



# Proposition 47 Grant Program Request for Proposals - Cohort III

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

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

**Eligible Applicants:**

- Public Agencies in Partnership with the Communities they Serve

**Released:** February 14, 2022

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

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



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**CONFIDENTIALITY NOTICE:**

All documents submitted as a part of the Proposition 47 Cohort III Grant Program proposal are public documents and may be subject to a request pursuant to the California Public Records Act. The BSCC cannot ensure the confidentiality of any information submitted in or with this proposal. (Gov. Code, §§ 6250 et seq.)

**PART I:**

**BACKGROUND AND  
GRANT INFORMATION**

## Contact Information

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

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

## Background

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

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

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

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

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

## Proposal Due Date and Submission Instructions

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

A complete proposal package will include:

- One (1) Portable Document Format (PDF) file that contains the Proposal Narrative and all required attachments (see Prop 47 Proposal Checklist).
- An Excel version of the Budget Attachment (Budget Tables and Budget Narrative). Do not submit the Budget Attachment in a PDF version.

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

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

## Bidders' Conference

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

Bidder's Conference details are listed below:

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

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

#### Join by Zoom:

- TBD ZOOM INFO
- Meeting ID: XXX XXXX XXXX | Passcode: XXXXXX

#### Call In:

- 1-669-900-9128
- Meeting ID: Meeting ID: XXX XXXX XXXX | Passcode: XXXXXX

## Letter of Intent to Apply

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

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

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

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

## Proposition 47 Executive Steering Committee

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

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

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

## Conflicts of Interest

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

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

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## Guiding Principles for the Proposition 47 Grant

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

### GUIDING PRINCIPLES

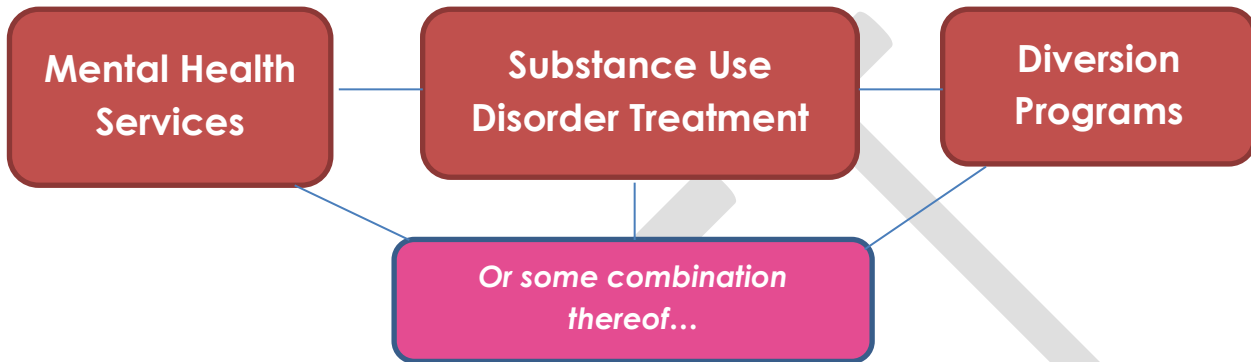
- **Incorporate** community partnerships and collaborations.
- Encourage culturally competent services and approaches that foster the principles of restorative justice.
- Define target populations, especially those populations that are:
  - **traditionally underserved or inappropriately served through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

## Description of the Grant

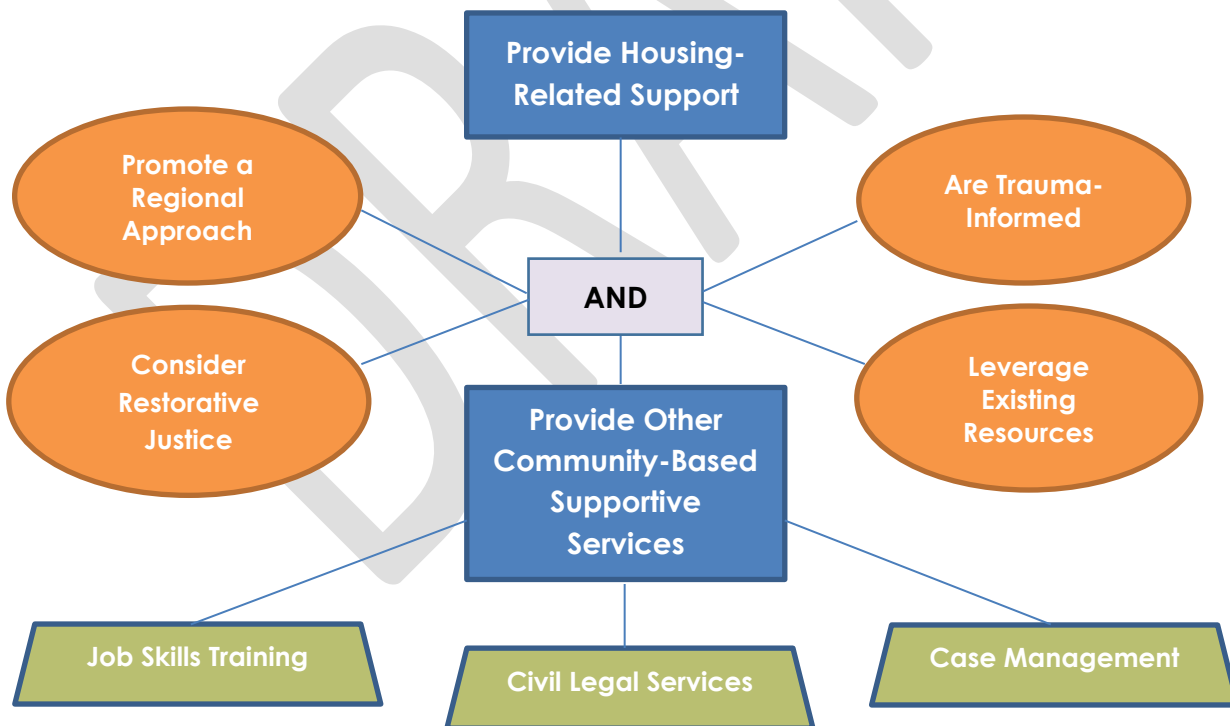
The following flowchart provides a visual representation of required and eligible services under the Proposition 47 Cohort III Grant Program:

### BSCC PROPOSITION 47 GRANT

#### REQUIRED for ALL APPLICANTS



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



#### Eligible Population: Adults and/or Juveniles

Arrested, charged with, or convicted of a criminal offense AND a history of mental health issues or substance use disorders.

## Eligibility to Apply

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

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

## Eligibility of Cohort II Proposition 47 Grantees

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

## Eligible Activities

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

## Existing Services or Programs

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

## Ineligible Grant Expenditures

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

Proposition 47 grant funds may not be used for:

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

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

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

## Service Delivery Approach

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

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

## Definition of Lead Agency

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

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

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

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

Two or more public agencies may partner to submit a joint proposal, but one must be designated as Lead Agency for contracting purposes. Joint proposals must comply with all

other eligibility criteria. A public agency may apply on both an individual and a joint proposal.

**Grant Period**

Successful applicants will enter into grant agreements from September 1, 2022 to June 1, 2026. A visual illustration of the grant period is provided below:

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

## Target Population

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

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

In addition, the target population of Proposition 47 should:

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

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

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

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

## Criteria for Non-Governmental Organizations Receiving Grant Funds

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

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

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

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

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

- Have been duly organized, in existence, and in good standing for at least three (3) years prior to the effective date of its fiscal agreement with the BSCC or with the Proposition 47 grantee;
  - Non-governmental entities that have recently reorganized or have merged with other qualified non-governmental entities that were in existence prior to the three (3) year date are also eligible, provided all necessary agreements have been executed and filed with the California Secretary of State prior to the start date of the grant agreement with the BSCC or the start date of the grantee subcontractor fiscal agreement;
- Be registered with the California Secretary of State's Office, if applicable;
- Have a valid Employer Identification Number (EIN) or Taxpayer ID (if sole proprietorship);
- Have a valid business license, if applicable;
- Have any other state or local licenses or certifications necessary to provide the services requested (e.g., facility licensing by the Department of Health Care Services), if applicable; and
- Have a physical address within California. (An agent for service of process with a California address is insufficient.)

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

## Funding

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

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

**This funding is contingent on:**

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

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

### Funding Categories and Corresponding Funding Thresholds

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

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

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

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



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

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

### **Financial Leveraging**

This RFP does not have a match requirement. However, public agency applicants must demonstrate how they will leverage other federal, state, and local funds or other social investments, such as the following (per Assembly Bill 1056):

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

### **Supplanting**

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

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

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

## Proposition 47 Local Advisory Committee

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

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

The Proposition 47 Local Advisory Committee must include a broad range of stakeholders from within the communities, organizations, departments, etc. impacted by the proposal. Examples include behavioral health professionals, educators, community-based and faith-based organizations, individuals impacted by the justice system, law enforcement, probation, prosecutors, defense attorneys, courts, social service providers, advocacy groups, housing providers, housing navigators and citizens.

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

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

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

- public outreach efforts soliciting committee membership and publicizing community meeting information;
- attendance at both committee and community meetings; and
- agendas and minutes of committee and community meetings.
- **examples of processes for collaboration plan**
- **Partnering agencies' details of their plans for collaboration**

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

## Local Government Impacts

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

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

## Promising, Data-Driven and Innovative Approaches

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

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

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

Public agency applicants are encouraged to develop an overall project that incorporates these principles but is tailored to fit the needs of the communities they serve. Innovation and creativity are encouraged, but projects that have not been validated must demonstrate a promising approach using existing data and research such as best practices in the field.

Plans to measure the effectiveness of a project should include the use of both qualitative and quantitative research. While quantitative research is based on numbers and mathematical calculations, qualitative research is based on written or spoken narratives. The purpose of quantitative research is to explain, predict and/or control events through focused collection of numerical data, while the purpose of qualitative research is to explain and gain insight and understanding of events through intensive collection of narrative data.

## Data Collection and Evaluation

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

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

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

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

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

### **Local Evaluation Plan**

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

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

### **Final Local Evaluation Report**

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

The purpose of the Final Local Evaluation Report is to determine whether the overall project (including each individual component) was effective in meeting the goals laid out in the Local

Evaluation Plan. To do this, the grantee must assess and document the effectiveness of the activities that were implemented within each individual project component. These activities should have been identified in the previously submitted Local Evaluation Plan. The Final Local Evaluation Report is due no later than **June 1, 2026**.

### **Evaluation Dissemination**

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

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

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

## **General Grant Requirements**

### **Grant Agreement**

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

The Grant Agreement start date is expected to be September 1, 2022. Contracts are considered fully executed only after they are signed by both the Grantee and the BSCC. Work, services, and encumbrances cannot begin prior to the Grant Agreement start date. Work, services, and encumbrances that occur after the start date but prior to contract execution may not be reimbursed. Grantees are responsible for maintaining their Grant Agreement, all invoices, records, and relevant documentation for at least three years after the final payment under the contract.

### **Governing Board Resolution**

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

### **Audit**

The State Controller is required to audit the BSCC Prop 47 program every two years. In addition, the BSCC reserves the right to call for a program or financial audit at any time between the execution of the contract and three (3) years following the end of the grant period.

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

### **Travel**

Travel is usually warranted when personal contact by project staff is the most appropriate method of conducting project-related business. Travel to and from training conferences may also be allowed. The most economical method of transportation, in terms of direct expenses to the project and the employee's time away from the project, must be used. Projects are required to include sufficient per diem and travel allocations for project-related personnel, as outlined in the Grant Award, to attend any mandated BSCC training conferences or workshops outlined in the terms of the program.

- **Units of Government**

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

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

An NGO receiving BSCC funds must use the State travel and per diem policy, unless the Grantee's written travel policy is more restrictive than the State's, in which case it must be used. Reimbursement is allowed for the cost of commercial carrier fares, parking, bridge, and road tolls, as well as necessary taxi, bus, and streetcar fares.

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

Out-of-state travel is restricted and only allowed in exceptional situations. Grantees must receive written BSCC approval prior to incurring expenses for out-of-state travel. Even if previously authorized in the Grant Award, Grantees must submit to the BSCC a separate formal request (on Grantee letterhead) for approval. Out-of-state travel requests must include a detailed justification and budget information. In addition, California prohibits travel, except under specified circumstances, to states that have been found by the California Attorney General to have discriminatory laws. The BSCC will not reimburse for travel to these states unless the travel meets a specific exception under Government Code section 11139.8, subdivision (c). For additional information, please see: <https://oag.ca.gov/ab1887>.

### **Debarment, Fraud, Theft or Embezzlement**

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

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

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

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

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

### **Invoices**

Disbursement of grant funds occurs on a reimbursement basis for costs incurred during a reporting period. Grantees must submit invoices with supporting documentation to the BSCC according to the terms of their grant agreement (typically quarterly) within 45 days following the end of the reporting period via the online process. Grantees must maintain adequate supporting documentation for all costs claimed on invoices for reimbursement.

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

### **Quarterly Progress Reports**

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

As a part of the progress reports, grantees will be required to complete the BSCC Data Template. The purpose of the BSCC Data Template is to gather individual level data on the impacts of Proposition 47. **The BSCC will not request or retain personal identifying information through this process.**

Examples of potential prompts include:

- Age
- Race/Ethnicity
- Gender
- Recidivism
- Program enrollment/completion/exit without completion
- Screening for mental illness and/or substance use disorder
- Treatment received
- Services received

The BSCC will provide a template and instructions to grantees. The BSCC Data Template will be submitted on a quarterly basis with the Progress Reports.

### **Grantee Orientation**

Following the start of the grant period, BSCC staff will conduct a Grantee Orientation virtually (October 2022, date to be determined). The purpose of this mandatory session is to review the program requirements, invoicing and budget modification processes, data collection and reporting requirements, as well as other grant management and monitoring activities. Typically, the Project Director, Financial Officer, Day-to-Day Contact, individual tasked with Data Collection and Evaluation and a minimum of one Community Partner must attend.

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

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## Overview of the RFP Process

### Confirmation of Receipt of Proposal

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

### Disqualification - **PLEASE REVIEW CAREFULLY**

The following will result in an automatic disqualification:

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

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

### Proposal Rating Process

Once a proposal passes the Technical Compliance Review, it will advance to the Executive Steering Committee for the Proposal Rating Process. The Executive Steering Committee will read and assign points to each Proposal in accordance with the prescribed rating factors listed in the table below.

Executive Steering Committee members will base their points on how well a public agency applicant addresses the items listed under each rating factor within the Proposal Narrative and Budget Section.

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

## Rating Factors

The rating factors that will be used and the maximum points allocated to each factor are shown in the table below. Each rating factor will be scored on a scale of 1-5. Each rating factor then will be weighted in the overall score as shown in the column titled Percentage of Total Value to arrive at the Maximum Point Value.

	Rating Factors	Point Range	Percent of Total Value	Maximum Points	Weighted Score*
1	Project Need	1-5	15%	8	32
2	Community Engagement	1-5	20%	10	40
3	Project Description	1-5	25%	13	52
4	Project Evaluation Plan	1-5	10%	5	20
5	Guiding Principles	1-5	10%	5	20
6	Budget Section	1-5	20%	10	40
	<b>Total</b>		<b>100%</b>	<b>51</b>	<b>204</b>
<p><i>*Once Maximum Points are calculated for each rating factor, the score will be multiplied by four. This will allow for a larger point spread between applicants.</i></p>					
<p><b>Additional Points:</b> Applicants are required to dedicate a minimum of 50 percent of grant funds requested to subcontracts with non-governmental, community organizations. Additional points will be added to the final score if an applicant dedicates 60 percent or more, as follows:</p>					
<p>60-69 percent of grant funds = 2 additional points 70+ percent of grant funds = 4 additional points</p>					
<b>Total Possible Score with Additional Points</b>					<b>208</b>

### Five Point Range Scale

Poor 1	Fair 2	Satisfactory 3	Good 4	Excellent 5
The response addresses the criteria in a very inadequate way.	The response addresses the criteria in a non-specific or unsatisfactory way.	The response addresses the criteria in an adequate way.	The response addresses the criteria in a substantial way.	The response addresses the criteria in an outstanding way.

### Minimum Scoring Threshold

Proposals must meet both an individual and an overall minimum score threshold in order to be considered for funding.

Applicants must earn a minimum of **50 percent** of the Maximum Points in the *Community Engagement, Project Description and Budget Section* Rating Factors, as follows:

- Community Engagement: Minimum score of 5.0
- Project Description: Minimum score of 6.5
- Budget Section: Minimum score of 5.0

In addition to the individual minimum scoring thresholds for these three sections, applicants must earn an overall weighted score of **133** or higher in order to be considered for funding (65 percent of 204).

### Funding Decisions

As explained on page 13, applicants will compete for funds within either the Small or Large Scope category. BSCC will move down the ranked lists to fund all qualified applicants (i.e. proposals that meet the scoring threshold requirements) in each category until all funds in that category are exhausted. Applicants that fall at the cut-off point may be offered a partial award if there are not sufficient remaining funds to make a full award.

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

In the case of a tied score, the applicant with the highest score in the Project Description section will be awarded funds. If the tie remains, the applicant with the highest combined point total across the Community Engagement and Budget Section will be awarded.

### Summary of Key Dates

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

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

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# **ATTACHMENTS**

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**Proposition 47 – In Pertinent Part**

THE SAFE NEIGHBORHOODS AND SCHOOLS ACT

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

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

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

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

*7599.1. Funding Appropriation.*

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

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

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

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

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

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

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

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

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

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

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

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

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

**Assembly Bill No. 1056**

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

AB 1056, Atkins. Second Chance Program.

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

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

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

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



This bill would create the Second Chance Fund in the State Treasury for the purpose of funding the above-described recidivism reduction program. The bill would require the Controller, upon order of the Director of Finance, to transfer the moneys available to the Board of State and Community Corrections from the Safe Neighborhoods and Schools Fund into the Second Chance Fund. The bill would also authorize the Second Chance Fund to receive moneys from any other federal, state, or local grant, or from any private donation. The bill would prohibit the board from using the moneys in the fund to supplant existing programs and from spending more than 5% per year of the total moneys in the fund for administrative purposes.

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

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

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

## **BILL TEXT**

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

### **SECTION 1.**

The Legislature finds and declares all of the following:

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

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

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

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

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

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

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

## **SEC. 2.**

Section 97013 of the Government Code is amended to read:

### **97013.**

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

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

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

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

## **SEC. 3.**

Section 97015 of the Government Code is amended to read:

### **97015.**

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

## **SEC. 4.**

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

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

#### **6046.**

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

(b) The program established pursuant to this article shall be restricted to supporting mental health treatment, substance use treatment, and diversion programs for persons in

the criminal justice system, with an emphasis on programs that reduce recidivism of persons convicted of less serious crimes, such as those covered by the Safe Neighborhoods and Schools Act of 2014, and those who have substance use and mental health problems.

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

**6046.1.**

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

(a) “Board” means the Board of State and Community Corrections.

(b) “Fund” means the Second Chance Fund established pursuant to Section

**6046.2.**

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

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

**6046.2.**

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

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

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

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

**6046.3.**

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

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

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

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

(b) The board shall form an executive steering committee that includes, but is not limited to, a balanced and diverse membership from relevant state and local government entities, community-based treatment and service providers, and the formerly incarcerated community. The committee shall have expertise in homelessness and housing, behavioral health and substance abuse treatment, and effective rehabilitative treatment for adults and juveniles. The committee shall make recommendations regarding the design, efficacy, and viability of proposals, and make recommendations on guidelines for the submission of proposals, including threshold or scoring criteria, or both, that do all of the following:

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

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

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

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

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

(D) The Community Corrections Performance Incentives Act (Stats. 2009, Ch. 608; Chapter 3 (commencing with Section 12228) of Title 8 of Part 2).

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(8) Consider geographic diversity.

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

(10) Consider proposals that provide services to juveniles.

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

## **SEC. 5.**

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

## Attachment C: Glossary of Key Terms

### **Cultural Competence**

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

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

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

Strategies for practicing cultural humility include:

- Practicing self-reflection, including awareness of your beliefs, values, and implicit biases
- Recognizing what you don't know and being open to learning as much as you can
- Being open to other people's identities and empathizing with their life experiences
  - Acknowledging that the patient is their own best authority, not you
  - Learning and growing from people whose beliefs, values, and worldviews differ from yours

### **Diversion Programs**

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

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

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

Diversion programs are usually only available to individuals charged with misdemeanors and nonviolent felonies involving drugs or alcohol. In some jurisdictions, diversion may be available to individuals charged with domestic violence, child abuse or neglect, traffic-related

offenses, or even writing bad checks. Diversion programs are primarily governed by state laws, which vary by state.

## **Project Evaluation:**

### **Process Evaluation<sup>3</sup>**

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

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

### **Outcome Evaluation<sup>4</sup>**

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

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

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

## **Goals and Objectives**

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

In proposals, goals are defined by broad statements of what the program intends to accomplish, representing the long-term intended outcome of the program<sup>5</sup>.

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

<sup>3</sup>Justice Research and Statistics Association, Juvenile Justice Evaluation Center. (2003, June). *Juvenile Justice Program Evaluation: An overview (Second Edition)* p. 7. Retrieved from <http://www.jrsa.org/njiec/publications/program-evaluation.pdf>.

<sup>4</sup> *Id* at pp. 7-8.

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

Examples of goal statements<sup>6</sup>:

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

Objectives are defined by statements of specific, measurable aims of program activities<sup>7</sup>. Objectives detail the tasks that must be completed to achieve goals<sup>8</sup>. Descriptions of objectives in the proposals should include three elements<sup>9</sup>:

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

Examples of program objectives<sup>10</sup>:

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

## **Housing Models (Examples)**

### **A. Housing First**

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

There is a focus on helping individuals and families access and sustain rental housing *as quickly as possible and the housing is not time-limited*;

- A variety of services are delivered primarily following a housing placement to promote housing stability and individual well-being;

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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>6</sup> *Id.* at p. 4.

<sup>7</sup> National Center for Justice Planning. Overview of Strategic Planning. *Where Do We Want to Be? Goals and Objectives*. Retrieved from <http://ncjp.org/strategic-planning/overview/where-do-we-want-be/goals-objectives>.

<sup>8</sup> *Id.*; see *supra* fn 1.

<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/njjec/publications/program-evaluation.pdf>.

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



- Such services are time-limited or long-term depending upon individual need; and
- Housing is not contingent on compliance with services – instead, participants must comply with a standard lease agreement and are provided with the services and supports that are necessary to help them do so successfully.
  - *Source: National Alliance to End Homelessness*

## **B. Permanent Supportive Housing**

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

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

## **C. Bridge Housing**

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

- *Source: Department of Veterans Affairs*

## **D. Rapid Rehousing**

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

- Rapid re-housing has the following core components:
  - Housing Identification
  - Recruit landlords to provide housing opportunities for individuals and families experiencing homelessness.
  - Address potential barriers to landlord participation such as concern about short term nature of rental assistance and tenant qualifications.
  - Assist households to find and secure appropriate rental housing.
  - Rent and Move-In Assistance
  - Provide assistance to cover move-in costs, deposits, and the rental and/or utility assistance (typically six months or less) necessary to allow individuals and families to move immediately out of homelessness and to stabilize in permanent housing.
  - Rapid Re-Housing Case Management and Services

- Help individuals and families experiencing homelessness identify and select among various permanent housing options based on their unique needs, preferences, and financial resources.
- Help individuals and families experiencing homelessness address issues that may impede access to housing (such as credit history, arrears, and legal issues).
- Help individuals and families negotiate manageable and appropriate lease agreements with landlords.
- Make appropriate and time-limited services and supports available to families and individuals to allow them to stabilize quickly in permanent housing.
- Monitor participants' housing stability and be available to resolve crises, at a minimum during the time rapid re-housing assistance is provided.
- Provide or assist the household with connections to resources that help them improve their safety and well-being and achieve their long-term goals. This includes providing or ensuring that the household has access to resources related to benefits, employment, and community-based services (if needed and appropriate), so that they can sustain rent payments independently when rental assistance ends.
- Ensure that services provided are client-directed, respectful of individuals' right to self-determination, and voluntary. Unless basic program-related case management is required by statute or regulation, participation in services should not be required to receive rapid re-housing assistance.
  - *Source: U.S. Interagency Council on Homelessness*

#### **E. Transitional Housing**

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

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

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

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

#### **G. Recovery Residence:**

For the purposes of this section, "recovery residence" means a residential dwelling that provides primary housing for individuals who seek a cooperative living arrangement that supports personal recovery from a substance use disorder and that

does not require licensure by the department or does not provide licensable services. A recovery residence may include, but is not limited to, residential dwellings commonly referred to as “sober living homes,” “sober living environments,” or “unlicensed alcohol and drug free residences.” \*\*\* (HSC 11833.05. (c))

### **Community Defined Practices**

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

- Source: [https://cars-rp.org/\\_MHTTC/docs/CDE-Evaluation-Resource-Compendium-PS-MHTTC.pdf](https://cars-rp.org/_MHTTC/docs/CDE-Evaluation-Resource-Compendium-PS-MHTTC.pdf)

### **Recidivism**

Recidivism is defined as conviction of a new felony or misdemeanor committed within three years of release from custody or committed within three years of placement on supervision for a previous criminal conviction.<sup>11</sup>

### **Restorative Justice**

Restorative practice is a social science that studies how to improve and repair relationships between people and communities. The purpose is to build healthy communities, increase social capital, decrease crime and antisocial behavior, repair harm and restore relationships.

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

### **Case management**

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

- Source: Case Management Society of America

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

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

- Individual and group counseling
- Inpatient and residential treatment

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<sup>11</sup> Cal. Penal Code § 6046.2(d)). “Committed” refers to the date of offense, not the date of conviction.

- Intensive outpatient treatment
- Partial hospital programs
- Case or care management
- Medication
- Recovery support services
- 12-Step fellowship
- Peer supports

Other services that may qualify could include:

- Withdrawal management
- Culturally rooted community healing practices

## **Behavioral Health Services**

### **Mental Health**

#### **Crisis Residential Treatment Programs**

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

#### **Trauma-Informed Care**<sup>12</sup>

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

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

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

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

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<sup>12</sup> Substance Abuse and Mental Health Services Administration, U.S. Department of Health and Human Services. *Trauma-informed Approach and Trauma-Specific Interventions*. Retrieved July 22, 2016, from <http://www.samhsa.gov/nctic/trauma-interventions>

**Attachment D: 2019-2023 Proposition 47 Local Advisory Committee Membership Roster**

**Lead Public Agency:**

Individual Name	Job Title	Agency/Organization



## Attachment E: Proposition 47 Local Advisory Committee Letter of Agreement

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

(Date)

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

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

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

Signed in mutual agreement,

### LEAD PUBLIC AGENCY SIGNATURE

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

### PROPOSITION 47 LOCAL ADVISORY COMMITTEE MEMBER SIGNATURES

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

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

## Attachment F: Local Government Impact Letters

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

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

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

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

Attachment G: Sample Grant Agreement

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1.

2.

3.

4.

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## Attachment H: Sample Governing Board Resolution

Before grant funds can be reimbursed, a prospective grantee must either (1) submit a resolution from its Governing Board that delegates authority to the individual authorized to execute the grant agreement or (2) provide sufficient documentation indicating that the prospective grantee has been vested with plenary authority to execute grant agreements (e.g. a municipal ordinance or county ordinance/charter delegating such authority to a city manager or county executive officer).

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

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

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

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

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

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

Ayes:

Notes:

Absent:

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

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

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

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

## Attachment I: Proposition 47 Project Work Plan

Each public agency applicant must develop a 1-page Project Work Plan as part of this RFP process. This Project Work Plan identifies measurable goals and objectives, activities and services, the responsible parties, and a timeline.

To build the Proposition 47 Project Work Plan, applicants should copy and paste the following tables into a separate document. List only the top three goals of the project.

<b>(1) Goal:</b>			
Objectives:			
Project activities that support the identified goal and objectives	Responsible staff/ partners	Timeline	
		Start Date	End Date

<b>(2) Goal:</b>			
Objectives:			
Project activities that support the identified goal and objectives	Responsible staff/ partners	Timeline	
		Start Date	End Date

<b>(3) Goal:</b>			
Objectives:			
Project activities that support the identified goal and objectives	Responsible staff/ partners	Timeline	
		Start Date	End Date

## Attachment J: List of Partner Agencies/Organizations

Lead Public Agency:

Other Public Agency Partners

	Name of Agency	2-3 sentence description of services to be provided
1		
2		
3		
4		
5		

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

	Name of Organization	2-3 sentence description of services to be provided
1		
2		
3		
4		
5		

*Add additional rows as needed.*

## Attachment K: Grantee Assurance for Third Party Non-Governmental Organizations

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

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

- Have been duly organized, in existence, and in good standing for at least three (3) **years** prior to the effective date of its fiscal agreement with the BSCC or with the Proposition 47 grantee;
  - Non-governmental entities that have recently reorganized or have merged with other qualified non-governmental entities that were in existence prior to the three (3) **year** date are also eligible, provided all necessary agreements have been executed and filed with the California Secretary of State prior to the start date of the grant agreement with the BSCC or the start date of the grantee subcontractor fiscal agreement;
- Be registered with the California Secretary of State's Office, if applicable;
- Have a valid Employer Identification Number (EIN) or Taxpayer ID (if sole proprietorship);
- Have a valid business license, if applicable;
- Have any other state or local licenses or certifications necessary to provide the services requested (e.g., facility licensing by the Department of Health Care Services), if applicable; and
- Have a physical address within California. (An agent for service of process with a California address is insufficient.)

Non-Governmental Organizations (NGOs) include: community-based organizations (CBOs), faith-based organizations (FBOs), non-profit organizations/501(c)(3)s, **for profit service providers**, evaluators (except government institutions such as universities), grant management companies and any other non-governmental agency or individual. Note: These criteria do not apply to government organizations (e.g. counties, cities, school districts, etc.).

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

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

**Lead Public Agency:**

Name of Contracted Party	Address	Email / Phone	Meets All Requirements
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>

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

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

**A signature below is an assurance that all requirements listed on pages 6-7 of the Proposition 47 RFP 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 NUMBER	EMAIL ADDRESS
STREET ADDRESS	CITY	STATE	ZIP CODE
APPLICANT'S SIGNATURE (Blue Ink Only)  X			DATE

## Attachment L: Proposition 47 Budget Table

The Proposition 47 Budget Table is a stand-alone Microsoft Excel attachment. The Budget Table is located on the BSCC [website](#). A completed Budget Table must reflect all grant and leveraged funds that are requested. The Budget Table has built-in auto tally features to assist applicants in the accurate reporting of budget line items.

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## Appendix A: Proposition 47 Executive Steering Committee Roster

### Proposition 47 Executive Steering Committee

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



**PART II:**

**PROPOSAL  
INSTRUCTIONS**

## Proposal Checklist

**Name of Public Agency Applicant:**

A complete Proposition 47 Proposal packet must contain the following (to be submitted in the order listed):

<b>Required:</b>	<b>Check once Complete</b> (√)
Proposal Checklist (signed by the applicant)	
Section I. Applicant Information Form (with original signature in blue ink)	
Section II. Proposal Narrative (up to and not exceeding 15 pages)	
Section III. Budget Narrative (up to and not exceeding 6 pages)	
<b>Required Attachments:</b>	
<ul style="list-style-type: none"> <li>▪ Proposition 47 Local Advisory Committee Member Roster (Attachment D)</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Proposition 47 Local Advisory Committee Letter(s) of Agreement (Attachment E)</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Letter(s) of Agreement for Impacted Local Government Agencies (Attachment F)</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Proposition 47 Project Work Plan (Attachment I)</li> </ul>	
<ul style="list-style-type: none"> <li>▪ List of Partner Agencies/Organizations (Attachment J)</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Grantee Assurance for Third Party Non-Governmental Organizations (Attachment K)</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Proposition 47 Budget Table (Attachment L)</li> </ul>	
<b>Optional:</b>	
<ul style="list-style-type: none"> <li>▪ Governing Board Resolution (Attachment H) <i>Note: The Governing Board Resolution is due prior to Grant Award Agreement, <u>not</u> at time of proposal submission.</i></li> </ul>	
<b>Assurance:</b>	
Proposition 47 Grant Funds will not be used for the acquisition of real property or for programs or services provided in a custodial setting.	

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

X \_\_\_\_\_  
Public Agency Applicant Authorized Signature (see Applicant Information Form, next page)

## Applicant Information Form Instructions

### Instructions for completing the Applicant Information Form:

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

## Section I. Applicant Information Form

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

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

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

## Section II. Proposal Narrative

**Instructions:** The Proposal Narrative must be submitted in Arial 12-point font with one-inch margins on all four sides. The narrative must be double-spaced and cannot exceed **15 pages** in length. Non-narrative elements of the proposal, such as a flow chart may be single-spaced.

For the Proposal Narrative, address each of the sections below. Each section should be titled according to its section header (i.e. Project Need, Community Engagement, Project Description, etc.). Within each section, address the bulleted items in a cohesive, comprehensive narrative format. Do not include website links.

Applicants may include a one-page bibliography containing citations, if it conforms to common research formats (e.g. American Psychological Association, Modern Language Association, etc.).

The 15-page limit does not include the Proposal Checklist, Applicant Information Form, Budget Section and all other required attachments (see *Proposal Checklist*, page 70).

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

### RATING FACTOR 1: PROJECT NEED

*Percent of Total Value: 15%*

#### **Address the following in narrative form:**

- What need(s) will be addressed by this project? Explain whether the need is driven by gaps in services.
- What is the target population?
- Provide detailed local data (qualitative and quantitative) to support the described need(s) and target population. Cite all data sources\*
- Describe how you considered the needs of underserved populations in your community and disparities based on race, ethnicity, gender, sexual orientation, or immigration status, etc.
- How are the identified need(s) and target population connected to the intent of Proposition 47?

\*In addition to any local data the applicant wishes to cite, applicants may wish to consult the following data sets from 2013-2017, in order to support the need:

#### Proposition 47 State and County Level Impacts

- Population Data
- Arrest Data
- Jail Data

Data sets can be found under the Cohort 2 Grant Cycle heading on the BSCC [website](#).

**This section of the proposal will be scored on the following criteria:**

<b>Rating Criteria for PROJECT NEED</b>	
<b>1.1</b>	The need is identified and measurable. The applicant uses qualitative and quantitative data to support the description. The applicant described gaps in services that contribute to the need. All data sources are cited.
<b>1.2</b>	The target population is identified, measurable and correlates to the need. The applicant uses qualitative and quantitative data to support the description. All data sources are cited.
<b>1.3</b>	When identifying the target population, the applicant took reasonable steps to consider the needs of underserved populations in its community, including disparities based on race, ethnicity, gender, sexual orientation, or immigration status, etc.
<b>1.4</b>	Overall, the need(s) and target population align with the intent of Proposition 47.

**RATING FACTOR 2: COMMUNITY ENGAGEMENT**

*Percent of Total Value: 20%*

**Address the following in narrative form:**

- Complete a Proposition 47 Local Advisory Committee Membership Roster and attach it to the Proposal packet (see *Attachment D*). Refer the reader to the roster for a list of members.
- Describe the process used to determine which and how many individuals would be on the Proposition 47 Local Advisory Committee, in relation to the make-up and culture of the community and the identified need.
- Describe the process used to solicit membership.
- Describe the process used to ensure fair and balanced participation by all members in the identification of the need and the development of a plan.
- Complete Letter(s) of Agreement signed by all members of the Proposition 47 Local Advisory Committee and attach to the Proposal packet (see *Attachment E*).

**This section of the proposal will be scored on the following criteria:**

<b>Rating Criteria for COMMUNITY ENGAGEMENT</b>	
<b>2.1</b>	The Proposition 47 Local Advisory Committee Membership Roster is attached.
<b>2.2</b>	Based on a review of the Membership Roster, the Proposition 47 Local Advisory Committee is made up of community stakeholders that include the formerly incarcerated and other individuals impacted by the justice system.

<b>Rating Criteria for COMMUNITY ENGAGEMENT</b>	
<b>2.3</b>	The membership of the Proposition 47 Local Advisory Committee is reflective of the make-up and culture of the community and the identified need.
<b>2.4</b>	The Lead Agency drew input from a wide cross-section of community stakeholders.
<b>2.5</b>	The community engagement process was fair, inclusive, comprehensive and transparent.
<b>2.6</b>	The Lead Agency describes the process by which the Proposition 47 Local Advisory Committee meetings are sufficiently noticed, accessible to the public and include opportunities for participation.
<b>2.7</b>	Letter(s) of Agreement signed by all members of the Proposition 47 Local Advisory Committee are attached.

**RATING FACTOR 3: PROJECT DESCRIPTION**

*Percent of Total Value: 25%*

**Address the following in narrative form:**

- List and describe the mental health services, substance use disorder treatment, diversion programs (or some combination thereof) to be funded by this grant.
- List and describe any supplemental housing-related services or other community-based supportive services that will be included in this grant, to include those funded by the grant and those leveraged from other sources (see page 14). Leveraged resources could include staff positions, services, supplies, equipment or other assets needed for the project’s success.
- Describe why the interventions described above were chosen for this target population. Include supporting data, research, evidence, outcome evaluations, etc. that leads you to believe the intervention or strategy is likely to produce the desired benefit. Cite all sources.
- Describe the impact of trauma on the target population.
- Describe the service delivery approach for each service and/or program component. Identify the roles and responsibilities for all service providers. Include a list of all partner agencies/organizations (see *Attachment J*).
- Describe the process used to select those service providers and explain how you chose providers that best represent the needs and interests of the target population, including those with staff who are system-impacted or who have different educational levels and life experiences.
- Describe the referral process used to ensure the identified target population is referred for services, to include the use of risk and needs assessment tools.
- Explain how the proposed project will influence or contribute to overarching, long-term policy or systems change.
- Describe what you will do to minimize the amount of start-up time and be prepared to start once funds are awarded.



- Identify each public agency that could be impacted by this grant project and for each include a Letter of Agreement signed by both the Lead Agency and the impacted public agency or agencies (see *Attachment F*).

***This section of the proposal will be scored on the following criteria:***

<b>Rating Criteria for PROJECT DESCRIPTION</b>	
<b>3.1</b>	The mental health services, substance use disorder treatment, diversion programs (or some combination thereof) funded by this grant are clearly identified and described.
<b>3.2</b>	In addition to the minimum required programs or services, the applicant will also provide or leverage housing-related assistance and other community-based supportive services, as per AB 1056.
<b>3.3</b>	The applicant presents a rationale for why each intervention (3.1 and 3.2) was chosen, i.e., some evidence that the intervention(s) will work with this target population and in this community.
<b>3.4</b>	The service delivery approach for each service and/or program component is described clearly. Roles and responsibilities for all service providers (to include the Lead Agency and all partners) are clearly identified. The approach is multi-disciplinary and collaborative. A list of all partner agencies/organizations is attached.
<b>3.5</b>	The applicant describes the process used to select service providers and describes how it will include providers that best represent the needs and interests of the target population, including those with staff who are system-impacted or who have different educational levels and life experiences.
<b>3.6</b>	The applicant has a plan for how to recruit individuals from the target population (referral process) and a plan for using risk/needs assessment tools to ensure the appropriate population is served.
<b>3.7</b>	This applicant has explained how this project will influence or contribute to overarching, long-term policy or systems change within the Lead Agency and the community it serves.
<b>3.8</b>	The applicant described how the project will address the impact of trauma on the target population.
<b>3.9</b>	The applicant has a plan to minimize start-up time so that services can be delivered as soon as possible.
<b>3.10</b>	The applicant assessed whether this project would impact other local government agencies, identified those agencies that could be impacted and included a Letter of Agreement for each.

## RATING FACTOR 4: PROJECT EVALUATION PLAN

*Percent of Total Value: 10%*

**Address the following in narrative form:**

- List the goals and objectives for the proposed project (see *Attachment C* for definitions of the terms Goal and Objective).
- Complete a 1-page Proposition 47 Project Work Plan to show the top three goals for the project (see *Attachment I*).
- Identify both process and outcome measures for the proposed project:
  - Examples of process measures: services implemented on time, number of participants served, number of staff hired, number of service hours provided, etc.
  - Examples of outcome measures: number of individuals placed in permanent housing, number of individuals employed/for how long, number of individuals completed treatment and avoided relapse, number of individuals completed intervention and remained arrest-free, etc.

Note: At a minimum, recidivism reduction must be an outcome measure for the project. (See *Attachment C* for a glossary of terms.)

- Describe the preliminary plan for collecting and evaluating baseline data and outcome data, including any necessary data sharing agreements.
- Describe your plan for monitoring program fidelity to ensure interventions are implemented as intended.
- Describe the anticipated research design or methodology that will be used to complete the required evaluation reports and determine whether the project “worked” as intended (e.g., pre/post surveys, data analysis, etc.).
- Describe the plan for sharing outcomes with governing bodies, stakeholders and constituents.

***This section of the proposal will be scored on the following criteria:***

<b>Rating Criteria for PROJECT EVALUATION PLAN</b>	
4.1	The goals and objectives are clearly directed to the needs described in the applicant’s Project Need section. The Work Plan is attached.
4.2	The applicant has identified process and outcome measures that are quantifiable and in line with the intent of Proposition 47.
4.3	At a minimum, recidivism reduction is included as an outcome measure.
4.4	The applicant has described a preliminary plan for how to collect and evaluate baseline and outcome data related to the outcome measures. The applicant has provided for data sharing agreements, if necessary.
4.5	The applicant describes a reasonable plan for monitoring fidelity in order to ensure that interventions are implemented as intended.

Rating Criteria for PROJECT EVALUATION PLAN	
4.6	The applicant has described a research design or methodology that will allow for an assessment of whether the project “worked” as intended.
4.7	The applicant has a detailed plan for sharing outcomes with governing bodies, stakeholders and constituents.

**RATING FACTOR 5: GUIDING PRINCIPLES**

*Percent of Total Value: 10%*

**Address the following in narrative form:**

Explain how the proposed project taken as a whole addresses the Proposition 47 Guiding Principles (see page 5).

***This section of the proposal will be scored on the following criteria:***

Rating Criteria for GUIDING PRINCIPLES	
5.1	The design and implementation plan of the project demonstrates that the applicant values community partnerships and collaboration.
5.2	The service delivery approach: <ul style="list-style-type: none"> <li>• is culturally competent, trauma-informed, and provides for accessibility;</li> <li>• ensures that services will be tailored to meet an individual’s holistic needs;</li> <li>• advances the principles of Restorative Justice; and</li> <li>• acknowledges and addresses known barriers to serving target populations.</li> </ul>
5.3	The applicant has a strong plan for ensuring that individuals who have been most impacted by Proposition 47 – with an emphasis on racial and ethnic disparities – receive the proposed services.
5.4	The applicant has demonstrated how this project will change or improve the lives of participants.
5.5	Overall, the project meets the spirit and intent behind the statute and the Proposition 47 Guiding Principles.

## Section III. Budget Section

Percent of Total Value: 20%

Applicants must complete a Budget Table and Budget Narrative according to the instructions that follow.

**Below is the rating criteria on which the entire Budget Section will be scored:**

Rating Criteria for the BUDGET SECTION	
6.1	The project budget is clear and detailed and takes into account the time necessary for start-up of the project, service delivery, and measurement of outcomes.
6.2	The amount of grant funds requested is reasonable and appropriate given the proposed project's design and scope.
6.3	The applicant has clearly explained how the requested grant funds will be used to achieve project goals.
6.4	The project demonstrates a financial commitment to community partners that accurately reflects the Proposal Narrative and the intent and spirit of Proposition 47.
6.5	The applicant has detailed how it will leverage other (non-Prop. 47) dollars to maximize Proposition 47 grant dollars.

### Rating Factor 6a: Budget Table

**Instructions:** The Proposition 47 Budget Table is a stand-alone Microsoft Excel document (*Attachment L*). The Budget Table can be found under the Cohort 2 Grant Cycle heading on the BSCC [website](#). A completed Budget Table must reflect all grant and leveraged funds that are requested. The Budget Table has built-in auto tally features to assist applicants in the accurate reporting of budget line items. A completed Budget Table is provided as an example on the first tab of the Excel document. Public Agency Applicants will complete the template found on the second tab. Applicants must submit the BSCC approved Budget Table. Any alternate versions or attempts to modify the Budget Table will not be accepted.

When completing the Budget Table report all amounts in whole dollars. While recognizing some jurisdictions may use different line items in the budget process, the categories listed on the Budget Table are the ones that funded projects will use when invoicing the BSCC for reimbursement of expenditures.

All funds must be used consistent with the requirements of the *BSCC Grant Administration Guide*. Applicants should reference this Guide for definitions and other guidance in preparing a budget. The Guide can be found on the BSCC [website](#).

## Rating Factor 6b: Budget Narrative

**Instructions:** The purpose of the Budget Narrative is to support the amounts requested in the Budget Table. The Budget Narrative must be submitted in Arial 12-point font with one-inch margins on all four sides. The narrative must be double-spaced and cannot exceed **6 pages** in length. Provide the information listed under each line item below with narrative to explain how the requested grant funds and outside leveraged funds will be used to achieve project goals.

**1. Salaries and Benefits:** List each Lead Agency staff to be funded by the grant. For each, provide the classification/title, percentage of time, salary/hourly rates, and benefits. Note: salaries and benefits of all other contracted staff go under the appropriate line item, either Professional Services or Community-Based Organization Subcontracts. Public agencies must document and retain time sheets for any grant or leveraged funds charged to the grant.

**a. Total Grant Funds Requested: \$**

**Narrative Detail:**

**b. Other Funds Leveraged: \$**

**Narrative Detail:**

**2. Services and Supplies:** Itemize all services and supplies.

**a. Total Grant Funds Requested: \$**

**Narrative Detail:**

**b. Other Funds Leveraged: \$**

**Narrative Detail:**

**3. Professional Services/Public Agency Subcontracts:** List the names of all professional service contracts (e.g., contracts with other governmental entities or consultants). Itemize the services that will be provided by each and show funds allocated to each. Show hours and billing rates for all contracted staff.

**a. Total Grant Funds Requested: \$**

**Narrative Detail:**

**b. Other Funds Leveraged: \$**

**Narrative Detail:**

- 4. Community-Based Organization Subcontracts:** The Lead Agency must subcontract with one or more non-governmental, community organizations for a **minimum of 50 percent** of the total grant award. Additional points will be added to the final score for applicants that pass-through 60 percent or 70 percent, etc.

List the names of all non-governmental community organizations, itemize the services that will be provided by each and show funds allocated to each. Show hours and billing rates for all community organization staff.

If a community partner has not been selected as of the date of the submission of the application, clearly identify the amount of grant funds that will be allocated as a placeholder.

- a. Total Grant Funds Requested: \$**

**Narrative Detail:**

- b. Other Funds Leveraged: \$**

**Narrative Detail:**

- 5. Indirect Costs:** Itemize all indirect costs. For information on how to calculate indirect costs, please see *BSCC Grant Administration Guide*. The ESC will consider appropriate limits for administrative costs and overhead.

- a. Total Grant Funds Requested: \$**

**Narrative Detail:**

- b. Other Funds Leveraged: \$**

**Narrative Detail:**

- 6. Data Collection and Evaluation:** Itemize all costs associated with data collection and evaluation efforts for this project. Applicants must dedicate a minimum of 5 percent (or \$25,000, whichever amount is greater) up to a maximum of 10 percent of total grant funds requested to this line item. Even if Data Collection and Evaluation efforts will be performed by Professional Service consultants they must be listed here. Applicants are strongly encouraged to use outside evaluators or otherwise address conflict of interest considerations.

NOTE: All funds dedicated to data collection and evaluation should be listed in this category and reflected in line 6 of the Budget Table.

**a. Total Grant Funds Requested: \$**

**Narrative Detail:**

**b. Other Funds Leveraged: \$**

**Narrative Detail:**

**7. Equipment/Fixed Assets:** Itemize all equipment and fixed assets. Equipment and fixed assets are defined in the *BSCC Grant Administration Guide*.

**a. Total Grant Funds Requested: \$**

**Narrative Detail:**

**b. Other Funds Leveraged: \$**

**Narrative Detail:**

**8. Other (Travel, Training, etc.):** Itemize all costs associated with travel and training. Applicants should budget for two trips to Sacramento for grantee meetings.

**a. Total Grant Funds Requested: \$**

**Narrative Detail:**

**b. Other Funds Leveraged: \$**

**Narrative Detail:**