatives of housing-focused community based organizations, to develop grant program criteria and make recommendations to the board regarding grant award decisions.
2. Of the amount appropriated in this item:
 - (a) \$25,000,000 shall be available for rental assistance.
 - (b) \$15,000,000 shall be available for the rehabilitation of existing property or buildings for housing offenders released from prison.
 - (c) \$9,350,000 shall be available to support the warm hand-off and reentry of offenders transitioning from prison to communities.
 - (d) Notwithstanding Provision 1 of this item, \$150,000 shall be available to support the Berkeley Underground Scholars Initiative at the University of California, Berkeley.
3. Of the amount appropriated in this item, \$500,000 shall be available to the Board of State and Community Corrections for transfer to Schedule (1) of Item 5227-001-0001 for costs to administer the grant programs and report on program outcomes. Funds transferred pursuant to this provision are available for encumbrance or expenditure until June 30, 2021.
4. Funds appropriated in this item are available for encumbrance or expenditure until June 30, 2021.

¹ http://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201720180SB840

General RFP Appendix B: Preliminary Information for Notice of Exemption

PROJECT TITLE:			
PROJECT LOCATION:			
STREET ADDRESS			
CITY	STATE	ZIP CODE	COUNTY
DESCRIPTION OF NATURE, PURPOSE, AND BENEFICIARIES OF PROJECT:			
EXEMPT STATUS (CHECK ONE):			
<input type="checkbox"/> Categorical Exemption. State type and section number:		<input type="checkbox"/> Statutory Exemption. State code number:	
REASONS WHY PROJECT IS EXEMPT:			

NAME	TITLE
SIGNATURE	DATE
X	

General RFP Appendix C: Certification of Compliance with BSCC Policies Regarding Debarment, Fraud, Theft, and 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.

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 checking the following boxes and 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.

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	EMAIL ADDRESS
STREET ADDRESS	CITY	STATE	ZIP CODE
APPLICANT'S SIGNATURE (Blue Ink Only)			DATE
X			

