



# Proposition 47 Grant Program Request for Proposals - Cohort III

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

**Grant Period:** September 1, 2022 to June 1, 2026

**Eligible Applicants:**

- Public Agencies in Partnership with the Communities they Serve

**Re-Posted (with a non-substantive correction to page 31)  
on March 17, 2022**

**Released:** February 14, 2022

**Notice of Intent to Apply Due:** April 4, 2022

**Proposal Due Date:** May 2, 2022



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## Table of Contents

|   |    |
|---|----|
| PART I: BACKGROUND AND GRANT INFORMATION .....                                  | 3  |
| Contact Information .....   | 3  |
| Background .....  | 3  |
| Proposal Due Date and Submission Instructions.....                              | 4  |
| Bidders' Conference .....   | 4  |
| Letter of Intent to Apply.....  | 5  |
| Proposition 47 Executive Steering Committee.....                                | 5  |
| Conflicts of Interest.....  | 6  |
| Guiding Principles for the Proposition 47 Grant.....                            | 7  |
| Description of the Grant.....   | 8  |
| Funding.....  | 13 |
| Proposition 47 Local Advisory Committee .....                                   | 15 |
| Local Government Impacts.....   | 16 |
| Promising, Data-Driven, and Innovative Approaches .....                         | 16 |
| Data Collection and Evaluation.....   | 17 |
| Reducing Racial and Ethnic Disparity.....                                       | 18 |
| General Grant Requirements.....   | 19 |
| Overview of the RFP Process.....  | 24 |
| PART II: RATING FACTORS .....   | 28 |
| PART III: APPENDICES AND ATTACHMENTS .....                                      | 33 |
| Attachment A: Proposition 47 .....  | 33 |
| Attachment B: Assembly Bill 1056.....   | 35 |
| Attachment C: Glossary of Key Terms.....  | 41 |
| Attachment D: Proposition 47 Local Advisory Committee Membership Roster .....   | 48 |
| Attachment E: Proposition 47 Local Advisory Committee Letter of Agreement ..... | 49 |
| Attachment F: Local Government Impact Letters.....                              | 50 |

|  |    |
|--|----|
| Attachment G: Sample Grant Agreement .....   | 51 |
| Attachment H: Sample Governing Board Resolution .....  | 68 |
| Attachment I: Proposition 47 Project Work Plan .....   | 69 |
| Appendix A: Proposition 47 Executive Steering Committee Roster .....   | 71 |
| Appendix B: Grantee Assurance for Non-Governmental Organizations .....   | 72 |
| Appendix C: Certification of Compliance with BSCC Policies Regarding Debarment,<br>Fraud, Theft, and Embezzlement..... | 74 |
| PART IV: GRANT PROPOSAL .....  | 75 |
| Applicant Information Form Instructions .....  | 78 |
| Section I. Applicant Information Form .....  | 79 |

### **CONFIDENTIALITY NOTICE:**

All documents submitted as a part of the Proposition 47 Cohort III 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: BACKGROUND AND GRANT INFORMATION

### Contact Information

This Request for Proposals (RFP) provides the information necessary to prepare a proposal to the Board of State and Community Corrections (BSCC) for grant funds available through the Proposition 47 Grant Cohort III Grant Program. The BSCC staff cannot assist the applicant or its partners with the actual preparation of the proposal. Any technical questions concerning the RFP, the proposal process or programmatic issues must be submitted by email to: [Prop47@bscc.ca.gov](mailto:Prop47@bscc.ca.gov).

The BSCC will accept and respond to questions about this RFP from February 14, 2022 to March 14, 2022. Questions and answers will be posted on the BSCC website up to March 18, 2022.

### Background

Proposition 47 was a voter-approved initiative on the November 4, 2014 general election ballot. As stated in the ballot measure:

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

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

Administer a grant program to public agencies aimed at supporting mental health treatment, substance abuse treatment, and diversion programs for people in the criminal justice system, with an emphasis on programs that reduce recidivism of people convicted of less serious crimes, such as those covered by this measure, and those who have substance abuse and mental health problems. (Gov. Code, § 7599.2, subd. (a)(3).)

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

## Proposal Due Date and Submission Instructions

Proposals must be received by **5:00 P.M. on Monday, May 2, 2022**. Applicants must ensure the proposal package is signed with a digital signature **OR** a wet signature that is then scanned with the completed proposal package. Submit completed proposal packages via email to: [Prop47@bscc.ca.gov](mailto:Prop47@bscc.ca.gov).

A complete proposal package will include:

- One (1) Portable Document Format (PDF) file that contains the Proposal Narrative and all required attachments (see Proposal Checklist).
- An Excel version of the Budget Attachment (Budget Tables and Budget Narrative). Do not submit the Budget Attachment in a PDF version.

**NOTE:** If the BSCC does not receive an email containing the complete proposal package by 5:00 p.m. (PST) on May 2, 2022, the proposal **will not** be considered for funding.

Applicants are strongly advised to submit proposals in advance of the due date and time to avoid disqualification.

## Bidders' Conference

Prospective applicants are invited to attend a virtual Bidders' Conference. Attendance at the virtual Bidders' Conference is not a requirement. The purpose of this Bidders' Conference is to answer technical questions from prospective bidders (applicants) and provide clarity on RFP instructions. Topics may include, but are not limited to, proposal submission instructions, eligibility, funding, and an overview of the evaluation requirements. There is no preference given to applicants who attend the Bidders' Conference.

Bidders' Conference details are listed below:

### Proposition 47 Cohort III Grant Program Virtual Bidders' Conference

Wednesday, March 2, 2022 at 10:00 A.M.

#### Join by Zoom:

- <https://us02web.zoom.us/j/85068625962>
- Meeting ID: 850 6862 5962

#### Call In:

- 1-669-900-9128
- Meeting ID: Meeting ID: 850 6862 5962

## Letter of Intent to Apply

Applicants interested in applying for the Proposition 47 Cohort III Grant Program are asked, but not required, to submit a non-binding letter indicating their intent to apply. These letters will aid the BSCC in planning for the proposal review process. Please submit the letter in Microsoft Word or as a PDF.

There is no formal template for the letter, but it should be submitted via email and include the following information:

- Name of the applicant entity
- Name and title of a contact person with the applicant entity;
- Contact information for a member of the applicant entity that can be posted and shared with interested members of the public; and
- A brief statement indicating the applicant's intent to submit a proposal.

Failure to submit a Letter of Intent to Apply is not grounds for disqualification. Prospective applicants that submit a Letter of Intent to Apply and decide later not to apply will not be penalized. Please email your non-binding Letter of Intent to Apply by **April 4, 2022**. Please identify the email subject line as "Proposition 47 Cohort III Letter of Intent to Apply" and submit the letter to: [Prop47@bscc.ca.gov](mailto:Prop47@bscc.ca.gov).

## Proposition 47 Executive Steering Committee

To ensure successful program design and implementation, the BSCC uses Executive Steering Committees (ESC) to inform decision making related to the Board's programs. The committees 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 a diverse representation on its ESCs, in breadth of experience, geography and demographics.

ESCs are convened and approved by the BSCC Board as the need arises to carry out specified tasks, including the development of RFPs for grant funds. Not only do the ESCs develop RFPs, but members of the ESC also read and rate the proposals submitted by prospective grantees. Once the proposal evaluation process is complete, ESCs submit grant award recommendations to the BSCC Board and the Board then approves, rejects, or revises those recommendations. Members of the ESCs are not paid for their time but are reimbursed for travel expenses incurred to attend meetings

The Proposition 47 ESC included a cross-section of subject matter experts on mental health and substance use disorder treatment, diversion programs, reentry, housing and other areas, including individuals who were directly impacted by the criminal justice system. A list of ESC members can be found in Appendix A.

## Conflicts of Interest

Existing law prohibits any non-governmental sub-grantee, partner, or like party who participated on the Proposition 47 ESC from receiving funds from the Proposition 47 grants awarded under this RFP. Public agency applicants are encouraged to communicate this conflict-of-interest consideration to known representatives of non-governmental organizations who served on the Executive Steering Committee. Such participation will prohibit that representative's non-governmental agency from receiving any Prop 47 funds awarded through this RFP. Executive Steering Committee membership is included in this RFP in Appendix A.

Public agency applicants who are awarded grants under this RFP are responsible for reviewing the Executive Steering Committee membership roster and ensuring that no grant dollars are passed through to any non-governmental entity represented by the members of the Proposition 47 Executive Steering Committee.



## Guiding Principles for the Proposition 47 Grant

In developing this RFP, the ESC agreed on the guiding principles listed below. These guiding principles reflect the priorities and values of the ESC and are woven throughout the RFP and incorporated into the rating criteria. Applicants should develop proposals that reflect these principles.

### GUIDING PRINCIPLES

- Incorporate community partnerships and collaborations.
- Encourage culturally competent services and approaches that foster the principles of restorative justice.
- Define target populations, especially those populations that are:
  - traditionally underserved or inappropriately served through mental health and substance use disorder service providers, or
  - overrepresented within the criminal justice system, or
  - experiencing or at risk for homelessness
- Expand access to culturally congruent quality mental health and substance use disorder services, including services for co-occurring mental health and substance use disorder needs and the use of evidence-based or community defined practices.
- Identify and address known barriers to serving target populations, such as:
  - Lack of jobs, housing, or employment
- Prioritize client-focused/client-centered holistic programs and approaches, including healing strategies and trauma-informed care.
- Expand and improve on efforts to divert individuals away from criminal justice involvement through increased diversion programs and improved behavioral health services or community supports.
- Include community-based organizations with diverse staffing, including those who are system-impacted individuals, or who have varying educational levels and life experiences.
- Demonstrate capacity building for service providers at every level.
- Be mindful of regional equity and geographic diversity, including smaller and rural counties.
- Collect program data and measure/evaluate outcomes and publish and share information.
- Encourage community engagement, where members of the community participate in the identifying, informing, and shaping of policies, goals, services, and solutions.

## Description of the Grant

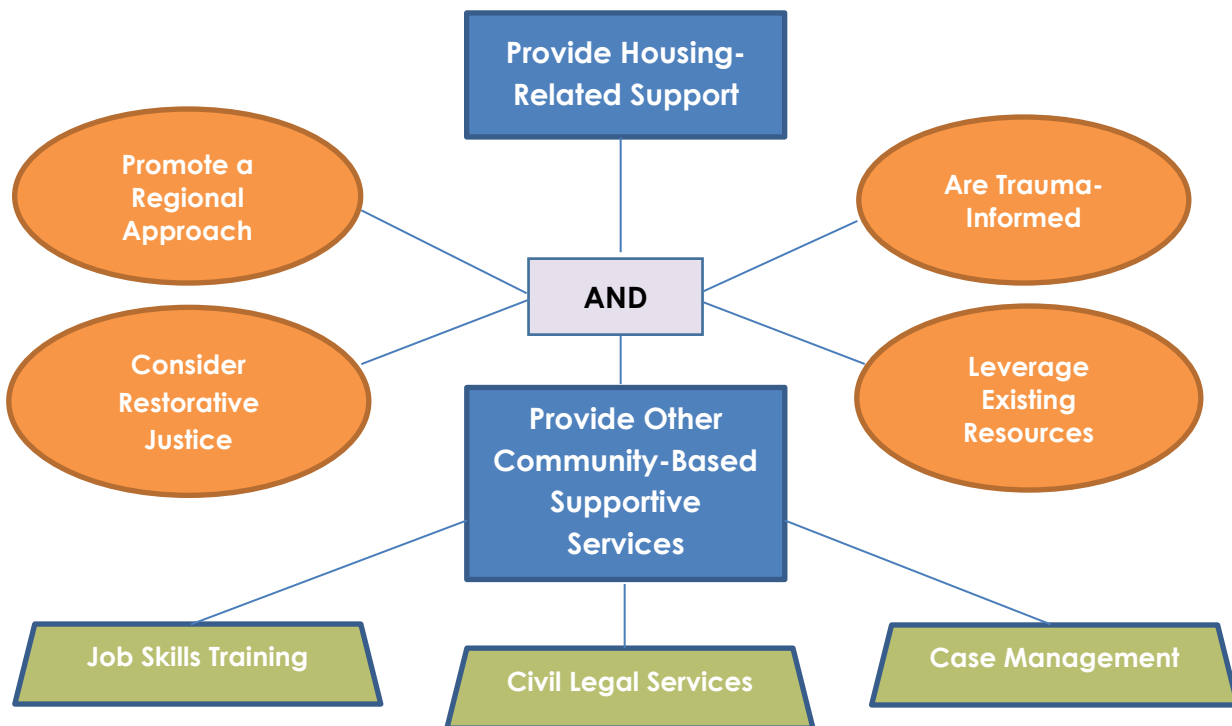
The following flowchart provides a visual representation of required and eligible services under the Proposition 47 Cohort III Grant Program:

### BSCC PROPOSITION 47 GRANT

#### REQUIRED for ALL APPLICANTS



#### With PRIORITY given to projects that also:



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

## Eligibility to Apply

Eligible applicants are public agencies located in the State of California. For the purposes of this RFP a public agency is defined as:

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

## Eligibility of Cohort II Proposition 47 Grantees

Cohort II grantees may apply for Cohort III funding. However, if selected for Cohort III funding, Cohort II grantees **will not** be eligible to extend the Cohort II agreement end date of May 15, 2023.

## Eligible Activities

Proposition 47 grant funds must be used for mental health services, substance use disorder treatment, diversion programs, or some combination thereof for people in the criminal justice system. In addition to these required services and programs, applicants are encouraged to provide supplemental housing-related services and other community-based supportive services, such as job skills training, case management, and civil legal services. The grant can fund programs that serve adults and/or juveniles. Examples of substance use disorder treatment and diversion programs can be found in Attachment C.

## Existing Services or Programs

Public agency applicants will be allowed to implement new services or programs OR expand existing services or programs.

## Ineligible Grant Expenditures

Grant funds may be used to implement new activities and programs and augment existing funds dedicated to a project but **may not** replace or supplant funds that have been appropriated for the same purpose.

Proposition 47 grant funds may not be used for:

- the acquisition of real property, or
- programs or services provided in a custodial setting (with the exception of outreach and reentry planning)<sup>1</sup>.

For information on eligible and ineligible costs, refer to the *BSCC Grant Administration Guide*, found on the BSCC [website](#).

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<sup>1</sup> For the purposes of this RFP, a locked facility (e.g., jail, prison, etc.) is considered a custodial setting. The intent of this RFP is to prohibit the use of grant funds for programs or services provided in a custodial setting with the exception of outreach and reentry planning.

## Service Delivery Approach

Applicants will be required to describe the service delivery approach, i.e., who will deliver the services and how, and why it is most appropriate for the community and target population. Key questions to consider include:

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

## Definition of Lead Agency

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

- Subcontract with one or more non-governmental, community-based organizations for a **minimum of 50 percent** of the total grant award in order to demonstrate a shared partnership rooted in community engagement and economic equity. Additional points will be awarded to applicants that pass-through 60-69 percent or 70 percent and higher of the total grant award.

Lead agencies (e.g., individual agencies or departments within a city, county, or other jurisdiction) may not submit more than one proposal.

Non-lead agencies (including community-based organizations, faith-based organizations, non-governmental or governmental entities, etc.) may serve as a partner on more than one proposal.

Two or more public agencies may partner to submit a joint proposal, but one must be designated as Lead Agency for contracting purposes. Joint proposals must comply with all other eligibility criteria. A public agency may apply on both an individual and a joint proposal.

## Grant Period

Successful applicants will enter into grant agreements from September 1, 2022 to June 1, 2026. Three (3) months (March 2, 2026, through June 1, 2026) will be included in the grant agreement for the sole purposes of:

- Finalizing and submitting a required Local Evaluation Report, and
- Finalizing and submitting a required financial audit.

A visual illustration of the grant period is provided below:

| Implementation   | Service Delivery                      | Service Delivery                      | Service Delivery                      | Data Evaluation   |
|--|---------------------------------------|---------------------------------------|---------------------------------------|---|
| 6 Months   | Year 1                                | Year 2                                | Year 3                                | 3 Months  |
| September 1, 2022 -<br>March 1, 2023   | March 2, 2023 -<br>March 1, 2024      | March 2, 2024 –<br>March 1, 2025      | March 2, 2025 –<br>March 1, 2026      | March 2, 2026 –<br>June 1, 2026   |
| <p>Implementation period provided to allow for local procurement, hiring, and other activities that can facilitate a timely start.</p> <p>Grantees who <u>do not need</u> the full implementation period can begin service delivery at any time once under contract.</p> | Service delivery and data collection. | Service delivery and data collection. | Service delivery and data collection. | <p>Data analysis and evaluation period to compile and analyze data gathered from three full years of service delivery.</p> <p>Only expenses incurred for evaluation efforts may be incurred during these last three months. No new service delivery expenses may be incurred.</p> |

## Target Population

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

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

In addition, the target population of Proposition 47 should:

- Have been convicted of less serious crimes such as those covered by Proposition 47 and have substance abuse and mental health problems.
- If services and programs are provided to juveniles, juvenile must fall under the jurisdiction of the juvenile court pursuant to Welfare and Institutions Code section 602. Juveniles that come under the jurisdiction of the juvenile court under Welfare and Institutions Code section 601 (i.e., status offenses, truancy) should not be considered arrested for or charged with criminal offenses.

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

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

Public agency applicants are required to describe how they will ensure that this target population is the one to be served by the proposed program. This could include a description of the program's referral, engagement to services, screening, assessment, and documentation processes

## Criteria for Non-Governmental Organizations Receiving Grant Funds

The RFP includes requirements that apply to non-governmental organizations<sup>2</sup> that receive funds under this grant. All grantees are responsible for ensuring that any contracted third parties continually meet these requirements as a condition of receiving Grant funds. The RFP describes these requirements as follows:

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<sup>2</sup> Non-Governmental Organizations (NGOs) include community-based organizations, faith-based organizations, non-profit organizations/501(c)(3)s, for profit service providers, evaluators (except government institutions such as universities), grant management companies and any other non-governmental agency or individual.

### **Eligibility Criteria for Non-Governmental Organizations Providing Services with BSCC Grant Funds**

Any non-governmental organization that receives Proposition 47 grant funds (as either a direct grantee, subgrantee, or subcontractor) must:

- Have been duly organized, in existence, and in good standing for at least three (3) years prior to the effective date of its fiscal agreement with the BSCC or with the Proposition 47 grantee;
  - Non-governmental entities that have recently reorganized or have merged with other qualified non-governmental entities that were in existence prior to the three (3) year 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 with the BSCC or the start date of the grantee subcontractor fiscal agreement;
- Be registered with the California Secretary of State's Office, if applicable;
- Have a valid Employer Identification Number (EIN) or Taxpayer ID (if sole proprietorship);
- Have a valid business license, if applicable;
- 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 within California. (An agent for service of process with a California address is insufficient.)

In addition to the administrative criteria listed above, any non-governmental, community-based organization service provider that receives Proposition 47 grant funds must have a proven track record working with the target population and the capacity to support data collection and evaluation efforts.

## **Funding**

The Proposition 47 Grant Program is funded from savings generated from the enactment of the Safe Neighborhoods and Schools Act of 2014. Each year, the Department of Finance calculates the savings and distributes funding to the BSCC, State Department of Education, and California Victim Compensation and Government Claims Board. By law, the BSCC receives 65% of the state savings to administer a grant program.

Approximately \$143,436,700 in funding will be available in the Proposition 47 Cohort III RFP.

This funding is contingent on:

- 1) The amount of funds available in the Safe Neighborhoods and Schools Fund for fiscal year (FY) 2022-2023 and FY 2023-2024;
- 2) Grantee's adherence to the Proposition 47 RFP requirements and applicable statutes; and
- 3) Grantee's ability to demonstrate that annual implementation goals and objectives (as listed on the Proposition 47 Project Work Plan) have been met.

The BSCC may select additional proposals for awards from the ranked list if the deposits into the Second Chance Fund significantly increases the BSCC's grant fund allocation.

### Funding Categories and Corresponding Funding Thresholds

Recognizing that different-sized jurisdictions have different capacities, resources, and needs, there are two categories within which public agency applicants will compete. Maximum funding thresholds have been set within each category. These categories were established so that projects of a smaller scope do not compete against projects of a larger scope.

To determine which category your application falls into, see the table below:

| Project Category | For Public Agency Applicants requesting:   | Prop. 47 Funds Allocated to this Category |
|------------------|--|---|
| 1) Smaller Scope | Up to <b>\$1 million</b> for the entire grant period   | \$57,374,680                              |
| 2) Larger Scope  | More than \$1 million and up to <b>\$6 million</b> for the entire grant period.  | \$86,062,020                              |
|                  | Special set-aside: The County of Los Angeles may submit a single application for up to \$20,000,000 for the entire grant period. |   |
| <b>Total</b>     |  | <b>143,436,700</b>                        |

Only one application may be submitted on behalf of the County of Los Angeles and its subsidiary departments and agencies. Other cities and eligible non-county, public entities within Los Angeles County may still submit individual applications in either the Small or Large category.

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

**Note:** Applicants must earn at least 65 percent of the total weighted score in order to be considered for funding (see Rating Factors, page 23). If there are not sufficient qualified applicants in one category to exhaust all funds, those funds will be recommended for qualified applicants in the other category.

### Financial Leveraging

Public agency applicants can demonstrate how they prioritize leveraging other federal, state, and local funds or other social investments, such as the following (per Assembly Bill 1056):



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

### **Supplanting**

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

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

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

## **Proposition 47 Local Advisory Committee**

In order to apply for Proposition 47 funding, the Lead Agency must develop a Proposition 47 Local Advisory Committee that includes local stakeholders who have experience and expertise in the prospective programs and/or services to be implemented by the proposal. This advisory committee will, at a minimum, advise on:

- How to identify and prioritize the most pressing needs to be addressed (to include target population, target area, etc.);
- How to identify the strategies, programs and/or services to be undertaken to address those needs;
- The development of the grant project;
- Ongoing implementation of the grant project.

The Proposition 47 Local Advisory Committee must include a broad range of stakeholders from within the communities, organizations, departments, etc. impacted by the proposal.

Examples include behavioral health professionals, educators, community-based and faith-based organizations, individuals impacted by the justice system, law enforcement, probation, prosecutors, defense attorneys, courts, social service providers, advocacy groups, housing providers, housing navigators and citizens.

Lead Agencies should consider state and local conflict of interest laws when selecting members of the Proposition 47 Local Advisory Committee. The Lead Agency is advised to check with its counsel about potential conflicts. The Lead Agency may use an existing body, but it must include individuals with the appropriate experience and expertise and address all the requirements listed in this section.

The Lead Agency must host regular community meetings to invite ongoing feedback and non-confidential updates from the Proposition 47 Local Advisory Committee and the community.

Throughout the duration of the grant, Lead Agencies must maintain documentation of:

- Public outreach efforts soliciting committee membership and publicizing community meeting information;
- Attendance at both committee and community meetings; and
- Agendas and minutes of committee and community meetings.
- Examples of processes for collaboration plan
- Partnering agencies' details of their plans for collaboration

As a part of the application, each Lead Agency will be required to complete a Membership Roster and include Letters of Agreement for the Proposition 47 Local Advisory Committee (see *Attachments D and E*).

### Local Government Impacts

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

As a part of the application, each Lead Agency will be required to acknowledge any anticipated impacts from the implementation of the proposed project (see *Attachment F*).

### Promising, Data-Driven, and Innovative Approaches

Public agency applicants seeking funding through this grant process are required to use data and research to drive decision-making in the development, implementation, and evaluation of their overall projects.

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

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

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

## Data Collection and Evaluation

Projects selected for funding will be required to submit a Local Evaluation Plan and a Final Local Evaluation Report. See *Attachment C* for key definitions related to project evaluation.

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

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

Grantees are required to set aside at least 5 percent (or \$25,000, whichever is greater) but not more than 10 percent of the total grant award for data collection and evaluation efforts, to include the development of the Local Evaluation Plan and a Final Local Evaluation Report.

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

### **Local Evaluation Plan**

The purpose of the Local Evaluation Plan is to ensure that projects funded by the BSCC can be evaluated. Grantees will be expected to include a detailed description of how the public agency applicant will assess the effectiveness of the proposed program in relationship to each of its goals and objectives. A relationship between the goals and objectives identified in the Proposition 47 Project Work Plan should be apparent in the Local Evaluation Plan.

The Local Evaluation Plan should describe the evaluation design or model that will be used to evaluate the effectiveness of the project component(s), with the project goals and the project objectives clearly stated. Public agency applicants should also address process and outcome evaluations. Once submitted, any modifications to the Local Evaluation Plan must be approved in advance by the BSCC. The Local Evaluation Plan is due no later than January 15, 2023.

### **Final Local Evaluation Report**

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

The purpose of the Final Local Evaluation Report is to determine whether the overall project (including each individual component) was effective in meeting the goals laid out in the Local Evaluation Plan. To do this, the grantee must assess and document the effectiveness of the activities that were implemented within each individual project component. These activities should have been identified in the previously submitted Local Evaluation Plan. The Final Local Evaluation Report is due no later than **June 1, 2026**.

### **Evaluation Dissemination**

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

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

If the grantee plans to publish the Final Local Evaluation Report, it must be submitted to the BSCC for review prior to publication.

**Reducing Racial and Ethnic Disparity**

Research shows that youth and adults of color are significantly overrepresented in the criminal justice system in California<sup>3</sup>. BSCC supports efforts to reduce racial and ethnic disparities and encourages others to do the same. The BSCC has undertaken several activities to ensure that California addresses this concern including trainings. Applicants should, as relevant, describe how grant activities will impact youth of color who are subject to justice or child welfare system involvement.

For additional information about reducing racial and ethnic disparity (R.E.D.), prospective applicants may contact the R.E.D. Coordinator, Field Representative Timothy Polasik, at [Timothy.Polasik@bscc.ca.gov](mailto:Timothy.Polasik@bscc.ca.gov).

## General Grant Requirements

### Grant Agreement

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

The Grant Agreement start date is expected to be September 1, 2022. Grant Agreements are considered fully executed only after they are signed by both the Grantee and the BSCC, and the BSCC is in receipt of all required attachments including documentation of signing authority. 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.

### Governing Board Resolution

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

### Audit Requirements

Grantees are required to provide the BSCC with a financial audit that covers the service delivery period of the grant. The audit report will be due no later than June 1, 2026. The financial audit shall 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.

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<sup>3</sup> Multiple studies confirm the disparities in the criminal and juvenile justice systems. The W. Haywood Burns Institute has worked extensively on this issue as has the National Council on Crime and Delinquency (NCCD) and the Center for Juvenile Justice Reform, Georgetown University (<https://cjjr.georgetown.edu/certificate-programs/reducing-racial-and-ethnic-disparities/>). Created Equal: Racial and Ethnic Disparities in the US Criminal Justice System (NCCD: Hartney/Vuong March 2009)

In addition, BSCC reserves the right to call for a program 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, State Controller<sup>4</sup>, the California State Auditor, the Department of Finance, 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.

### **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.

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 *Appendix C* certifying they are in compliance with the BSCC's policies on debarment, fraud, theft, and embezzlement.

### **Invoices**

Disbursement of grant funds occurs on a reimbursement basis for costs incurred during a reporting period. The State Controller's Office (SCO) will issue the warrant (check) to the individual designated on the Applicant Information Form as the Financial Officer for the grant. Grantees must submit invoices to the BSCC on either a monthly or quarterly basis through an online process no later than 45 days following the end of the invoicing period. Grantees will make their choice between monthly or quarterly invoicing prior to grant agreement execution.

Grantees must maintain adequate supporting documentation for all costs claimed on invoices. BSCC staff will conduct a desk review process which requires grantees to submit electronic documentation to support all grant funds claimed during the invoicing period. In

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<sup>4</sup> The State Controller has independent authority to audit Proposition 47 grant programs administered by the BSCC. (Gov. Code, § 7599.2, subd. (c).)

addition, BSCC staff will conduct on-site monitoring visits that will include a review of documentation maintained as substantiation for project expenditures with grant funds.

Additional information about invoicing can be found in the BSCC Grant Administration Guide, located on the BSCC [website](#).

### **Leverage Contributions**

Grantees must maintain documentation that support all leverage contributions to the grant. Expenditures for leverage funds must be reported on the BSCC invoice as the expenditures occur. Grantees are responsible for ensuring budgeted leverage contributions are made and grantees should not reduce or waive contributions once the grant agreement is fully executed. Failure to account for or provide budgeted leverage funds may result in a commensurate reduction in BSCC grant funds or termination of the grant agreement.

The BSCC reserves the right to consider the denial of future funding to any project and its officers based on its failure to comply with any term or condition of a current or previous Grant Award, poor past performance in a previous Grant Award, or failure to cooperate with state auditors/monitors.

### **Travel**

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 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.

### **Out-of-State Travel**

Out-of-state travel is restricted and only allowed in exceptional situations. Grantees must receive written BSCC approval prior to incurring expenses for out-of-state travel. Even if previously authorized in the Grant Award, Grantees must submit to the BSCC a separate formal request (on Grantee letterhead) for approval. Out-of-state travel requests must include a detailed justification and budget information. In addition, California prohibits travel, except under specified circumstances, to states that have been found by the California Attorney General to have discriminatory laws. The BSCC will not reimburse for travel to

these states unless the travel meets a specific exception under Government Code section 11139.8, subdivision (c). For additional information, please see: <https://oag.ca.gov/ab1887>.

### Quarterly Progress Reports

Grant award recipients are required to provide relevant program information and data by submitting quarterly progress reports to the BSCC. Applicable forms and instructions will be available to grantees on the BSCC's website. Progress reports are a critical element in BSCC's monitoring and oversight process. Grantees that are unable to demonstrate that they are making sufficient progress toward project goals and objectives and that funds are being spent down in accordance with the Grant Award Agreement and Proposition 47 Project Work Plan could be subject to the withholding of funds.

As part of the progress reports, grantees will be required to submit de-identified individual level data through the online data portal. **The BSCC will not request or retain personal identifying information.** Grantees will be required to provide the following information for each participant:

- Age at enrollment
- Gender
- Race/Ethnicity
- Level of education at enrollment
- Employment and housing status at enrollment
- Employment and housing status at completion
- Prior arrests and convictions (yes/no responses)
- Probation, Parole, or PRCS status at enrollment
- Participation status (e.g., active participant, received one-time intervention services, exited program without completing program requirements, completed program requirements, etc.)
- Number of days between program enrollment and program completion (for participants who complete program requirements)
- Services the participant received during the quarter (checkbox).
- Recidivism
  - Due to the complexity of obtaining recidivism information for many grantees, this information will only be requested annually, instead of quarterly.
  - The definition of recidivism, as established in AB 1056, will be used for reporting purposes.
  - Recidivism data must be obtained from a reliable source, such as local law enforcement or California Department of Justice. Self-report will not be accepted. Note that obtaining this information from a reliable source may require the establishment of data sharing agreements.
  - Grantees will be required to report the following recidivism information:
    - Number of days between program enrollment/services received and the recidivating event.
    - Whether the conviction was a misdemeanor or felony

### Compliance Monitoring Visits

The BSCC staff will monitor each project to assess whether the project is in compliance with grant requirements and making progress toward grant objectives. As needed, monitoring visits may also occur to provide technical assistance on fiscal, programmatic, evaluative, and administrative requirements. For your reference, a sample Comprehensive Monitoring



Visit document is provided on our [website at https://www.bscc.ca.gov/wp-content/uploads/CMV-Tool-Fillable.-FEB-2021-Sample-webpage-use.pdf](https://www.bscc.ca.gov/wp-content/uploads/CMV-Tool-Fillable.-FEB-2021-Sample-webpage-use.pdf).

### **Grantee Orientation**

Following the start of the grant period, BSCC staff will conduct a Grantee Orientation (October 2022, date to be determined). The purpose of this mandatory 1-day 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 also strongly encouraged to include the individual tasked with Data Collection and Evaluation and a minimum of one community partner.

If an in-person training is scheduled, grant recipients may use their Proposition 47 grant funds for travel-related expenditures such as airfare, mileage, meals, lodging and other per diem costs. Public agency applicants should include anticipated costs in the budget section of the proposal under the “Other” category. Award recipients will be provided additional details regarding the Grantee Orientation, in October 2022.

## Overview of the RFP Process

### Confirmation of Receipt of Proposal

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

### Disqualification - PLEASE REVIEW CAREFULLY

The following will result in an automatic disqualification:

- The original hard copy or electronic version of the proposal are not received by 5:00 p.m. on May 2, 2022.
- The Lead Agency Applicant is not a public agency as defined in Penal Code section 6046.1, subdivision (c).
- The proposal does not address mental health services, substance use disorder treatment, diversion or some combination thereof, as required by Proposition 47.
- Services (with the exception of outreach and reentry planning) will be provided in a custodial setting.
- Proposal Package does not contain Items #1-10 listed in the Proposal Checklist. (Note: all of the items on the Proposal Checklist should be submitted and are required prior to grant agreement executed.)
- Applicant's funding request exceeds allowable amounts.
- Applicant did not indicate its intention to pass through at least 50 percent of any awarded funds to one or more CBOs.

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

### Proposal Rating Process

Unless disqualified, proposals will advance to the Executive Steering Committee (ESC) for the Proposal Rating Process. Proposals will be evaluated in accordance with the BSCC's *Grant Proposal Evaluation Process* ([link](#)) and as described below. The Executive Steering Committee will read and assign points to each Proposal in accordance with the prescribed rating factors listed in the table below.

ESC members will base their points on how well an applicant addresses the items listed under each rating factor within the Proposal Narrative and Budget Sections.

At the conclusion of this process, public agency applicants will be notified of the Board's funding recommendations. It is anticipated that the Board will act on the recommendations at its meeting in June or July 2022. Public agency applicants and partners are not to contact members of the ESC or the BSCC Board to discuss proposals.

## Rating Factors

The Rating Factors that will be used and the maximum points allocated to each factor are shown in the table below. Applicants will be asked to address each of these factors as part of their proposal. The Proposition 47 ESC assigned a percent value to each of the five Rating Factors, correlating to its importance within the overall project (see Percent of Total Value column).

|               | Rating Factors                 | Point Range | Percent of Total Value | Weighted Score |
|---------------|--------------------------------|-------------|------------------------|----------------|
| 1             | Project Need                   | 0 - 5       | 25%                    | 50             |
| 2             | Community Engagement           | 0 - 5       | 15%                    | 30             |
| 3             | Project Description            | 0 - 5       | 30%                    | 60             |
| 4             | Data Collection and Evaluation | 0 - 5       | 15%                    | 30             |
| 5             | Project Budget                 | 0 - 5       | 15%                    | 30             |
| <b>Total:</b> |                                |             | <b>100%</b>            | <b>200</b>     |

**Additional Points:** Applicants are required to dedicate a minimum of 50 percent of the grant funds requested to subcontracts with non-governmental, community-based organizations. Additional points will be added to the final score if an applicant dedicates 60 percent or more, as follows:

60 - 69 percent of grant funds = 2 additional points

70+ percent of grant funds = 4 additional points

|   |            |
|---|------------|
| <b>Maximum Possible Score with Preference Points:</b> | <b>204</b> |
|---|------------|

Raters will score an applicant's response in each of the Rating Factor categories on a scale of 0-5, according to the Six-Point Rating scale shown below. Each rating factor will then be weighted according to the *Percent of Total Value* (determined by the ESC) 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 final proposal score.

## Six Point Rating Scale

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

An applicant may earn up to four additional points based on the amount of grant funds that are dedicated to non-governmental, community-based organizations. Specifically, applicants are required to dedicate a minimum of 50 percent of their grant funds to subcontracts with non-governmental, community-based organizations. An additional two points will be added to the final score if an applicant dedicates 60 to 69 percent of grant funds to a non-governmental, community-based organization, and four additional points if the applicant dedicates 70 percent or more.

### Minimum Scoring Threshold

To be considered for funding, a proposal must meet a threshold of **65 percent (65%)**, or a minimum proposal score of **130** total points.

### Funding Decisions

Applicants will compete for funds within either the Small or Large Scope category. BSCC will move down the ranked lists to fund all qualified applicants (i.e., proposals that meet the scoring threshold requirements) in each category until all funds in that category are exhausted. Applicants that fall at the cut-off point may be offered a partial award if there are not sufficient remaining funds to make a full award.

If there are not sufficient qualified applicants to exhaust all funds in one category, those funds will be recommended for qualified applicants in the other category. Any funds remaining after all possible qualified applicants have been funded will be held for the next Proposition 47 Request for Proposal.

### Summary of Key Dates

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

| Activity   | Tentative Timeline           |
|--|------------------------------|
| BSCC Board Considers Chair Appointment and ESC Establishment       | September 16, 2021           |
| ESC Recruitment and Formation                                      | September - October 2021     |
| RFP development  | November 2021 - January 2022 |
| Present the RFP for BSCC Board approval                            | February 10, 2022            |
| Release the RFP to the Field                                       | February 14, 2022            |
| Bidders' Conference  | March 2, 2022                |
| Proposals Due to the BSCC  | May 2, 2022                  |
| Proposal Rating Process and Development of Funding Recommendations | May - July 2022              |
| BSCC Board Considers Funding Recommendation                        | June or July 2022            |
| Grant Period Begins  | September 1, 2022            |

## PART II: RATING FACTORS

The following section contains pertinent information on how to complete the Request for Proposal package. Submittal instructions are contained in Part 1, Page 5.

The five rating factors will be addressed in two separate parts, the Proposal Narrative and the Budget Attachment, as shown here:

| Section | Rating Factors                 | Percent of Total Value | Addressed in:      |
|---------|--------------------------------|------------------------|--------------------|
| 1       | Project Need                   | 25%                    | Proposal Narrative |
| 2       | Community Engagement           | 15%                    |                    |
| 3       | Project Description            | 30%                    |                    |
| 4       | Data Collection and Evaluation | 15%                    |                    |
| 5       | Project Budget                 | 15%                    | Budget Attachment  |

### Instructions for Proposal Narrative

The Proposal Narrative must adhere to the following format:

- Double-spaced
- Arial 12-point font
- One-inch margins on all four sides
- Cannot exceed **15 pages** in length.

Non-narrative elements of the proposal, such as a flow chart may be single-spaced.

**Please note:** although proposals that exceed the page limit will not be automatically disqualified, any excess pages will be removed before being forwarded to the ESC for rating, which may affect the proposal's final score. Applicants will not be given the opportunity to reformat proposals to conform to these formatting requirements after the proposal deadline.

For the Proposal Narrative, address the first four sections – **Project Need, Community Engagement, Project Description, and Data Collection and Evaluation**. Each section should be titled according to the section header provided. Within each section, address the bulleted items in a cohesive, comprehensive narrative format.

It is up to the applicant to determine how to use the total page limit in addressing each section, however, as a guide, the percent total point value for each section is listed next to each header.

**Do not include website links.** Charts, tables, or graphs must meet the spacing and font requirements. Applicants may include a one-page bibliography containing citations, using either Modern Language Association (MLA) or American Psychological Association (APA) style. The bibliography will not be counted towards the 15-page limit and formatting restrictions do not apply to the one-page bibliography.

The Proposal Narrative and 15-page limitation does not include the following mandatory items:

- Cover Sheet
- Proposal Checklist
- Applicant Information Form
- 1-page Bibliography (optional)
- Budget Attachment
- 1-page Project Work Plan
- Other required attachments (see Proposal Checklist)

**Address the Rating Factor below in narrative form.**

| <b>Section 1. Project Need</b><br>(Percent of Total Value: 25%) |  |
|---|--|
| 1.1   | Identify and describe the need to be addressed by the Proposition 47 program. The description of project need should include: <ul style="list-style-type: none"> <li>• Quantitative and qualitative data to support the need</li> <li>• Gaps in services that contribute to the need</li> <li>• Citations of data sources</li> </ul>   |
| 1.2   | Identify and describe the target population. The description of the target population should: <ul style="list-style-type: none"> <li>• Demonstrate that the target population is measurable</li> <li>• How it correlates to the need</li> <li>• Include quantitative and qualitative data to support the description</li> <li>• Include citations of data sources</li> </ul> |
| 1.3   | Describe the steps taken to address the needs of underserved populations in the community, including disparities based on race, ethnicity, gender, sexual orientation, immigration status, etc.  |
| 1.4   | Describe how the need(s) and target population align with the intent of Proposition 47.  |

Address the Rating Factor below in narrative form.

| <b>Section 2. Community Engagement</b><br>(Percent of Total Value: 15%) |  |
|---|--|
| 2.1   | The Proposition 47 Local Advisory Committee Membership Roster is attached, as are letters of agreement signed by all members of the Proposition 47 Local Advisory Committee. The make-up of the committee should: <ul style="list-style-type: none"> <li>• Include a diverse group of stakeholders and other interested parties</li> <li>• Reflect the make-up and culture of the community and identified need</li> </ul> |
| 2.2   | Describe the engagement process of soliciting membership. The description of the process should: <ul style="list-style-type: none"> <li>• Describe how input was obtained from a cross-section of stakeholders and other interested parties</li> <li>• Describe how and why certain community partners were selected</li> </ul> Demonstrate the process was fair, inclusive, comprehensive, and transparent                |
| 2.3   | Describe the process of ensuring the Proposition 47 Local Advisory Committee meetings are sufficiently noticed, accessible to the public and include opportunities for participation.  |

Address the Rating Factor below in narrative form.

| <b>Section 3. Project Description</b><br>(Percent of Total Value: 30%) |   |
|--|---|
| 3.1  | Description of the proposed program goals, objectives and impacts that includes the relationship to the need and intent of the Prop 47 program <ul style="list-style-type: none"> <li>• A Work plan (Attachment A) is completed identifying the top three goals and objectives and how these will be achieved in terms of the activities, responsible staff/partner agencies, outcome measures, data sources and start and end dates.</li> </ul>  |
| 3.2  | Description of the service types, sources of service, and method of delivery that will be made available to the target population in the proposed Proposition 47 Program, including: <ul style="list-style-type: none"> <li>• The plan for selecting the types and kinds of services to be provided to each participant (e.g., assessments).</li> <li>• The projected number of the target population to be served and a plan for ensuring that individuals who have been most impacted by Proposition 47, with an emphasis on racial and ethnic disparities, receive the proposed services</li> <li>• How the services will be delivered, including length and duration.</li> <li>• How the design and implementation plan of the project demonstrates value in community partnerships and collaboration.</li> <li>• The roles, responsibilities and activities of the case managers, system navigators or other staff delivering services.</li> <li>• A list of any outside agencies and the services that those agencies will provide and/or connect to, has been submitted. Proposed interventions and resources to be made available to target population are outlined.</li> </ul> |



|     |  |
|-----|--|
| 3.3 | Describe how the service delivery approach: <ul style="list-style-type: none"> <li>• Is culturally competent and responsive, trauma-informed, gender responsive, and provides for accessibility</li> <li>• Advances principles of Restorative Justice</li> <li>• Acknowledges and addresses known barriers to serving target populations</li> </ul>  |
| 3.4 | Describe how the target population is identified according to the following criteria: <ul style="list-style-type: none"> <li>• Referral process</li> <li>• Risk/needs assessment</li> <li>• How clients are identified as having a mental health or SUD need</li> </ul>  |
| 3.5 | Describe the process used to determine who will provide services, including: <ul style="list-style-type: none"> <li>• How providers address the needs and interests of the target population</li> <li>• How the applicant's administration (staff, leadership, etc.) involves people with lived experience, have been system impacted, or have varying educational levels and life experiences.</li> </ul> |
| 3.6 | Describe the plan to minimize start-up time so that services can be delivered as soon as possible.   |
| 3.7 | Describe how the project meets the spirit and intent behind the statute and the Proposition 47 Guiding Principles.   |
| 3.8 | Describe how this project would impact other local government agencies, how the lead agency will work with the impacted public agency to address stated impacts. Include agencies that will provide recidivism data. Include letter(s) of agreement from those agencies.   |
| 3.9 | Describe how your agency integrates the prioritized leveraged funds or partnerships described in AB 1056 (pg 19. If unable to integrate the prioritized list of resources, explain why.  |

**Address the Rating Factor below in narrative form.**

| <b>Section 4. Data Collection and Evaluation</b><br>(Percent of Total Value: <del>25%</del> <b>15%</b> ) |  |
|--|--|
| 4.1  | Describe the plan to determine the staff and/or entity that will conduct the project evaluation and how monitoring activities to ensure that interventions are implemented as intended will be incorporated in the various phases of the project; for example, start-up, implementation, service delivery period, etc. |
| 4.2  | Identify the process and outcome measures that are quantifiable and in line with the intent of Proposition 47, the proposed project, and the goals and objectives listed in the Work Plan. Recidivism, as defined by the BSCC, is included as an outcome measure.  |
| 4.3  | Describe the preliminary research plan for how to collect and evaluate baseline and outcome data related to the process and outcome indicators identified in 4.2. Describe a plan for entering into data sharing agreements, including agreements to obtain recidivism data.   |

## Instructions for Budget Guidelines

As part of the application process, applicants are required to submit the Proposition 47 Budget Attachment, which is an Excel Workbook that can be accessed using the link below.

Upon submission, the Proposition 47 Budget Attachment will become Section 5 of the Proposition 47 Proposal and will be rated as such based on the Project Budget rating criteria listed above.

Applicants should be aware that the budget proposals recommended for funding by the ESC 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 within the Proposition 47 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.

**Address the Rating Factor below in narrative form.**

| Section 5. Project Budget<br>(Percent of Total Value: 15%) |  |
|--|--|
| 5.1  | Provide complete and detailed budget information in each section of the Proposition 47 Budget Attachment that includes: <ul style="list-style-type: none"> <li>• A brief explanation supporting each expense.</li> <li>• Expenses that are appropriate for the project's goals and planned activities.</li> <li>• Supplanting is prohibited, describe how you will not supplant</li> </ul> |

## PART III: APPENDICES AND ATTACHMENTS

### Attachment A: Proposition 47

#### Proposition 47 – In Pertinent Part

#### THE SAFE NEIGHBORHOODS AND SCHOOLS ACT

SEC. 4. Chapter 33 (commencing with Section 7599) is added to Division 7 of Title 1 of the Government Code, to read:

*Chapter 33. Creation of Safe Neighborhoods and Schools Fund*

*7599. (a) A fund to be known as the “Safe Neighborhoods and Schools Fund” is hereby created within the State Treasury and, notwithstanding Section 13340 of the Government Code, is continuously appropriated without regard to fiscal year for carrying out the purposes of this chapter.*

*(b) For purposes of the calculations required by Section 8 of Article XVI of the California Constitution, funds transferred to the Safe Neighborhoods and Schools Fund shall be considered General Fund revenues which may be appropriated pursuant to Article XIII B.*

*7599.1. Funding Appropriation.*

*(a) On or before July 31, 2016, and on or before July 31 of each fiscal year thereafter, the Director of Finance shall calculate the savings that accrued to the state from the implementation of the act adding this chapter (“this act”) during the fiscal year ending June 30, as compared to the fiscal year preceding the enactment of this act. In making the calculation required by this subdivision, the Director of Finance shall use actual data or best available estimates where actual data is not available. The calculation shall be final and shall not be adjusted for any subsequent changes in the underlying data. The Director of Finance shall certify the results of the calculation to the Controller no later than August 1 of each fiscal year.*

*(b) Before August 15, 2016, and before August 15 of each fiscal year thereafter, the Controller shall transfer from the General Fund to the Safe Neighborhoods and Schools Fund the total amount calculated pursuant to subdivision (a).*

*c) Moneys in the Safe Neighborhoods and Schools Fund shall be continuously appropriated for the purposes of this act. Funds transferred to the Safe Neighborhoods and Schools Fund shall be used exclusively for the purposes of this act and shall not be subject to appropriation or transfer by the Legislature for any other purpose. The funds in the Safe Neighborhoods and Schools Fund may be used without regard to fiscal year.*

*7599.2. Distribution of Moneys from the Safe Neighborhoods and Schools Fund.*

*(a) By August 15 of each fiscal year beginning in 2016, the Controller shall disburse moneys deposited in the Safe Neighborhoods and Schools Fund as follows:*

*(1) Twenty-five percent to the State Department of Education, to administer a grant program to public agencies aimed at improving outcomes for public school pupils in kindergarten and grades 1 to 12, inclusive, by reducing truancy and supporting students who are at risk of dropping out of school or are victims of crime.*

(2) Ten percent to the California Victim Compensation and Government Claims Board, to make grants to trauma recovery centers to provide services to victims of crime pursuant to Section 13963.1 of the Government Code.

(3) Sixty-five percent to the Board of State and Community Corrections, to administer a grant program to public agencies aimed at supporting mental health treatment, substance abuse treatment, and diversion programs for people in the criminal justice system, with an emphasis on programs that reduce recidivism of people convicted of less serious crimes, such as those covered by this measure, and those who have substance abuse and mental health problems.

(b) For each program set forth in paragraphs (1) to (3), inclusive, of subdivision (a), the agency responsible for administering the programs shall not spend more than 5 percent of the total funds it receives from the Safe Neighborhoods and Schools Fund on an annual basis for administrative costs.

(c) Every two years, the Controller shall conduct an audit of the grant programs operated by the agencies specified in paragraphs (1) to (3), inclusive, of subdivision (a) to ensure the funds are disbursed and expended solely according to this chapter and shall report his or her findings to the Legislature and the public.

(d) Any costs incurred by the Controller and the Director of Finance in connection with the administration of the Safe Neighborhoods and Schools Fund, including the costs of the calculation required by Section 7599.1 and the audit required by subdivision (c), as determined by the Director of Finance, shall be deducted from the Safe Neighborhoods and Schools Fund before the funds are disbursed pursuant to subdivision (a).

(e) The funding established pursuant to this act shall be used to expand programs for public school pupils in kindergarten and grades 1 to 12, inclusive, victims of crime, and mental health and substance abuse treatment and diversion programs for people in the criminal justice system. These funds shall not be used to supplant existing state or local funds utilized for these purposes.

(f) Local agencies shall not be obligated to provide programs or levels of service described in this chapter above the level for which funding has been provided.

**Attachment B: Assembly Bill 1056****Assembly Bill No. 1056**

[Approved by Governor October 02, 2015. Filed with Secretary of State October 02, 2015.]

AB 1056, Atkins. Second Chance Program.

(1) Existing law, until January 1, 2020, establishes the Social Innovation Financing Program, and requires the Board of State and Community Corrections to administer the program. Existing law, among other things, authorizes the board, upon appropriation of funds by the Legislature for deposit into the Recidivism Reduction Fund, to award grants in amounts of not less than \$500,000 and not more than \$2,000,000 to each of 3 counties, selected as specified, for the purpose of entering into a pay for success or social innovation financing contract, pursuant to which private investors agree to provide financing to service providers to achieve social outcomes agreed upon in advance and the government agency that is a party to the contractual agreement agrees to pay a return on the investment to the investors if successful programmatic outcomes are achieved by the service provider. Existing law limits the total amount of the grants awarded to \$5,000,000. Existing law requires each county receiving an award to report annually to the Governor and Legislature on the status of its program. Existing law requires the board to compile the county reports and submit a summary report to the Governor and the Legislature annually.

This bill would extend the operation of that program and the reporting requirements until January 1, 2022.

This bill would also require the board to administer a competitive grant program that focuses on community-based solutions for reducing recidivism. The bill would establish minimum criteria for the grant program and would require the board to establish an executive steering committee, as specified, to make recommendations regarding the design, efficacy, and viability of proposals and to make recommendations on guidelines for the submission of proposals for the grant program, including threshold or scoring criteria, or both. Among other things, the bill would require those guidelines to prioritize proposals that advance principles of restorative justice while demonstrating a capacity to reduce recidivism, and that leverage certain other federal, state, and local funds or social investments. The bill would define recidivism, for the purposes of these provisions, as a conviction of a new felony or misdemeanor committed within 3 years of release from custody or committed within 3 years of placement on supervision for a previous criminal conviction.

(2) The Safe Neighborhoods and Schools Act establishes within the State Treasury the Safe Neighborhoods and Schools Fund to receive moneys transferred from the General Fund in an amount equal to the savings resulting from the implementation of the act, as specified. The act requires that 65% of the moneys in the Safe Neighborhoods and Schools Fund be allocated the Board of State and Community Corrections to administer a grant program to public agencies aimed at supporting specified types of programs, including diversion programs, for people in the criminal justice system with an emphasis on programs that reduce recidivism, as specified.

This bill would create the Second Chance Fund in the State Treasury for the purpose of funding the above-described recidivism reduction program. The bill would require the Controller, upon order of the Director of Finance, to transfer the moneys available to the

Board of State and Community Corrections from the Safe Neighborhoods and Schools Fund into the Second Chance Fund. The bill would also authorize the Second Chance Fund to receive moneys from any other federal, state, or local grant, or from any private donation. The bill would prohibit the board from using the moneys in the fund to supplant existing programs and from spending more than 5% per year of the total moneys in the fund for administrative purposes.

The bill would require the board to administer these provisions, and moneys in the fund would be continuously appropriated to the board for expenditure for these purposes. By creating a continuously appropriated fund, this bill would make an appropriation.

(3) The Safe Neighborhoods and Schools Act provides that its provisions may be amended by a statute, passed by a  $\frac{2}{3}$  vote of each house of the Legislature and signed by the Governor, that is consistent with and furthers the intent of the act.

This bill would declare that its provisions further the intent of the Safe Neighborhoods and Schools Act.

## BILL TEXT

THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:

### SECTION 1.

The Legislature finds and declares all of the following:

(a) California voters approved Proposition 47, known as the Safe Neighborhoods and Schools Act of 2014. The measure was enacted to ensure that prison spending is focused on violent and serious offenses, to maximize alternatives for nonviolent and nonserious crime, and to invest the resulting savings into prevention and support programs.

(b) Research has shown that people in the criminal justice system disproportionately suffer from mental health issues and substance use disorders. Nationally, over one-half of all people in prisons or jails have experienced a mental health issue within the last year, and over one-half of women and 44 percent of men in jail have a drug or alcohol dependency.

(c) People in the criminal justice system and formerly incarcerated individuals have difficulty securing housing and employment following their incarceration. These challenges are compounded for people living with mental health issues or substance use disorders. As a result, many formerly incarcerated people, especially those with mental health issues or substance abuse disorders experience homelessness. Experiencing homelessness greatly increases the likelihood that a formerly incarcerated person will recidivate.

(d) Offering people in the criminal justice system and formerly incarcerated individuals meaningful access to mental health services, substance use treatment services, housing, housing-related job assistance, job skills training, and other community-based supportive services has been shown to decrease the likelihood of future contact with law enforcement and the criminal justice system.

(e) Prioritizing the state savings realized by the implementation of the Safe Neighborhoods and Schools Act of 2014 for projects that combine mental health services, substance use treatment services, housing, housing-related job assistance, job skills training, and other community-based supportive services will help the state meaningfully reduce recidivism.

(f) By prioritizing projects that offer comprehensive interventions, the Legislature intends for public agencies, nonprofits, and other community-based providers of services to people in the criminal justice system and formerly incarcerated individuals to leverage additional federal, state, and local funds for social investment resources.

(g) The Legislature intends to promote the use of restorative justice principles in addressing recidivism.

## **SEC. 2.**

Section 97013 of the Government Code is amended to read:

### **97013.**

(a) Each county receiving an award shall report annually to the board on the status of its ongoing social innovation financing program. The report shall also contain an accounting of the moneys awarded.

(b) The board shall compile the county reports and submit a summary report to the Governor and Legislature annually.

(c) A report made pursuant to this section shall be made in accordance with the requirements of Section 9795.

(d) This section shall remain in effect only until January 1, 2022, and as of that date is repealed, unless a later enacted statute, that is enacted before January 1, 2022, deletes or extends that date.

## **SEC. 3.**

Section 97015 of the Government Code is amended to read:

### **97015.**

This title shall remain in effect only until January 1, 2022, and as of that date is repealed, unless a later enacted statute, that is enacted before January 1, 2022, deletes or extends that date.

## **SEC. 4.**

Article 5 (commencing with Section 6046) is added to Chapter 5 of Title 7 of Part 3 of the Penal Code, to read:

### **Article 5. Second Chance Program**

#### **6046.**

(a) The purpose of this article is to build safer communities by investing in community-based programs, services, and initiatives for formerly incarcerated individuals in need of mental health and substance use treatment services.

(b) The program established pursuant to this article shall be restricted to supporting mental health treatment, substance use treatment, and diversion programs for persons in the criminal justice system, with an emphasis on programs that reduce recidivism of persons convicted of less serious crimes, such as those covered by the Safe Neighborhoods and Schools Act of 2014, and those who have substance use and mental health problems.

(c) The Board of State and Community Corrections shall administer a grant program established pursuant to this article.

**6046.1.**

For the purposes of this article, the following definitions shall apply:

- (a) "Board" means the Board of State and Community Corrections.
- (b) "Fund" means the Second Chance Fund established pursuant to Section

**6046.2.**

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

(d) "Recidivism" means a conviction of a new felony or misdemeanor committed within three years of release from custody or committed within three years of placement on supervision for a previous criminal conviction.

**6046.2.**

(a) The Second Chance Fund is hereby created in the State Treasury. The board shall be responsible for administering the fund. Moneys in the fund are hereby continuously appropriated without regard to fiscal year for the purposes of this article.

(b) (1) The Controller, upon order of the Director of Finance, shall transfer moneys available to the Board of State and Community Corrections pursuant to paragraph (3) of subdivision (a) of Section 7599.2 of the Government Code into the Second Chance Fund.

(2) The Second Chance Fund may receive moneys from any other federal, state, or local grant, or from any private donation or grant, for the purposes of this article.

(c) The board shall not spend more than 5 percent annually of the moneys in the fund for administrative costs.

**6046.3.**

(a) The board shall administer a competitive grant program to carry out the purposes of this article that focuses on community-based solutions for reducing recidivism. The grant program shall, at minimum, do all of the following:

(1) Restrict eligibility to proposals designed to serve people who have been arrested, charged with, or convicted of a criminal offense and have a history of mental health or substance use disorders.

(2) Restrict eligibility to proposals that offer mental health services, substance use disorder treatment services, misdemeanor diversion programs, or some combination thereof.

(3) Restrict eligibility to proposals that have a public agency as the lead applicant.

(b) The board shall form an executive steering committee that includes, but is not limited to, a balanced and diverse membership from relevant state and local government entities, community-based treatment and service providers, and the formerly incarcerated community. The committee shall have expertise in homelessness and housing, behavioral



health and substance abuse treatment, and effective rehabilitative treatment for adults and juveniles. The committee shall make recommendations regarding the design, efficacy, and viability of proposals, and make recommendations on guidelines for the submission of proposals, including threshold or scoring criteria, or both, that do all of the following:

(1) Prioritize proposals that advance principles of restorative justice while demonstrating a capacity to reduce recidivism.

(2) Prioritize proposals that leverage other federal, state, and local funds or other social investments, such as the following sources of funding:

(A) The Drug Medi-Cal Treatment Program (22 Cal. Code Regs. 51341.1, 51490.1, and 51516.1).

(B) The Mental Health Services Act, enacted by Proposition 63 at the November 2, 2004, general election, as amended.

(C) Funds provided for in connection with the implementation of Chapter 15 of the Statutes of 2011.

(D) The Community Corrections Performance Incentives Act (Stats. 2009, Ch. 608; Chapter 3 (commencing with Section 1228) of Title 8 of Part 2).

(E) The tax credits established pursuant to Sections 12209, 17053.57, and 23657 of the Revenue and Taxation Code.

(F) The federal Department of Housing and Urban Development funds, such as the Emergency Solutions Grant program (42 U.S.C. Sec. 11371 et seq.).

(G) The federal Department of Veterans Affairs Supportive Services for Veteran Families program (38 U.S.C. Sec. 2044).

(H) Social Innovation Funds established by the Corporation for National and Community Service pursuant to Section 12653k of Title 42 of the United States Code.

(I) The Edward Byrne Memorial Justice Assistance Grant Program (42 U.S.C. Sec. 3750 et seq.).

(3) Prioritize proposals that provide for all of the following:

(A) Mental health services, substance use disorder treatment services, misdemeanor diversion programs, or some combination thereof.

(B) Housing-related assistance that utilizes evidence-based models, including, but not limited to, those recommended by the federal Department of Housing and Urban Development. Housing-related assistance may include, but is not limited to, the following:

(i) Financial assistance, including security deposits, utility payments, moving-cost assistance, and up to 24 months of rental assistance.

(ii) Housing stabilization assistance, including case management, relocation assistance, outreach and engagement, landlord recruitment, housing navigation and placement, and credit repair.

(C) Other community-based supportive services, such as job skills training, case management, and civil legal services.

(4) Prioritize proposals that leverage existing contracts, partnerships, memoranda of understanding, or other formal relationships to provide one or more of the services prioritized in paragraph (3).

(5) Prioritize proposals put forth by a public agency in partnership with a philanthropic or nonprofit organization.

(6) Prioritize proposals that promote interagency and regional collaborations.

(7) Consider ways to promote services for people with offenses identical or similar to those addressed by the Safe Neighborhoods and Schools Act of 2014, without precluding assistance to a person with other offenses in his or her criminal history.

(8) Consider geographic diversity.

(9) Consider appropriate limits for administrative costs and overhead.

(10) Consider proposals that provide services to juveniles.

(11) Permit proposals to expand the capacity of an existing program and prohibit proposals from using the fund to supplant funding for an existing program.

**SEC. 5.**

The Legislature finds and declares that this act furthers the intent of the Safe Neighborhoods and Schools Act enacted by Proposition 47 at the November 4, 2014, general election.

## Attachment C: Glossary of Key Terms

### **Behavioral Health Services**

The promotion of mental health, resilience, and wellbeing; the treatment of mental and substance use disorders; and the support of those who experience and/or are in recovery from these conditions, along with their families and communities.

### **Case Management**

A collaborative process which assesses, plans, implements, coordinates, monitors, and evaluates the options and services required to meet an individual's health needs, using communications and available resources to promote quality, cost effective outcomes<sup>5</sup>.

### **Community Defined Practices**

A set of practices that communities have used and determined by community consensus over time and which may or may not have been measured empirically but have reached a level of acceptance by the community (Martinez, 2008). CDE practices are bottom-up/ground-up practices that come from the community and the organizations or providers who serve them. Unlike most EBPs, CDE practices are developed specifically to address the unmet needs and strengths of a cultural group; they are rooted in the community's worldview and its historical and social contexts (Community Defined Evidence Project [CDEP] Preliminary Quantitative and Qualitative Findings, 2009). CDEPs often incorporate cultural activities, cultural education, and exploration of strengths and skill development, rather than focusing solely or primarily on symptoms and health challenges (Swart, Friesen, Holman, & Aue, 2009)<sup>6</sup>.

### **Cultural Competence**

Cultural competency is a developmental process in which one achieves increasing levels of awareness, knowledge, and skills along a continuum, improving one's capacity to work and communicate effectively in cross-cultural situations. Strategies for practicing cultural competency include:

- Learning about your own and others' cultural identities
- Combating bias and stereotypes
- Respecting others' beliefs, values, and communication preferences
- Adapting your services to each patient's unique needs
- Gaining new cultural experiences

### **Cultural Humility**

Cultural humility is a reflective process of understanding one's biases and privileges, managing power imbalances, and maintaining a stance that is open to others in relation to aspects of their cultural identity that are most important to them<sup>7</sup>.

Strategies for practicing cultural humility include:

- Practicing self-reflection, including awareness of your beliefs, values, and implicit biases
- Recognizing what you don't know and being open to learning as much as you can

<sup>5</sup> Source: Case Management Society of America

<sup>6</sup> <https://cars-rp.org/MHTTC/docs/CDE-Evaluation-Resource-Compendium-PS-MHTTC.pdf>

<sup>7</sup> <https://thinkculturalhealth.hhs.gov/assets/pdfs/resource-library/clas-clc-ch.pdf>

- Being open to other people’s identities and empathizing with their life experiences
  - Acknowledging that the patient is their own best authority, not you
  - Learning and growing from people whose beliefs, values, and worldviews differ from yours

### **Crisis Residential Treatment Programs**

A short-term residential program that provides a less restrictive alternative hospitalization. Provides treatment for adults with mental health crisis that require 24-hour support in order to return to community living.

### **Diversion Programs**

In the context of criminal law, diversion refers to diverting an individual out of the criminal justice system by having them complete a diversion program rather than be incarcerated or serve another alternative sentence. Criminal charges are typically dropped when an individual successfully completes a diversion program. The purpose of a diversion program is to effect rehabilitation while avoiding the stigma of a criminal conviction.

A diversion program allows the individual to avoid prosecution by completing various requirements for the program. These requirements could include:

1. Education aimed at preventing future offenses by the offender;
2. Restitution to victims of the offense;
3. Completion of community service hours;
4. Avoiding situations for a specified period of time in the future that may lead to committing another such offense.

Diversion programs are usually only available to individuals charged with misdemeanors and nonviolent felonies involving drugs or alcohol. In some jurisdictions, diversion may be available to individuals charged with domestic violence, child abuse or neglect, traffic-related offenses, or even writing bad checks. Diversion programs are primarily governed by state laws, which vary by state.

### **Goals and Objectives**

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

In proposals, goals are defined by broad statements of what the program intends to accomplish, representing the long-term intended outcome of the program<sup>8</sup>.

Examples of goal statements<sup>9</sup>:

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

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<sup>8</sup> Justice Research and Statistics Association, Juvenile Justice Evaluation Center. (2003, June). *Juvenile Justice Program Evaluation: An overview (Second Edition)*. Retrieved from <http://www.jrsa.org/njiec/publications/program-evaluation.pdf>. 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>9</sup> *Id.* at p. 4.

Objectives are defined by statements of specific, measurable aims of program activities<sup>10</sup>. Objectives detail the tasks that must be completed to achieve goals<sup>11</sup>. Descriptions of objectives in the proposals should include three elements<sup>12</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>13</sup>:

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

## **Housing Models (Examples)**

### **A. Bridge Housing**

Transitional housing that is used as a short-term stay when an individual has been offered and accepted a permanent housing intervention, but access to that permanent housing is still being arranged.

*Source: Department of Veterans Affairs*

### **B. Housing First**

An approach that centers on providing homeless people with housing quickly and then providing services as needed. What differentiates a Housing First approach from other strategies is that there is an immediate and primary focus on helping individuals and families quickly access and sustain permanent housing. This approach has the benefit of being consistent with what most people experiencing homelessness want and seek help to achieve. Housing First programs share critical elements.

- There is a focus on helping individuals and families access and sustain rental housing *as quickly as possible and the housing is not time-limited*;
- A variety of services are delivered primarily following a housing placement to promote housing stability and individual well-being;
- Such services are time-limited or long-term depending upon individual need; and
- Housing is not contingent on compliance with services – instead, participants must comply with a standard lease agreement and are provided with the services and supports that are necessary to help them do so successfully.

*Source: National Alliance to End Homelessness*

<sup>10</sup> National Center for Justice Planning. Overview of Strategic Planning. *Where Do We Want to Be? Goals and Objectives*. Retrieved from <http://ncjp.org/strategic-planning/overview/where-do-we-want-be/goals-objectives>.

<sup>11</sup> *Id.*; see *supra* fn 1.

<sup>12</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/njiec/publications/program-evaluation.pdf>.

<sup>13</sup> *Id.*

### C. Permanent Supportive Housing

Supportive housing is an evidence-based housing intervention that combines non-time-limited affordable housing assistance with wrap-around supportive services for people experiencing homelessness, as well as other people with disabilities. Research has proven that supportive housing is a cost-effective solution to homelessness, particularly for people experiencing chronic homelessness. Study after study has shown that supportive housing not only resolves homelessness and increases housing stability, but also improves health and lowers public costs by reducing the use of publicly funded crisis services, including shelters, hospitals, psychiatric centers, jails, and prisons.

*Source: U.S. Interagency Council on Homelessness*

### D. Rapid Rehousing

Rapid re-housing is an intervention designed to help individuals and families quickly exit homelessness and return to permanent housing. Rapid re-housing assistance is offered without preconditions — like employment, income, absence of criminal record, or sobriety — and the resources and services provided are tailored to the unique needs of the household.

- Rapid re-housing has the following core components:
  - Housing Identification
  - Recruit landlords to provide housing opportunities for individuals and families experiencing homelessness.
  - Address potential barriers to landlord participation such as concern about short term nature of rental assistance and tenant qualifications.
  - Assist households to find and secure appropriate rental housing.
  - Rent and Move-In Assistance
  - Provide assistance to cover move-in costs, deposits, and the rental and/or utility assistance (typically six months or less) necessary to allow individuals and families to move immediately out of homelessness and to stabilize in permanent housing.
  - Rapid Re-Housing Case Management and Services
  - Help individuals and families experiencing homelessness identify and select among various permanent housing options based on their unique needs, preferences, and financial resources.
  - Help individuals and families experiencing homelessness address issues that may impede access to housing (such as credit history, arrears, and legal issues).
  - Help individuals and families negotiate manageable and appropriate lease agreements with landlords.
  - Make appropriate and time-limited services and supports available to families and individuals to allow them to stabilize quickly in permanent housing.
  - Monitor participants' housing stability and be available to resolve crises, at a minimum during the time rapid re-housing assistance is provided.
  - Provide or assist the household with connections to resources that help them improve their safety and well-being and achieve their long-term goals. This includes providing or ensuring that the household has access to resources related to benefits, employment, and community-based services (if needed and appropriate), so that they can sustain rent payments independently when rental assistance ends.

- Ensure that services provided are client-directed, respectful of individuals' right to self-determination, and voluntary. Unless basic program-related case management is required by statute or regulation, participation in services should not be required to receive rapid re-housing assistance.  
*Source: U.S. Interagency Council on Homelessness*

### **E. Recovery Residence:**

For the purposes of this section, "recovery residence" means a residential dwelling that provides primary housing for individuals who seek a cooperative living arrangement that supports personal recovery from a substance use disorder and that does not require licensure by the department or does not provide licensable services. A recovery residence may include, but is not limited to, residential dwellings commonly referred to as "sober living homes," "sober living environments," or "unlicensed alcohol and drug free residences." \*\*\* (HSC 11833.05. (c))

### **F. Sober Living Homes**

A supportive alcohol and drug free living environment for individuals attempting to maintain abstinence from alcohol or drugs in their life. Such programs do not mandate treatment but strongly encourage participation in 12-step support groups. These group living environments offer transitional space for people living incarceration, formal addiction treatment centers or other residential placement. They typically employ house rules which may include curfews, house chores or duties and other rules related to conduct. The participant is generally responsible for their rent and encouraged to work and engage in all other normal life functions from within a peer-supported environment.

### **G. Transitional Housing**

Transitional Housing: a project that is designed to provide housing and appropriate supportive services to homeless persons to facilitate movement to independent living. The housing is short-term, typically less than 24 months. In addition to providing safe housing for those in need, other services are available to help participants become self-sufficient.

*Source: U.S. Department of Housing and Urban Development*

## **Project Evaluation:**

### **Process Evaluation<sup>14</sup>**

The purpose of the process evaluation is to assess how program activities are being carried out in accordance with goals and objectives. Process measures are designed to answer the question: "What is the program actually doing and is this what we planned it to do?"

Examples of process measures could include:

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

<sup>14</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/nijec/publications/program-evaluation.pdf>.

- Number of neighborhood meetings conducted.

### **Outcome Evaluation**<sup>15</sup>

The purpose of the outcome evaluation is to identify whether the program “worked” in terms of achieving its goals and objectives. Outcome measures are designed to answer the question: “What results did the program produce?”

Examples of outcome measures include:

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

In an evidence-based practice approach, outcome evaluations must include not only the measures but also analysis of the extent to which the measured results can be attributed to the program rather than to coincidence or alternative explanations

### **Mental Health Services (Examples)**

- Outreach & engagement
- Precrisis and Crisis Services.
- Comprehensive Evaluation and Assessment.
- Individual Service Plan.
- Medication Education and Management.
- Case Management.
- Twenty-four Hour Treatment Services.
- Rehabilitation and Support Services.
- Individual and group counseling
- Day treatment programs
- Collateral services
- Peer support specialist services
- Community health worker services
- Vocational Rehabilitation.
- Inpatient and residential Services, including adult residential, crisis residential, and peer residential services.

### **Recidivism**

Recidivism is defined as conviction of a new felony or misdemeanor committed within three years of release from custody or committed within three years of placement on supervision for a previous criminal conviction.<sup>16</sup>

### **Restorative Justice**

Restorative practice is a social science that studies how to improve and repair relationships between people and communities. The purpose is to build healthy communities, increase

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<sup>15</sup> *Id* at pp. 7-8.

<sup>16</sup> Pen. Code, § 6046.1 subd. (d). “Committed” refers to the date of offense, not the date of conviction.



social capital, decrease crime and antisocial behavior, repair harm and restore relationships.<sup>17</sup>

### **Substance Use Disorder Treatment (Examples)**

According to the Substance Abuse and Mental Health Services Administration, a treatment system for substance use disorders could be comprised of multiple service components, including, but not limited to the following:

- Individual and group counseling
- Inpatient and residential treatment
- Intensive outpatient treatment
- Partial hospital programs
- Narcotic treatment program/opioid treatment program
- Contingency management
- Case or care management
- Medication
- Recovery support services
- 12-Step fellowship
- Peer supports

Other services that may qualify could include:

- Withdrawal management
- Culturally rooted community healing practices

### **Trauma-Informed Care**<sup>18</sup>

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

- Realizes the widespread impact of trauma and understands potential paths for recovery;
- Recognizes the signs and symptoms of trauma in clients, families, staff, and others involved with the system;
- Responds by fully integrating knowledge about trauma into policies, procedures, and practices; and
- Seeks to actively resist re-traumatization

SAMHSA’s concept of trauma-informed care is guided by six key principles:

- Safety
- Trustworthiness and transparency
- Peer support
- Collaboration and mutuality
- Empowerment, voice and choice
- Cultural, historical, and gender issues

<sup>17</sup> Braithwaite, John (2004-01-01). "Restorative Justice and De-Professionalization". *The Good Society*. 13 (1): 28–31. doi:10.1353/gso.2004.0023. ISSN 1538-9731. S2CID 143707224.

<sup>18</sup> Substance Abuse and Mental Health Services Administration, U.S. Department of Health and Human Services. *Trauma-informed Approach and Trauma-Specific Interventions*. Retrieved July 22, 2016, from <http://www.samhsa.gov/nctic/trauma-interventions>

**Attachment D: Proposition 47 Local Advisory Committee Membership Roster**

**Lead Public Agency:**

| <b>Individual Name</b> | <b>Job Title</b> | <b>Agency/Organization</b> |
|------------------------|------------------|----------------------------|
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## Attachment E: Proposition 47 Local Advisory Committee Letter of Agreement

*Note: This letter is to be signed by Lead Agency and all members of the Proposition 47 Local Advisory Committee. Photocopies of signatures are acceptable. Include additional signature lines as necessary.*

(Date)

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

- How to identify and prioritize the most pressing needs to be addressed (to include target population, target area, etc.);
- How to identify the strategies, programs and/or services to be undertaken to address those needs;
- The development of the grant project; and
- Ongoing implementation of the grant project.

*(Note: Applicants may provide additional information; e.g., explain the detail of collaboration, list the services or support, provide dates and timelines, etc.)*

Signed in mutual agreement,

### LEAD PUBLIC AGENCY SIGNATURE

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

### PROPOSITION 47 LOCAL ADVISORY COMMITTEE MEMBER SIGNATURES

X \_\_\_\_\_  
 Signature  
**Name, Title**  
**Name of Partner Organization**  
**Address**

X \_\_\_\_\_  
 Signature  
**Name, Title**  
**Name of Partner Organization**  
**Address**

## Attachment F: Local Government Impact Letters

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

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

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

Note: If the Lead Agency concludes that the Proposition 47 project will not impact any other local government agency, the Lead Agency must include a letter to that effect.

# Attachment G: Sample Grant Agreement

Attachment C-6

STATE OF CALIFORNIA DEPARTMENT OF GENERAL SERVICES

SCO ID: 5227-BSCCXXX22

**STANDARD AGREEMENT**  
STD 213 (Rev 03/2019)

AGREEMENT NUMBER  
**BSCC XXX-22**

PURCHASING AUTHORITY NUMBER (If Applicable)  
**BSCC-5227**

1. This Agreement is entered into between the Contracting Agency and the Contractor named below:

CONTRACTING AGENCY NAME

**BOARD OF STATE AND COMMUNITY CORRECTIONS**

CONTRACTOR NAME

**GRANTEE**

2. The term of this Agreement is:

START DATE

**SEPTEMBER 1, 2022**

THROUGH END DATE

**JUNE 1, 2026**

3. The maximum amount of this Agreement is:

**\$000,000.00**

4. The parties agree to comply with the terms and conditions of the following exhibits, attachments, and appendices which are by this reference made a part of the Agreement.

| EXHIBITS      | TITLE  | PAGES |
|---------------|--|-------|
| Exhibit A     | Scope of Work  | x     |
| Exhibit B     | Budget Detail and Payment Provisions                                     | x     |
| Exhibit C     | General Terms and Conditions (04/2017)                                   | 4     |
| Exhibit D     | Special Terms and Conditions   | x     |
| Attachment 1* | Proposition 47 Request for Proposals                                     | *     |
| Attachment 2  | Proposition 47 Grant Proposal  | xx    |
| Appendix A    | Proposition 47 Executive Steering Committee                              | x     |
| Appendix B    | Criteria for Non-Governmental Organizations Receiving BSCC Program Funds | x     |

\* This item is hereby incorporated by reference and can be viewed at: xxxxxxxxx

*IN WITNESS WHEREOF, THIS AGREEMENT HAS BEEN EXECUTED BY THE PARTIES HERETO.*

### CONTRACTOR

CONTRACTOR NAME (if other than an individual, state whether a corporation, partnership, etc.)

**GRANTEE NAME**

|                             |      |       |     |
|-----------------------------|------|-------|-----|
| CONTRACTOR BUSINESS ADDRESS | CITY | STATE | ZIP |
|-----------------------------|------|-------|-----|

|                                |       |
|--------------------------------|-------|
| PRINTED NAME OF PERSON SIGNING | TITLE |
|--------------------------------|-------|

|   |             |
|---|-------------|
| CONTRACTOR AUTHORIZED SIGNATURE<br> | DATE SIGNED |
|---|-------------|

### STATE OF CALIFORNIA

CONTRACTING AGENCY NAME

**BOARD OF STATE AND COMMUNITY CORRECTIONS**

|  |                    |             |              |
|--|--------------------|-------------|--------------|
| CONTRACTING AGENCY ADDRESS<br>2590 Venture Oaks Way, Suite 200 | CITY<br>Sacramento | STATE<br>CA | ZIP<br>95833 |
|--|--------------------|-------------|--------------|

|   |                          |
|---|--------------------------|
| PRINTED NAME OF PERSON SIGNING<br>RICARDO GOODRIDGE | TITLE<br>Deputy Director |
|---|--------------------------|

|   |             |
|---|-------------|
| CONTRACTING AGENCY AUTHORIZED SIGNATURE<br> | DATE SIGNED |
|---|-------------|

CALIFORNIA DEPARTMENT OF GENERAL SERVICES APPROVAL: EXEMPT PER SCM, VOLUME 1, CH. 4.06

## EXHIBIT A: SCOPE OF WORK

### 1. GRANT AGREEMENT – PROPOSITION 47 GRANT PROGRAM

This Grant Agreement is between the State of California, Board of State and Community Corrections (hereafter referred to as BSCC) and Grantee Name (hereafter referred to as the Grantee or Contractor).

### 2. PROJECT SUMMARY AND ADMINISTRATION

A. Project summary here.....

B. Grantee agrees to administer the project in accordance with Attachment 1: Proposition 47 Request for Proposals (incorporated by reference) and Attachment 2: Proposition 47 Grant Proposal, which are attached and hereto and made part of this agreement.

### 3. PROJECT OFFICIALS

A. The BSCC's Executive Director or designee shall be the BSCC's representative for administration of the Grant Agreement and shall have authority to make determinations relating to any controversies that may arise under or regarding the interpretation, performance, or payment for work performed under this Grant Agreement.

B. The Grantee's project officials shall be those identified as follows:

**Authorized Officer** with legal authority to sign:

Name:

Title:

Address:

Phone:

**Designated Financial Officer** authorized to receive warrants:

Name:

Title:

Address:

Phone:

Email:

**Project Director** authorized to administer the project:

Name:

Title:

Address:

Phone:

Email:

C. Either party may change its project representatives upon written notice to the other party.

D. By signing this Grant Agreement, the Authorized Officer listed above warrants that he or she has full legal authority to bind the entity for which he or she signs.

### 4. DATA COLLECTION

Grantees will be required to comply with all data collection and reporting requirements as described in Attachment 1: Proposition 47 Request for Proposals and Attachment 2: Proposition 47 Grant Proposal.

## EXHIBIT A: SCOPE OF WORK

### 5. REPORTING REQUIREMENTS

- A. Grantee will submit quarterly progress reports in a format prescribed by the BSCC. These reports, which will describe progress made on program objectives and include required data, shall be submitted according to the following schedule:

#### Quarterly Progress Report Periods

| Quarterly Progress Report Periods          | Due no later than: |
|--|--------------------|
| 1. September 1, 2022 to September 30, 2022 | November 15, 2022  |
| 2. October 1, 2022 to December 31, 2022    | February 15, 2023  |
| 3. January 1, 2023 to March 31, 2023       | May 15, 2023       |
| 4. April 1, 2023 to June 30, 2023          | August 15, 2023    |
| 5. July 1, 2023 to September 30, 2023      | November 15, 2023  |
| 6. October 1, 2023 to December 31, 2023    | February 15, 2024  |
| 7. January 1, 2024 to March 31, 2024       | May 15, 2024       |
| 8. April 1, 2024 to June 30, 2024          | August 15, 2024    |
| 9. July 1, 2024 to September 30, 2024      | November 15, 2024  |
| 10. October 1, 2024 to December 31, 2024   | February 15, 2025  |
| 11. January 1, 2025 to March 31, 2025      | May 15, 2025       |
| 12. April 1, 2025 to June 30, 2025         | August 15, 2025    |
| 13. July 1, 2025 to September 30, 2025     | November 15, 2025  |
| 14. October 1, 2025 to December 31, 2025   | February 15, 2026  |
| 15. January 1, 2026 to March 1, 2026       | May 15, 2026       |

*Note: Project activity period ends March 1, 2026. The period of March 2, 2026 to June 1, 2026 is for completion of Final Local Evaluation Report and financial audit only.*

#### B. Evaluation Documents

| Evaluation Documents             | Due no later than: |
|----------------------------------|--------------------|
| 1. Local Evaluation Plan         | January 15, 2023   |
| 2. Final Local Evaluation Report | June 1, 2026       |

#### C. Other

| Other           | Due no later than: |
|-----------------|--------------------|
| Financial Audit | June 1, 2026       |

### 6. PROJECT RECORDS

- A. The Grantee shall establish an official file for the project. The file shall contain adequate documentation of all actions taken with respect to the project, including copies of this Grant Agreement, approved program/budget modifications, financial records and required reports.
- B. The Grantee shall establish separate accounting records and maintain documents and other evidence sufficient to properly reflect the amount, receipt, and disposition of all project funds, including grant funds and any matching funds by the Grantee and the total cost of the project. Source documentation includes copies of all awards, applications, approved modifications, financial records and narrative reports.
- C. Personnel and payroll records shall include the time and attendance reports for all individuals reimbursed under the grant, whether they are employed full-time or part-time. Time and effort reports are also required for all subcontractors and consultants.
- D. The grantee shall maintain documentation of donated goods and/or services, including the basis for valuation.

## EXHIBIT A: SCOPE OF WORK

- E. Grantee agrees to protect records adequately from fire or other damage. When records are stored away from the Grantee's principal office, a written index of the location of records stored must be on hand and ready access must be assured.
- F. All Grantee records relevant to the project must be preserved a minimum of three (3) years after closeout of the grant project and shall be subject at all reasonable times to inspection, examination, monitoring, copying, excerpting, transcribing, and auditing by the BSCC or designees. If any litigation, claim, negotiation, audit, or other action involving the records has been started before the expiration of the three-year period, the records must be retained until the completion of the action and resolution of all issues which arise from it or until the end of the regular three-year period, whichever is later.

### 7. CONFLICT OF INTEREST

- A. Existing law prohibits any grantee, subgrantee, partner or like party who participated on the Proposition 47 Executive Steering Committee (See Appendix A) from receiving funds from the Proposition 47 grants awarded under this RFP. Applicants who are awarded grants under this RFP are responsible for reviewing the Proposition 47 ESC membership roster (see Appendix A) and ensuring that no grant dollars are passed through to any entity represented by the members of the Proposition 47 ESC.
- B. In cases of an actual conflict of interest with an ESC member, the Board may revoke the grant award and legal consequences could exist for the parties involved, including, but not limited to, repayment of the grant award.

### 8. FINANCIAL AUDIT

Grantees are required to provide the BSCC with a financial audit no later than the end of the contract term, June 1, 2026. The financial audit shall be performed by a Certified Public Accountant or a participating county or city auditor that is organizationally independent from the participating county's or city's project financial management functions. Expenses for this final audit may be reimbursed for actual costs up to \$25,000.



## EXHIBIT B: BUDGET DETAIL AND PAYMENT PROVISIONS

### 1. INVOICING AND PAYMENTS

- A. The Grantee shall be paid in quarterly in arrears by submitting an invoice (Form 201) to the BSCC that outlines actual expenditures claimed for the invoicing period.

**Quarterly Invoicing Periods:**

1. September 1, 2022 to September 30, 2022
2. October 1, 2022 to December 31, 2022
3. January 1, 2023 to March 31, 2023
4. April 1, 2023 to June 30, 2023
5. July 1, 2023 to September 30, 2023
6. October 1, 2023 to December 31, 2023
7. January 1, 2024 to March 31, 2024
8. April 1, 2024 to June 30, 2024
9. July 1, 2024 to September 30, 2024
10. October 1, 2024 to December 31, 2024
11. January 1, 2025 to March 31, 2025
12. April 1, 2025 to June 30, 2025
13. July 1, 2025 to September 30, 2025
14. October 1, 2025 to December 31, 2025
15. January 1, 2026 to March 1, 2026

**Due no later than:**

- November 15, 2022
- February 15, 2023
- May 15, 2023
- August 15, 2023
- November 15, 2023
- February 15, 2024
- May 15, 2024
- August 15, 2024
- November 15, 2024
- February 15, 2025
- May 15, 2025
- August 15, 2025
- November 15, 2025
- February 15, 2026
- May 15, 2026

**Final Invoicing Period:**

16. March 2, 2026 to June 1, 2026\*

**Due no later than:**

- July 15, 2026

*\*Note: Only expenditures associated with completion of the Final Local Evaluation Report and the financial audit may be included on the final invoice.*

- B. All project expenditures (excluding costs associated with the completion of the Final Local Evaluation Report and the financial audit) and all obligated leverage contributions must be incurred by the end of the grant project period, March 1, 2026, and included on the invoice due May 15, 2026. Project expenditures incurred after March 1, 2026 will not be reimbursed.
- C. The Final Local Evaluation Report is due to BSCC by June 1, 2026. Expenditures incurred solely for the completion of the Final Local Evaluation Report during the period of March 2, 2026 to June 1, 2026 must be submitted on the final invoice due on July 15, 2026. Supporting fiscal documentation will be required for all expenditures claimed during the Final Invoicing Period and must be submitted with the final invoice.
- D. The financial audit is due to BSCC by June 1, 2026. Expenditures incurred solely for the completion of the financial audit during the period of March 2, 2026 to June 1, 2026 must be submitted during the Final Invoicing Period, with the final invoice due on July 15, 2026. Supporting fiscal documentation will be required for all expenditures claimed during the Final Invoicing Period and must be submitted with the final invoice.
- E. Grantee shall submit an invoice to the BSCC each invoicing period, even if grant funds are not expended or requested during the invoicing period.
- F. Upon the BSCC's request, supporting documentation must be submitted for project expenditures. Grantees are required to maintain supporting documentation for all expenditures on the project site for the life of the grant and make it readily available for review during BSCC site visits. See Exhibit A. Scope of Work, Item 6. Project Records.

## EXHIBIT B: BUDGET DETAIL AND PAYMENT PROVISIONS

### 2. GRANT AMOUNT AND LIMITATION

- A. In no event shall the BSCC be obligated to pay any amount in excess of the grant award. Grantee waives any and all claims against the BSCC, and the State of California on account of project costs that may exceed the sum of the grant award.
- B. Under no circumstance will a budget item change be authorized that would cause the project to exceed the amount of the grant award identified in this Grant Agreement.

### 3. BUDGET CONTINGENCY CLAUSE

- A. This grant agreement is valid and enforceable only if sufficient funds are made available through the annual transfer of savings generated by Proposition 47 from the General Fund to the Safe Neighborhoods and Schools Fund and subsequent transfer from the Safe Neighborhoods and Schools Fund to the Second Chance Fund. (Gov. Code, § 7599.1 & Pen. Code, § 6046.2.) On or before July 31<sup>st</sup> of each fiscal year the Department of Finance will calculate the state savings associated with Proposition 47 and certify the calculation to the State Controller who shall transfer those funds to the Safe Neighborhoods and Schools Fund. (Gov. Code, § 7599.1.) The grantee agrees that the BSCC's obligation to pay any sum to the grantee under any provision of this agreement is contingent upon the availability of sufficient funding transferred to the Safe Neighborhoods and Schools Fund and subsequent transfer to the Second Chance Fund.
- B. If Proposition 47 funding is reduced or falls below estimates contained within the Proposition 47 Request for Proposals, the BSCC shall have the option to either cancel this Grant Agreement with no liability occurring to the BSCC or offer an amendment to this agreement to the Grantee to reflect a reduced amount.
- C. If BSCC cancels the agreement pursuant to Paragraph 3(B) or Grantee does not agree to an amendment in accordance with the option provided by Paragraph 3(B), it is mutually agreed that the Grant Agreement shall have no further force and effect. In this event, the BSCC shall have no liability to pay any funds whatsoever to Grantee or to furnish any other considerations under this Agreement and Grantee shall not be obligated to perform any provisions of this Grant Agreement except that Grantee shall be required to maintain all project records required by Paragraph 6 of Exhibit A for a period of three (3) years following the termination of this agreement.

### 4. PROJECT COSTS

- A. Grantee is responsible for ensuring that actual expenditures are for eligible project costs. "Eligible" and "ineligible" project costs are set forth in the July 2020 BSCC Grant Administration Guide, which can be found under Quick Links here:  
[https://www.bscc.ca.gov/s\\_correctionsplanningandprograms/](https://www.bscc.ca.gov/s_correctionsplanningandprograms/)
- B. The provisions of the BSCC Grant Administration Guide are incorporated by reference into this agreement and Grantee shall be responsible for adhering to the requirements set forth therein. To the extent any of the provisions of the BSCC Grant Administration Guide and this agreement conflict, the language in this agreement shall prevail.
- C. Grantee is responsible for ensuring that invoices submitted to the BSCC claim actual expenditures for eligible project costs.
- D. Grantee shall, upon demand, remit to the BSCC any grant funds not expended for eligible project costs or an amount equal to any grant funds expended by the Grantee in violation of the terms, provisions, conditions or commitments of this Grant Agreement.

## **EXHIBIT B: BUDGET DETAIL AND PAYMENT PROVISIONS**

E. Grant funds must be used to support new program activities or to augment existing funds that expand current program activities. Grant funds shall not replace (supplant) any federal, state and/or local funds that have been appropriated for the same purpose. Violations can result in recoupment of monies provided under this grantor suspension of future program funding through BSCC grants.

### **5. PROMPT PAYMENT CLAUSE**

Payment will be made in accordance with, and within the time specified in, Government Code Chapter 4.5, commencing with Section 927.

### **6. WITHHOLDING OF GRANT DISBURSEMENTS**

- A. The BSCC may withhold all or any portion of the grant funds provided by this Grant Agreement in the event the Grantee has materially and substantially breached the terms and conditions of this Grant Agreement.
- B. At such time as the balance of state funds allocated to the Grantee reaches five percent (5%), the BSCC may withhold that amount as security, to be released to the Grantee upon compliance with all grant provisions, including:
- 1) submittal and approval of the final invoice;
  - 2) submittal and approval of the final progress report; and
  - 3) submittal and approval of any additional required reports, including but not limited to the Final Local Evaluation Report and the financial audit.
- C. The BSCC will not reimburse Grantee for costs identified as ineligible for grant funding. If grant funds have been provided for costs subsequently deemed ineligible, the BSCC may either withhold an equal amount from future payments to the Grantee or require repayment of an equal amount to the State by the Grantee.
- D. In the event that grant funds are withheld from the Grantee, the BSCC's Executive Director or designee shall notify the Grantee of the reasons for withholding and advise the Grantee of the time within which the Grantee may remedy the failure or violation leading to the withholding.

## EXHIBIT B: BUDGET DETAIL AND PAYMENT PROVISIONS

### 7. PROJECT BUDGET

| BUDGET LINE ITEMS   | GRANT FUNDS | LEVERAGED FUNDS | TOTAL     |
|---|-------------|-----------------|-----------|
| 1. Salaries and Benefits  | \$          | \$              | \$        |
| 2. Services and Supplies  | \$          | \$              | \$        |
| 3. Professional Services or Public Agency Subcontracts  | \$          | \$              | \$        |
| 4. Non-Governmental Organization (NGO) Subcontracts (minimum 50%)   | \$          | \$              | \$        |
| 5. Data Collection and Evaluation (minimum 5% of requested grant funds or \$25,000, whichever is greater) | \$          | \$              | \$        |
| 6. Equipment / Fixed Assets   | \$          | \$              | \$        |
| 7. Financial Audit (must not exceed \$25,000)   | \$          | \$              | \$        |
| 8. Other (Travel, Training, etc.)   | \$          | \$              | \$        |
| 9. Indirect Costs (may not exceed 10% of grant award)   | \$          | \$              | \$        |
| <b>TOTAL</b>  | <b>\$</b>   | <b>\$</b>       | <b>\$</b> |

## EXHIBIT C: GENERAL TERMS AND CONDITIONS (04/2017)

1. **APPROVAL:** This Agreement is of no force or effect until signed by both parties and approved by the Department of General Services, if required. Contractor may not commence performance until such approval has been obtained.
2. **AMENDMENT:** No amendment or variation of the terms of this Agreement shall be valid unless made in writing, signed by the parties and approved as required. No oral understanding or Agreement not incorporated in the Agreement is binding on any of the parties.
3. **ASSIGNMENT:** This Agreement is not assignable by the Contractor, either in whole or in part, without the consent of the State in the form of a formal written amendment.
4. **AUDIT:** Contractor agrees that the awarding department, the Department of General Services, the Bureau of State Audits, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. Contractor agrees to maintain such records for possible audit for a minimum of three (3) years after final payment, unless a longer period of records retention is stipulated. Contractor agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, Contractor agrees to include a similar right of the State to audit records and interview staff in any subcontract related to performance of this Agreement. (Gov. Code §8546.7, Pub. Contract Code §10115 et seq., CCR Title 2, Section 1896).
5. **INDEMNIFICATION:** Contractor agrees to indemnify, defend and save harmless the State, its officers, agents and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, suppliers, laborers, and any other person, firm or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this Agreement, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by Contractor in the performance of this Agreement.
6. **DISPUTES:** Contractor shall continue with the responsibilities under this Agreement during any dispute.
7. **TERMINATION FOR CAUSE:** The State may terminate this Agreement and be relieved of any payments should the Contractor fail to perform the requirements of this Agreement at the time and in the manner herein provided. In the event of such termination the State may proceed with the work in any manner deemed proper by the State. All costs to the State shall be deducted from any sum due the Contractor under this Agreement and the balance, if any, shall be paid to the Contractor upon demand.
8. **INDEPENDENT CONTRACTOR:** Contractor, and the agents and employees of Contractor, in the performance of this Agreement, shall act in an independent capacity and not as officers or employees or agents of the State.
9. **RECYCLING CERTIFICATION:** The Contractor shall certify in writing under penalty of perjury, the minimum, if not exact, percentage of post-consumer material as defined in the Public Contract Code Section 12200, in products, materials, goods, or supplies offered or sold to the State regardless of whether the product meets the requirements of Public Contract Code Section 12209. With respect to printer or duplication cartridges that comply with the requirements of Section 12156(e), the certification required by this subdivision shall specify that the cartridges so comply (Pub. Contract Code §12205).
10. **NON-DISCRIMINATION CLAUSE:** During the performance of this Agreement, Contractor and its subcontractors shall not deny the contract's benefits to any person on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic

## EXHIBIT C: GENERAL TERMS AND CONDITIONS (04/2017)

information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status, nor shall they discriminate unlawfully against any employee or applicant for employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status. Contractor shall insure that the evaluation and treatment of employees and applicants for employment are free of such discrimination. Contractor and subcontractors shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code §12900 et seq.), the regulations promulgated thereunder (Cal. Code Regs., tit. 2, §11000 et seq.), the provisions of Article 9.5, Chapter 1, Part 1, Division 3, Title 2 of the Government Code (Gov. Code §§11135-11139.5), and the regulations or standards adopted by the awarding state agency to implement such article. Contractor shall permit access by representatives of the Department of Fair Employment and Housing and the awarding state agency upon reasonable notice at any time during the normal business hours, but in no case less than 24 hours' notice, to such of its books, records, accounts, and all other sources of information and its facilities as said Department or Agency shall require to ascertain compliance with this clause. Contractor and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement. (See Cal. Code Regs., tit. 2, §11105.)

Contractor shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the Agreement.

11. **CERTIFICATION CLAUSES:** The CONTRACTOR CERTIFICATION CLAUSES contained in the document [CCC 04/2017](#) are hereby incorporated by reference and made a part of this Agreement by this reference as if attached hereto.
12. **TIMELINESS:** Time is of the essence in this Agreement.
13. **COMPENSATION:** The consideration to be paid Contractor, as provided herein, shall be in compensation for all of Contractor's expenses incurred in the performance hereof, including travel, per diem, and taxes, unless otherwise expressly so provided.
14. **GOVERNING LAW:** This contract is governed by and shall be interpreted in accordance with the laws of the State of California.
15. **ANTITRUST CLAIMS:** The Contractor by signing this agreement hereby certifies that if these services or goods are obtained by means of a competitive bid, the Contractor shall comply with the requirements of the Government Codes Sections set out below.
  - A. The Government Code Chapter on Antitrust claims contains the following definitions:
    - 1) "Public purchase" means a purchase by means of competitive bids of goods, services, or materials by the State or any of its political subdivisions or public agencies on whose behalf the Attorney General may bring an action pursuant to subdivision (c) of Section 16750 of the Business and Professions Code.
    - 2) "Public purchasing body" means the State or the subdivision or agency making a public purchase. Government Code Section 4550.
  - B. In submitting a bid to a public purchasing body, the bidder offers and agrees that if the bid is accepted, it will assign to the purchasing body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2 (commencing with Section 16700) of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, materials, or services by the bidder for sale to the purchasing body pursuant to the bid. Such assignment shall be made and become effective

## EXHIBIT C: GENERAL TERMS AND CONDITIONS (04/2017)

at the time the purchasing body tenders final payment to the bidder. Government Code Section 4552.

- C. If an awarding body or public purchasing body receives, either through judgment or settlement, a monetary recovery for a cause of action assigned under this chapter, the assignor shall be entitled to receive reimbursement for actual legal costs incurred and may, upon demand, recover from the public body any portion of the recovery, including treble damages, attributable to overcharges that were paid by the assignor but were not paid by the public body as part of the bid price, less the expenses incurred in obtaining that portion of the recovery. Government Code Section 4553.
- D. Upon demand in writing by the assignor, the assignee shall, within one year from such demand, reassign the cause of action assigned under this part if the assignor has been or may have been injured by the violation of law for which the cause of action arose and (a) the assignee has not been injured thereby, or (b) the assignee declines to file a court action for the cause of action. See Government Code Section 4554.

**16. CHILD SUPPORT COMPLIANCE ACT:** For any Agreement in excess of \$100,000, the contractor acknowledges in accordance with Public Contract Code 7110, that:

- A. The contractor recognizes the importance of child and family support obligations and shall fully comply with all applicable state and federal laws relating to child and family support enforcement, including, but not limited to, disclosure of information and compliance with earnings assignment orders, as provided in Chapter 8 (commencing with section 5200) of Part 5 of Division 9 of the Family Code; and
- B. The contractor, to the best of its knowledge is fully complying with the earnings assignment orders of all employees and is providing the names of all new employees to the New Hire Registry maintained by the California Employment Development Department.

**17. UNENFORCEABLE PROVISION:** In the event that any provision of this Agreement is unenforceable or held to be unenforceable, then the parties agree that all other provisions of this Agreement have force and effect and shall not be affected thereby.

**18. PRIORITY HIRING CONSIDERATIONS:** If this Contract includes services in excess of \$200,000, the Contractor shall give priority consideration in filling vacancies in positions funded by the Contract to qualified recipients of aid under Welfare and Institutions Code Section 11200 in accordance with Pub. Contract Code §10353.

**19. SMALL BUSINESS PARTICIPATION AND DVBE PARTICIPATION REPORTING REQUIREMENTS:**

- A. If for this Contract Contractor made a commitment to achieve small business participation, then Contractor must within 60 days of receiving final payment under this Contract (or within such other time period as may be specified elsewhere in this Contract) report to the awarding department the actual percentage of small business participation that was achieved. (Govt. Code § 14841.)
- B. If for this Contract Contractor made a commitment to achieve disabled veteran business enterprise (DVBE) participation, then Contractor must within 60 days of receiving final payment under this Contract (or within such other time period as may be specified elsewhere in this Contract) certify in a report to the awarding department: (1) the total amount the prime Contractor received under the Contract; (2) the name and address of the DVBE(s) that participated in the performance of the Contract; (3) the amount each DVBE received from the prime Contractor; (4) that all payments under the Contract have been made to the DVBE; and (5) the actual

## EXHIBIT C: GENERAL TERMS AND CONDITIONS (04/2017)

percentage of DVBE participation that was achieved. A person or entity that knowingly provides false information shall be subject to a civil penalty for each violation. (Mil. & Vets. Code § 999.5(d); Govt. Code § 14841.)

- 20. LOSS LEADER:** If this contract involves the furnishing of equipment, materials, or supplies then the following statement is incorporated: It is unlawful for any person engaged in business within this state to sell or use any article or product as a “loss leader” as defined in Section 17030 of the Business and Professions Code. (PCC 10344(e).)



## EXHIBIT D: SPECIAL TERMS AND CONDITIONS

### 1. GRANTEE'S GENERAL RESPONSIBILITY

- A. Grantee agrees to comply with all terms and conditions of this Grant Agreement. Review and approval by the BSCC are solely for the purpose of proper administration of grant funds and shall not be deemed to relieve or restrict the Grantee's responsibility.
- B. Grantee is responsible for the performance of all project activities identified in Attachment 1: Proposition 47 Request for Proposals and Attachment 2: Proposition 47 Grant Proposal.
- C. Grantee shall immediately advise the BSCC of any significant problems or changes that arise during the course of the project.

### 2. GRANTEE ASSURANCES AND COMMITMENTS

- A. Compliance with Laws and Regulations  
This Grant Agreement is governed by and shall be interpreted in accordance with the laws of the State of California. Grantee shall at all times comply with all applicable State laws, rules and regulations, and all applicable local ordinances.
- B. Fulfillment of Assurances and Declarations  
Grantee shall fulfill all assurances, declarations, representations, and statements made by the Grantee in Attachment 1: Proposition 47 Request for Proposal and Attachment 2: Proposition 47 Grant Proposal, documents, amendments, approved modifications, and communications filed in support of its request for grant funds.
- C. Permits and Licenses  
Grantee agrees to procure all permits and licenses necessary to complete the project, pay all charges and fees, and give all notices necessary or incidental to the due and lawful proceeding of the project work.

### 3. POTENTIAL SUBCONTRACTORS

- A. In accordance with the provisions of this Grant Agreement, the Grantee may subcontract for services needed to implement and/or support program activities. Grantee agrees that in the event of any inconsistency between this Grant Agreement and Grantee's agreement with a subcontractor, the language of this Grant Agreement will prevail.
- B. Nothing contained in this Grant Agreement or otherwise, shall create any contractual relation between the BSCC and any subcontractors, and no subcontract shall relieve the Grantee of his responsibilities and obligations hereunder. The Grantee agrees to be as fully responsible to the BSCC for the acts and omissions of its subcontractors and of persons either directly or indirectly employed by any of them as it is for the acts and omissions of persons directly employed by the Grantee. The Grantee's obligation to pay its subcontractors is an independent obligation from the BSCC's obligation to make payments to the Grantee. As a result, the BSCC shall have no obligation to pay or to enforce the payment of any moneys to any subcontractor.
- C. Grantee shall ensure that all subcontractors comply with the eligibility requirements stated in the Proposition 47 RFP and described in Appendix B.
- D. Grantee assures that for any subcontract awarded by the Grantee, such insurance and fidelity bonds, as is customary and appropriate, will be obtained.
- E. Grantee agrees to place appropriate language in all subcontracts for work on the project requiring the Grantee's subcontractors to:

## EXHIBIT D: SPECIAL TERMS AND CONDITIONS

### 1) Books and Records

Maintain adequate fiscal and project books, records, documents, and other evidence pertinent to the subcontractor's work on the project in accordance with generally accepted accounting principles. Adequate supporting documentation shall be maintained in such detail so as to permit tracing transactions from the invoices, to the accounting records, to the supporting documentation. These records shall be maintained for a minimum of three (3) years after the acceptance of the final grant project audit under the Grant Agreement and shall be subject to examination and/or audit by the BSCC or designees, state government auditors or designees, or by federal government auditors or designees.

### 2) Access to Books and Records

Make such books, records, supporting documentations, and other evidence available to the BSCC or designee, the State Controller's Office, the Department of General Services, the Department of Finance, California State Auditor, and their designated representatives during the course of the project and for a minimum of three (3) years after acceptance of the final grant project audit. The Subcontractor shall provide suitable facilities for access, monitoring, inspection, and copying of books and records related to the grant-funded project.

## 4. PROJECT ACCESS

Grantee shall ensure that the BSCC, or any authorized representative, will have suitable access to project activities, sites, staff and documents at all reasonable times during the grant period including those maintained by subcontractors. Access to program records will be made available by both the grantee and the subcontractors for a period of three (3) years following the end of the grant period.

## 5. ACCOUNTING AND AUDIT REQUIREMENTS

- A. Grantee agrees that accounting procedures for grant funds received pursuant to this Grant Agreement shall be in accordance with generally accepted government accounting principles and practices, and adequate supporting documentation shall be maintained in such detail as to provide an audit trail. Supporting documentation shall permit the tracing of transactions from such documents to relevant accounting records, financial reports and invoices.
- B. The BSCC reserves the right to call for a program or financial audit at any time between the execution of this Grant Agreement and three years following the end of the grant period. At any time, the BSCC may disallow all or part of the cost of the activity or action determined to not be in compliance with the terms and conditions of this Grant Agreement or take other remedies legally available.

## 6. 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 grantees 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

## EXHIBIT D: SPECIAL TERMS AND CONDITIONS

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 Grantees must have on file with the BSCC a completed and signed Certification of Compliance with BSCC Policies on Debarment, Fraud, Theft and Embezzlement (Required as Attachment E of the original Proposal Package).

### 7. MODIFICATIONS

No change or modification in the project will be permitted without prior written approval from the BSCC. Changes may include modification to project scope, changes to performance measures, compliance with collection of data elements, and other significant changes in the budget or program components contained in Attachment 1: Proposition 47 Request for Proposal and Attachment 2: Proposition 47 Grant Proposal.

### 8. TERMINATION

- A. This Grant Agreement may be terminated by the BSCC at any time after grant award and prior to completion of project upon action or inaction by the Grantee that constitutes a material and substantial breach of this Grant Agreement. Such action or inaction includes but is not limited to:
- 1) substantial alteration of the scope of the grant project without prior written approval of the BSCC;
  - 2) refusal or inability to complete the grant project in a manner consistent with Attachment 1: Proposition 47 Request for Proposal and Attachment 2: Proposition 47 Grant Proposal, or approved modifications;
  - 3) failure to provide the required local match share of the total project costs; and
  - 4) failure to meet prescribed assurances, commitments, recording, accounting, auditing, and reporting requirements of the Grant Agreement.
- B. Prior to terminating the Grant Agreement under this provision, the BSCC shall provide the Grantee at least 30 calendar days written notice stating the reasons for termination and effective date thereof. The Grantee may appeal the termination decision in accordance with the instructions listed in Exhibit D: Special Terms and Conditions, Number 8. Settlement of Disputes.

### 9. SETTLEMENT OF DISPUTES

- A. The parties shall deal in good faith and attempt to resolve potential disputes informally. If the dispute persists, the Grantee shall submit to the BSCC Corrections Planning and Grant Programs Division Deputy Director a written demand for a final decision regarding the disposition of any dispute between the parties arising under, related to, or involving this Grant Agreement. Grantee's written demand shall be fully supported by factual information. The BSCC Corrections Planning and Grant Programs Division Deputy Director shall have 30 days after receipt of Grantee's written demand invoking this Section "Disputes" to render a written

## EXHIBIT D: SPECIAL TERMS AND CONDITIONS

decision. If a written decision is not rendered within 30 days after receipt of the Grantee's demand, it shall be deemed a decision adverse to the Grantee's contention. If the Grantee is not satisfied with the decision of the BSCC Corrections Planning and Grant Programs Division Deputy Director, the Grantee may appeal the decision, in writing, within 15 days of its issuance (or the expiration of the 30-day period in the event no decision is rendered), to the BSCC Executive Director, who shall have 45 days to render a final decision. If the Grantee does not appeal the decision of the BSCC Corrections Planning and Grant Programs Division Deputy Director, the decision shall be conclusive and binding regarding the dispute and the Contractor shall be barred from commencing an action in court, or with the Victims Compensation Government Claims Board, for failure to exhaust Grantee's administrative remedies.

- B. Pending the final resolution of any dispute arising under, related to or involving this Grant Agreement, Grantee agrees to diligently proceed with the performance of this Grant Agreement, including the providing of services in accordance with the Grant Agreement. Grantee's failure to diligently proceed in accordance with the State's instructions regarding this Grant Agreement shall be considered a material breach of this Grant Agreement.
- C. Any final decision of the State shall be expressly identified as such, shall be in writing, and shall be signed by the Executive Director, if an appeal was made. If the Executive Director fails to render a final decision within 45 days after receipt of the Grantee's appeal for a final decision, it shall be deemed a final decision adverse to the Grantee's contentions. The State's final decision shall be conclusive and binding regarding the dispute unless the Grantee commences an action in a court of competent jurisdiction to contest such decision within 90 days following the date of the final decision or one (1) year following the accrual of the cause of action, whichever is later.
- D. The dates of decision and appeal in this section may be modified by mutual consent, as applicable, excepting the time to commence an action in a court of competent jurisdiction.

### 10. UNION ACTIVITIES

For all agreements, except fixed price contracts of \$50,000 or less, the Grantee acknowledges that applicability of Government Code §§16654 through 16649 to this Grant Agreement and agrees to the following:

- A. No State funds received under the Grant Agreement will be used to assist, promote or deter union organizing.
- B. Grantee will not, for any business conducted under the Grant Agreement, use any State property to hold meetings with employees or supervisors, if the purpose of such meetings is to assist, promote or deter union organizing, unless the State property is equally available to the general public for holding meetings.
- C. If Grantee incurs costs or makes expenditures to assist, promote or deter union organizing, Grantee will maintain records sufficient to show that no reimbursement from State funds has been sought for these costs, and that Grantee shall provide those records to the Attorney General upon request.

### 11. WAIVER

The parties hereto may waive any of their rights under this Grant Agreement unless such waiver is contrary to law, provided that any such waiver shall be in writing and signed by the party making such waiver.

## APPENDIX A: PROPOSITION 47 EXECUTIVE STEERING COMMITTEE ROSTER

### Proposition 47 Executive Steering Committee

|    | <b>Name</b>             | <b>Title / Organization</b>   |
|----|-------------------------|---|
| 1  | Gaard, Janet            | Retired Judge, BSCC Board Member, Chair                                       |
| 2  | Barnes-Lopez, Naomi     | Mental Health CSU, Orange County, Team Lead/Clinician II                      |
| 3  | Brooks, D'Andre         | The Children's Initiative, San Diego, Juvenile Justice Associate              |
| 4  | Brown-Taylor, Christine | San Diego County Sheriff's Department, Retired                                |
| 5  | Cabrera, Michelle       | Behavioral Health Directors Association of CA, Sacramento, Executive Director |
| 6  | Dzubay, Jeremy          | Monterey County Public Defender's Office, Assistance Public Defender          |
| 7  | Hanna, Sylvia           | Tulare County Superior Court, Judge   |
| 8  | Jenkins, Mack           | Council on Criminal Justice & Behavioral Health, Retired Probation Chief      |
| 9  | Kuhns, Richard          | County of Trinity, County Administrative Office (CAO)                         |
| 10 | McClain, Kevin          | Community Housing Partnership, Sacramento, Exec Administrative Manager        |
| 11 | Miramontes, Amber       | Tulare County Public Defender's office, Supervising Attorney                  |
| 12 | Villamil, Denise        | Southern California Crossroads, Executive Director                            |
| 13 | White, Dorothea         | Valley State Prison, CDCR, SSMI, Employee Relations officer                   |

## Attachment H: Sample Governing Board Resolution

Before grant funds can be reimbursed, a prospective 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 municipal ordinance or county ordinance/charter delegating such authority to a city manager or county executive officer or other governing board resolution delegating authority).

Below is sample language for a resolution. Applicants are encouraged to submit the resolution with their application.

---

WHEREAS the ***(insert name of Lead Agency)*** desires to participate in the Proposition 47 Grant administered by the Board of State and Community Corrections (hereafter referred to as BSCC).

NOW, THEREFORE, BE IT RESOLVED that the ***(insert title of designated official)*** be authorized on behalf of the ***(insert name of Governing Board)*** to submit the grant proposal for this funding and sign the Grant Agreement with the BSCC, including any amendments thereof.

BE IT FURTHER RESOLVED that grant funds received hereunder shall not be used to supplant expenditures controlled by this body.

BE IT FURTHER RESOLVED that the ***(insert name of Lead Agency)*** agrees to abide by the terms and conditions of the Grant Agreement as set forth by the BSCC.

Passed, approved, and adopted by the ***(insert name of Governing Board)*** in a meeting thereof held on ***(insert date)*** by the following:

Ayes:

Notes:

Absent:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Typed Name and Title: \_\_\_\_\_

ATTEST: Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Typed Name and Title: \_\_\_\_\_

## Attachment I: Proposition 47 Project Work Plan

Each applicant must develop a Project Work Plan. The Project Work Plan identifies measurable goals and objectives, activities and services, the responsible parties, and a timeline (see template below).

Completed Project Work Plans should (1) identify the project's top goals and objectives; (2) identify how the top goals will be achieved in terms of the activities, responsible staff/partners, and start and end dates; and (3) provide goals and objectives with a clear relationship to the need and intent of the grant. Applicants must use the provided Project Work Plan template.

This Project Work Plan cannot exceed one (1) page and does not count toward the numbered page limit for the Proposal Narrative. There is no margin, spacing, or font restrictions for the Project Work Plan.

|  |                             |            |          |
|--|-----------------------------|------------|----------|
| <b>(1) Goal:</b>   |                             |            |          |
| Objectives (A., B., C...)  | A.<br>B.<br>C.              |            |          |
| Project activities that support the identified goal and objectives | Responsible staff/ partners | Timeline   |          |
|  |                             | Start Date | End Date |
| 1.<br>2.<br>3.   |                             |            |          |
| <b>(2) Goal:</b>   |                             |            |          |
| Objectives (A., B., C...)  | A.<br>B.<br>C.              |            |          |
| Project activities that support the identified goal and objectives | Responsible staff/ partners | Timeline   |          |
|  |                             | Start Date | End Date |
| 1.<br>2.<br>3.   |                             |            |          |
| <b>(3) Goal:</b>   |                             |            |          |
| Objectives (A., B., C...)  | A.<br>B.<br>C.              |            |          |
| Project activities that support the identified goal and objectives | Responsible staff/ partners | Timeline   |          |
|  |                             | Start Date | End Date |
| 1.<br>2.<br>3.   |                             |            |          |

## Attachment J: List of Partner Agencies/Organizations

**Lead Public Agency:**

**Other Public Agency Partners**

|   | Name of Agency | 2-3 Sentence Description of Services to be Provided |
|---|----------------|---|
| 1 |                |   |
| 2 |                |   |
| 3 |                |   |
| 4 |                |   |
| 5 |                |   |

**Non-Governmental, Community-Based Partners (if known)**

|   | Name of Organization | 2-3 Sentence Description of Services to be Provided |
|---|----------------------|---|
| 1 |                      |   |
| 2 |                      |   |
| 3 |                      |   |
| 4 |                      |   |
| 5 |                      |   |

*Add additional rows as needed.*



## Appendix A: Proposition 47 Executive Steering Committee Roster

### Proposition 47 Executive Steering Committee

|    | Name                    | Title / Organization  |
|----|-------------------------|---|
| 1  | Gaard, Janet            | Retired Judge, BSCC Board Member, Chair                                       |
| 2  | Barnes-Lopez, Naomi     | Mental Health CSU, Orange County, Team Lead/Clinician II                      |
| 3  | Brooks, D'Andre         | The Children's Initiative, San Diego, Juvenile Justice Associate              |
| 4  | Brown-Taylor, Christine | San Diego County Sheriff's Department, Retired                                |
| 5  | Cabrera, Michelle       | Behavioral Health Directors Association of CA, Sacramento, Executive Director |
| 6  | Dzubay, Jeremy          | Monterey County Public Defender's Office, Assistance Public Defender          |
| 7  | Hanna, Sylvia           | Tulare County Superior Court, Judge   |
| 8  | Jenkins, Mack           | Council on Criminal Justice & Behavioral Health, Retired Probation Chief      |
| 9  | Kuhns, Richard          | County of Trinity, County Administrative Office (CAO)                         |
| 10 | McClain, Kevin          | Community Housing Partnership, Sacramento, Exec Administrative Manager        |
| 11 | Miramontes, Amber       | Tulare County Public Defender's office, Supervising Attorney                  |
| 12 | Villamil, Denise        | Southern California Crossroads, Executive Director                            |
| 13 | White, Dorothea         | Valley State Prison, CDCR, SSMI, Employee Relations officer                   |

## Appendix B: Grantee Assurance for Non-Governmental Organizations

### (Page 1 of 2)

The Proposition 47 Request for Proposals (RFP) includes requirements that apply to non-governmental, community-based organizations providing services with grant funds<sup>19</sup>. Grantees are responsible for ensuring that all contracted third parties continually meet these requirements as a condition of receiving any Proposition 47 funds. The RFP describes these requirements as follows:

Any non-governmental organization that receives Proposition 47 grant funds (as either a direct grantee, subgrantee, or subcontractor) must:

- Have been duly organized, in existence, and in good standing for at least three (3) years prior to the effective date of its fiscal agreement with the BSCC or with the Proposition 47 grantee;
  - Non-governmental entities that have recently reorganized or have merged with other qualified non-governmental entities that were in existence prior to the three (3) year 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 with the BSCC or the start date of the grantee subcontractor fiscal agreement;
- Be registered with the California Secretary of State's Office, if applicable;
- Have a valid Employer Identification Number (EIN) or Taxpayer ID (if sole proprietorship);
- Have a valid business license, if applicable;
- 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 within California. (An agent for service of process with a California address is insufficient.)

In addition to the administrative criteria listed above, any non-governmental, community-based organization that receives Proposition 47 grant funds must have a proven track record working with the target population and the capacity to support data collection and evaluation efforts.

In the table below, provide the name of the Lead Public Agency (the Grantee) and list all contracted parties (if known).

---

<sup>19</sup> Non-Governmental Organizations (NGOs) include community-based organizations, faith-based organizations, non-profit organizations/501(c)(3)s, for profit service providers, evaluators (except government institutions such as universities), grant management companies and any other non-governmental agency or individual.

NOTE: These criteria do not apply to government organizations (e.g., counties, cities, school districts, etc.).

(Page 2 of 2)

**Lead Public Agency:**

| Name of Contracted Party | 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 BSCC any time a new third-party contract is executed after the initial assurance date. Grantees shall retain (on-site) applicable source documentation for each contracted party that verifies compliance with the requirements listed in the RFP. These records will be subject to the records and retention language found in the Standard Agreement.

The BSCC will not reimburse for costs incurred by any third party that does not meet the requirements listed above and for which the BSCC does not have a signed grantee assurance on file.

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

| <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 | EMAIL ADDRESS |
| STREET ADDRESS   | CITY  | STATE            | ZIP CODE      |
| <b>APPLICANT'S SIGNATURE (Blue Ink Only)</b><br><br>X  |       |                  | <b>DATE</b>   |

## 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.

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

**PART IV: GRANT PROPOSAL**

# **Proposition 47 Proposal Cover Sheet**

**Submitted by:**

INSERT Name of Applicant

**Grant Dollars Requested:**

INSERT \$ Dollar Amount

**Date Submitted:**

INSERT Date of Submission to BSCC

## Proposition 47 Proposal Checklist

A complete proposal package for funding must contain the following items:

| Required Items:                                  |   | X                        |
|--|---|--------------------------|
| 1  | Completed Cover Sheet (previous page)   | <input type="checkbox"/> |
| 2  | Proposition 47 RFP Proposal Checklist (this page) <ul style="list-style-type: none"> <li>Originally signed in blue ink by the authorized signatory or E-signature (no stamped signatures)</li> </ul>  | <input type="checkbox"/> |
| 3  | Applicant Information Form <ul style="list-style-type: none"> <li>Originally signed in blue ink by the authorized signatory or E-Signature (no stamped signatures)</li> </ul>   | <input type="checkbox"/> |
| 4  | Proposal Narrative <ul style="list-style-type: none"> <li>15 pages or fewer</li> </ul>  | <input type="checkbox"/> |
| 5  | Budget Attachment (includes Budget Tables and Narrative) <ul style="list-style-type: none"> <li>6 pages or fewer</li> </ul>   | <input type="checkbox"/> |
| Required Attachments for <u>All Applicants</u> : |   |                          |
| 6  | Local Advisory Committee Roster (Attachment D)  | <input type="checkbox"/> |
| 7  | Local Advisory Committee Letter(s) of Agreement (Attachment E)  | <input type="checkbox"/> |
| 8  | Letter(s) of Agreement for Impacted Local Government Agencies (Attachment F)  | <input type="checkbox"/> |
| 9  | Project Work Plan (Attachment I)  | <input type="checkbox"/> |
| 10   | List of Partner Agencies/Organizations (Attachment J)   | <input type="checkbox"/> |
| 11   | Criteria for Non-Governmental Organizations Receiving BSCC Grant Funds (Appendix B) <ul style="list-style-type: none"> <li>Originally signed in blue ink or e-signed by the authorized signatory (no stamped signatures)</li> </ul>                     | <input type="checkbox"/> |
| 12   | Certification of Compliance with BSCC Policies on Debarment, Fraud, Theft and Embezzlement (Appendix C) <ul style="list-style-type: none"> <li>Originally signed in blue ink or e-signed by the authorized signatory (no stamped signatures)</li> </ul> | <input type="checkbox"/> |
| Optional:  |   |                          |
| 13   | Governing Board Resolution (Attachment H)<br>Note: The Governing Board Resolution or other documentation of signing authority is due prior to Grant Award Agreement, <u>not</u> at time of proposal submission.   | <input type="checkbox"/> |

I have reviewed this checklist and verified that all required items are included in this proposal packet. *Originally signed in blue ink or e-signed by the authorized signatory (no stamped signatures)*

X \_\_\_\_\_

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

**\* Attachments other than those listed above will be removed from the proposal and not considered during the proposal evaluation process. \***

## Applicant Information Form Instructions

### Instructions for completing the Applicant Information Form:

- A. Public Agency Applicant:** Complete the required information for the public agency submitting the proposal. If submitting a joint proposal, list other public agencies participating.
- B. Tax Identification Number:** Provide tax identification number.
- C. Project Title:** Provide the selected title of the project.
- D. Required Services:** Indicate which of the required Proposition 47 areas this proposal will address (mental health services, substance disorder treatment, diversion programs, or some combination thereof).
- E. Additional Services:** Indicate whether the proposal will offer housing-related assistance and/or other supportive community-based services.
- F. Project Summary:** Provide a brief summary (three to four sentences) of the proposal. Note: this information may be posted to the BSCC's website for informational purposes.
- G. Grant Funds Requested:** Identify the amount of grant funds requested.
- H. Pass-Through:** Of the amount listed in Item G., identify the amount of grant funds that will be sub-contracted to non-governmental community-based organizations. Also list this amount as a percentage of the total grant funds requested.
- I. Financial Leveraging:** Identify the total amount of funds this proposal will leverage using other (non-Prop 47) sources (see "Funding" section).
- J. Project Director:** Provide the name, title and contact information for the individual responsible for oversight of the project. This person must be an employee of the Lead Agency.
- K. Financial Officer:** Provide the name, title and contact information for the individual responsible for the fiscal management of the project (e.g., invoices, expenditure documentation and audit). This person must be an employee of the Lead Agency.
- L. Day-to-Day Programmatic Contact:** Provide the name, title and contact information for the individual who serves as the primary contact person for the grant. This person must be an employee of the Lead Agency.
- M. Day-to-Day Fiscal Contact:** Provide the name, title and contact information for the individual who serves as the primary contact person for the grant. This person must be an employee of the Lead Agency.
- N. Authorized Signature:** Complete the required information for the person authorized to sign for the Public Agency Applicant. This individual must read the assurances under this section, then sign and date in the appropriate fields.

## Section I. Applicant Information Form

| A. PUBLIC AGENCY APPLICANT  |   | B. TAX IDENTIFICATION NUMBER  |               |
|---|---|---|---------------|
| NAME OF PUBLIC AGENCY   |   | TAX IDENTIFICATION #:   |               |
| STREET ADDRESS  | CITY  | STATE   | ZIP CODE      |
| MAILING ADDRESS (if different)  | CITY  | STATE   | ZIP CODE      |
| <b>IF A JOINT PROPOSAL, LIST OTHER (NON-LEAD) PUBLIC AGENCIES:</b>  |   |   |               |
|   |   |   |               |
| <b>C. PROJECT TITLE</b>   |   |   |               |
|   |   |   |               |
| <b>D. REQUIRED SERVICES (Check all that apply)</b>  |   | <b>E. ADDITIONAL SERVICES (Check all that apply)</b>  |               |
| <input type="checkbox"/> MENTAL HEALTH SERVICES<br><input type="checkbox"/> SUBSTANCE USE DISORDER TREATMENT<br><input type="checkbox"/> DIVERSION PROGRAMS |   | <input type="checkbox"/> HOUSING-RELATED SERVICES<br><input type="checkbox"/> OTHER COMMUNITY-BASED SUPPORTIVE SERVICES |               |
| <b>F. PROJECT SUMMARY (Provide a clear and concise summary of the proposed project)</b>   |   |   |               |
|   |   |   |               |
| <b>G. GRANT FUNDS REQUESTED</b>   | <b>H. Amount of Funds Sub-Contracted to Community-based Organizations</b> | <b>I. Total Amount of Other Funds to be Leveraged</b>   |               |
| \$  | \$ percent  | \$  |               |
| <b>J. PROJECT DIRECTOR</b>  |   |   |               |
| NAME  | TITLE   | TELEPHONE NUMBER (Direct Line)  |               |
| STREET ADDRESS  |   | FAX NUMBER  |               |
| CITY  | STATE   | ZIP CODE  | EMAIL ADDRESS |
| <b>K. FINANCIAL OFFICER</b>   |   |   |               |
| NAME  | TITLE   | TELEPHONE NUMBER (Direct Line)  |               |
| STREET ADDRESS  |   | FAX NUMBER  |               |
| CITY  | STATE   | ZIP CODE  | EMAIL ADDRESS |
| PAYMENT MAILING ADDRESS (if different)  | CITY  | STATE   | ZIP CODE      |
| <b>L. DAY-TO-DAY PROGRAMMATIC CONTACT</b>   |   |   |               |
| NAME  | TITLE   | TELEPHONE NUMBER (Direct Line)  |               |
| STREET ADDRESS  |   | FAX NUMBER  |               |
| CITY  | STATE   | ZIP CODE  | EMAIL ADDRESS |



| <b>M. DAY-TO-DAY FISCAL CONTACT</b>  |       |                                |               |
|--|-------|--------------------------------|---------------|
| NAME   | TITLE | TELEPHONE NUMBER (Direct Line) |               |
| STREET ADDRESS   |       | FAX NUMBER                     |               |
| CITY   | STATE | ZIP CODE                       | EMAIL ADDRESS |
| <b>N. AUTHORIZED SIGNATURE</b>   |       |                                |               |
| By signing this application, I hereby certify that I am vested by the Public Agency Applicant with the authority to enter into contract with the BSCC, and that the grantee and any subcontractors will abide by the laws, policies and procedures governing this funding. |       |                                |               |
| NAME OF AUTHORIZED OFFICER   | TITLE | TELEPHONE NUMBER (Direct Line) |               |
| STREET ADDRESS   |       | FAX NUMBER                     |               |
| CITY   | STATE | ZIP CODE                       | EMAIL ADDRESS |
| APPLICANT'S SIGNATURE ( <b>Blue Ink Only</b> )   |       |                                | DATE          |
| X  |       |                                |               |

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

## Proposition 47 Proposal Narrative

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The Proposal Narrative section may not exceed **fifteen (15) pages** total. See pages 31-33 for corresponding Rating Factors and Rating Criteria.

**A. Project Need (Percent of Total Value: 25%)**

**B. Community Engagement (Percent of Total Value: 15%)**

**C. Project Description (Percent of Total Value: 30%)**

**D. Data Collection and Evaluation (Percent of Total Value: 15%)**

**E. Project Budget (Percent of Total Value: 15%)**

## Proposition 47 Budget

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As part of the Proposition 47 proposal package, applicants are required to submit the Project Budget and Budget Narrative (Budget Attachment). Detailed instructions for completing the Budget Attachment are listed on the Instructions tab of the Excel workbook:

**To access the Proposition 47 Budget Attachment, [click here](#).**

The Budget Attachment may not exceed **six (6) pages** total. [See page 34 for corresponding Rating Factors and Rating Criteria.](#)

Upon submission, the Budget Attachment will become “Section 5: Project Budget,” making up part of the official proposal. The Budget Attachment must be filled out completely and accurately. Applicants are solely responsible for the accuracy and completeness of the information entered in the Budget Attachment and are encouraged to double check all entries.

All project costs must be directly related to the objectives and activities of the proposed project. The Budget Attachment covers the entire grant period.

Additional guidance on grant budgets can be found in the *BSCC Grant Administration Guide*, located on the BSCC [website](#).

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