



# PROUD PARENTING GRANT PROGRAM REQUEST FOR PROPOSALS

**Eligible Applicants:**

California County Offices of Education  
California County Probation Departments  
Federally Recognized Indian Tribes in California  
Non-Governmental Organizations (Not-for-Profit) in California

**Grant Service Period:**

January 1, 2022 to December 31, 2024

**RFP Released:**

June 11, 2021

**Letters of Intent Due:**

July 9, 2021

**Proposals Due:**

August 6, 2021



BOARD OF STATE & COMMUNITY CORRECTIONS  
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## TABLE OF CONTENTS

<b>PART I: GRANT INFORMATION</b> .....	<b>1</b>
Grant Program Background .....	1
Eligibility for Funding.....	1
Contact Information.....	1
Bidders' Conference.....	2
Letter of Intent .....	2
Proposal Due Date and Submission Instructions.....	3
Grant Program Description.....	3
Project Funding Information.....	5
General BSCC Grant Requirements.....	6
Use of Effective Programs and Data-Driven Approaches .....	9
Reducing Racial and Ethnic Disparity .....	10
Project Evaluation Requirements .....	10
BSCC Executive Steering Committee Process .....	11
Overview of the RFP Process .....	12
Summary of Key Dates.....	14
<b>PART II: PROPOSAL INSTRUCTIONS AND RATING FACTORS</b> .....	<b>15</b>
Proposal Abstract.....	16
Proposal Narrative.....	16
Proposal Budget.....	19
Additional RFP Information (Optional) .....	20
RFP Mandatory Documents .....	20
<b>APPENDICES</b> .....	<b>21</b>
APPENDIX A- Glossary of Terms .....	22
APPENDIX B- Federally Recognized Tribes in California .....	27
APPENDIX C- Criteria for Non-Governmental Organizations .....	33
APPENDIX D- Sample Grant Agreement.....	35
APPENDIX E- Sample Governing Board Resolution Language .....	51
APPENDIX F- Sample Grant Program Progress Report .....	52
APPENDIX G- Certification of Compliance with BSCC Policies Regarding Debarment, Fraud, Theft, and Embezzlement .....	58
APPENDIX H- Sample Local Evaluation Plan Components .....	59

<b>APPENDIX I- 2022 Proud Parenting Executive Steering Committee .....</b>	<b>60</b>
<b>APPENDIX J- Sample Work Plan.....</b>	<b>61</b>
<b>APPENDIX K- Evidence-Based Resources.....</b>	<b>62</b>
<b>PROPOSAL PACKAGE.....</b>	<b>63</b>
<b>PROPOSAL CHECKLIST .....</b>	<b>64</b>

## **CONFIDENTIALITY NOTICE**

All documents submitted as a part of the Proud Parenting Grant Program proposal are public documents and may be subject to a request pursuant to 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

### Grant Program Background

The Proud Parenting Grant Program, previously known as the “Young Men as Fathers Program,” was originally established in 1997 under the California Youth Authority. In 2005, the Corrections Standards Authority assumed grant administration responsibility for the program and in 2012, upon its establishment, the Board of State and Community Corrections (BSCC) assumed responsibility. The intent of the Proud Parenting Program is to support young parents who are or were involved in the juvenile systems and/or who are considered crossover youth within the child welfare system. Participants must be 25 years old or younger at time of enrollment. This grant program assists participants and their children by supporting approaches that increase parenting knowledge, supports positive parent-child interactions, and improves co-parenting relationships. In addition, the grant helps to provide community linkages and encourages family-centered activities to strengthen generational bonding.

The annual state budget historically provides \$835,000 for the Proud Parenting Grant Program, all of which is used for grant awards. Subject to a continued annual appropriation, this new grant cycle will begin on January 1, 2022.

### Eligibility for Funding

An eligible applicant must be a:

- California County Office of Education,
- California County Probation Department,
- Federally Recognized Indian Tribe in California, or
- Not-for-Profit Non-Governmental Organization (NGOs) in California

See page 4 of this Request for Proposals (RFP) for additional criteria.

Successful applicants will be funded for three (3) one-year grant cycles up to a maximum of \$100,000 per year.<sup>1</sup>

### Contact Information

This RFP provides the information necessary to prepare a proposal to the BSCC for competitive grant funds available through the Proud Parenting Grant Program.

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<sup>1</sup> Provided grant funding is appropriated in the 2021-22, 2022-23, and 2023-24 State Budget Acts.

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: **PP\_Grants@bscc.ca.gov**.

The BSCC will accept and respond to questions about this RFP until August 5, 2021. Frequently asked questions and answers (FAQs) concerning the BSCC's RFP process and the Proud Parenting Grant solicitation will be posted on the BSCC website and updated periodically through August 6, 2021.

## Bidders' Conference

Prospective applicants are invited – but not required – to attend a Bidders' Conference. The purpose of a Bidders' Conference is to answer technical questions from prospective bidders (applicants) and provide clarity on RFP instructions. There is no preference given to applicants who attend the Bidders' Conference. Details for the Bidders' Conference are listed below:

### **Proud Parenting Grant Program Bidders' Conference**

Wednesday, June 30, 2021

1:00 p.m.

Via Zoom:

<https://us02web.zoom.us/j/83147354631?pwd=NEJobFZHbXhrdWNoYVVsM1VBZ1BtZz09>

Meeting ID: 831 4735 4631

Passcode: 783077

We request that applicants who plan to attend the Bidders' Conference, RSVP by email with their name, title, and name of their agency/organization/tribe.

EMAIL RSVP to: [PP\\_Grants@bscc.ca.gov](mailto:PP_Grants@bscc.ca.gov).

(Subject line: Proud Parenting Grant Program Bidders' Conference)

*Please note: The Proud Parenting Grant Program Bidders' Conference will be recorded and posted to the BSCC website for future reference.*

## Letter of Intent

Applicants interested in applying for the Proud Parenting Grant Program are asked, but are not required, to submit a non-binding Letter of Intent. These letters will aid the BSCC in planning for the proposal review process.

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

- Name of the Applicant (Non-Governmental Organization, County Office of Education, County Probation Department, or Federally Recognized Tribe),
- A brief statement indicating the agency/organization/tribe's intent to submit a proposal, and

- Name of a contact person.

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

Please submit your non-binding Letter of Intent by July 9, 2021 via email or U.S. mail, using one of the following submission options:

**Email Responses:** PP\_Grants@bscc.ca.gov  
(Subject line: Proud Parenting Letter of Intent)

**U.S. Mail Responses:** Board of State and Community Corrections  
Corrections Planning and Grants Programs Division  
2590 Venture Oaks Way, Suite 200  
Sacramento, CA 95833  
Attn: Proud Parenting Letter of Intent

## Proposal Due Date and Submission Instructions

The Proud Parenting Grant Program Proposal Package is provided at the end of this document and is formatted as a fillable document. Using the Tab key will allow the applicant access to those areas requiring information. The proposal **must** be submitted using the template provided in this solicitation. Applicants must submit one (1) complete proposal package electronically to the BSCC by **5:00 p.m. on August 6, 2021**.

**A complete proposal package includes a copy of the originally signed proposal (e-signatures will be accepted) and all required attachments as described on the Proposal Checklist (page 65).**

Email the complete proposal package in a single email to: [PP\\_Grants@bscc.ca.gov](mailto:PP_Grants@bscc.ca.gov). Upon submission of a proposal, applicants will receive a confirmation response from the BSCC stating the proposal has been received.

**If the BSCC does not receive an email containing the complete proposal package by 5:00 p.m. (PST) on August 6, 2021, the proposal will not be considered for funding.**

## Grant Program Description

The purpose of this grant program is to fund parenting services to young parents or expectant parents who are or were involved in the juvenile system and/or who are considered crossover youth within the child welfare system. Participants must be 25 years old or younger at time of program enrollment. This grant program assists participants and their children by supporting approaches that increase parenting knowledge, supports positive parent-child interactions, and improves co-parenting relationships. In addition, the grant helps to provide community linkages and encourages family-centered activities

to strengthen generational bonding. A Glossary of Terms for the Proud Parenting Grant Program RFP is provided in Appendix A.

### **Eligibility Criteria**

Eligible applicants for Proud Parenting Grant Program awards are:

- California County Offices of Education,
- California County Probation Departments,
- Non-Governmental Organizations (NGOs) (Not-for-Profit) located in the State of California. *Not-for-Profit organizations are those that are recognized as exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code. Community-based organizations, whether as applicants or through grantee contracts, must be registered with 501(c)(3) status and meet the criteria for all Non-Governmental Organizations listed below.*
- Federally Recognized Tribes in California. The current list, as published by the U.S. Department of Interior, Bureau of Indian Affairs, is attached as Appendix B.

Eligible applicants **may not** submit more than one (1) proposal for funding consideration.

Agencies or organizations currently receiving, or who have received prior Proud Parenting Grant Program funding, are eligible to apply for this round of grant funding. However, the proposed project **must not** be identical in the scope of work and the targeted geographical area as in the previously funded project(s).

Any applicant who applies as a direct grant recipient may be listed as a subgrantee or collaborating partner on a different application submittal. Applicants are free to partner with other governmental or non-governmental entities when collaborating on grant activities.

### **Criteria for All Non-Governmental Organizations**

Any Non-Governmental Organization (NGO) that receives Proud Parenting Grant Program funds (as either a direct recipient/grantee, subgrantee or subcontractor) must:

- Have been duly organized, in existence, and in good standing as of December 1, 2020<sup>2</sup>;
- Be registered with the California Secretary of State's Office, if applicable;
- Have a valid business license, Employer Identification Number (EIN), and/or Taxpayer ID (if sole proprietorship);
- Have any other state or local licenses or certifications necessary to provide the services requested (e.g., facility licensing by the Department of Health Care Services), if applicable; and
- Have a physical address.

All NGOs submitting an RFP must sign and submit Appendix C, Criteria for Non-Governmental Organizations Receiving Proud Parenting Grant Program Funds as part of the completed RFP package in order to establish eligibility for an award.

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<sup>2</sup> CBOs that have recently reorganized or have merged with other qualified CBOs that were in existence prior to December 1, 2020 are also eligible, provided all necessary agreements have been executed and filed with the California Secretary of State prior to January 1, 2022



All applicants must submit Appendix C, Criteria for Non-Governmental Organizations Receiving Proud Parenting Grant Program Funds as part of the completed RFP package to document the compliance of any NGOs identified as partners in the proposal. All grantees must submit an updated Appendix C throughout the life of the grant agreement for any additional NGOs that may be awarded Proud Parenting 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.

## Project Funding Information

### Grant Period

Successful applicants will be funded for three (3) one-year grant cycles<sup>3</sup> beginning January 1, 2022 through December 31, 2024 for project services. An additional three (3) months (January 1, 2025 through March 31, 2025) is solely for the purposes of completing and submitting the Local Evaluation Report and the Financial Audit. Each grant cycle will be contingent on appropriation in the State Budget Acts and on compliance with the Proud Parenting Grant Program requirements.

### Funding Amount

A total of \$835,000 in state general funding is available statewide<sup>4</sup>. The maximum amount of funding for which any single applicant may apply is \$100,000 (for the first year of a three [3] year grant cycle). Each subsequent year, up to two (2) additional years, will be funded at the amount requested in the original application for funding (see Grant Period above). Applicants must build their budget information for the first 12-months of the grant cycle only.

Applicants are encouraged to request only the amount of funds needed to support their proposal and not base the request solely on the maximum allowed (\$100,000).

Funding for the Proud Parenting Grant Program Grant is not a continual funding source for awarded projects. This funding is considered "seed" money or "seed" funding, awarded after the BSCC's competitive RFP process to support projects in their first three (3) years of project implementation and operation.

### Match Requirement

The Proud Parenting Grant Program does not require matching and/or leveraged funds.

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<sup>3</sup> Provided grant funding is appropriated in the 2021-22, 2022-23, and 2023-24 State Budget Acts.

<sup>4</sup> Provided grant funding is appropriated in the 2018-19 State Budget Act.

## **Supplanting**

Supplanting is the deliberate reduction in the amount of federal, state, local, or organizational 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. BSCC grant funds shall be used to support new program activities or to augment existing funds which 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.

## **General BSCC 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. See Appendix D for a sample contract (State of California: Contract and General Terms and Conditions).

The Grant Agreement start date is expected to be January 1, 2022. Grant Agreements are considered fully executed only after they are signed by both the Grantee and the BSCC. Work, services, and encumbrances should not begin prior to the Grant Agreement start date. If a grantee chooses to incur costs for reimbursement, any work, services, and encumbrances which 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 (3) years after the final payment under the contract.

### **Governing Board Resolution**

All 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 Appendix E. A signed resolution is not required at the time of proposal submission; however, grant recipients must have a resolution on file for the Proud Parenting Grant before a fully executed grant agreement can be completed and before any reimbursement payments can be made.

### **Funding Awards**

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 application form as the Financial Officer for the grant. Grantees must submit invoices to the BSCC on a quarterly basis through the online process 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 a desk review process which requires grantees to submit electronic documentation to support all grant funds claimed during an invoicing period and on-site

monitoring visits that will include a review of documentation maintained as substantiation for project expenditures.

### **Audit Requirements**

Grantees are required to provide the BSCC with a financial audit no later than the end of the contract term (March 31, 2025). The financial audit shall be performed by a Certified Public Accountant or a participating auditor that is organizationally independent from the participating grantee's project financial management functions. Expenses for this final audit may be reimbursed for actual costs up to \$25,000.

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

The Department of General Services, the Bureau of State Audits, 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.

### **Quarterly Progress Reports**

Grant award recipients are required to submit quarterly progress reports (QPRs) to the BSCC. QPRs are a critical element in BSCC's monitoring and oversight process. Grantees who are unable to demonstrate that they are making sufficient progress toward project goals and objectives and show that funds are being spent in accordance with the Grant Agreement could be subject to the withholding of funds. Once grants are awarded, the BSCC will work with grantees to create custom QPRs. A sample of a Proud Parenting Grant Program QPR is provided in Appendix F.

### **Grantee Orientation Process**

Following the start of the grant period, BSCC staff will conduct a Grantee Orientation (at a date to be determined later). The purpose of this mandatory training is to review the program requirements, invoicing and modification processes, data collection and reporting requirements, evaluation requirements, as well as other grant management and monitoring activities. Typically, the Project Director, Financial Officer, and Day-to-Day Contact must attend. If an in-person training is scheduled, Grant recipients may use Proud Parenting Grant funds for travel-related expenditures such as airfare, mileage, meals, lodging, and other per diem costs. Applicants should include potential travel costs in the budget section of the proposal under the "Other" category for this single day event.

### **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 Agreement, to attend any mandated BSCC training conferences or workshops outlined in the terms of the program.

## **Units of Government**

Units of government may follow either their own written travel and per diem policy or the State's policy. Units of government that plan to use cars from a state, county, city, district carpool, or garage may budget either the mileage rate established by the carpool or garage, or the state mileage rate, not to exceed the loaning agency rate.

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

An NGO receiving BSCC funds must use the 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 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 BSCC will not enter into contracts or provide disbursements or 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 (3) 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.

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

### **Comprehensive Monitoring Visits**

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. As needed, monitoring visits may also occur to provide technical assistance on fiscal, programmatic, evaluative, and administrative requirements. For your reference, a sample Comprehensive Monitoring Visit checklist can be found at:

<http://www.bscc.ca.gov/wp-content/uploads/Comprehensive-Monitoring-Visit-Tool-sample-3.28.19.pdf>.

## **Use of Effective Programs and Data-Driven Approaches**

The BSCC is committed to supporting programs, practices, and strategies that are rooted in documented evidence showing they reduce youth risk factors and rates of recidivism while also considering participant characteristics, situations, and preferences as well as supporting a focus on better outcomes for family participants.

Applicants should use data to drive conscientious decision-making in the development, implementation, and appraisal of their overall projects. Applicants should demonstrate that their proposal is linked to the implementation of practices and strategies supported by data. The following information is offered to help applicants understand the BSCC's broad view of data-supported practices and decision-making.

For the purposes of this RFP, applicants can reference the following three basic principles:

- 1. Is there evidence or data to suggest that the intervention, service, or strategy is likely to work, i.e., produce a desired benefit?** *For example, was the intervention, service, or strategy selected by the project used by another entity with documented positive results? Is there published research/information on the intervention the project has chosen to implement showing its effectiveness? Is the intervention or strategy being used by another entity with a similar problem and similar target population?*
- 2. Once an intervention, service, or strategy is selected, will you be able to demonstrate that it is being carried out as intended?** *For example, does this intervention, service, or strategy provide for a way to monitor quality control or continuous quality improvement? If this intervention, service, or strategy was implemented in another area, are there procedures in place to ensure the model is being closely followed (so the project is more likely to achieve similar desired outcomes)?*

3. **Is there a plan to collect data that will allow for an appraisal of whether the intervention, service, or strategy worked?** *For example, will the intervention, service, or strategy selected allow for the collection of data or other information so outcomes can be measured at the conclusion of the project? Are there or will there be processes in place to identify, collect, and analyze that data/information?*

Applicants are encouraged to develop an overall project that incorporates these principles but is tailored to fit the needs of the communities they serve, which may also include innovative strategies.

## Reducing Racial and Ethnic Disparity

Research shows that youth and adults of color are significantly overrepresented in the criminal justice system in California<sup>5</sup>. BSCC supports efforts to reduce racial and ethnic disparities and encourages others to do the same. The BSCC has undertaken several activities to ensure that California addresses this concern including trainings. Applicants should, as relevant, describe how grant activities will impact youth of color who are subject to justice or child welfare system involvement.

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

## Project Evaluation Requirements

In addition to quarterly progress reports (QPRs), projects selected for funding will be required to submit to the BSCC: (1) a Local Evaluation Plan and (2) a Local Evaluation Report.

**Local Evaluation Plan** - The purpose of the Local Evaluation Plan (LEP) 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 relation to each of its goals and objectives identified in the proposal. The LEP 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 LEP must be approved in advance by the BSCC. More detailed instructions on the LEP will be made available to successful applicants. See Appendix H for a sample of evaluation components.

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<sup>5</sup> Multiple studies confirm the disparities in the criminal and juvenile justice systems. The W. Haywood Burns Institute (<http://www.burnsinstitute.org/>) has worked extensively on this issue as has the National Council on Crime and Delinquency (NCCD) and the Center for Juvenile Justice Reform, Georgetown University (<https://cjjr.georgetown.edu/certificate-programs/reducing-racial-and-ethnic-disparities/>)

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

**Local Evaluation Report** - Following project completion, grantees are required to complete a final Local Evaluation Report (LER) which must be in a format prescribed by the BSCC. The purpose of the final LER is to determine whether the overall project was effective in meeting the goals laid out in the LEP. To do this, the grantee must assess and document the effectiveness of the activities that were implemented. These activities should have been identified in the previously submitted LEP. More detailed instructions on the LER 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. Applicants are encouraged to partner with state universities or community colleges for evaluations. Evaluation planning, oversight, and reporting activities may be funded by the Proud Parenting Grant Program monies and should be identified within the applicant's proposed budget.

## **BSCC Executive Steering Committee Process**

### **Proud Parenting Grant Program Executive Steering Committee**

To ensure successful program design and implementation, the BSCC uses Executive Steering Committees (ESCs) and Advisory Groups to inform decision-making related to the Board's programs. These committees are composed 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 and Advisory Groups - 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. The Board then approves, rejects, or revises those recommendations. Members of ESCs are not paid for their time but are reimbursed for travel expenses incurred to attend meetings.

The Proud Parenting Grant Program ESC included subject matter experts on education, public health, youth advocacy, the juvenile justice system, and lived experience. A list of ESC members can be found in Appendix I.

### **Conflicts of Interest**

Existing law prohibits any grantee, subgrantee, partner, or like party who participated on the above referenced Proud Parenting Grant Program ESC from receiving funds from the grants awarded under this RFP. Applicants who are awarded grants under this RFP are responsible for reviewing the Proud Parenting Grant Program ESC membership roster (Appendix I) and ensuring that no grant dollars are passed through to any entity represented by any member of the ESC.



## Overview of the RFP Process

### Confirmation of Receipt of Proposal

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

### Disqualification – **PLEASE READ THOROUGHLY**

“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 a **disqualification**:

- The applicant is not an eligible applicant or does not meet the eligibility criteria for the Proud Parenting Grant funding (see Eligibility for Funding, pages 1 and 4).
- The funding request for an application is more than \$100,000.
- An electronic version of the complete proposal package is not received by 5:00 p.m. on Friday, August 6, 2021.
- The complete proposal package was not submitted using the BSCC Proud Parenting Grant Program proposal template as provided at the end of this document, including the narrative section formatting requirements set within the template:
  - Arial 12-point font
  - One-inch margins on all four sides
  - 1.5-line spacing
- The complete proposal package does not contain all required sections and attachments (e-signatures will be accepted in place of original signatures):
  - Coversheet – not accurately completed
  - Proud Parenting Grant Program Checklist – not completed and signed
  - Applicant Information Form – not completed and signed
  - Proposal Abstract - exceeds the maximum limit of **1 page** in length
  - Proposal Narrative (Project Need, Project Description, Project Collaboration, and Project Evaluation)
    - Project Need - exceeds the maximum limit of **2 pages** in length
    - Project Description - exceeds the maximum limit of **3 pages** in length
    - Project Collaboration - exceeds the maximum limit of **1 page** in length
    - Project Evaluation - exceeds the maximum limit of **1 page** in length
  - Project Work Plan - exceeds the maximum limit of **2 pages** in length
  - Budget Table - exceeds the maximum limit of **1 page** in length
  - Budget Narrative - exceeds the maximum limit of **3 pages** in length
  - Criteria for Non-Governmental Organizations Receiving Proud Parenting Grant Funds (Appendix C) – not completed, signed, or submitted
  - Certification of Compliance with BSCC Policies on Debarment, Fraud, Theft and Embezzlement (Appendix G) – not completed, signed, or submitted
- Note: two (2) additional optional pages are allowed for citing sources and additional information. See page 21 for instructions.



## Rating Process

Unless disqualified, proposals will advance to the Proposal Rating Process. The Proud Parenting Grant Program ESC members will read and rate each proposal in accordance with the prescribed rating factors listed in the table below.

The ESC members will base their ratings on how well an applicant addresses the items listed under each rating factor within the Proposal Narrative and Budget. ESC member ratings, once submitted to the BSCC, will be final.

At the conclusion of this process, applicants will be notified of the funding recommendations. It is anticipated the BSCC Board will act on the recommendations at its meeting on November 18, 2021. Applicants and partners are not to contact members of the ESC nor the BSCC Board to discuss proposals.

## Rating Factors

The Rating Factors to be used and the maximum points assigned 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 importance (see Percent of Total Value column).

### Proud Parenting Grant Program Rating Factors and Point Values

	Rating Factors	Point Range	Percent of Total Value	Weighted Rating Factor Score
1	Project Need	0 - 5	30%	60
2	Project Description	0 - 5	40%	80
3	Project Collaboration	0 - 5	20%	40
4	Project Evaluation	0 - 5	5%	10
5	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 on a scale of 0-5, 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 (determined by the ESC) associated with the Rating Factor to arrive at the final Weighted Score. The Weighted Rating Factor Scores are then added together for a final overall proposal score.

## Threshold/Minimum Score

To be considered for funding, a proposal must meet a threshold of **60 percent (60%)**, or minimum proposal score of **120** total points.

In the event two proposals have identical proposal scores, the tie will be resolved by evaluating the individual Rating Factor scores of the two proposals, starting with the highest weighted Rating Factor: in this case, the Project Description score. If an identical score occurs on this Rating Factor, Rating Factor Scores will be used in the following order based on the descending weight valued until the tie is broken: Project Need, Project Collaboration, and finally the sum of the Project Evaluation and Project Budget scores (the sum is used as these Ratings Factors have the same weighted value of 5 percent of the total 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.

### Summary of Key Dates

The following table shows a timeline of key dates related to the Proud Parenting Grant Program.

Activity	Date
RFP Present for Board Approval	June 10, 2021
Release Request for Proposals	June 11, 2021
Bidder's Conference	June 30, 2021
Proposals Due to the BSCC (8 weeks)	August 6, 2021
Rater Training of the ESC	September 1-2, 2021
Proposal Rating Process and Development of Funding Recommendations by ESC	September – October 2021
Present Funding Recommendations to Board	November 18, 2021
Grants Begin	January 1, 2022

## PART II: PROPOSAL INSTRUCTIONS AND RATING FACTORS

The following section contains pertinent information on how to complete the Request for Proposal package for the Proud Parenting Grant Program. Submittal instructions are contained in Part I, page 3.

- Proposal Abstract
- Proposal Narrative Sections
  1. Project Need
  2. Project Description
  3. Project Collaboration
  4. Project Evaluation
- Budget Table
- Budget Narrative
- Project Attachments
  - Optional Additional RFP Information
  - Letter(s) of Commitment
  - Appendix C: Criteria for Non-Governmental Organizations Receiving Proud Parenting Grant Program Funds
  - Appendix G: Certification of Compliance with BSCC Policies Regarding Debarment, Fraud, Theft, and Embezzlement

**\*\*\* THE REQUEST FOR PROPOSAL PACKAGE CAN BE FOUND AT THE END OF THIS ENTIRE DOCUMENT. THE PROPOSAL TEMPLATE IS PROVIDED IN A FILLABLE FORMAT. USING THE TAB KEY WILL ALLOW THE APPLICANT ACCESS TO THOSE AREAS REQUIRING INFORMATION. THE PROPOSAL MUST BE SUBMITTED USING THE TEMPLATE PROVIDED IN THIS SOLICITATION. APPLICANTS MUST SUBMIT ONE (1) COMPLETE PROPOSAL PACKAGE ELECTRONICALLY TO THE BSCC BY 5:00 P.M. ON AUGUST 6, 2021. \*\*\***

## Proposal Abstract

Instructions: The Proposal Abstract should provide a brief summary of the proposed project. The Proposal Abstract must be submitted using the BSCC Proud Parenting Grant Program proposal template (a locked, fillable form) provided at the end of this document (Arial 12-point font with one-inch margins on all four sides and at 1.5-line spaced) and cannot exceed **one (1) numbered page** in length. This section will not be included in the rating of the Proposal.

## Proposal Narrative

The Proposal Narrative should address the Project Need, Project Description, Project Collaboration, and Project Evaluation. The Proposal Narrative must be submitted using the BSCC Proud Parenting Grant Program proposal template provided at the end of this document (Arial 12-point font with one-inch margins on all four sides and at 1.5-line spaced). Each proposal narrative section cannot exceed the specified maximum number of pages stated below:

- Project Need cannot exceed a maximum of **2 pages** in length
- Project Description cannot exceed a maximum of **3 pages** in length
- Project Collaboration cannot exceed a maximum of **1 page** in length
- Project Evaluation cannot exceed a maximum of **1 page** in length
- Project Work Plan cannot exceed a maximum of **2 pages** in length

If these narrative sections exceed the above page length maximums, the application will be disqualified (see page 12).

Footnotes are not allowable within the Proposal Narrative section. Sources cited must be included within Proposal Narrative or may be referenced within the optional “Additional RFP Information” attachment.

### Do not include any of the following within your narrative:

- Footnotes;
- Tables;
- Graphs;
- Charts;
- Graphics; or
- Website links.

The page limitations stated above do not include the following mandatory items:

- The Cover Sheet;
- The Proposal Checklist;
- The Applicant Information Form;
- Other required attachments (see Proposal Checklist on page 64).

Within each narrative section, address the following items in a cohesive, comprehensive, and concise narrative format.

**Rating Criteria for Project Need**  
Percent of Total Value: 30%

Address the rating factor for Project Need in narrative form as defined below. The response will be evaluated with a single rating based on a scale of 0-5. 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 is to be evaluated.

1.1	Describe the need(s) and/or opportunities related to the goals of the Proud Parenting Grant Program.
1.2	Describe existing resources, services, and activities currently available for the target population/project area as well as service gaps that contribute to the need(s) and/or opportunities described above.
1.3	Describe the collaborative process for receiving input, to determine the need and/or opportunities of the community or impacted populations.
1.4	Provide relevant local/regional qualitative and/or quantitative data with citations in support of the Proud Parenting Grant Program need(s) and/or opportunities.

**Rating Criteria for Project Description**  
Percent of Total Value: 40%

Address the rating factor for Project Description in narrative form as defined below. The response will be evaluated with a single rating based on a scale of 0-5. 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 is to be evaluated.

2.1	Describe the proposed project that will address the need(s) and/or opportunities discussed in the Project Needs section. The description should include: <ul style="list-style-type: none"> <li>• The identified target population and project area to be served by the Proud Parenting Grant Program.</li> <li>• The projected number of participants to be served.</li> </ul>
2.2	Description of the proposed program goal(s), objectives, and impact that includes the relationship to the need and intent of the Proud Parenting Grant Program <ul style="list-style-type: none"> <li>• A Work Plan (Attachment J – Proud Parenting Grant Program RFP) is complete, identifying at least one goal and corresponding measurable objectives, and how these will be achieved in terms of the activities, responsible staff/partners, start and end dates, and data to measure outcomes associated with goals.</li> </ul>

2.3	Describe the proposed services/interventions of the project in relation to the target population, including: <ul style="list-style-type: none"> <li>• A description of the process for determining the services a participant will receive and how participant progress will be assessed.</li> <li>• Detail of how the services will be delivered, including length and duration.</li> <li>• A description of the referral process proposed for youth who will be served by the Proud Parenting Grant Program.</li> </ul>
2.4	Describe the plan for selecting the individuals who will deliver the project activities and services, and how they reflect the community which they are serving.
2.5	Describe the rationale for the proposed Proud Parenting Grant Program, which includes: <ul style="list-style-type: none"> <li>• The selection of evidence-based, promising, informed, or innovative practices, interventions, and services.</li> <li>• A description of relevant evidence or research to support the selection of the proposed program for the target population.</li> </ul>
2.6	Describe the plan for incorporating principles of cultural relevancy and sensitivity into the proposed project.
2.7	Describe the plan for incorporating principles of trauma-informed approaches into the proposed project.

**Rating Criteria for Project Collaboration**

Percent of Total Value: 20%

Address the rating factor for Project Collaboration in narrative form as defined below. The response will be evaluated with a single rating based on a scale of 0-5. 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 is to be evaluated.

3.1	Describe the steps taken and/or to be taken to establish a comprehensive collaborative effort for this project. A demonstration of readiness to collaborate and to provide services to the target population should be documented.
3.2	Identify all partner agencies/organizations/tribes and describe their roles and responsibilities on the project. <ul style="list-style-type: none"> <li>• Letter(s) of Commitment are included (as attachments) demonstrating a known or proposed partnering agency, organization, or tribe's role(s), responsibilities, and commitment to participate in the project.</li> </ul>
3.3	Describe how those with lived experience (similar to the target population) have been consulted with and/or included in the development, implementation, and oversight of the project.
3.4	Describe how collaborative efforts will provide sustainability of the project after the Proud Parenting Grant Program funding ends.

**Rating Criteria for Project Evaluation**  
Percent of Total Value: 5%

Address the rating factor for Project Evaluation in narrative form as defined below. The response will be evaluated with a single rating based on a scale of 0-5. 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 is to be evaluated.

4.1	Identify and define process and outcome measures that are quantifiable, and in-line with the goal(s) and objectives of the project, and the intent of the grant.
4.2	Describe a preliminary plan for collecting and evaluating baseline and subsequent outcome data related to the outcome measures. Provide data sharing agreements, if applicable.
4.3	Describe the strategy/methodology that will be used to determine whether the goals identified in the Project Work Plan were achieved.

**Proposal Budget**

**Rating Criteria for Project Budget**  
Percent of Total Value: 5%

Address the rating factor for Project Budget in narrative form as defined below. The response will be evaluated with a single rating based on a scale of 0-5. 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 is to be evaluated.

5.1	Provide a complete Budget Table that is appropriate for the proposed project.
5.2	In each budget line item where funding is requested, provide a budget narrative that relates the expenses to the proposed project and is inclusive of project components.

As part of the application process, applicants are required to submit the RFP Budget Table and Narrative using the BSCC Proud Parenting Grant Program proposal template provided at the end of this document (Arial 12-point font with one-inch margins on all four sides and at 1.5-line spaced).

- The Budget Table cannot exceed **one (1) numbered page** in length.
- The Budget Narrative cannot exceed **three (3) numbered pages** in length.

The Budget sections must be filled out completely and accurately. Applicants are solely responsible for the accuracy and completeness of the information entered in the Budget Section. All project costs must be directly related to the objectives and activities of the

project demonstrating how the funds will be used to address the local need(s) and/or opportunities as identified in the Project Need Section. **The Budget Table must cover only the first year of the grant (January 1, 2022 through December 31, 2022).**

For additional guidance related to grant budgets, refer to the *July 2020 BSCC Grant Administration Guide*, found under Quick Links on the Corrections Planning and Grant Programs home page: [http://www.bscc.ca.gov/s\\_correctionsplanningandprograms/](http://www.bscc.ca.gov/s_correctionsplanningandprograms/)

### **Additional RFP Information (Optional)**

Applicants have the option to include a maximum of two (2) additional numbered pages to the Proposal Package. Identify these pages with the header: Additional RFP Information. These pages must have a one-inch margin on all four sides and may **only** include endnotes, tables, charts, graphs and/or graphics, must be cited/referenced within the Proposal Narrative, must directly support the Proposal Narrative, and be legible. If more than two (2) pages are submitted, only the first two (2) will go forward to the raters.

### **RFP Mandatory Documents**

#### **Letter(s) of Commitment**

Applicants must include at least one (1) Letter of Commitment as part of the application package. A Letter(s) of Commitment should express, not only support for the proposed project, but also the author's specific commitment and collaborative efforts toward ensuring the overall success of the project. There is no required format for the Letter(s) of Commitment; however, each letter must:

- ✓ be on the collaborating agency/organization/tribe's letterhead
- ✓ detail the roles and responsibilities of the partnering agency/organization/tribe within the Proud Parenting Grant Program.

#### **Criteria for Non-Governmental Organizations Receiving Proud Parenting Grant Funds**

Please see Appendix C.

#### **Certification of Compliance with BSCC Policies on Debarment, Fraud, Theft and Embezzlement**

Please see Appendix G



# APPENDICES

## APPENDIX A

### Glossary of Terms – Proud Parenting Grant Program

#### DEFINITIONS FOR THE PURPOSES OF PROUD PARENTING GRANT PROGRAM

##### **Community-Driven**

Community-driven practices are programs and strategies that are derived from the traditional practices of a particular racial, ethnic, or cultural community and have been determined effective by the community.

##### **Cultural Relevance**

Cultural relevance acknowledges the influence of the youth's identity characteristics on the youth's experience of the world and incorporates perspectives into the program's environment. These identity characteristics include racial/ethnic, gender, class, religion, educational, sexual orientation, gender identity, family heritage, disability, and any other identity the youth communicates as important. It is the idea that a person's beliefs, values, and practices should be understood based on that person's own culture- and not be judged against the criteria of one's own, or another's, culture.

##### **Cultural Sensitivity**

Cultural sensitivity is the knowledge, awareness, skills, attitudes, and beliefs that enable individuals to work well with, respond effectively to, and be supportive of other people in cross-cultural settings.

##### **Developmentally Appropriate**

A service or intervention may be considered developmentally appropriate if it is based on a child's level of need, or developmental stage, rather than the child's chronological age.

##### **Evidence-based / Promising Practices**

Evidence-based practices are programs and strategies that have been found effective at improving positive or preventing negative health outcomes, using rigorous scientific research methods. Programs and strategies may be evidence-based across all populations, or only for particular cultures and identities.

Promising practices are programs and strategies that have shown some positive results and potential for improving desired health outcomes. They may have evidence from use in real-world settings, a strong theoretical framework, and/or expert opinion, but have not been fully replicated in scientific studies. Depending on the level of scientific evidence, these are sometimes referred to as "evidence-informed," "research-supported," or "emerging" practices.

Applicants may find it helpful to review the information on evidence-based practices in Appendix K of this RFP as well as 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>.

### **Financial Audit**

A financial audit provides assurances that an organization's financial statements are free of material misstatement based upon the application of generally accepted accounting principles.

### **Non-Governmental Organization**

A non-governmental organization (NGO) is a local public organization that provides services to a community consisting of individuals, groups, or other organizations that constitute the local or community service population. In the context of the Proud Parenting Grant Program, an NGO is generally considered to be a non-government, non-law enforcement organization that provides services individuals that are at risk of involvement or already involved with the justice system. In this RFP, NGOs and nonprofit organizations are also referred to as CBOs or Community-Based Organizations (CBOs).

### **Service Need Determination**

In considering whether to provide diversion services to potential program participants, service providers receiving funding under this grant must use an approach that is trauma-informed, culturally relevant and developmentally appropriate. Approaches could include, but are not limited to, surveys or interviews. Applicants must thoroughly explain and justify their proposed approach for deciding which youth will be selected or chosen for program participation. Every applicant must identify some methodology for determining whether a potential program participant would benefit from services and how youth will be matched with specific services that provide those benefits.

### **Trauma**

Trauma is an experience(s) that causes intense physical and psychological stress reactions. It can refer to a single event, multiple events, or a set of circumstances that is experienced by an individual as physically and emotionally harmful or threatening and that has lasting adverse effects on the individual's physical, social, emotional, cognitive, or spiritual well-being.

### **Trauma-Informed Approach**

A trauma-informed approach is one in which all parties involved recognize and respond appropriately to the impact of traumatic stress designed to the youth's individual needs and ensure the physical and psychological safety of all youth, family members, and staff. A trauma-informed approach realizes the prevalence of trauma and why a trauma-informed approach is important; recognize how trauma affects all individuals in an organization, program, system, and/or workforce; responds effectively and with compassion; and actively works to resist re-traumatization.

### **Trauma-Informed Care**

Trauma-informed care is an organizational structure and system framework that involves understanding, recognizing, and responding to traumatic stress reactions and the effects of all types of trauma. Trauma-informed care also emphasizes raising awareness and providing resources about trauma and the impact of trauma on youth, family members and staff.

## EVALUATIVE TERMS

### **Local Evaluation Plan and Local Evaluation Report**<sup>6</sup>

The purpose of the Local Evaluation Plan and the Local Evaluation Report is to identify whether the program achieved its goals and objectives. Outcome measures are designed to answer the question: “What results did the program produce?” Examples of outcome measures could include:

- Results of pre/post surveys (e.g., improvements in the number of high school graduates or reductions in law enforcement contacts).
- Implementation of programs aimed at increasing the number of youth enrolled in mentoring programs.
- Changes in policies that improve access to alcohol and substance use prevention services for youth.

### **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>7</sup>.

Examples of goal statements<sup>8</sup>:

- To reduce the number of youths who commit serious offenses.
- To reduce the number of youths who exhibit a pattern of chronic offending.
- To divert youth who commit nonviolent offenses from state juvenile correctional institutions.
- To restore the losses suffered by the victims of crimes.
- To make improvements in academic behavior and/or achievement.
- To reduce rates of youth substance use in the target area.

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<sup>6</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/pubs/juv-justice/program-evaluation.pdf>.

<sup>7</sup> Justice Research and Statistics Association, Juvenile Justice Evaluation Center. (2003, June). *Juvenile Justice Program Evaluation: An overview (Second Edition)*. Retrieved from <http://www.jrsa.org/pubs/juv-justice/program-evaluation.pdf>. See also New York State Division of Criminal Justice Services. *A Guide to Developing Goals and Objectives for Your Program*. Retrieved from <http://www.criminaljustice.ny.gov/ofpa/goalwrite.htm>.

<sup>8</sup> *Id.* at p. 4.

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 (3) 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>10</sup>

- By the end of the program, drug-addicted youth will recognize the long-term consequences of drug use.
- To place eligible youth in an intensive supervision program within two weeks of adjudication to ensure their accountability and the community's safety.
- To ensure the youth in this program carry out all the terms of the mediation agreements they have worked out with their victims by program completion.
- To improve the self-discipline and study habits of youth enrolled.

### **Principles of Effective Intervention**

During the past two decades, there has been renewed interest in examining correctional research. These efforts have been led by researchers such as Gendreau, Andrews, Cullen, Lipsey and others.<sup>11</sup> Much evidence has been generated, leading to the conclusion that many rehabilitation programs have, in fact, produced significant reductions in recidivism. The next critical issue became the identification of those characteristics most commonly associated with effective programs. Through the work of numerous scholars (Andrews et al., 1990<sup>12</sup>; Cullen and Gendreau, 2000<sup>13</sup>; Lipsey 1999<sup>14</sup>), several “principles of effective intervention” have been identified. These principles can be briefly categorized as the following:

- Assess Risk/Needs
- Enhance Intrinsic Motivation
- Target Interventions
  - Risk Principle
  - Needs Principle
  - Responsivity Principle

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<sup>9</sup> Justice Research and Statistics Association, Juvenile Justice Evaluation Center. (2003, June). *Juvenile Justice Program Evaluation: An overview (Second Edition)* p. 5. Retrieved from <http://www.jrsa.org/pubs/juv-justice/program-evaluation.pdf>.

<sup>10</sup> *Id.*

<sup>11</sup> For a thorough review of this research, see Cullen, F.T. and B.K. Applegate. 1998. *Offender rehabilitation: Effective correctional intervention*. Brookfield, Vt.: Ashgate Dartmouth.

<sup>12</sup> Andrews, D.A., I. Zinger, R.D. Hoge, J. Bonta, P. Gendreau and F.T. Cullen. 1990. Does correctional treatment work? A clinically relevant and psychologically informed meta-analysis. *Criminology* 28(3):369-404.

<sup>13</sup> Cullen, F.T. and P. Gendreau. 2000. Assessing correctional rehabilitation: Policy, practice, and prospects. In *Criminal justice 2000: Volume 3 – Policies, processes, and decisions of the criminal justice system*, ed. J. Horney, 109-175. Washington, D.C.: U.S. Department of Justice, National Institute of Justice.

<sup>14</sup> Lipsey, M.W. 1999. Can intervention rehabilitate serious delinquents? *The Annals of the American Academy of Political and Social Science*, 564(2):142-166.

- Dosage
- Treatment Principle
- Skill Train with Directed Practice
- Increase Positive Reinforcement
- Engage Ongoing Support in Natural Communities
- Measure Relevant Processes/Practices
- Provide Measurement Feedback

### **Qualitative Data**

Qualitative data (information) is based on written or spoken narratives. The purpose of qualitative data (information) is to explain and gain insight and understanding of events through collection of narrative data/information.

### **Quantitative Data**

Quantitative data is based on numbers and mathematical calculations. The purpose of quantitative data is to explain, predict, and/or control events through focused collection of numerical data

**APPENDIX B**  
**Federally Recognized Tribes in California by U.S. Department of Interior,**  
**Bureau of Indian Affairs as of May 1, 2021**

No.	TRIBE
1	Agua Caliente Band of Cahuilla Indians of the Agua Caliente Indian Reservation
2	Alturas Indian Rancheria
3	Augustine Band of Cahuilla Indians
4	Barona Group of Capitan Grande Band of Mission Indians of the Barona Reservation
5	Bear River Band of the Rohnerville Rancheria
6	Berry Creek Rancheria of Maidu Indians of California
7	Big Lagoon Rancheria
8	Big Pine Paiute Tribe of the Owens Valley
9	Big Sandy Rancheria of Western Mono Indians of California
10	Big Valley Band of Pomo Indians of the Big Valley Rancheria
11	Bishop Paiute Tribe
12	Blue Lake Rancheria
13	Bridgeport Indian Colony
14	Buena Vista Rancheria of Me-Wuk Indians of California
15	Cabazon Band of Mission Indians
16	Cachil DeHe Band of Wintun Indians of the Colusa Indian Community of the Colusa Rancheria
17	Cahto Tribe of the Laytonville Rancheria
18	Cahuilla Band of Indians
19	California Valley Miwok Tribe

No.	TRIBE
20	Campo Band of Diegueno Mission Indians of the Campo Indian Reservation
21	Cedarville Rancheria
22	Chemehuevi Indian Tribe of the Chemehuevi Reservation
23	Cher-Ae Heights Indian Community of the Trinidad Rancheria
24	Chicken Ranch Rancheria of Me-Wuk Indians of California
25	Cloverdale Rancheria of Pomo Indians of California
26	Cold Springs Rancheria of Mono Indians of California
27	Colorado River Indian Tribes of the Colorado River Indian Reservation, Arizona and California
28	Coyote Valley Band of Pomo Indians of California
29	Dry Creek Rancheria Band of Pomo Indians
30	Elem Indian Colony of Pomo Indians of the Sulphur Bank Rancheria
31	Elk Valley Rancheria
32	Enterprise Rancheria of Maidu Indians of California
33	Ewiiapaayp Band of Kumeyaay Indians
34	Federated Indians of Graton Rancheria
35	Fort Bidwell Indian Community of the Fort Bidwell Reservation of California
36	Fort Independence Indian Community of Paiute Indians of the Fort Independence Reservation
37	Fort Mojave Indian Tribe of Arizona, California & Nevada
38	Greenville Rancheria
39	Grindstone Indian Rancheria of Wintun-Wailaki Indians of California



No.	TRIBE
40	Guidiville Rancheria of California
41	Habematolel Pomo of Upper Lake
42	Hoopa Valley Tribe
43	Hopland Band of Pomo Indians
44	Iipay Nation of Santa Ysabel
45	Inaja Band of Diegueno Mission Indians of the Inaja and Cosmit Reservation
46	Ione Band of Miwok Indians of California
47	Jackson Band of Miwok Indians
48	Jamul Indian Village of California
49	Karuk Tribe
50	Kashia Band of Pomo Indians of the Stewarts Point Rancheria
51	Kletsel Dehe Band of Wintun Indians
52	Koi Nation of Northern California
53	La Jolla Band of Luiseno Indians
54	La Posta Band of Diegueno Mission Indians of the La Posta Indian Reservation
55	Lone Pine Paiute-Shoshone Tribe
56	Los Coyotes Band of Cahuilla and Cupeno Indians
57	Lytton Rancheria of California
58	Manchester Band of Pomo Indians of the Manchester Rancheria
59	Manzanita Band of Diegueno Mission Indians of the Manzanita Reservation
60	Mechoopda Indian Tribe of Chico Rancheria

No.	TRIBE
61	Mesa Grande Band of Diegueno Mission Indians of the Mesa Grande Reservation
62	Middletown Rancheria of Pomo Indians of California
63	Mooretown Rancheria of Maidu Indians of California
64	Morongo Band of Mission Indians
65	Northfork Rancheria of Mono Indians of California
66	Pala Band of Mission Indians
67	Paskenta Band of Nomlaki Indians of California
68	Pauma Band of Luiseno Mission Indians of the Pauma & Yuima Reservation
69	Pechanga Band of Luiseno Mission Indians of the Pechanga Reservation
70	Picayune Rancheria of Chukchansi Indians of California
71	Pinoleville Pomo Nation
72	Pit River Tribe
73	Potter Valley Tribe
74	Quartz Valley Indian Community of the Quartz Valley Reservation of California
75	Quechan Tribe of the Fort Yuma Indian Reservation, California & Arizona
76	Ramona Band of Cahuilla
77	Redding Rancheria
78	Redwood Valley or Little River Band of Pomo Indians of the Redwood Valley Rancheria California
79	Resighini Rancheria
80	Rincon Band of Luiseno Mission Indians of the Rincon Reservation

No.	TRIBE
81	Robinson Rancheria
82	Round Valley Indian Tribes, Round Valley Reservation
83	San Manuel Band of Mission Indians
84	San Pasqual Band of Diegueno Mission Indians of California
85	Santa Rosa Band of Cahuilla Indians
86	Santa Rosa Indian Community of the Santa Rosa Rancheria
87	Santa Ynez Band of Chumash Mission Indians of the Santa Ynez Reservation
88	Scotts Valley Band of Pomo Indians of California
89	Sherwood Valley Rancheria of Pomo Indians of California
90	Shingle Springs Band of Miwok Indians, Shingle Springs Rancheria (Verona Tract)
91	Soboba Band of Luiseno Indians
92	Susanville Indian Rancheria
93	Sycuan Band of the Kumeyaay Nation
94	Table Mountain Rancheria of California
95	Tejon Indian Tribe
96	Timbisha Shoshone Tribe
97	Tolowa Dee-ni' Nation
98	Torres Martinez Desert Cahuilla Indians
99	Tule River Indian Tribe of the Tule River Reservation
100	Tuolumne Band of Me-Wuk Indians of the Tuolumne Rancheria of California
101	Twenty-Nine Palms Band of Mission Indians of California

No.	TRIBE
102	United Auburn Indian Community of the Auburn Rancheria of California
103	Utu Utu Gwaitu Paiute Tribe of the Benton Paiute Reservation
104	Viejas (Baron Long) Group of Capitan Grande Band of Mission Indians of the Viejas Reservation
105	Washoe Tribe of Nevada & California (Carson Colony, Dresslerville Colony, Woodfords Community, Stewart Community, & Washoe Ranches)
106	Wilton Rancheria
107	Wiyot Tribe
108	Yocha Dehe Wintun Nation
109	Yurok Tribe of the Yurok Reservation

## APPENDIX C

### Criteria for Non-Governmental Organizations Receiving Proud Parenting Grant Program Funds

The Proud Parenting Grant Program Request for Proposals (RFP) includes requirements that apply to non-governmental organizations that receive funds under this grant. All grantees are responsible for ensuring that any contracted third parties continually meet these requirements as a condition of receiving Proud Parenting funds. The RFP describes these requirements as follows.

Any non-governmental organization that receives Proud Parenting grant funds (as either subgrantee or subcontractor) must:

- Have been duly organized, in existence, and in good standing for at least six months prior to the effective date of its fiscal agreement with the BSCC or with the Proud Parenting 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-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;
- Have a valid business license, Employer Identification Number (EIN), and/or Taxpayer ID (if sole proprietorship);
- Have any other state or local licenses or certifications necessary to provide the services requested (e.g., facility licensing by the Department of Health Care Services), if applicable; and
- Have a physical address.

In the table below, provide the name of the Grantee and list all contracted parties.

**Grantee:**

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 the 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 Proud Parenting Grant RFP. These records will be subject to the records and retention language found in Appendices A and C of the Standard Agreement.

Unless prior approval is obtained, the BSCC prohibits disbursement or reimbursement to any NGO that does not meet the requirements listed above and for which the BSCC does not have a signed grantee assurance on file.

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

<b>AUTHORIZED SIGNATURE</b> (This document must be signed by the person who is authorized to sign the Grant Agreement.)			
NAME OF AUTHORIZED OFFICER	TITLE		TELEPHONE
STREET ADDRESS	CITY	STATE	ZIP CODE
EMAIL ADDRESS			
SIGNATURE (Blue Ink Only or E-signature) x			DATE

**APPENDIX D  
SAMPLE: Grant Agreement**

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

AGREEMENT NUMBER  
**BSCC XXX-22**

PURCHASING AUTHORITY NUMBER (If Applicable)

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

CONTRACTING AGENCY NAME

**BOARD OF STATE AND COMMUNITY CORRECTIONS**

CONTRACTOR NAME

**GRANTEE NAME**

2. The term of this Agreement is:

START DATE

**JANUARY 1, 2022**

THROUGH END DATE

**MARCH 31, 2025**

3. The maximum amount of this Agreement is:

**\$100,000.00**

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

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

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

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


**CONTRACTOR**

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

**GRANTEE NAME**

CONTRACTOR BUSINESS ADDRESS	CITY	STATE	ZIP
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PRINTED NAME OF PERSON SIGNING	TITLE
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CONTRACTOR AUTHORIZED SIGNATURE 	DATE SIGNED
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**STATE OF CALIFORNIA**

CONTRACTING AGENCY NAME

**BOARD OF STATE AND COMMUNITY CORRECTIONS**

CONTRACTING AGENCY ADDRESS 2590 Venture Oaks Way, Suite 200	CITY Sacramento	STATE CA	ZIP 95833
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PRINTED NAME OF PERSON SIGNING RICARDO GOODRIDGE	TITLE Deputy Director
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CONTRACTING AGENCY AUTHORIZED SIGNATURE 	DATE SIGNED
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## EXHIBIT A: SCOPE OF WORK

### 1. GRANT AGREEMENT – PROUD PARENTING GRANT PROGRAM

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

### 2. PROJECT SUMMARY AND ADMINISTRATION

- A. The Fiscal Year 2021-22 State Budget includes funding in the amount of \$835,000 for local assistance grants for the Proud Parenting Grant Program, to be administered by the Board of State and Community Corrections (BSCC). The purpose of the Proud Parenting Program is to support young parents who are or were involved in the juvenile systems and/or who are considered crossover youth within the child welfare system. Participants must be 25 years old or younger at time of enrollment. This grant program assists participants and their children by using curriculum to increase parenting knowledge, supports positive parent-child interactions, and improves co-parenting relationships. In addition, the grant helps to provide community linkages and encourages family-centered activities to strengthen generational bonding.
- B. Grantee agrees to administer the project in accordance with Attachment 1: Proud Parenting Grant Program Request for Proposals (incorporated by reference) and Attachment 2: Grant Proposal, which are attached and hereto and made part of this agreement.

### 3. PROJECT OFFICIALS

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

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

Name:  
Title:  
Address:  
Phone:

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

Name:  
Title:  
Address:  
Phone:  
Email:

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

Name:  
Title:  
Address:  
Phone:  
Email:



## EXHIBIT A: SCOPE OF WORK

- C. Either party may change its project representatives upon written notice to the other party.
- D. By signing this Grant Agreement, the Authorized Officer listed above warrants that he or she has full legal authority to bind the entity for which he or she signs.

### 4. DATA COLLECTION

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

### 5. REPORTING REQUIREMENTS

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

#### Quarterly Progress Report Periods

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

**Note:** Project service activity period ends December 31, 2024. The period of January 1, 2025 to March 31, 2025 is for completion of Final Local Evaluation Report and the financial audit only.

#### B. Evaluation Documents

Evaluation Documents	Due no later than:
1. Local Evaluation Plan	April 1, 2022
2. Final Local Evaluation Report	March 31, 2025

#### C. Other

Other	Due no later than:
Financial Audit	March 31, 2025

### 6. PROJECT RECORDS

- A. The Grantee shall establish an official file for the project. The file shall contain adequate documentation of all actions taken with respect to the project, including copies of this Grant Agreement, approved program/budget modifications, financial records and required reports.
- B. The Grantee shall establish separate accounting records and maintain documents and other evidence sufficient to properly reflect the amount, receipt, and disposition of all project

## EXHIBIT A: SCOPE OF WORK

funds, including grant funds and any matching funds by the Grantee and the total cost of the project. Source documentation includes copies of all awards, applications, approved modifications, financial records and narrative reports.

- C. Personnel and payroll records shall include the time and attendance reports for all individuals reimbursed under the grant, whether they are employed full-time or part-time. Time and effort reports are also required for all subcontractors and consultants.
- D. The grantee shall maintain documentation of donated goods and/or services, including the basis for valuation.
- E. Grantee agrees to protect records adequately from fire or other damage. When records are stored away from the Grantee's principal office, a written index of the location of records stored must be on hand and ready access must be assured.
- F. All Grantee records relevant to the project must be preserved a minimum of three (3) years after closeout of the grant project and shall be subject at all reasonable times to inspection, examination, monitoring, copying, excerpting, transcribing, and auditing by the BSCC or designees. If any litigation, claim, negotiation, audit, or other action involving the records has been started before the expiration of the three-year period, the records must be retained until the completion of the action and resolution of all issues which arise from it or until the end of the regular three-year period, whichever is later.

### 7. CONFLICT OF INTEREST

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

## EXHIBIT B: BUDGET DETAIL AND PAYMENT PROVISIONS

### 1. INVOICING AND PAYMENTS

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

<b>Quarterly Invoicing Periods:</b>	<b>Due no later than:</b>
1. January 1, 2022 to March 31, 2022	May 15, 2022
2. April 1, 2022 to June 30, 2022	August 15, 2022
3. July 1, 2022 to September 30, 2022	November 15, 2022
4. October 1, 2022 to December 31, 2022	February 15, 2023
5. January 1, 2023 to March 31, 2023	May 15, 2023
6. April 1, 2023 to June 30, 2023	August 15, 2023
7. July 1, 2023 to September 30, 2023	November 15, 2023
8. October 1, 2023 to December 31, 2023	February 15, 2024
9. January 1, 2024 to March 31, 2024	May 15, 2024
10. April 1, 2024 to June 30, 2024	August 15, 2024
11. July 1, 2024 to September 30, 2024	November 15, 2024
12. October 1, 2024 to December 31, 2024	February 15, 2025

<b>Final Invoicing Periods*:</b>	<b>Due no later than:</b>
1. January 1, 2025 to March 31, 2025	May 15, 2025

*\*Note: Only expenditures associated with completion of the Final Local Evaluation Report and the financial audit may be included on these last two invoices.*

- B. All project expenditures (excluding costs associated with the completion of the Final Local Evaluation Report and the financial audit) must be incurred by the end of the grant project period, March 31, 2025, and included on the invoice due May 15, 2025. Project expenditures for program services incurred after December 31, 2024 will not be reimbursed.
- C. The Final Local Evaluation Report is due to BSCC by March 31, 2025. Expenditures incurred solely for the completion of the Final Local Evaluation Report during the period of January 1, 2025 to March 31, 2025 must be submitted on the invoice due May 15, 2025. Supporting fiscal documentation will be required for all expenditures claimed during the Final Invoicing Periods and must be submitted with your final invoice due no later than May 15, 2025.
- D. The financial audit is due to BSCC by March 31, 2025. Expenditures incurred solely for the completion of the financial audit during the period of January 1, 2025 to March 31, 2025 must be submitted on the invoice due May 15, 2025. Supporting fiscal documentation will be required for all expenditures claimed during the Final Invoicing Periods and must be submitted with your final invoice due no later than May 15, 2025.
- E. Grantee shall submit an invoice to the BSCC each invoicing period, even if grant funds are not expended or requested during the invoicing period.
- F. Upon the BSCC's request, supporting documentation must be submitted for project expenditures. Grantees are required to maintain supporting documentation for all expenditures on the project site for the life of the grant and make it readily available for review during BSCC site visits. See Exhibit A. Scope of Work, Item 6. Project Records.

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

### **2. GRANT AMOUNT AND LIMITATION**

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

### **3. BUDGET CONTINGENCY CLAUSE**

- A. This grant agreement is valid through Proud Parenting Grant Program funding generated from the General Fund. The Grantee agrees that the BSCC's obligation to pay any sum to the grantee under any provision of this agreement is contingent upon the availability of sufficient funding granted through the passage of Bill XX (Statutes of 2021, Chapter XX), also known as the California Budget Act of 2021. It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Grant Agreement does not appropriate sufficient funds for the program, this Grant Agreement shall be of no further force and effect. In this event, the BSCC shall have no liability to pay any funds whatsoever to Grantee or to furnish any other considerations under this Agreement and Grantee shall not be obligated to perform any provisions of this Grant Agreement.
- B. If Proud Parenting Grant Program funding is reduced or falls below estimates contained within the Proud Parenting Grant Program Request for Proposals, the BSCC shall have the option to either cancel this Grant Agreement with no liability occurring to the BSCC or offer an amendment to this agreement to the Grantee to reflect a reduced amount.
- C. If BSCC cancels the agreement pursuant to Paragraph 3(B) or Grantee does not agree to an amendment in accordance with the option provided by Paragraph 3(B), it is mutually agreed that the Grant Agreement shall have no further force and effect. In this event, the BSCC shall have no liability to pay any funds whatsoever to Grantee or to furnish any other considerations under this Agreement and Grantee shall not be obligated to perform any provisions of this Grant Agreement except that Grantee shall be required to maintain all project records required by Paragraph 6 of Exhibit A for a period of three (3) years following the termination of this agreement.

### **4. PROJECT COSTS**

- A. Grantee is responsible for ensuring that actual expenditures are for eligible project costs. "Eligible" and "ineligible" project costs are set forth in the July 2020 BSCC Grant Administration Guide, which can be found under Quick Links here: [http://www.bscc.ca.gov/s\\_cppgrantfundedprograms/](http://www.bscc.ca.gov/s_cppgrantfundedprograms/)  
  
The provisions of the BSCC Grant Administration Guide are incorporated by reference into this agreement and Grantee shall be responsible for adhering to the requirements set forth therein. To the extent any of the provisions of the BSCC Grant Administration Guide and this agreement conflict, the language in this agreement shall prevail.
- B. Grantee is responsible for ensuring that invoices submitted to the BSCC claim actual expenditures for eligible project costs.

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

- C. Grantee shall, upon demand, remit to the BSCC any grant funds not expended for eligible project costs or an amount equal to any grant funds expended by the Grantee in violation of the terms, provisions, conditions or commitments of this Grant Agreement.
- D. Grant funds must be used to support new program activities or to augment existing funds that expand current program activities. Grant funds shall not replace (supplant) any federal, state and/or local funds that have been appropriated for the same purpose. Violations can result in recoupment of monies provided under this grantor suspension of future program funding through BSCC grants.

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

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

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

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

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

**7. PROJECT BUDGET**

PROPOSED BUDGET LINE ITEMS	GRANT FUNDS REQUESTED
1. Salaries and Benefits	\$
2. Services and Supplies	\$
3. Professional Services	\$
4. Non-Governmental Organizations (NGO) Contracts	\$
5. Indirect Costs / Administrative Overhead (may not exceed 10% of grant award)	\$
6. Equipment / Fixed Assets	\$
1. Data Collection / Enhancement	\$
8. Program Evaluation	\$
9. Sustainability Planning	\$
10. Other (include travel & training costs)	\$
11. Financial Audit	\$
<b>TOTAL</b>	<b>\$</b>

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

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

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

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

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

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



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

Professions Code), arising from purchases of goods, materials, or services by the bidder for sale to the purchasing body pursuant to the bid. Such assignment shall be made and become effective at the time the purchasing body tenders final payment to the bidder. Government Code Section 4552.

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

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

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

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

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

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

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

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

performance of the Contract; (3) the amount each DVBE received from the prime Contractor; (4) that all payments under the Contract have been made to the DVBE; and (5) the actual percentage of DVBE participation that was achieved. A person or entity that knowingly provides false information shall be subject to a civil penalty for each violation. (Mil. & Vets. Code § 999.5(d); Govt. Code § 14841.)

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

SAMPLE

**EXHIBIT D**  
**SAMPLE - SPECIAL TERMS AND CONDITIONS**

**1. GRANTEE'S GENERAL RESPONSIBILITY**

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

**2. GRANTEE ASSURANCES AND COMMITMENTS**

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

**3. POTENTIAL SUBCONTRACTORS**

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

**EXHIBIT D**  
**SAMPLE - SPECIAL TERMS AND CONDITIONS**

1) Books and Records

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

2) Access to Books and Records

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

**4. PROJECT ACCESS**

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

**5. ACCOUNTING AND AUDIT REQUIREMENTS**

A. Grantee agrees that accounting procedures for grant funds received pursuant to this Grant Agreement shall be in accordance with generally accepted government accounting principles and practices, and adequate supporting documentation shall be maintained in such detail as to provide an audit trail. Supporting documentation shall permit the tracing of transactions from such documents to relevant accounting records, financial reports and invoices.

B. Grantees are required to provide the BSCC with a financial audit within no later than the end of the contract term (May 31, 2025). The financial audit shall be performed by a Certified Public Accountant or a participating county or city auditor that is organizationally independent from the participating county or city's project financial management functions. Expenses for this final audit may be reimbursed for actual costs up to \$25,000.

C. The BSCC reserves the right to call for a program or financial audit at any time between the execution of this Grant Agreement and three (3) years following the end of the grant period. At any time, the BSCC may disallow all or part of the cost of the activity or action determined to not be in compliance with the terms and conditions of this Grant Agreement or take other remedies legally available.

**6. MODIFICATIONS**

No change or modification in the project will be permitted without prior written approval from the BSCC. Changes may include modification to project scope, changes to performance measures, compliance with collection of data elements, and other significant changes in the budget or

**EXHIBIT D**  
**SAMPLE - SPECIAL TERMS AND CONDITIONS**

program components contained in the Application for Funding. Changes shall not be implemented by the project until authorized by the BSCC.

**7. TERMINATION**

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

**8. SETTLEMENT OF DISPUTES**

- A. The parties shall deal in good faith and attempt to resolve potential disputes informally. If the dispute persists, the Grantee shall submit to the BSCC Corrections Planning and Grant Programs Division Deputy Director a written demand for a final decision regarding the disposition of any dispute between the parties arising under, related to, or involving this Grant Agreement. Grantee's written demand shall be fully supported by factual information. The BSCC Corrections Planning and Grant Programs Division Deputy Director shall have 30 days after receipt of Grantee's written demand invoking this Section "Disputes" to render a written decision. If a written decision is not rendered within 30 days after receipt of the Grantee's demand, it shall be deemed a decision adverse to the Grantee's contention. If the Grantee is not satisfied with the decision of the BSCC Corrections Planning and Grant Programs Division Deputy Director, the Grantee may appeal the decision, in writing, within 15 days of its issuance (or the expiration of the 30-day period in the event no decision is rendered), to the BSCC Executive Director, who shall have 45 days to render a final decision. If the Grantee does not appeal the decision of the BSCC Corrections Planning and Grant Programs Division Deputy Director, the decision shall be conclusive and binding regarding the dispute and the Contractor shall be barred from commencing an action in court, or with the Victims Compensation Government Claims Board, for failure to exhaust Grantee's administrative remedies.
- B. Pending the final resolution of any dispute arising under, related to or involving this Grant Agreement, Grantee agrees to diligently proceed with the performance of this Grant Agreement, including the providing of services in accordance with the Grant Agreement. Grantee's failure to diligently proceed in accordance with the State's instructions regarding this Grant Agreement shall be considered a material breach of this Grant Agreement.

**EXHIBIT D**  
**SAMPLE - SPECIAL TERMS AND CONDITIONS**

- C. Any final decision of the State shall be expressly identified as such, shall be in writing, and shall be signed by the Executive Director, if an appeal was made. If the Executive Director fails to render a final decision within 45 days after receipt of the Grantee's appeal for a final decision, it shall be deemed a final decision adverse to the Grantee's contentions. The State's final decision shall be conclusive and binding regarding the dispute unless the Grantee commences an action in a court of competent jurisdiction to contest such decision within 90 days following the date of the final decision or one (1) year following the accrual of the cause of action, whichever is later.
- D. The dates of decision and appeal in this section may be modified by mutual consent, as applicable, excepting the time to commence an action in a court of competent jurisdiction.

**9. UNION ACTIVITIES**

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

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

**10. WAIVER**

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

**APPENDIX E**  
**SAMPLE: Governing Board Resolution Language**

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., a City Council, County Board of Supervisors, or Tribal Council delegating such authority to an individual or position title).

***A signed resolution is not required at the time of proposal submission.***

Below is assurance language that, **at a minimum**, must be

---

WHEREAS the ***(insert name of Applicant)*** desires to participate in Proud Parenting Grant Program funded through the California State General Fund and 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 Applicant)*** 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: \_\_\_\_\_

**APPENDIX F**  
**SAMPLE: Proud Parenting Grant Program**  
**Progress Report**

<b>County:</b>	<b>BSCC Grant Award Number:</b>
<b>Project Title:</b>	<b>Date:</b>
<b>Prepared by:</b>	<b>Phone:</b>
<b>Title:</b>	<b>Email:</b>

<b>Year 1 Reporting Quarters</b>			
Quarter 1	Quarter 2	Quarter 3	Quarter 4

**SECTION 1**

Please provide an update on your efforts with respect to administering the project as outlined in the grant proposal by addressing the following questions.

**Expenditure Status:**

Proud Parenting Award Amount - \$	
Amount Invoiced-to-Date (Sum of Quarterly Invoices)	\$
Percent of Award Invoiced to Date (Amount above ÷ Award Amount)	%

In relation to the overall grant budget, are state Proud Parenting grant funds being expended as planned and on schedule?    Yes    No  
 If not, please explain why, and describe what expenditure plan(s) exist for the grant period.

**Overall Activities Implemented:** Describe project activities this reporting period (hiring of staff, process development/improvement, service delivery, collaboration efforts, evaluation planning/implementation).

**Overall Project Challenges:** Identification and Resolution- Describe any challenges/issues the project has encountered during the reporting period. Consider what may be affecting project effectiveness or may have the potential of affecting program outcomes and stated goals. Examples of areas where problems may exist are program administration, service delivery, rate of referrals, and participant enrollment or participation, county processes, among others. Describe the plan to resolve identified challenges.

**Overall Accomplishments and Highlights:** What successes (other than participant-specific) has the project achieved (e.g., reaching participant enrollment for the period, reaching other stated project goals, recognition from public officials and/or other



jurisdictions/agencies, receiving media coverage)? Please include any training project staff and/or local partnering agencies have received this reporting period.

**Other Comments, Observations, and/or Project Notables:**

**Case Study/Anecdotal Information:** Case studies are often the most compelling evidence of the value of a program. With this in mind, please provide a brief description of a client enrolled in your project (e.g., age, gender, race, criminal history, etc.), challenges with engaging and/or serving the client, and how the project is positively impacting him/her and their family.

*Do not identify participant by name.*

**SECTION 2: County Identified Goals and Objectives**

Section 2 lists the goals and objectives developed by the grantee and provided to the BSCC. There are three (3) questions for each goal/objective listed. Provide responses specific to this reporting quarter below.

- **Goal:** Goal 1 from RFP

- Objectives:**
- Objective 1a from RFP
  - Objective 1b from RFP
  - Objective 1c from RFP

1. Describe progress towards the stated goal and objectives during the reporting period.
2. Describe any challenges towards the stated goal and objectives during the reporting period.
3. If applicable, what steps were implemented to address challenges.

- **Goal:** Goal 2 from RFP

- Objectives:**
- Objective 2a from RFP
  - Objective 2b from RFP
  - Objective 2c from RFP

1. Describe progress towards the stated goal and objectives during the reporting period.
2. Describe any challenges towards the stated goal and objectives during the reporting period.
3. If applicable, what steps were implemented to address challenges.

- **Goal:** Goal 3 from RFP

- Objectives:**
- Objective 3a from RFP
  - Objective 3b from RFP
  - Objective 3c from RFP

1. Describe progress towards the stated goal and objectives during the reporting period.
2. Describe any challenges towards the stated goal and objectives during the reporting period.
3. If applicable, what steps were implemented to address challenges.

### **SECTION 3: Technical Assistance/Other**

Section 3 asks questions related to technical assistance and provides space for any additional information the grantee would like to report. Provide responses specific to this reporting quarter below.

1. What modifications, if any, have been made to programs/services funded with Proud Parenting Program Grant dollars?
2. What quality assurance methods are in place to ensure programs/services are being delivered as intended and with fidelity to the evidence-based model(s)?
3. Would you like technical assistance? If so, describe the nature of the request.
4. Other - Provide any additional information on the grant, its implementation, programming, etc. below.

### **SECTION 4: Data Collection**

Section 4 asks questions related to participants program enrollment and exit. Provide data for all programs/services funded by the Proud Parenting Program. (For example, the County-BSCC contract includes Aggression Replacement Training, Therapy Groups, and a contract with a community-based organization to provide additional services.) Provide data for all programs/services funded by the Proud Parenting Program. Provide responses specific to this reporting quarter below.

#### **Project Enrollment Data (Reporting Quarter Data Only):**

1. How many participants were referred to programs/services funded by the Proud Parenting Grant Program this reporting quarter?
2. How many participants were enrolled in programs/services funded by the Proud Parenting Grant Program this reporting quarter?
3. Of those participants who were enrolled this reporting quarter, how many were enrolled as a mandatory condition of probation? How many enrolled voluntarily?
4. How many participants were served by programs/services funded by the Proud Parenting Grant Program this reporting quarter?

5. What was the average number of days between referral date to first service activity date for those participants enrolled this reporting quarter?

6. How many participants were screened or assessed prior to referral or enrollment? If so, what screening tools or assessments were used?

7. Provide the total number of participants for each age group that enrolled in programs/services:

14:	17:	20:	23:
15:	18:	21:	24:
16:	19:	22:	

8. Provide the total number of participants for each ethnicity group that enrolled in programs/services:

African American	Caucasian	Hispanic	Pacific Islander
Asian	Filipino	Native American	Other/Mixed

9. Provide the total number of participants for each gender group that enrolled in programs/services:

Female	Non-Binary/Third Gender	Prefer Not to State
Male	Prefer to Self-Define	

10. How many participants were pregnant upon enrollment in programs/services?

11. Provide the number of children participants were responsible for upon enrollment in programs/services:

0 Children	1-3 Children	4-5 Children	More than 5+
------------	--------------	--------------	--------------

12. Provide the number of participants with the following levels of education upon enrollment in programs/services:

Some High School	Some College	Other
High School Graduate	College Graduate	

13. Provide the number of participants with the following levels of employment upon enrollment in programs/services:

Full-time	Part-time	Unemployed	Other/Unknown
-----------	-----------	------------	---------------

14. Provide the number of participants with the following housing statuses upon enrollment in programs/services:

Living Independently	Living with Relatives	Homeless
----------------------	-----------------------	----------

**Project Exit Data (Reporting Quarter Data Only):**

1. How many participants exited programs/services funded by the Proud Parenting Grant Program this reporting quarter?

2. Provide the total number of participants for each age group that exited programs/services:

14:	17:	20:	23:
-----	-----	-----	-----

15:	18:	21:	24:
16:	19:	22:	

3. Provide the total number of participants for each ethnicity group that exited programs/services:

African American	Caucasian	Hispanic	Pacific Islander
Asian	Filipino	Native American	Other/Mixed

4. Provide the total number of participants for each gender group that exited programs/services:

Female	Non-Binary/Third Gender	Prefer Not to State
Male	Prefer to Self-Define	

5. How many participants were pregnant upon exiting programs/services?

6. Provide the number of children participants were responsible for when exiting programs/services:

0 Children	1-3 Children	4-5 Children	More than 5+
------------	--------------	--------------	--------------

7. Provide the number of participants with the following levels of education when exiting programs/services:

Some High School	Some College	Other
High School Graduate	College Graduate	

8. Provide the number of participants with the following levels of employment when exiting programs/services:

Full-time	Part-time	Unemployed	Other/Unknown
-----------	-----------	------------	---------------

9. Provide the number of participants with the following housing statuses upon exiting programs/services:

Living Independently	Living with Relatives	Homeless
----------------------	-----------------------	----------

10. Provide the number of participants who exited the programs/services for the following reasons:

Successfully completing the program	Dropped out of program/services	Asked to leave
Arrest and/or incarceration	Other (describe):	

11. Definition of successfully completing the program:

12. How many participants who exited the programs/services reported an increase in time spent with their children from enrollment to exit (Pre-/Post-Program)?

13. How many participants who exited the programs/services reported an increase of knowledge in the following areas:

Early Childhood Development/Care	Parent-Child Activities
Stress Management	Anger Management
Financial/economic Literacy	Substance Use

Safe Sex	Self-Care
----------	-----------

14. What was the average number of program/class hours completed by participants who successfully completed the program?
15. What was the average length of stay in the program/services for participants who successfully completed the program (in days)?

SAMPLE

**APPENDIX G**  
**Certification of Compliance with BSCC Policies**  
**Regarding Debarment, Fraud, Theft, and Embezzlement**

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

1. debarred by any federal, state, or local government entities during the period of debarment; or
2. convicted of fraud, theft, or embezzlement of federal, state, or local government grant funds for a period of three (3) 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 (3) years. We will notify the BSCC should such debarment or conviction occur during the term of the Grant contract.
- I/We will hold subgrantees and subcontractors to these same requirements.

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

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

## APPENDIX H

### SAMPLE: Local Evaluation Plan Components

The Proud Parenting Grant Program Local Evaluation Plan (LEP) should, at a minimum, address the following:

#### **Project Description** as it pertains to the Proud Parenting Grant Project-

- Describe the intervention(s)/services/activities to be used in the project
- Define the target population (for example: gender age, system-involvement history, criminogenic factors, etc.)
- Define the criteria for participant eligibility
- Estimate the number of participants to receive an intervention(s)
- Describe the process for determining which interventions(s) a participant will receive
- Describe a plan to document the services within the intervention(s) provided to each participant
- Describe a plan for tracking participants in terms of progress in the project (for example start dates, attendance logs, dropouts, successful completions, etc.)

#### **Project Evaluation Design-**

- Define project goals
- Define project objectives
- Define variables and measures that will be used to demonstrate whether each goal, and their corresponding objectives, were achieved
- Indicate who will be conducting the outcome evaluation (i.e., external contractor/agency, internal team/individual, etc.)
- Identify data sources
- Define criteria for determining participant success/failure in the project
- Describe the research design that will be used to complete the evaluation
  - Identify and define all outcome measures
  - How will the results be used to determine whether your project was effective?
  - Include any comparisons made

#### **Project Oversight-**

- Describe the project-oversight structure and overall decision-making process for the project
  - Describe the research design for the process evaluation
  - Identify and define all process evaluation measures
  - Describe how the process measure data will be used to monitor the effectiveness of the project

**APPENDIX I**  
**2022 Proud Parenting Grant Program**  
**Executive Steering Committee**

**Membership Roster**  
**April 2021**

	<b>Name</b>	<b>Title</b>	<b>Organization/Agency</b>
1	Norma Cumpian Chair	BSCC Board Member Associate Director, Women's and Non-Binary Services	Anti-Recidivism Coalition
2	Manuel Escandon	Director, Student Intervention & Prevention Department	Office of the Fresno County Superintendent of Schools
3	Jeff Goldman	Juvenile Program Manager	Nevada County Probation
4	Michelle House	Health Program Supervisor	Monterey County Public Health
5	Gordon Jackson	National Director SACJJDP Member	PROTECT, 3Strands Global Foundation
6	Christina Ruiz	Student*, Youth Advocate, Lived Experience	*USC Price School of Public Policy



**APPENDIX J**  
**SAMPLE: Proud Parenting Grant Program Work Plan**

Applicants for Proud Parenting Grant Program funds must complete a one to two-page Project Work Plan. This Project Work Plan identifies measurable goals and objectives, activities and services, the responsible parties, data to be used to measure outcomes, and a tentative timeline. Completed plans should (1) identify at least one project goal and corresponding objectives; (2) identify how the goal(s) will be achieved in terms of the activities, responsible staff/partners, start and end dates, and outcome measures; and (3) provide a goal(s), objectives, and measures with a clear relationship to the need and intent of the grant. To build the Proud Parenting Grant Program Project Work Plan, please use the form provided within the RFP at the end of this document. This form cannot exceed a maximum of two (2) pages in length.

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

## APPENDIX K 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>

California Institute of Behavioral Health Solutions

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

Find Youth Information

<https://healthysafechildren.org/resource/findyouthinfogov>

Health Research Board National Drugs Library Research Evidence

<https://www.drugsandalcohol.ie/research-evidence>

Justice Research and Statistic Association

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

National Institute of Corrections

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

National Institute of Justice, Crime Solutions

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

National Reentry Resource Center

<http://nationalreentryresourcecenter.org/>

Office of Juvenile Justice and Delinquency Prevention Model Program Guide

<http://www.ojjdp.gov/mpg/>

RAND Corporation Promising Practices Network

<http://www.promisingpractices.net/>

Social Programs That Work

<http://evidencebasedprograms.org/>

Substance Abuse and Mental Health Services Administration (SAMHSA)

<https://www.samhsa.gov/resource-search/ebp>

Washington State Institute for Public Policy

<https://www.wsipp.wa.gov/>

# 2022 PROUD PARENTING GRANT PROGRAM

## PROPOSAL PACKAGE\* COVER SHEET

**Submitted by (Name of eligible applicant agency/organization/tribe):**

**DATE SUBMITTED TO THE BSCC:**

*\*The Proud Parenting Grant Program Proposal Package is provided in a fillable format. Using the Tab key will allow the applicant access to those areas requiring information. The proposal must be submitted using this template.*

## PROUD PARENTING GRANT PROGRAM: PROPOSAL CHECKLIST

A complete proposal package for funding under the Proud Parenting Grant Program must contain the following items:

Required Items:		✓
1	Cover Sheet (previous page)	<input type="checkbox"/>
2	Proud Parenting Grant Program Proposal Checklist <ul style="list-style-type: none"> <li>• Originally signed in blue ink by the authorized signatory (e-signatures are acceptable)</li> </ul>	<input type="checkbox"/>
3	Applicant Information Form <ul style="list-style-type: none"> <li>• Originally signed in blue ink by the authorized signatory (e-signatures are acceptable)</li> </ul>	<input type="checkbox"/>
4	Proposal Abstract <ul style="list-style-type: none"> <li>• Maximum limit of one (1) page in length</li> </ul>	<input type="checkbox"/>
5	Proposal Narrative to include Project Need, Project Description, Project Collaboration, and Project Evaluation Sections <ul style="list-style-type: none"> <li>• Project Need - maximum limit of two (2) pages in length</li> <li>• Project Description - maximum limit of three (3) pages in length</li> <li>• Project Collaboration - maximum limit of one (1) page in length</li> <li>• Project Evaluation - maximum limit of one (1) page in length</li> </ul>	<input type="checkbox"/>
6	Project Work Plan <ul style="list-style-type: none"> <li>• Maximum limit of two (2) pages in length using the template provided (see Appendix J for instructions)</li> </ul>	<input type="checkbox"/>
7	Budget Information (Budget Table & Narrative) <ul style="list-style-type: none"> <li>• Use BSCC templates provided</li> <li>• Budget Table - maximum limit of one (1) page in length</li> <li>• Budget Narrative - maximum limit of three (3) pages in length</li> </ul>	<input type="checkbox"/>
8	Additional Request for Proposals Information, optional <ul style="list-style-type: none"> <li>• Maximum limit of two (2) pages in length</li> </ul>	<input type="checkbox"/>
9	Letter(s) of Commitment – minimum of one (1)	<input type="checkbox"/>
10	Certification of Compliance with BSCC Policies on Debarment, Fraud, Theft and Embezzlement (Appendix G) <ul style="list-style-type: none"> <li>• Originally signed in blue ink by the authorized signatory (e-signatures are acceptable)</li> </ul>	<input type="checkbox"/>
11	Criteria for Non-Governmental Organizations Receiving Proposition 64 Public Health and Safety Grant Funds (Appendix C) <ul style="list-style-type: none"> <li>• Originally signed in blue ink by the authorized signatory (e-signatures are acceptable)</li> </ul>	<input type="checkbox"/>
<b>Optional:</b>		
12	Governing Board Resolution (Appendix E) <i>Note: The Governing Board Resolution is due prior to contract execution but is <u>not</u> required at the time of proposal submission.</i>	<input type="checkbox"/>

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

**X**

\_\_\_\_\_  
Applicant Authorized Signature (Blue Ink Only or E-signature) (see Applicant Information Form, Part K, next page)

**\*\*\*ATTACHMENTS OTHER THAN THOSE LISTED ABOVE OR MORE THAN THE ALLOWED PAGE LIMIT WILL NOT BE CONSIDERED\*\*\***

## Applicant Information Form: Instructions

- A. Applicant:** Complete the required information for the agency/organization/tribe submitting the proposal.
- B. Tax Identification Number:** Provide the tax identification number of the Applicant.
- C. Location of Services:** List the county, city, and/or geographic location (e.g., south county) where the proposed services for the Proud Parenting Grant will be provided.
- D. Project Title:** Provide the title of the proposed Proud Parenting Grant project.
- E. Project Summary:** Provide a summary (100-150 words) of the proposed project. Note: this information may be posted to the BSCC's website for informational purposes.
- F. Grant Funds Requested:** Enter the amount of Proud Parenting Grant Program funds you are requesting for Year 1. Maximum amount of Year 1 funding is \$100,000. Use whole numbers (no decimal points).
- G. Project Director:** Provide the name, title, and contact information for the individual responsible for oversight and management of the proposed project. This person must be an employee of the Applicant.
- H. Financial Officer:** Provide the name, title, and contact information for the individual responsible for fiscal oversight and management of the project. Typically, this is the individual that will certify and submit invoices. This person must be an employee of the Applicant.
- I. Day-to-Day Project Contact:** Provide the name, title, and contact information for the individual who serves as the primary contact person for the grant. Typically, this individual has day-to-day oversight for the project.
- J. Day-to-Day Fiscal Contact:** Provide the name, title and contact information for the individual who serves as the primary contact person for fiscal matters related to the grant. This may be the individual who prepares the invoices for approval by the Financial Officer.
- K. Authorized Signature:** Complete the required information for the person authorized to sign for the Applicant. This individual must read the assurances under this section, then sign (e-signature is acceptable) and date in the appropriate fields.

**Proud Parenting Grant Program  
Applicant Information Form**

<b>A. APPLICANT:</b>		<b>B. TAX IDENTIFICATION NUMBER:</b>	
NAME OF APPLICANT		TAX IDENTIFICATION #	
STREET ADDRESS	CITY	STATE	ZIP CODE
MAILING ADDRESS (if different)	CITY	STATE	ZIP CODE
<b>C. LOCATION OF SERVICES:</b>			
<b>D. PROJECT TITLE:</b>			
<b>E. PROJECT SUMMARY (100-150 words):</b>		<b>F. GRANT FUNDS REQUESTED:</b>	
		\$	
<b>G. PROJECT DIRECTOR:</b>			
NAME	TITLE	TELEPHONE NUMBER	
STREET ADDRESS		CITY	
STATE	ZIP CODE	EMAIL ADDRESS	
<b>H. FINANCIAL OFFICER:</b>			
NAME	TITLE	TELEPHONE NUMBER	
STREET ADDRESS		CITY	
STATE	ZIP CODE	EMAIL ADDRESS	
PAYMENT MAILING ADDRESS (if different)	CITY	STATE	ZIP CODE
<b>I. DAY-TO-DAY PROGRAM CONTACT:</b>			
NAME	TITLE	TELEPHONE NUMBER	
STREET ADDRESS		CITY	
STATE	ZIP CODE	EMAIL ADDRESS	

<b>J. DAY-TO-DAY FISCAL CONTACT:</b>		
NAME	TITLE	TELEPHONE NUMBER
STREET ADDRESS		CITY
STATE	ZIP CODE	EMAIL ADDRESS

<b>K. AUTHORIZED SIGNATURE*:</b> By signing this application, I hereby certify I am vested by the Applicant with the authority to enter into contract with the BSCC, and the grantee and any subcontractors will abide by the laws, policies, and procedures governing this funding.			
NAME OF AUTHORIZED OFFICER	TITLE	TELEPHONE NUMBER	
STREET ADDRESS	CITY	STATE	ZIP CODE
EMAIL ADDRESS			
SIGNATURE (Blue Ink Only or E-signature)			DATE

\* Authorized Signature: Must be a representative with the authority to sign documents and obligate the applicant.

**CONFIDENTIALITY NOTICE:**

All documents submitted as a part of the Proud Parenting Grant Program proposal are public documents and may be subject to a request pursuant to the California Public Records Act. The BSCC cannot ensure the confidentiality of any information submitted in or with this proposal. (Gov. Code, § 6250 et seq.)

## Proposal Abstract

The Proposal Abstract may not exceed one (1) page.



## Proposal Narrative

### **1. Project Need (Percent of Total Value: 30%)**

The Proposal Need section may not exceed two (2) pages. See page17 for corresponding Rating Factor and Criteria.

## **2. Project Description (Percent of Total Value: 40%)**

The Proposal Description section may not exceed three (3) pages. This does not include the Work Plan. See pages 17-18 for corresponding Rating Factor and Criteria.

### **3. Project Collaboration (Percent of Total Value: 20%)**

The Proposal Collaboration section may not exceed one (1) page. See pages 18-19 for corresponding Rating Factor and Criteria.

#### **4. Project Evaluation (Percent of Total Value: 5%)**

The Proposal Evaluation section may not exceed one (1) page. See page 19 for corresponding Rating Factor and Criteria.

## Proud Parenting Grant Program Request for Proposals Project Work Plan

The Project Work Plan may not exceed two (2) pages. See Appendix J for full instructions.

The Project Work Plan is scored as part of the Project Description Rating Criteria.

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

## Proposal Budget

### 5. Project Budget – Table and Narrative (Percent of Total Value: 5%)

**A. Budget Table** (use the table provided below): Applicants are limited to the use of the Line Item categories listed and are not required to request funds for every Line Item listed. If a budget line item is not applicable for the proposed project, complete with entering \$0.

**Grant Funds Requested:** The Budget Table below must be completed as part of the Proposal Budget Section. Total Grant Funds Requested must equal the dollar amount provided in Section F of the Application Information Form and may not exceed the maximum allowable amount of \$100,000. Requested funds must cover only the first year of the grant (January 1, 2022 through December 31, 2022). See pages 19-20 for corresponding Rating Factor and Criteria.

Use whole numbers only.

**Please verify total amounts as the column does not auto-calculate.**

PROPOSED BUDGET LINE ITEMS	GRANT FUNDS REQUESTED
1. Salaries and Benefits	\$
2. Services and Supplies	\$
3. Professional Services	\$
4. Non-Governmental Organizations (NGO) Contracts	\$
5. Indirect Costs (may not exceed 10% of grant award)	\$
6. Equipment / Fixed Assets	\$
7. Data Collection / Enhancement	\$
8. Program Evaluation	\$
9. Sustainability Planning	\$
10. Other (include travel & training costs)	\$
11. Financial Audit	\$
<b>TOTAL</b>	<b>\$</b>

**B. Budget Narrative Instructions** (use the template provided on the following pages):

The Budget Narrative must provide sufficient detail in each category regarding how the Proud Parenting Grant Program funds are anticipated to be expended to implement and operate the proposed project as identified in the Project Description and the Budget Table (previous page). See pages 19-20 for corresponding Rating Factor and Criteria.

The proposal must provide justification that the amount of grant funds requested is reasonable and appropriate given the proposed project's design and scope, and how the requested amounts will serve to meet the stated goals and objectives. Applicants are limited to the use of the Line Item categories listed; however, applicants are not required to request funds for every Line Item. If a budget line item is not applicable for the proposed project, complete with entering N/A. All funds must be used consistent with the requirements of the BSCC Grant Administration Guide, located on the BSCC website, including any updated version that may be posted during the term of the grant agreement. The BSCC will notify grantees whenever an updated version is posted. Definitions for the Proud Parenting Grant Program Budget Line Items are as follows.

- 1. Salaries and Benefits:** List the classification/title, percentage of time, salary or hourly rates, and benefits (as applicable) for each staff person that will be funded for the grant by the Applicant. Briefly describe their roles/responsibilities within the Proud Parenting Grant Program.

\*Do not include information for public agency subcontractors or professional consultants; that information should be provided under the Professional Services Line Item and/or the Program Evaluation Line Item, as applicable.

\*Do not include information for subgrantees or subcontractors; that information should be provided under Professional Services or Non-Governmental Organization (NGO) Contracts Line Item.

- 2. Services and Supplies:** Include and itemize all services and supplies to be purchased for the Proud Parenting Grant Program by the Applicant.

\*Services and supplies to be purchased by subgrantees or subcontractors must be included in the applicable line item (e.g., Professional Services Line Item, NGO Contracts Line Item).

- 3. Professional Services:** List the names of any agency(ies) or professional consultant(s) that will work on and be funded by the Proud Parenting Grant Program. Show the amount of funds allocated to each agency/consultant and itemize the services that will be provided. List any positions to be funded, including classification/title, percentage of time, salary or hourly rates, and benefits (if applicable).

\*Do not include information for subcontractors or consultants solely for the purpose(s) of Project Evaluation; that information should be provided under the Program Evaluation Line Item.

4. **Non-Governmental Organization (NGO) Subcontracts:** List the names of all NGOs that will be subcontracted to work on and be funded by the Proud Parenting Grant Program. Include any positions to be funded, including classification/title, percentage of time, salary or hourly rates, and benefits (if applicable). If a community partner has not been selected as of the date of the submission of the application, identify the amount of grant funds that will be allocated and describe the services to be provided.
5. **Indirect Costs:** Indirect costs may be charged as an amount not to exceed ten percent (10%) of the actual total direct project costs. Indirect costs are shared costs that cannot be directly assigned to a particular activity but are necessary to the operation of the organization and the performance of the project. Indirect cost guidelines can be found in the BSCC Grant Administration Guide located on the BSCC website.
6. **Equipment and Fixed Assets:** Include grant funds associated with equipment and fixed assets purchased by the Proud Parenting Grant Program. Equipment and fixed assets are defined as nonexpendable personal property having a useful life of more than one (1) year and an acquisition cost of \$5,000 or more per unit. Items that do not meet this threshold should be included in the Services and Supplies Line Item Category. Itemize all equipment and fixed assets to be purchased by the Proud Parenting Grant Program.

\*Equipment and fixed assets purchased by subgrantees or subcontractors must be included within the applicable Line Item (e.g., Professional Services Line Item, NGO Contracts Line Item).

Equipment and fixed assets included in the proposed budget does not guarantee automatic approval; these purchase requests require separate and prior approval by the BSCC.

7. **Data Collection / Enhancements:** Include and itemize all grant fund costs associated with the project's data collection efforts and/or necessary enhancements to an existing data collection mechanism to capture the data required for the Proud Parenting Grant Program.
8. **Program Evaluation:** Include and itemize all grant fund costs associated with evaluation efforts for this project. This should include any subcontracts funded by the Proud Parenting Grant Program solely for the purposes of Program Evaluation.
9. **Sustainability Planning:** Itemize all costs associated with the Applicant's efforts for sustaining this project after the Proud Parenting Grant Program has ended.
10. **Other (Travel & Training costs):** Itemize all costs that do not fit into the Line Item Categories listed above, including travel and training. At a minimum, applicants should budget for at least four (4) project-related individuals to travel to Sacramento for a Grantee Orientation.



\*For this Line Item, do not include “other” costs for subgrantees or subcontractors. These costs must be included in the applicable Line Item (e.g., Professional Services Line Item, NGO Contracts Line Item).

NOTE: Out-of-State travel using grant funding is permissible only in rare cases and is monitored very closely. Out-of-State travel included in the proposed budget does not guarantee automatic approval; these travel requests undergo a high level of review and scrutiny and approval is granted only in limited cases. Out-of-State travel requests require separate and prior approval by the BSCC.

- 11.** Financial Audit: Up to \$25,000 may be allocated for an end of project financial audit. The audit provides assurances that an organization’s financial statements are free of material misstatement based upon the application of generally accepted accounting principles.

## Budget Narrative

The Budget Narrative may not exceed three (3) pages. Dollar amounts must be in whole numbers and match the corresponding Line Item amounts provided in the Budget Table.

1. **Salaries and Benefits:** \$
  
2. **Services and Supplies:** \$
  
3. **Professional Services:** \$
  
4. **Non-Governmental Organizations (NGO) Contracts:** \$
  
5. **Indirect Costs (not to exceed 10% of the actual total direct project costs):** \$
  
6. **Equipment / Fixed Assets:** \$
  
7. **Data Collection / Enhancement:** \$
  
8. **Program Evaluation:** \$
  
9. **Sustainability Planning:** \$
  
10. **Other (include travel and training costs):** \$
  
11. **Financial Audit:** \$

## Additional Request for Proposals Information - Optional

Applicants may include a maximum of two (2) additional numbered pages entitled “Additional RFP Information” to the Proposal Package. These pages must have a one-inch margin on all four sides and may **only** include endnotes, tables, charts, graphs and/or graphics, must be cited/referenced within the Proposal Narrative, must directly support the Proposal Narrative, and must be legible. See page 20 for additional information.