



Medication-Assisted Treatment (MAT) Grant Program

REQUEST FOR PROPOSALS

Eligible Applicants: California Counties

Grant Period: May 1, 2024 to December 31, 2027

RFP Released: December 1, 2023

Proposals Due: February 16, 2024

STATE OF CALIFORNIA
BOARD OF STATE AND COMMUNITY CORRECTIONS
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CONFIDENTIALITY NOTICE

All documents submitted as a part of the MAT proposal are 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.)

PART I: GRANT INFORMATION

Authorizing Legislation

Assembly Bill 653 (Chapter 745, Statutes of 2021) established the Medication-Assisted Treatment (MAT) Grant Program (**Attachment A**), to be administered by the Board of State and Community Corrections (BSCC). The bill requires the board to award grants, on a competitive basis, to counties and would authorize counties that receive grants to use grant funds for various purposes relating to the treatment of substance use disorders and the provision of medication-assisted treatment. The bill requires counties that receive MAT grants to collect and maintain data relating to the effectiveness of the program. BSCC will submit a final report to the Legislature describing the activities funded by the grant program and the success of those activities in reducing drug overdoses and recidivism by jail inmates and persons under criminal justice supervision.

Assembly Bill 179 (Chapter 249, Statutes of 2022) amended the Budget Act of 2022 to include a \$10 million appropriation for the MAT Grant Program.

As per Assembly Bill 653, the following terms have the following meanings:

- (a) “Criminal justice supervision” means probation, post-release community supervision, and mandatory supervision.
- (b) “Medication-assisted treatment” means the use of any United States Food and Drug Administration-approved medically assisted therapy to treat a substance use disorder, including opioid use disorder and alcohol use disorder, and that, whenever possible, is provided through a program licensed or certified by the State Department of Health Care Services.

BSCC Contact Information

This Request for Proposals (RFP) Instruction Packet provides the information necessary to prepare a proposal to the Board of State and Community Corrections (BSCC) for the Medication-Assisted Treatment (MAT) Grant Program.

This is a competitive grant process; therefore, 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: MATGrant@bscc.ca.gov.

BSCC will create a Frequently Asked Questions page and update it periodically up to the proposal submission deadline. See the [MAT Grant home page](#) for more information.

Proposal Due Date and Submission Instructions

Medication-Assisted Treatment (MAT) Grant Proposals must be received by **5:00 P.M. (PST) on February 16, 2024.**

Applications for the MAT Grant Program **must be submitted through the BSCC Submittable Application Portal.** The BSCC Submittable Application Portal, MAT Grant Program Application, and all required attachments are available on the [BSCC website](#).

To apply for this funding opportunity, applicants must create a free Submittable account or use an existing Submittable account when prompted. After an account is established, applicants may proceed with the application process. As part of the submission process, applicants will be required to download mandatory forms that must be completed, signed, and uploaded to the BSCC Submittable Application Portal. All required documents are available on the [BSCC website](#).

The BSCC Submittable Application Portal will not allow submissions after 5:00 p.m. (PST) on February 16, 2024. **Please be advised that completing the application and uploading the multiple required documents into the Submittable Application Portal can take a significant amount of time.** It is extremely important that applicants begin the submission process early. Applicants that wait until the due date to upload their documents may run out of time.

If the BSCC does not receive a submission by the deadline, the proposal **will not be considered for funding**. Applicants are strongly advised to submit proposals well in advance of the due date and time to avoid disqualification.

Once you have successfully submitted your application and all required attachments, you will receive an email acknowledging your application has been received. If you experience challenges with your submission, please email the BSCC at: MATGrant@bscc.ca.gov. Be advised that applicants contacting the BSCC at the close of the submission period may not receive timely responses. Please allow sufficient time for BSCC staff to provide technical assistance.

Prospective Applicant Information Session

Prospective applicants are invited to attend a virtual Information Session (held via Zoom). The purpose of the Information Session is to answer technical questions from prospective applicants and provide clarity on RFP instructions. Topics may include, but are not limited to, proposal submission instructions, eligibility, funding and an overview of the rating factors. Details for the Information Session are listed below:

MARK YOUR CALENDAR!

MAT Grant Program: Virtual Information Session

December 13, 2023

10:00 a.m.

Join by Zoom:

<https://us02web.zoom.us/j/85809552078?pwd=VFRwd1Fua1Z5bTNIbWxYT2w4dy9kQT09> or

Call In: (669) 900-9128

Meeting ID: 858 0955 2078

Passcode: 944654

Please note: The MAT Grant Information Session will be recorded and posted to the [BSCC website](#).

Notice of Intent to Apply

Prospective applicants are asked (but not required) to submit a non-binding letter indicating their intent to apply. These letters aid the BSCC in planning for the proposal evaluation process. Please submit your letter in Microsoft Word or as a PDF.

There is no formal template for the letter, but it should include the following information:

1. Name of the applicant entity;
2. Name of a contact person; and
3. A brief statement indicating the applicant's intent to submit a proposal.

Failure to submit a Letter of Intent is not grounds for disqualification. Prospective applicants that submit a Letter of Intent and decide later not to apply will not be penalized.

Please email your non-binding Letter of Intent to Apply by December 22, 2023. Please identify the email subject line as "MAT Letter of Intent" and submit the letter to: MATGrant@bscc.ca.gov.

Grant Program Intent

Per authorizing statute, “Medication-Assisted Treatment” (MAT) means the use of any United States Food and Drug Administration-approved medically assisted therapy to treat a substance use disorder, including opioid use disorder and alcohol use disorder, and that, whenever possible, is provided through a program licensed or certified by the State Department of Health Care Services.

Authorizing legislation allows counties to use these grant funds in support of MAT initiatives in an in-custody setting, a post-release setting or a combination thereof. See **Eligible Grant Activities** below.

Eligibility to Apply

Eligible applicants are **California counties**. The applicant must designate a governmental agency or department with local authority within the applicant county (e.g., sheriff’s department, probation department, public health department, department of health services, etc.) to submit the proposal and serve as Lead Public Agency (LPA) on the grant.

The role of the LPA is to coordinate with local government agencies and nongovernmental organizations to ensure successful implementation of the grant program. The LPA is responsible for data collection and management, invoices, meeting coordination (virtual and/or in-person) and will serve as the primary point of contact with the BSCC.

Proposals must be approved by the Board of Supervisors or Chief County Administrative Officer prior to submission. That is, the proposal must be acknowledged by an individual with the vested authority to enter into an agreement on behalf of the county. Anyone with a Submittable account can upload the application into the BSCC Submittable Application Portal, but the system will ask for the address, email, phone number, name and title of the “Authorized Officer.” By completing this information, the applicant informs the BSCC that their Authorized Officer has read and understood the acknowledgement.

Eligible applicants may not submit more than one proposal for funding consideration. Two or more eligible applicants may submit a collaborative county proposal, but a county may not apply on its own and as part of a collaborative county proposal.

Counties that have already developed a MAT program but are seeking to augment those efforts, as well as counties considering implementing a program for the first time, are encouraged to apply.

Target Population

Authorizing legislation limits the use of grant funds to three target populations:

- 1) inmates of county detention facilities with substance-use disorders,
- 2) individuals under criminal justice supervision* with substance-use disorders and
- 3) justice-involved individuals** with substance-use disorders.

*Authorizing statutory language defines “individuals under criminal justice supervision” as individuals who are on parole, probation, mandatory supervision or post-release community supervision.

**For purposes of this grant, “justice-involved individuals” means individuals with a prior arrest or conviction.

Eligible Grant Activities

Assembly Bill 653 (Chapter 745, Statutes of 2021) states that funds may be used by recipient counties for one or more of the following activities:

1. **Substance Use Disorder Counselors in County Jails.** Salaries and related costs for the placement of substance use disorder counselors in county jails that provide medication-assisted treatment to inmates with a substance use disorder.
2. **Post-Release Medication.** Doses of medication related to substance use disorder for inmates to take home upon release from county jail.
3. **Service Contracts Between Jails and Treatment Providers.** Funding for services provided pursuant to contracts between county jail health providers and narcotic treatment providers.
4. **Law Enforcement/Behavioral Health Mobile Crisis Teams.** Mobile crisis teams of behavioral health professionals that can respond with law enforcement to mental health or other health crisis calls. Mobile response activities funded shall include referrals for substance use disorder treatment and medication-assisted treatment for individuals under criminal justice supervision when clinically appropriate.
5. **MAT for Persons Under Criminal Justice Supervision.** Salary and related costs for providing medication-assisted treatment for persons who are under criminal justice supervision. “Criminal justice supervision” means individuals on probation, post-release community supervision, and mandatory supervision.
6. **Community-Based MAT and Substance Use Disorder Treatment Services.** Funding to increase capacity for community-based, medication-assisted treatment and substance use disorder treatment services for justice-involved individuals, or to improve care coordination and connections to medication-assisted treatment services upon release from correctional facilities. Activities may include, but are not limited to, capital expenditures or operating costs to establish new reentry centers or treatment programs that will serve justice-involved populations,

expansion of existing community-based, medication-assisted treatment services to better meet the needs of justice-involved individuals, and other strategies to ensure timely and appropriate access to medication-assisted treatment upon release.

MAT Grant Program funds shall not be used to supplant existing resources for medication-assisted treatment services delivered in county jails or in the community.

In support of these efforts, each applicant will develop a Project Work Plan that identifies measurable project goals, objectives, and commensurate timelines (**Attachment B**).

Additional information on these terms (i.e., goals and objectives) and other definitions referenced in this RFP are available in the Glossary of Terms (**Attachment C**).

Helpful Resources for Developing a MAT Program

- **National Association of Counties**
[Medication-Assisted Treatment \(“MAT”\) for Opioid Use Disorder](#)
- **U.S. Food and Drug Administration**
[Information About Medication-Assisted Treatment](#)
- **Substance Abuse and Mental Health Services Administration**
[Medications for Substance Use Disorders](#)
- **Addiction Free California**
[MAT in Jails and Drug Courts.](#)
- **Health Management Associates**
Expanding MAT in County Criminal Justice Settings & County Touchpoints for Access to MAT for Justice Involved Individuals: [Position Statement on Medications for Addiction Treatment and Behavioral Health Interventions.](#)

Grant Period

Proposals selected for funding will be under agreement with the BSCC from **May 1, 2024, to December 31, 2027**. The term of the grant agreement includes a three-year service delivery period and an additional six months to finalize and submit the required Final Local Evaluation Report and financial audit. A visual illustration of the grant agreement period is provided in the table below:

Full Term of Grant Agreement: May 1, 2024 to December 31, 2027

Year 1	Year 2	Year 3	Evaluation and Close-Out
May 1, 2024 to June 30, 2025	July 1, 2025 to June 30, 2026	July 1, 2026 to June 30, 2027	July 1, 2027 to December 31, 2027
<u>Activities:</u> Implementation, service delivery and data collection	<u>Activities:</u> Service delivery and data collection	<u>Activities:</u> Service delivery and data collection	<u>Activities:</u> Analyze data gathered during the service delivery period and complete Local Evaluation Report. Complete a program-specific financial audit.

The service delivery period ends on June 30, 2027. After this date, be advised that only expenses associated with completion of the Local Evaluation Report and financial audit may be incurred between July 1, 2027 and December 31, 2027. Additional information about the invoicing process will be provided later in this RFP.

Grant Funding Limits

This RFP makes **\$10,000,000** available competitively to county applicants to implement Medication-Assisted Treatment programs and activities as listed in the Eligible Grant Expenditures section above.

Individual County Proposals

Individual counties may request up to a maximum of **\$1,250,000** for the entire term of the grant agreement.

Collaborative County Proposals

Two or more counties may submit one collaborative proposal and request up to a maximum of **\$2,500,000** for the entire term of the grant agreement.

- The agencies and jurisdictions comprising the collaborative application are not required to be contiguous.
- One county agency or department must be identified as the Lead Agency on the grant.
- The other county agency or agencies would be identified within the grant proposal narrative.

A county may not apply on its own and as part of a collaborative county proposal.

All applicants are encouraged to request only the amount of funds needed to support their proposal and not base the request on the maximum allowed. No match is required for the MAT Grant Program

Criteria for Non-Governmental Organizations Receiving Subawards

Applicants for the MAT Grant Program may elect to partner, contract, or establish agreements with non-governmental organizations (NGOs)¹ in the implementation of their program. All NGOs must adhere to terms described in the box below:

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

Any non-governmental organization that receives MAT Grant Program funds (as either a subgrantee or subcontractor) must:

- Have been duly organized, in existence, and in good standing for at least six (6) months prior to the effective date of its fiscal agreement with the BSCC or with the Organized Retail Theft Prevention Grant Program grantee;
 - Non-governmental entities that have recently reorganized or have merged with other qualified non-governmental entities that were in existence prior to the six (6) month date are also eligible, provided all necessary agreements have been executed and filed with the California Secretary of State prior to the start date of the 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;
- Be registered with the California Office of the Attorney General, Registry of Charitable Trusts, if applicable;
- Have a valid Employer Identification Number (EIN) or Taxpayer ID (if sole proprietorship);
- Have a valid business license, if applicable;
- Have no outstanding civil judgments or liens; and
- 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.

All applicants must complete, sign, and submit the BSCC *Grantee Assurance for Non-Governmental Organizations (Attachment D)*, even if there are no plans to subcontract at the time of submission, or if the name of the subcontract party is unknown. A signature on this form provides an assurance to BSCC that the signing authority has read and acknowledged these terms, should the applicant choose to enter into an agreement with an NGO at a later date.

¹ For the purposes of this RFP, NGOs include nonprofit and for-profit community-based organizations, faith-based organizations, evaluators (except government institutions such as universities), grant management companies, and any other non-governmental agency or individual.

Once under contract, grantees must submit an updated *Grantee Assurance for Non-Governmental Organizations* throughout the life of the grant agreement for any additional NGOs that receive funds through subcontracts after awards are made. The BSCC will not reimburse for costs incurred by NGOs that do not meet the BSCC's requirements.

Commitments from Key Partners

For the purposes of this RFP, "Key Partner" means an indispensable agency or entity, named in the proposal, that the grantee does not have direct control over and that will provide essential services for the grant project. If the success of the grant project depends upon the cooperation of an outside agency or entity, that agency or entity is a key partner. Examples could include:

- The grantee will provide funding to a law enforcement agency or nonprofit (already identified) for specified services.
- The grantee will depend upon referrals from a local probation department or state parole in order to meet target population eligibility requirements.
- The grantee will need a data sharing agreement with a local law enforcement agency in order to meet grant reporting requirements.
- The grantee will require access to a local detention facility under the control of a local department.
- The grantee will rely on staff dedicated via a contractual relationship with the local department of behavioral health services.

For each Key Partner, the grantee must submit a signed **Key Partner Commitment Form (see Attachment E)** from the outside entity or agency named. The form must identify the outside agency or entity, include a description of the services to be provided, and be signed and dated by an authorized individual representing the agency or organization. Submit one form per partner agency or entity.

The applicant is not required to submit a Key Partner Commitment Form if the applicant has determined that an outside agency or entity is not critical to the launch or ongoing implementation of the proposed program. "Key partners" do not include vendors that provide contracted goods, services or products.

Data Collection, Reporting and Evaluation Requirements

Required Set-Aside for Evaluation Efforts

This grant requires the collection of recidivism data, which can be extremely labor-intensive. To support these efforts and to ensure that grantees are able to submit meaningful and quality reports, grantees are required to set aside **a minimum of five (5) percent up to a maximum of ten (10) percent** of the total grant funds requested for data collection and evaluation efforts, including data collection for the Quarterly Progress Reports and the development of the Local Evaluation Plan and Local Evaluation Report. Applicants are encouraged, but not required, to use outside evaluators to ensure objective and impartial evaluations. This may include, but is not limited to, community colleges, universities, and research organizations. Applicants are encouraged to identify evaluators

early on and include them in the development of the proposal, so that the goals and objectives in the Project Work Plan are measurable.

Quarterly Progress Reports

Grant award recipients are required to submit quarterly progress reports to the BSCC. Progress reports are a critical element in BSCC's:

- monitoring and oversight process;
- collection of mandatory data elements as specified in the legislation; and,
- primary data source for the statewide evaluation report as required in the legislation.

Grantees who are unable to demonstrate that they are making sufficient progress toward project goals and objectives, unable to provide mandatory data, or demonstrate that funds are being spent in accordance with the Grant Agreement could be subject to the withholding of funds. Once grants are awarded, BSCC will work with grantees to create progress reports reflecting the data points outlined in statute.

As part of the progress reports, grantees will be required to submit individual level data through an online data portal. Prior to submission all personally identifiable information (e.g., name, date of birth, address, health information, etc.) must be removed to ensure that the information submitted cannot be associated with or linked to a particular individual. **The BSCC will not request or retain personal identifying information.** Submitted individual level data will include the following information for each participant:

- Baseline measures related to prior criminal justice involvement or drug use
- Demographic information including age at enrollment, gender, race/ethnicity, and level of education at enrollment
- Prior arrests and convictions (yes/no response)
- Probation, parole, or PRCS status at enrollment (if applicable)
- Custody status at enrollment (if applicable)
- Services participant received during the quarter
- Number of overdoses during the quarter
- Recidivism data
 - Grantees shall use local summary criminal history information, as defined in Penal Code Section 13300, to collect recidivism data. Grantees without access must have an MOU with a local law enforcement agency with access. If an MOU is not established prior to submission of the proposal, a Key Partner Commitment from the local law enforcement agency must be included in the proposal submission indicating they are willing to provide the required recidivism data.
 - Due to the complexity of obtaining recidivism information, this information will be requested annually instead of quarterly.
 - Grantees will be required to report the number of days between enrollment/release for any of the following outcomes:
 - arrested for a crime.

- revocation of probation, mandatory supervision, or post-release community supervision
- convicted of a misdemeanor
- convicted of a felony
- sentenced to jail or prison
- Other measures may be included that are specific to the projects funded. Examples include but are not limited to pre and post measures of employment, housing, etc.

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 applicant will assess the effectiveness of the proposed program in relationship to each of its goals and objectives identified in the proposal. A relationship between the goals and objectives identified in the proposal 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. 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. More detailed instructions on the Local Evaluation Plan will be made available to successful applicants. The Local Evaluation Plan is due no later than December 31, 2024.

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. The purpose of the 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. More detailed instructions on the Local Evaluation Report will be made available to successful applicants. The Local Evaluation Report is due no later than December 31, 2027.

Statewide Evaluation

BSCC Research will conduct a statewide evaluation of the impact of the initiatives supported by the grant funding including the outcomes and objectives that were achieved. The evaluator will: develop the research methodology for the statewide evaluation; design and develop instruments for collecting and evaluating data from grantees; provide ongoing technical assistance to grantees for data collection and evaluation activities; compile, screen and analyze data obtained from grantees; and develop a final report on the impact of the program. As a condition of the award, grantees agree to collect data requested for the evaluation and fully cooperate and share information within timelines set for the evaluation.

General Grant Requirements

Grant Agreement

Applicants approved for funding by the BSCC 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. A sample Grant Agreement for the MAT Grant Program is available on the [BSCC website](#).

The Grant Agreement start date is expected to be May 1, 2024. Grant Agreements are considered fully executed only after they are signed by both the Grantee and the BSCC. Work, services and encumbrances cannot begin prior to the Grant Agreement start date. Work, services and encumbrances that occur after the start date but prior to grant agreement execution may not be reimbursed. Grantees are responsible for maintaining their Grant Agreement, all invoices, records and relevant documentation for at least three years after the final payment under the contract.

BSCC Audit Requirements

Grantees are required to provide the BSCC with a program-specific compliance audit that covers the three-year service delivery period of the grant (May 1, 2024 to June 30, 2027). The audit report will be due no later than December 31, 2027. The program-specific compliance 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 program-specific compliance audit may be reimbursed with grant funds for actual costs up to \$25,000.

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

Governing Board Resolution

Applicants must submit a resolution from the County Board of Supervisors addressing specified requirements as included in the sample Governing Board Resolution, which can be found in **Attachment F**. Grant recipients must have a resolution on file before a fully executed grant agreement can be completed. A signed resolution is not required at the time of proposal submission, but applicants are advised that no financial invoices will be processed for reimbursement until the appropriate documentation has been received by the BSCC.

Grantee Orientation

Following the start of the grant period, BSCC staff will conduct a Virtual Grantee Orientation (August 2024, date to be determined). The purpose of this mandatory session is to review the program requirements, invoicing, and budget modification processes, data collection and reporting requirements, as well as other grant management and monitoring

activities. Typically, the Project Director, Financial Officer, and Day-to-Day Contact must attend. Grantees are also strongly encouraged to include the individual tasked with Data Collection and Evaluation. Award recipients will be provided additional details regarding the Grantee Orientation.

Quarterly 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 must maintain adequate supporting documentation for all costs claimed on invoices. BSCC staff will conduct a desk review, which requires grantees to submit electronic documentation to support all grant funds claimed during the invoicing period. In addition, BSCC staff may conduct on-site monitoring visits that 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](#).

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 using outside funds as match, applicants must be careful not to supplant. Supplanting is the deliberate reduction in the amount of federal, state, or local funds being appropriated to an existing program or activity because grant funds have been awarded for the same purposes.

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

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 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 California 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>

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 an assurance certifying they are compliant with the BSCC's policies on debarment, fraud, theft, and embezzlement (**Attachment G**).

Compliance Monitoring

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 Comprehensive Monitoring Visit checklist can be found on the Corrections Planning and Grants Program [website](#).

Overview of the RFP Process

Confirmation of Receipt of Proposal

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

Disqualification

PLEASE READ CAREFULLY!

The following will result in automatic disqualification:



- Submission is not received by 5:00 P.M. (PST) on **Friday, February 16, 2024**. (Allow sufficient time to upload all required documents in the BSCC Submittable Application Portal. Do not wait until the last minute!)
- Applicant is not a California county.
- Application and all required attachments are not submitted via the BSCC Submittable Application Portal. Emails to BSCC will not be accepted.
- Budget Attachment is missing.
- Funding request exceeds allowable amount.
- Attachments are illegible.
- Attachments will not open, or the files are corrupted.

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

Scoring Panel

To ensure successful program design and implementation, the BSCC uses Executive Steering Committees (ESC) and Scoring Panels to inform decision making related to the Board's programs. ESCs and Scoring Panels are composed of subject matter experts, community partners, and interested parties representing both the public and private sectors. The BSCC makes every attempt to include diverse representation on its ESCs and Scoring Panels, in breadth of experience, geography and demographics.

The BSCC will convene a Scoring Panel for the MAT Grant Program. The Scoring Panel will read and rate proposals and develop funding recommendations for the Board. The Board may approve, reject, or revise those recommendations. Members of the Scoring Panel are not paid for their time but are reimbursed for travel expenses incurred to attend meetings. If the BSCC is unable to convene a full Scoring Panel, BSCC staff may

participate in the rating process. Please check the [BSCC website](#) for updated information on the Scoring Panel.

Conflicts of Interest

Existing law prohibits any grantee, subgrantee, partner, or like party participating on the MAT Grant Program Scoring Panel from receiving funds from the grants awarded under this RFP. Applicants who are awarded grants under this RFP are responsible for reviewing the Scoring Panel membership roster and ensuring that no grant dollars are passed through to any entity represented by any member of the Scoring Panel.

Proposal Rating Process

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

At the conclusion of this process, applicants will be notified of the Board's funding recommendations. It is anticipated that the Board will act on the recommendations at its meeting on April 18, 2024. Applicants and their partners are not to contact members of the Scoring Panel or the BSCC Board to discuss proposals.

Rating Factors

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

	Rating Factor	Point Range	Percent of Total Value	Weighted Rating Factor Score
1	Project Need	0-5	20%	40
2	Project Description	0-5	30%	60
3	Project Organizational Capacity and Coordination	0-5	15%	30
4	Data Collection and Evaluation	0-5	20%	40
5	Project Budget	0-5	15%	30
	Maximum Proposal Score:		100%	200

Raters will rate an applicant's response to each Rating Factor on a scale from 0 to 5, according to the Six-Point Rating Scale shown below. For each Rating Factor, the rating point received is then weighted according to the "Percent of Total Value" column 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 overall proposal score. The maximum possible proposal score is 200.

Six-Point Rating Scale

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

Minimum Scoring Threshold

A proposal must meet a threshold of 60 percent, or a minimum score of 120 total points to be qualified for funding.

Summary of Key Dates

The following table shows the key date for the MAT Grant Program.

Activity	Tentative Timeline
Present the RFP for BSCC Board Approval	November 16, 2023
Release the RFP	December 1, 2023
Virtual Information Session for Prospective Applicants	December 13, 2023
Letter of Intent Due to the BSCC (optional)	December 22, 2023
Proposals Due in BSCC Submittable Application Portal	February 16, 2024
Proposal Rating Process and Development of Funding Recommendations	February to March 2024
BSCC Board Considers Funding Recommendations	April 18, 2024
Contract Development	April to June 2024
Grant Agreement Begins	May 1, 2024
Mandatory Grantee Orientation	August 2024 (TBD)
Service Delivery Period Ends	June 30, 2027
Final Evaluation Report Due and Grant Agreement Ends	December 31, 2027

PART II: PROPOSAL INSTRUCTIONS

This section contains the necessary information for completing the Medication-Assisted Treatment (MAT) Grant Program Application. The Application and all required attachments are provided on the [BSCC website](#).

Proposal Narrative and Budget Sections

The five rating factors that will be addressed in the Proposal Narrative and the Proposal Budget sections, are shown below.

	Rating Factor	Percent of Total Value	Addressed In:
1	Project Need	20%	Proposal Narrative
2	Project Description	30%	
3	Project Organizational Capacity and Coordination	15%	
4	Data Collection and Evaluation	20%	
5	Project Budget	15%	Proposal Budget Attachment

Proposal Narrative Instructions

Applicants will complete the Proposal Narrative by accessing the BSCC Submittable Application Portal and responding to a series of prompts. The Proposal Narrative must address the Project Need, Project Description, Project Organizational Capacity and Coordination, and Data Collection and Evaluation Rating Factors. Please do not include website links, charts, tables, or graphs when responding. Each Rating Factor has a character limit as shown below:

	Rating Factor	Total Characters	Microsoft Word Equivalent*
1	Project Need	6,711	Up to three (3) pages
2	Project Description	11,185	Up to five (5) pages
3	Project Organizational Capacity and Coordination	4,474	Up to two (2) pages
4	Data Collection and Evaluation	4,474	Up to two (2) pages

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

Character Counter

The BSCC Submittable Application Portal includes an automatically enabled character counter. This feature shows the number of characters used and the remaining number of characters before the limit is met. If the limit is exceeded, a red prompt will appear with the message **"You have exceeded the character limit."** The Submittable Application Portal

will not allow applicants to submit the MAT Proposal Narrative until they comply with all character limit requirements.

Bibliography

Applicants may, but are not required to, include a bibliography containing citations, using either the Modern Language Association (MLA) or American Psychological Association (APA) style in the “OPTIONAL Bibliography” field on the BSCC Submittable Application page. The bibliography may not exceed 2,218 total characters (includes punctuation, numbers, spaces, and any text). In Microsoft Word, this is approximately one (1) page in Arial 12-point font with one-inch margins on all four sides and at 1.5-line spacing.

Attachments

Required

In addition to the Proposal Narrative, the following attachments must be completed and uploaded in the identified fields in the BSCC Submittable Application Portal at the time of submission (the BSCC Submittable Application will not let you proceed without these attachments):

- Project Work Plan (Attachment B)
- Grantee Assurance for Non-Governmental Organizations (Attachment D)
- Certification of Compliance with BSCC Policies on Debarment, Fraud, Theft, and Embezzlement (Attachment G)

Others

The following attachments may be completed and uploaded in the identified fields in the BSCC Submittable Application Portal at the time of submission:

- Key Partner Commitment Form – *If Applicable* (Attachment E)
- Governing Board Resolution – *Not required at time of submission; may be submitted later* (Attachment F)

Note: Letters of general support (i.e., from elected officials, community members, etc.) from individuals not actually working on the grant project will not be accepted. If these are uploaded to Submittable, they will be discarded.

Proposal Narrative Rating Factors

Section 1: Project Need (Percent Value – 20%)

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

<p>Project Need: The applicant described a need that is pertinent to the intent of the grant. The elements that comprise this Rating Factor are listed below. Addressing each element does not in itself merit a high rating; rather, although each element is to be addressed (when applicable), it is the quality of the response to each that will be evaluated. The response will be evaluated with a single rating based on a scale of 0- 5.</p>	
1.1	Describe the need(s) to be addressed, the process used to determine the need(s) and how the need is related to the target population(s) and intent of the MAT program.
1.2	Identify the conditions or elements that contribute to the need (e.g., service gaps, geographic location, accessibility, etc.)
1.3	Provide relevant local qualitative and quantitative data with citations in support of the identified need(s).

Section 2: Project Description (Percent Value – 30%)

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

<p>Project Description: The applicant provided a description of the project that is pertinent to the intent of the grant. The elements that comprise this Rating Factor are listed below. Addressing each element does not in itself merit a high rating; rather, although each element is to be addressed (when applicable), it is the quality of the response to each that will be evaluated. The response will be evaluated with a single rating based on a scale of 0-5.</p>	
2.1	<p>Clearly identify which of the six eligible activities will be implemented (may be more than one):</p> <ol style="list-style-type: none"> 1. Substance Use Disorder Counselors in County Jails. 2. Post-Release Medication. 3. Service Contracts Between Jails and Treatment Providers. 4. Law Enforcement/Behavioral Health Mobile Crisis Teams. 5. MAT for Persons Under Criminal Justice Supervision. 6. Community-Based MAT and Substance Use Disorder Treatment Services.

2.2	<p>Describe the proposed services/interventions that correspond to each activity selected, including:</p> <ul style="list-style-type: none"> the use of any U.S. Food and Drug Administration-approved medically assisted therapy to treat a substance use disorder, including opioid use disorder and alcohol use disorder, and whether the services will be provided through a program licensed or certified by the State Department of Health Care Services. a description of existing or proposed MAT programming for any in-custody component (e.g., program content, duration, dosage/intensity, criteria for successful completion, drug testing policy and how services will be provided and tracked). a description of existing or proposed MAT programming for any aftercare or community-based component that supports successful community reintegration resources and services (e.g., program content, duration, dosage/intensity, criteria for successful completion, drug testing policy and how services will be provided and tracked).
2.3	<p>Describe the target population(s) that will be the focus of the project. Include:</p> <ul style="list-style-type: none"> whether the services will be provided to inmates, individuals under criminal justice supervision, justice involved individuals or a combination of the three. how referrals will be made, criteria for including or excluding participants, and how eligibility will be verified.
2.4	<p>Describe the rationale for the proposed activities/services including research or other evidence indicating that the intended goals and objectives are likely to be achieved.</p>
2.5	<p>Provide an estimate of the number of individuals to be served and how you arrived at that number.</p>
2.6	<p>Describe how the program will address recidivism reduction.</p>
2.7	<p>Provide a Project Work Plan (Attachment B) that:</p> <ul style="list-style-type: none"> identifies the project goals and measurable objectives (see Attachment C for definitions) that are appropriate for the proposed project and are related to the identified need(s) and intent of the grant. identifies how the goals will be achieved in terms of the activities, responsible staff/partners, start and end dates, and data to measure outcomes associated with goals.

Section 3: Project Organizational Capacity & Coordination (Percent Value – 15%)

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

Organizational Capacity and Coordination: The applicant described their organization's ability to implement the proposed project. The elements that comprise this Rating Factor are listed below. Addressing each element does not in itself merit a high rating; rather, although each element is to be addressed (when applicable), it is the quality of the response to each that will be evaluated. The response will be evaluated with a single rating based on a scale of 0-5.	
3.1	Describe the experience, staffing, and/or partnerships your organization will use to implement the proposed project [include Key Partner Commitment Form(s), if applicable]. If partners are to be selected after the grant is awarded, then specify the process and criteria for selecting those partners.
3.2	Describe how those providing services to the target population(s) will be involved in the project and demonstrate their experience with serving the target population(s).
3.3	Describe the plans to sustain the proposed project after grant funds expire or why the proposed project is limited in term.

Section 4: Data Collection and Evaluation (Percent Value – 20%)

Within this section, address the criteria that define the Data Collection and Evaluation Rating Factor (see table below) in a cohesive, comprehensive, and concise narrative format.

Data Collection and Evaluation: The applicant described how it will monitor and evaluate the effectiveness of the proposed project. The elements that comprise this Rating Factor are listed below. Addressing each element does not itself merit a high rating; rather, although each element is to be addressed (as applicable), it is the quality of the response to each that is to be evaluated. The response will be evaluated with a single rating based on a scale of 0-5.	
4.1	Describe the plan to determine the staff and/or outside entity that will conduct or assist with data collection and evaluation activities and how evaluation activities will be incorporated in the various phases of the project (e.g., implementation, service delivery period).
4.2	Identify and define process and outcome measures (see Attachment C for definitions) that are quantifiable and in line with the goal and objectives listed in the Work Plan.
4.3	Describe the plan to collect the de-identified individual level data for the Quarterly Progress Reports (see page X) including recidivism data (for individuals released from jail or under criminal justice supervision) and the establishment of data sharing agreements particularly to obtain recidivism data.
4.4	Describe a preliminary plan for collecting and evaluating baseline and outcome data related to the process and outcome indicators identified in 4.2.
4.3	Describe a plan for monitoring the project to ensure that project components are implemented as intended.

Project Budget Instructions

As part of the application process, applicants are required to complete and upload a Project Budget Table and Budget Narrative (Budget Attachment) in the Budget Section of the BSCC Submittable Application Portal. The Budget Attachment is provided on the [BSCC website](#).

Applicants should be aware that, even after award, budgets will 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. 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 Project Budget Table and Budget Narrative. Detailed instructions for completing the Budget Attachment are listed on the Instructions tab of the Excel workbook. All project costs must be directly related to the objectives and activities of the project. **Do not submit an annual budget; the Budget Table must cover the entire grant period.**

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

Project Budget Rating Factor

Section 5: Project Budget (Percent Value – 15%)

The following items are rated as part of this section and must be addressed by the applicant in the Budget Attachment.

<p>Project Budget: The applicant provided a complete Budget Attachment (Budget Table and Budget Narrative) for the proposed project. The elements against which the Budget Attachment will be rated are listed below. Addressing each element does not in itself merit a high rating; rather, although each element is to be addressed (when applicable), it is the quality of the response to each that will be evaluated. The response will be evaluated with a single rating based on a scale of 0-5</p>	
5.1	<p>Provide complete and detailed budget information in the Budget Attachment (Budget Table and Budget Narrative) that for each section:</p> <ul style="list-style-type: none"> • includes a brief explanation justifying each expense. • ensures expenses are appropriate for the grant's intent, the project's goals, and planned activities.

PART III: ATTACHMENTS

This section includes the following Attachments:

- Attachment A: Assembly Bill 653 (2021) (*reference only*)
- Attachment B: Project Work Plan **(REQUIRED)**
- Attachment C: Glossary of Terms (*reference only*)
- Attachment D: Grantee Assurance for Non-Governmental Organizations **(REQUIRED)**
- Attachment E: Key Partner Commitment Form **(IF APPLICABLE)**
- Attachment F: Sample Governing Board Resolution (*can be submitted later*)
- Attachment G: Certification of Compliance with BSCC Policies on Debarment, Fraud, Theft and Embezzlement **(REQUIRED)**

Attachment A: Assembly Bill 653 (2021)

Assembly Bill No. 653 (Chapter 745, Statutes of 2021)

An act to add and repeal Article 6 (commencing with Section 6047) of Chapter 5 of Title 7 of Part 3 of the Penal Code, relating to medication-assisted treatment.

Article 6. Medication-Assisted Treatment Grant Program

6047.

For the purposes of this article, the following terms have the following meanings:

- (a) "Criminal justice supervision" means probation, postrelease community supervision, and mandatory supervision.
- (b) "Medication-assisted treatment" means the use of any United States Food and Drug Administration-approved medically assisted therapy to treat a substance use disorder, including opioid use disorder and alcohol use disorder, and that, whenever possible, is provided through a program licensed or certified by the State Department of Health Care Services.

6047.1.

- (a) The Medication-Assisted Treatment (MAT) Grant Program is hereby created and shall be administered by the Board of State and Community Corrections.
- (b) The board shall award grants, on a competitive basis, to counties, as authorized by this article. The board shall establish minimum standards, funding schedules, and procedures for awarding grants.
- (c) MAT Grant Program funds may be used by recipient counties for one or more of the following activities:
 - (1) Salaries and related costs for the placement of substance use disorder counselors in county jails that provide medication-assisted treatment to inmates with a substance use disorder.
 - (2) Doses of medication related to substance use disorder for inmates to take home upon release from county jail.
 - (3) Funding for services provided pursuant to contracts between county jail health providers and narcotic treatment providers.
 - (4) Mobile crisis teams of behavioral health professionals that can respond with law enforcement to mental health or other health crisis calls. Mobile response activities funded pursuant to this section shall include referrals for substance use disorder treatment and medication-assisted treatment for individuals under criminal justice supervision when clinically appropriate.
 - (5) Salary and related costs for providing medication-assisted treatment for persons who are under criminal justice supervision.
 - (6) Funding to increase capacity for community-based, medication-assisted treatment and substance use disorder treatment services for justice-involved individuals, or to improve care coordination and connections to medication-assisted treatment services upon release from correctional facilities. Activities may include, but are not limited to, capital expenditures or operating costs to establish new reentry centers or treatment programs that will serve justice-involved populations, expansion of existing community-based, medication-assisted treatment services to better meet the needs of justice-involved individuals, and other strategies to ensure timely and appropriate access to medication-assisted treatment upon release.
- (d) MAT Grant Program funds shall not be used to supplant existing resources for medication-assisted treatment services delivered in county jails or in the community.
- (e) (1) Counties that receive grants pursuant to this article shall collect and maintain data pertaining to the effectiveness of the program, as indicated by the board in the request for proposals, including data on drug overdoses of, and the rate of recidivism for, inmates and persons under criminal justice supervision who receive county-administered, medication-assisted treatment services.

- (2) (A) Information relating to the rate of recidivism that shall be collected and maintained pursuant to this subdivision includes all of the following, as they relate to inmates or persons under criminal justice supervision who receive services funded pursuant to this article:
- (i) The number and percentage who were sentenced to jail or prison within three years after being released from a jail sentence in which they were provided services funded pursuant to this article, or for persons under criminal justice supervision, after having been provided with services that were funded pursuant to this article.
 - (ii) The number and percentage who were convicted of a misdemeanor or a felony within three years after being released from a jail sentence in which they were provided services funded pursuant to this article, or for persons under criminal justice supervision, after having been provided with services that were funded pursuant to this article.
 - (iii) The number and percentage who were arrested for a crime or who have had their parole, probation, mandatory supervision, or postrelease community supervision revoked within three years after being released from a jail sentence in which they were provided services funded pursuant to this article, or for persons under criminal justice supervision, after having been provided with services that were funded pursuant to this article.
- (B) A county that receives a grant pursuant to this article shall include recidivism data for persons released from jail, or under criminal justice supervision, who received services pursuant to this article less than three years prior to any reporting period established by the board pursuant to paragraph (4).
- (3) A county that receives a grant pursuant to this article may use state summary criminal history information, as defined in Section 11105, or local summary criminal history information, as defined in Section 13300, to collect data as required by the board.
- (4) The board may establish a deadline by which counties that receive grants pursuant to this article are required to submit data collected and maintained pursuant to this subdivision to the board to enable the board to comply with the reporting requirement in Section 6047.2.
- (f) The board may use up to 5 percent of the funds appropriated for the program each year for the costs of administering the program, including, without limitation, the employment of personnel and evaluation of activities supported by the grant funding.

6047.2.

On or before July 1, 2025, the board shall compile a report describing the activities funded pursuant to this article, and the success of those activities in reducing drug overdoses and recidivism by jail inmates and persons under criminal justice supervision. The report shall be submitted to the Legislature pursuant to Section 9795 of the Government Code.

6047.3.

This article shall be operative only to the extent that funding is provided, by express reference, in the annual Budget Act or another statute for the purposes of this article.

6047.4. This article shall remain in effect only until January 1, 2026, and as of that date is repealed.

Attachment B: Project Work Plan

REQUIRED ATTACHMENT: You will be prompted to upload this document to the BSCC-Submittable Application.

Instructions: Applicants must complete a Project Work Plan, using the format below, that identifies measurable goals and objectives, process and outcome measures, activities and services, responsible parties for those activities and services, data sources and estimated timelines. Completed plans should (1) identify the project's top goals and objectives; (2) identify how the goal(s) will be achieved in terms of the activities, responsible staff/partners, and start and end dates, process and outcome measures; and (3) provide goals and objectives with a clear relationship to the need and intent of the grant. The Project Work Plan must attempt to identify activities/services and estimate timelines for the entire grant term. A minimum of one goal and corresponding objectives, process measures, etc. must be identified.

Please cut and paste this form into a Word document. Expand cells as necessary.

(1) Goal:	>		
Objectives (A., B., etc.)	> [REDACTED]		
Process Measures and Outcome Measures:	> [REDACTED]		
Project activities that support the identified goal and objectives:	Responsible staff/partners:	Timeline	
		Start Date	End Date
> [REDACTED]	> [REDACTED]	> [REDACTED]	> [REDACTED]
List data and sources to be used to measure outcomes: >			

(2) Goal:	>		
Objectives (A., B., etc.)	> [REDACTED]		

Process Measures and Outcome Measures:	> [REDACTED]		
Project activities that support the identified goal and objectives:	Responsible staff/partners:	Timeline	
		Start Date	End Date
> [REDACTED]	> [REDACTED]	> [REDACTED]	> [REDACTED]
List data and sources to be used to measure outcomes: >			

(3) Goal:	>		
Objectives (A., B., etc.)	> [REDACTED]		
Process Measures and Outcome Measures:	> [REDACTED]		
Project activities that support the identified goal and objectives:	Responsible staff/partners:	Timeline	
		Start Date	End Date
> [REDACTED]	> [REDACTED]	> [REDACTED]	> [REDACTED]
List data and sources to be used to measure outcomes: >			

Attachment C: Glossary of Key Terms

Recidivism

Recidivism is defined as conviction of a new felony or misdemeanor committed within three years of release from custody or committed (date of offense) within three years of placement on supervision for a previous criminal conviction.

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

Community-Based Organization

A community-based organization (CBO) is a nongovernmental organization that provides services to a community consisting of individuals, groups, or other organizations that constitute the local or community service population. In this Request for Proposals, CBOs and nonprofit organizations are referred to as Non-Governmental Organizations (NGOs).

Process Evaluation versus Outcome Evaluation

Process Evaluation²

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.
- Number of neighborhood meetings conducted.

Outcome Evaluation³

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.

²Justice 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>.

³ *Id.* at pp. 7-8.

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.

Goal versus Objective

Goals and objectives are necessary components of the Local Evaluation Plan and the Project Work Plan. These common terms are sometimes used interchangeably because both refer to the intended results of program activities. Goals are longer-term than 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 program².

Examples of goal statements⁴:

- To reduce the number of serious and chronic program participants.
- To reduce the number of program participants with addiction-related needs.
- To increase the amount of in-custody treatment provided to program participants.

Objectives are statements of specific, measurable aims of program activities. Objectives detail the tasks that must be completed to achieve goals. Descriptions of objectives in the proposals should include three elements⁵:

- 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 objectives⁵:

- By the end of the program, drug-addicted participants will recognize the long-term consequences of drug use.
- To place eligible participants in aftercare services within two weeks of release to ensure participants accountability and community safety.
- To ensure that participants carry out all of the terms of their probation.
- To place eligible participants in job training within 8 weeks.

⁴ *Id.* at p. 4.

⁵ *Id.*

Attachment D: Grantee Assurance for Non-Governmental Organizations

REQUIRED ATTACHMENT:

You will be prompted to upload this document to the BSCC-Submittable Application.

Instructions: The form on the following page must be submitted with the application even if there are no plans to subcontract at the time of submission, or if the name of the subcontract party is unknown. In either of these cases, the applicant should write “N/A” in the Name of Subcontracted Party column and complete the signature box. A signature on this form provides an assurance to BSCC that the signing authority has read and acknowledged these terms.

The MAT Grant Program RFP includes requirements that apply to non-governmental organizations (NGOs)⁶ providing services with grant funds. Grantees are responsible for ensuring that all contracted third parties continually meet these requirements as a condition of receiving funds. The RFP describes these requirements as follows:

Any non-governmental organization that receives MAT Grant Program funds (as either a subgrantee or subcontractor) must:

- Have been duly organized, in existence, and in good standing for at least six (6) months prior to the effective date of its fiscal agreement with the BSCC or with the MAT Grant Program grantee;
 - Non-governmental entities that have recently reorganized or have merged with other qualified non-governmental entities that were in existence prior to the six (6) month date are also eligible, provided all necessary agreements have been executed and filed with the California Secretary of State prior to the start date of the 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;
- Be registered with the California Office of the Attorney General, Registry of Charitable Trusts, if applicable;
- Have a valid Employer Identification Number (EIN) or Taxpayer ID (if sole proprietorship);
- Have a valid business license, if applicable;
- Have no outstanding civil judgments or liens; and
- 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.

Completing the NGO Assurance (next page)

1. Provide the name of the Applicant Agency (the Grantee).
2. List all contracted parties (if known*).
3. Check Yes or No to indicate if each contracted part meets the requirements.
4. Sign and submit with Application.

***NOTE:** If the name of the contracted party is unknown or if there will be no contracted parties. Write N/A in the “Name of Contracted Party” field and sign the document.

⁶ For the purposes of this RFP, NGOs include nonprofit and for-profit community-based organizations, faith-based organizations, evaluators (except government institutions such as universities), grant management companies, and any other non-governmental agency or individual.

MAT Grant Program Non-Governmental Organization (NGO) Assurances			
Name of Applicant:			
Name of Sub-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. 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.

AUTHORIZED SIGNATURE This document must be signed by the person who is authorized to sign the Grant Agreement.			
NAME OF AUTHORIZED OFFICER	TITLE	TELEPHONE NUMBER	EMAIL ADDRESS
STREET ADDRESS	CITY	STATE	ZIP CODE
APPLICANT'S SIGNATURE (e-signature acceptable)			DATE

Attachment E: Key Partner Commitment Form

**Medication-Assisted Treatment (MAT) Grant Program
Key Partner* Commitment Form**

Instructions: For the purposes of this RFP, “Key Partner” means an indispensable agency or entity, named in the proposal, that the grantee does not have direct control over that will provide essential services for the grant project. If the success of the grant project depends upon the cooperation of an outside agency or entity, that agency or entity is a key partner. (See RFP for specific examples.) The form must include the name of the agency or entity, a description of the services to be provided, and be signed and dated by an authorized individual representing the agency or entity. Submit one form per partner agency or organization. **This form is required only if there are key partners identified in the Proposal Narrative.**

Applicant(s): Enter applicant name

Partner Organization or Agency: Enter partner name

Grant Service Period: May 1, 2024 to December 31, 2027

Services to be Provided by the Partner Organization or Agency during the Grant Period:

Enter services to be provided

Authorized Signature of Partner Organization or Agency (electronic signatures accepted):

Title of Individual Signing this Form: Enter title

Date Signed: Enter date

Attachment F: Governing Board Resolution Sample

Instructions: Before grant funds can be reimbursed, a grantee must either (1) submit a resolution from its Governing Board that delegates authority to the individual authorized to execute the grant agreement or (2) provide sufficient documentation indicating that the prospective grantee has been vested with plenary authority to execute grant agreements (e.g., County Board of Supervisors delegating such authority to an Agency head).

Below is assurance language that, at a minimum, must be included in the resolution submitted to the Board of State and Community Corrections. **The Governing Board Resolution does not have to be uploaded at time of submission but must be submitted in order for the grant agreement to be executed.**

WHEREAS the **(insert name of Lead Agency)** desires to participate in the Medication-Assisted Treatment (MAT) Grant Program administered by the Board of State and Community Corrections (hereafter referred to as BSCC).

NOW, THEREFORE, BE IT RESOLVED that **(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 G: Certification of Compliance with BSCC Polices on Debarment, Fraud, Theft and Embezzlement

REQUIRED ATTACHMENT:

You will be prompted to upload this document to the BSCC-Submittable Application.

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

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

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

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

By checking the following boxes and signing below, applicant affirms that:

I/We are not currently debarred by any federal, state, or local entity from applying for or receiving federal, state, or local grant funds.

I/We have not been convicted of any crime involving theft, fraud, or embezzlement of federal, state, or local grant funds within the last three years. We will notify the BSCC should such debarment or conviction occur during the term of the Grant contract.

I/We will hold subgrantees and subcontractors to these same requirements.

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

AUTHORIZED SIGNATURE			
This document must be signed by the person who is authorized to sign the Grant Agreement.			
NAME OF AUTHORIZED OFFICER	TITLE	TELEPHONE NUMBER	EMAIL ADDRESS
STREET ADDRESS	CITY	STATE	ZIP CODE
APPLICANT'S SIGNATURE (e-signature acceptable)			DATE
X			