



# Residential Substance Abuse Treatment (RSAT) Program

## REQUEST FOR PROPOSALS

**Eligible Applicants:** Local Adult Detention Facilities

**Grant Period:** July 1, 2024, to December 31, 2027  
*(3-year service period with 6 months for close-out and evaluation)*

**RFP Released:** December 1, 2023

**Proposals Due:** February 2, 2024

STATE OF CALIFORNIA  
**BOARD OF STATE AND COMMUNITY CORRECTIONS**  
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SACRAMENTO CA 95833

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**CONFIDENTIALITY NOTICE**

All documents submitted as a part of the RSAT 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

### 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 federal Residential Substance Abuse and Treatment (RSAT) 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: [BSCCrSAT\\_grants@bscc.ca.gov](mailto:BSCCrSAT_grants@bscc.ca.gov).

### Proposal Due Date and Submission Instructions

The Residential Substance Abuse Treatment (RSAT) Grant Program Proposal Package submission is available through an online portal submission process. Applicants must submit proposals through the BSCC Submittable portal by **5:00 p.m. (PST) on February 2, 2024** at which time the portal will close and no longer accept proposals.

\*\*Please allow sufficient time to begin and submit your proposal. Be advised that completing the proposal and uploading the required documents into the Submittable portal may take a significant amount of time. If the BSCC does not receive a submission by 5:00 p.m. (PST) on February 2, 2024, 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.

### Submission Instructions

#### **READ THIS ENTIRE RFP DOCUMENT PRIOR TO INITIATING THE RFP PROCESS.**

This RFP Instruction Packet contains all the necessary information to successfully complete and submit the RSAT Grant Program Proposal.

As part of the online BSCC Submittable process, applicants will be required to download several mandatory forms that must be completed, signed, and uploaded at specific prompts within the BSCC Submittable portal prior to submission. These documents are available for download at: [https://www.bscc.ca.gov/s\\_rsat/](https://www.bscc.ca.gov/s_rsat/).

1. Project Work Plan
2. Certification of Compliance with BSCC Policies on Debarment, Fraud, Theft, and Embezzlement
3. Criteria for Non-Governmental Organizations Receiving BSCC Funds
4. Governing Board Resolution – Sample (optional; not required for proposal submission)

The RSAT Grant Program RFP is accessible by clicking the “Click her to Submit; Powered by Submittable” button located on the RSAT Grant Program Homepage at: [https://www.bscc.ca.gov/s\\_rsat/](https://www.bscc.ca.gov/s_rsat/). You will be prompted to create a free Submittable account and log-in (or sign into an existing account) prior to accessing the online RFP. Additional RFP instructions are provided within the online BSCC Submittable proposal.

**\*\*Note:** You must click the “Save Draft” button at the end of the proposal page to save any updates and/or changes you have made to your proposal prior to applying, each time you log in to your proposal. In addition, most of the fields within the RFP require information to be entered; therefore, the system will not allow proposal submission if all mandatory fields are not completed.

Once you have successfully submitted the proposal through the BSCC Submittable portal, you will receive an email acknowledging your proposal has been received.

If you experience technical difficulties with submitting your proposal through the Submittable portal, you should submit a Help Ticket through [Submittable](#), as the BSCC does not control that site. Please also email the BSCC at: [BSCCRsat\\_grants@bscc.ca.gov](mailto:BSCCRsat_grants@bscc.ca.gov) and/or call the BSCC main line at (916) 445-5073 and ask to speak to someone about the RSAT Grant. Be advised that applicants contacting Submittable and/or the BSCC on the due date may not receive timely responses.

\*Please allow sufficient time for Submittable and BSCC to provide technical assistance.\*

## Grant Information Session

Prospective applicants are invited – but not required – to attend a virtual Grant Information Session. The purpose of this session is to answer technical questions from prospective applicants and provide clarity on RFP instructions. Details for the virtual Grant Information Session are listed below:

***VIRTUAL***  
**RSAT Grant Information Session for Prospective Applicants**  
**Thursday December 14, 2023**  
**10:00 A.M.**

**Join Via Zoom:**

<https://us02web.zoom.us/j/84840272896?pwd=UjBGVDhwYmZESTNyZEIRbG1JbzlrQT09>

**Meeting ID:** 848 4027 2896

**Passcode:** 465657

Applicants interested in attending the Information Session are asked to submit an RSVP to [BSCCRsat\\_grants@bscc.ca.gov](mailto:BSCCRsat_grants@bscc.ca.gov). When responding, please include the name, title, and agency the attendee(s) will be representing.

*Please note: The RSAT Grant Information Session will be recorded and posted to the BSCC website for future reference.*

## Background Information

BSCC is the designated State Administrative Agency (SAA) for the RSAT Program, which is federally funded through the [Bureau of Justice Assistance](#) (BJA), as identified via the Catalog of Federal Domestic Assistance CFDA Number 16.593. The RSAT Program assists states and local governments in developing and implementing substance use disorder treatment programs in state, local, and tribal correctional and detention facilities, and supports efforts to create and maintain community-based aftercare services for offenders.

Historically, the California RSAT Program has funded local detention facilities to provide in-custody treatment services with an aftercare component requirement placed on the grantees. Awards are made in the federal fiscal year of the appropriation.

## BSCC Executive Steering Committee Process

### RSAT Executive Steering Committee

To ensure successful program design and implementation, the BSCC uses Executive Steering Committees to inform decision making related to the Board's programs. Executive Steering Committees (ESCs) are comprised of subject matter experts and stakeholders representing both the public and private sectors. The BSCC makes every attempt to include 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. 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 RSAT ESC includes a cross-section of subject matter experts on community engagement, prevention and intervention programs, law enforcement strategies, and rehabilitation and reentry, including individuals who have been impacted by the criminal justice system (See **Attachment A**).

## Project Description

The principal purpose of the RSAT Program is to break the cycle of drugs and violence by reducing the demand, use, and trafficking of illegal drugs.

### Eligibility

Counties that operate adult local detention facilities are eligible to apply and receive funding. Only one proposal per county may be submitted. A duly authorized county officer or department head responsible for the operation of the local detention facility must submit the proposal on behalf of the county.

While the intent is to receive a wide range of proposals representing California's diverse detention facilities, only the most meritorious proposals will be funded. Departments that have already developed RSAT substance abuse treatment programs but are seeking to augment those efforts, as well as departments considering implementing a program for the first time, are encouraged to apply. Programs previously awarded BJA RSAT funds through BSCC are eligible to apply.

Applicants must be able to provide a jail-based substance use disorder treatment program that includes aftercare services. RSAT funding may be used for the in-custody component, the aftercare component or both. Applicants will be expected to identify any non-grant related funding that will be leveraged to support the overall program.

### Grant Period

Proposals selected for funding will be under agreement with the BSCC from **July 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: July 1, 2024 to December 31, 2027**

Year 1	Year 2	Year 3	Evaluation and Close-Out
July 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.

Funding for the second and third years is contingent on the amount and availability of federal funding and on compliance with the RSAT program requirements. Applicants shall build their proposal, objectives, activities, and budget information for the entire term of the grant agreement.

### **Grant Funding**

A total of \$7,500,000 in federal RSAT funding is available statewide for this RFP. Adult detention facilities will be allowed to request up to a maximum of **\$1,500,000** for the period of July 1, 2024 through December 31, 2027. Applicants are encouraged to request only the amount of funds needed to support their proposal and not base the request on the maximum allowed.

### **Match Requirement**

A 25 percent (25%) match of the funds awarded to the recipient (cash or in-kind).

### **Evaluation Budget Requirement**

Grantees must budget five percent (5%) of the total project budget for completion of the Local Evaluation Plan and Final Evaluation Report.

## **Program Goal and Design**

The goals of the RSAT Program are to enhance the capability of states, and units of local and tribal government, to provide substance use disorder treatment for incarcerated inmates; prepare offenders for their reintegration into the communities from which they came by incorporating reentry planning activities into treatment programs; and assist offenders and their communities through the reentry process by delivering community-based treatment and other broad-based aftercare services.

As previously indicated, the California RSAT funding for this grant period will be used to support local jail-based programs which must include both an “in-jail” component and an “aftercare” component. Funding may be directed at either the in-custody portion of the project, the aftercare portion, or both.

The applicant’s program design must include the following components:

- Engage participants for at least three months and no more than 12 months.
- Focus on the inmate’s substance use diagnosis and addiction-related needs.
- Develop the inmate’s cognitive, behavioral, social, vocational, and other skills to solve the substance use and related problems.
- Prepare participants for successful community reintegration that may include post-release referral to appropriate evidence-based aftercare treatment and/or service providers including those that support the use of medication-assisted treatment.



- To the extent possible, jail-based programs should separate the treatment population from the general correctional population and program design should be based on evidence-based and evidence-supported practices.
- Require urinalysis and/or other proven reliable forms of drug and alcohol testing for program participants, including both periodic and random testing of:
  - 1) The participant before he or she enters the in-jail component of the RSAT program;
  - 2) During the period in which the individual participates in the in-jail component of the RSAT program;
  - 3) The participant who has exited the in-jail component of the RSAT program if the individual remains in-custody; and
  - 4) To the extent possible, the participant who has exited the in-jail component of the RSAT program and has been released from custody under supervision that includes drug and alcohol testing.
- Provide aftercare services for up to one year to those individuals who have completed the in-jail component of the RSAT program.
- Provide coordination between the in-jail treatment program and other social service and rehabilitation programs, such as education and job training, parole supervision, halfway houses, self-help, and peer group programs.
- Collaborate with local authorities and organizations involved in substance use disorder treatment to assist in the placement of program participants into community substance abuse treatment facilities or non-residential aftercare services upon release.
- Coordinate aftercare services with local Substance Use Disorder Treatment and Behavioral Health Services Administration.
- When possible, leverage drug Medi-Cal services to fund aftercare treatment.

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

### **Evidence-Based and Data-Driven Approaches <sup>1</sup>**

The BSCC is committed to supporting programs, practices, and strategies that are rooted in evidence and supported by data to produce better outcomes for the criminal and juvenile justice systems, and for the individuals who are involved in those systems.

Applicants seeking funding through this grant process will be required to demonstrate that services are directly linked to the implementation of evidence-based and promising practices and strategies that reduce recidivism. The following information is offered to

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<sup>1</sup> Lowenkamp and Latessa, 2003, Lowenkamp, 2003; Lowenkamp & Latessa, 2005a; Lowenkamp and Latessa, 2005b; Center for Criminal Justice Research and the Corrections Institute at the University of Cincinnati, Correctional Program Checklist Assessment

help applicants in understanding the BSCC's broad view of evidence-based and promising practices that are supported by data and research.

The concept of evidence-based practices was developed outside of the criminal justice arena and is commonly used in other applied fields such as medicine, nursing and social work. In criminal justice, this term emphasizes measurable outcomes, and ensuring services and resources are effective in promoting rehabilitation and reducing recidivism. On a basic level, evidence-based practices include the following elements:

1. Evidence the intervention is likely to work (i.e., produce a desired benefit);
2. Evidence the intervention is being carried out as intended; and
3. Evidence allowing an evaluation of whether the intervention worked.

Evidence-based practices involves using research and scientific studies to identify interventions that reliably produce significant reductions in recidivism when correctly applied to target populations through the use of the following four principles of effective intervention:

1. Risk Principle – focuses attention on the crucial question of WHO is being served and calls for targeting higher risk individuals.
2. Need Principle – requires that priority be given to addressing criminogenic risk/need factors with a clear focus on WHAT programs are delivered.
3. Treatment Principle – conveys the importance of using behavioral treatment approaches to achieve the best possible outcomes and requires attention to the question of HOW programs are delivered.
4. Fidelity Principle – draws attention to HOW WELL programs are delivered and reiterates the necessity that programs be implemented as designed.

Successful implementation of evidence-based practices also includes but is not limited to:

- Organizational development to create and sustain a culture accepting of best practices and evidence-based approaches that includes cultural and linguistic competencies;
- A commitment to initial and ongoing professional development and training;
- Use of validated risk/needs/responsivity assessment tools;
- Data collection and analysis;
- Use of case management strategies;
- Use of programs known to produce positive criminal justice outcomes;
- Quality assurance activities to ensure program fidelity;
- Performance management to improve programs, service delivery, and policies;
- A “systems change approach” to develop collaborations so tasks, functions and sub-units work effectively together and not at cross-purposes; and
- A focus on sustainability.

In discussions of evidence-based practices in criminal justice, it is common to distinguish between programs, strategies and promising practices/approaches.

Programs are designed to change the behavior of individuals in the criminal justice system and are measured by individual-level outcomes. For example, programs aiming to reduce substance use and antisocial behavior include Cognitive Behavioral Therapy, Behavioral Programs and Social Skills Training.

Strategies may include programs to change individual behavior; however, this term is often used to describe a general intervention approach that supports larger community or organizational level policy objectives. For example, case management is applied to improve the overall effectiveness and efficiency of criminal and juvenile justice agencies, while pretrial assessment is designed to enable informed decisions about which arrested defendants can be released pretrial without putting public safety at risk. Strategies can also refer to the application of effective practices that are correlated with a reduction in recidivism, such as the use of assessment tools, quality assurance protocols, and delivery of interventions by qualified and trained staff.

Promising practices/approaches, for purposes of this grant work, can be broadly construed to include crime-reduction and recidivism-reduction programs or strategies that have been implemented elsewhere with evidence of success, but with evidence not yet strong enough to conclude the success was due to the program or that it is highly likely to work if carried out in the applicant's circumstances. The difference between evidence-based and promising practices/approaches is a difference in degree on the number of situations in which a program or strategy has been tested and the rigor of the evaluation methods used.

Applicants seeking to implement promising programs, approaches or strategies must describe the documentation, data and evidence available to support the approach and why it is best suited to the needs and objectives described in the application for funding. Applicants can find information on evidence-based treatment practices in the Substance Abuse and Mental Health Services Administration's (SAMHSA) Guide to Evidence-Based Practices available at <https://www.samhsa.gov/ebp-resource-center> as well as in **Attachment C** of this RFP.

### **Reducing Racial and Ethnic Disparity (R.E.D.) Training Opportunity for Award Recipients**

Research<sup>2</sup> shows that youth and adults of color are significantly overrepresented in the criminal justice system in California. BSCC supports efforts to reduce racial and ethnic disparities and encourages others to do the same. The applicant should consider how R.E.D. information may influence grant activities in the development of the RSAT grant proposal.

RSAT grant recipients may be included in training opportunities and will be invited to attend R.E.D. training hosted by the BSCC if it is available during the project period.

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<sup>2</sup> There are multiple studies confirming the disparities in the criminal and juvenile justice systems. BSCC has done extensive work with The W. Haywood Burns Institute (<http://www.burnsinstitute.org/>) on this issue as well as working with the National Council on Crime and Delinquency (NCCD) and the Center for Juvenile Justice Reform, Georgetown University (<http://cjjr.georgetown.edu/certprogs/racialdisparities/racialdisparities.html>)

Created Equal: Racial and Ethnic Disparities in the US Criminal Justice System (NCCD: Hartney/Vuong March 2009)

Grantees will be advised of the dates and locations after the start of the grant period. Additional information about R.E.D. can be found at: [https://www.bscc.ca.gov/s\\_correctionsplanningandprograms/](https://www.bscc.ca.gov/s_correctionsplanningandprograms/) or applicants may contact the R.E.D. Coordinator, Field Representative Timothy Polasik, by telephone at (916) 350-0879 or by email: [Timothy.Polasik@bscc.ca.gov](mailto:Timothy.Polasik@bscc.ca.gov)

## 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. To see a sample contract (State of California: Contract and General Terms and Conditions), please visit the [BSCC website](#).

The Grant Agreement start date is expected to be **July 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.

### Board Resolution

Applicants must submit a resolution from their governing board addressing specified requirements as included in the sample Governing Board Resolution, which can be found in **Attachment D**. 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.*

### Match Requirements

As previously mentioned, funding for the RSAT Program requires a 25 percent match of the funds awarded to the recipient (cash or in-kind). Matching funds may be either state or local dollars. Federal funds are not an allowable match source for this grant.

### Supplanting

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

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

## **Audit Requirements**

All grantees are required to have an audit completed and submitted to the BSCC within six months following the completion of the grant period. A grantee that willfully fails to submit an audit as required may be deemed ineligible for future BSCC grant funds pending compliance with the audit requirements of this grant.

The Grantee must provide to the BSCC copies of reports generated from either:

- the annual City/County Single Audit (as submitted to the State Controller's Office),  
or
- a Grant-Specific audit.

The audit must cover the three-year service delivery period, from July 1, 2024 to June 30, 2027. The BSCC reserves the right to call for a program or financial audit at any time between the execution of the contract and three years following the end of the grant period.

## **Quarterly Invoices**

Disbursement of grant funds occurs on a reimbursement basis for costs incurred during a reporting period. The State Controller's Office will issue the warrant (check) to the individual designated on the proposal form as the Financial Officer for the grant. Grantees must submit invoices online to the BSCC on a quarterly basis, no later than 45 days following the end of each quarter. Grantees must maintain adequate supporting documentation for all costs claimed on invoices. BSCC staff will conduct on-site monitoring visits that will include a review of documentation maintained as substantiation for project expenditures.

For additional information, refer to the BSCC Grant Administration Guide, found on the BSCC [website](#).

## **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. 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 could be subject to the withholding of funds. Once grants are awarded, BSCC will work with grantees to create custom progress reports. Applicable forms and instructions will be available to grantees on the BSCC's website.

## **Grantee Orientation**

Following the start of the grant period, BSCC staff will conduct a virtual Grantee Orientation via Zoom (on a date to be determined later). The purpose of this mandatory session is to review the program requirements, invoicing and budget modification processes, data collection and reporting requirements, as well as other grant management and monitoring activities. Typically, the Project Director, Financial Officer, and Day-to-Day Contact must attend. Grantees are also strongly encouraged to include the individual tasked with Data Collection and Evaluation. Award recipients will be provided additional details regarding the Grantee Orientation.

## **Travel**

Travel is usually warranted when personal contact by project-related personnel is the most appropriate method of completing project-related business. The most economical method of transportation, in terms of direct expenses to the project and the project-related personnel's time away from the project, must be used. Grantees are required to include sufficient per diem and travel allocations for project-related personnel to attend any required BSCC training conferences or workshops as described in this RFP or outlined in the terms of the program.

### **Units of Government**

Grantees that are units of government using BSCC funds may follow either their own written travel and per diem policy or the California State travel and per diem 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.

### **Non-Governmental Organizations (NGOs)**

Grantees that are NGOs using 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. This policy applies equally to NGOs that receive grant funds directly from the BSCC and those that receive grant funds indirectly through a subcontract with another NGO that received a BSCC grant award.

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

Out-of-state travel is generally 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 Agreement, Grantees must submit a separate written request on Grantee letterhead for approval to the assigned BSCC Field Representative. 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 proposal submission and that the grantee will immediately notify the BSCC should such debarment or conviction occur during the term of the Grant contract.

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

All applicants must complete **Attachment E** certifying that they are in compliance with the BSCC's policies on debarment, fraud, theft and embezzlement.

## 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)<sup>3</sup> 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 F)*, 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.

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.

<sup>3</sup> 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.



### Compliance Monitoring Visits

The BSCC staff will conduct periodic monitoring of each project to assess whether the project is in compliance with grant requirements and making progress toward grant objectives, and provide technical assistance as needed regarding fiscal, programmatic, evaluation and administrative requirements. For your reference, a Sample Monitoring Visit Checklist is available on the [BSCC website](#).

### RSAT National Conference

At least one grantee will be invited to attend the National RSAT Conference. This conference typically runs for 2-3 days with no associated registration fees. RSAT grant funds may be used to reimburse departments for travel related expenditures such as airfare, mileage, meals, lodging, and other per diem costs. Applicants who would like to be invited to attend this conference may include these costs in the budget section of this proposal under the “Other” category. Registration information regarding the date, time and location have not yet been determined.

## Evaluation Requirements

### Local Evaluation Plan and Final Local Evaluation Report

In addition to quarterly progress reports, projects selected for funding will be required to submit to the BSCC: (1) a Local Evaluation Plan (due December 31, 2024) and, (2) a Local Evaluation Report (due December 31, 2027). See **Attachment G** for key definitions related to project evaluation.

- **Local Evaluation Plan** - The purpose of the Local Evaluation Plan is to ensure that projects funded by the BSCC can be evaluated. Applicants will be expected to include a detailed description of how they plan to assess the effectiveness of the proposed program in relationship to each of its goals and objectives identified in the Proposal. 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 objectives clearly stated. Applicants should include criteria for both 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.
- **Local Evaluation Report** - Following project completion, grantees are required to complete a Local Evaluation Report which 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 Plan and Report will be made available to successful applicants.

Applicants are strongly encouraged to identify research partners early on and include them in the development of the proposal, to better ensure that the goals and objectives

listed in the proposal are realistic and measurable. Applicants are also strongly encouraged (but not required) to use outside evaluators to ensure objective and impartial evaluations. Specifically, applicants are encouraged to partner with state universities or community colleges for evaluations. To assist in these efforts, applicants must set aside five (5) percent of the grant award requested for data collection, evaluation, and reporting activities and reflect this amount in the Proposed Budget section.

Note: To the extent the local evaluation plan involves research in which either: (1) data is obtained through intervention or interaction with an individual or (2) identifiable private information is obtained from program participants, the local evaluation plan must comply with the requirements of 28 C.F.R. Part 46. This includes compliance with all Office of Justice Programs policies and procedures regarding the protection of human research subjects, including obtainment of Institutional Review Board approval, if appropriate, and subject informed consent. For additional information on whether 28 C.F.R. Part 46 applies to your local evaluation plan, please see:

<https://ojp.gov/funding/Apply/Resources/ResearchDecisionTree.pdf>

## 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 READ CAREFULLY**

“Disqualification” means the proposal will not move forward to the ESC for the Proposal Rating Process and, therefore, will NOT be considered for funding under this grant.

#### The following will result in disqualification:

- Submission is not received by 5:00 P.M. (PST) on **Friday, February 2, 2024**. (Allow sufficient time to upload all required documents in the BSCC Submittable portal. Do not wait until the last minute!)
- The proposal and all required attachments are not submitted via the BSCC Submittable portal. Emails to BSCC will not be accepted.
- The Applicant does not meet the eligibility criteria.
- The funding request exceeds the maximum allowed.
- The Budget Attachment is not included.
- Attachments are illegible.
- Attachments will not open, or the files are corrupted.



### Proposal Rating Process

Unless disqualified, proposals will advance to the RSAT ESC for funding consideration. Proposals will be evaluated in accordance with the BSCC’s [Grant Proposal Evaluation Process](#) and as described below. The RSAT ESC will read and assign ratings to each proposal in accordance with the prescribed rating factors listed in the table below. ESC 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. ESC 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 factor are shown in the table below. Applicants are asked to address each of these factors as a part of their proposal. The ESC assigned a percent value to each of the Rating Factors, correlating to its level of importance (see Percent of Total Value column).

### RSAT Grant Program Rating Factors and Point Values

Rating Factors	Point Range	Percent of Total Value	Weighted Rating Factor Score
Project Need	0-5	20%	40
Project Description	0-5	50%	100
Project Organizational Capacity and Collaboration	0-5	15%	30
Data Collection and Evaluation	0-5	10%	20
Project Budget	0-5	5%	10
<b>Maximum Proposal Score</b>		<b>100%</b>	<b>200</b>

Raters will score an applicant's response in each of the Rating Factor categories using the six-point scale shown below. Each rating factor score is then weighted according to the "Percent of Total Value" column (determined by the ESC) associated with each Rating Factor to arrive at the final Weighted Score for each Rating Factor and then added together for a final overall proposal score.

### Six-Point Rating Scale

Not Responsive 0	Poor 1	Fair 2	Satisfactory 3	Good 4	Excellent 5
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.

### 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 table below shows a timeline with key dates related to implementation of the RSAT Grant Program

Activity	Tentative Timeline
Release Request for Proposals (RFP) Solicitation	December 1, 2023
Virtual Grant Information Session	December 14, 2023
Letter of Intent Due to the BSCC	December 22, 2023
Proposals Due to the BSCC	February 2, 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	July 1, 2024
Mandatory Grantee Orientation	TBD August 2024
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 Residential Substance Abuse Treatment (RSAT) Grant Program Proposal Package. The proposal 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	50%	
3	Project Organizational Capacity and Coordination	15%	
4	Data Collection and Evaluation	10%	
5	Project Budget	5%	Proposal Budget Attachment

#### Proposal Narrative Instructions

Applicants will complete the Proposal Narrative by accessing the BSCC Submittable portal (see Submittable instructions on page 1) and responding to a series of prompts.

The Proposal Narrative must address Rating Factors 1-4, as listed in the table above. Within the narrative, label each of the four Rating Factor sections accordingly, i.e., 1) Project Need, 2) Project Description, 3) Project Organizational Capacity and Coordination and 4) Data Collection and Evaluation. Within each section, address the rating criteria (found on the following pages) in a cohesive, comprehensive narrative format. Addressing each criterion does not in itself merit a high rating; although each criterion is to be addressed, it is the quality of the response to each that will be evaluated.

#### Character Counter

**The RSAT Proposal Narrative has a total character limit of 44,740.** In Microsoft Word, this is approximately 20 pages in Arial 12-point font, with one-inch margins on all four sides, at 1.5-line spacing. Applicants are encouraged to draft the Proposal Narrative in a Word document and then cut and paste the text into the BSCC Submittable portal.

It is up to the applicant to determine how to use the total character limit in addressing each section. However as a guide, the percent of total point value for each section is listed in the table above.

The BSCC Submittable portal includes a 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.**" Characters include all alpha/numeric characters, punctuation, and spaces. The BSCC Submittable portal will not allow applicants to submit the RSAT 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 in the BSCC Submittable portal. The bibliography may not exceed **2,218 total characters**. In Microsoft Word, this is approximately one page in Arial 12-point font with one-inch margins on all four sides and at 1.5-line spacing.

### **Required Attachments**

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

- RSAT Implementation Workplan (**Attachment B**)
- Certification of Compliance with BSCC Policies on Debarment, Fraud, Theft, and Embezzlement (**Attachment E**)
- Grantee Assurance for Non-Governmental Organizations Receiving BSCC Subawards (**Attachment F**)

The following attachment may be completed and uploaded in the identified fields in the BSCC Submittable portal at the time of submission, but is not required:

- Governing Board Resolution – *Not required at time of submission; may be submitted later* (**Attachment D**)

*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><b>Project Need:</b> The applicant described a need that is pertinent to the intent of the grant. The elements that comprise this Rating Factor are listed below. Addressing each element does not in itself merit a high rating; although each element is to be addressed (when applicable), it is the quality of the response to each that will be evaluated. The response will be evaluated with a single rating based on a scale of 0-5.</p>	
1.1	Describe the need(s) related to the goals of the RSAT program.
1.2	Identify service gaps that contribute to the need(s) described above.
1.3	Provide relevant qualitative and/or quantitative data with citations in support of the need(s).
1.4	Describe how racial and ethnic disparity information influences programming choices for in-jail and aftercare services.

### Section 2: Project Description (Percent Value – 50%)

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><b>Project Description:</b> 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; 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>Describe the proposed project that will address the need(s) discussed in the Project Needs section. The description should:</p> <ul style="list-style-type: none"> <li>• Describe the target population which will be the focus of the project, including criteria for including or excluding participants into the program.</li> <li>• Describe the process for assessing the risk, need, and responsivity of program participants.</li> </ul>



2.2	<p>Described the proposed services/interventions of the project in relation to the target population, including:</p> <ul style="list-style-type: none"> <li>• A description of existing and proposed new or enhanced evidence-based substance use disorder treatment programming for the <b>in-custody</b> component of the jail-based program (that includes program content, duration, dosage/intensity, criteria for successful completion, drug testing policy and how services will be provided and tracked. Include a program schedule as an attachment).</li> <li>• A description of existing and proposed new or enhanced evidenced-based substance use disorder treatment programming for the <b>after-care</b> component that supports successful community reintegration resources and services (that includes program content, duration, dosage/intensity, criteria for successful completion, drug testing policy and how services will be provided and tracked. Include a program schedule as an attachment).</li> <li>• A description of the model of release planning and follow-up in the community, including leveraging other funds (e.g. Drug Medi-Cal) and coordination with human service agencies and other community partners.</li> </ul>
2.3	Provide an estimate of the number of individuals to be served.
2.4	Describe the extent to which Medication Assisted Treatment (MAT) may be incorporated into the RSAT program to address opioid use reduction and aftercare needs.
2.5	Describe how the program will approach recidivism reduction.
2.6	Describe how the program will continue to serve the target population during extended emergency situations (e.g., COVID-19, natural disasters).
2.7	<p>Provide a Project Work Plan (Attachment B) that:</p> <ul style="list-style-type: none"> <li>• Identifies the project goals and measurable objectives (see Attachment G for definitions) related to the need and intent of the grant.</li> <li>• 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.</li> <li>• Is appropriate to the proposed project.</li> </ul>

### 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.

<p><b>Organizational Capacity and Coordination:</b> 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; 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>	
3.1	Describe the experience, staffing, and/or partnerships your organization will use to implement the proposed project [include partners' Letter(s) of Commitment, 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 will be involved in the project and demonstrate their experience with serving the target population.
3.3	Provide a plan for how the program can be sustained beyond the grant cycle.

### Section 4: Data Collection and Evaluation (Percent Value – 10%)

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.

<p><b>Data Collection and Evaluation:</b> 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; 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.</p>	
4.1	Describe a plan to determine the staff and/or entity that will conduct the project evaluation 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 that are quantifiable and in line with the goal and objectives of the project and the intent of the grant.
4.3	Describe a plan for monitoring the project to ensure that the project components are implemented as intended.
4.4	Describe a preliminary plan for collecting and evaluating baseline and outcome data related to the outcome measures. Provide data sharing agreements, if necessary.
4.5	Describe the research strategy/methodology used to determine whether the goals identified in the Project Work Plan were achieved.
4.6	Describe previous project evaluation experience and capabilities, including outside resources used.

## Project Budget Instructions

As part of the RFP 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 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 – 5%)

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

<b>Project Budget:</b> 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; although each element is to be addressed (when applicable), it is the quality of the response to each that will be evaluated. The response will be evaluated with a single rating based on a scale of 0-5.	
5.1	Provide a complete Budget Table that is appropriate for the proposed project.
5.2	Provide budget narrative that relates the expenses to the proposed project and is inclusive of all project components.

## PART III: ATTACHMENTS

This section includes the following attachments:

- Attachment A: RSAT ESC Membership
- Attachment B: RSAT Implementation Workplan **(REQUIRED)**
- Attachment C: Evidence-Based Resources
- Attachment D: Sample Governing Board Resolution **(must be submitted, if awarded grant funds)**
- Attachment E: Certification of Compliance with BSCC Policies on Debarment,
  - Fraud, Theft and Embezzlement **(REQUIRED)**
- Attachment F: Criteria for Non-Governmental Organizations Receiving BSCC Subawards **(REQUIRED)**
- Attachment G: Glossary of Terms

**Attachment A: Executive Steering Committee**

**Residential Substance Abuse Treatment (RSAT) Program  
Executive Steering Committee  
Membership**

Name	Title	Organization
<b>Dean Growdon, Chair</b>	Sheriff-Coroner	Lassen County Sheriff's Department & BSCC Board Member
<b>Douglas Snell</b>	Captain, Prison Programs	California Department of Corrections and Rehabilitation
<b>Renee Smith</b>	Criminal Justice Program Services Manager	Solano County Sheriff's Office
<b>Jared Sparks</b>	Lieutenant	Inyo County Sheriff
<b>Jennifer Kaufman</b>	Bureau Chief	Los Angeles County Probation

## Attachment B: Sample RSAT Implementation Workplan

**Required Attachment: Applicants will be prompted to upload this document from the [RSAT webpage](#) to the BSCC Submittable portal.**

This Project Work Plan identifies measurable goals and objectives, activities and services, the responsible parties and a timeline. Completed plans should (1) identify the project's top three goals and objectives; (2) identify how the top three goals will be achieved in terms of the activities, responsible staff/partners, start and end dates, and outcome measures; and (3) provide goals, objectives, and measures with a clear relationship to the need and intent of the grant.

<b>(1) Goal:</b>			
Objectives (A., B., etc.)	A. B. C.		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
1. 2. 3.			
List data and sources used to measure outcomes:			
<b>(2) Goal:</b>			
Objectives (A., B., etc.)	A. B. C.		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
1. 2. 3.			
List data and sources used to measure outcomes:			

<b>(3) Goal:</b>			
Objectives (A., B., etc.)	A. B. C.		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
1. 2. 3.			
List data and sources used to measure outcomes:			

## Attachment C: Evidence-Based Resources

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

Blueprints for Violence Prevention

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

Board of State and Community Corrections

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

California Institute of Behavioral Health Solutions

<http://www.cibhs.org/evidence-based-practices-0>

Coalition for Evidence-Based Policy

<http://evidencebasedprograms.org/>

CrimeSolutions.gov

<http://www.crimesolutions.gov/>

Evaluating Drug Control and System Improvement Projects

Guidelines for Project Supported by the Bureau of Justice Assistance

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

Find Youth Information

<https://youth.gov/>

Justice Research and Statistic Association

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

National Criminal Justice Reference Service (NCJRS)

“Preventing and Reducing Youth Crime and Violence: Using Evidence-Based Practice.”  
A report prepared by Peter Greenwood, Ph.D., for the California Governor’s Office of  
Gang and Youth Violence Policy, 2010.

<https://www.ncjrs.gov/App/Publications/abstract.aspx?ID=255934>

National Institute of Corrections

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

National Institute of Justice, New Tool for Law Enforcement Executives

<http://nij.gov/five-things/>

National Reentry Resource Center

<http://nationalreentryresourcecenter.org/>



Office of Justice Programs – Crime Solutions.gov  
<http://www.CrimeSolutions.gov>

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

Peabody Research Institute, Vanderbilt University  
<https://peabody.vanderbilt.edu/research/>

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

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

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

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

University of Cincinnati, Effective Programs/Curricula Recommendations  
[http://www.bscc.ca.gov/univ\\_of\\_cincinnati\\_curricula\\_recommendations\\_oct\\_2011/](http://www.bscc.ca.gov/univ_of_cincinnati_curricula_recommendations_oct_2011/)

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

**Attachment D: Sample Governing Board Resolution**

Before grant funds can be reimbursed, a grantee must submit a resolution from its Governing Board that delegates authority to the individual authorized to execute the grant agreement.

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

**A 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 Residential Substance Abuse Treatment Program (RSAT) 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 E:  
Sample Certification of Compliance with BSCC Policies Regarding Debarment,  
Fraud, Theft and Embezzlement**

**Required Attachment: Applicants will be prompted to upload this document from the [RSAT webpage](#) to the BSCC Submittable portal.**

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 proposal submission 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			

## Attachment F: Sample Criteria for Non-Governmental Organizations Receiving Subawards

**Required Attachment: Applicants will be prompted to upload this document from the [RSAT webpage](#) to the BSCC Submittable portal.**

**Instructions:** The form on the following page must be submitted with the proposal 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.

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The RSAT Grant Program RFP includes requirements that apply to non-governmental organizations (NGOs)<sup>4</sup> 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 RSAT 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 RSAT 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 the proposal.

**\*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.

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<sup>4</sup> 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.

**Grantee:**

RSAT Grant Program Non-Governmental Organization (NGO) Assurances			
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 RSAT RFP. These records will be subject to all records and retention language in the Standard Agreement.

The BSCC will not disburse or 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 ( <b>e-signature acceptable</b> )  X			DATE

## Attachment G: 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/](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 Evaluation<sup>5</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.
- Number of neighborhood meetings conducted.

#### **Outcome Evaluation<sup>6</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.

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

<sup>6</sup> *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 program<sup>2</sup>.

Examples of goal statements<sup>7</sup>:

- 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 elements<sup>9</sup>:

- 1) Direction – the expected change or accomplishment (e.g., improve, maintain);
- 2) Timeframe – when the objective will be achieved; and
- 3) Target Population– who is affected by the objective.

Examples of program objectives<sup>8</sup>:

- By the end of the program, drug-addicted participants will recognize the long-term consequences of drug use.
- To place eligible participants in an aftercare service 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.

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<sup>7</sup> *Id.* at p. 4.

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