

STATE OF CALIFORNIA  
**BOARD OF STATE AND COMMUNITY CORRECTIONS**



February 10, 2022  
Board Meeting Agenda  
& Reports



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916-445-5073

**KATHLEEN T. HOWARD**  
Executive Director, BSCC

## BOARD MEETING AGENDA

February 10, 2022

**New Start Time: 9:00 a.m.**

**AMENDED TO ADD AGENDA ITEM II\***

### BOARD MEMBERS

**LINDA M. PENNER**  
Chair, BSCC

**KATHLEEN ALLISON**  
Secretary, CDCR

**GUILLERMO VIERA ROSA**  
Director, Adult Parole  
Operations, CDCR

**DEAN GROWDON**  
Sheriff, Lassen County

**VACANT**  
Sheriff

**CINDY CHAVEZ**  
Supervisor  
Santa Clara County

**KIRK HAYNES**  
Chief Probation Officer  
Fresno County

**KELLY M. VERNON**  
Chief Probation Officer  
Kings County

**JANET GAARD**  
Retired Judge  
Yolo County

**ANDREW MILLS**  
Chief of Police  
City of Palm Springs

**SCOTT BUDNICK**  
Founder, Anti-Recidivism  
Coalition, Film Producer

**DAVID STEINHART**  
Director, Commonweal  
Juvenile Justice Program

**NORMA CUMPIAN**  
Associate Director  
Anti-Recidivism Coalition  
Women's and Non-Binary  
Services

### Teleconference and Zoom Participation Only

Pursuant to [Executive Order N-1-22](#)

Instructions for attendance appear on the last page of this agenda

*To request to speak on an agenda item during the Board meeting,  
please email [publiccomment@bscc.ca.gov](mailto:publiccomment@bscc.ca.gov)*

*Please state in the subject line on which item you would like to speak*

*To submit written public comment on an agenda item, please email  
[publiccomment@bscc.ca.gov](mailto:publiccomment@bscc.ca.gov)*

*Routine items are heard on the consent calendar. All consent items are approved after one motion unless a Board member asks for discussion or separate action on any item. Anyone may ask to be heard on any item on the consent calendar prior to the Board's vote. Members of the public will be given the opportunity to give public comment during the Board's discussion of each item. There is a two-minute time limit on public comment unless otherwise directed by the Board Chair.*

### I. Call Meeting to Order

### II. Special Order of Business\*

Determination of Need to Take Action on Item Not Appearing on 10-Day  
Agenda (Gov. Code, § 11125.3, subd. (a)(2))

Inspection of Juvenile Halls for Suitability – (Welf. & Inst. Code, § 209,  
subd. (a)(4) & (d))

- Central Juvenile Hall, Los Angeles County

\*Please note: based on additional information received from the County of Los Angeles, including recent updates of policies and procedures regarding medical isolation for COVID-19, this item will no longer be heard as a “determination of suitability” within the meaning of Welfare and Institutions Code section 209, subdivision (a)(4). The county has been noticed of the new items of noncompliance, and will be required to submit a corrective action plan for the items described in the attached notice of noncompliance pursuant to Welfare and Institutions Code section 209, subdivision (d).

### III. Information Items

1. Chair's Report
2. Executive Director's Report
  - COVID-19 Update
3. Legal Update
4. Legislative Update

### IV. Action: Consent Items

- A. Minutes from the November 16, 2021 Board Meeting: **Requesting Approval**
- B. Senate Bill 844 (Adult Local Criminal Justice Facilities Construction - Contra Costa) Scope Change: **Requesting Approval**
- C. Extension of Public Defense Pilot Program Application Deadline: **Requesting Approval**
- D. Edward Byrne Justice Assistance Grant (JAG) No- Cost Six-Month Extension: **Requesting Approval**

### V. Action: Discussion Items

- E. Minimum Standards for Local Juvenile Detention Facilities, Title 15, and Title 24: Launch of the Regulation Revision Process, Solicitation of Community Input and Interest in Executive Steering Committee Membership: **Requesting Approval**
- F. Adult Reentry Grant Program, Cohort III Request for Proposal: **Requesting Approval**
- G. Proposition 47 Grant Program: Update on Demographics and Recidivism: **Information Only**
- H. Proposition 47 Grant Program, Cohort III Request for Proposal: **Requesting Approval**
- I. California Violence Intervention and Prevention Program (CalVIP) - Development of Service Contracts for Technical Assistance, Expanded Capacity, and Training for CalVIP Grants: **Requesting Approval**

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J. Board of State and Community Corrections 2022 – 2026 Strategic Plan: **Requesting Approval**

K. Local Detention Facilities Inspection Update: **Requesting Approval**

L. Indirect Costs Rate for the Board of State and Community Corrections Grant Programs: **Requesting Approval**

**VI. Public Comments**

*Public comment about any agenda items may be heard at this time.*

**VII. Adjourn**

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**Next Board Meeting: April 7, 2022**

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## Instructions for Attending Zoom / Teleconference Board Meeting

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*For general information about the BSCC visit [www.bscc.ca.gov](http://www.bscc.ca.gov), call (916) 445-5073 or write Board of State & Community Corrections, 2590 Venture Oaks Way, Ste 200, Sacramento CA 95833*

# **Agenda Item II**

## **Special Order of Business**

Determination of Need to Take Action on Item Not Appearing on  
10-Day Agenda (Gov. Code, § 11125.3, subd. (a)(2))

Inspection of Juvenile Halls for Suitability – (Welf. & Inst. Code, §  
209, subd. (a)(4) & (d))

Central Juvenile Hall, Los Angeles County

\*Please note: based on additional information received from the County of Los Angeles, including recent updates of policies and procedures regarding medical isolation for COVID-19, this item will no longer be heard as a “determination of suitability” within the meaning of Welfare and Institutions Code section 209, subdivision (a)(4). The county has been noticed of the new items of noncompliance, and will be required to submit a corrective action plan for the items described in the attached notice of noncompliance pursuant to Welfare and Institutions Code section 209, subdivision (d).

February 8, 2022

Dr. Adolfo Gonzales, Chief Probation Officer  
Los Angeles County Probation Department  
1601 Eastlake Avenue  
Los Angeles CA 90033

**Notice of Noncompliance at the Los Angeles County Probation Department Central Juvenile Hall: Welfare and Institutions Code section 209**

Dear Chief Gonzales:

On February 3, 2022, BSCC staff conducted a site visit and inspection at Los Angeles County Central Juvenile Hall.

While in the Central Juvenile Hall Hope Center, BSCC staff identified a youth who indicated that they had been placed in the Hope Center for 11 days, had not been receiving exercise or recreation outside of their room, and had not tested positive for COVID-19. Subsequent information received from county staff indicated that the youth was in quarantine on 1/23/2022, erroneously placed into medical isolation on 1/28/2022 until 2/2/2022, and placed on quarantine on 2/2/2022 before being removed from the Hope Center on 2/3/2022 at approximately 2:00PM.

Based upon our review of the information related to this incident, the following items of noncompliance were identified:

**Title 15, Section 1354.5 Room Confinement.** This regulation requires that youth are not placed on room confinement for specific reasons to include, punishment, coercion, convenience, or retaliation. The regulation states that youth may be placed on room confinement for up to four hours if staff take specific action and create a plan to return the youth to general population in consultation with mental health or medical staff.

**Title 15, Section 1371, Programs, Recreation, and Exercise.** This regulation requires that facility managers minimize the amount of time youth are in their room, and that each youth receive time each day for programming, access to unscheduled activities (recreation), and opportunity for one hour of large muscle exercise.

Upon review of available documentation, it appears as though the youth had been erroneously and unnecessarily placed on medical isolation in a room in the Hope Center between 1/28/22 and 2/2/22 without access to programming, exercise, and recreation outside of the room. Probation staff reported to the BSCC that this was due to an error by Juvenile Court Health Services (JCHS). Probation staff followed JCHS guidelines (last updated 11/24/21) and kept the youth in their room according to JCHS guidelines for medical isolation.

Once the error was discovered, the youth was placed on “quarantine” from 2/2/22 through 2/4/22. According to Title 15 Programming sheets, the youth did not leave their room between 4:30 PM on 2/2/22 and approximately 2:00 PM on 2/3/22, when they were released from the Hope Center. During this time, the youth was placed on room confinement in violation of Title 15 section 1354.5, Room Confinement and without access to required activities outlined in Title 15 section 1371, Programs, Recreation, and Exercise.

#### Corrective Action Plan

Given the serious nature of the items of noncompliance, we recommend that you submit a corrective action plan as described in Welfare and Institutions Code section 209, subdivision (d), as soon as possible, but no later than March 10, 2022, outlining how the Central Juvenile Hall plans to correct the above issues of noncompliance. Given the concurrent 90-day deadline for remediation identified in the county’s December 10, 2021 corrective action plan, our intent is to reinspect for compliance with both corrective action plans prior to the Board’s April 7, 2022 board meeting. If you have any questions or concerns with this schedule, please contact me at [allison.ganter@bscc.ca.gov](mailto:allison.ganter@bscc.ca.gov).

Sincerely,

Allison Ganter, Deputy Director  
Facilities Standards and Operations Division

cc:

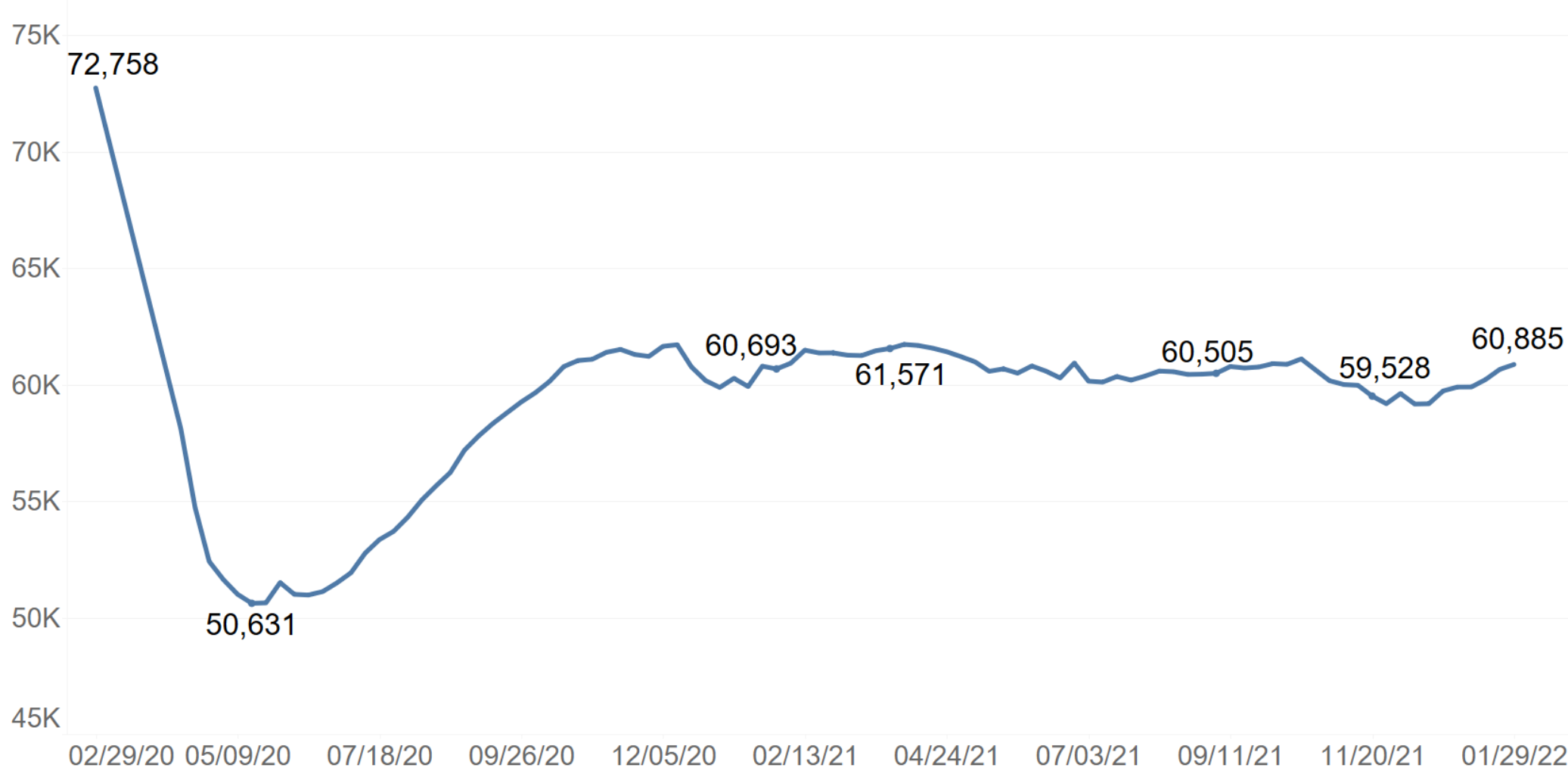
Karen Fletcher, Chief Deputy Probation Officer, Los Angeles County Probation Department  
Lisa Southwell, Field Representative, BSCC

**Information Item 2**  
**COVID - Update**

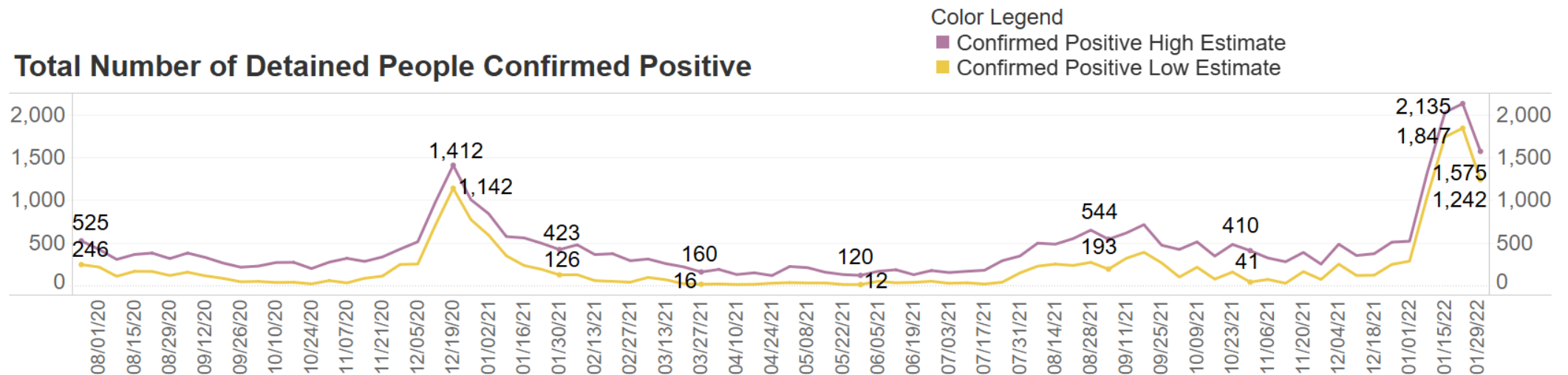
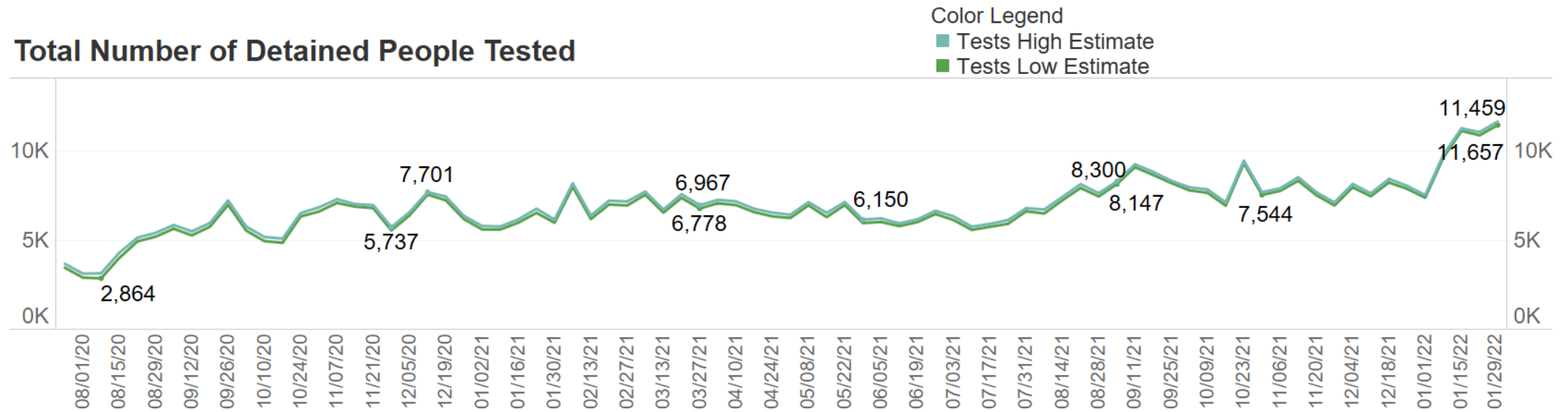


# Recent Population Trends in County Jails

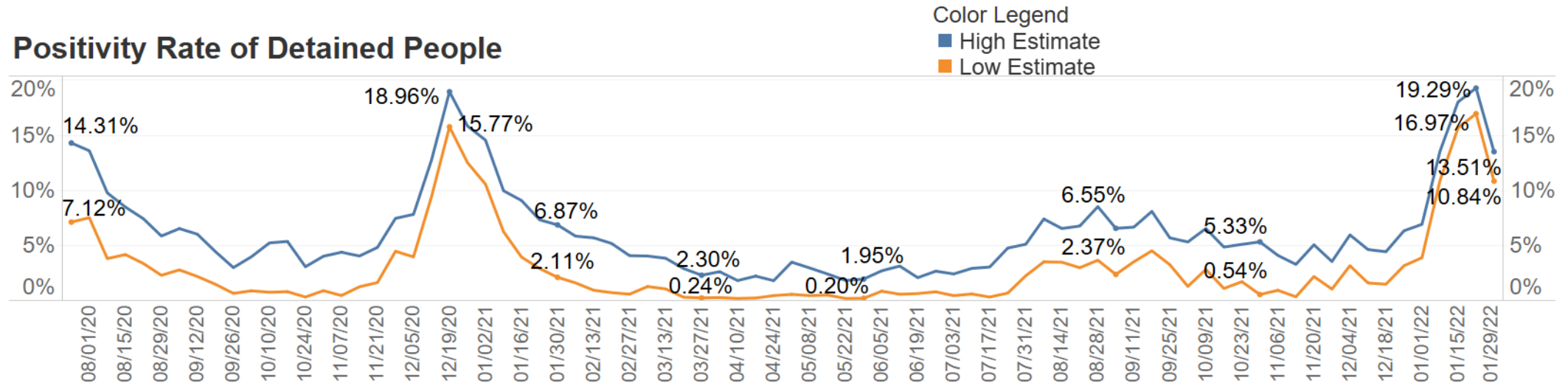
Statewide Average Daily Population of Detained People from 2/29/20 to 1/29/22



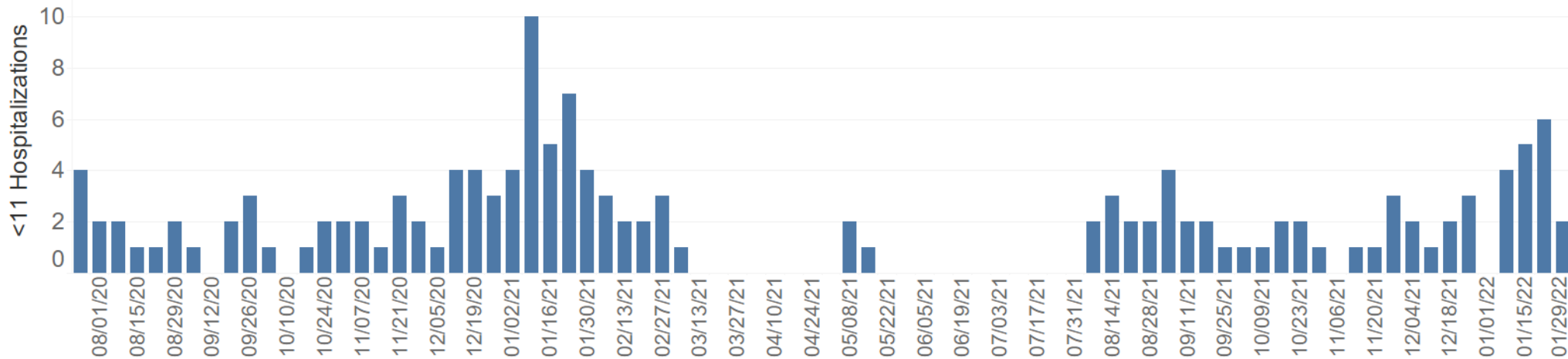
# Recent COVID-19 Case Trends in County Jails



# Recent COVID-19 Case Trends in County Jails

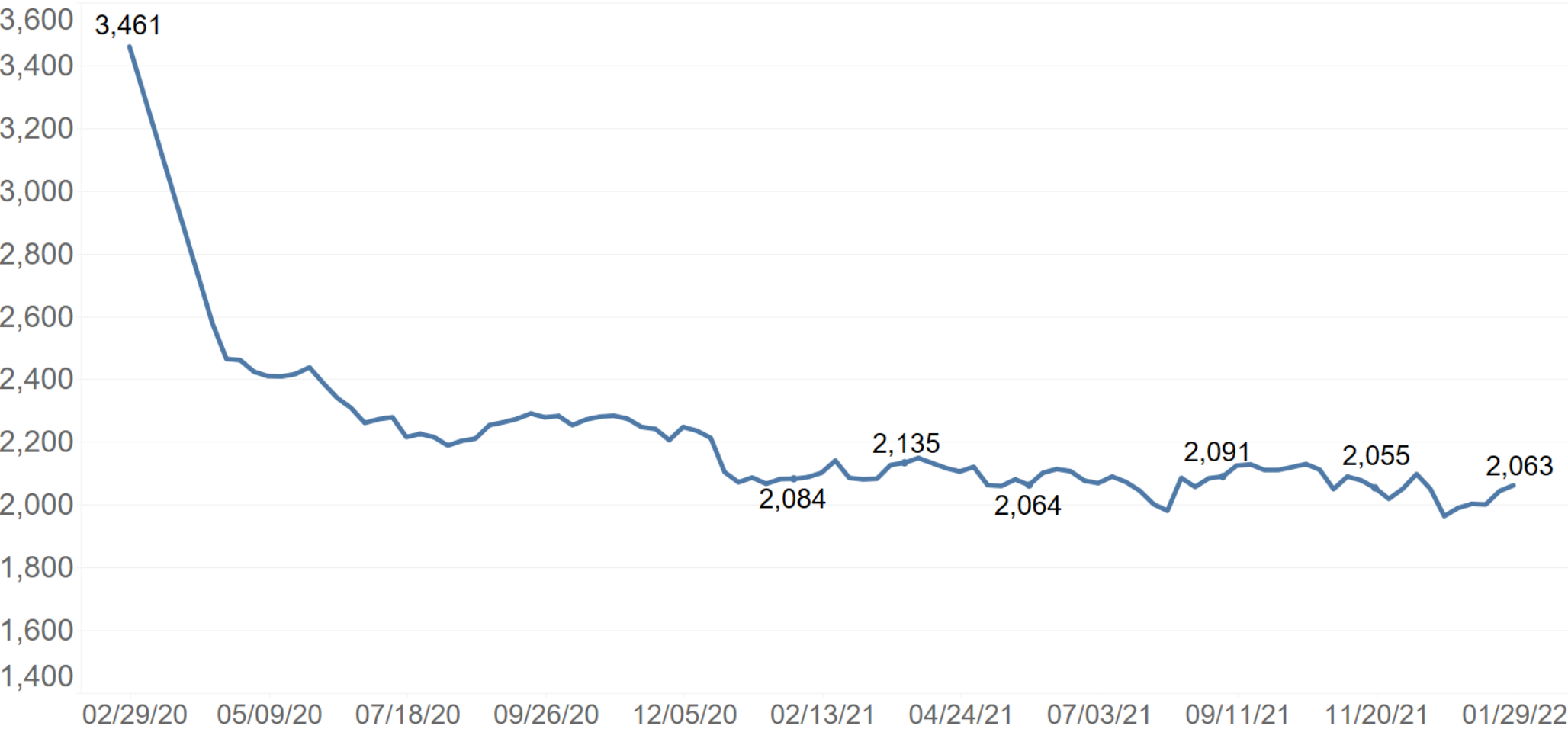


## Hospitalizations of Detained People



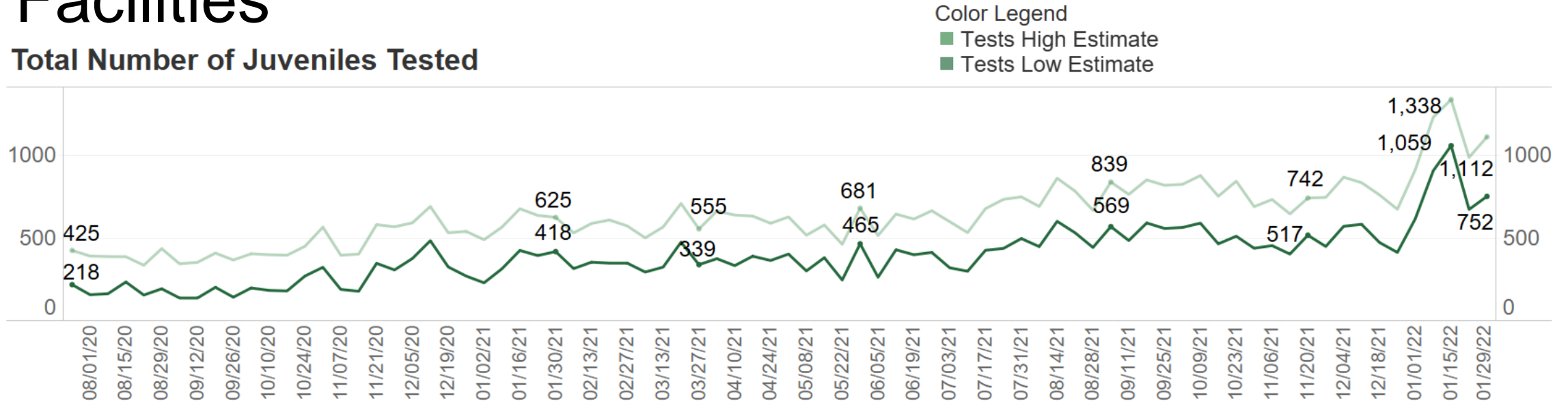
# Recent Population Trends in County Juvenile Facilities

Statewide Average Daily Population of Juveniles in County Detention Facilities  
from 2/29/20 to 1/29/22

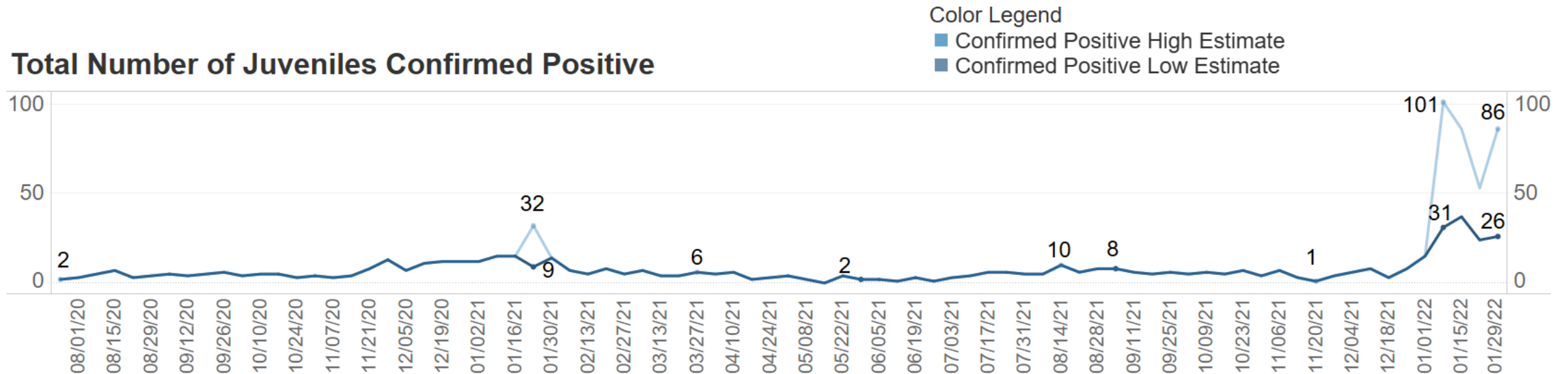


# Recent COVID-19 Case Trends in County Juvenile Facilities

## Total Number of Juveniles Tested



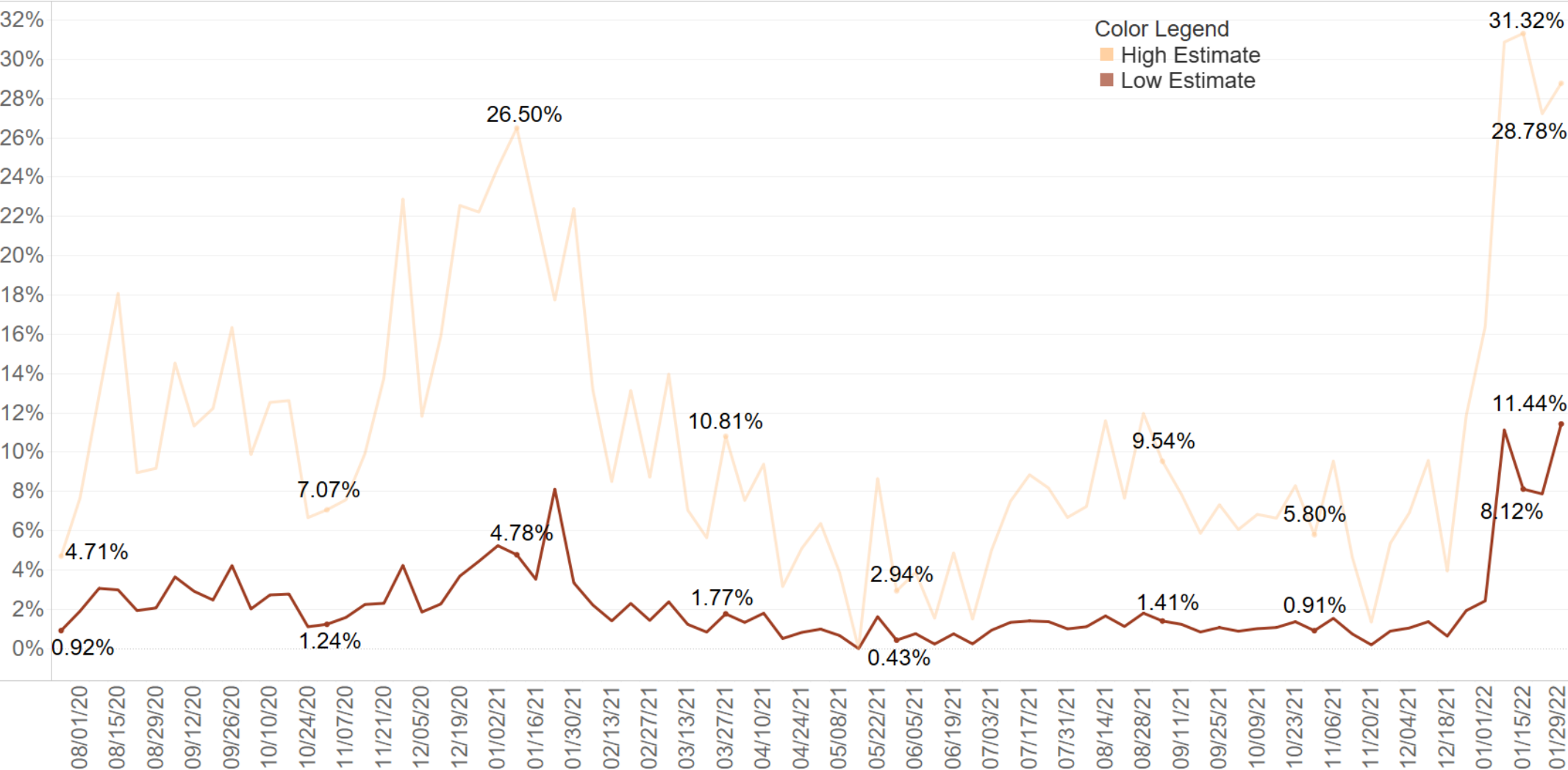
## Total Number of Juveniles Confirmed Positive





# Recent COVID-19 Case Trends in County Juvenile Facilities

Positivity Rate of Juveniles



**Information Item 4**  
**Legislative Update**

|   | Bill & Author   | Summary/ Version  | BSCC Duties Impact  | Status  |
|---|---|---|---|---|
| 1 | <a href="#"><u>AB 731</u></a><br><br><a href="#"><u>County jails: recidivism: reports.</u></a><br><br><a href="#"><u>Assemblymember Bauer-Kahan, Rebecca</u></a><br><br><a href="#"><u>(D-16)</u></a> | <p>AMENDED IN SENATE AUGUST 26, 2021</p> <p>Would require the sheriff in each county to compile and submit specified data to the Board of State and Community Corrections on their educational opportunities, rehabilitative opportunities, exercise opportunities, the number of participants and the cost of administering those programs, and success rates in reducing recidivism, as defined. The bill would require the board to compile a report based upon those findings and submit the report to the Legislature by a specified date.</p> | Would require the BSCC to compile a report and submit to the Legislature. | <p>9/10/2021</p> <p>Failed Deadline pursuant to Rule 61(a)(15).</p> |

|   | Bill & Author   | Summary/ Version   | BSCC Duties Impact              | Status  |
|---|---|--|---------------------------------|---|
| 2 | <p><u><b>AB 990</b></u></p> <p><u><b>Prisons: inmate visitation.</b></u></p> <p><u><b>Assemblymember Santiago</b></u></p> <p><u><b>(D-53)</b></u></p> | <p>ENROLLED SEPTEMBER 10, 2021</p> <p>For people detained in a county jail on felony charges, this bill would include the right to personal visits as a civil right, as specified. The bill would provide that these civil rights may not be infringed upon, except as necessary and only if narrowly tailored to further the legitimate security interests of the government and would provide that any governmental action related to these civil rights may be reviewed in court for legal error under a substantial evidence standard of review.</p> <p><b>Governor's Veto Message:</b><br/> <i>To the Members of the California State Assembly: I am returning Assembly Bill 990 without my signature. This bill would establish the right of visitation as a protected civil right for people that are incarcerated, change the standard of review for when a custodial authority seeks to limit the civil rights of incarcerated individuals, and restrict the California Department of Corrections and Rehabilitation's (CDCR's) power to deny a person visitation rights. My Administration has made it a priority to reform our state's rehabilitation processes, including visitation rights. In fact, this year's budget added a third day of weekly in-person visitation at all CDCR institutions and included funding to provide visitors with free transportation on select days throughout the year to all prisons. While I am in strong support of expanding and increasing visitation opportunities, the heightened standard in this legislation is likely to result in extensive and costly litigation from individuals denied visitation for what may be valid and serious safety and security concerns. I urge the author to work with CDCR to find a solution that expands access to visitation in a manner that protects all parties. Sincerely, Gavin Newsom</i></p> | May impact Title 15 Regulations | Vetoed-<br><br>1/3/2022-<br>Consideration of Governor's veto pending. |

|   | Bill & Author   | Summary/ Version  | BSCC Duties Impact  | Status                                      |
|---|---|---|---|---|
| 3 | <u><a href="#">AB 1165</a></u><br><br><u>Juvenile facilities: storage and use of chemical agents</u><br><br><u>Assemblymember Gipson, Mike</u><br><br><u>(D-64)</u> | <p>AMENDED IN ASSEMBLY JANUARY 24, 2022</p> <p>Current law provides for the housing of juvenile wards of the court in juvenile facilities, including juvenile halls and forestry camps. Current law requires the Board of State and Community Corrections to adopt minimum standards for the operation and maintenance of juvenile halls for the confinement of minors. Current law requires the judge of the juvenile court of the county to annually inspect any jail or juvenile hall that was used for the confinement of any minor and to notify the operator of the jail or juvenile hall of any observed noncompliance with the minimum standards of the juvenile facility adopted by the board. This bill would prohibit the use or storage of a chemical agent, as defined, with the exception of oleoresin capsicum (OC) spray, inside, or on the grounds of, a juvenile facility. The bill would prohibit, commencing July 1, 2024, the use of a chemical agent against a juvenile who is under 18 years of age or in any space where a juvenile who is under 18 years of age is present.</p> <p>The Board of State and Community Corrections shall, on or before July 1, 2024, develop training, model practices, and regulations to implement the findings and recommendations of the Legislative Analyst's Office report.</p> | The BSCC would be required to develop training and regulations. | <p>2/1/22</p> <p>Died on inactive file.</p> |



|   | Bill & Author  | Summary/ Version  | BSCC Duties Impact  | Status  |
|---|--|---|---|---|
| 4 | <p><u><a href="#">AB 1474</a></u></p> <p><u><a href="#">Sentencing: consideration of costs.</a></u></p> <p><u><a href="#">Assemblymember Gabriel, Jesse</a></u></p> <p><u><a href="#">(D-45)</a></u></p> | <p>REVISED APRIL 21, 2021</p> <p>This bill would require a prosecuting attorney, at sentencing, to state on the record the estimated cost of incarceration or supervision for any proposed sentence. This bill would also require a county probation department, if preparing a presentence report, to provide the court with specified information regarding the estimated and projected cost of incarceration or other supervision of the defendant as has been proposed in the recommended sentence. The bill would require the court, during sentencing, to state on the record, the estimated cost of the sentence imposed. This bill would require the Legislative Analyst's Office (LAO) to annually compile the average annual costs of incarceration and postincarceration supervision for an inmate under the supervision of the Department of Corrections and Rehabilitation, and to provide that information to prosecutor's officers and the chief probation officer of each county. The bill would also require the LAO to provide this information to the public on the LAO's internet website.</p> <p>The Board of State and Community Corrections shall, by no later than July 1, 2022, and annually thereafter, compile the average annual costs of incarceration and supervision for a person in the custody of, or under the supervision of, each county sheriff or probation department, and shall provide that information to each city, county, or city and county prosecutor's office and the chief probation officer of each county, and shall make the information available to the public by posting it on the board's internet website.</p> | <p>The BSCC would compile a report on annual cost of incarceration.</p> | <p>8/27/21</p> <p>Failed Deadline pursuant to Rule 61(a)(12).</p> |

|   | Bill & Author   | Summary/ Version   | BSCC Duties Impact                            | Status  |
|---|---|--|---|---|
| 5 | <a href="#"><u>AB 1599</u></a><br><br><a href="#"><u>Proposition 47: repeal</u></a><br><br><a href="#"><u>Assemblymember Kiley, Kevin</u></a><br><br><a href="#"><u>(R-6)</u></a> | <p>INTRODUCED JANUARY 3, 2022</p> <p>The Safe Neighborhoods and Schools Act, enacted as an initiative statute by Proposition 47, as approved by the electors at the November 4, 2014, statewide general election, made various changes relating to theft and the possession of controlled substances, including by, among other things, generally reducing the penalty for those crimes, including reducing the penalty for possession of concentrated cannabis, establishing a procedure by which individuals convicted of those crimes prior to the passage of the act may petition for resentencing under the act, and creating the crime of shoplifting.</p> <p>This bill would repeal the changes and additions made by Proposition 47, except those related to reducing the penalty for possession of concentrated cannabis.</p> | May impact the current Proposition 47 Grants. | <p>1/14/22</p> <p>Referred to Assembly Committee. on Public Safety.</p> |

|   | Bill & Author   | Summary/ Version  | BSCC Duties Impact  | Status  |
|---|---|---|---|---|
| 6 | <u><a href="#">AB 1670</a></u><br><br><u><a href="#">Criminal justice: Commission on Alternatives to Incarceration</a></u><br><br><u><a href="#">Assemblymember Bryan, Isaac</a></u><br><br><u><a href="#">(D-54)</a></u> | <p>INTRODUCED JANUARY 19, 2022</p> <p>Current law, generally, punishes the violation of serious felonies by incarceration in the state prison.</p> <p>This bill would create the Commission on Alternatives to Incarceration within the California Health and Human Services Agency to study alternatives to incarceration, reducing recidivism, and family reunification in the state prison system.</p> <p>The California Health and Human Services Agency, Department of Corrections and Rehabilitation, and Board of State and Community Corrections shall, upon request, provide the commission with reasonable technical and administrative support and assistance.</p> | Would need to provide technical assistance to the Commission. | <p>1/27/22</p> <p>Referred to Assembly Committee on Public Safety and Health.</p> |

|   | Bill & Author   | Summary/ Version  | BSCC Duties Impact  | Status  |
|---|---|---|---|---|
| 7 | <u><a href="#">SB 472</a></u><br><br><u><a href="#">Social Innovation Financing Program.</a></u><br><br><u><a href="#">Senator Caballero, Anna</a></u><br><br><u><a href="#">(D-12)</a></u> | <p>AMENDED IN ASSEMBLY JULY 15, 2021</p> <p>Current law establishes the Social Innovation Financing Program, administered by the Board of State and Community Corrections, to award grants to 3 counties selected by the board, for the purpose of entering into a 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. Current law requires the board and each county receiving an award to report annually to the Governor and Legislature, as specified. Current law repeals the program on January 1, 2022. This bill would, commencing July 1, 2022, authorize the board, upon an appropriation by the Legislature to the Social Innovation Fund created by this bill, to award a new round of grants to 5 counties selected by the board, as specified.</p> | Upon appropriations would require BSCC to administer grants to five counties. | <p>8/27/21</p> <p>Failed Deadline pursuant to Rule 61(a)(12).</p> |

## **Agenda Item A**



**MINUTES**  
**BOARD OF STATE AND COMMUNITY CORRECTIONS MEETING**  
**THURSDAY, NOVEMBER 18, 2021 BOARD MEETING**  
Meeting Held Via Zoom & Teleconference

The full recording of the meeting may be viewed here:  
<https://www.youtube.com/watch?v=2nqS-0qmlrE&t=524s>

**I. Call to Order**

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Chair Linda Penner called the meeting to order at 09:00 AM.

Chair Penner welcomed the Board Members and the public to the Zoom meeting.

Board Secretary Adam Lwin provided instructions to the Board members and the public for participating in the meeting.

Lwin called the roll and announced that there was a quorum.

The following members were in attendance on Zoom or Teleconference:

|                |             |             |               |
|----------------|-------------|-------------|---------------|
| Chair Penner   | Mr. Growdon | Ms. Gaard   | Mr. Steinhart |
| Ms. Allison    | Mr. Haynes  | Mr. Mills   | Ms. Chavez    |
| Mr. Viera Rosa | Ms. Vernon  | Mr. Budnick |               |

ABSENT BOARD MEMBERS:

Ms. Cumpian

Chair Penner administered the Oath of office to Ms. Chavez.

**II. Information Items**

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1. Chair's Report
2. Executive Director's Report

Executive Director Kathleen Howard presented the following:

a. COVID Update

- Reported that positive cases of COVID were noted in Sacramento, Santa Clara, San Diego, Tulare, and Yolo county jails.
- Said that Sacramento and Santa Clara counties post their information to their own county's websites and BSCC provides links to the county portals on the BSCC's website.

- Reported that there has been an increase in COVID cases overall.
- Stated that the BSCC has received letters from advocacy groups on data collection and posting information about vaccines and the limited authority of the agency to share with local facilities. Howard stated that the BSCC has shared vaccine information from the California Department of Public Health with the locals.
- Reported that staff has conducted a survey on fees in juvenile facilities. This request was made by Senator Maria Elena Durazo, Representative of District 24 in Los Angeles. The survey covered 27 counties and one response from a family member of a youth who was detained. The findings of the survey are posted on the BSCC's website and the survey will be sent to Senator Durazo. The Survey process may be found here: <https://www.bscc.ca.gov/bscc-juvenile-fees/>. The full report may be found here: [https://www.google.com/url?client=internal-element-cse&cx=001779225245372747843:9ltw\\_z62rau&q=http://www.bscc.ca.gov/wp-content/uploads/FINAL\\_BSCC-Youth-Cost-Report-FY17\\_18.pdf&sa=U&ved=2ahUKEwjy-Dsp8H1AhVzI0QIHfvdBtgQFnoECAkQAQ&usg=AOvVaw0BhKVBTS0y\\_DYvwE0yXBel](https://www.google.com/url?client=internal-element-cse&cx=001779225245372747843:9ltw_z62rau&q=http://www.bscc.ca.gov/wp-content/uploads/FINAL_BSCC-Youth-Cost-Report-FY17_18.pdf&sa=U&ved=2ahUKEwjy-Dsp8H1AhVzI0QIHfvdBtgQFnoECAkQAQ&usg=AOvVaw0BhKVBTS0y_DYvwE0yXBel)
- Reported on the Coronavirus Emergency Supplemental Funding (CESF) Grant audit findings conducted by the California State Auditor. Howard stated that the BSCC disagreed with most of the findings and a response letter was returned to the Auditor with BSCC's response. Howard mentioned that there will be an agenda item during this meeting for an approval of an additional 12 months to spend the CESF grant funds.

### 3. Legal Update

- General Counsel Aaron Maguire reminded Board Members to review the Agenda Items and recuse themselves of items that may have potential conflicts of interest pursuant to Government Code section 1091.

### 4. Legislative Update

- Presented to the Board Members within their materials.

#### *Public Comment was heard for the Information Items:*

**Israel Villa:** Referred to the Covid Outbreak in Monterey County and its worsening situation. Asked why the BSCC gave \$22 million to CDCR out of the CESF funding.

**Shaun Leflore:** Asked why transfers in county jails are happening during COVID.

**Miguel Garcia:** Requested that Sacramento County jail provide data on COVID.

**Haile Gantan:** Stated that Sacramento County Sheriff's Department should provide COVID data and the BSCC should conduct unannounced visits to Sacramento county jails.

**Brian Goldstein:** Requested that the BSCC collect testing data and vaccine data.

**Avalon Edwards:** Said that the BSCC should share and collect vaccine data for those in county jails.

*End of Public Comment*

### **III. Action: Consent Items**

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A. [Minutes from September 18, 2021 Board Meeting: Requesting Approval](#)

B. [Senate Bill 863 \(Adult Local Criminal Justice Facility Financing\) Alameda County Requesting Scope Change: Requesting Approval](#)

Mr. Growdon moved approval of the consent items A and B. Mr. Steinhart seconded. Mr. Mills was not present for the vote. The motion was approved by all other Board members to approve consent items A and B.

C. [Coronavirus Emergency Supplemental Funding \(CESF\) Grant, 12-Month, No-Cost Extension: Requesting Approval](#)

Mr. Steinhart moved approval of the consent item C. Mr. Growdon seconded. Mr. Mills was not present for the vote. Ms. Allison, Mr. Viera Rosa, Mr. Haynes, and Ms. Vernon recused pursuant to Government Code section 1091. The motion was approved by all other Board members.

*The Agenda was taken out of order at the direction of the Chair.*

### **V. Action: Discussion Items**

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D. [California Violence Intervention and Prevention Grant Program, Request for Proposals: Requesting Approval](#)

Field Representative Katrina Jackson presented this Agenda item, which requested Board approval to release the California Violence Intervention and Prevention (CalVIP) Grant Program Request for Proposals as recommended by the CalVIP Executive Steering Committee (ESC).

Mr. Viera Rosa moved approval. Ms. Vernon seconded. Mr. Budnick recused pursuant to Government Code section 1091. Mr. Mills was not present for the vote. The motion was approved by all other Board members.

E. Edward Byrne Memorial Justice Assistance Grant (JAG), 2021 Survey Results and Analysis: Information Only

Research Manager Kasey Warmuth presented this information item. Ms. Warmuth said that the BSCC is the state administering agency for the federally funded Edward Byrne Memorial Justice Assistance Grant (JAG) Program. JAG funding is primarily available to states and local governments to help address self-identified criminal justice needs. In September 2020, the BSCC began the process of gathering information and data to inform and update the JAG multi-year state strategy. The BSCC, in partnership with the National Criminal Justice Association (NCJA), gathered input from interested parties through a year-long public input process consisting of two virtual listening sessions, a written comment period, and a web-based survey. The findings of the report may be found here:

[JAG Findings Report 2021](#)  
[JAG Findings Appendices](#)

This item did not require a vote.

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F. Edward Byrne Memorial Justice Assistance Grant (JAG) Program, Appointment of Chair and Establishment of an Executive Steering Committee: Requesting Approval

Field Representative John Prince presented this agenda item which requested approval to appoint a Chair to the Edward Byrne Memorial Justice Assistance Grant (JAG) Program and delegate authority to the Chair to work with BSCC staff to establish a diverse ESC with relevant subject-matter expertise and to modify membership as needed. Authorize the ESC to oversee the development of the JAG Program Request for Proposals and to make funding recommendations; and approve the proposed activities and tentative timeline associated with development of the JAG Program RFP.

Chair Linda Penner agreed to Chair this ESC.

Mr. Steinhart moved approval. Mr. Budnick seconded. Mr. Growdon, Mr. Haynes, Ms. Vernon, and Ms. Chavez recused pursuant to Government Code section 1091. Mr. Mills was not present for the vote. The motion was approved by all other Board members.

The Board recessed at 9:55 a.m.

The Board resumed at 10:00 a.m.

**IV. SPECIAL ORDER OF BUSINESS (Commenced at 10:00 a.m.)**

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Reinspection of Los Angeles County Juvenile Halls - Determination of Suitability  
- (Welf. & Inst. Code, § 209, subd. (a)(4))

- Barry J. Nidorf Juvenile Hall, Los Angeles County
- Central Juvenile Hall, Los Angeles County

General Counsel Maguire, Deputy Director Allison Ganter, and Field Representative Lisa Southwell presented on this agenda item:

Maguire provided an update of the September Board meeting in which the Board made a determination of suitability within the meaning of Welf. & Inst. Code, § 209, subd. (a)(4) that both Los Angeles County Juvenile Halls were not suitable for the confinement of youth.

He reported that the conditions that rendered the facilities unsuitable now have been remedied and the facilities are suitable for the confinement of youth. Staff will present a summary of the activities that the BSCC Field Representatives are performing since the last inspection results.

Ganter presented the list of reinspection items for the two facilities that were performed by the BSCC staff and the County Health Inspector and the BSCC's recommendations. The full detailed report may be found here: <https://www.bscc.ca.gov/wp-content/uploads/Supplemental-Report-to-Board-Suitability-of-LA-County-Juvenile-Facilities-FINAL-11-17-21.pdf>

[Reinspection of Barry J. Nidorf Juvenile Hall](#)  
[Reinspection of Central Juvenile Hall](#)

Ganter also presented new items of noncompliance that were identified during the reinspection.

Staff recommended that the Board:

1. Find the Los Angeles County Department of Probation Barry J. Nidorf facility compliant with the following regulations:
  - Item 1.A.§1402. Scope of Health Care
  - Item 1.B.§1432. Health Assessment
  - Item 1.C.§1434. Consent and Refusal for Health Care
  - Item 1.D.§1438. Pharmaceutical Management
  - Item 1.E. §1439. Psychotropic Medications
  - Item #4. § 1354.5, Room Confinement
  - Item #6. § 1358, Use of Physical Restraints
2. Find the Los Angeles County Department of Probation Central Juvenile Hall facility compliant with the following regulations:
  - Item 1.A.§1402. Scope of Health Care
  - Item 1.B.§1432. Health Assessment

- Item 1.C.§1434. Consent and Refusal for Health Care
- Item 1.D.§1438. Pharmaceutical Management
- Item 1.E. §1439. Psychotropic Medications
- Item #4. § 1354.5, Room Confinement
- Item #6. § 1358.5, Use of Restraint Devices for Movement and Transportation within the Facility

Mr. Steinhart asked how the Central Juvenile Hall's new findings have come into compliance with section 1354.5 Room Confinement.

Ganter explained that there are two separate sections of the regulations that were in violation during the different inspection periods.

3. Make a determination of suitability within the meaning of Welfare and Institutions Code section 209, subdivision (a)(4), for the following facilities:
  - Barry J. Nidorf, Los Angeles County
  - Central Juvenile Hall, Los Angeles County

Chair Penner invited Los Angeles County Probation Chief Adolfo Gonzales to comment.

Gonzales stated that the county has addressed the items that were out of compliance. The county has prepared an electronic medical record system and obtained laptops for mental health services and for health services and other technological equipment to conduct rapid analyses and medical assessments. A Wi-Fi system has been set up in the facilities for use. The county is also monitoring medical reports moving forward. In addition, four-hour training for mechanical restraints and confinement is being conducted for all staff in both facilities. Managers are monitoring the units and ensuring that staff is following protocol. Ongoing training for all sworn staff accordance to Title 15 are being administered. Real-time feedback is being administered as well.

Gonzales added that the county has partnered with the juvenile court health service and the Department of Mental Health to move forward and make improvements and update their health plans in place will continue for the long term.

*Public Comment was heard for this item:*

**Oscar Canales:** Suggested that unannounced inspections and better inspections should be conducted by the BSCC and improve the inspections process.

**Sue Burrell:** Asked about a letter which was written to Los Angeles County Probation on restraints while moving youth in the facility. The letter may be referenced here: <https://www.bscc.ca.gov/wp-content/uploads/Letter-to-Katie-Howard-from-PJDC-on-Individualized-Assessment-in-Restraints-10.14.21.pdf>

**Aditi Sherikar:** Referred to the Department of Justice reports of the juvenile halls. Suggested that the Board improve inspections at all facilities.

**Nancy Juarez:** Asked the Board to rereview the determination of suitability of the Los Angeles juvenile halls and to improve the inspection process.

**Damon Ayala:** Suggested that routine unannounced inspections should be conducted and for an improved inspection process.

*End of Public Comment*

Mr. Steinhart asked Los Angeles County Probation Department regarding youth being transported with restraints at the Barry J. Nidorf facility.

Field Representative Lisa Southwell responded that the county has secured a location at the compound where the youth will not be restrained. The county has also secured a medical trailer where the youth will be minimized from restraint and movement. Youth are no longer restrained during movement.

Mr. Haynes asked what the long-term plan for training was.

Chief Gonzales responded that a two-week course on report writing and Title 15 regulations with an eight-hour minimum training will be provided.

Chair Penner asked how the county will sustain suitability moving forward.

Los Angeles County responded that ongoing accountability and compliance of both facilities will be conducted. Initial training and ongoing training will be conducted moving forward. Managers will be on site and reviewing the safety and security of the youth and staff.

Ms. Chavez asked what the budget resources and the commitment of the Board of Supervisors for the facilities are and if medical personnel was provided to the facilities.

Los Angeles County responded that the Board of Supervisors has been supportive of the probation department. Additional medical or mental health personnel would not be added and will use the current resources available. The county added that there is several personnel that would be able to support the youth during the whole health assessment.

Mr. Budnick stated that he is looking forward to an improved inspection process.

Mr. Viera Rosa asked for an explanation as to how the county has been found suitable but additional items of noncompliance were identified.

Penner said that there will be quality assurance measures taken in LA county and continued regulatory enforcement. The Board will begin to use the new authority to conduct surprise inspection process aggressively. Penner said that she feels confident that there will be some changes and differences county by county.

Mr. Steinhart moved approval. Mr. Haynes seconded. Ms. Gaard did not participate in the vote. The motion was approved by all other Board members to approve that Los Angeles County Juvenile Halls, Barry J. Nidorf, and Central Juvenile Halls are suitable to house young people.

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Deputy Director Ganter presented the new items of noncompliance found in Los Angeles County in both adult and juvenile facilities.

The County was verbally notified on October 15, 2021, and in writing on November 15, 2021 about issues related to room confinement as part of the reinspection debriefing. The County has begun to correct the items and has been asked to submit a formal corrective action plan to specifically address the items of noncompliance by December 14, 2021. The first issue occurred at both the Barry J. Nidorf and the Central Juvenile Halls during the reinspection. Youth who were placed in locked rooms after a fight was not documented as room confinement.

The County has provided training to staff and managers and BSCC staff survey youth and reported that confinement for long periods of time is no longer being conducted at the facilities. As part of the corrective action plan, the department is recommending that it provide policies and procedures on appropriate room confinement during shift change with detailed instructions.

Recommendations to the juvenile regulation revisions will be made to further define the terms of “brief” periods allowed for and institutional operations. Staff will notify the Board of the county’s progress.

The second new issue was identified at the Central Juvenile Hall regarding safety checks Section 1328. BSCC staff observed staff at the facility not conducting safety checks according to regulations. Direct visual observations were not being conducted according to Section 1302. After verbal notification, the agency staff took action to remedy the situation. BSCC staff also addressed the issue of youth having to use unacceptable means to relieve themselves during their sleeping hours such as a milk carton. Ganter stated that at the upcoming juvenile regulation revisions the issue of accessibility for youth to use the bathroom during the night will be addressed.

Ms. Allison asked Los Angeles County officials if there is a policy that prevents youth from using the restroom during sleeping hours.

Chief Gonzales responded that there is not a policy that prevents an officer from opening a door to allow youth from using the restroom.

Chair Penner asked about electronic room checks. Ganter responded that LA County is still using pen and paper. Gonzales added that due to the facilities age there are some difficulties in installing electronic methods, but they are looking into different methods.



*Public Comment was heard:*

**Sue Burrell:** Asked BSCC staff to meet with the California Department of Justice and collaborate on both findings. Asked the Board to strengthen the inspection process and regulations moving forward and standards for juvenile facilities.

*End of Public Comment*

Counsel Maguire added that the BSCC is in contact with the Attorney Generals' office on this matter.

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G. Proposition 64 Public Health and Safety Grant Program, Appointment of Chair, and Establishment of an Executive Steering Committee: Requesting Approval

This agenda item was presented by Field Representative Helene Zentner and requested approval to establish an ESC to develop a Request for Proposals (RFP) for the third cohort of the Proposition 64 Public Health & Safety (PH&S) Grant Program. Staff is also requesting the Board appoint a Chair to oversee the grant-development process, authorize staff to work with the ESC Chair to establish a diverse ESC with relevant subject-matter expertise, and delegate authority to the Chair to modify ESC membership if needed.

The Board Chair requested Mr. Guillermo Viera Rosa to serve as Chair of this ESC. Mr. Viera Rosa agreed.

*Public Comment was heard for this item:*

**Adwoa Akyianu:** Thanked the Board for the opportunity for this grant opportunity.

*End of public comment*

Ms. Chavez moved approval. Ms. Vernon seconded. Mr. Growdon recused pursuant to Government Code section 1091. The motion was approved by all other Board members to approve Agenda Item G.

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#### H. Proud Parenting Grant Program Funding Recommendations: Requesting Approval

This agenda was presented by Field Representative Zentner and requested Board approval of the Proud Parenting Grant Program awards as recommended by its ESC and Scoring Panel members. The Proud Parenting Grant Program is funded through an annual appropriation in the State Budget Act.

Zentner asked that the Board fully fund the eight (8) top-ranked Proud Parenting Grant Program proposals totaling \$795,223 and one (1) partial award to the next-ranked proposal in the amount of \$39,777 for a total of \$835,000 available.

Zentner also asked that the Board authorize staff to offer a conditional award to the applicant(s) next on the rank-ordered list if an applicant does not accept the conditional grant award.

Ms. Chavez moved approval. Ms. Allison seconded. Mr. Mills and Mr. Budnick were not present for the vote. The motion was approved by all other Board members to approve Agenda Item H.

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#### I. Standards and Training for Corrections Compliance Report and Annual Update: Information Only

This agenda item was presented by Deputy Director Evonne Garner. Section 318 of Title 15 of the California Code of Regulations directs the BSCC to annually monitor local correctional agency compliance with Standards and Training for Corrections (STC) training standards.

152 agencies participated in the STC Program in 2020-21, which included police, probation, and sheriff totaling 31,373 local correctional staff. Due to COVID-19 the number of exams decreased for 2020-21 compared to previous years. 148 agencies were found to be "In Compliance" and four agencies were "Out of Compliance" with STC training requirements

This item did not require a vote.

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J. Adult Titles 15 and 24 Regulations: Approval of Proposed Revisions and Launch of Rulemaking Process: **Requesting Approval**

Chair Penner begin by thanking Sheriff Brandon Barnes for Chairing this committee.

Deputy Director Ganter presented this agenda item, which requested approval of the following: Significant revisions that align regulations with available national best practices to ensure increased safety for people housed and working in local detention facilities. Some highlights in the revisions include:

- Replacing outdated and inappropriate terminology with gender-inclusive and people-centered language, such as “person” rather than “inmate.”
- Prohibiting the use of carotid holds and the disciplinary diet.
- Expanding requirements for safety checks to ensure that they are random and varied, that a supervisor conducts a documented review of completed safety checks and recognizes more frequent safety checks for high-risk situations.
- Aligning suicide prevention requirements with best practices, including that facility policy and procedures reflect best practices, that people receive suicide prevention screening in special circumstances, such as a return from court, follow-up after a suicide attempt, and ensuring the least restrictive housing placement for people who may be experiencing suicidal ideation.
- Updating regulations for high-risk regulations such as safety cell and restraints to include best practices and a recognition that the least-restrictive methods should be used for people being placed in these situations.
- Defining “out of cell time” and increasing the amount of time people must spend outside their cells from three (3) hours over a period of seven (7) days to ten (10) hours and specifying that some of this time must be used for exercise.
- Requiring facilities to provide appropriate telecommunications devices for people with hearing or speech impairment.
- Changes relevant to clothing and bedding that emphasizes the responsibility to provide clothing and mattresses that are clean, free of stains, holes, and tears.

*Public Comment was heard for this item:*

**Jeff Bell:** Appreciated the ability to participate in the committee to revise the regulations and asked the Board to approve the regulation revisions.

**Pamila Lew:** Asked the Board to reconsider three regulations on disability rights.

- Regulation 1055 reconsider to 6 hours maximum
- Regulation 1065 reconsider 3 hours a day out of a cell
- Regulation 1240 reconsider two hot meals with protein included in the meals

**Damon Ayala:** As a community member inquired about employment as a Field Representative.

**Avalon Edwards:** Referred to an analysis about formerly incarcerated individuals to the ESC and the BSCC did not take advantage of the analysis. The ESC's public comment process and the prominent sheriff process should be reconsidered and rebalance the membership.

**James Martinez:** Expressed concerns about the new changes of the regulations and believed that there was a large sheriff representation on the ESC. Urged that there should be a balance on future balance on the ESC membership.

**Brian Goldstein:** Asked the Board to update Sections 1240 to provide two hot meals, 1260 to provide clean underwear, and 1060.5 to conduct safety checks every 30 minutes.

*End of Public Comment*

Board Members discussed the revisions for the hot meals, the membership of the ESC members, and how subject-matter experts were consulted during the process over 10 workgroups.

Ganter explained that the process was transparent and involved diverse individuals' input. The current proposed regulations will go through the Office of Administrative Law and will proceed through a 45-day public comment period.

Board Members asked about the consideration of public comment in the current revisions. Ganter explained that the process has been open to the public for two years and the ESC has reviewed all public comments received. Ganter explained how all input has been added and considered at the middle ground and if the vote were to be moved forward on the calendar it would move the statutory process and would delay the juvenile regulation revision process.

Ms. Chavez asked for the financial implication of what would happen if the Board makes a change to the regulations at the current juncture.

Ganter responded that during the discussions with subject-matter experts the fiscal analysis was conducted. Before the changes and impact to the locals are set in law the fiscal analysis is also conducted by the Office of Administrative Law.

Director Howard and Counsel Maguire suggested that the Board can meet in December to have more time to discuss the matter further and have more time to think about the situation.

Mr. Mills suggested that the Board should trust the process and staff's work that has been in place.

Mr. Haynes agreed with Mr. Mills that the process should be trusted and should be adhered to and will support moving forward.

Chair Penner moved approval. Mr. Viera Rosa seconded. Ms. Chavez Abstained. Mr. Budnick and Mr. Steinhart were not present for the vote. The motion was approved by all other Board members to approve Agenda Item J.

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#### **K. Enhanced Local Detention Facility Inspection Update: Requesting Approval**

This item was presented by Deputy Director Ganter and requested that the Board approve recommendations outlined in the attachment titled “Outstanding Items of Noncompliance and Status – 20/22 Biennial Inspections here:  
<https://app.smartsheet.com/b/publish?EQBCT=d4d8ffca0f3e4fc49ef678d760872d85>

Ms. Chavez moved approval. Mr. Mills seconded. Mr. Growdon abstained. Mr. Budnick and Mr. Steinhart were not present for the vote. The motion was approved by all other Board members to approve Agenda Item K.

#### **VI. Public Comment**

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Brian Goldstein: Refer to the October State Auditor’s report on the CESF funds. Asked the BSCC to address the issues of the auditor’s report.

Chair Penner responded that the Board has responded to the Auditor and it is on the State Auditor’s website and if any members are concerned about the Auditor’s response to please refer to the BSCC’s response.

#### **VII. Adjourn**

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Meeting Ended at: 2:45 p.m.

## **ATTENDANCE ROSTER**

### **BSCC BOARD MEMBERS:**

1. Chair Penner, Chair, Board of State and Community Corrections
2. Ms. Allison, Secretary, California Department of Corrections & Rehabilitations (CDCR)
3. Mr. Viera Rosa, Director Division of Adult Parole CDCR
4. Mr. Growdon, Sheriff, Lassen County
5. Mr. Mills, Chief of Police, Santa Cruz
6. Ms. Gaard, Retired Judge, Yolo County
7. Mr. Haynes, Chief Probation Officer, Fresno County
8. Ms. Vernon, Chief Probation Officer, Kings County
9. Mr. Steinhart, Director, Commonwealth Juvenile Justice Program
10. Mr. Budnick, Founder, Anti-Recidivism Coalition
11. Ms. Chavez, Supervisor, Santa Clara County

### **BSCC STAFF:**

Kathleen T. Howard, Executive Director  
Aaron Maguire, General Counsel  
Tracie Cone, Communications Director  
Allison Ganter, Deputy Director, Facility Standards and Operations  
Adam Lwin, Board Secretary  
Ricardo Goodridge, Deputy Director, Corrections Planning and Grants Program  
Evonne Garner, Deputy Director, Standards and Training for Corrections  
Allison Ganter, Deputy Director, Facility Standards and Operations  
Helene Zentner, Field Representative, Corrections Planning and Grants Program  
John Prince, Field Representative, Corrections Planning and Grants  
Katrina Jackson, Field Representative, Corrections Planning and Grants  
Kasey Warmuth, Chief of Research

## **Agenda Item B**

**DATE:** February 10, 2022

**AGENDA ITEM:** B

**TO:** BSCC Chair and Members

**FROM:** Tonya Parker-Mashburn, Field Representative – County Facilities Construction (CFC), [tonya.parker-mashburn@bscc.ca.gov](mailto:tonya.parker-mashburn@bscc.ca.gov)

**SUBJECT:** Senate Bill 844 Adult Local Criminal Justice Facilities Construction - Contra Costa Scope Change: **Requesting Approval**

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## Summary

This agenda item requests that the Board of State and Community Corrections approve Contra Costa County's request for a scope change to build a one-story instead of a two-story jail facility. The new configuration will save costs while allowing for the same number of beds and adding amenities such as skylights and LEED Silver certification.

## Background

On June 27, 2016, Senate Bill 844 (Chapter 34, Statutes of 2016) (SB 844) became law, authorizing up to \$250 million in state lease-revenue bond financing for the acquisition, design, and construction of Adult Local Criminal Justice Facilities (ALCJF).

On June 08, 2017, the Board approved conditional awards for eight counties, including \$70 million for Contra Costa County, for its Senate Bill 844 Jail Construction Funding Projects. (Attachment B-1)

On April 11, 2019, the Board approved Contra Costa County's request for a scope change to decrease the number of rated beds in its SB 844 proposal to 288 from 416 and to make other facility enhancements such as the addition of a court holding area, an increase of treatment space for health care services and the expansion of the medical and psychiatric services unit, the enhancement of programming space to include enlarged dayrooms and an enlarged and improved child/parent (family) contact visitation center. (Attachment B-2).

On December 14, 2021, the BSCC received a letter from Contra Costa County Sheriff David Livingston requesting a revised scope for the Board's approval (Attachment B-3). The proposed scope change consists of building the facility on-grade, as a one-story building instead of a two-story building. Two housing units that were previously designed to be stacked as a second story will now be constructed beside the three other housing units. All other approved aspects of the project scope will remain.

## Recommendation/Action Needed

Staff recommends the Board approve Contra Costa County's request for a scope change for its Senate Bill 844 Adult Local Criminal Justice Facilities (ALCJF) Construction Financing Program project.



## **Attachments**

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B-1: June 08, 2017, BSCC Board Meeting, Agenda Item H

B-2: April 11, 2019, BSCC Board Meeting, Agenda Item F

B-3: December 14, 2022, Contra Costa County Sheriff's Office Request for Scope Change

## **Attachment B-1**

DATE: June 8, 2017

AGENDA ITEM: H

TO: BSCC Chair and Members

FROM: John Prince, Deputy Director, [john.prince2@bscc.ca.gov](mailto:john.prince2@bscc.ca.gov)

SUBJECT: Senate Bill 844 (Adult Local Criminal Justice Facilities Construction Financing Program) Executive Steering Committee's Funding Recommendations, and \$20 Million conditional award to Napa County:  
**Requesting Approval**

### Summary

This agenda item requests approval of conditional award recommendations totaling \$250,000,000 made by the Executive Steering Committee of the Senate Bill 844 Local Adult Criminal Justice Facilities Construction Funding program. The recommendations for eight fully funded projects are as follows:

#### FINAL RANKING

| Large        | Applicant    | Requested    | Recommended Conditional Award | Score |
|--------------|--------------|--------------|-------------------------------|-------|
| \$70,000,000 | Contra Costa | \$70,000,000 | \$70,000,000                  | 120.9 |

| Medium       | Applicant | Requested    | Recommended Conditional Award | Score |
|--------------|-----------|--------------|-------------------------------|-------|
| \$30,000,000 | Placer    | \$30,000,000 | \$30,000,000                  | 107.7 |

| Small         | Applicant         | Requested    | Recommended Conditional Award* | Score |
|---------------|-------------------|--------------|--------------------------------|-------|
| \$150,000,000 | Plumas            | \$25,000,000 | \$25,000,000                   | 112.2 |
|               | El Dorado         | \$25,000,000 | \$25,000,000                   | 111.1 |
|               | Mendocino         | \$25,000,000 | \$25,000,000                   | 110.6 |
|               | Lassen            | \$25,000,000 | \$25,000,000                   | 104.4 |
|               | Mono              | \$25,000,000 | \$25,000,000                   | 101.2 |
|               | Modoc             | \$24,516,000 | \$24,516,000                   | 99.2  |
|               | Napa <sup>1</sup> | \$20,000,000 | \$20,000,000                   | N/A   |

\*\$484,000 in un-awarded funds will remain in the Small County category for possible use in the event of a relinquishment.

<sup>1</sup>SB 844 set aside an additional \$20 million for the replacement of the earthquake-damaged jail in Napa County. Napa County was not required to submit an application to be awarded these funds.

## Background

On June 27, 2016, Senate Bill 844 (Chapter 34, Statutes of 2016) (SB 844) became law, authorizing up to \$250,000,000 in state lease-revenue bond financing for the acquisition, design and construction of Adult Local Criminal Justice Facilities (ALCJF). SB 844 also set aside an additional \$20 million for the replacement of the earthquake-damaged jail in Napa County.

An ALCJF must be built and operated consistent with the legislative intent described in Sections 17.5 and 3450 of the Penal Code, must be under the jurisdiction of the sheriff or county department of corrections, and must follow the intent as provided in Government Code section 15820.94 to provide either (1) Improved housing with an emphasis on expanding program and treatment space as necessary to manage the adult offender population or (2) Custodial housing, reentry, program, mental health or treatment space necessary to manage the adult offender population.

A county also must meet the following three criteria to be eligible for the SB 844 financing:

1. Any locked facility constructed or renovated with state funding awarded under this program shall include space to provide onsite, in-person visitation capable of meeting or surpassing the minimum number of weekly visits required by state regulations for persons detained in the facility. (Gov.Code, § 15820.946, subd.(f).)
2. Any county applying for financing authority under this program shall include a description of efforts to address sexual abuse in the adult local criminal justice facility being constructed or renovated. (Gov. Code, § 15820.946, subd. (g).)
3. Financing shall be awarded to those counties that previously have received only a partial award or that never have received an award from the state within the financing programs authorized in Chapters 3.11 (commencing with Section 15820.90), to 3.131 (commencing with Section 15820.93) (i.e., financing authorized by AB 900, SB 1022, & SB 863), inclusive.

As a mandatory criterion counties were required to submit documentation showing the percentage of pretrial inmates in the county jail from January 1, 2015 to December 31, 2015, inclusive, and a description of the county's current risk-assessment-based pretrial release program. (Gov. Code § 15820.946, subd. (b).)

In addition, funding preference was given to counties that are most prepared to proceed successfully with financing in a timely manner, which included a Board of Supervisors' Resolution and documentation of CEQA site compliance. (Gov. Code, § 15820.946, subd. (b)(1) & (2).)

Funding consideration was given to counties seeking to replace compacted, outdated, or unsafe housing capacity or were seeking to renovate existing or build new facilities that provide adequate space for the provision of treatment and rehabilitative services, including mental health treatment. (Gov. Code, § 15820.946, subd. (c).)

As provided in SB 844, proposed projects may include replacing existing housing capacity, realizing only a minimal increase in capacity, using the financing authority provided by SB 844. If the requesting county clearly documented an existing housing capacity deficiency and the county's results in an increase in capacity, the county must certify it will not lease beds

for housing capacity to any other public or private entity for a period of 10 years beyond the completion date of the facility. (Gov. Code, § 15820.946, subs. (d) & (e).)

At its September 22, 2016 meeting, the Board approved the establishment of an Executive Steering Committee (ESC) for the SB 844 Adult Local Criminal Justice Facilities Construction Program. The Board appointed as ESC chair Board member Geoff Dean, Sheriff of Ventura County. The Board approved a membership roster for the ESC to develop recommendations for the Request for Proposals, to create proposal evaluation criteria, to review and rate proposals, and to make conditional award recommendations to the Board (Attachment H-1). The ESC met on October 20 and November 10, 2016. Additionally, the ESC received comments, both written and telephonic, from the public prior to each ESC meeting (Attachment H-2).

On November 17, 2016, the BSCC authorized the release of the SB 844 Adult Local Criminal Justice Facility Construction financing RFP (Attachment H-3). The proposals were due back to the BSCC staff on February 28, 2017.

On January 25, 2017, staff held a bidders' conference to allow prospective applicants the opportunity to ask clarifying questions about the RFP and the lease revenue bond financing process.

The BSCC received 12 proposals – three large county proposals, one medium county proposal, and eight small county proposals. The total dollar amount requested from the 12 counties was approximately \$366 million (Attachment H-4). A raters' training was held for the SB 844 ESC members on March 14, 2017. The ESC members individually evaluated and rated the proposals based on the RFP criteria. The proposal scores were due back to the BSCC research staff by May 5, 2017.

The ESC convened for a final meeting on May 17, 2017. The purpose of the meeting was to allow the ESC members the opportunity to discuss scores and make any adjustments based upon ESC discussion and feedback. At the meeting the ESC established the ranked list of proposals, including the eight recommended for funding (Attachment H-5). At the request of the ESC chair, BSCC research staff analyzed and verified each rater's scores and confirmed the ranked list.

The table below outlines the timeline of events the ESC approved for recommendation to the Board.

|  |  |
|--|--|
| <b>December 30, 2016</b>                   | <b>The BSCC issues SB 844 RFP</b>  |
| <b>January 25, 2017</b>                    | Bidders' Conference in Sacramento  |
| <b>February 28, 2017</b>                   | Proposals due to the BSCC  |
| <b>February 28 thru<br/>March 14, 2017</b> | BSCC technical review. Counties are given the opportunity to correct technical deficiencies. |
| <b>March 14, 2017</b>                      | Convene ESC for Raters' training   |
| <b>March 14 thru<br/>May 5, 2017</b>       | ESC reviews the proposals and makes preliminary ratings                                      |

|                     |  |
|---------------------|--|
| <b>May 17, 2017</b> | ESC convenes, makes final rating and ranks proposals for funding recommendations to the Board.   |
| <b>June 8, 2017</b> | ESC recommendations presented to the BSCC for financing action/intent to make a conditional award at the BSCC regularly scheduled meeting. |

### **Recommendation/Action Needed**

Staff recommends the Board approve for conditional awards the six small counties, one medium county, and one large county that ranked highest on the list established by the Senate Bill 844 Jail Construction Financing Program ESC. Staff also recommends the Board approve a \$20 Million conditional award to Napa County for its Senate Bill 844 Jail Construction Funding Project.

### **Attachments**

- H-1: September 22, 2016 BSCC Board Meeting Agenda Item E
- H-2: Public Comments Received Prior to ESC Meetings
- H-3: November 17, 2016 BSCC Board Meeting Agenda Item I
- H-4: List of All Applicants
- H-5: SB844 Final ESC Ranking

## **Attachment B-2**

**MEETING DATE:** April 11, 2019**AGENDA ITEM:** F**TO:** BSCC Chair and Members**FROM:** Tonya Parker-Mashburn, Field Representative County Facilities Construction (CFC), [tonya.parker-mashburn@bscc.ca.gov](mailto:tonya.parker-mashburn@bscc.ca.gov)**SUBJECT:** Senate Bill (SB) 844 (Adult Local Criminal Justice Facilities Construction Financing Program) – Contra Costa County Scope Change: **Requesting Approval**

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### Summary

This agenda item requests the Board's approval of Contra Costa County's request for a scope change to decrease the number of rated beds in its SB 844 proposal to 288 from 416 and approval of other facility enhancements.

### Background

On June 27, 2016, Senate Bill 844 (Chapter 34, Statutes of 2016) (SB 844) became law, authorizing up to \$250,000,000 in state lease-revenue bond financing for the acquisition, design and construction of Adult Local Criminal Justice Facilities (ALCJF). SB 844 also set aside an additional \$20 million for the replacement of the earthquake-damaged jail in Napa County.

On June 08, 2017, the Board approved conditional awards for eight counties, including \$70,000,000 for Contra Costa County, and approved a \$20,000,000 conditional award to Napa County for its Senate Bill 844 Jail Construction Funding Project. (Attachment F-1)

On Feb. 19, 2019 the BSCC received a letter from Contra Costa County Sheriff David Livingston requesting a revised scope for the Board's approval (Attachment F-2). Specific details of the proposed scope change are delineated within the letter and exhibits.

The major aspects of the proposed scope change include the elimination of 128 rated beds, reducing the facility capacity to 288 from 416; the addition of a court holding area, an increase in treatment space for healthcare services and the expansion of the medical and psychiatric services unit; and the enhancement of programming space to include enlarged dayrooms and an enlarged and improved child/parent (family) contact visitation center.

### Recommendation/Action Needed

Staff recommends the Board approve Contra Costa County's request for a scope change as described in Attachment F-2 for the Senate Bill 844 Adult Local Criminal Justice Facilities (ALCJF) Construction Financing Program project.

### Attachments

F-1: June 08, 2017, BSCC Board Meeting, Agenda Item H

F-2: February 19, 2019, Contra Costa County Sheriff's Office Request for Scope Change



## **Attachment B-3**



CONTRA COSTA COUNTY OFFICE OF THE SHERIFF  
DAVID O. LIVINGSTON  
SHERIFF - CORONER

December 14, 2021

Ms. Tonya Parker-Mashburn  
Field Representative – County Facilities Construction (CFC) Division  
Board of State and Community Corrections  
2590 Venture Oaks Way, Suite 200  
Sacramento, CA 95833

Re: SB 844 Scope Change Request

Dear Ms. Parker-Mashburn:

The County of Contra Costa is most grateful for the Board's favorable consideration of our Senate Bill 844 application, which would allow the County to replace 288 beds from a deteriorating, antiquated facility that has essentially no programming or treatment space. We continue to appreciate the excellent coordination and feedback you have extended to us as we move into this project's Contract Award approval phase. Additionally, on December 7, 2021, the County Board of Supervisors voted to conditionally award the Design-Build contract to Sletten Construction Company, contingent upon approval by the Department of Finance.

The current Project Scope Summary (dated 05/20/2019) contains 288 high-security beds consisting of five housing units. Three of the units are standard housing, and two are designated as mental health housing. Four of the five housing units contain a mezzanine level. Each housing unit includes a dayroom, recreation space, classrooms, interview rooms, and retherm. Programming and treatment space for medical/mental health and dental are also provided. The support area will provide space for vocational/reentry training, central control, holding cells, interview rooms, and both in-person and video visitation.

The project also includes but is not limited to utilities, electrical, plumbing, mechanical, heating, ventilation, air conditioning, communications, security site improvements, fire protection systems, security fencing, and all necessary appurtenances.

The current Project Scope Summary consists of a two-story design, with Housing Unit #4 and Housing Unit #5 stacked directly above Housing Unit #2 and Housing Unit #3, respectively. The

Letter to Ms. Tonya Parker-Mashburn, Field Representative – County Facilities Construction (CFC) Division, Board of State and Community Corrections  
December 14, 2021  
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stacking of the housing units allowed for space within the area identified in the Ground Lease Agreement as the Project Site that could be used for future construction of two additional housing units. The future jail construction area was identified as Add Alternate #1 and Add Alternate #2 in Exhibit A – Architectural Drawings for Current Project Scope.

Although Add Alternate #1 and Add Alternate #2 are described in the current Project Scope Summary, the County has subsequently determined that future jail construction beyond the current scope of 288 beds is no longer needed. Therefore, Add Alternate #1 and Add Alternate #2 have been removed as potential options, which allows the adjacent open space to be available to accommodate the proposed on-grade (1-story) housing unit configuration.

The County notified the bidders of this project that an on-grade concept could be included in their proposals as an add alternate. The County was also notified by the BSCC that a scope change by the BSCC and by the SPWB will be required if the on-grade concept was selected.

Sletten Construction Company submitted a successful proposal that includes an on-grade housing unit configuration as an alternative to the current two-story design. The on-grade alternative places Housing Units #1, #2, #3, #4, and #5 all side-by-side, rather than two of the housing units being stacked. The proposed on-grade configuration is described in Exhibit B – Architectural Site Plan for Proposed Scope Change.

Although the on-grade housing unit configuration creates a slightly larger building footprint and extends the ancillary areas (water retention basin, area of safe dispersal, and fire access road) beyond the Project Site, it is ultimately a more cost-effective option as it eliminates the need for two-story elevators. The on-grade option also reduces long-term maintenance and related energy costs. Additionally, with the on-grade concept, Sletten Construction Company was able to include several County requested enhancements, including:

- a. LEED Silver certification,
- b. Upgraded flooring in classroom and program rooms,
- c. Upgraded doorframes to stainless steel at select locations,
- d. Additional skylights and light tubes to increase daylight in select internal locations,
- e. Additional interior glazing to increase visibility at select interior locations.

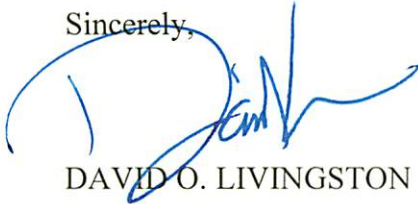
In summary, this request for a scope change to construct all housing units on-grade will greatly improve the overall building design. The on-grade concept allows for an opportunity to increase daylight within the facility, which will enhance the programmatic elements to include reentry, vocational, and behavioral health programming, as well as improve the living environment for incarcerated persons and the working environment for staff.



Letter to Ms. Tonya Parker-Mashburn, Field Representative – County Facilities Construction  
(CFC) Division, Board of State and Community Corrections  
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The County appreciates your assistance in facilitating approval of the proposed scope change. County staff will attend the BSCC meeting when this matter is considered. If there is any additional information you require, or if you have questions, please contact our Project Manager, Assistant Sheriff Tom Chalk, at (925) 383-9275 or [tchal@so.eccounty.us](mailto:tchal@so.eccounty.us).

Sincerely,

A handwritten signature in blue ink, appearing to read "D. Livingston", is written over the word "Sincerely,".

DAVID O. LIVINGSTON  
Sheriff-Coroner

DOL:sl

Attachments:

- Exhibit A, Architectural Drawings for Current Project Scope
- Exhibit B, Architectural Site Plan for Proposed Scope Change
- Exhibit C, Current Site Plan with Proposed Project Site for Scope Change
- Exhibit D, Proposed Map of Site for Scope Change
- Exhibit E, Proposed Amendments to Project Scope Summary

## **Agenda Item C**

**MEETING DATE:** February 10, 2022

**AGENDA ITEM:** C

**TO:** BSCC Chair and Members

**FROM:** Dameion Renault, Field Representative, [dameion.renault@bscc.ca.gov](mailto:dameion.renault@bscc.ca.gov)

**SUBJECT:** Extension of Public Defense Pilot Program Application Deadline:  
**Requesting Approval**

### Summary

This agenda item requests that the Board extend the application deadline for the Public Defense Pilot Program. The extension would allow additional time for counties to apply for the funding. No additional changes to the original grant period dates are requested.

### Background

The Budget Act of 2021 (Senate Bill 129) established the Public Defense Pilot Program (PDP). Program funds must be used for indigent defense providers, including public defenders, alternate defenders, and other qualifying entities that provide indigent defense in criminal matters for the purposes of workload associated with the provisions in paragraph (1) of subdivision (d) of Section 1170 of, and Sections 1170.95, 1473.7, and 3051 of, the Penal Code.

For Fiscal Year (FY) 2021-22, the Budget Act appropriated \$50,000,000 for the PDP, of which \$49,500,000 is available for California counties and \$500,000 is available for administrative costs and for an independent evaluation. Subject to future appropriations in FY 2022-23 and 2023-24, it is anticipated that a total of \$148,500,000 will be available to counties. The grant period for the PDP is March 1, 2022, to March 1, 2025. All counties were eligible to receive funds as part of the formula grant program, authorized by the Board at the July 2021 board meeting.

The original application period for the PDP closed on January 14, 2022. The Board of State and Community Corrections received requests totaling \$47 million (out of an available \$49.5 million) from 35 of California's 58 counties.

As part of the coordination with the Office of the State Public Defender in administering this grant program, staff received information indicating that at least one additional county is interested in participating in the program, but the participating entity was unable to submit its application by the January 14, 2022 application deadline. The county has indicated that it will be able to submit its application prior to the grant cycle start date of March 1, 2022 and no later than February 23, 2022.

Staff recommends that the application period be reopened and extended to February 23, 2022 to allow additional counties an opportunity to apply for these funds.

**Recommendation/Action Needed**

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Staff recommends that the Board:

1. Approve and reopen the application period and extend the application deadline for the Public Defender Pilot Program to February 23, 2022.

**Attachments**

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C-1: Public Defense Pilot Program Grant Allocation List

## **Attachment C-1**



| Funding Allocation  |  |                    |
|---------------------|--|--------------------|
| County              |  | Funding Allocation |
| Alameda County      |  | \$2,107,280.30     |
| Alpine County       |  | \$1,527.64         |
| Amador County       |  | \$51,613.34        |
| Butte County        |  | \$287,130.47       |
| Calaveras County    |  | \$60,029.84        |
| Colusa County       |  | \$26,478.03        |
| Contra Costa County |  | \$1,468,663.88     |
| Del Norte County    |  | \$33,866.98        |
| El Dorado County    |  | \$250,991.33       |
| Fresno County       |  | \$1,204,165.00     |
| Glenn County        |  | \$35,544.17        |
| Humboldt County     |  | \$170,896.33       |
| Imperial County     |  | \$224,535.81       |
| Inyo County         |  | \$23,144.56        |
| Kern County         |  | \$1,074,823.70     |
| Kings County        |  | \$181,937.15       |
| Lake County         |  | \$81,403.94        |
| Lassen County       |  | \$41,140.16        |
| Los Angeles County  |  | \$12,720,245.54    |
| Madera County       |  | \$192,048.53       |
| Marin County        |  | \$339,811.56       |
| Mariposa County     |  | \$22,958.02        |
| Mendocino County    |  | \$110,811.82       |
| Merced County       |  | \$335,058.18       |
| Modoc County        |  | \$12,148.76        |
| Mono County         |  | \$17,513.19        |
| Monterey County     |  | \$525,757.56       |
| Napa County         |  | \$180,423.99       |
| Nevada County       |  | \$132,269.54       |
| Orange County       |  | \$4,004,654.76     |
| Placer County       |  | \$512,523.37       |
| Plumas County       |  | \$26,310.79        |
| Riverside County    |  | \$3,042,889.32     |

|                        |  |                        |
|------------------------|--|------------------------|
| Sacramento County      |  | \$1,911,525.24         |
| San Benito County      |  | \$76,994.69            |
| San Bernardino County  |  | \$2,633,005.70         |
| San Diego County       |  | \$4,088,758.61         |
| San Francisco County   |  | \$1,194,950.91         |
| San Joaquin County     |  | \$932,788.51           |
| San Luis Obispo County |  | \$371,536.63           |
| San Mateo County       |  | \$975,173.30           |
| Santa Barbara County   |  | \$563,623.75           |
| Santa Clara County     |  | \$2,445,538.49         |
| Santa Cruz County      |  | \$354,415.80           |
| Shasta County          |  | \$223,554.90           |
| Sierra County          |  | \$4,285.43             |
| Siskiyou County        |  | \$57,037.27            |
| Solano County          |  | \$556,697.91           |
| Sonoma County          |  | \$653,326.79           |
| Stanislaus County      |  | \$674,631.75           |
| Sutter County          |  | \$121,241.59           |
| Tehama County          |  | \$79,509.67            |
| Trinity County         |  | \$17,990.78            |
| Tulare County          |  | \$553,647.45           |
| Tuolumne County        |  | \$70,313.27            |
| Ventura County         |  | \$1,057,617.64         |
| Yolo County            |  | \$289,129.27           |
| Yuba County            |  | \$92,107.07            |
| <b>Grand Total</b>     |  | <b>\$49,500,000.00</b> |

## **Agenda Item D**

**MEETING DATE:** February 10, 2022**AGENDA ITEM:** D**TO:** BSCC Chair and Members**FROM:** John Prince, Field Representative, [john.prince@bscc.ca.gov](mailto:john.prince@bscc.ca.gov)**SUBJECT:** Edward Byrne Memorial Justice Assistance Grant (JAG) Program, Six-Month, No Cost Extension: **Requesting Approval**

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### Summary

This agenda item requests Board approval of a six-month, no-cost extension for grantees funded under the Edward Byrne Memorial Justice Assistance Grant Program. Local procurement and approval processes impacted by the pandemic have delayed the timely delivery of services for JAG grantees. A six-month, no-cost extension will allow grantees additional time to implement programming as originally intended, and to spend down funds in accordance with their grant agreements while having minimal impact on the new cohort funding if a current grantee receives funding in the new cohort set to start on October 1, 2022.

### Background

The Board of State and Community Corrections is the designated state administrative agency for the JAG Program, which is federally funded through the Bureau of Justice Assistance (BJA). In general, JAG funds in this cohort (October 2019 - September 2022) may be used for personnel and/or the purchase of equipment, supplies, contractual support, training, technical assistance, and information systems for criminal justice, including for any one or more of the following program purpose areas (PPAs):

- PPA 1 – Law enforcement programs
- PPA 2 – Prosecution and court programs
- PPA 3 – Prevention and education programs

Approximately \$17.9 million in FFY 2019 funding is available to 15 counties to implement local JAG programs. As a result of the coronavirus (COVID-19) pandemic, grantees have experienced procurement delays that have delayed program implementation. Providing a six-month, no-cost extension through March 2023 will allow grantees additional time to deliver services, offsetting the time lost at the start of the grant. Current grantees' agreements will expire on September 30, 2022. On January 5, 2022, the Bureau of Justice Assistance approved the BSCC's request for a no-cost extension for the JAG grant program. Any county that accepts the six-month, no-cost extension and is subsequently awarded funding under the new cohort will have a six-month delay in the start of funding for the new award.

### Recommendation/Action Needed

Staff recommends that the Board approve a six-month, no-cost grant-term extension for Edward Byrne Memorial Justice Assistance Grant (JAG) Program grantees.

## **Agenda Item E**

**MEETING DATE:** February 10, 2022

**AGENDA ITEM:** E

**TO:** BSCC Chair and Members

**FROM:** Allison Ganter, Deputy Director, [allison.ganter@bscc.ca.gov](mailto:allison.ganter@bscc.ca.gov)

**SUBJECT:** Minimum Standards for Local Juvenile Detention Facilities, Title 15, and Title 24: Launch of the Regulation Revision Process, Solicitation of Community Input and Interest in Executive Steering Committee Membership: **Requesting Approval**

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## Summary

BSCC staff is requesting approval to launch the 2022 revision process for the juvenile Titles 15 and 24 Regulations, pursuant to the California Welfare and Institutions Code. The initial process will begin with a 90-day community input period, a community listening session, and a request on the BSCC website to request statements of interest from people who are interested in serving on the Executive Steering Committee that will help inform the process, which is expected to last through early 2023.

## Background

The Board is authorized to develop regulations for the operation of local juvenile detention facilities pursuant to Welfare and Institutions Code sections 210 and 885. As part of this responsibility, the BSCC regularly reviews and revises the minimum standards for the operation and design of local juvenile detention facilities.

The most recent version of the Titles 15 and 24 Minimum Standards for Local Juvenile Detention Facilities became effective in 2019. Pursuant to Welfare and Institutions Code Sections 210 and 885, the BSCC is required to adopt minimum standards for the operation and maintenance of juvenile facilities.

The BSCC has also been directed by Senate Bill 92 (Chapter 18, Statutes of 2021) to review existing juvenile detention facility standards and modify or add standards for the new county Secure Youth Treatment Facilities. These standards must be developed with the coordination and concurrence of the newly established Office of Youth and Community Restoration (OYCR) and must be completed by July 1, 2023. (Welf. & Inst. Code, § 875, subd. (g).) OYCR Director Katherine Lucero has already agreed to participate on the Executive Steering Committee.

The BSCC's practice is to develop regulations and propose revisions with community input and public participation to ensure that minimum standards reflect best practices and broad input from subject matter experts. Substantial revisions were made during the previous revision process and regulations were strengthened to ensure gender equity, trauma-

informed care, and safety in high-risk areas such as use of force and room confinement, among other significant improvements.

With Board approval, BSCC staff will begin seeking comments for potential revisions during a 90-day community input period that will be open from February 11 through May 11, 2022. A survey for submitting regulation revisions will be available on the BSCC website. Interested persons may also submit any comments for revisions to [regulations@bscc.ca.gov](mailto:regulations@bscc.ca.gov). BSCC staff will also convene a community listening session during the 90-day community input period and compile all comments received for consideration by staff and the ESC during the regulations revision process. Meaningful and continuous community input throughout the process will contribute to better standards.

For the ESC, staff will look for people who represent a range of experience and expertise, especially those with lived experience. The ESC will provide leadership in determining current topics to be considered during revision, will promote and ensure community participation, and will approve draft regulation revisions for Board approval.

BSCC staff will present a proposed ESC slate to the BSCC Board for approval at the April 2022 meeting. The ESC will meet after public comment has been compiled by BSCC staff. People interested in serving as an ESC Member should visit the BSCC website: [https://www.bscc.ca.gov/s\\_bsccexecutivesteeringcommittees/](https://www.bscc.ca.gov/s_bsccexecutivesteeringcommittees/)

### **Recommendation/Action Needed**

1. Staff requests that the Board approve the launch of the local juvenile detention facilities regulation review and revision process.

## **Agenda Item F**



**MEETING DATE:** February 10, 2022

**AGENDA ITEM:** F

**TO:** BSCC Chair and Members

**FROM:** Tanya Thompson, Field Representative, [tanya.hill@bscc.ca.gov](mailto:tanya.hill@bscc.ca.gov)

**SUBJECT:** Adult Reentry Grant Cohort III Request for Proposals Approval:  
**Requesting Approval**

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## Summary

This agenda item requests Board approval to release the Request for Proposals for the Cohort III Adult Reentry Grant Warm Handoff grant program that makes available \$67 million for programs to support individuals as they are released from state prison.

## Background

### Adult Reentry Grant

The Adult Reentry Grant (ARG) Program was established in the 2018 Budget Act (Senate Bill 840, Chapter 29, Statutes of 2018) and received additional funding through the Budget Act of 2019 (Assembly Bill 74, Chapter 23, Statutes of 2019) and the Budget Act of 2020 (Assembly Bill 89, Chapter 7, Statutes of 2020). A total of 115 projects have been awarded \$105,727,500 in funding since ARG was implemented.

The Budget Act of 2021 (Assembly Bill 128, Chapter 21, Statutes of 2021) (Attachment F-1) appropriated \$67 million to award competitive grants for community-based organizations (CBOs) to support individuals formerly incarcerated in state prison, as follows:

- \$31,825,000 shall be available for rental assistance. Priority shall be given to individuals released to state parole.
- \$31,825,000 shall be available to support the warm handoff and reentry of offenders transitioning from state prison to communities. Priority shall be given to individuals released to state parole.
- Up to 5 percent (\$3,350,000) shall be available to the Board of State and Community Corrections for costs to administer the grant programs.

Funds appropriated in this item are available for encumbrance or expenditure through June 30, 2024.

On July 15, 2021, the Board appointed Chief Kelly Vernon, Kings County Probation Department, as Chair of the Adult Reentry Grant Program Executive Steering Committee (ESC) and delegated authority to the Chair to work with BSCC staff to establish an ESC with relevant subject-matter expertise. Staff posted information on the BSCC website inviting statements of interest to participate on the committee, and then formed an ESC membership that included a diverse range of subject-matter experts.

The Adult Reentry Grant Program ESC (Attachment F-2) met on November 8-9, 2021 to develop the RFP that is now provided for the Board's consideration. This RFP will address

funding available for the 1) Rental Assistance and 2) Warm Handoff and Reentry Services components of the grant.

### Key Grant Components

The Adult Reentry Grant Program is subject to the provisions of Welfare and Institutions Code sections 8255-8257.2, which require applicants proposing projects that include housing or housing-related services to adhere to the principles of Housing First.

Under the Housing First approach, anyone experiencing homelessness is connected to a permanent home as quickly as possible without regard to sobriety or criminal history. Housing First removes barriers to housing by allowing individuals to decide whether to participate in services.

Except for grantees that provide recovery housing,<sup>1</sup> grantees that provide housing or housing-related services funded by the Adult Reentry Grant Program will be expected to implement a Housing First model to the extent that it applies to the specific services they offer.

The ESC has developed an RFP that is divided into two sub-applications, and applicants may submit a separate sub-proposal for one or both of the following:

| Sub-Application       | Eligible Applicants May Request                       | Total ARG Program Funds Allocated to this Category |
|-----------------------|---|--|
| Rental Assistance     | Up to \$2.7 million for entire 42-month grant period. | \$31.8 million                                     |
| Warm Hand-off Reentry | Up to \$750,000 entire 42-month grant period.         | \$31.8 million                                     |

The statutory language authorizing the Adult Reentry Grant Program does not specify the types of Rental Assistance and Warm Handoff and Reentry Services to be funded. Applicants should select programs that best fit the needs of the community they propose to serve. Notwithstanding, the ESC has defined Rental Assistance activities to be those intended to help eligible people establish or maintain affordable, permanent housing. The ESC has defined Warm Handoff and Reentry Service activities as those that place a priority on services that lead to permanent housing and critical, timely interventions that meet the immediate needs of individuals upon their release from prison or placement on parole.

Below are some examples of eligible activities and services that could be provided by a sub-applicant.

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<sup>1</sup> “Recovery housing” means sober living facilities and programs that provide housing in an abstinence-focused and peer-supported community for people recovering from substance use issues. Participation is voluntary, unless that participation is pursuant to a court order or is a condition of release for individuals under the jurisdiction of a county probation department or the Department of Corrections and Rehabilitation. (Welf. & Inst. Code, § 8256, subd. (c)(3).)

| Examples of Eligible Rental Assistance Services   | Examples of Eligible Warm Handoff and Reentry Services   |
|---|--|
| <p><b>Including but not limited to:</b></p> <ul style="list-style-type: none"> <li>• Short-term emergency housing assistance</li> <li>• Landlord incentives</li> <li>• Permanent supportive housing</li> <li>• Rent subsidies</li> <li>• Transitional housing</li> <li>• Stipends to families willing to house target population</li> <li>• Vouchers</li> <li>• Move in costs</li> <li>• Credit repair</li> </ul> | <p><b>Including but not limited to:</b></p> <ul style="list-style-type: none"> <li>• Reach-in services</li> <li>• Case management services</li> <li>• Transportation</li> <li>• Food</li> <li>• Emergency services</li> <li>• Employment/vocational</li> <li>• Social services</li> <li>• Behavioral health care</li> <li>• Mentors</li> <li>• Transitional services</li> <li>• System navigation</li> </ul> |

The ESC has established that eligible CBO applicants are those organizations located in the State of California and have 501(c)(3) status (i.e., non-profit).

### RFP Activities and Tentative Timeline

Below is a tentative timeline of activities necessary to administer a competitive RFP for the Adult Reentry Grant Program:

| Activity   | Date              |
|--|-------------------|
| RFP Presented for Board Approval                                   | February 10, 2022 |
| Release Request for Proposals                                      | February 11, 2022 |
| Bidder's Conference  | March 3, 2022     |
| Proposals Due to the BSCC  | April 8, 2022     |
| Proposal Rating Process and Development of Funding Recommendations | April-August 2022 |
| Present Funding Recommendations to Board                           | September 8, 2022 |
| Grants Begin   | October 1, 2022   |

### Recommendation/Action Needed

Staff recommends that the Board:

1. Approve the release of the Adult Reentry Grant Program Cohort III RFP.

### Attachments

- F-1: Budget Act 2021 – Assembly Bill 128
- F-2: Executive Steering Committee Roster
- F-3: Adult Reentry Grant RFP Cohort III

## **Attachment F-1**

**General RFP Appendix D: Assembly Bill 128**

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**Assembly Bill 128  
Chapter 21**

5227-103-0001—For local assistance,  
Board of State and Community Corrections .....  
67,000,000

Schedule:

(1) 4945-Corrections Planning and Grant Programs .....  
67,000,000

Provisions:

1. Of the amount appropriated in this item, \$67,000,000 shall be awarded by the Board of State and Community Corrections as competitive grants to community-based organizations to support offenders formerly incarcerated in state prison. Of the amount identified in this provision, up to 5 percent shall be available to the Board of State and Community Corrections for transfer to Schedule (1) of Item 5227-001-0001 for costs to administer the grant programs. Funds transferred pursuant to this provision are available for encumbrance or expenditure until June 30, 2024. Of this amount:

(a) \$33,500,000 shall be available for rental assistance. Priority shall be given to individuals released to state parole.

(b) \$33,500,000 shall be available to support the warm handoff and reentry of offenders transitioning from state prison to communities. Priority shall be given to individuals released to state parole.

(c) The board shall form an executive steering committee with members from relevant state agencies and departments with expertise in public health, housing, workforce development, and effective rehabilitative treatment for adult offenders, including, but not limited to, the Department of Housing and Community Development, the Office of Health Equity, county probation departments, representatives of reentry-focused community-based organizations, criminal justice impacted individuals, and representatives of housing-focused community-based organizations to develop grant program criteria and make recommendations to the board regarding grant award decisions.

2. Funds appropriated in this item are available for encumbrance or expenditure until June 30, 2024.

## **Attachment F-2**

**Adult Reentry Grant Cohort III  
ESC Roster**

|    | Name                 | Title   | Organization                                 |
|----|----------------------|---|--|
| 1  | Kelly Vernon (Chair) | Chief Probation Officer   | Kings County Probation                       |
| 2  | America Velasco      | Program Coordinator   | Marin County Sheriff's Office                |
| 3  | Armand King          | Co-Founder  | Paving Great Futures                         |
| 4  | Beth Hall            | Member, Inmate Family Councils  | Family of Incarcerated                       |
| 5  | Brendon Messina      | Youth Advocate Coordinator  | Yuba County Office of Education              |
| 6  | Courtney Tacker      | Director of Local Initiatives   | California Homeless Coordinating Council     |
| 7  | Chrystal Preciado    | Business Owner  | Private Citizen/Family Impacted              |
| 8  | Crystal Riley        | Supervising Deputy Probation Officer                                  | Solano County Probation                      |
| 9  | Diana Peterson       | Product Manager   | Kahn Academy                                 |
| 10 | Janie Hodge          | Executive Director  | Paving the Way Foundation                    |
| 11 | Julyanna Mendez      | Program Manager   | Los Angeles Regional Reentry Partnership     |
| 12 | Linda Fosler         | Commissioner  | Monterey County Behavioral Health Commission |
| 13 | Lois Perkins         | Chief Executive Officer   | Life Community Development                   |
| 14 | Shondra Caldwell     | Student   | Community Advocate                           |
| 15 | Sophia Lai           | Supervising Program Specialist, Quality Improvement & Privacy Officer | Alameda County Behavioral Health             |

## **Attachment F-3**





# **Adult Reentry Grant Program**

## **REQUEST FOR PROPOSALS**

**Eligible Applicants:** California  
Nonprofit Community-Based Organizations

**Grant Period:** October 1, 2022 to April 30, 2026

**RFP Released:** February 11, 2022  
**Letters of Intent Due:** March 11, 2022  
**Proposals Due:** April 8, 2022



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#### **CONFIDENTIALITY NOTICE:**

All documents submitted as a part of the Adult Reentry 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: Grant Information

### Background

The Adult Reentry Grant (ARG) Program provides funding for community-based organizations to deliver reentry services for people formerly incarcerated in state prison. ARG was established in the 2018 Budget Act (Senate Bill 840, Chapter 29, Statutes of 2018) and received additional funding through the Budget Act of 2019 (Assembly Bill 74, Chapter 23, Statutes of 2019) and the Budget Act of 2020 (Assembly Bill 89, Chapter 7, Statutes of 2020). A total of 115 projects have been awarded \$105,727,500 in funding since ARG was implemented.

The Budget Act of 2021 (Assembly Bill 128, Chapter 21, Statutes of 2021) (Appendix A) appropriated \$67,000,000 to award competitive grants for community-based organizations (CBOs) to support individuals formerly incarcerated in state prison.

The \$67,000,000 is to be allocated as follows:

- \$31,825,000 shall be available for rental assistance. Priority shall be given to individuals released to state parole.
- \$31,825,000 shall be available to support the warm handoff and reentry of offenders transitioning from state prison to communities. Priority shall be given to individuals released to state parole.
- Up to 5% (\$3,350,000) shall be available to the Board of State and Community Corrections for costs to administer the grant programs.

This Request for Proposals (RFP) will address funding available for the Rental Assistance and Warm Handoff and Reentry Services components of the grant.

### Contact Information

This RFP provides the information necessary to prepare separate sub-proposals to the Board of State and Community Corrections (BSCC) for grant funds available through the Adult Reentry Grant Program. Applicants may apply for funding through one or both of the following sub-applications:

- Rental Assistance
- Warm Handoff and Reentry Services

The BSCC staff cannot assist the applicant or its partners with the actual preparation of a sub-proposal. Any technical questions concerning the RFP, the proposal process or programmatic issues must be submitted by email to: [ARGCohort3@bscc.ca.gov](mailto:ARGCohort3@bscc.ca.gov).

The BSCC will accept and respond to written questions about this RFP until April 1, 2022. A frequently asked questions (FAQs) and answers document will be posted to the BSCC website and updated periodically through April 5, 2022.

## Proposal Due Date and Submission Instructions

Proposals must be received by **5:00 P.M. on Friday, April 8, 2022**. Applicants must ensure the sub-proposal package is signed with a digital **OR** a wet blue ink signature that is then scanned with the completed sub-proposal package. Email the complete proposal package to: [ARGCohort3@bscc.ca.gov](mailto:ARGCohort3@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 ARG 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, signed sub-proposal package on or before 5:00 P.M. (PST) on Friday, April 8, 2022, the sub-proposal package **will not** be considered for funding.

## Bidder's Conference

Prospective applicants are invited but not required to attend a virtual Bidder's Conference. Attendance at the virtual Bidders' Conference is not a requirement. The purpose of this Bidder's 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. Details are listed below:

### Adult Reentry Grant Program - Cohort III Virtual Bidders' Conference

Thursday, March 3, 2022 at 1:30 P.M.

#### Join by Zoom:

- <https://us02web.zoom.us/j/85181161849?pwd=YTV2YmpTQmZiclQvbVdoZlVjTk5PUT09>
- Meeting ID: 851 8116 1849

#### Call In:

- 1-669-900-9128
- Meeting ID: 851 8116 1849 | Passcode: 888084

## Letter of Intent to Apply

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Applicants interested in applying for the Adult Reentry Grant Program are asked, but not required, to submit a non-binding Letter of 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 of Intent, 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;
- A brief statement indicating which sub-proposal(s) the applicant intends to submit (e.g., Rental Assistance and/or Warm Handoff and Reentry Services)

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 **Friday, March 11, 2022**. Please identify the email subject line as “ARG Letter of Intent to Apply” and submit the letter to [ARGCohort3@bscc.ca.gov](mailto:ARGCohort3@bscc.ca.gov).

## Executive Steering Committee

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### Adult Reentry Grant Program Executive Steering Committee

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

ESCs are convened and approved by the BSCC Board, as the need arises, to carry out specified tasks, including the development of RFPs for grant funds. ESCs submit grant award recommendations to the BSCC Board and the Board then approves, rejects, or revises those recommendations. Members of the ESCs are not paid for their time but are reimbursed for travel expenses incurred to attend meetings.

Pursuant to AB 128, the BSCC was required to form an ESC with members from relevant state agencies and departments with expertise in public health, housing, workforce development, and effective rehabilitative treatment for people returning from prison to develop grant-program criteria and make recommendations to the board regarding grant awards. Representatives were to include but were not limited to the:

- Department of Housing and Community Development;
- Office of Health Equity, California Department of Public Health;
- County Probation;
- Representatives of reentry-focused community-based organizations;
- Criminal justice impacted individuals; and
- Representatives of housing-focused community-based organizations.

Throughout the ESC process, there have been opportunities for stakeholder and public input into the development of the Adult Reentry grant program. For a list of ESC members see (Appendix B) of this RFP.

### Conflicts of Interest

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

## Description of the Grant

### Grant Period

Successful proposals will be under contract from October 1, 2022 to April 30, 2026.

| Implementation  | Service Delivery                      | Service Delivery                      | Service Delivery                      | Data Evaluation   |
|---|---------------------------------------|---------------------------------------|---------------------------------------|---|
| 3 Months  | Year 1                                | Year 2                                | Year 3                                | 4 Months  |
| October 1, 2022 - December 31, 2022   | January 1, 2023 - December 31, 2023   | January 1, 2024 – December 31, 2024   | January 1, 2025 – December 31, 2025   | January 1, 2026 – April 30, 2026  |
| <p>Implementation period provided to allow</p> <p>for BSCC contracting, program hiring, and other activities that can facilitate a timely start.</p> <p>Grantees who do not need 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>Financial audit, data analysis and evaluation period to compile and analyze data gathered from three full years of service delivery.</p> <p>Only expenses incurred for audit and evaluation efforts may be incurred during these last four months. No new service delivery expenses may be incurred.</p> |

## Eligibility to Apply

Eligibility is limited to Community-Based Organizations (CBOs) located in the State of California that have been determined by the IRS to have 501(c)(3) status (i.e., nonprofit). Verification of applicant's status as a nonprofit must be submitted via documentation from the Secretary of State website verifying applicant is a registered non-profit in good standing within the State of California.

Any organization that receives ARG funding (as either a direct grantee, subgrantee, or subcontractor) must:

- Have been duly organized, in existence, and in good standing for at least six (6) months prior to the effective date of its fiscal agreement with the BSCC or with the ARG grantee.
- Be registered with the California Secretary of State's Office, if applicable;
- Have a valid business license, if required by the applicable local jurisdiction;
- Have a valid Employer Identification Number (EIN);
- 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. (An agent for service of process with a California address is insufficient.)

An applicant may submit one sub-proposal for Rental Assistance **and** one sub-proposal for Warm Handoff and Reentry Services. Additionally, an applicant with multiple field offices or satellite projects may submit one sub-proposal covering all (or multiple) field offices and satellite projects.

Past and existing ARG grantees are eligible to apply. In addition, an applicant may also receive ARG funding as a grantee and as a subcontractor for Cohort 3 provided that the grant and the subcontracted services are for different project types. For example, if a prospective grantee applies for Rental Assistance, the applicant can only act as a subcontractor for Warm Handoff and Reentry Services

An applicant may not be a primary applicant in Cohort 3 and act as a subcontractor for a grantee for the same project type.

An applicant may not be a subcontractor on their own proposed project.

An applicant may subcontract with other Non-Governmental Organizations (NGOs) and, if awarded, the applicant will be responsible for all aspects of grant administration and management with the subcontracted NGO, while being responsible to the BSCC for overall outcomes and fiscal management of the project.

NGOs include: nonprofit CBOs, for-profit CBOs, faith-based organizations (FBOs), evaluators (except government institutions such as universities), grant management companies and any other non-governmental agency or individual.



## Target Population

The target population identified in AB 128 are people, 18 and over, who have been formerly incarcerated in state prison with priority being given to those recently released and/or on state parole.

## Housing First Approach to Service Delivery

Welfare and Institutions Code sections 8255-8257.2 (Appendix C) requires a state agency that funds, implements, or administers a state program that provides housing or housing-related services to people experiencing homelessness or at risk of homelessness, to adopt guidelines and regulations to include Housing First policies. As such, this will require applicants proposing projects that include housing or housing-related services to incorporate the core components of Housing First in their proposed program design.

Housing First is an approach to serving people experiencing homelessness that recognizes a homeless person must first be able to access a decent, safe place to live, that does not limit length of stay (permanent housing), before stabilizing, improving health, reducing harmful behaviors, or increasing income.

Under the Housing First approach, anyone experiencing homelessness is connected to a permanent home as quickly as possible and Housing First programs remove barriers to accessing housing and do not require sobriety or an absence of criminal history. It is based on the “hierarchy of need” in which people must access basic necessities like a safe place to live and food to eat before being able to achieve quality of life or pursue personal goals. Housing First values choice not only in where to live, but whether to participate in services. Housing First providers offer services as needed and requested on a voluntary basis and do not make housing contingent on participation in services.

The core components of Housing First include the following:

- 1) Tenant screening and selection practices that promote accepting applicants regardless of their sobriety or use of substances, completion of treatment, or participation in services.
- 2) Applicants are not rejected on the basis of poor credit or financial history, poor or lack of rental history, criminal convictions unrelated to tenancy, or behaviors that indicate a lack of “housing readiness.”
- 3) Acceptance of referrals directly from shelters, street outreach, drop-in centers, and other parts of crisis response systems frequented by vulnerable people experiencing homelessness.
- 4) Supportive services that emphasize engagement and problem solving over therapeutic goals and service plans that are highly tenant-driven without predetermined goals.
- 5) Participation in services or program compliance is not a condition of permanent housing tenancy.
- 6) Tenants have a lease and all the rights and responsibilities of tenancy, as outlined in California’s Civil, Health and Safety, and Government codes.
- 7) The use of alcohol or drugs in and of itself, without other lease violations, is not a reason for eviction.
- 8) In communities with coordinated assessment and entry systems, incentives for funding promote tenant selection plans for supportive housing that prioritize eligible

tenants based on criteria other than “first-come-first-serve,” including, but not limited to, the duration or chronicity of homelessness, vulnerability to early mortality, or high utilization of crisis services. Prioritization may include triage tools, developed through local data, to identify high-cost, high-need homeless residents.

- 9) Case managers and service coordinators who are trained in and actively employ evidence-based practices for client engagement, including, but not limited to, motivational interviewing and client-centered counseling.
- 10) Services are informed by a harm-reduction philosophy that recognizes drug and alcohol use and addiction as a part of tenants’ lives, where tenants are engaged in nonjudgmental communication regarding drug and alcohol use, and where tenants are offered education regarding how to avoid risky behaviors and engage in safer practices, as well as connected to evidence-based treatment if the tenant so chooses.
- 11) The project and specific apartment may include special physical features that accommodate disabilities, reduce harm, and promote health and community and independence among tenants.

(Welf. & Inst. Code, § 8255, subd. (b).)

Grantees awarded funding under the Adult Reentry Grant Program are required to support these core components of the Housing First model pursuant to these guidelines, which will be woven throughout the RFP and incorporated into the rating criteria. Applicants should develop proposals that reflect these principles to the extent that their projects include housing or housing related services. (For additional resources and information related to Housing First and Harm Reduction Principles, see Appendix D).

### **“Recovery Housing” and Housing First Principles**

Please note that programs that provide “recovery housing” do not have to comply with paragraphs (5) through (7) above. (Welf. & Inst. Code, § 8256, subd. (c)(1)(B).)

“Recovery housing” means sober living facilities and programs that provide housing in an abstinence-focused and peer-supported community for people recovering from substance use issues. Participation is voluntary, unless that participation is pursuant to a court order or is a condition of release for individuals under the jurisdiction of a county probation department or the Department of Corrections and Rehabilitation. (Welf. & Inst. Code, § 8256, subd. (c)(3).)

For ARG Grantees that operate a recovery housing program as defined above, the program also must adhere to the following requirements:

- (i) A recovery housing program participant shall sign an agreement upon entry that outlines the roles and responsibilities of both the participant and the program administrator to ensure individuals are aware of actions that could result in removal from the recovery housing program.

- (ii) If a recovery housing program participant chooses to stop living in a housing setting with an abstinence focus, is discharged from the program, or is evicted from housing, the program administrator shall offer assistance in accessing other housing and services options, including options operated with harm-reduction principles. To the extent practicable, this assistance shall include connecting the individual with alternative housing providers, supportive services, and the local coordinated entry system, if applicable. This clause does not apply to an individual who leaves the program without notifying the program administrator.
- (iii) The recovery housing program administrator shall track and report annually to the program's state funding source the housing outcome for each program participant who is discharged.

(Welf. & Inst. Code, § 8256, subd. (c)(2)(C)(i)-(iii).)

## Sub-Applications

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As indicated previously, this RFP will be divided into two sub-applications and applicants may submit a separate sub-proposal for one, or both, of the following:

| Sub-Applications                     |
|--------------------------------------|
| 1) Rental Assistance                 |
| 2) Warm Handoff and Reentry Services |

Eligible activities and funding for each of the sub-applications will be identified separately.

## Eligible Activities

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The statutory language authorizing the Adult Reentry Grant Program does not specify the types of Rental Assistance and Warm Handoff and Reentry Services to be funded. Applicants should select programs that best fit the needs of the community.

The ESC has defined Rental Assistance activities to be those intended to help eligible people establish or maintain affordable, permanent housing.

The ESC has defined Warm Handoff and Reentry Service activities as those that place a priority on services that lead to permanent housing and the provision of critical-time intervention that meets the immediate needs of individuals upon their release from prison or placement by parole.

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

If the sub-proposal includes collaboration and active involvement with a local government agency for which their agreement is needed, a letter of commitment, signed by the agency head must be received from the agency.

Adult Reentry Grant funds may not be used for the following:

1. Purchase, leasing, or payments for automobiles or recreational vehicles to house individuals;
2. Purchase of camping equipment for living outside;
3. Costs for refurbishing or rehabilitating a dwelling; or
4. The acquisition of real property.

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

The table below includes *examples* of the types of Rental Assistance and Warm Handoff and Reentry related services that could be funded by this grant. The lists are not exhaustive, and applicants are not required to implement these specific activities; they are offered as suggestions only.

| Examples of Eligible Rental Related Services   | Examples of Eligible Warm Handoff and Reentry Services  |
|--|---|
| <p><b>Including but not limited to:</b></p> <ul style="list-style-type: none"> <li>• Short-term emergency housing assistance</li> <li>• Landlord incentives</li> <li>• Permanent supportive housing</li> <li>• Rent subsidies</li> <li>• Transitional housing</li> <li>• Stipends to friends and families who provide housing directly to a person who is eligible for ARG services. (Cannot exceed the fair market rental value of the housing provided.).</li> <li>• Vouchers</li> <li>• Move in costs</li> <li>• Credit repair</li> <li>• Coverage of back rent</li> <li>• Other activities as necessary</li> </ul> | <p><b>Including but not limited to:</b></p> <ul style="list-style-type: none"> <li>• Reach-in services</li> <li>• Case management services</li> <li>• Housing Navigation</li> <li>• Transportation</li> <li>• Food</li> <li>• Emergency services</li> <li>• Employment/vocational</li> <li>• Social services</li> <li>• Behavioral health care</li> <li>• Mentors</li> <li>• Transitional services</li> <li>• System navigation</li> <li>• 24-hour response</li> <li>• Short-term or emergency housing support (up to 90 days)</li> </ul> |

## Funding Information

A total of \$63,650,000 is available for Rental Assistance and Warm Handoff and Reentry Services. Eligible applicants will be allowed to request up to a maximum amount for each sub-application as indicated in the table below:

| Sub-Application          | Eligible Applicants May Request                                 | Adult Reentry Program Funds Allocated to this Category |
|--------------------------|---|--|
| Rental Assistance        | Up to \$2,750,000 million for the entire 42-month grant period. | \$31,825,000   |
| Warm Handoff and Reentry | Up to \$750,000 entire 42-month grant period.                   | \$31,825,000   |

Applicants are encouraged to request only the amount of funds needed to support their proposal and not base the request on the maximum allowed. **No match is required.**

## Use of Effective Programs

The BSCC is committed to supporting a focus on better outcomes in the criminal justice system and for those involved in it. Applicants that seek funding through this grant process should use research and data driven decision-making in the development, implementation, and evaluation of their grant-funded projects.

The extent to which an applicant can demonstrate that the program and/or activities they have chosen has been shown to be the effective will be evaluated as a part of the rating process. In developing a proposal, it may be helpful for applicants to consider the following questions:

- 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 selected by the project used by another entity with documented positive results? Is there published research/information on the chosen intervention that demonstrates its effectiveness? Is the intervention or strategy being used by another entity 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 by another entity, are there procedures in place to ensure the model is being closely followed (so the project is more likely to achieve similar desired outcomes)?

### 3. Is there a plan to collect data that will allow for an appraisal of whether the intervention or strategy worked?

For example, will the intervention or strategy selected allow for the collection of data or other information so outcomes can be measured at the conclusion of the project? Are there or will there be processes in place to identify, collect, and analyze that data/information?

Applicants are encouraged to develop a project that incorporates these principles but is tailored to fit the needs of the communities they serve.

Plans to measure the effectiveness of a project should include the use of both qualitative and quantitative data/information. While quantitative data/information is based on numbers and mathematical calculations, qualitative data/information is based on written or spoken narratives. The purpose of quantitative data/information is to explain, predict, and/or control events through focused collection of numerical data, while the purpose of qualitative data/information is to explain and gain insight and understanding of events through collection of narrative data/information. For additional information and resources related to evidence-based practices and data driven decision making see Appendix D.

## Reducing Racial and Ethnic Disparity

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Research shows that youth and adults of color are significantly overrepresented in the criminal justice system in California.<sup>1</sup> BSCC supports efforts to reduce racial and ethnic disparities and encourages others to do the same. The BSCC has undertaken several activities to ensure that California addresses this concern including trainings. Applicants should, as relevant, describe how grant activities will impact youth and adults of color who are subject to justice or child welfare system involvement.

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

## General Grant Requirements

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### Grant Agreement

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 Appendix E for a sample grant agreement.

The Grant Agreement start date is expected to be October 1, 2022. Grant Agreements are considered fully executed only after they are signed by both the Grantee and the

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<sup>1</sup> Multiple studies confirm the disparities in the criminal and juvenile justice systems. The W. Haywood Burns Institute (<http://www.burnsinstitute.org/>) has worked extensively on this issue as has the National Council on Crime and Delinquency (NCCD) and the Center for Juvenile Justice Reform, Georgetown University (<https://cjjr.georgetown.edu/certificate-programs/reducing-racial-and-ethnic-disparities/>)

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



BSCC, and the BSCC is in receipt of all required attachments including documentation of signing authority. Work, services, and encumbrances cannot begin prior to the Grant Agreement start date. Any work, services, and encumbrances that occur after the start date, but prior to Grant Agreement execution may not be reimbursed. Grantees are responsible for maintaining their Grant Agreement. Grantees, subgrantees, and subcontractors are responsible for maintaining all invoices, records, and relevant documentation for at least three (3) years after the final payment under the Grant Agreement.

### **Governing Board Resolution**

Applicants must submit a board resolution that the individual signing the sub-application for Adult Reentry Grant funding is authorized on behalf of the governing board to submit the grant proposal for this funding and sign the Grant Agreement with the BSCC, including any amendments thereof. If the governing board is unable to meet or provide a resolution prior to the application deadline, applicants must provide sufficient evidence that the person signing the grant agreement has signing authority, which may include articles of incorporation, bylaws, or a prior board resolution conferring authority to the signatory (For a sample resolution, see Appendix H).

This documentation is not required at the time of proposal submittal, but applicants are advised that the grant agreement will not be fully executed, nor will any financial invoices be processed for reimbursement until the required documentation has been received by the BSCC.

### **Supplanting**

Supplanting is the deliberate reduction in the amount of federal, state, or local funds being appropriated to an existing program or activity because grant funds have been awarded for the same purposes. Supplanting is strictly prohibited for all BSCC grants. ARG funds shall be used to support new program activities or to augment or expand existing program activities but shall not be used to replace existing funds.

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

### **Audit Requirements**

Grantees are required to provide the BSCC with a financial audit that covers the service delivery period of the grant (October 1, 2022 through December 31, 2025). The audit report will be due no later than April 30, 2026. The financial audit shall be performed by a Certified Public Accountant. Expenses for the final audit may be reimbursed for actual costs up to \$25,000.

The Department of General Services, California State Auditor, the California Department of Finance - Office of State Audits & Evaluation, 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.

## Invoices

Disbursement of grant funds occurs on a reimbursement basis for costs incurred during a reporting period. The State Controller's Office (SCO) will issue the warrant (check) to the individual designated on the Applicant Information Form as the Financial Officer for the grant. Grantees must submit invoices with supporting documentation to the BSCC on either a monthly or quarterly basis within 45 days following the end of the reporting period via the online process. Grantees will make their choice between monthly or quarterly invoicing at the time they execute their contracts.

Grantees must maintain adequate supporting documentation for all costs claimed on invoices for reimbursement. BSCC staff will conduct a desk review process which requires grantees to submit electronic documentation to support all grant funds claimed during the invoicing period. In addition, BSCC staff will conduct on-site monitoring visits that will include a review of documentation maintained as substantiation for project expenditures with grant funds.

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

## Grantee Orientation Process

Following the start of the grant period, BSCC staff will conduct a Grantee Orientation in November 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, and Day-to-Day Contact must attend. Grantees are also strongly encouraged to include the individual tasked with Data Collection and Evaluation, and a subgrantee or subcontractor representative.

If an in-person training is scheduled, grant recipients may use grant funds for travel-related expenditures such as airfare, mileage, meals, lodging and other per diem costs. Applicants should include anticipated costs in the budget section of the proposal under the "Other" category.

## 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.

- Community-Based Organizations (CBOs): A CBO 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. This policy also applies to NGOs that subcontract with a CBO receiving a BSCC grant award.



## Out-of-State Travel

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

## Debarment, Fraud, Theft, or Embezzlement

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

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

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

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

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

## Compliance Monitoring Visits

BSCC conducts compliance monitoring visits to grantees during the term of the grant. For your reference, a Sample Compliance Monitoring Visit Checklist is contained in Appendix J.

## Project Evaluation Requirements

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### Quarterly Progress Reports

Grant award recipients are required to submit quarterly progress reports to the BSCC. Progress reports are a critical element in BSCC's monitoring and oversight process. Grantees that are unable to demonstrate that they are making sufficient progress toward

project goals and objectives, and that funds are being spent down in accordance with the Grant Award Agreement, could be subject to the withholding of funds. Once grants are awarded, the BSCC will work with grantees to create quarterly progress reports.- Applicable forms and instructions will be available to grantees on the BSCC's website..

In addition to quarterly progress reports (QPRs), projects selected for funding will be required to submit to the BSCC:

1. A Local Evaluation Plan, due six (6) months post-award; and
2. A Local Evaluation Report, due four (4) months after the conclusion of project delivery.

**Local Evaluation Plan** - The purpose of the Local Evaluation Plan (LEP) is to ensure that projects funded by the BSCC can be evaluated. Applicants will be expected to include a detailed description of how they plan to assess the effectiveness of the proposed program in relation to each of its goals and objectives identified in the proposal. The LEP should describe the evaluation design or model that will be used to evaluate the effectiveness of the project component(s), with the project goals and the objectives clearly stated. Applicants should include criteria for both process and outcome evaluations. Once submitted, any modifications to the LEP must be approved in advance by the BSCC. More detailed instructions on the LEP will be made available to successful applicants. See Appendix I for preliminary guidelines for the LEP and final LER. The Local Evaluation Plan is due no later than April 1, 2023.

**Local Evaluation Report** - Following project completion, grantees are required to complete a final Local Evaluation Report (LER) which must be in a format prescribed by the BSCC. The purpose of the final LER is to determine whether the overall project was effective in meeting the goals laid out in the LEP. To do this, the grantee must assess and document the effectiveness of the activities that were implemented. These activities should have been identified in the previously submitted LEP. More detailed instructions on the LER will be made available to successful applicants. The Local Evaluation Report is due no later than April 30, 2026.

Applicants are strongly encouraged to identify research partners early on and include them in the development of the proposal, to better ensure that the goals and objectives listed in the proposal are realistic and measurable. Applicants are also strongly encouraged, but not required, to use outside evaluators to ensure objective and impartial evaluations. Additionally, applicants are encouraged to partner with state universities or community colleges for evaluations. Evaluation planning, oversight, and reporting activities may be funded by the Adult Reentry Grant Program monies and should be identified within the applicant's proposed budget.

### **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.

## Overview of the RFP Process

### Confirmation of Receipt of Proposal

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

Disqualification - **PLEASE REVIEW CAREFULLY**

**The following will result in an automatic disqualification:**



- An electronic version of the complete proposal package is not received by 5:00 p.m. PST on April 8, 2022.
- The Applicant is not a Community-Based Organization located in the State of California.
- The applicant is not registered as a nonprofit in California or does not have 501(c)(3) status.
- Budget Attachment (Excel document) is incomplete, or the total amount included in the budget table does not match the requested amount included elsewhere in the application.
- Proposal Package does not contain the following sections:
  - Coversheet – accurately completed
  - Proposal Checklist – filled out and signed
  - Applicant Information Form – completed and signed
  - Proposal Narrative
  - ARG Budget Attachment (in Excel)
  - Project Work Plan (not to exceed 2 pages) (Sub-proposal Attachment A)
- Applicant's funding request was more than \$2,750,000 for Rental Assistance or \$750,000 for Warm Handoff and Reentry Services

**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.

### Rating Process

Unless disqualified, proposals will advance to the Adult Reentry Grant Executive Steering Committee (ESC) for the Proposal Rating Process. Proposals will be evaluated

in accordance with the BSCC's *Grant Proposal Evaluation Process* ([link](#)) and as described below.

The ESC will read and rate each sub-proposal in accordance with the prescribed rating factors listed in the table below under Rating Factors.

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

At the conclusion of this process, applicants will be notified of the Board's funding recommendations. It is anticipated that the BSCC Board will act on the recommendations at its meeting on September 8, 2022. Applicants and partners are not permitted to contact members of the ESC or the BSCC Board to discuss proposals.

## Scoring Process

### Rating Factors

The five (5) Rating Factors to be used and the maximum points assigned to each factor are shown in the table below. Applicants are asked to address each of these factors as a part of their proposal. The Adult Reentry Program ESC assigned a percent of total value to each of the five (5) Rating Factors, correlating to its importance (see Percent of Total Value column). While the same scoring system will be used for both sub-applications, applicants will be asked to address each of these rating factors differently in each sub-proposal.

### Adult Reentry Program Rating Factors and Scoring System

|                         | Rating Factors                                   | Point Range | Percent of Total Value | Weighted Rating Factor Score |
|-------------------------|--|-------------|------------------------|------------------------------|
| 1                       | Project Need                                     | 0 - 5       | 10%                    | 20                           |
| 2                       | Project Description                              | 0 - 5       | 35%                    | 70                           |
| 3                       | Project Organizational Capacity and Coordination | 0 - 5       | 25%                    | 50                           |
| 4                       | Project Evaluation and Monitoring                | 0 - 5       | 10%                    | 20                           |
| 5                       | Project Budget                                   | 0 - 5       | 20%                    | 40                           |
| Maximum Proposal Score: |  |             | 100%                   | 200                          |

Raters will rate an applicant's response in each Rating Factor category on a scale of 0 – 5, according to the Six-Point Rating Scale shown below. For each Rating Factor, the rating point received is then weighted according to the "Percent of Total Value" column

(determined by the ESC) associated with the Rating Factor to arrive at the final Weighted Rating Factor Score. The Weighted Rating Factor Scores are then added together for a final overall proposal score. The maximum possible sub-proposal score is 200.

### Threshold/Minimum Score

A proposal must meet a threshold of **60%**, or minimum score of **120** total points to be considered for funding. The same threshold/minimum score will be used for both sub-applications.

### Six-Point Rating Scale

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

What follows in this RFP are the sub-applications for Rental Assistance (application coded in green) and Warm Handoff and Reentry Services (application coded in red) which will be scored separately. Please note that though both sub-applications have the same five (5) general rating factors as noted above, each has different criteria within those rating factors on which they will be rated.

### Summary of Key Dates

The following table shows an estimated timeline of key dates related to the Adult Reentry Program.

| <b>Activity</b>  | <b>Date</b>          |
|--|----------------------|
| Release Request for Proposals                                      | February 11, 2022    |
| Bidder's Conference (via Zoom)                                     | March 3, 2022        |
| Letter of Intent Due to the BSCC                                   | March 11, 2022       |
| <b>Sub-Proposals Due to the BSCC</b>                               | <b>April 8, 2022</b> |
| Proposal Rating Process and Development of Funding Recommendations | April-August 2022    |
| BSCC Board Considers Funding Recommendations                       | September 8, 2022    |
| Notice to Grantees   | September 9, 2022    |

| Activity                          | Date               |
|-----------------------------------|--------------------|
| New Grants Begin                  | October 1, 2022    |
| Mandatory New Grantee Orientation | November 2022(TBD) |

## Part II: Rental Assistance Sub-Proposal Instructions

**The following items are included in this section:**

- Cover Sheet
- Proposal Checklist
- Applicant Information Form – Instructions
- Applicant Information Form
- Sub-Proposal Narrative
- Sub-Proposal Budget
  - Budget Table
  - Budget Narrative

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## Adult Reentry Grant Program

### Rental Assistance Sub-Proposal Package Coversheet

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**Submitted by:**

Applicant Name:

**Date Submitted:**

Date:



## Rental Assistance Sub-Proposal Checklist

A complete **Rental Assistance Sub-Proposal Package** must contain the following (to be submitted in the order listed):

|    | Required Items for the Rental Assistance Sub-Application:  | ✓ |
|----|--|---|
| 1  | Rental Assistance Cover Sheet <ul style="list-style-type: none"> <li>Insert Applicant Name and Date of Submission</li> </ul>   |   |
| 2  | Rental Assistance Sub-Proposal Checklist <ul style="list-style-type: none"> <li><i>Signed in blue ink by the authorized signatory (digital or wet signature)</i></li> </ul>  |   |
| 3  | Rental Assistance Sub-Applicant Information Form <ul style="list-style-type: none"> <li><i>Signed in blue ink by the authorized signatory (digital or wet signature)</i></li> </ul>  |   |
| 4  | Rental Assistance Sub-Proposal Narrative (9 pages or less)   |   |
| 5  | Rental Assistance Project Work Plan (Rental Assistance Sub-Proposal Attachment A)  |   |
| 6  | Rental Assistance Sub Proposal Budget Table and Narrative <ul style="list-style-type: none"> <li>Completed ARG Rental Assistance Budget Attachment</li> </ul>  |   |
| 7  | Certification of Compliance with BSCC Policies on Debarment, Fraud, Theft, and Embezzlement (Appendix F) <ul style="list-style-type: none"> <li><i>Signed in blue ink by the authorized signatory (digital or wet signature)</i></li> </ul>                  |   |
| 8  | Verification of applicant's nonprofit status must be submitted via documentation from the California Secretary of State's database   |   |
| 9  | Governing Board Resolution conferring authority to signatory   |   |
|    | If the Board cannot convene to provide a specific resolution for this process, please provide evidence of signing authority (e.g., articles of incorporation or bylaws)  |   |
| 10 | Assurance of Government Organizations Commitment—completed and signed (Appendix G)   |   |
| 11 | If the sub-proposal includes collaboration and active involvement with a local government agency for which their agreement is needed, a letter of commitment, signed by the agency head, must accompany the Assurance of Government Organizations Commitment |   |
|    | Optional Attachment:   | ✓ |
| 12 | Sub-Project flowchart or other visual representing the proposed rental assistance project workflow, process, and/or intended outcomes and activities (not to exceed one page)  |   |

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

X

*Applicant Authorized Signature (see Applicant Information Form, Part L, next page)*

**\*ATTACHMENTS OTHER THAN THOSE LISTED ABOVE WILL NOT BE CONSIDERED. \***

## Rental Assistance Applicant Information Form: Instructions

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- A. Applicant:** Complete the required information for the community-based organization submitting the proposal.
- B. Tax Identification Number:** Provide tax identification number of the Applicant.
- C. CBO Applicants** List the names of the cities and towns (not the county) in which your CBO is proposing to provide Adult Reentry Program rental assistance funded services.
- D. Project Title:** Provide the title of the project.
- E. Project Summary:** Provide a summary (100-150 words) of the proposal. Note: this information will be posted to the BSCC's website for informational purposes.
- F. Applicant is a 501(c)3:** Identify whether your organization meets requirements of 501(c)3 status with the IRS. Check either yes or no.
- G. Verification of nonprofit status:** Provide verification of the applicant's active registered status as a domestic nonprofit in California. Articles of incorporation must indicate formation of 501(c)(3) on the California Secretary of State's website. <https://businesssearch.sos.ca.gov/>. Include copy of "Entity Detail" landing page, which will indicate registration date and status. (A "Certificate of Status" may be submitted, but is not required.)
- H. Project Director:** Provide the name, title, and contact information for the individual responsible for oversight and management of the project. **This person must be an employee of the Grantee.**
- I. Financial Officer:** Provide the name, title, and contact information for the individual responsible for fiscal oversight and management of the project. Typically, this is the individual that will certify and submit invoices. **This person must be an employee of the Grantee.**
- J. Day-to-Day Project Contact:** Provide the name, title and contact information for the individual who serves as the primary contact person for the grant. Typically, this individual has day-to-day oversight for the project. This person shall be an employee of the Grantee.
- K. Day-to-Day Fiscal Contact:** Provide the name, title and contact information for the individual who serves as the primary contact person for fiscal matters related to the grant. This may be the individual who prepares the invoices for approval by the Financial Officer. This person shall be an employee of the Grantee.
- L. Authorized Signature:** Complete the required information for the person authorized to sign for the Applicant. This individual must read the assurances under this section, then sign and date in the appropriate fields. Provide evidence of authority (e.g., articles of incorporation, bylaws, or board resolution conferring authority to the signatory).

## Rental Assistance Sub-Applicant Information Form

| A. LEAD APPLICANT  |  |       |   | B. TAX IDENTIFICATION NUMBER |          |
|--|--|-------|---|------------------------------|----------|
| NAME OF APPLICANT  |  |       | TAX IDENTIFICATION #:   |                              |          |
| STREET ADDRESS   |  | CITY  |   | STATE                        | ZIP CODE |
|  |  |       |   |                              |          |
| MAILING ADDRESS (if different)   |  | CITY  |   | STATE                        | ZIP CODE |
|  |  |       |   |                              |          |
| <b>C. CBO APPLICANTS:</b> List the cities and towns in which your organization will provide Adult Reentry Program Rental Assistance funded services. |  |       |   |                              |          |
|  |  |       |   |                              |          |
| <b>D. PROJECT TITLE:</b>   |  |       |   |                              |          |
| <b>E. PROJECT SUMMARY (100-150 words):</b>   |  |       |   |                              |          |
|  |  |       |   |                              |          |
| F. APPLICANT IS A 501(c)3  |  |       | G. VERIFICATION OF NONPROFIT STATUS   |                              |          |
| YES <input type="checkbox"/> NO <input type="checkbox"/>   |  |       | Included copy of California Secretary of State Entity Detail <input type="checkbox"/> |                              |          |
| <b>H. PROJECT DIRECTOR:</b>  |  |       |   |                              |          |
| NAME   |  | TITLE |   | TELEPHONE NUMBER             |          |
|  |  |       |   |                              |          |
| STREET ADDRESS   |  |       |   | FAX NUMBER                   |          |
|  |  |       |   |                              |          |
| CITY   |  | STATE | ZIP CODE  | EMAIL ADDRESS                |          |
|  |  |       |   |                              |          |
| <b>I. FINANCIAL OFFICER:</b>   |  |       |   |                              |          |
| NAME   |  | TITLE |   | TELEPHONE NUMBER             |          |
|  |  |       |   |                              |          |
| STREET ADDRESS   |  |       |   | FAX NUMBER                   |          |
|  |  |       |   |                              |          |
| CITY   |  | STATE | ZIP CODE  | EMAIL ADDRESS                |          |
|  |  |       |   |                              |          |
| PAYMENT MAILING ADDRESS (if different)   |  | CITY  |   | STATE                        | ZIP CODE |
|  |  |       |   |                              |          |

**J. DAY-TO-DAY PROGRAM CONTACT:**

|                |       |                  |               |
|----------------|-------|------------------|---------------|
| NAME           | TITLE | TELEPHONE NUMBER |               |
|                |       |                  |               |
| STREET ADDRESS |       | FAX NUMBER       |               |
|                |       |                  |               |
| CITY           | STATE | ZIP CODE         | EMAIL ADDRESS |
|                |       |                  |               |

**K. DAY-TO-DAY FISCAL CONTACT:**

|                |       |                  |               |
|----------------|-------|------------------|---------------|
| NAME           | TITLE | TELEPHONE NUMBER |               |
|                |       |                  |               |
| STREET ADDRESS |       | FAX NUMBER       |               |
|                |       |                  |               |
| CITY           | STATE | ZIP CODE         | EMAIL ADDRESS |
|                |       |                  |               |

**L. AUTHORIZED SIGNATURE**

By signing this application, I hereby certify that I am vested by the 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 | EMAIL ADDRESS |
|  |       |                  |               |
| STREET ADDRESS                                 | CITY  | STATE            | ZIP CODE      |
|  |       |                  |               |
| APPLICANT'S SIGNATURE ( <b>Blue Ink Only</b> ) |       |                  | DATE          |
| X  |       |                  |               |

**CONFIDENTIALITY NOTICE:**

All documents submitted as a part of the Adult Reentry Program Rental Assistance sub-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.)

## Instructions for Proposal Narrative and Project Budget for Rental Assistance Sub-Proposal

**Instructions:** The Proposal Narrative section must be submitted in the following format:

- Arial 12-point font
- One-inch margins on all four sides.
- The narrative must be 1.5-line spaced
- Cannot exceed **9 numbered pages** in length.

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

For the Proposal Narrative, address each of the four (4) Rating Factor sections below.

### **1) Project Need**

### **2) Project Description**

### **3) Project Organizational Capacity and Coordination**

### **4) Project Evaluation and Monitoring**

Each section should be titled according to its section header as provided (e.g., Project Need, Project Description, etc.). Within each section, address the bulleted items in a cohesive, comprehensive narrative format. Do not include website links. 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.

These 9 pages do not include the Cover Sheet, Proposal Checklist, Applicant Information Form, Work Plan, One-Page Flowchart (optional), Budget Attachment or other required attachments (see *Rental Assistance Proposal Checklist* page 22).

Applicants *may* also include a one-page Sub-Proposal Flowchart representing the proposed Rental Assistance project workflow or process. The flowchart will not be counted toward the 9-page limit.

**Instructions:** The Project Budget and Budget Narrative must be completed using the Rental Assistance Budget Attachment (an Excel workbook, a link and instructions are provided on page 29) For the Budget and Budget Narrative address the Rating Factor section below:

## 5) Project Budget

Each of the five (5) rating factors will be scored according to the following 6-point rating scale:

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

Address the Rating Factor below in narrative form:

| Rating Criteria for Rental Assistance Project Need<br>Weighted at 10% |  |
|---|--|
| 1.1   | Description of the community(ies) need to be addressed by the Rental Assistance Program.   |
| 1.2   | Description of the target population to be served by the Rental Assistance Program, including: <ul style="list-style-type: none"> <li>Relationship of the identified target population to the purpose of the Rental Assistance Program.</li> <li>Needs of identified target population.</li> <li>The extent to which the project will address people who are homeless or at risk of being homeless.</li> </ul> |
| 1.3   | Local service gaps that contribute to the need for the Rental Assistance Program are identified.   |
| 1.4   | Relevant local qualitative and/or quantitative data in support of the Rental Assistance Program need are provided.   |

Address the Rating Factor below in narrative form:

| Rating Criteria for Rental Assistance Project Description<br>Weighted at 35% |  |
|--|--|
| 2.1  | Description of the proposed program goals and objectives and impact that includes the relationship to the need and intent of the Rental Assistance Program. <ul style="list-style-type: none"> <li>The completed Work Plan (Attachment A of the Rental Assistance sub-proposal) is appropriate for the proposed project and aligns with the need and intent of the Rental Assistance Program. The plan identifies the top three goals and objectives and how these will be achieved in terms of the activities, responsible staff/partner agencies, outcome measures, data sources and start and end dates.</li> </ul> |
| 2.2  | Description of the service types, sources of service, and method of delivery that will be made available to the target population in the proposed Rental Assistance Program including: <ul style="list-style-type: none"> <li>The plan for selecting the types and kinds of rental assistance to be provided to each participant.</li> <li>The projected number of the target population to be served.</li> <li>How rental assistance will be delivered, including length and duration.</li> </ul>   |

|            |   |
|------------|---|
|            | <ul style="list-style-type: none"> <li>Standards and methodology for determining amount of rental assistance funding to be made available to the target population. Include the median cost for rentals in the service area(s).</li> <li>The roles, responsibilities and activities of staff delivering rental assistance.</li> <li>The plan for the target population to attain more permanent housing.</li> </ul> |
| <b>2.3</b> | Rationale for the proposed Rental Assistance Program which includes: <ul style="list-style-type: none"> <li>The selection of evidence-based, promising, informed, or innovative practices, interventions, and services.</li> <li>A description of relevant evidence or research to support the selection of the proposed program for the target population and the community.</li> </ul>                            |
| <b>2.4</b> | Describe how the Rental Assistance Program meets or will meet the core components of Housing First.   |

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

| <b>Rating Criteria for Project Organizational Capacity and Coordination</b><br>Weighted at 25% |   |
|--|---|
| <b>3.1</b>   | Description of applicant's experience administering Rental Assistance services to the local target population, including: <ul style="list-style-type: none"> <li>Applicant's current capacity to serve the target population and provide access to rental assistance.</li> <li>How the proposed program, if funded, will increase capacity to serve the target population.</li> <li>Description of readiness to proceed, if funded.</li> <li>Key partners' letters of commitment describing involvement aligned with the proposed project, if applicable. If partner agency(ies) are to be selected after the grant is awarded, then specify the process and criteria for selecting those partner agency(ies).</li> </ul> |
| <b>3.2</b>   | Description of the plan for selecting, recruiting, and referring the target population for the Rental Assistance Program. <ul style="list-style-type: none"> <li>Include written agreements with partnering or referring agencies that will help ensure the projected number of participants are served, if applicable.</li> </ul>  |
| <b>3.3</b>   | Description of the timeline for the execution of contract(s) and the implementation of services such that they are in place in a reasonable timeframe to support the project.   |
| <b>3.4</b>   | Description of the outreach and community engagement efforts for the Rental Assistance Program to include: <ul style="list-style-type: none"> <li>How people with lived experience or who are system impacted contribute to the project's design, implementation, and evaluation process.</li> <li>How the applicant's administration (staff, leadership, board members, etc.) incorporates people with lived experience or who are system impacted.</li> <li>The cultural competence of staff and partner agencies and how it is relevant to the proposed project.</li> <li>The extent to which the program promotes collaboration with other partner agencies.</li> </ul>   |

Address the Rating Factor below in narrative form:

| Rating Criteria for Project Evaluation and Monitoring<br>Weighted at 10% |   |
|--|---|
| 4.1  | Describe the plan to determine the staff and/or entity that will conduct the project evaluation and how monitoring activities will be incorporated in the various phases of the project; for example, start-up, implementation, service delivery period, etc. |
| 4.2  | Identify the process and outcome measures that are quantifiable and in line with the intent of the proposal and the objectives listed in the Work Plan.   |
| 4.3  | Describe the preliminary plan for how to collect and evaluate baseline and outcome data related to the process and outcome measures identified in 4.2. Describe a plan for entering into data sharing agreements, if necessary.                               |

Address the rating factor below by completing the Rental Assistance Budget Attachment (Instructions and link are below)

| Rating Criteria for Rental Assistance Project Budget<br>Weighted at 20% |  |
|---|--|
| 5.1   | Provide complete and detailed budget information in each section of the Rental Assistance Budget Attachment (link below) that includes: <ul style="list-style-type: none"> <li>• A brief explanation supporting each expense.</li> <li>• Expenses that are appropriate for the project's goals and planned activities</li> </ul> |

### Rental Assistance Budget Attachment Instructions:

As part of the sub-application process, sub-applicants are required to submit the **Rental Assistance Budget Attachment**, which is an Excel Workbook that can be accessed using the link below.

Upon submission, the Rental Assistance Budget Attachment will become Section 5 of the Rental Assistance Sub-Proposal and will be rated as such based on the Program Budget rating criteria listed above.

Applicants are solely responsible for the accuracy and completeness of the information entered in the Budget Table and Budget Narrative Table. Detailed instructions for completing the Budget Attachment are listed on the Instructions Tab of the Excel workbook.

Rental Assistance Budget Attachment- [Link](#)



## Attachment A: Rental Assistance Sub-Proposal Work Plan

Applicants for Rental Assistance grant funds must complete a one to two page Project Work Plan. This Project Work Plan identifies measurable goals and objectives, activities and services, the responsible parties, data to be used to measure outcomes and a tentative timeline. Completed plans should (1) identify the top three project goal(s) and objectives; (2) identify how the goal(s) will be achieved in terms of the activities, responsible staff/partners, start and end dates, and outcome measures; and (3) provide goal(s), objectives, and measures with a clear relationship to the need and intent of the grant. To build the Adult Reentry Grant Program Rental Assistance Project Work Plan, please use the form provided below. This form does NOT count toward the 9-page limit for the Proposal Narrative. Use Appendix D for information related to developing goals and objectives.

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

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

List data and sources to be used to measure outcomes:

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

### **Part III: Warm Handoff and Reentry Services Sub-Proposal Instructions**

**The following items are included in this section:**

- Cover Sheet
- Proposal Checklist
- Applicant Information Form – Instructions
- Applicant Information Form
- Sub- Proposal Narrative
- Sub-Proposal Budget
  - Budget Table
  - Budget Narrative

---

## Adult Reentry Grant Program

### Warm Handoff and Reentry Services Sub-Proposal Package Coversheet

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**Submitted by:**

Applicant Name:

**Date Submitted:**

Date:

## Warm Handoff and Reentry Services Sub-Proposal Checklist

A complete **Warm Handoff and Reentry Services Sub-Proposal Package** must contain the following (to be submitted in the order listed):

| Required Items for the Warm Handoff and Reentry Services Sub-Application: |  | ✓ |
|---|--|---|
| 1   | Warm Handoff and Reentry Services Cover Sheet <ul style="list-style-type: none"> <li>Insert Applicant Name and Date of Submission</li> </ul>   |   |
| 2   | Warm Handoff and Reentry Services Sub-Proposal Checklist <ul style="list-style-type: none"> <li><i>Signed in blue ink by the authorized signatory (digital or wet signature)</i></li> </ul>  |   |
| 3   | Warm Handoff and Reentry Services Sub-Applicant Information Form <ul style="list-style-type: none"> <li><i>Signed in blue ink by the authorized signatory (digital or wet signature)</i></li> </ul>  |   |
| 4   | Warm Handoff and Reentry Services Sub-Proposal Narrative <ul style="list-style-type: none"> <li>9 pages or less</li> </ul>   |   |
| 5   | Warm Handoff and Reentry Services Project Work Plan (Warm Handoff and Reentry Services Sub-Proposal Attachment A)  |   |
| 6   | Warm Handoff and Reentry Services Sub Proposal Budget Table and Narrative <ul style="list-style-type: none"> <li>Completed Warm Handoff and Reentry Services Budget Attachment</li> </ul>  |   |
| 7   | Certification of Compliance with BSCC Policies on Debarment, Fraud, Theft, and Embezzlement (Appendix F) <ul style="list-style-type: none"> <li><i>Signed in blue ink by the authorized signatory (digital or wet signature)</i></li> </ul>                  |   |
| 8   | Verification of applicant's nonprofit status must be submitted via documentation from the California Secretary of State's database   |   |
| 9   | Governing Board Resolution conferring authority to the signatory   |   |
| 10  | If the Board cannot convene to provide a specific resolution for this process, please provide evidence of signing authority (e.g., articles of incorporation or bylaws)  |   |
| 11  | Assurance of Government Organizations Commitment—completed and signed (Appendix G)   |   |
| 12  | If the sub-proposal includes collaboration and active involvement with a local government agency for which their agreement is needed, a letter of commitment, signed by the agency head must accompany the Assurance of Government Organizations Commitment. |   |
| Optional Attachment:  |  | ✓ |
| 13  | Sub-Project flowchart or other visual representing the proposed Warm Handoff and Reentry Services project workflow, process, and/or intended outcomes and activities   |   |

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

**X**\_\_\_\_\_

*Applicant Authorized Signature (see Applicant Information Form, next page)*

**\* ATTACHMENTS OTHER THAN THOSE LISTED ABOVE WILL NOT CONSIDERED.**

## Warm Handoff and Reentry Services Applicant Information Form: Instructions

---

- A. Applicant:** Complete the required information for the community-based organization submitting the proposal.
- B. Tax Identification Number:** Provide tax identification number of the Applicant.
- C. CBO Applicants** List the names of the towns and cities (not the county) in which your CBO is proposing to provide Adult Reentry Program Warm Handoff funded services.
- D. Project Title:** Provide the title of the project.
- E. Project Summary:** Provide a summary (100-150 words) of the proposal. Note: this information will be posted to the BSCC's website for informational purposes.
- F. Applicant is a 501(c)3:** Identify whether your organization meets requirements of 501(c)3 status with the IRS. Check either yes or no.
- G. Verification of nonprofit status:** Provide verification of the applicant's active registered status as a domestic nonprofit in California. Articles of incorporation must indicate formation of 501(c)(3) on the California Secretary of State's website. <https://businesssearch.sos.ca.gov/>. Include copy of "Entity Detail" landing page, which will indicate registration date and status. (A "Certificate of Status" may be submitted, but is not required.)
- H. Project Director:** Provide the name, title, and contact information for the individual responsible for oversight and management of the project. **This person must be an employee of the Grantee.**
- I. Financial Officer:** Provide the name, title, and contact information for the individual responsible for fiscal oversight and management of the project. Typically, this is the individual that will certify and submit invoices. **This person must be an employee of the Grantee.**
- J. Day-to-Day Project Contact:** Provide the name, title and contact information for the individual who serves as the primary contact person for the grant. Typically, this individual has day-to-day oversight for the project. This person shall be an employee of the Grantee.
- K. Day-to-Day Fiscal Contact:** Provide the name, title and contact information for the individual who serves as the primary contact person for fiscal matters related to the grant. This may be the individual who prepares the invoices for approval by the Financial Officer. This person shall be an employee of the Grantee.
- L. Authorized Signature:** Complete the required information for the person authorized to sign for the Applicant. This individual must read the assurances under this section, then sign and date in the appropriate fields. Provide evidence of signing authority (e.g.,

articles of incorporation, bylaws, or board resolution conferring authority to the signatory).

## Warm Handoff and Reentry Services Sub-Applicant Information Form

|  |       |          |   |                  |
|--|-------|----------|---|------------------|
| <b>A. LEAD APPLICANT</b>   |       |          | <b>B. TAX IDENTIFICATION NUMBER</b>   |                  |
| NAME OF APPLICANT  |       |          | TAX IDENTIFICATION #:   |                  |
| STREET ADDRESS   |       |          | CITY  | STATE            |
|  |       |          |   |                  |
| MAILING ADDRESS (if different)   |       |          | CITY  | STATE            |
|  |       |          |   |                  |
| <b>C. CBO APPLICANTS:</b> List the cities and in which your organization will provide Adult Reentry Program Warm Handoff and Reentry Services funded services. |       |          |   |                  |
|  |       |          |   |                  |
| <b>D. PROJECT TITLE:</b>   |       |          |   |                  |
| <b>E. PROJECT SUMMARY (100-150 words):</b>   |       |          |   |                  |
|  |       |          |   |                  |
| <b>F. APPLICANT IS A 501(c)3</b>   |       |          | <b>G. VERIFICATION OF NONPROFIT STATUS</b>  |                  |
| YES <input type="checkbox"/> NO <input type="checkbox"/>   |       |          | Included copy of California Secretary of State Entity Detail <input type="checkbox"/> |                  |
| <b>H. PROJECT DIRECTOR:</b>  |       |          |   |                  |
| NAME   |       | TITLE    |   | TELEPHONE NUMBER |
|  |       |          |   |                  |
| STREET ADDRESS   |       |          | FAX NUMBER  |                  |
|  |       |          |   |                  |
| CITY   | STATE | ZIP CODE | EMAIL ADDRESS   |                  |
|  |       |          |   |                  |
| <b>I. FINANCIAL OFFICER:</b>   |       |          |   |                  |
| NAME   |       | TITLE    |   | TELEPHONE NUMBER |
|  |       |          |   |                  |
| STREET ADDRESS   |       |          | FAX NUMBER  |                  |
|  |       |          |   |                  |
| CITY   | STATE | ZIP CODE | EMAIL ADDRESS   |                  |
|  |       |          |   |                  |
| PAYMENT MAILING ADDRESS (if different)   |       | CITY     | STATE   | ZIP CODE         |
|  |       |          |   |                  |



**J. DAY-TO-DAY PROGRAM CONTACT:**

|                |       |                  |               |
|----------------|-------|------------------|---------------|
| NAME           | TITLE | TELEPHONE NUMBER |               |
|                |       |                  |               |
| STREET ADDRESS |       | FAX NUMBER       |               |
|                |       |                  |               |
| CITY           | STATE | ZIP CODE         | EMAIL ADDRESS |
|                |       |                  |               |

**K. DAY-TO-DAY FISCAL CONTACT:**

|                |       |                  |               |
|----------------|-------|------------------|---------------|
| NAME           | TITLE | TELEPHONE NUMBER |               |
|                |       |                  |               |
| STREET ADDRESS |       | FAX NUMBER       |               |
|                |       |                  |               |
| CITY           | STATE | ZIP CODE         | EMAIL ADDRESS |
|                |       |                  |               |

**L. AUTHORIZED SIGNATURE**

By signing this application, I hereby certify that I am vested by the 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 | EMAIL ADDRESS |
|                                       |       |                  |               |
| STREET ADDRESS                        | CITY  | STATE            | ZIP CODE      |
|                                       |       |                  |               |
| APPLICANT'S SIGNATURE (Blue Ink Only) |       |                  | DATE          |
| X                                     |       |                  |               |

**CONFIDENTIALITY NOTICE:**

All documents submitted as a part of the Adult Reentry Program Warm Handoff and Reentry Services sub-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.)

**Instructions for Proposal Narrative and Project Budget for Warm Handoff and Reentry Services Sub-Proposal**

**Instructions:** The Proposal Narrative section must be submitted in the following format:

- Arial 12-point font
- One-inch margins on all four sides.
- The narrative must be 1.5-line spaced
- Cannot exceed **9 numbered pages** in length.

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

For the Proposal Narrative, address each of the four (4) Rating Factor sections below.

**1) Project Need**

**2) Project Description**

**3) Project Organizational Capacity and Coordination**

**4) Project Evaluation and Monitoring**

Each section should be titled according to its section header as provided (e.g., Project Need, Project Description, etc.). Within each section, address the bulleted items in a cohesive, comprehensive narrative format. Do not include website links. 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.

These 9 pages do not include the Cover Sheet, Proposal Checklist, Applicant Information Form, One-Page Flowchart (optional), Work Plan, Budget Attachment, or other required attachments (see *Warm Handoff and Reentry Services Proposal Checklist page 34*).

Applicants *may* also include a one-page Sub-Proposal Flowchart representing the proposed Warm Handoff and Reentry Services project workflow or process.

**Instructions:** The Project Budget and Budget Narrative must be completed using the Warm Handoff and Reentry Services Budget Attachment (an Excel workbook, a link and instructions are provided on page 42) For the Budget and Budget Narrative address the Rating Factor section below:

**5) Project Budget**

Each of the five (5) rating factors will be scored according to the following six-point rating scale:

## Six-Point Rating Scale

### Warm Handoff and Reentry Services Sub-Proposal Rating Criteria

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

Address the Rating Factor below in narrative form:

| Rating Criteria for Project Need<br>Weighted at 10% |   |
|---|---|
| 1.1   | Description of the community(ies) need to be addressed by the Warm Handoff and Reentry Services Program.  |
| 1.2   | Describe the target population to be served for the Warm Handoff and Reentry Services Program, including: <ul style="list-style-type: none"> <li>Relationship of the identified target population to the purpose of the Warm Handoff and Reentry Services Program.</li> <li>Needs of identified target population.</li> </ul> |
| 1.3   | Local service gaps that contribute to the need for the Warm Handoff and Reentry Services Program are identified.  |
| 1.4   | Relevant local qualitative and/or quantitative data in support of the Warm Handoff and Reentry Services Program need are provided.  |

Address the Rating Factor below in narrative form:

| Rating Criteria for Project Description<br>Weighted at 35% |  |
|--|--|
| 2.1  | Description of the proposed program goals, objectives and impact that includes the relationship to the need and intent of the Warm Handoff and Reentry Services Program <ul style="list-style-type: none"> <li>The completed Work Plan (Attachment A of the Warm Handoff and Reentry Services sub-proposal) is appropriate for the proposed project and aligns with the need and intent of the Warm Handoff and Reentry Services Program. The plan identifies the top three goals and objectives and how these will be achieved in terms of the activities, responsible staff/partner agencies, outcome measures, data sources and start and end dates.</li> </ul> |
| 2.2  | Description of the service types, sources of service, and method of delivery that will be made available to the target population in the proposed Warm Handoff and Reentry Services Program, including: <ul style="list-style-type: none"> <li>The plan for selecting the types and kinds of services to be provided to each participant (e.g., assessments).</li> <li>The projected number of the target population to be served.</li> <li>How the services will be delivered, including length and duration.</li> </ul>  |

|     |  |
|-----|--|
|     | <ul style="list-style-type: none"> <li>The roles, responsibilities and activities of the case managers, system navigators or other staff delivering services.</li> <li>A list of any outside agencies and the services that those agencies will provide and/or connect to, has been submitted. Proposed interventions and resources to be made available to the target population are outlined. If providing housing-based services or linking to housing based-services, describe how the program supports the core components of Housing First.</li> </ul> |
| 2.3 | <p>Rationale for the proposed Warm Handoff and Reentry Services Program which includes:</p> <ul style="list-style-type: none"> <li>The selection of evidence-based, promising, informed, or innovative practices, interventions, and services.</li> <li>A description of relevant evidence or research to support the selection of the proposed program for the target population and the community.</li> </ul>  |

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

| <b>Rating Criteria for Project Organizational Capacity and Coordination</b><br>Weighted at 25% |   |
|--|---|
| 3.1  | <p>Description of applicant's experience administering Warm Handoff and Reentry Services to the local target population, including:</p> <ul style="list-style-type: none"> <li>Applicant's current capacity to serve the target population and provide access to treatment and case management.</li> <li>How the proposed project, if funded, will increase capacity to serve the target population.</li> <li>Description of readiness to proceed, if funded.</li> <li>Key partners' letters of commitment describing involvement aligned with the proposed project, if applicable. If partner agency(ies) are to be selected after the grant is awarded, then specify the process and criteria for selecting those partner agency(ies).</li> </ul> |
| 3.2  | <p>Description of the plan for selecting, recruiting, and referring participants to the Warm Handoff and Reentry Services Program.</p> <ul style="list-style-type: none"> <li>Include written agreements with partnering or referring agencies that will help ensure the projected number of participants are served, if applicable.</li> </ul>   |
| 3.3  | <p>Description of the timeline for the execution of contract(s) and the implementation of services such that they are in place in a reasonable timeframe to support the project.</p>  |
| 3.4  | <p>Description of outreach and community engagement efforts for the Warm Handoff and Reentry Services to include:</p> <ul style="list-style-type: none"> <li>How people with lived experience or who are system impacted contribute to the project's design, implementation, and evaluation process.</li> <li>How the applicant's administration (staff, leadership, board members, etc.) incorporates people with lived experience or who are system impacted.</li> <li>The cultural competence of staff and partner agencies and how it is relevant to the proposed project.</li> <li>The extent to which the program promotes collaboration with other partner agencies.</li> </ul>  |

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

| <b>Rating Criteria for Project Evaluation and Monitoring</b><br>Weighted at 10% |   |
|---|---|
| 4.1   | Describe the plan to determine the staff and/or entity that will conduct the project evaluation and how monitoring activities will be incorporated in the various phases of the project; for example, start-up, implementation, service delivery period, etc. |
| 4.2   | Identify the process and outcome measures that are quantifiable and in line with the intent of the proposal and the objectives listed in the Work Plan.   |
| 4.3   | Describe the preliminary plan for how to collect and evaluate baseline and outcome data related to the process and outcome measures identified in 4.2. Describe a plan for entering into data sharing agreements, if necessary.                               |

**Address the rating factor below by completing the Warm Handoff and Reentry Services Budget Attachment (Instructions and link on the following page)**

| <b>Rating Criteria for Project Budget</b><br>Weighted at 20% |   |
|--|---|
| 5.1  | Provide complete and detailed budget information in each section of the Warm Handoff and Reentry Services Budget Attachment (link below) that includes: <ul style="list-style-type: none"> <li>• A brief explanation supporting each expense.</li> <li>• Expenses that are appropriate for the project's goals and planned activities.</li> </ul> |

### **Warm Handoff and Reentry Services Budget Attachment Instructions:**

As part of the sub-application process, sub-applicants are required to submit the **Warm Handoff and Reentry Services Budget Attachment**, which is an Excel Workbook that can be accessed using the link below.

Upon submission, the Warm Handoff and Reentry Services Budget Attachment will become Section 5 of the Warm Handoff and Reentry Services Sub-Proposal and will be rated as such based on the Program Budget rating criteria listed above.

Applicants are solely responsible for the accuracy and completeness of the information entered in the Budget Table and Budget Narrative Table. Detailed instructions for completing the Budget Attachment are listed on the Instructions tab of the Excel workbook.

**Warm Handoff and Reentry Services Budget Attachment - [Link](#)**

## Attachment A: Warm Handoff and Reentry Services Sub-Proposal Work Plan

Applicants for Warm Handoff and Reentry Services grant funds must complete a one to two page Project Work Plan. This Project Work Plan identifies measurable goals and objectives, activities and services, the responsible parties, data to be used to measure outcomes and a tentative timeline. Completed plans should (1) identify the top three project goal(s) and objectives; (2) identify how the goal(s) will be achieved in terms of the activities, responsible staff/partners, start and end dates, and outcome measures; and (3) provide goal(s), objectives, and measures with a clear relationship to the need and intent of the grant. To build the Adult Reentry Grant Program Warm Handoff and Reentry Services Project Work Plan, please use the form provided below. This form does NOT count toward the 9-page limit for the Proposal Narrative. Use Appendix D for information related to developing goals and objectives.

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

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

## Appendices

|                  |   |
|------------------|---|
| Appendix A ..... | Assembly Bill 128   |
| Appendix B ..... | Adult Reentry Grant Executive Steering Committee Roster   |
| Appendix C ..... | Welf. & Inst. Code, §§ 8255-8257.2  |
| Appendix D ..... | Glossary of Terms and Resources   |
| Appendix E ..... | Sample Grant Agreement  |
| Appendix F ..... | Certification of Compliance with BSCC Policies<br>Regarding Debarment, Fraud, Theft, and Embezzlement |
| Appendix G ..... | Assurance of Government Organization Commitment   |
| Appendix H ..... | Sample Governing Board Resolution   |
| Appendix I ..... | Local Evaluation Plan and Final Local Evaluation Report   |
| Appendix J ..... | Sample BSCC Comprehensive Monitoring Visit Tool   |



## Appendix A: Assembly Bill 128

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### Assembly Bill 128 Chapter 21

The Budget Act of 2021

|  |            |
|--|------------|
| Board of State and Community Corrections ..... | 67,000,000 |
|--|------------|

Schedule:

|  |            |
|--|------------|
| (1) 4945-Corrections Planning and Grant Programs ..... | 67,000,000 |
|--|------------|

Provisions:

1. Of the amount appropriated in this item, \$67,000,000 shall be awarded by the Board of State and Community Corrections as competitive grants to community-based organizations to support offenders formerly incarcerated in state prison. Of the amount identified in this provision, up to 5 percent shall be available to the Board of State and Community Corrections for transfer to Schedule (1) of Item 5227-001-0001 for costs to administer the grant programs. Funds transferred pursuant to this provision are available for encumbrance or expenditure until June 30, 2024. Of this amount:

(a) \$33,500,000 shall be available for rental assistance. Priority shall be given to individuals released to state parole.

(b) \$33,500,000 shall be available to support the warm handoff and reentry of offenders transitioning from state prison to communities. Priority shall be given to individuals released to state parole.

(c) The board shall form an executive steering committee with members from relevant state agencies and departments with expertise in public health, housing, workforce development, and effective rehabilitative treatment for adult offenders, including, but not limited to, the Department of Housing and Community Development, the Office of Health Equity, county probation departments, representatives of reentry-focused community-based organizations, criminal justice impacted individuals, and representatives of housing-focused community-based organizations to develop grant program criteria and make recommendations to the board regarding grant award decisions.

2. Funds appropriated in this item are available for encumbrance or expenditure until June 30, 2024.

## Appendix B: Executive Steering Committee Roster

### Adult Reentry Grant Cohort III

|    | Name                 | Title                                | Organization                                 |
|----|----------------------|--------------------------------------|--|
| 1  | Kelly Vernon (Chair) | Chief Probation Officer              | Kings County Probation                       |
| 2  | America Velasco      | Pre-Trial Coordinator                | Solano County Superior Court                 |
| 3  | Armand King          | Co-Founder                           | Paving Great Futures                         |
| 4  | Beth Hall            | Member, Inmate Family Councils       | Family of Incarcerated                       |
| 5  | Brendon Messina      | Youth Advocate Coordinator           | Yuba County Office of Education              |
| 6  | Courtney Tacker      | Director of Local Initiatives        | California Homeless Coordinating Council     |
| 7  | Chrystal Preciado    | Business Owner                       | Private Citizen/Family Impacted              |
| 8  | Crystal Riley        | Supervising Deputy Probation Officer | Solano County Probation                      |
| 9  | Diana Peterson       | Product Manager                      | Adobe Education Exchange Project             |
| 10 | Janie Hodge          | Executive Director                   | Paving the Way Foundation                    |
| 11 | Julyanna Mendez      | Program Manager                      | Los Angeles Regional Reentry Partnership     |
| 12 | Linda Fosler         | Commissioner                         | Monterey County Behavioral Health Commission |
| 13 | Lois Perkins         | Chief Executive Officer              | Life Community Development                   |
| 14 | Shondra Caldwell     | Student                              | Community Advocate                           |
| 15 | Sophia Lai           | Director of Equity & Inclusion       | San Francisco Department of Public Health    |

## Appendix C: Welf. & Inst. Code, §§ 8255-8257.2

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### WELFARE AND INSTITUTIONS CODE - WIC

#### DIVISION 8. MISCELLANEOUS [8050 - 8261]

*( Division 8 repealed and added by Stats. 1967, Ch. 1667. )*

#### CHAPTER 6.5. Housing First and Coordinating Council [8255 - 8257.2]

*( Chapter 6.5 added by Stats. 2016, Ch. 847, Sec. 2. )*

#### 8255.

For purposes of this chapter:

- (a) "Council" means the California Interagency Council on Homelessness, formerly known as the Homeless Coordinating and Financing Council established pursuant to Section 8257.
- (b) "Core components of Housing First" means all of the following:
  - (1) Tenant screening and selection practices that promote accepting applicants regardless of their sobriety or use of substances, completion of treatment, or participation in services.
  - (2) Applicants are not rejected on the basis of poor credit or financial history, poor or lack of rental history, criminal convictions unrelated to tenancy, or behaviors that indicate a lack of "housing readiness."
  - (3) Acceptance of referrals directly from shelters, street outreach, drop-in centers, and other parts of crisis response systems frequented by vulnerable people experiencing homelessness.
  - (4) Supportive services that emphasize engagement and problem solving over therapeutic goals and service plans that are highly tenant-driven without predetermined goals.
  - (5) Participation in services or program compliance is not a condition of permanent housing tenancy.
  - (6) Tenants have a lease and all the rights and responsibilities of tenancy, as outlined in California's Civil, Health and Safety, and Government codes.
  - (7) The use of alcohol or drugs in and of itself, without other lease violations, is not a reason for eviction.
  - (8) In communities with coordinated assessment and entry systems, incentives for funding promote tenant selection plans for supportive housing that prioritize eligible tenants based on criteria other than "first-come-first-serve," including, but not limited to, the duration or chronicity of homelessness, vulnerability to early mortality, or high utilization of crisis services. Prioritization may include triage tools, developed through local data, to identify high-cost, high-need homeless residents.
  - (9) Case managers and service coordinators who are trained in and actively employ evidence-based practices for client engagement, including, but not limited to, motivational interviewing and client-centered counseling.
  - (10) Services are informed by a harm-reduction philosophy that recognizes drug and alcohol use and addiction as a part of tenants' lives, where tenants are engaged in nonjudgmental communication regarding drug and alcohol use, and where tenants are offered education regarding how to avoid risky behaviors and engage in safer practices, as well as connected to evidence-based treatment if the tenant so chooses.

(11) The project and specific apartment may include special physical features that accommodate disabilities, reduce harm, and promote health and community and independence among tenants.

(c) "Homeless" has the same definition as that term is defined in Section 91.5 of Title 24 of the Code of Federal Regulations.

(d) (1) "Housing First" means the evidence-based model that uses housing as a tool, rather than a reward, for recovery and that centers on providing or connecting homeless people to permanent housing as quickly as possible. Housing First providers offer services as needed and requested on a voluntary basis and that do not make housing contingent on participation in services.

(2) (A) "Housing First" includes time-limited rental or services assistance, so long as the housing and service provider assists the recipient in accessing permanent housing and in securing longer term rental assistance, income assistance, or employment.

(B) For time-limited, supportive services programs serving homeless youth, programs should use a positive youth development model and be culturally competent to serve unaccompanied youth under 25 years of age. Providers should work with the youth to engage in family reunification efforts, where appropriate and when in the best interest of the youth. In the event of an eviction, programs shall make every effort, which shall be documented, to link tenants to other stable, safe, decent housing options. Exit to homelessness should be extremely rare, and only after a tenant refuses assistance with housing search, location, and move-in assistance.

(e) "State programs" means any programs a California state agency or department funds, implements, or administers for the purpose of providing housing or housing-based services to people experiencing homelessness or at risk of homelessness, with the exception of federally funded programs with requirements inconsistent with this chapter.

*(Amended by Stats. 2021, Ch. 398, Sec. 3. (AB 1220) Effective January 1, 2022.)*

## 8256.

(a) Agencies and departments administering state programs created on or after July 1, 2017, shall collaborate with the California Interagency Council on Homelessness to adopt guidelines and regulations to incorporate core components of Housing First.

(b) By July 1, 2019, except as otherwise provided in subdivision (c), agencies and departments administering state programs in existence prior to July 1, 2017, shall collaborate with the council to revise or adopt guidelines and regulations that incorporate the core components of Housing First, if the existing guidelines and regulations do not already incorporate the core components of Housing First.

(c) (1) An agency or department that administers programs that fund recovery housing shall comply with the requirements of subdivision (b) by July 1, 2022.

(2) Until July 1, 2022, an agency or department that administers programs that fund recovery housing shall additionally do all of the following:

(A) In coordination with the California Interagency Council on Homelessness, consult with the Legislature, the Business, Consumer Services and Housing Agency, the California Health and Human Services Agency, the United States Department of Housing and Urban Development, and other stakeholders between July 1, 2020, and January 1, 2022, to identify ways to improve the provision of housing to individuals who receive funding from that agency or department, consistent with the applicable requirements of state law.

(B) Comply with the core components of Housing First, other than those components described in paragraphs (5) to (7), inclusive, of subdivision (b) of Section 8255.

(C) Ensure that recovery housing programs meet the following requirements:

(i) A recovery housing program participant shall sign an agreement upon entry that outlines the roles and responsibilities of both the participant and the program administrator to ensure individuals are aware of actions that could result in removal from the recovery housing program.

(ii) If a recovery housing program participant chooses to stop living in a housing setting with an abstinence focus, is discharged from the program, or is evicted from housing, the program administrator shall offer assistance in accessing other housing and services options, including options operated with harm-reduction principles. To the extent practicable, this assistance shall include connecting the individual with alternative housing providers, supportive services, and the local coordinated entry system, if applicable. This clause does not apply to an individual who leaves the program without notifying the program administrator.

(iii) The recovery housing program administrator shall track and report annually to the program's state funding source the housing outcome for each program participant who is discharged.

(3) For purposes of this subdivision, "recovery housing" means sober living facilities and programs that provide housing in an abstinence-focused and peer-supported community for people recovering from substance use issues. Participation is voluntary, unless that participation is pursuant to a court order or is a condition of release for individuals under the jurisdiction of a county probation department or the Department of Corrections and Rehabilitation.

(d) (1) Beginning on January 1, 2023, a grantee or entity operating any of the following state homelessness programs, as a condition of receiving state funds, shall enter the required data elements described in paragraph (8) on the individuals and families it serves into its local Homeless Management Information System, as required by the United States Department of Housing and Urban Development guidance described in paragraph (8), unless otherwise exempted by state or federal law:

(A) The program referred to as Homekey, as described in Section 50675.1.1 of the Health and Safety Code.

(B) The Housing for a Healthy California Program established pursuant to Part 14.2 (commencing with Section 53590) of Division 31 of the Health and Safety Code.

(C) The No Place Like Home Program established pursuant to Part 3.9 (commencing with Section 5849.1) of Division 5.

(D) The Multifamily Housing Program (Chapter 6.7 (commencing with Section 50675) of Part 2 of Division 31 of the Health and Safety Code).

(E) The Veterans Housing and Homeless Prevention Act of 2014, as established by Article 3.2 (commencing with Section 987.001) of Chapter 6 of Division 4 of the Military and Veterans Code.

(F) The Bringing Families Home Program, as established by Article 6 (commencing with Section 16523) of Chapter 5 of Part 4 of Division 9.

(G) The CalWORKs Housing Support Program, as established by Article 3.3 (commencing with Section 11330) of Chapter 2 of Part 3 of Division 9.

(H) The Housing and Disability Income Advocacy Program, as established by Chapter 17 (commencing with Section 18999) of Part 6 of Division 9.

(I) The Community Colleges Homeless and Housing Insecure Pilot Project, as established by funds appropriated by the Budget Act of 2019.

(J) The Homeless Housing, Assistance, and Prevention Program established in Chapter 6 (commencing with Section 50216) of Part 1 of Division 31 of the Health and Safety Code.

(2) Council staff, in consultation with respective administering state agencies or departments, shall specify the entry format and disclosure frequency for the programs

subject to this subdivision to submit the data elements as specified in paragraph (1) to inform and meet the council's statewide objectives and goals described in Section 8257.

(3) (A) The requirements of paragraph (1) shall additionally apply to all new state homelessness programs that commence on or after July 1, 2021.

(B) New state homelessness programs and new grantees of the existing state programs described in paragraph (1) may be granted an extension of up to one year from program launch to meet the requirements of this subdivision.

(4) For purposes of this subdivision, state homelessness programs are defined as those programs that are funded, in whole or in part, by the state with the express purpose of addressing or preventing homelessness or providing services to people experiencing homelessness. This definition shall be broadly construed for the purpose of carrying out the requirements of this subdivision.

(5) The requirements of paragraphs (1) and (3) do not supplant any existing requirements imposed on a grantee or entity operating a state program described in this subdivision that require the program to report data into their local Homeless Management Information Systems before January 1, 2023.

(6) (A) Any grantee or entity operating a program described in paragraph (1) or (3) that does not already collect and enter into the local Homeless Management Information System the data elements required under this subdivision shall, upon request, receive technical assistance and guidance from council staff and, as available, from federal partners, including, but not limited to, the United States Department of Housing and Urban Development.

(B) When a grantee or entity operating a program requests technical assistance, the council shall inform the respective administering state agency or department and offer the opportunity to partner or coordinate the provision of technical assistance.

(7) Any grantee or entity operating a program described in paragraph (1) shall, upon request, be granted an extension to meet the requirements in this subdivision, provided noncompliant grantees are making good faith progress towards meeting the requirements. An extension granted under this paragraph shall not extend beyond July 1, 2023. For purposes of this paragraph, "making good faith progress" includes, but is not limited to, engaging in technical assistance offered under paragraph (6) and establishing a plan to comply with this subdivision.

(8) For purposes of this subdivision, required data elements are the Universal Data Elements (Items 3.01–3.917) and the Common Data Elements (Items 4.02–4.20 and Item W5 of the Individual Federal Partner Program Elements) drawn from the United States Department of Housing and Urban Development Homeless Management Information System Data Standards. When necessary, due to federal changes to the items indicated in this paragraph, the required data elements may be amended to maintain alignment with federal standards.

(9) Beginning January 1, 2022, council staff shall provide aggregate data summaries collected in full pursuant to this subdivision to the respective administering state agencies or departments that oversee relevant programs within 45 days of receipt. Where feasible, council staff shall notify the respective administering state agencies or departments at least 14 days before sharing, publicly using, or referencing the data, including, but not limited to, using the data for any substantive analysis, summary statistics, or other findings.

*(Amended by Stats. 2021, Ch. 398, Sec. 4.5. (AB 1220) Effective January 1, 2022.)*



[8257.](#)

- (a) The Governor shall create an Interagency Council on Homelessness.
- (b) The council shall have all of the following goals:
  - (1) To oversee implementation of this chapter.
  - (2) To identify mainstream resources, benefits, and services that can be accessed to prevent and end homelessness in California.
  - (3) To create partnerships among state agencies and departments, local government agencies, participants in the United States Department of Housing and Urban Development's Continuum of Care Program, federal agencies, the United States Interagency Council on Homelessness, nonprofit entities working to end homelessness, homeless services providers, and the private sector, for the purpose of arriving at specific strategies to end homelessness.
  - (4) To promote systems integration to increase efficiency and effectiveness while focusing on designing systems to address the needs of people experiencing homelessness, including unaccompanied youth under 25 years of age.
  - (5) To coordinate existing funding and applications for competitive funding. Any action taken pursuant to this paragraph shall not restructure or change any existing allocations or allocation formulas.
  - (6) To make policy and procedural recommendations to legislators and other governmental entities.
  - (7) To identify and seek funding opportunities for state entities that have programs to end homelessness, including, but not limited to, federal and philanthropic funding opportunities, and to facilitate and coordinate those state entities' efforts to obtain that funding.
  - (8) To broker agreements between state agencies and departments and between state agencies and departments and local jurisdictions to align and coordinate resources, reduce administrative burdens of accessing existing resources, and foster common applications for services, operating, and capital funding.
  - (9) To serve as a statewide facilitator, coordinator, and policy development resource on ending homelessness in California.
  - (10) To report to the Governor, federal Cabinet members, and the Legislature on homelessness and work to reduce homelessness.
  - (11) To ensure accountability and results in meeting the strategies and goals of the council.
  - (12) To identify and implement strategies to fight homelessness in small communities and rural areas.
  - (13) To create a statewide data system or warehouse, which shall be known as the Homeless Data Integration System, that collects local data through Homeless Management Information Systems, with the ultimate goal of matching data on homelessness to programs impacting homeless recipients of state programs, such as the Medi-Cal program (Chapter 7 (commencing with Section 14000) of Part 3 of Division 9) and CalWORKs (Chapter 2 (commencing with Section 11200) of Part 3 of Division 9). Upon creation of the Homeless Data Integration System, all continuums of care, as defined in Section 578.3 of Title 24 of the Code of Federal Regulations, that are operating in California shall provide collected data elements, including, but not limited to, health information, in a manner consistent with federal law, to the Homeless Data Integration System.
- (A) Council staff shall specify the form and substance of the required data elements.

(B) Council staff may, as required by operational necessity, and in accordance with paragraph (8) of subdivision (d) of Section 8256, amend or modify data elements, disclosure formats, or disclosure frequency.

(C) To further the efforts to improve the public health, safety, and welfare of people experiencing homelessness in the state, council staff may collect data from the continuums of care as provided in this paragraph.

(D) Any health information or personal identifying information provided to, or maintained within, the Homeless Data Integration System shall not be subject to public inspection or disclosure under the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1 of the Government Code).

(E) For purposes of this paragraph, "health information" includes "protected health information," as defined in Part 160.103 of Title 45 of the Code of Federal Regulations, and "medical information," as defined in subdivision (j) of Section 56.05 of the Civil Code.

(14) To set goals to prevent and end homelessness among California's youth.

(15) To improve the safety, health, and welfare of young people experiencing homelessness in the state.

(16) To increase system integration and coordinating efforts to prevent homelessness among youth who are currently or formerly involved in the child welfare system or the juvenile justice system.

(17) To lead efforts to coordinate a spectrum of funding, policy, and practice efforts related to young people experiencing homelessness.

(18) To identify best practices to ensure homeless minors who may have experienced maltreatment, as described in Section 300, are appropriately referred to, or have the ability to self-refer to, the child welfare system.

(19) To collect, compile, and make available to the public financial data provided to the council from all state-funded homelessness programs.

(c) (1) The council shall consist of the following members:

(A) The Secretary of the Business, Consumer Services and Housing Agency and the Secretary of the California Health and Human Services Agency, who both shall serve as cochairs of the council.

(B) The Director of Transportation.

(C) The Director of Housing and Community Development.

(D) The Director of Social Services.

(E) The Director of the California Housing Finance Agency.

(F) The Director or the State Medicaid Director of Health Care Services.

(G) The Secretary of Veterans Affairs.

(H) The Secretary of the Department of Corrections and Rehabilitation.

(I) The Executive Director of the California Tax Credit Allocation Committee in the Treasurer's office.

(J) The State Public Health Officer.

(K) The Director of the California Department of Aging.

(L) The Director of Rehabilitation.

(M) The Director of State Hospitals.

(N) The executive director of the California Workforce Development Board.

(O) The Director of the Office of Emergency Services.

(P) A representative from the State Department of Education, who shall be appointed by the Superintendent of Public Instruction.

(Q) A representative of the state public higher education system who shall be from one of the following:

(i) The California Community Colleges.

(ii) The University of California.



(iii) The California State University.

(2) The Senate Committee on Rules and the Speaker of the Assembly shall each appoint one member to the council from two different stakeholder organizations.

(3) The council may, at its discretion, invite stakeholders, individuals who have experienced homelessness, members of philanthropic communities, and experts to participate in meetings or provide information to the council.

(4) The council shall hold public meetings at least once every quarter.

(d) The council shall regularly seek guidance from and, at least twice a year, meet with an advisory committee. The cochairs of the council shall appoint members to this advisory committee that reflects racial and gender diversity, and shall include the following:

(1) A survivor of gender-based violence who formerly experienced homelessness.

(2) Representatives of local agencies or organizations that participate in the United States Department of Housing and Urban Development's Continuum of Care Program.

(3) Stakeholders with expertise in solutions to homelessness and best practices from other states.

(4) Representatives of committees on African Americans, youth, and survivors of gender-based violence.

(5) A current or formerly homeless person who lives in California.

(6) A current or formerly homeless youth who lives in California.

(7) This advisory committee shall designate one of the above-described members to participate in every quarterly council meeting to provide a report to the council on advisory committee activities.

(e) Within existing funding, the council may establish working groups, task forces, or other structures from within its membership or with outside members to assist it in its work. Working groups, task forces, or other structures established by the council shall determine their own meeting schedules.

(f) Upon request of the council, a state agency or department that administers one or more state homelessness programs, including, but not limited to, an agency or department represented on the council pursuant to subdivision (c), the agency or department shall be required to do both of the following:

(1) Participate in council workgroups, task forces, or other similar administrative structures.

(2) Provide to the council any relevant information regarding those state homelessness programs.

(g) The members of the council shall serve without compensation, except that members of the council who are, or have been, homeless may receive reimbursement for travel, per diem, or other expenses.

(h) The appointed members of the council or committees, as described in this section, shall serve at the pleasure of their appointing authority.

(i) The Business, Consumer Services and Housing Agency shall provide staff for the council.

(j) The members of the council may enter into memoranda of understanding with other members of the council to achieve the goals set forth in this chapter, as necessary, in order to facilitate communication and cooperation between the entities the members of the council represent.

(k) There shall be an executive officer of the council under the direction of the Secretary of Business, Consumer Services and Housing.

(l) The council shall be under the direction of the executive officer and staffed by employees of the Business, Consumer Services and Housing Agency.

*(Amended by Stats. 2021, Ch. 398, Sec. 5.5. (AB 1220) Effective January 1, 2022.)*

8257.1.

(a) It is the intent of the Legislature to obtain trustworthy information to connect funding allocated to prevent and end homelessness with established sheltering and housing resources and to provide state agencies with accurate information to allow for more accurate forecasting to target future investments. To advance these goals, the coordinating council shall, upon appropriation by the Legislature, do all of the following:

(1) Conduct, or contract with an entity to conduct, a statewide homelessness assessment that will do all of the following:

(A) Identify all programs a state agency funds, implements, or administers for the purpose of providing unsheltered outreach services, emergency shelter, housing or housing-based services to persons experiencing homelessness or at risk of homelessness and do all of the following:

- (i) Identify homelessness interventions and service categories available statewide and in geographically diverse regions across the state.
- (ii) Compile the amount of funding distributed to local jurisdictions and its stated intent by the administering entity.
- (iii) Identify the intended uses for the funds identified pursuant to clause (ii) by type of intervention as stated by local jurisdictions requesting funding made available for housing- or homelessness-related services.
- (iv) Identify conditions or premise of the funds identified pursuant to clause (ii) as it relates to leveraging nonstate dollars.
- (v) If applicable, reasons for the unavailability of data.

(B) Obtain the following information for each program identified in subparagraph (A) to the extent that data is available in local Homeless Management Information Systems (HMIS), the Homeless Data Integration System (HDIS) or other readily available data sources:

- (i) The number of permanent housing units that the program made available.
- (ii) The amount of rental subsidies, vouchers, or other forms of financial support intended to prevent homelessness or to rehouse individuals that the program made available.
- (iii) The number of emergency shelter beds, vouchers, or units that the program made available.
- (iv) The wrap around services that the program offered.

(C) Collect data, to the extent data it is available, on the numbers and demographics of persons served through the identified services, including, but not limited to, a quantification of the disparities across age, race, ethnicity, and other demographics based on the following subpopulation categories to describe the homelessness population relative to the general population:

- (i) Young adults.
- (ii) Unaccompanied minors.
- (iii) Single adults experiencing either chronic or nonchronic patterns of homelessness, of first-time homelessness.
- (iv) Adults over 50 years of age.
- (v) Veterans.
- (vi) Families experiencing either chronic or nonchronic patterns of homelessness, or first-time homelessness.

(D) For each program identified pursuant to subparagraph (A) that provides housing or homelessness-related services, collect and analyze the following data:

- (i) The number of persons served annually by service or intervention type by age, gender, and racial subgroupings.

- (ii) Typical service mix use to develop portrait of the “types” of system clients to better understand the holistic needs of people experiencing homelessness and to forecast future uses and policies of resources intended to address homelessness.
  - (iii) The service, services, or service mixes that are associated with individuals exiting homelessness.
  - (iv) The duration and frequency individuals accessed services, on average, and the length of time from program intake to the date the individual moves into permanent housing or resolves homelessness.
  - (v) Each type of housing and each type of intervention provided disaggregated by age, racial, and gender characteristics of recipients.
  - (vi) The number of individuals whose homelessness was prevented after accessing homelessness prevention services
  - (vii) Information about the people who accessed the resources identified in subparagraph (B) and disaggregated by demographic characteristics described in subparagraph (C).
  - (viii) Analyze the results of current permanent and interim housing programs by program type.
  - (ix) Additional data necessary to provide a comprehensive view of the homelessness response system.
- (E) Provide the reasons for lack of data availability, if applicable.
- (2) (A) For purposes of collecting data to conduct the assessment pursuant to paragraph (1), evaluate available data, including, but not limited to, HDIS, data from state agencies administering homelessness funds, statewide and local homeless point-in-time counts and housing inventory counts, and available statewide information on the number or rate of persons exiting state-funded institutional settings, including, but not limited to, state prisons and, to the extent possible, local jails, into homelessness.
- (B) The coordinating council may work with a technical assistance provider from the federal Department of Housing and Urban Development to complete the assessment.
- (C) For purposes of collecting data pursuant to paragraph (1), a local government may collaborate with the coordinating council or the entity conducting the statewide assessment to, if available, share existing data from existing local analyses of system needs or gaps to complement other data requested.
- (D) The coordinating council shall submit an interim report by July 1, 2022, to the Assembly Housing and Community Development Committee, the Assembly Committee on Budget, Senate Committee on Housing, and Senate Committee on Budget and Fiscal Review. The report submitted pursuant to this paragraph shall comply with Section 9795 of the Government Code.
- (E) The council shall report on the final assessment by December 31, 2022, to the Assembly Housing and Community Development Committee, the Assembly Committee on Budget, Senate Committee on Housing, and Senate Committee on Budget and Fiscal Review. The report submitted pursuant to this paragraph shall comply with Section 9795 of the Government Code.
- (b) For purposes of this section, all of the following definitions apply:
- (1) “Chronic homelessness” has the same definition as that in Section 578.3 of Title 24 of the Code of Federal Regulations, as that section read on January 1, 2020.
  - (2) “State-funded institutional settings” include, but are not limited to, justice, juvenile justice, child welfare, and health care settings.
  - (3) “Young adult” means a person 18 to 24 years of age, inclusive.
  - (4) “Persons at risk of homelessness” means a person or family in the circumstances described in Section 11302(a)(5) of Title 42 of the United States Code.
  - (5) “Homeless” has the same meaning as defined in Section 578.3 of Title 24 of the Code of Federal Regulations, as that section read on January 10, 2019.

*(Added by Stats. 2021, Ch. 111, Sec. 27. (AB 140) Effective July 19, 2021.)*

8257.2.

(a) Notwithstanding any other law, for purposes of designing, collecting data for, and approving the assessment described in Section 8257.1, a state agency that has a member on the coordinating council shall, within 60 days of a request for data pertaining to that state agency, provide to the council, or the entity conducting the assessment, the requested data, including, but not limited to, the number or rate of persons exiting state-funded institutional settings into homelessness. State agencies shall be granted reasonable extensions beyond 60 days as necessary to produce high quality data. The state department or agency shall remove any personally identifying data provided pursuant to this subdivision, if any.

(b) The coordinating council shall provide the local data collected pursuant to Section 8257.1 to the respective administering state agencies overseeing those programs within 45 days of receipt.

(1) The coordinating council and the state agency receiving data pursuant to this subdivision shall work in collaboration to determine the format and timing of delivery of local data collected to comply with data security and privacy practices and availability of staff to execute requests.

(2) When feasible, the coordinating council shall notify the state agency receiving data pursuant to this subdivision at least seven days prior to sharing or publicly using or referencing the data, including, but not limited to, using the data for any substantive analysis summary statistics, or other findings.

(c) For purposes of this section, the following definitions apply:

(1) "Personally identifying information" has the same meaning as that in Section 1798.79.8 of the Civil Code.

(2) "State-funded institutional settings" include, but are not limited to, justice, juvenile justice, child welfare, and health care settings.

*(Added by Stats. 2021, Ch. 111, Sec. 28. (AB 140) Effective July 19, 2021.)*

## Appendix D: Glossary of Terms and Resources

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### Key Terms

Below are definitions and descriptors for key terms that are referenced throughout this RFP.

1. **Community-Based Organization**—for the purpose of this RFP process, a Community-Based Organization (CBO) is an organization that is located in the State of California that has been determined by the IRS to have 501(c)(3) status (i.e., nonprofit).
2. **Evidence-based / Promising Practices**—Evidence-based practices are programs and strategies that have been found effective at improving positive or preventing negative outcomes, using rigorous scientific research methods. Programs and strategies may be evidence-based across all populations, or only for particular cultures and identities. Promising practices are programs and strategies that have shown some positive results and potential for improving desired outcomes. They may have evidence from use in real-world settings, a strong theoretical framework, and/or expert opinion, but have not been fully replicated in scientific studies. Depending on the level of scientific evidence, these are sometimes referred to as “evidence-informed,” “research-supported,” or “emerging” practices.
3. **Financial Audit**—A financial audit provides assurances that an organization’s financial statements are free of material misstatement based upon the application of generally accepted accounting principles.
4. **Harm Reduction**—a set of practical strategies that reduce negative consequences of drug use. It incorporates a spectrum of strategies that move through stages of safer use, managed use, and abstinence. Harm reduction strategies meet drug users “where they’re at,” addressing conditions of use with the use itself. It can also be used to address other behavioral health concerns.

#### *Harm Reduction Principles:*

1. The individual has a voice in the process and identifies goals and a path to achieve them
2. Workers raise awareness of risk and strategies to reduce harm
3. The focus is on reducing harm, not consumption
4. There are no pre-defined outcomes
5. Abstinence may be a goal but alternatives to reduce risk are equally valued
6. The Individual’s decisions to engage in risky behaviors is accepted
7. Does not condone risk that can cause serious harm
8. The individual is expected to take responsibility for his or her own behavior
9. The individual is treated with dignity
10. Recovery is a non-linear process

11. Services are highly accessible: low barriers, informal atmosphere, extended hours<sup>1</sup>
5. **Partner Agencies**—collaborative partners on the project that include subcontractors, verbal referral agreements, organizations with whom you have a Memorandum of Understanding (MOU), governmental agencies with or without an official MOU. A partner agency may be an agency providing services or providing referrals.
  6. **Qualitative Data**—data/information that is based on written or spoken narratives. The purpose of qualitative data/information is to explain and gain insight and understanding of events through collection of narrative data/information.
  7. **Quantitative Data**—data/information that is based on numbers and mathematical calculations. The purpose of quantitative data is to explain, predict, and/or control events through focused collection of numerical data.
  8. **Rental Assistance**—activities and services that are intended to help eligible people establish or maintain affordable permanent housing.
  9. **Short-term or Emergency Housing Support**—those activities or services that provide temporary housing up to 90 days.
  10. **Target Population**—individuals 18 and over that have been formerly incarcerated in state prison with priority given to those recently released and/or on state parole.
  11. **Warm Handoff and Reentry Services**—activities and services that place a priority on services that lead to permanent housing and the provision of critical time intervention that meets the immediate needs of individuals upon their release from prison or placement by parole.

### Housing First Resources

Below are links to resources related to Housing First information and resources that applicants may find useful in developing a program and sub-proposal for the Adult Reentry Grant Program. This list is not meant to be exhaustive but may be a starting point for applicants:

1. Housing First Checklist: Assessing Projects and Systems for a Housing First Orientation [https://www.usich.gov/resources/uploads/asset\\_library/Housing\\_First\\_Checklist\\_FINAL.pdf](https://www.usich.gov/resources/uploads/asset_library/Housing_First_Checklist_FINAL.pdf)
2. What is Housing First? California Department of Housing and Community Development <http://hcd.ca.gov/grants-funding/active-funding/docs/Housing-First-Fact-Sheet.pdf>

<sup>1</sup> Corporation for Supportive Housing <http://www.homelesshouston.org/wp-content/uploads/2014/10/2a-Harm-Reduction-9-2014.pdf>



3. Housing First in Permanent Supportive Housing  
<https://www.hudexchange.info/resources/documents/Housing-First-Permanent-Supportive-Housing-Brief.pdf>
4. Permanent Supportive Housing Evidence-Based Practices KIT  
<https://store.samhsa.gov/product/Permanent-Supportive-Housing-Evidence-Based-Practices-EBP-KIT/SMA10-4509>
5. Wikipedia Housing First  
[https://en.wikipedia.org/wiki/Housing\\_First](https://en.wikipedia.org/wiki/Housing_First)
6. Deploying Housing First Systemwide  
<https://www.usich.gov/solutions/housing/housing-first/>
7. Reentry and Housing  
<http://www.reentryandhousing.org/private-housing/>

## Evaluative Terms

### Local Evaluation Plan and Local Evaluation Report<sup>2</sup>

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

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

## Goal versus Objective

Goals and objectives are necessary components of the Sub-Proposal, Project Work Plan, Local Evaluation Plan and Report. These common terms are sometimes used interchangeably because both refer to the intended results of program activities. Goals are longer-term than objectives, more broadly stated and govern the specific objectives to which program activities are directed.

In proposals, goals are defined by broad statements of what the program intends to accomplish, representing the long-term intended outcome of the program<sup>3</sup>.

<sup>2</sup> Justice Research and Statistics Association, Juvenile Justice Evaluation Center. (2003, June). *Juvenile Justice Program Evaluation: An overview* (Second Edition) p. 7. Retrieved from <http://www.jrsa.org/pubs/juv-justice/program-evaluation.pdf>

<sup>3</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/nijec/publications/program-evaluation.pdf>. See also New York State Division of Criminal Justice Services. *A Guide to Developing Goals and Objectives for Your Program*. Retrieved from <http://www.criminaljustice.ny.gov/ofpa/goalwrite.htm>.

#### Examples of goal statements<sup>4</sup>:

- To reduce the number of people who commit serious and chronic offenses.
- To divert people from state correctional institutions for non-violent offenses.
- To restore the losses suffered by the victims of crimes.

Objectives are defined by statements of specific, measurable aims of program activities<sup>2</sup>. Objectives detail the tasks that must be completed to achieve goals<sup>3</sup>. Descriptions of objectives in the proposals should include three elements<sup>5</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>6</sup>:

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

### Principles of Effective Intervention

During the past two decades, there has been renewed interest in examining correctional research. These efforts have been led by researchers such as Gendreau, Andrews, Cullen, Lipsey and others.<sup>7</sup> Much evidence has been generated, leading to the conclusion that many rehabilitation programs have, in fact, produced significant reductions in recidivism. The next critical issue became the identification of those characteristics most commonly associated with effective programs. Through the work of numerous scholars (Andrews et al., 1990<sup>8</sup>; Cullen and Gendreau, 2000<sup>9</sup>; Lipsey 1999<sup>10</sup>), several “principles of effective intervention” have been identified. These principles can be briefly categorized as the following:

- Assess Actuarial Risk/Needs

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

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

<sup>6</sup> *Id.*

<sup>7</sup> For a thorough review of this research, see Cullen, F.T. and B.K. Applegate. 1998. *Offender rehabilitation: Effective correctional intervention*. Brookfield, Vt.: Ashgate Dartmouth.

<sup>8</sup> Andrews, D.A., I. Zinger, R.D. Hoge, J. Bonta, P. Gendreau and F.T. Cullen. 1990. Does correctional treatment work? A clinically relevant and psychologically informed meta-analysis. *Criminology* 28(3):369-404.

<sup>9</sup> Cullen, F.T. and P. Gendreau. 2000. Assessing correctional rehabilitation: Policy, practice, and prospects. In *Criminal justice 2000: Volume 3 – Policies, processes, and decisions of the criminal justice system*, ed. J. Horney, 109-175. Washington, D.C.: U.S. Department of Justice, National Institute of Justice.

<sup>10</sup> Lipsey, M.W. 1999. Can intervention rehabilitate serious delinquents? *The Annals of the American Academy of Political and Social Science*, 564(2):142-166.



- Enhance Intrinsic Motivation
- Target Interventions
  - Risk Principle
  - Need Principle
  - Responsivity Principle
  - Dosage
  - Treatment Principle
- Skill Train with Directed Practice
- Increase Positive Reinforcement
- Engage Ongoing Support in Natural Communities
- Measure Relevant Processes/Practices
- Provide Measurement Feedback

## Appendix E: Sample Grant Agreement

Attachment F-3

STATE OF CALIFORNIA DEPARTMENT OF GENERAL SERVICES

SCO ID:

### STANDARD AGREEMENT

STD 213 (Rev 03/2019)

AGREEMENT NUMBER

**BSCC XXX-22**

PURCHASING AUTHORITY NUMBER (If Applicable)

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

CONTRACTING AGENCY NAME

**BOARD OF STATE AND COMMUNITY CORRECTIONS**

CONTRACTOR NAME

**GRANTEE NAME**

2. The term of this Agreement is:

START DATE

**OCTOBER 1, 2022**

THROUGH END DATE

**APRIL 30, 2026**

3. The maximum amount of this Agreement is:

**\$000,000.00**

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

| EXHIBITS      | TITLE   | PAGES |
|---------------|---|-------|
| Exhibit A     | Scope of Work   | 4     |
| Exhibit B     | Budget Detail and Payment Provisions                            | 4     |
| Exhibit C     | General Terms and Conditions (04/2017)                          | 4     |
| Exhibit D     | Special Terms and Conditions                                    | 5     |
| Attachment 1* | Adult Reentry Grant (ARG) Program Request for Proposals         | *     |
| Attachment 2  | ARG Application for Funding                                     | xx    |
| Appendix A    | ARG Executive Steering Committee Roster                         | 1     |
| Appendix B    | Criteria for Non-Governmental Organizations Receiving ARG Funds | 2     |

\* This item is hereby incorporated by reference and can be viewed at: [http://www.bscc.ca.gov/s\\_argrant](http://www.bscc.ca.gov/s_argrant)

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

### CONTRACTOR

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

**GRANTEE NAME**

CONTRACTOR BUSINESS ADDRESS

xxx

CITY

xxx

STATE

xx

ZIP

xxx

PRINTED NAME OF PERSON SIGNING

xxx

TITLE

xxx

CONTRACTOR AUTHORIZED SIGNATURE



DATE SIGNED

### STATE OF CALIFORNIA

CONTRACTING AGENCY NAME

**BOARD OF STATE AND COMMUNITY CORRECTIONS**

CONTRACTING AGENCY ADDRESS

2590 Venture Oaks Way, Ste 200

CITY

Sacramento

STATE

CA

ZIP

95833

PRINTED NAME OF PERSON SIGNING

**RICARDO GOODRIDGE**

TITLE

Deputy Director

CONTRACTING AGENCY AUTHORIZED SIGNATURE



DATE SIGNED

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

## EXHIBIT A SCOPE OF WORK

### 1. GRANT AGREEMENT – Adult Reentry Grant

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

### 2. PROJECT SUMMARY AND ADMINISTRATION

A. Project Summary here.....

B. Grantee agrees to administer the project in accordance with Attachment 1: ARG Program Request for Proposals (incorporated by reference) and Attachment 2: ARG Application for Funding, which is attached and hereto and made part of this agreement.

### 3. PROJECT OFFICIALS

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

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

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

Name: XXX  
Title: XXX  
Address: XXX  
Phone: XXX  
Email: XXX

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

Name: XXX  
Title: XXX  
Address: XXX  
Phone: XXX  
Email: XXX

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

Name: XXX  
Title: XXX  
Address: XXX  
Phone: XXX  
Email: XXX

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

## EXHIBIT A SCOPE OF WORK

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

### 4. DATA COLLECTION

Grantees will be required to comply with all data collection and reporting requirements as described in Attachment 1: ARG Program Request for Proposals and Attachment 2: ARG Application for Funding.

### 5. REPORTING REQUIREMENTS

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

#### Progress Report Periods

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

#### Due no later than:

February 15, 2023  
May 15, 2023  
August 15, 2023  
November 15, 2023  
February 15, 2024  
May 15, 2024  
August 15, 2024  
November 15, 2024  
February 18, 2025  
May 15, 2025  
August 15, 2025  
November 17, 2025  
February 17, 2026

*Note: Service delivery period ends December 31, 2025. The period of January 1, 2026 to April 30, 2026 is for completion of Local Evaluation Report and financial audit only.*

#### Other

Financial Audit Report  
Local Evaluation Report

#### Due no later than:

April 30, 2026  
April 30, 2026

Grantees shall submit all other reports and data as required by the BSCC.

## **EXHIBIT A SCOPE OF WORK**

### **6. PROJECT RECORDS**

- A. The Grantee shall establish an official file for the project. The file shall contain adequate documentation of all actions taken with respect to the project, including copies of this Grant Agreement, approved program/budget modifications, financial records and required reports.
- B. The Grantee shall establish separate accounting records and maintain documents and other evidence sufficient to properly reflect the amount, receipt, and disposition of all project funds, including grant funds and any matching funds by the Grantee and the total cost of the project. Source documentation includes copies of all awards, applications, approved modifications, financial records, and narrative reports.
- C. Personnel and payroll records shall include the time and attendance reports for all individuals reimbursed under the grant, whether they are employed full-time or part-time. Time and effort reports are also required for all subcontractors and consultants.
- D. The grantee shall maintain documentation of donated goods and/or services, including the basis for valuation.
- E. Grantee agrees to protect records adequately from fire or other damage. When records are stored away from the Grantee's principal office, a written index of the location of records stored must be on hand and ready access must be assured.
- F. All Grantee records relevant to the project must be preserved a minimum of three (3) years after closeout of the grant project and shall be subject at all reasonable times to inspection, examination, monitoring, copying, excerpting, transcribing, and auditing by the BSCC or designees. If any litigation, claim, negotiation, audit, or other action involving the records has been started before the expiration of the three-year period, the records must be retained until the completion of the action and resolution of all issues which arise from it or until the end of the regular three-year period, whichever is later.

### **7. CONFLICT OF INTEREST**

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

### **8. FINANCIAL AUDIT**

Grantees are required to provide the BSCC with a financial audit no later than the end of the contract term, April 30, 2026. The financial audit shall be performed by a Certified Public Accountant or a participating county or city auditor that is organizationally independent from

## **EXHIBIT A SCOPE OF WORK**

the participating county's or city's project financial management functions. Expenses for this final audit may be reimbursed for actual costs up to \$25,000.

DRAFT

## EXHIBIT B BUDGET DETAIL AND PAYMENT PROVISIONS

### 1. STATEMENTS OF EXPENDITURES AND PAYMENTS

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

| <b>Quarterly Statement of Expenditure Periods:</b> | <b>Due No Later Than:</b> |
|--|---------------------------|
| 1. October 1, 2022 to December 31, 2022            | February 15, 2023         |
| 2. January 1, 2023 to March 31, 2023               | May 15, 2023              |
| 3. April 1, 2023 to June 30, 2023                  | August 15, 2023           |
| 4. July 1, 2023 to September 30, 2023              | November 15, 2023         |
| 5. October 1, 2023 to December 31, 2023            | February 15, 2024         |
| 6. January 1, 2024 to March 31, 2024               | May 15, 2024              |
| 7. April 1, 2024 to June 30, 2024                  | August 15, 2024           |
| 8. July 1, 2024 to September 30, 2024              | November 15, 2024         |
| 9. October 1, 2024 to December 31, 2024            | February 18, 2025         |
| 10. January 1, 2025 to March 31, 2025              | May 15, 2025              |
| 11. April 1, 2025 to June 30, 2025                 | August 15, 2025           |
| 12. July 1, 2025 to September 30, 2025             | November 17, 2025         |
| 13. October 1, 2025 to December 31, 2025           | February 17, 2026         |

*Note: Service delivery period ends December 31, 2025. The period of January 1, 2026 to April 30, 2026 is for completion of Local Evaluation Report and financial audit only.*

| <b>Final Expenditure Periods:</b>    | <b>Due no later than:</b> |
|--------------------------------------|---------------------------|
| 1. January 1, 2026 to March 31, 2026 | May 15, 2026              |
| 2. April 1, 2026 to April 30, 2026   | May 15, 2026              |

- B. All grant project expenditures (excluding costs associated with the completion of the Final Local Evaluation Report and the financial audit) and all obligated match contributions must be incurred by the end of the grant project period, December 31, 2025, and included on the final invoice due February 17, 2026. Project costs/match contributions incurred after December 31, 2025 will not be reimbursed/eligible for contribution.

- C. The Final Local Evaluation Report is due to BSCC by April 30, 2026. Expenditures incurred for the completion of the Final Local Evaluation Report during the period of January 1, 2026 to April 30, 2026 must be submitted during the Final Expenditure Periods, with the final invoice due May 15, 2026.

## **EXHIBIT B**

### **BUDGET DETAIL AND PAYMENT PROVISIONS**

Supporting fiscal documentation will be required for all expenditures claimed during the Final Invoicing Periods and must be submitted with the final invoice.

- D. The financial audit is due to BSCC by April 30, 2026. Expenditures incurred for the completion of the financial audit during the period of January 1, 2026 to April 30, 2026 must be submitted during the Final Expenditure Periods, with the final statement of expenditure due May 15, 2026. Supporting fiscal documentation will be required for all expenditures claimed during the Final Invoicing Periods and must be submitted with the final invoice.
- E. A statement of expenditures is due to the BSCC even if grant funds are not expended during the reporting period. Supporting documentation must be submitted for expenditures upon BSCC's request. All supporting documentation must be maintained by the grantee on site and be readily available for review during BSCC site visits.
- F. Any unspent funds remaining at the end of the agreement term, including any interest earned, must be returned to the BSCC within 30 days of the end of the grant agreement.

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

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

## **3. BUDGET CONTINGENCY CLAUSE**

- A. This grant agreement is valid through ARG funding generated from the General Fund. The Grantee agrees that the BSCC's obligation to pay any sum to the grantee under any provision of this agreement is contingent upon the availability of sufficient funding granted through the California Budget Act of 2021 (Assembly Bill 128, Chapter 21, Statutes of 2021). It is mutually agreed that if the Budget Act does not appropriate sufficient funds for the program, this Grant Agreement shall be of no further force and effect. In this event, the BSCC shall have no liability to pay any funds whatsoever to Grantee or to furnish any other considerations under this Agreement and Grantee shall not be obligated to perform any provisions of this Grant Agreement.
- B. If ARG funding is reduced or falls below estimates contained within the ARG Request for Proposals, the BSCC shall have the option to either cancel this Grant Agreement



## **EXHIBIT B**

### **BUDGET DETAIL AND PAYMENT PROVISIONS**

with no liability occurring to the BSCC or offer an amendment to this agreement to the Grantee to reflect a reduced amount.

- C. If BSCC cancels the agreement pursuant to Paragraph 3(B) or Grantee does not agree to an amendment in accordance with the option provided by Paragraph 3(B), it is mutually agreed that the Grant Agreement shall have no further force and effect. In this event, the BSCC shall have no liability to pay any funds whatsoever to Grantee or to furnish any other considerations under this Agreement and Grantee shall not be obligated to perform any provisions of this Grant Agreement except that Grantee shall be required to maintain all project records required by Paragraph 6 of Exhibit A for a period of three (3) years following the termination of this agreement.

#### **4. PROJECT COSTS**

- A. Grantee is responsible for ensuring that actual expenditures are for eligible project costs. "Eligible" and "ineligible" project costs are set forth in the July 2020 BSCC Grant Administration Guide, which can be found under Quick Links here:

[https://www.bscc.ca.gov/s\\_correctionsplanningandprograms/](https://www.bscc.ca.gov/s_correctionsplanningandprograms/)

The provisions of the BSCC Grant Administration Guide are incorporated by reference into this agreement and Grantee shall be responsible for adhering to the requirements set forth therein. To the extent any of the provisions of the BSCC Grant Administration Guide and this agreement conflict, the language in this agreement shall prevail.

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

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

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

## EXHIBIT B BUDGET DETAIL AND PAYMENT PROVISIONS

### 6. WITHHOLDING OF GRANT DISBURSEMENTS

- A. The BSCC may withhold all or any portion of the grant funds provided by this Grant Agreement in the event the Grantee has materially and substantially breached the terms and conditions of this Grant Agreement.
- B. The BSCC will not approve grantee expenditures for costs identified as ineligible for grant funding. If grant funds have been provided for costs subsequently deemed ineligible, the BSCC may either withhold an equal amount from future payments to the Grantee or require repayment of an equal amount to the State by the Grantee.
- C. In the event that grant funds are withheld from the Grantee, the BSCC's Executive Director or designee shall notify the Grantee of the reasons for withholding and advise the Grantee of the time within which the Grantee may remedy the failure or violation leading to the withholding.

### 7. PROJECT BUDGET

| Budget Line Items                                   | Grant Funds |
|---|-------------|
| 1. Salaries and Benefits                            | \$0         |
| 2. Services and Supplies                            | \$0         |
| 3. Professional Services                            | \$0         |
| 4. Non-Governmental Organization (NGO) Subcontracts | \$0         |
| 5. Equipment/Fixed Assets                           | \$0         |
| 6. Data Collection and Progress Reporting           | \$0         |
| 7. Financial Audit                                  | \$0         |
| 8. Other (Travel, Training, etc.)                   | \$0         |
| 9. Indirect Costs                                   | \$0         |
| <b>TOTALS</b>                                       | <b>\$0</b>  |

## EXHIBIT C GENERAL TERMS AND CONDITIONS

### General Terms and Conditions – GTC 04/2017

1. **APPROVAL:** This Agreement is of no force or effect until signed by both parties and approved by the Department of General Services, if required. Contractor may not commence performance until such approval has been obtained.
2. **AMENDMENT:** No amendment or variation of the terms of this Agreement shall be valid unless made in writing, signed by the parties and approved as required. No oral understanding or Agreement not incorporated in the Agreement is binding on any of the parties.
3. **ASSIGNMENT:** This Agreement is not assignable by the Contractor, either in whole or in part, without the consent of the State in the form of a formal written amendment.
4. **AUDIT:** Contractor agrees that the awarding department, the Department of General Services, the Bureau of State Audits, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. Contractor agrees to maintain such records for possible audit for a minimum of three (3) years after final payment, unless a longer period of records retention is stipulated. Contractor agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, Contractor agrees to include a similar right of the State to audit records and interview staff in any subcontract related to performance of this Agreement. (Gov. Code §8546.7, Pub. Contract Code §10115 et seq., CCR Title 2, Section 1896).
5. **INDEMNIFICATION:** Contractor agrees to indemnify, defend and hold harmless the State, its officers, agents and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, suppliers, laborers, and any other person, firm or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this Agreement, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by Contractor in the performance of this Agreement.
6. **DISPUTES:** Contractor shall continue with the responsibilities under this Agreement during any dispute.
7. **TERMINATION FOR CAUSE:** The State may terminate this Agreement and be relieved of any payments should the Contractor fail to perform the requirements of this Agreement at the time and in the manner herein provided. In the event of such termination the State may proceed with the work in any manner deemed proper by the State. All costs to the State shall be deducted from any sum due the Contractor under this Agreement and the balance, if any, shall be paid to the Contractor upon demand.

## EXHIBIT C GENERAL TERMS AND CONDITIONS

- 8. INDEPENDENT CONTRACTOR:** Contractor, and the agents and employees of Contractor, in the performance of this Agreement, shall act in an independent capacity and not as officers or employees or agents of the State.
- 9. RECYCLING CERTIFICATION:** The Contractor shall certify in writing under penalty of perjury, the minimum, if not exact, percentage of post-consumer material as defined in the Public Contract Code Section 12200, in products, materials, goods, or supplies offered or sold to the State regardless of whether the product meets the requirements of Public Contract Code Section 12209. With respect to printer or duplication cartridges that comply with the requirements of Section 12156(e), the certification required by this subdivision shall specify that the cartridges so comply (Pub. Contract Code §12205).
- 10. NON-DISCRIMINATION CLAUSE:** During the performance of this Agreement, Contractor and its subcontractors shall not deny the contract's benefits to any person on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status, nor shall they discriminate unlawfully against any employee or applicant for employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status. Contractor shall insure that the evaluation and treatment of employees and applicants for employment are free of such discrimination. Contractor and subcontractors shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code §12900 et seq.), the regulations promulgated thereunder (Cal. Code Regs., tit. 2, §11000 et seq.), the provisions of Article 9.5, Chapter 1, Part 1, Division 3, Title 2 of the Government Code (Gov. Code §§11135-11139.5), and the regulations or standards adopted by the awarding state agency to implement such article. Contractor shall permit access by representatives of the Department of Fair Employment and Housing and the awarding state agency upon reasonable notice at any time during the normal business hours, but in no case less than 24 hours' notice, to such of its books, records, accounts, and all other sources of information and its facilities as said Department or Agency shall require to ascertain compliance with this clause. Contractor and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement. (See Cal. Code Regs., tit. 2, §11105.)
- Contractor shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the Agreement.
- 11. CERTIFICATION CLAUSES:** The CONTRACTOR CERTIFICATION CLAUSES contained in the document CCC 04/2017 (<https://www.dgs.ca.gov/OLS/Resources/Page-Content/Office-of-Legal-Services-Resources-List-Folder/Standard-Contract-Language>) are hereby incorporated by reference and made a part of this Agreement by this reference as if attached hereto.
- 12. TIMELINESS:** Time is of the essence in this Agreement.

## EXHIBIT C GENERAL TERMS AND CONDITIONS

- 13. COMPENSATION:** The consideration to be paid Contractor, as provided herein, shall be in compensation for all of Contractor's expenses incurred in the performance hereof, including travel, per diem, and taxes, unless otherwise expressly so provided.
- 14. GOVERNING LAW:** This contract is governed by and shall be interpreted in accordance with the laws of the State of California.
- 15. ANTITRUST CLAIMS:** The Contractor by signing this agreement hereby certifies that if these services or goods are obtained by means of a competitive bid, the Contractor shall comply with the requirements of the Government Codes Sections set out below.
- A. The Government Code Chapter on Antitrust claims contains the following definitions:
    - 1) "Public purchase" means a purchase by means of competitive bids of goods, services, or materials by the State or any of its political subdivisions or public agencies on whose behalf the Attorney General may bring an action pursuant to subdivision (c) of Section 16750 of the Business and Professions Code.
    - 2) "Public purchasing body" means the State or the subdivision or agency making a public purchase. Government Code Section 4550.
  - B. In submitting a bid to a public purchasing body, the bidder offers and agrees that if the bid is accepted, it will assign to the purchasing body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2 (commencing with Section 16700) of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, materials, or services by the bidder for sale to the purchasing body pursuant to the bid. Such assignment shall be made and become effective at the time the purchasing body tenders final payment to the bidder. Government Code Section 4552.
  - C. If an awarding body or public purchasing body receives, either through judgment or settlement, a monetary recovery for a cause of action assigned under this chapter, the assignor shall be entitled to receive reimbursement for actual legal costs incurred and may, upon demand, recover from the public body any portion of the recovery, including treble damages, attributable to overcharges that were paid by the assignor but were not paid by the public body as part of the bid price, less the expenses incurred in obtaining that portion of the recovery. Government Code Section 4553.
  - D. Upon demand in writing by the assignor, the assignee shall, within one year from such demand, reassign the cause of action assigned under this part if the assignor has been or may have been injured by the violation of law for which the cause of action arose and (a) the assignee has not been injured thereby, or (b) the assignee declines to file a court action for the cause of action. See Government Code Section 4554.
- 16. CHILD SUPPORT COMPLIANCE ACT:** For any Agreement in excess of \$100,000, the contractor acknowledges in accordance with Public Contract Code 7110, that:



## EXHIBIT C GENERAL TERMS AND CONDITIONS

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

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

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

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

- A. If for this Contract Contractor made a commitment to achieve small business participation, then Contractor must within 60 days of receiving final payment under this Contract (or within such other time period as may be specified elsewhere in this Contract) report to the awarding department the actual percentage of small business participation that was achieved. (Gov. Code § 14841.)
- B. If for this Contract Contractor made a commitment to achieve disabled veteran business enterprise (DVBE) participation, then Contractor must within 60 days of receiving final payment under this Contract (or within such other time period as may be specified elsewhere in this Contract) certify in a report to the awarding department: (1) the total amount the prime Contractor received under the Contract; (2) the name and address of the DVBE(s) that participated in the performance of the Contract; (3) the amount each DVBE received from the prime Contractor; (4) that all payments under the Contract have been made to the DVBE; and (5) the actual percentage of DVBE participation that was achieved. A person or entity that knowingly provides false information shall be subject to a civil penalty for each violation. (Mil. & Vets. Code § 999.5(d); Govt. Code § 14841.)

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

## **EXHIBIT D**

### **SPECIAL TERMS AND CONDITIONS**

#### **1. GRANTEE'S GENERAL RESPONSIBILITY**

- A. Grantee agrees to comply with all terms and conditions of this Grant Agreement. Review and approval by the BSCC is solely for the purpose of proper administration of grant funds, and shall not be deemed to relieve or restrict the Grantee's responsibility.

Grantee is responsible for the performance of all project activities identified in Attachment 1: ARG Program Request for Proposals and Attachment 2: ARG Application for Funding.

Grantee shall immediately advise the BSCC of any significant problems or changes that arise during the course of the project.

Grantee shall immediately notify the BSCC if there is change in circumstances so that grantee no longer meets the eligibility criteria of the ARG Program Request for Proposals. Grantee must immediately notify the BSCC if there is a change in grantee's nonprofit status or loss of good standing in the State of California (e.g., suspension or rescission of legal status by the Secretary of State for any reason, including but not limited to, failing to file forms, paying required fees, or making tax payments).

#### **2. GRANTEE ASSURANCES AND COMMITMENTS**

- A. Compliance with Laws and Regulations

1) This Grant Agreement is governed by and shall be interpreted in accordance with the laws of the State of California. Grantee shall at all times comply with all applicable State laws, rules and regulations, and all applicable local ordinances.

- B. Fulfillment of Assurances and Declarations

2) Grantee shall fulfill all assurances, declarations, representations, and statements made by the Grantee in Attachment 1: ARG Program Request for Proposals, Attachment 2: ARG Application for Funding, documents, amendments, approved modifications, and communications filed in support of its request for grant funds.

- C. Permits and Licenses

3) Grantee agrees to procure all permits and licenses necessary to complete the project, pay all charges and fees, and give all notices necessary or incidental to the due and lawful proceeding of the project work.

4)

#### **3. POTENTIAL SUBCONTRACTORS**

- A. In accordance with the provisions of this Grant Agreement, the Grantee may subcontract for services needed to implement and/or support program activities. Grantee agrees that in the event of any inconsistency between this Grant Agreement and Grantee's agreement with a subcontractor, the language of this Grant Agreement will prevail.

- B. Nothing contained in this Grant Agreement or otherwise, shall create any contractual relation between the BSCC and any subcontractors, and no subcontract shall relieve the Grantee of his responsibilities and obligations hereunder. The Grantee agrees to be as

## **EXHIBIT D**

### **SPECIAL TERMS AND CONDITIONS**

fully responsible to the BSCC for the acts and omissions of its subcontractors and of persons either directly or indirectly employed by any of them as it is for the acts and omissions of persons directly employed by the Grantee. The Grantee's obligation to pay its subcontractors is an independent obligation from the BSCC's obligation to make payments to the Grantee. As a result, the BSCC shall have no obligation to pay or to enforce the payment of any moneys to any subcontractor.

- C. Grantee shall ensure that all subcontractors comply with the eligibility requirements stated in the ARG Program RFP and described in Appendix B.
- D. Grantee assures that for any subcontract awarded by the Grantee, such insurance and fidelity bonds, as is customary and appropriate, will be obtained.
- E. Grantee agrees to place appropriate language in all subcontracts for work on the project requiring the Grantee's subcontractors to:

#### 1) Books and Records

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

#### 2) Access to Books and Records

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

### **4. PROJECT ACCESS**

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

### **5. ACCOUNTING AND AUDIT REQUIREMENTS**

- A. Grantee agrees that accounting procedures for grant funds received pursuant to this Grant Agreement shall be in accordance with generally accepted government accounting



## **EXHIBIT D**

### **SPECIAL TERMS AND CONDITIONS**

principles and practices, and adequate supporting documentation shall be maintained in such detail as to provide an audit trail. Supporting documentation shall permit the tracing of transactions from such documents to relevant accounting records, financial reports and invoices.

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

#### **6. DEBARMENT, FRAUD, THEFT OR EMBEZZLEMENT**

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

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

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

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

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

#### **7. MODIFICATIONS**

No change or modification in the project will be permitted without prior written approval from the BSCC. Changes may include modification to project scope, changes to performance measures, compliance with collection of data elements, and other significant changes in the budget or program components contained in the Attachment 1: ARG Program Request for Proposals and Attachment 2: ARG Application for Funding. Changes shall not be implemented by the project until authorized by the BSCC.

## **EXHIBIT D**

### **SPECIAL TERMS AND CONDITIONS**

#### **8. TERMINATION**

- A. This Grant Agreement may be terminated by the BSCC at any time after grant award and prior to completion of project upon action or inaction by the Grantee that constitutes a material and substantial breach of this Grant Agreement. Such action or inaction includes but is not limited to:
- 1) substantial alteration of the scope of the grant project without prior written approval of the BSCC;
  - 2) refusal or inability to complete the grant project in a manner consistent with Attachment 1: ARG Request for Proposals and Attachment 2: ARG Application for Funding, or approved modifications;
  - 3) failure to meet prescribed assurances, commitments, recording, accounting, auditing, and reporting requirements of the Grant Agreement.
  - 4) if grantee no longer meets the criteria of an eligible applicant. A grantee no longer meets the criteria of an eligible applicant if grantee's nonprofit status changes or grantee is no longer in good standing with the State of California. A loss of good standing may include suspension or rescission of legal status by the California Secretary of State for any reason, including but not limited to, failing to file forms, pay required fees, or making tax payments.
- B. Prior to terminating the Grant Agreement under this provision, the BSCC shall provide the Grantee at least 30 calendar days written notice stating the reasons for termination and effective date thereof. The Grantee may appeal the termination decision in accordance with the instructions listed in Exhibit D: Special Terms and Conditions, Number 9. Settlement of Disputes.

#### **9. SETTLEMENT OF DISPUTES**

- A. The parties shall deal in good faith and attempt to resolve potential disputes informally. If the dispute persists, the Grantee shall submit to the BSCC Corrections Planning and Grant Programs Division Deputy Director a written demand for a final decision regarding the disposition of any dispute between the parties arising under, related to, or involving this Grant Agreement. Grantee's written demand shall be fully supported by factual information. The BSCC Corrections Planning and Grant Programs Division Deputy Director shall have 30 days after receipt of Grantee's written demand invoking this Section "Disputes" to render a written decision. If a written decision is not rendered within 30 days after receipt of the Grantee's demand, it shall be deemed a decision adverse to the Grantee's contention. If the Grantee is not satisfied with the decision of the BSCC Corrections Planning and Grant Programs Division Deputy Director, the Grantee may appeal the decision, in writing, within 15 days of its issuance (or the expiration of the 30-day period in the event no decision is rendered), to the BSCC Executive Director, who shall have 45 days to render a final decision. If the Grantee does not appeal the decision of the BSCC Corrections Planning and Grant Programs Division Deputy Director, the decision shall be conclusive and binding regarding the dispute and the Contractor shall

## **EXHIBIT D**

### **SPECIAL TERMS AND CONDITIONS**

be barred from commencing an action in court, or with the Victims Compensation Government Claims Board, for failure to exhaust Grantee's administrative remedies.

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

#### **10. WAIVER**

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

## APPENDIX A EXECUTIVE STEERING COMMITTEE ROSTER

|    | Name                 | Title                                | Organization                                 |
|----|----------------------|--------------------------------------|--|
| 11 | Kelly Vernon (Chair) | Chief Probation Officer              | Kings County Probation                       |
| 1  | America Velasco      | Pre-Trial Coordinator                | Solano County Superior Court                 |
| 2  | Armand King          | Co-Founder                           | Paving Great Futures                         |
| 3  | Beth Hall            | Member, Inmate Family Councils       | Family of Incarcerated                       |
| 4  | Brendon Messina      | Youth Advocate Coordinator           | Yuba County Office of Education              |
| 5  | Courtney Tacker      | Director of Local Initiatives        | California Homeless Coordinating Council     |
| 6  | Chrystal Preciado    | Business Owner                       | Private Citizen/Family Impacted              |
| 7  | Crystal Riley        | Supervising Deputy Probation Officer | Solano County Probation                      |
| 8  | Diana Peterson       | Product Manager                      | Adobe Education Exchange Product             |
| 9  | Janie Hodge          | Executive Director                   | Paving the Way Foundation                    |
| 10 | Julyanna Mendez      | Program Manager                      | Los Angeles Regional Reentry Partnership     |
| 12 | Linda Fosler         | Commissioner                         | Monterey County Behavioral Health Commission |
| 13 | Lois Perkins         | Chief Executive Officer              | Life Community Development                   |
| 14 | Shondra Caldwell     | Student                              | Community Advocate                           |
| 15 | Sophia Lai           | Director of Equity & Inclusion       | San Francisco Department of Public Health    |

## APPENDIX B

### CRITERIA FOR NON-GOVERNMENTAL ORGANIZATIONS RECEIVING ARG FUNDS

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

Any Community Based Organization that receives ARG grant funds as an applicant must have been duly organized, in existence, and in good standing at least six (6) months prior to the effective date of its fiscal agreement with the BSCC or with the ARG grantee.

Any partnering NGO that receives Adult Reentry Grant Program funds as a subgrantee, or subcontractor must have been duly organized, in existence, and in good standing at least six months before entering into a fiscal agreement with the BSCC grantee)

- In either instance (applicant or partner) Non-governmental organizations entities that have recently reorganized or have merged with other qualified non-governmental entities that were in existence prior to the six-month date are also eligible, provided all necessary agreements have been executed and filed with the California Secretary of State prior to the start date of the grant agreement or sub-contract.
- In addition, all NGOs must meet the following additional requirements:
  - Be registered with the California Secretary of State's Office, if applicable;
  - Have a valid business license, if required by the applicable local jurisdiction;
  - Have a valid Employer Identification Number (EIN) or Taxpayer ID (if sole proprietorship);
  - Have any other state or local licenses or certifications necessary to provide the services requested (e.g., facility licensing by the Department of Health Care Services), if applicable; and
  - Have a physical address.

Non-Governmental Organizations (NGOs) include: community-based organizations (CBOs), faith-based organizations (FBOs), nonprofit organizations/501(c)(3)s, 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.).

## APPENDIX B

### CRITERIA FOR NON-GOVERNMENTAL ORGANIZATIONS RECEIVING ARG FUNDS

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

**Grantee:**

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

Grantees are required to update this list and submit it to 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 ARG RFP. These records will be subject to the records and retention language found in Appendices A and C of the Standard Agreement.

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

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

|  |       |                  |               |
|--|-------|------------------|---------------|
| <b>AUTHORIZED SIGNATURE</b><br>(This document must be signed by the person who is authorized to sign the Grant Agreement.) |       |                  |               |
| NAME OF AUTHORIZED OFFICER   | TITLE | TELEPHONE NUMBER | EMAIL ADDRESS |
| STREET ADDRESS   | CITY  | STATE            | ZIP CODE      |
| APPLICANT'S SIGNATURE (Blue Ink Only)<br><div style="font-size: 2em; font-weight: bold; margin-top: 10px;">X</div>         |       |                  | DATE          |

## Appendix F: Certification of Compliance with BSCC Policies Regarding Debarment, Fraud, Theft, and Embezzlement

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

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

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

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

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

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

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

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

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

| <b>AUTHORIZED SIGNATURE</b><br>(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)<br><b>X</b>  |       |                  | DATE          |

## Appendix G: Assurance of Government Organizations Commitment

### Letter of Commitment from Government Agencies

A letter of commitment is required from each government agency with which an Adult Reentry Grant Program grantee proposes to collaborate and for which active involvement is needed to support efforts as outlined in the grantee's ARG Program proposal.

The (Name of CBO) will be supported by active collaboration and involvement from the following government agencies for the Adult Reentry Grant Project funded through the Board of State and Community Corrections:

\_\_\_\_\_  
Name of Government Agency

\_\_\_\_\_  
Name and Title of Government Agency Head

\_\_\_\_\_  
Name of Government Agency

\_\_\_\_\_  
Name and Title of Government Agency Head

\_\_\_\_\_  
Name of Government Agency

\_\_\_\_\_  
Name and Title of Government Agency Head

\_\_\_\_\_  
Name of Government Agency

\_\_\_\_\_  
Name and Title of Government Agency Head

\_\_\_\_\_  
Name of Government Agency

\_\_\_\_\_  
Name and Title of Government Agency Head

\_\_\_\_ A Letter of Commitment to collaborate and be actively involved the (Name of CBO) Adult Reentry Grant Project from each of the above identified government agencies is attached.

\_\_\_\_ I assure that all government agencies with which the (Name of CBO) Adult Reentry Grant Program will be collaborating, and with which active involvement is needed in the implementation and/or successful outcome of the project, have been listed above.

**Or**

\_\_\_\_ I assure that no active involvement and/or collaboration is needed from any local governmental agency for the successful implementation and/or successful outcome of the (Name of CBO) Adult Reentry Grant Project.

**X**

\_\_\_\_\_  
*Applicant's Authorized Signature*

\_\_\_\_\_  
*Date*



## Appendix H: Sample Governing Board Resolution

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

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

---

WHEREAS the ***(insert name of Applicant)*** desires to participate in Adult Reentry Grant Program funded through the California State General Fund and administered by the Board of State and Community Corrections (hereafter referred to as BSCC).

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

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

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

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

Ayes:

Notes:

Absent:

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

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

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

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

## Appendix I: Local Evaluation Plan and Report

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### Preliminary Guidelines for the Local Evaluation Plan

The Adult Reentry Grant (ARG) Request for Proposals requires each grantee to submit a Local Evaluation Plan (LEP) to ensure that projects funded by the BSCC can be evaluated to determine their impact and effectiveness. The LEP should be developed prior to service delivery by program staff using a collaborative process that involves all relevant project community partners and interested parties. Grantees are encouraged to identify a researcher who can assist in the collaborative process of developing the LEP and guide the local evaluation throughout the grant funding period. These guidelines were developed to assist grantees in creating a LEP that, at a minimum, addresses the information defined below.

Implementing practices and strategies that can be supported by data should be a consideration wherever possible. BSCC is responsible for verifying that grant money is spent efficiently and on effective programs. Data is just one mechanism by which to do that. Your data results may be used to add to the body of knowledge regarding what works with the target populations. Therefore, be cognizant to collect appropriate and consistent data.

BSCC will make public the LEP submitted by each grantee. Plans may be posted to the BSCC website and/or developed into a statewide summary report to be shared with the Administration, the Legislature, and the public.

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### Cover Page

The cover page provides a descriptive report title, and identifies the grantees, authors, contact information, project time period, and funding source.

### Project Background

- Provide information essential to understanding the project and the need for the project (history in the community, an explanation of activities and/or services, description of similar efforts in the region, description of how the activities and/or services address the need, etc.).
- For project components that involve participants:
  - Define the target population (e.g., gender, age, risk factors, prior involvement with the juvenile justice system).
  - Define the criteria used to determine participant eligibility of the target population.
  - Describe the process for determining which intervention(s) and/or services a participant needs and will receive.
- A description of the project goals and measurable objectives identified in the Project Work Plan of the proposal.

### Process Evaluation Methods and Design

- The research design for the process evaluation.
- For project components that involve participants include:
  - The plan to document activities within the project and/or services provided to each participant (e.g., maintaining a database, signup sheets).

- How participants' progress will be tracked (e.g., start dates, attendance, dropouts, successful completions, progress milestones).
- For project components that do not involve participants, the plan to document activities (e.g., rental subsidies, housing assistance, transitional housing).
- How activity progress will be tracked (e.g., start dates, cases initiated/resolved, inspections, eradications and/or remediations).
- Process variables and how they will be defined and measured (tools/instruments used to collect the data and frequency of collection).
- How the process data will be collected, and the data source(s) used.
- The project-oversight structure and overall decision-making process for the project.
- How the project components will be monitored, determined effective, and adjusted as necessary.
- The plan for documenting activities performed by staff and contracted providers, if applicable.
- Procedures ensuring that the project will be implemented to fidelity, when applicable.
- How quantitative and qualitative process data will be analyzed. Describe the statistical tools used to analyze quantitative data (e.g., descriptive statistics, chi-square) and methods used for analyzing qualitative data (identifying themes, content analysis, etc.). You do not need to state the analysis type for each evaluation activity separately.

### **Outcome Evaluation Method and Design**

- The research design for the outcome evaluation (e.g., pre-/post-test, mixed methods, comparison groups).
- A set of evaluation questions. These are the questions that the evaluation will answer. These shall include the goals and objectives from the original proposal and may also include more outcome-oriented questions.
- For project components that involve participants:
  - The estimated number of participants expected to receive each type of intervention/service.
  - The criteria for determining participant success in the project.
- The estimated number of activities expected to be accomplished.
- The criteria for determining activity completion and/or success in the project.
- Outcome variables and how they will be defined and measured (tools/instruments used to collect the data and frequency of collection).
- How the outcome data will be collected, the timing of data collection, and the data source(s) used.
- How quantitative and qualitative outcome data will be analyzed. Describe the statistical tools used to analyze quantitative data (e.g., descriptive statistics, chi-square) and methods used for analyzing qualitative data (identifying themes, content analysis, etc.). You do not need to state the analysis type for each evaluation activity separately.
- The strategy for determining whether outcomes are due to the project and not some other factor(s) unrelated to the project, including a description of a comparison group, when applicable.
- If multiple types of interventions will be employed, include a description of how the separate effects on outcome variables of each type of the intervention will be determined, if possible.

## **Project Logic Model**

Provide a visual representation of the project depicting the logical relationships between the input/resources, activities, outputs, outcomes and impacts of the project.

## **Appendices (if applicable)**

Include relevant supplementary evaluation and project materials in appendices. These may include, but are not limited to, data collection instruments, more detailed descriptions of activities and interventions, training materials, educational materials, operational definitions, additional analyses, and presentations.

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## **Preliminary Guidelines for Local Evaluation Report**

The Adult Reentry Grant (ARG) Request for Proposals requires each grantee to submit a 3-Year Local Evaluation Report (LER) to determine project results, document definitive evidence regarding the project's efficacy and overall impact and assess whether or not the project achieved its intended goals and objectives. The LER must be based on the Local Evaluation Plan (LEP) submitted at the start of the grant. Any modifications to the LEP must be explained. These guidelines were developed to assist grantees in writing a LER that at a minimum, addresses the required information defined below.

The LER will be the documentation for what your organization did with the support of grant funds. BSCC will use these reports to help verify that the grant money was invested wisely and to describe the impact the grant had on the participants. Assuming the projects have successful outcomes, other organizations may want to adopt the project strategies or interventions you have demonstrated to be effective. Therefore, the report should include enough information to allow other organizations to replicate them.

The BSCC will make public the LER submitted by each grantee. Reports may be posted to the BSCC website and/or developed into a statewide summary report to be shared with the Administration, the Legislature, and the public.

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## **Cover Page**

The cover page provides a descriptive report title, and identifies the grantees, authors, contact information, project time period, and funding source.

## **Executive Summary**

The Executive Summary summarizes the key components of the report so that readers have a brief overview of the project's efforts and results. It should provide a synopsis of the project explaining: the project purpose; goals and objectives, including the extent to which they were achieved; key findings; project accomplishments; and conclusions.

## **Project Background**

- Provide information essential to understanding the project and the need for the project (history in the community, an explanation of activities and/or services, description of similar efforts in the region, description of how the activities and/or services address the need, etc.).
- For project components that involve participants:

- Define the target population (e.g., gender, age, risk factors, prior involvement with the justice system).
- Define the criteria used to determine participant eligibility of the target population.
- Describe the process for determining which intervention(s) and/or services a participant needs and will receive.
- Provide a description of the goals and objectives identified in the Project Work Plan of the proposal.

### **Process Evaluation Method and Design**

- The research design for the process evaluation.
- For project components that involve participants, include:
  - How activities within the project and/or services provided to each participant were documented (e.g., maintaining a database, signup sheets).
  - How participants' progress was tracked (e.g., start dates, attendance, dropouts, successful completions, progress milestones).
- How components or activities conducted as part of the project were tracked/documented (e.g., code enforcement, investigations, system/equipment updates).
- How activity progress was tracked (ex: start dates, cases initiated/resolved, inspections, eradications and/or remediations, etc.).
- Process variables and how they were defined and measured (tools/instruments used to collect the data and frequency of collection).
- How the process data were collected and the data source(s) used.
- The project-oversight structure and overall decision-making process for the project.
- How the project components were monitored, determined effective, and adjusted as necessary.
- The method of documenting activities performed by staff and contracted providers, if applicable.
- Procedures ensuring that the project was implemented to fidelity, when applicable.
- How quantitative and qualitative process data were analyzed. Describe the statistical tools used to analyze quantitative data (e.g., descriptive statistics, chi-square) and your method used for analyzing qualitative data (identifying themes, content analysis, etc.).

### **Outcome Evaluation Method and Design**

- The research design for the outcome evaluation (e.g., pre-/post-test, mixed methods, comparison groups).
- A set of evaluation questions. These are the questions that the evaluation answered. These shall include the goals and objectives from the original proposal and may also include more outcome-oriented questions.
- For project components that involve participants:
  - The number of participants who received each type of intervention/service.
  - The criteria for determining participant success in the project.
- The number of activities accomplished.
- The criteria for determining activity completion and/or success in the project.
- Outcome variables and how they were defined and measured (tools/instruments used to collect the data and frequency of collection).

- How the outcome data was collected, the timing of data collection, and the data source(s) used.
- How quantitative and qualitative outcome data was analyzed. Describe the statistical tools used to analyze quantitative data (e.g., descriptive statistics, chi-square) and methods used for analyzing qualitative data (identifying themes, content analysis, etc.).
- The strategy for determining whether outcomes were due to the project and not some other factor(s) unrelated to the project, including a description of a comparison group, when applicable.
- If multiple types of interventions were employed, include a description of how these separate effects on outcome variables of each type of the intervention were determined, if possible.

## **Evaluation Results**

This section provides a description of the project outcomes. This section should include:

- The data related to the process evaluation. Describe any changes that were made as a result of the process evaluation findings.
- Total number of participants (unduplicated).
  - Include basic demographic information of your participants (e.g., age, gender, race/ethnicity, risk factors, prior involvement with the justice system).
  - When multiple services are available, include the number of individuals who received each of the services.
- Total number of activities and/or services.
- Progress toward goals:
  - Provide a summary of the degree to which these goals and objectives were achieved.
  - Describe factors that affected the progress of project goals. This may include factors which resulted in achieving goals more quickly or impeding your progress. If there were factors that impeded your progress, describe how they were addressed.
- Results of any process analyses and provide a detailed explanation related to the project's performance over the course of the grant.
- Results of any outcome analyses and provide a detailed explanation of findings as it relates to any other additional outcome measures.

## **Discussion of Results**

- Discuss the effectiveness of different strategies implemented in the project.
- Make useful recommendations with specific guidance for what to replicate or do differently.

## **Current Project Logic Model**

Provide a visual representation of the project depicting the logical relationships between the input/resources, activities, outputs, outcomes and impacts of the project.

## **Grantee Highlight**

A brief, one-page, visually appealing, highlight or success story that provides additional information related to the program's success over the last three years. This highlight may be

included in a statewide report. You may include optional graphs, charts, or photos<sup>13</sup>. While every effort will be made to include these in a statewide report, inclusion in the report is not guaranteed.

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<sup>13</sup> The BSCC will only accept photographs in which all persons depicted are over 18 years of age and have consented to both being photographed and to the use and release of their image. By submitting photographs to the BSCC, the submitter acknowledges that all approvals have been obtained from the subjects in the photograph(s) and that all persons are over 18 years of age. Further, by submitting the photographs, the submitter irrevocably authorizes the BSCC to edit, alter, copy, exhibit, publish or distribute the photographs for purposes of publicizing BSCC Grant Programs or for any other lawful purpose. All photographs submitted will be considered public records and subject to disclosure pursuant to the California Public Records Act.

## Appendix J: Sample BSCC Comprehensive Monitoring Visit Tool

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### Corrections Planning and Grant Programs Division SAMPLE COMPREHENSIVE MONITORING VISIT (CMV) TOOL

**Grantee:**

**Award Year:** 1 ☐ 2 ☐ 3 ☐ 4 ☐  
(as applicable)

**Grant Program:**

**Federal Funds:** ☐ **State Funds:** ☐

**Contract Number:**

**Grant Amount:**

**Project Title:**

**Project Director:**

**Financial Officer:**

**Project Director Phone:**

**Financial Officer Phone:**

**Project Director E-Mail:**

**Financial Officer E-mail:**

**Field Representative:**

**Date of Visit:**

**Persons Interviewed During the Monitoring (Name, Title, Agency):**

**Project Sites Visited (Name, Address):**

**Project Summary:**



## I. ADMINISTRATIVE REVIEW

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### 1. Executed Agreement

The Grantee has a copy of the fully executed Standard Agreement in the official file (e-file is acceptable). Yes ☐ No ☐

### 2. BSCC Grant Administration Guide

The Grantee has a copy of the BSCC Grant Administration Guide readily available and staff know how to use it (e-file is acceptable). Yes ☐ No ☐

### 3. Organizational Chart

The Grantee has a current organizational chart for the department/unit/section responsible for programmatic oversight of the grant. Yes ☐ No ☐

### 4. Duty Statements

The Grantee maintains duty statements for grant-funded staff that list specific activities related to the grant. *Note: Standard job classifications usually are not acceptable, unless the position was created specifically for the grant.* Yes ☐ No ☐

### 5. Timesheets

5a. The Grantee maintains timesheets on all staff charged to the grant (including those claimed as match). *Note: Estimates and/or percentages are not acceptable.* Yes ☐ No ☐

5b. The Grantee maintains functional timesheets or conducts time studies for split-funded positions (including those claimed as match). *Note: Estimates and/or percentages are not acceptable.* Yes ☐ No ☐ N/A ☐

### 6. Staff Positions

All authorized positions are filled and performing grant-related duties. Yes ☐ No ☐

*If no, list all unfilled positions and explanations for vacancies in the Administrative Review Comments section.*

### 7. Anticipated Changes

Are there any anticipated changes to staff or the project? Yes ☐ No ☐  
*If yes, explain in the Administrative Review Comments section.*

### 8. Subcontracts

8a. Does this grant provide for subcontracted services? Yes ☐ No ☐  
*If yes, list subcontracts awarded in the Administrative Review Comments section.*

8b. Copies of the subcontract awards are contained within the official project file. Yes ☐ No ☐ N/A ☐

8c. Subcontracts contain the required language from the BSCC contract (e.g., access to program and fiscal records, access to facility, access to program participants, Non-Discrimination clause, Civil Rights compliance). Yes ☐ No ☐ N/A ☐

8d. Subcontracts appear to be in compliance with conflict of interest laws that prohibit individuals or organizations that participated on the Executive Steering Committee for this grant. Yes ☐ No ☐ N/A ☐

**9. Budget Modifications**

9a. Copies of project budget modifications are maintained in the official file.

Yes ☐ No ☐ N/A ☐

9b. Were there any substantial modifications made that were not approved by the BSCC?

Yes ☐ No ☐

*If yes, explain in the Administrative Review Comments section.*

**10. Fidelity Bond**

The Grantee maintains a Fidelity Bond (applicable for non-governmental entities only).

Yes ☐ No ☐ N/A ☐

**Field Representative Comments for Administrative Review Section:**

*Number comments to correspond to the Administrative Review items.*

**II. CIVIL RIGHTS REVIEW**

*(for all federal grants; as applicable to state-funded programs)*

**1. Equal Employment Opportunity Plan**

1a. The Grantee has an Equal Employment Opportunity Plan (EEOP) on file for review.

Yes ☐ No ☐

1b. If yes, on what date did the Grantee prepare the EEOP?

**2. EEOP Short Form**

2a. If applicable: has the Grantee submitted an EEOP Short Form to the Office for Civil Rights (OCR), U.S. Department of Justice (DOJ) (i.e., 50 or more employees and \$750,000 or more in federal funds)?

Yes ☐ No ☐ N/A ☐

2b. If yes, on what date did the Grantee submit the EEOP Short Form?

**3. Notification to Program Participants**

How does the Grantee notify program participants and beneficiaries that it does not discriminate on the basis of race, color, national origin, religion, sex, disability, and age in the delivery of services (e.g., posters, inclusion in program brochures, program materials, etc.)? *Explain in Civil Rights Review Comments section.*

**4. Notification to Employees**

How does the Grantee notify employees that it does not discriminate on the basis of race, color, national origin, religion, sex, disability, and age in the delivery of services (e.g., posters, dissemination of relevant orders or policies, recruitment materials, etc.)?

*Explain in Civil Rights Review Comments section.*

**5. Complaints**

There are written policies or procedures in place for notifying program beneficiaries how to file complaints alleging discrimination by the grantee with the BSCC or the OCR.

Yes ☐ No ☐ N/A ☐

**6. Discrimination on the Basis of Disability**

If the Grantee has 50 or more employees and receives DOJ funding of \$25,000 or more, has the grantee:

6a. Adopted grievance procedures (for both employees and program participants) that incorporate due process standards and provide for prompt and equitable resolution of complaints alleging a violation of the DOJ regulations which prohibit discrimination on the basis of a disability in employment practices and the delivery of services?

Yes ☐ No ☐ N/A ☐

6b. Designated a person to coordinate compliance with prohibitions against disability discrimination?

Yes ☐ No ☐ N/A ☐

6c. Notified participants, beneficiaries, employees, applicants, and others that the grantee does not discriminate on the basis of disability?

Yes ☐ No ☐ N/A ☐

## 7. Discrimination on the Basis of Sex

If the Grantee operates an education program or activity, have they taken the following actions?

7a. Adopted grievance procedures that provide for the prompt and equitable resolution of complaints alleging a violation of the DOJ regulations which prohibit discrimination on the basis of sex?

Yes ☐ No ☐ N/A ☐

7b. Designated a person to coordinate compliance with the prohibitions against sex discrimination?

Yes ☐ No ☐ N/A ☐

7c. Notified applicants for admission and employment, employees, students, parents, and others that the grantee does not discriminate on the basis of sex in its educational programs or activities?

Yes ☐ No ☐ N/A ☐

## 8. Findings

The Grantee has complied with the requirement to submit to the OCR any findings of discrimination against the grantee issued by a federal or state court, or federal or state administering agency, on the grounds of race, color, religion, national origin, or sex.

Yes ☐ No ☐ N/A ☐

## 9. Limited English Proficiency

What steps have been taken to provide meaningful access to its programs and activities to person who have limited English proficiency (LEP)? Include whether the grantee has developed a written policy on providing language access services to LEP persons.

## 10. Training

Training is conducted for the Grantee's employees on the requirements under federal civil rights laws.

Yes ☐ No ☐ N/A ☐

## 11. Religious Activities

If the grantee conducts religious activities as part of its program or services, do they:

11a. Provide services to everyone regardless of religion or religious belief?

Yes ☐ No ☐ N/A ☐

11b. Ensure it does not use federal funds to conduct inherently religious activities (such as prayer, religious instruction, or attempt to convert participants to another religion) and that such activities are kept separate in time or place from federally-funded activities?

Yes ☐ No ☐ N/A ☐

11c. Ensure participation in religious activities is voluntary for beneficiaries of federally-funded programs?

Yes ☐ No ☐ N/A ☐

**Field Representative Comments for Civil Rights Review Section:**  
*Number comments to correspond to the Civil Rights Review items.*

### III. FISCAL REVIEW

#### 1. Budget File

The Grantee maintains an official budget file for the project. **Yes** ☐ **No** ☐

#### 2. Fiscal Policies and Procedures

2a. The Grantee maintains written procedures for the fiscal policies related to the grant and they are accessible by grants management staff. **Yes** ☐ **No** ☐

2b. The Grantee can explain its agency's claims, payments, and reimbursement processes as they relate to this grant (i.e., agency checks and balances). **Yes** ☐ **No** ☐

#### 3. Invoices

3a. Financial invoices are current, and spending is on track. **Yes** ☐ **No** ☐

3b. Copies of the BSCC invoices for reimbursement are within the official file. **Yes** ☐ **No** ☐

3c. The fiscal/accounting records reviewed during the visit contained adequate supporting documentation for all claims on invoices, including match. **Yes** ☐ **No** ☐

3d. Salaries and benefits can be easily tied back to reimbursement invoices. **Yes** ☐ **No** ☐

3e. The Grantee maintains supporting documentation or a calculation methodology for indirect costs or overhead claimed (e.g., an approved Indirect Cost Rate Proposal). **Yes** ☐ **No** ☐ **N/A** ☐

3f. Expenditures appear to meet contract eligibility, as defined in the BSCC Grant Administration Guide. **Yes** ☐ **No** ☐

#### 4. Tracking

4a. BSCC contract funds are deposited into separate fund accounts or coded to distinguish grant funds from other fund sources. **Yes** ☐ **No** ☐

4b. The Grantee maintains a tracking system for purchases, including receipts and disbursements, related to the grant program. **Yes** ☐ **No** ☐

4c. Tracking reports are reviewed by management and/or program staff. **Yes** ☐ **No** ☐

4d. The Grantee can provide general ledgers documenting the entries for receipts and disbursements. **Yes** ☐ **No** ☐

**5. Equipment/Fixed Assets**

5a. Did the Grantee purchase or lease equipment/fixed assets with grant funds?

Yes ☐ No ☐

5b. The Grantee received prior approval from BSCC for purchases of equipment and/or fixed assets that were more than \$3,500 per item.

Yes ☐ No ☐ N/A ☐

5c. The equipment/fixed assets were listed in the budget or in a Budget Modification.

Yes ☐ No ☐ N/A ☐

5d. The Grantee maintains an inventory list of equipment/fixed assets purchased with grant funds.

Yes ☐ No ☐ N/A ☐

5e. The Grantee maintains proof of receipt of equipment/fixed assets.

Yes ☐ No ☐ N/A ☐

**6. Supplanting**

The Grantee can verify that expenditures submitted for grant reimbursement (including salaries and benefits) are not also claimed/reimbursed under another separate agreement or funding stream (supplanting).

Yes ☐ No ☐

**7. Match**

7a. The Grantee is in compliance with the match requirement.

Yes ☐ No ☐ N/A ☐

7b. If the Grantee is currently under-matched, is there a plan to meet the contractually obligated match amount?

**8. Project Income**

Does the Grantee generate income from grant funds (e.g., fundraisers, registration fees, etc.)?

Yes ☐ No ☐ N/A ☐

**9. Subcontracts**

9a. Does the Grantee require subcontract agencies to submit source documentation with their billing invoice?

Yes ☐ No ☐ N/A ☐

9b. What type of documentation detail does the agency keep for subcontractor service delivery billing (to include list of positions funded, documented staff hours, list of services delivered, client sign-in logs, time/duration of services, other invoice detail, etc.)?

**Describe in the Fiscal Review Comments section.**

9c. Is the source documentation sufficient to justify charges?

Yes ☐ No ☐ N/A ☐

9d. Does the Grantee conduct desk audits of subcontract agencies?

Yes ☐ No ☐ N/A ☐

9e. Does the Grantee conduct site visits to subcontract agencies?

Yes ☐ No ☐ N/A ☐

**10. Audits**

10a. What type of audit report will the project submit?

Single City/County Audit Report ☐

Program Specific Audit ☐

Other ☐

10b. The Grantee has audit reports covering the agency's internal control structure within the last two years.

Yes ☐ No ☐

**Field Representative Comments for Fiscal Review Section:***Number comments to correspond to Fiscal Review items.***IV. PROGRAM REVIEW***Note: Some of the information collected in this section will be used to foster discussion and assist with technical assistance, not necessarily to determine compliance.***1. Governing Body**

1a. Does the grant require formation of some type of governing body (steering committee, coordinating council, etc.) to guide grant activities?

Yes ☐ No ☐ N/A ☐

1b. If so, has this body been formed and is it meeting as required?

Yes ☐ No ☐ N/A ☐

1c. Are all of the required members participating?

Yes ☐ No ☐ N/A ☐**2. Evidence-Based Interventions**

2a. List all interventions being used by the grantee.

*List in the Program Review Comments section.*2b. Which interventions do the grantee identify as “evidence-based?” Why? Based on what information? *Explain in the Program Review Comments section.*

2c. Does the Grantee have a quality assurance or fidelity monitoring process in place to ensure that interventions are implemented as intended?

Yes ☐ No ☐**3. Assessments**3a. If providing direct services, how are participants assessed for risk, need and responsivity? *Explain in the Program Review Comments section.*3b. How is that information used? *Explain in the Program Review Comments section.***4. Staff Training**

4a. Do all project staff receive an orientation and/or training pertinent to the grant project?

Yes ☐ No ☐

4b. Are there opportunities for ongoing training for staff affiliated with the grant?

Yes ☐ No ☐**5. Policies & Procedures**

5a. Did the Grantee develop a written Policies &amp; Procedures Manual or Program Manual specific to the grant project?

Yes ☐ No ☐

5b. Are they accessible to staff?

Yes ☐ No ☐**6. Case Management/Tracking**

6a. Does the Grantee maintain an automated or web-based case management and/or data collection system to track clients served by the grant?

Yes ☐ No ☐ N/A ☐

6b. If not, how are services and/or clients tracked?

*Explain in the Program Review Comments section.*

## 7. Source Documentation

The Grantee maintains appropriate source documentation (e.g., case records, case files, sign-in sheets, etc.) for the clients served.

Yes ☐ No ☐ N/A ☐

## 8. Progress Reports

8a. Progress Reports are current.

Yes ☐ No ☐

8b. Program records reviewed at the site visit provided sufficient detail to support information reported in Progress Reports.

Yes ☐ No ☐

*If no, explain in the Program Review Comments section.*

## 9. Problems

The Grantee has experienced operational or service delivery problems.

*If yes, explain in the Program Review Comments section.*

Yes ☐ No ☐

## 10. Sustainability

Does the grantee have a sustainability plan to continue service delivery after grant funds expire?

Yes ☐ No ☐

*Describe in the Program Review Comments section.*

## 11. Other Requirements Reviewed

Per this site visit review, programmatic requirements specific to this grant program are being met.

Yes ☐ No ☐

## Field Representative Comments for the Program Review Section:

*Number comments to correspond to Program Review items.*

## V. DATA COLLECTION AND EVALUATION

### 1. Evaluator

Does the Grantee subcontract for its data collection and evaluation services?

Yes ☐ No ☐ N/A ☐

*If yes, list name of organization and describe the relationship in the Data Collection and Evaluation Comments section.*

### 2. Evaluation Plan

Is the Grantee on track with the activities and milestones described in its Evaluation Plan?

Yes ☐ No ☐ N/A ☐

### 3. Preliminary Evidence

3a. Do the data collection efforts show any preliminary evidence that could impact the project? Yes

☐ No ☐ N/A ☐

3b. Has the Grantee used this information to make improvements or changes to the project?

Yes ☐ No ☐ N/A ☐

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**Field Representative Comments for Data Collection and Evaluation Section:**  
*Number comments to correspond to Data Collection and Evaluation Review items.*

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**VI. MONITORING SUMMARY**

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**1. Outcome of Visit**

1a. Does the project generally meet BSCC grant requirements?

Yes ☐ No ☐

1b. If no, will a Compliance Improvement Plan be submitted?

Yes ☐ No ☐

1c. Describe here:

**2. Technical Assistance**

2a. Does the Grantee have any technical assistance needs?

Yes ☐ No ☐

2b. Describe here:

SAMPLE



## **Agenda Item G**

**MEETING DATE:** February 10, 2022

**AGENDA ITEM: G**

**TO:** BSCC Chair and Members

**FROM:** Stacy Rilea, Research Data Specialist II, [stacy.rilea@bscc.ca.gov](mailto:stacy.rilea@bscc.ca.gov)

**SUBJECT:** Proposition 47 Grant Program Evaluation Reports of Cohorts I and Preliminary Findings of Cohort II: **Information Only**

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## Summary

This information item provides a summary of the entire Proposition 47 Cohort I grant program as well as the first two years of the Proposition 47 Cohort II grant program administered by the Board of State and Community Corrections. Cohort I began in June 2017 and ended September 2021 following a one-year, no cost extension. During that time, more than 32,000 individuals received services, including mental health services, substance use disorder treatment, and diversion programs. For most grantees, the recidivism rates for participants were lower than the statewide average, suggesting that participants who completed the program requirements may be less likely to recidivate. Cohort II started in August 2019 and is expected to conclude in December 2022. During the first two years, more than 5,000 participants received services. Preliminary data indicate improvements in employment and housing rates for those participants.

The attached presentation highlights results and progress made by the Cohort I and 2 grant recipients toward providing services to individuals with a history of mental health and/or substance-use disorder issues who are involved in the justice system.

## Background

Pursuant to Proposition 47, a 2014 voter-approved initiative to reduce penalties and encourage rehabilitation for people who commit some lower-level crimes, this grant provides funding for mental health services, substance-use disorder treatment and diversion programs for people in the justice system. Grant programs also provided housing-related assistance and other community-based supportive services, including job skills training, case management and civil legal services. The grant funds programs that serve both adults and juveniles.

Grantees were public agencies and were required to demonstrate shared partnerships in community engagement and economic equity by subcontracting with one or more non-governmental, community organization for a minimum of 50 percent of the total grant award.

Recognizing that different-sized jurisdictions have different capacities, resources, and needs, there were two categories within which applicants competed. Maximum funding thresholds

were set within each category. These categories were established so that projects of a smaller scope did not compete against projects of a larger scope. Smaller scope projects could request up to \$1,000,000, and larger scope projects could request up to \$6,000,000, with a special set-aside of \$20,000,000 and \$18,616,627 for the County of Los Angeles in Cohorts 1 and 2, respectively.

**Attachment**

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G-1: Proposition 47 Grant Program: Cohort I and 2 Update

## **Attachment G-1**

# **Proposition 47 Grant Program: Demographics and Recidivism Update**

**February 10, 2022**

# PURPOSE OF PRESENTATION

- ◆ For Cohort 1, provide the demographic information and recidivism data, which suggests a possible reduction in recidivism rates for program participants
- ◆ Provide demographic information and preliminary outcome data on Prop 47 Cohort II grantees' progress through September 30, 2021
- ◆ Introduce the Prop 47 Cohort II Statewide and Grantee Dashboards

# PROPOSITION 47

- ◆ Reduce low-level, nonviolent, property and drug crimes from felonies to misdemeanors
- 65% of the net state savings are distributed to the Board of State and Community Corrections
- Programs and services designed to serve:
  - ◆ Individuals involved in the justice system
  - ◆ AND have a history of mental health or substance use disorder

# PROPOSITION 47 COHORTS

## ◆ Cohort I

- ◆ June 16, 2017 – August 15, 2020
- ◆ 1 year no-cost extension to August 15, 2021
- ◆ Final local evaluation reports were due September 30, 2021

## ◆ Cohort II

- ◆ August 15, 2019 – December 31, 2022
- ◆ Similar RFP with minor modifications
- ◆ One modification included an enhanced data reporting procedures
  - ◆ Common data elements across grantees
  - ◆ De-identified participant level data

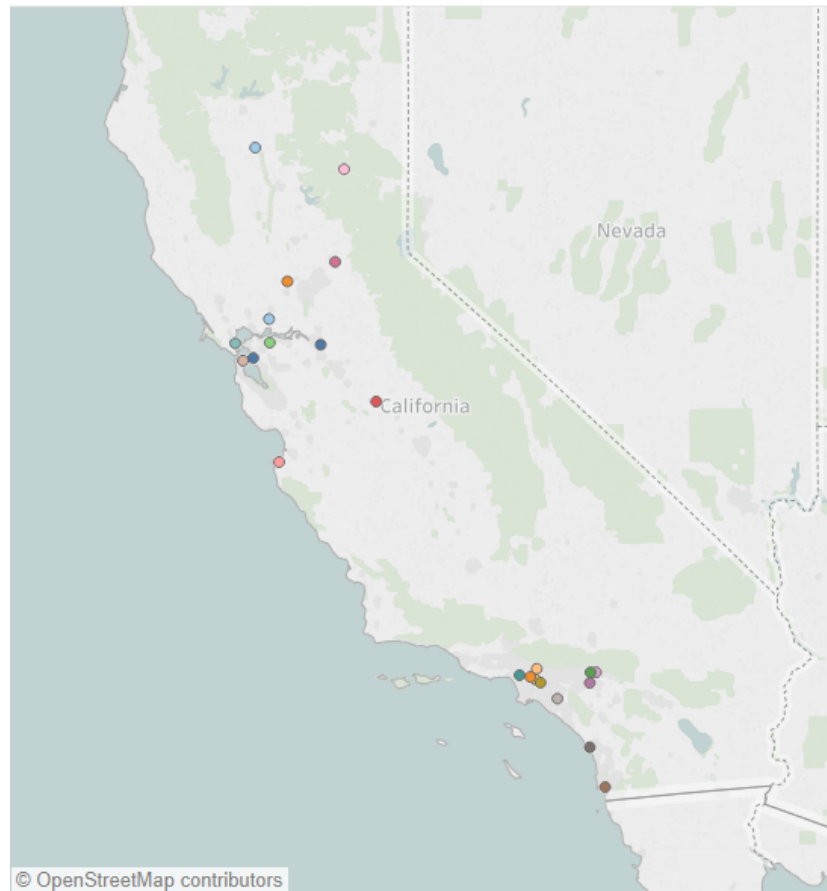


# Proposition 47 Cohort I

# PROP 47 GRANTEES, COHORT I

58 proposals received  
23 proposals funded

\$225 million requested  
\$103 million awarded



## Grantees

- Alameda County Health Care Services
- City of Corning
- City of Los Angeles, Mayor's Office of Reen..
- City of Pasadena Police Department
- City of Rialto
- Contra Costa County Health Care Services
- El Rancho Unified School District
- Los Angeles City Attorney's Office
- Los Angeles County Dept of Health Services
- Marin County Health and Human Services
- Merced County Probation Department
- Monterey County Health Department
- Oceanside Unified School District
- Orange County Health Care Agency
- Placer County Health and Human Services
- Plumas County District Attorney
- Riverside University Health System
- San Bernardino County Dept. of Public Hea..
- San Diego County
- San Francisco Department of Public Health
- San Joaquin County Behavioral Health Ser..
- Solano County Health and Social Services
- Yolo County Health and Human Services

# RECIDIVISM DEFINITION

**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 (AB 1056).**

# COHORT I RECIDIVISM RATES BY GRANTEE

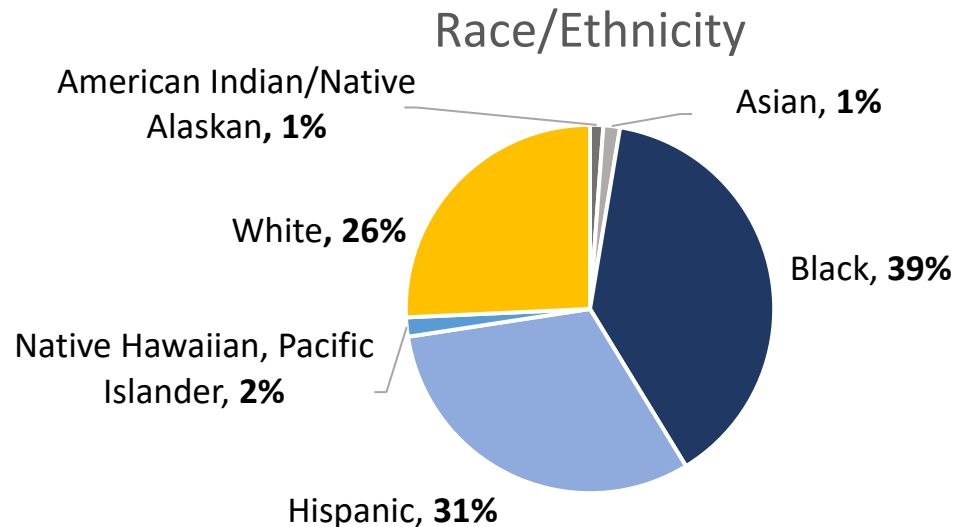
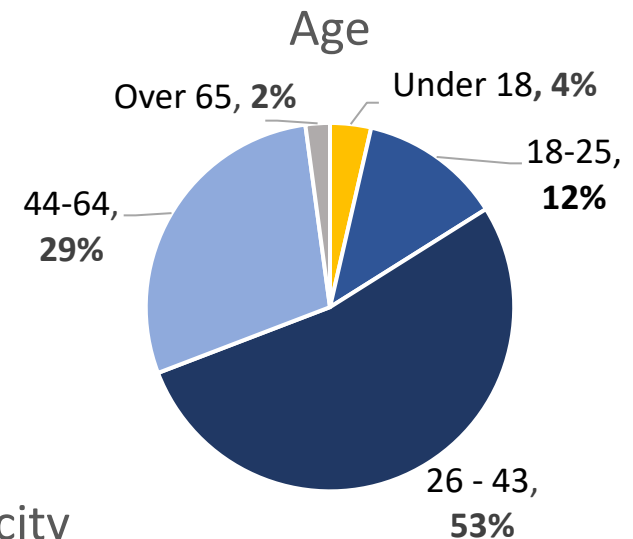
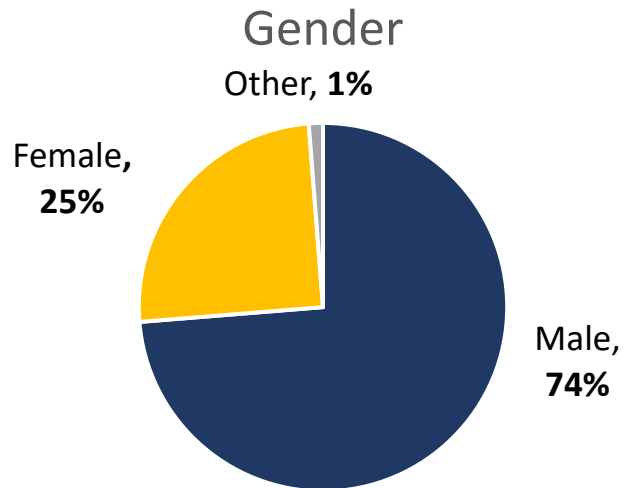
| Grantee   | Service Tract | Recidivism Rates  |                    |                    |
|---|---------------|-------------------|--------------------|--------------------|
|   |               | 6-Month Follow-Up | 12-Month Follow-Up | 24-Month Follow-Up |
| Los Angeles County Department of Health Services, Office of Diversion and Reentry |               |                   | 13.8%              | 22.7%              |
| Orange County Health Care Agency  |               |                   | 13.4%              | 20.4%              |
| County of San Diego   | CoSRR         | 24.0%             | 35.0%              | 57.0%              |
|   | S.M.A.R.T.    | 55.0%             | 63.0%              | 67.0%              |
| San Francisco Department of Public Health   |               | 2.4%              |                    |                    |
| San Joaquin County Behavioral Health Services                                     |               |                   | 8.1%               | 15.4%              |
| Solano County Health and Social Services  |               |                   | 2.4%               |                    |
| County of Yolo, Health and Human Services Agency                                  |               |                   | 4.4%               |                    |

# COHORT I RECIDIVISM RATES BY GRANTEE

| Grantee   | Service Tract      | Overall Recidivism Rate |
|---|--------------------|-------------------------|
| Alameda County Health Care Services Agency            | Housing Support    | 8.00%                   |
|   | Recovery Residence | 9.00%                   |
|   | Reentry Treatment  | 19.00%                  |
| City of Corning                                       |                    | 5.00%                   |
| El Rancho Unified School District                     |                    | 7.40%                   |
| Los Angeles City Attorney's Office                    | Diversion Program  | 15.40%                  |
|   | Outreach Services  | 13.00%                  |
| County of Marin, Health and Human Services            |                    | 9.00%                   |
| County of Merced Probation Dept                       |                    | 16.00%                  |
| Monterey County Health Dept, Behavioral Health Bureau |                    | 17.00%                  |
| City of Pasadena Police Dept                          |                    | 16.90%                  |
| Placer County Health and Human Services               |                    | 10.00%                  |
| Plumas County District Attorney                       | Diversion          | 2.00%                   |
|   | Pretrial Release   | 10.00%                  |
| Riverside University Health System-Behavioral Health  |                    | 4.60%                   |
| San Bernardino County Department of Public Health     |                    | 15.00%                  |

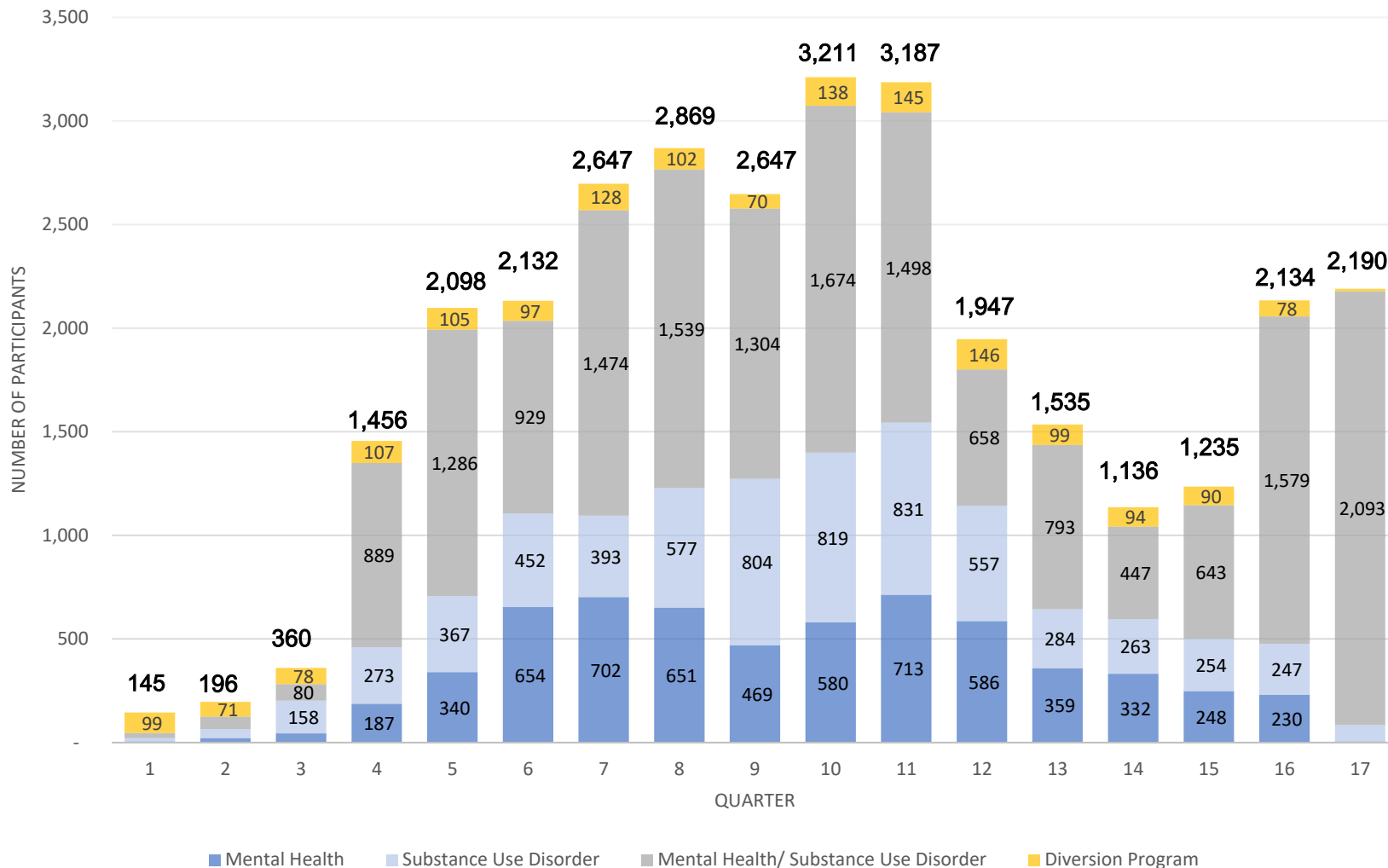
# COHORT I PARTICIPANTS

Proposition 47 Services were provided to **32,007** unduplicated participants



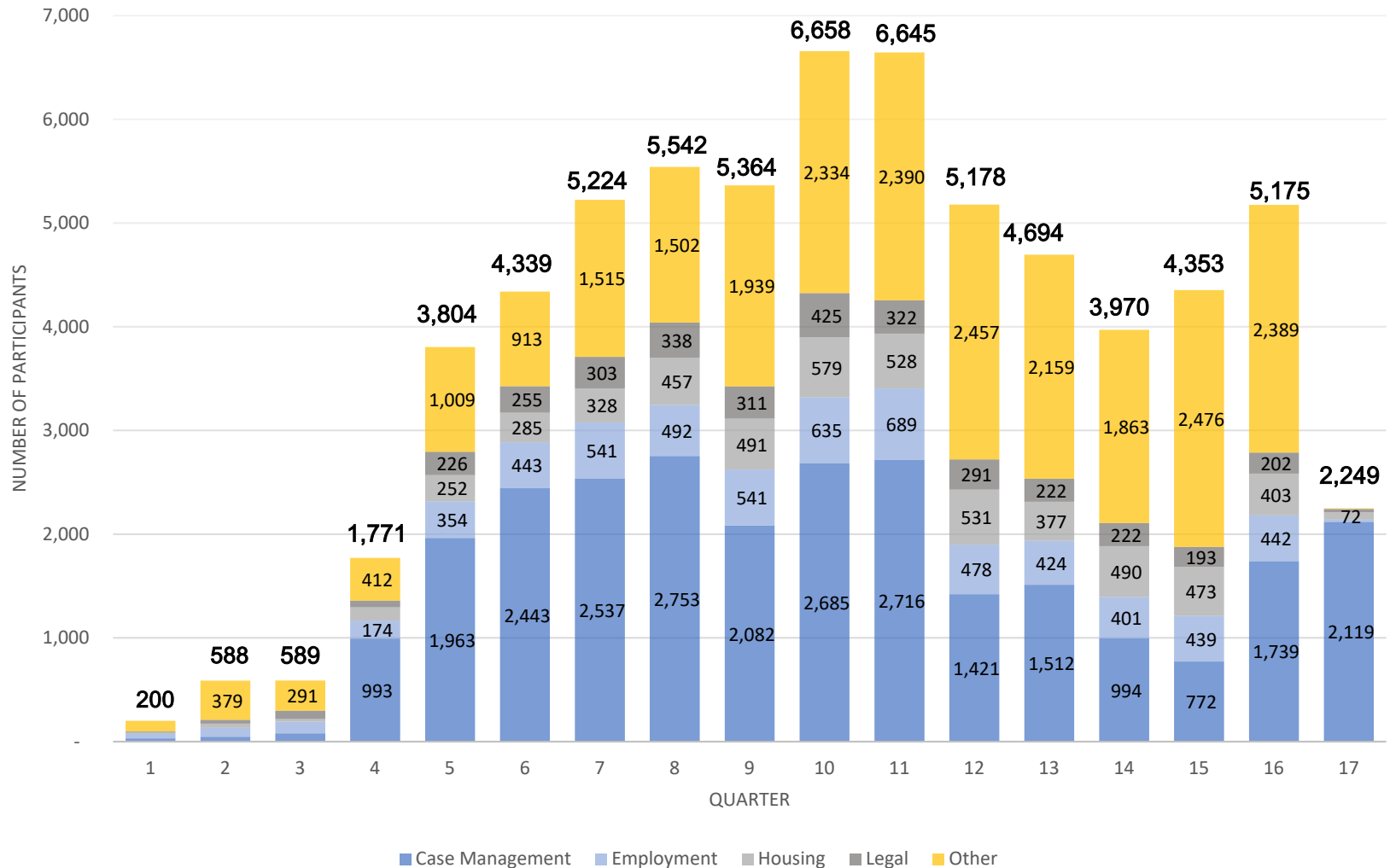
# COHORT I REQUIRED SERVICES

NUMBER OF PARTICIPANTS WHO RECEIVED THE SERVICE DURING THE QUARTER



# PROP 47 COHORT I SERVICES

NUMBER OF PARTICIPANTS WHO RECEIVED THE SERVICE DURING THE QUARTER





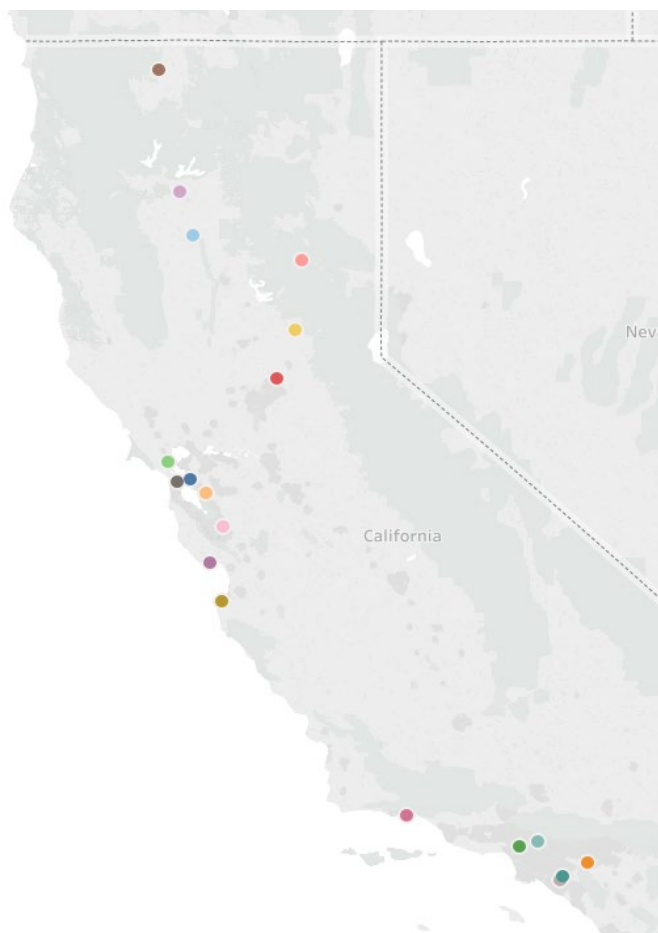
A photograph of the California State Capitol dome and part of the building, set against a clear blue sky. An American flag is visible on the left side of the image.

# Proposition 47 Cohort II

# PROP 47 GRANTEES, COHORT II

43 proposal received  
23 proposals funded

\$194 million requested  
\$96 million awarded

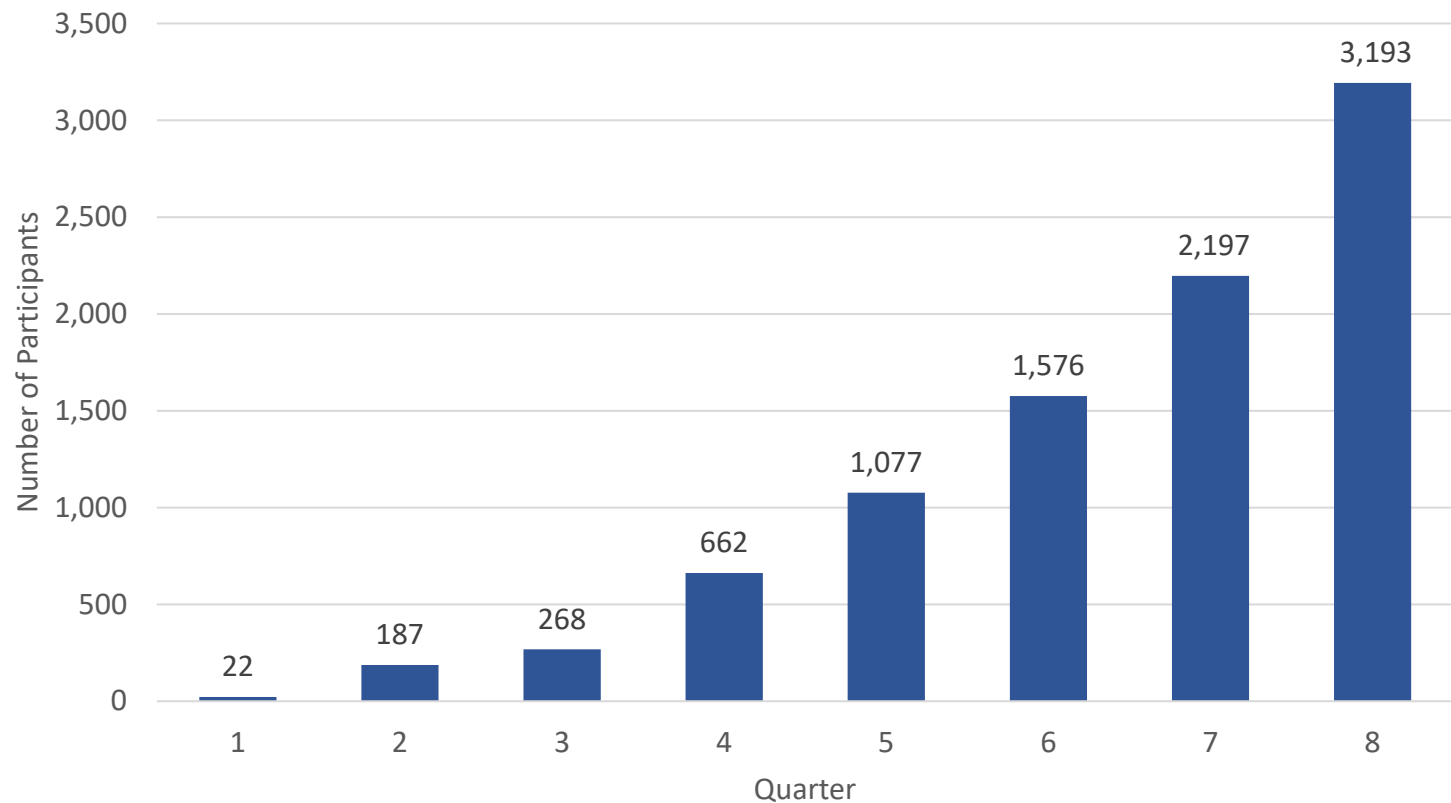


## Grantee

- Alameda County Health Care Services Agency
- Corning, City of
- Corona-Norco Unified School District
- Hayward, City of
- Los Angeles City Attorney's Office
- Marin County Health and Human Services
- Monterey County Health Dept.
- Nevada County Dept. of Behavioral Health
- Orange County Health Care Agency
- Pasadena Unified School District
- Placer County Health and Human Services
- Plumas County District Attorney's Office
- San Francisco Dept. of Public Health
- Santa Ana Unified School District
- Santa Barbara County, Office of the Public Defender
- Santa Cruz County Probation Dept.
- Santa Clara County Behavioral Health Dept.
- Shasta County Probation Dept.
- Siskiyou County Health and Human Services

# COHORT II PARTICIPANTS

**5,304** unduplicated participants received services through Prop 47 Cohort 2 funding during the first two years



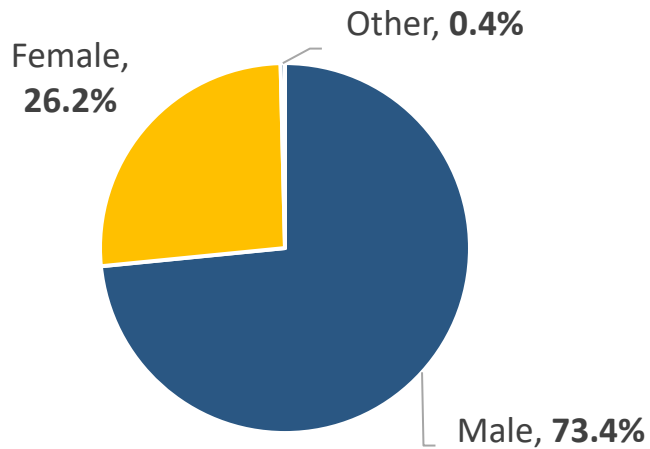
# COHORT II PARTICIPATION STATUS



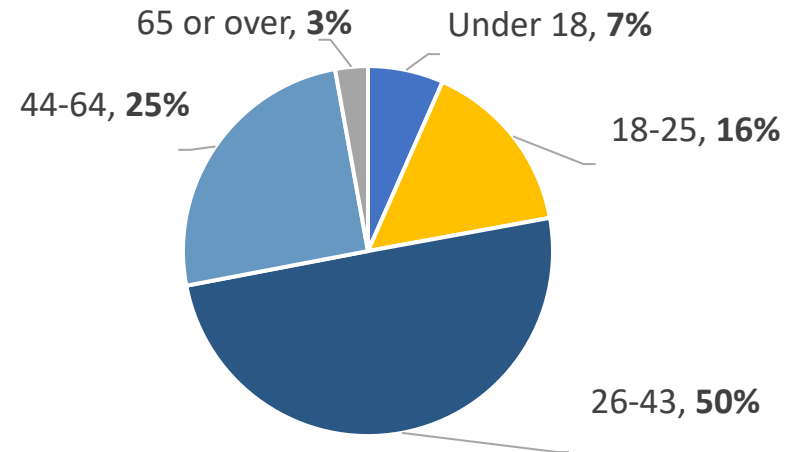
\*Each grantee has their own definition of Program Completion

# COHORT II PARTICIPANTS

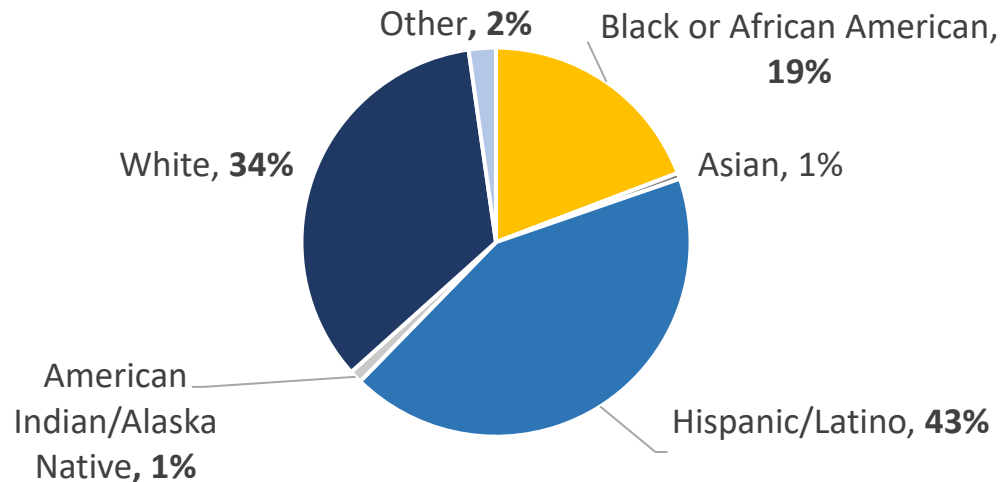
## Gender



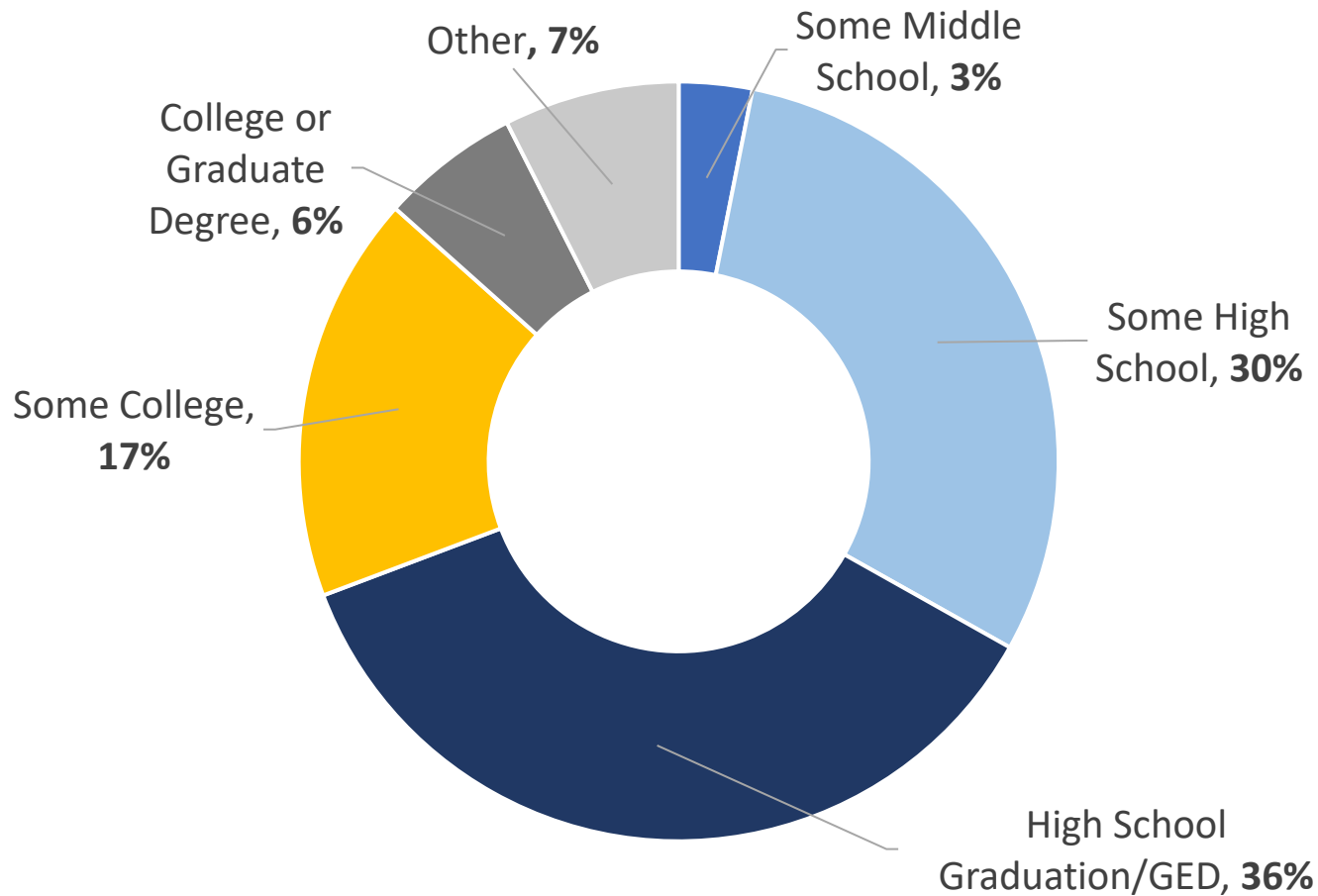
## Age



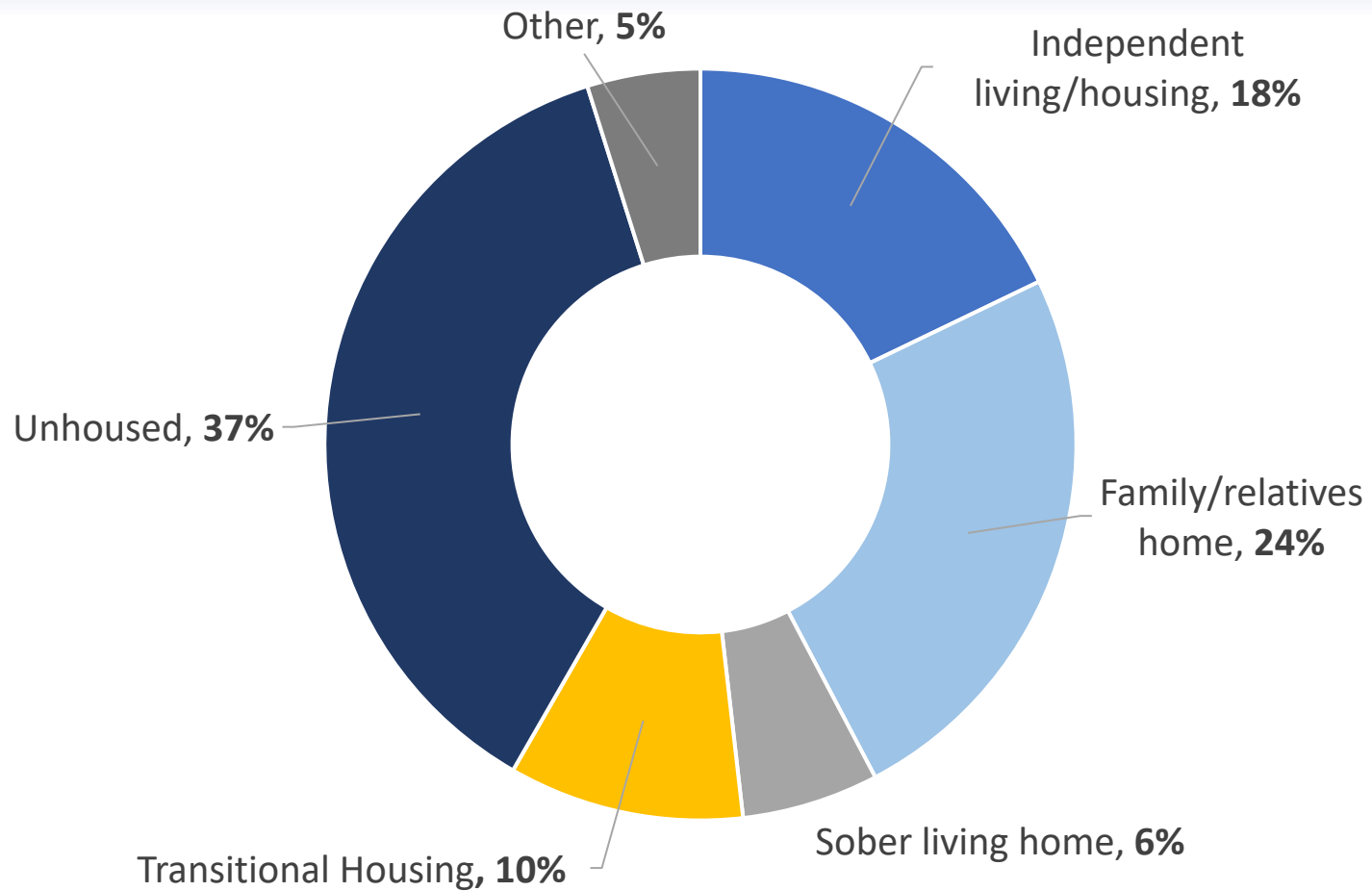
## Race/Ethnicity



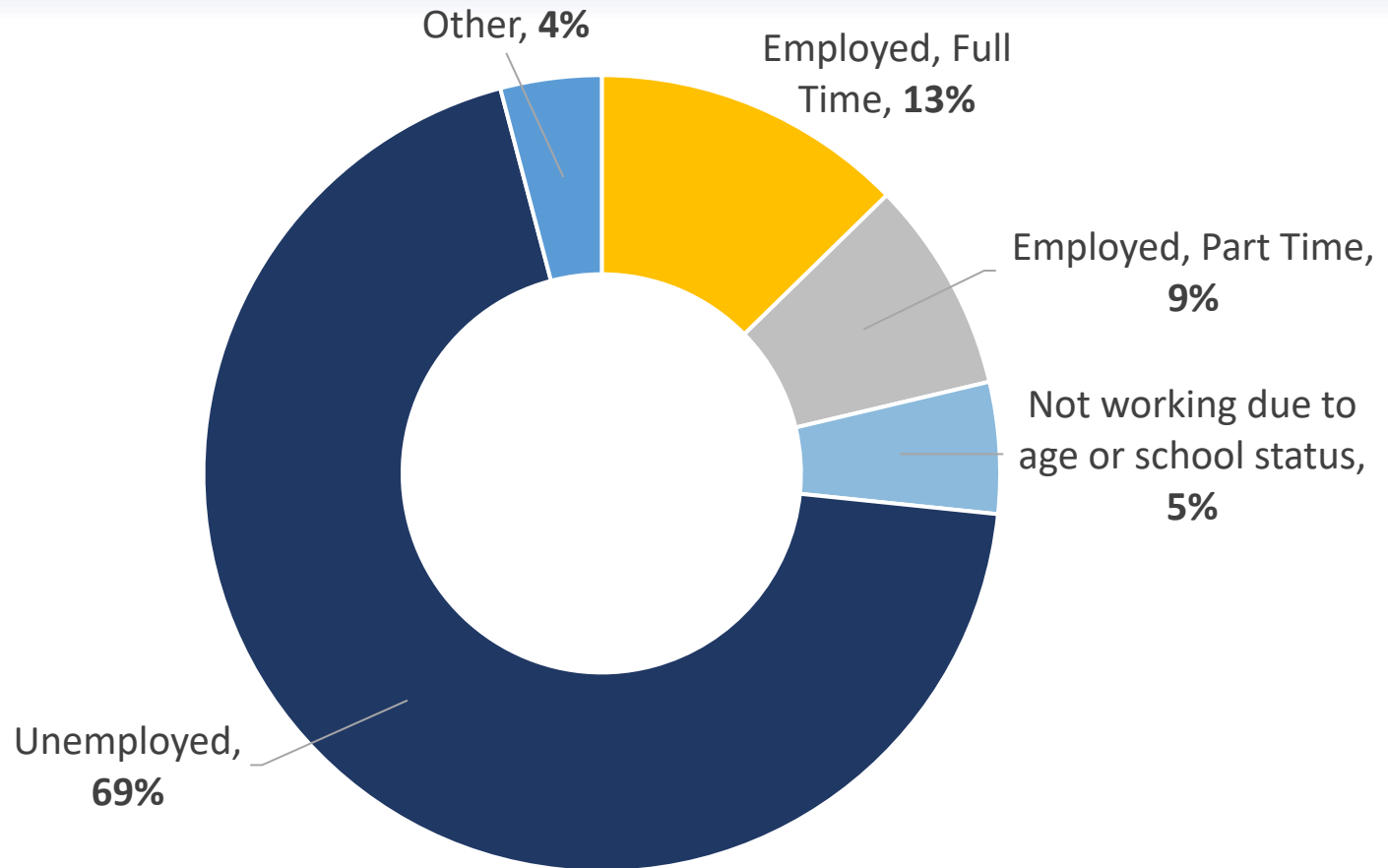
# COHORT II LEVEL OF EDUCATION AT ENROLLMENT



# COHORT II HOUSING STATUS AT ENROLLMENT

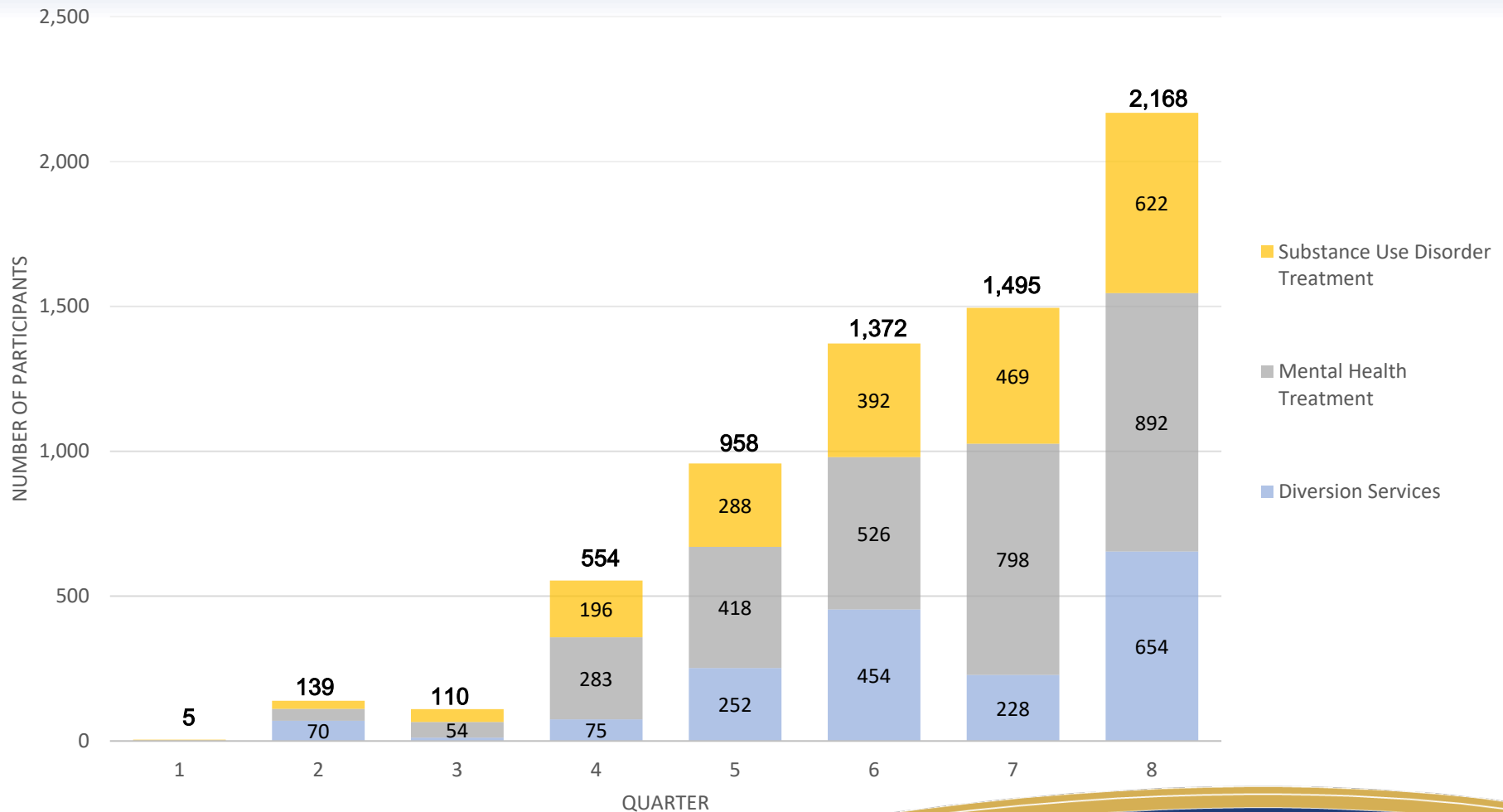


# COHORT II EMPLOYMENT STATUS AT ENROLLMENT

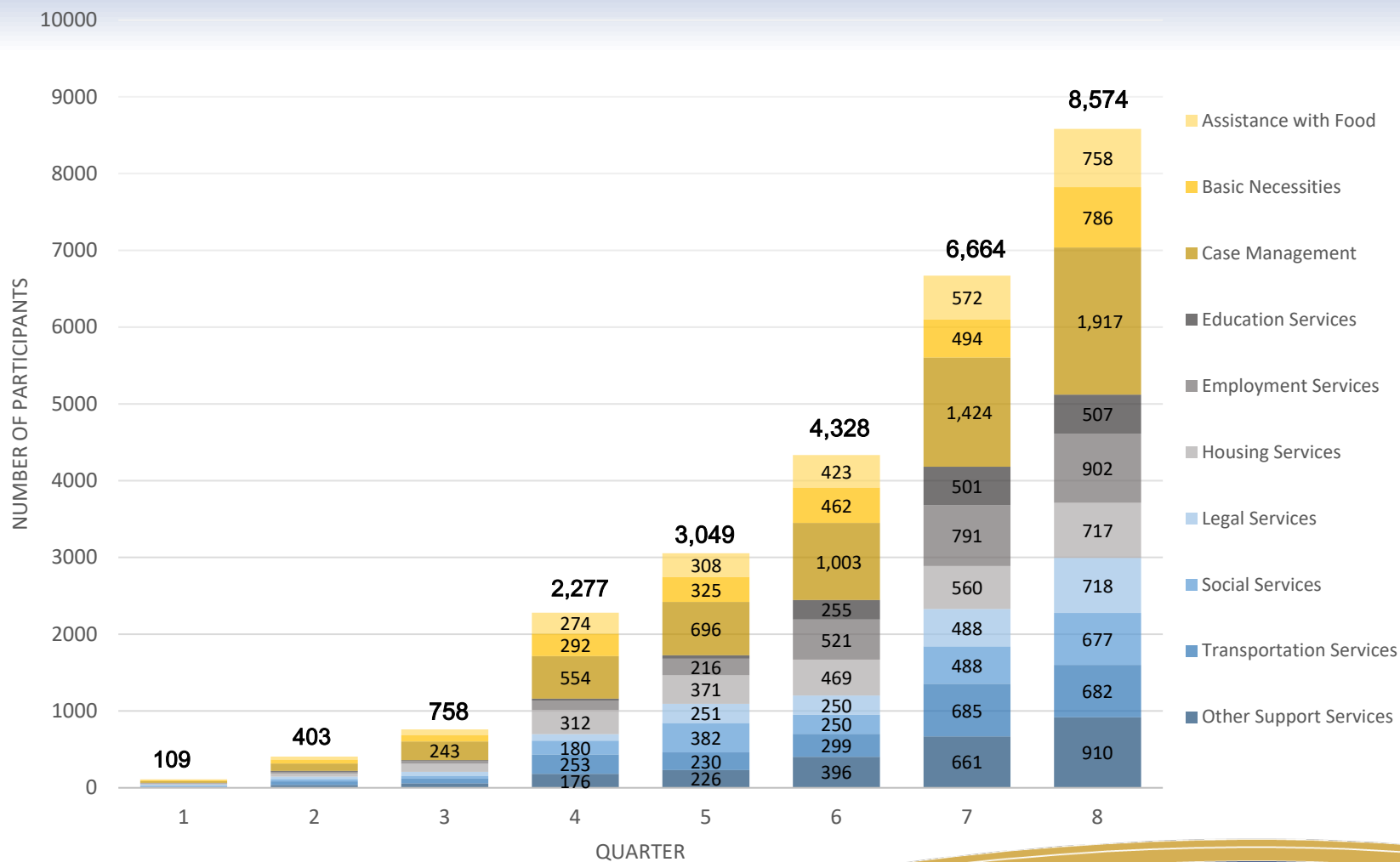




# COHORT II REQUIRED SERVICES BY QUARTER



# COHORT II SUPPORT SERVICES BY QUARTER

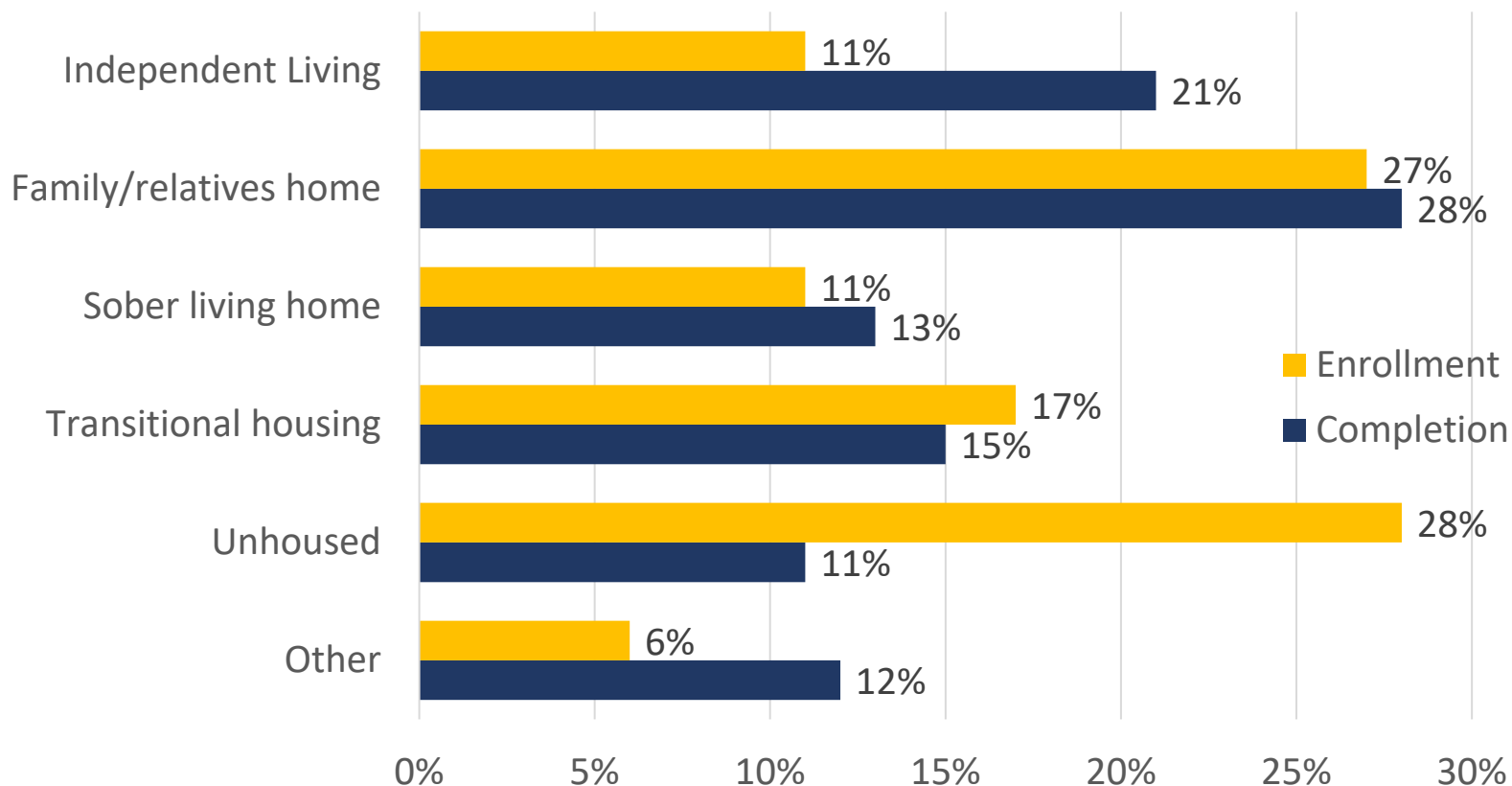


# Preliminary Outcome Data

Cohort II

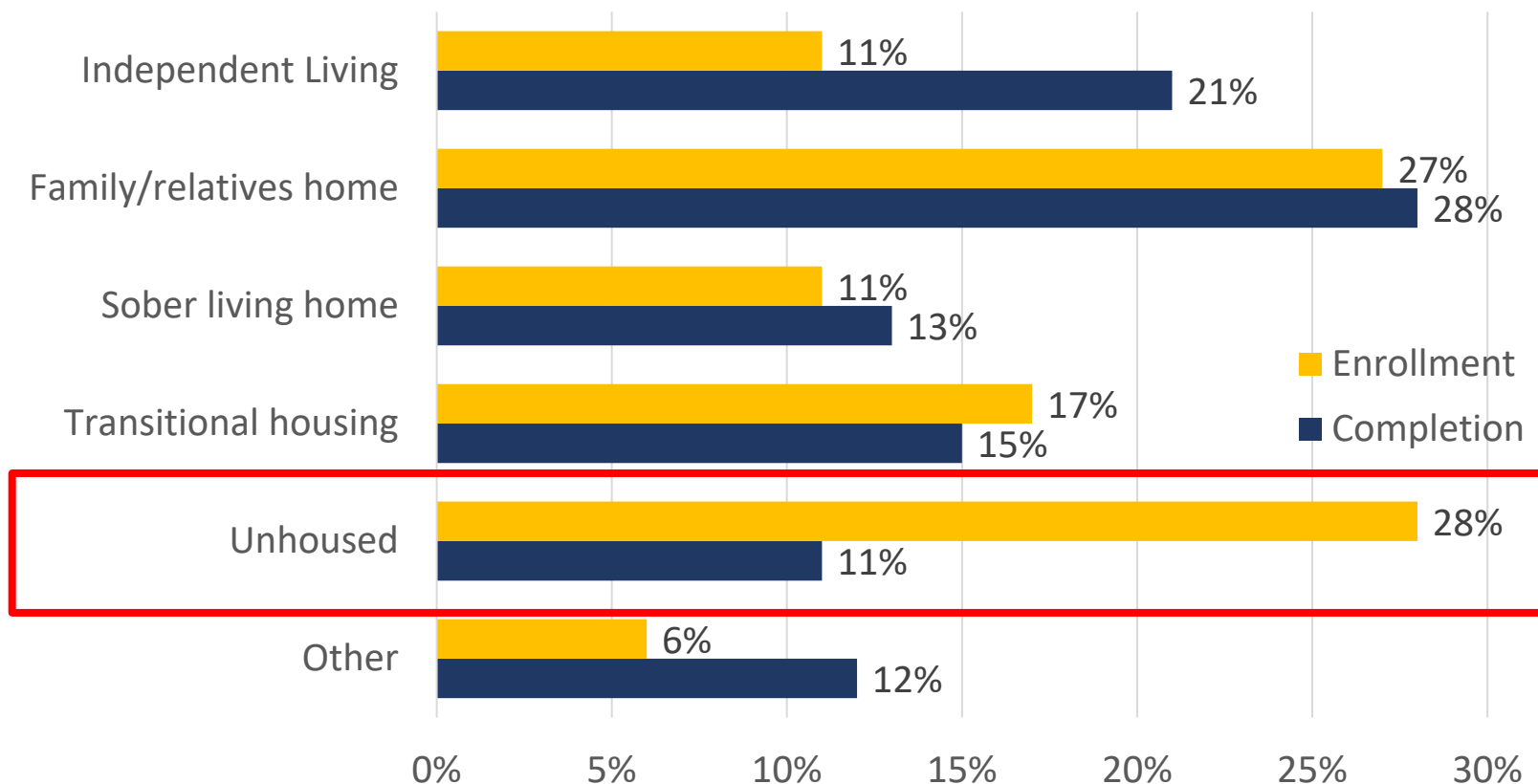
# HOUSING STATUS CHANGE

Participants who have completed program and reported that housing was a goal ( $n = 364$ ).



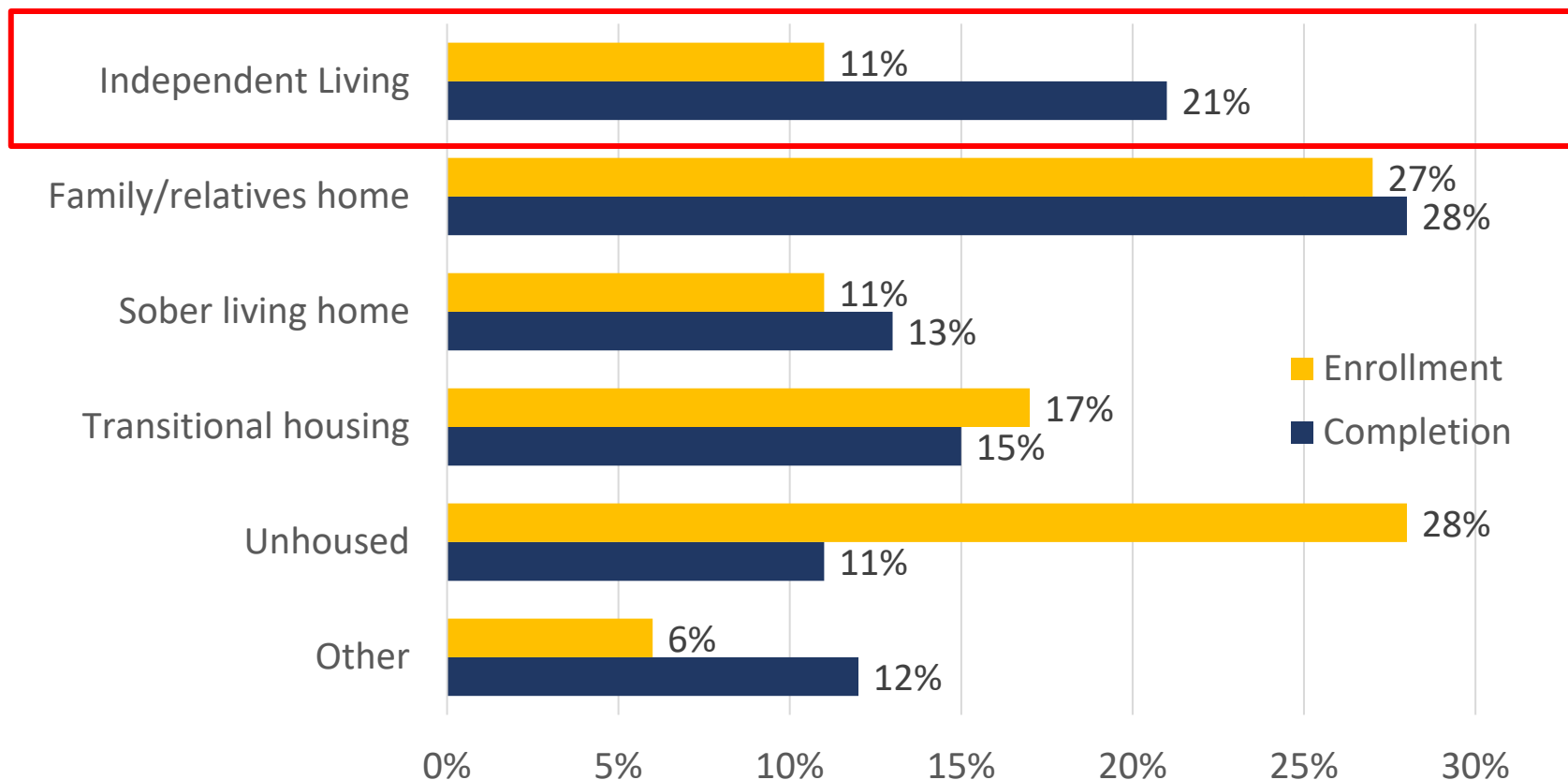
# HOUSING STATUS CHANGE

Participants who have completed program and reported that housing was a goal ( $n = 364$ ).



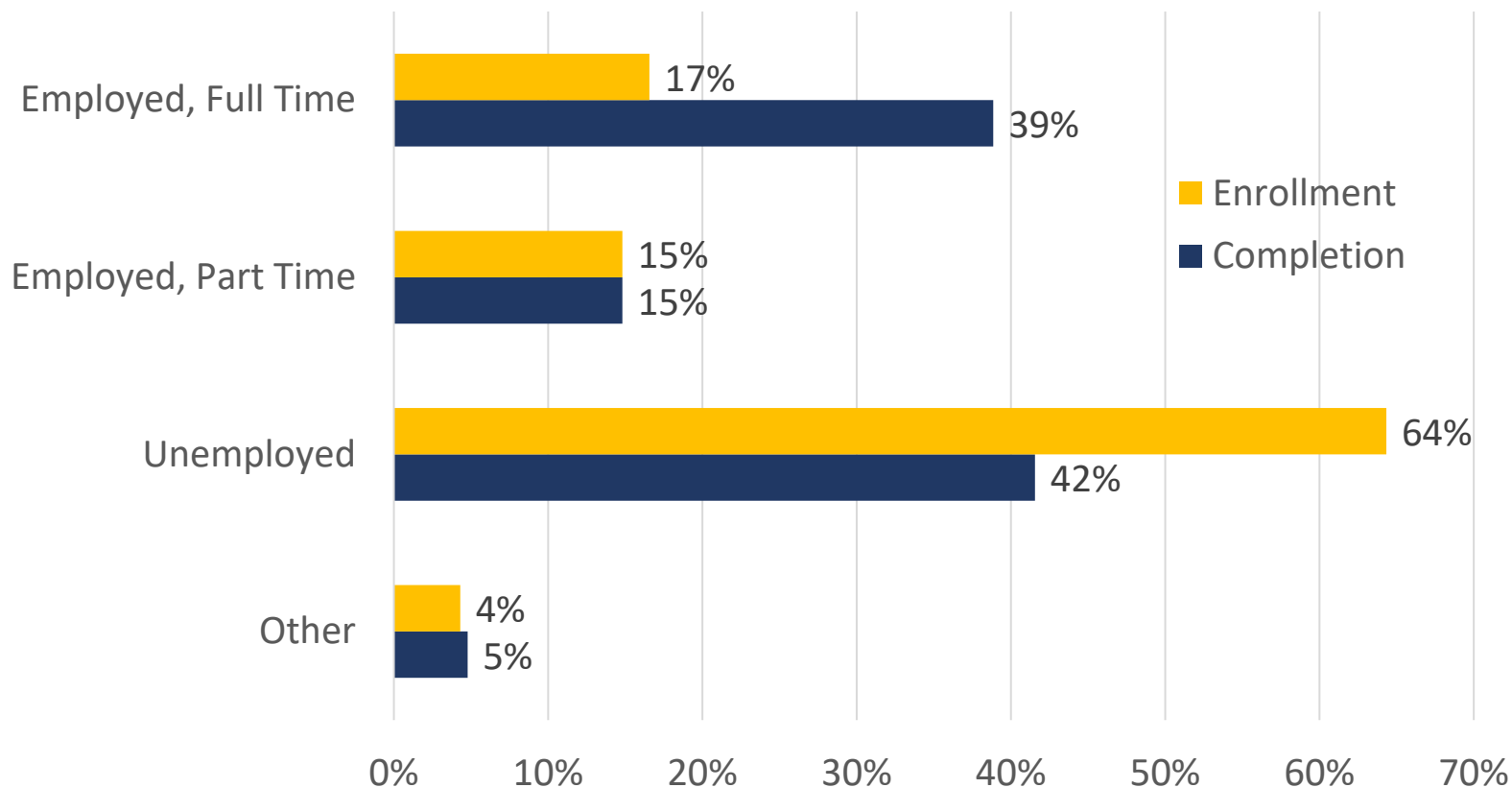
# HOUSING STATUS CHANGE

Participants who have completed program and reported that housing was a goal ( $n = 364$ ).



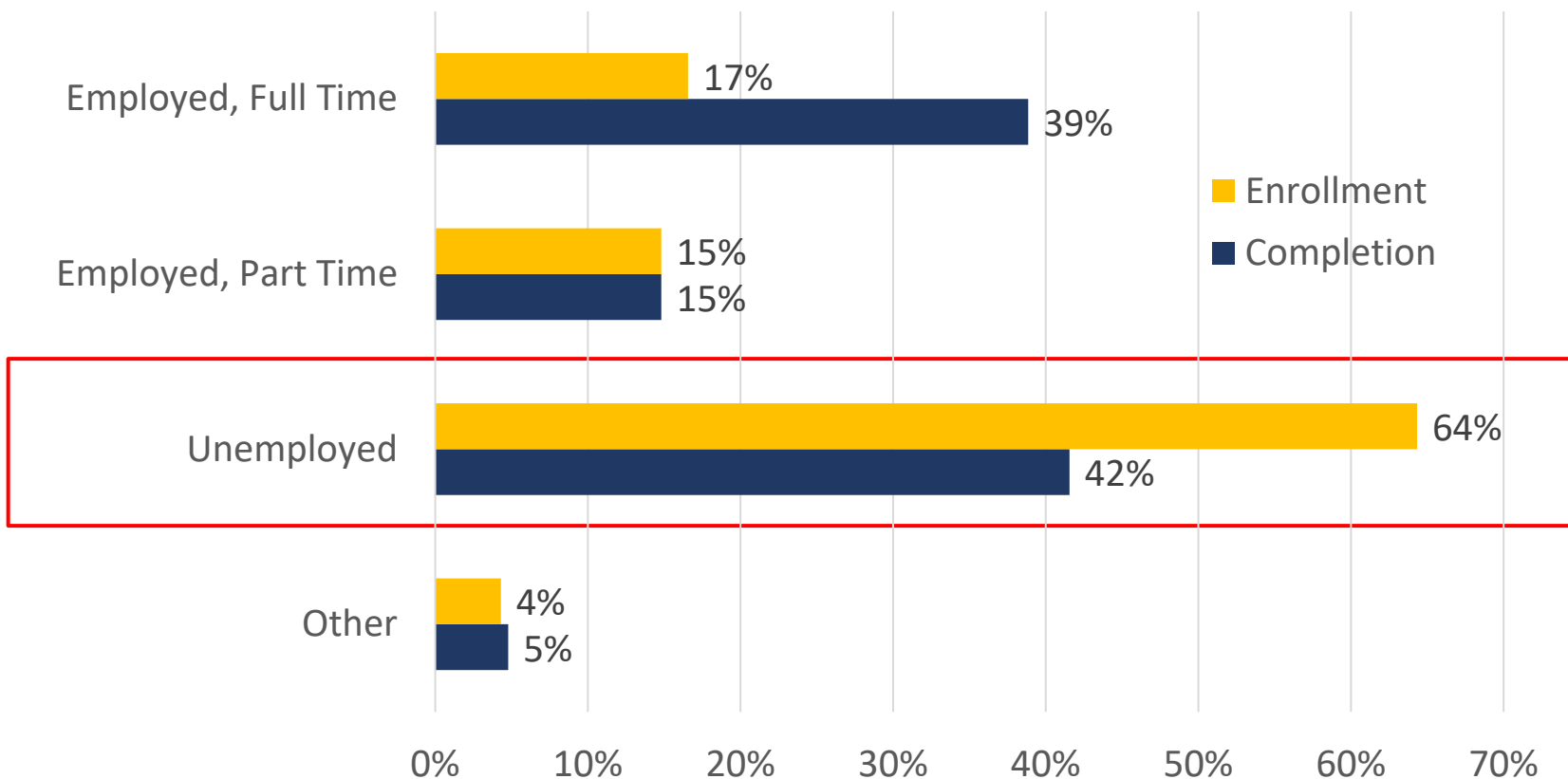
# EMPLOYMENT STATUS CHANGE

Participants who have completed program and reported that employment was a goal. ( $n = 628$ )



# EMPLOYMENT STATUS CHANGE

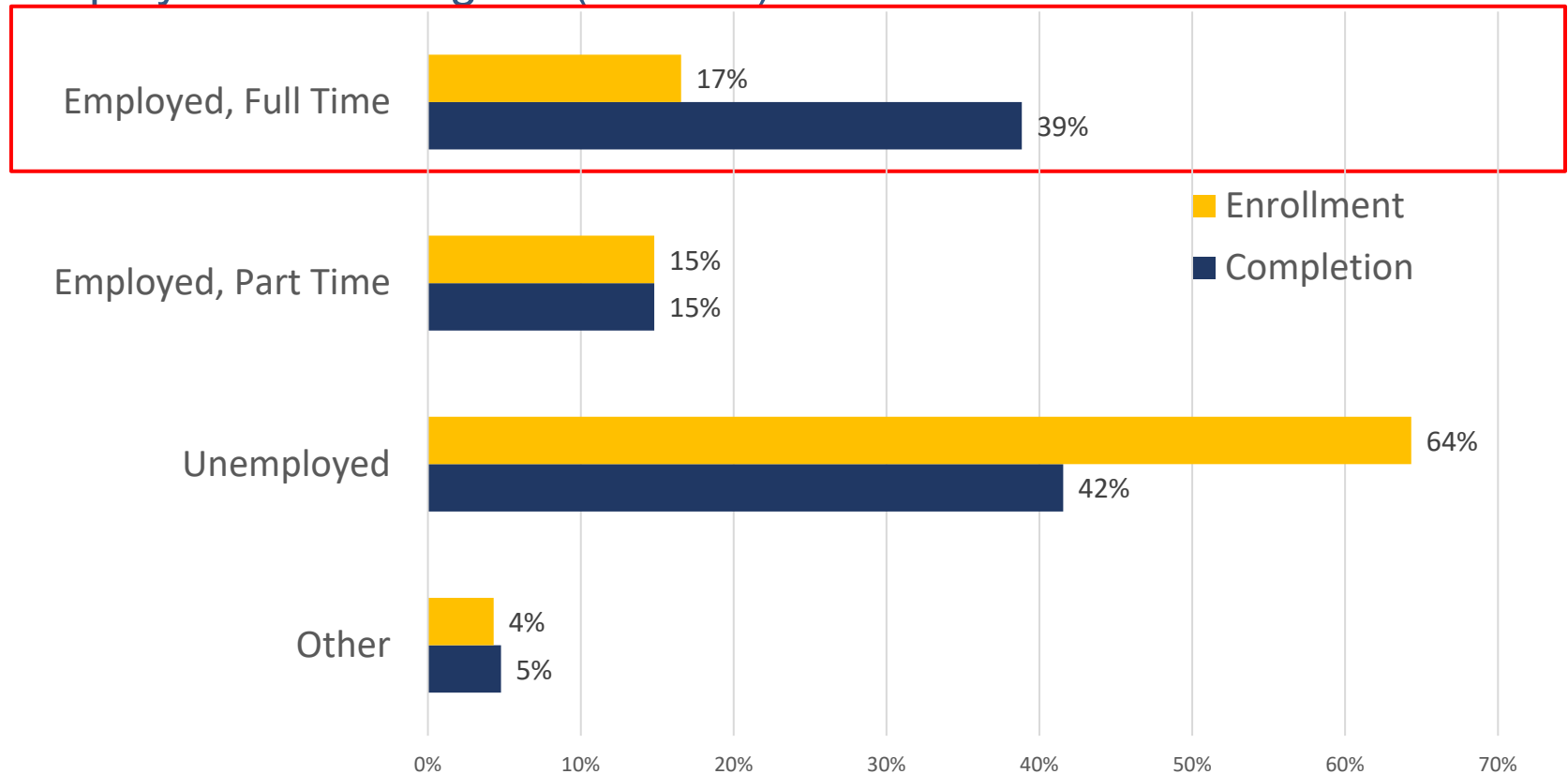
Participants who have completed program and reported that employment was a goal. ( $n = 628$ )





# EMPLOYMENT STATUS CHANGE

Participants who have completed program and reported that employment was a goal. ( $n = 628$ )



# PROP 47 COHORT II DASHBOARD

## Prop 47 Cohort II Statewide Data

**5,304**

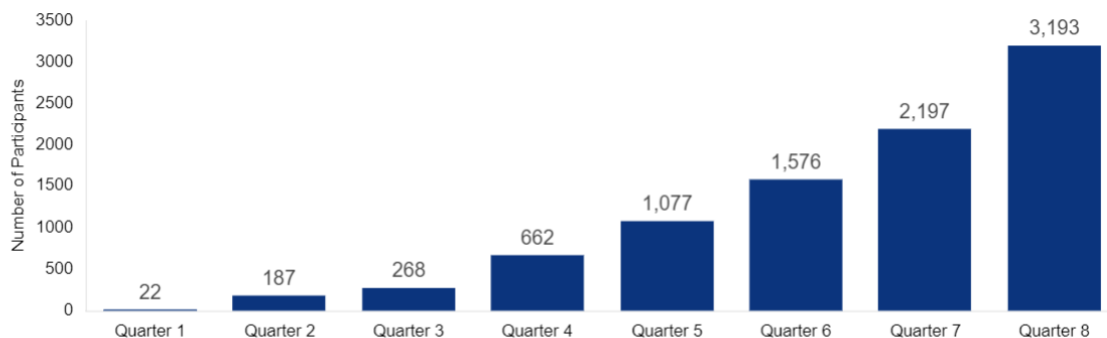
Total Unduplicated Participants

Data is current through Sept. 30, 2021.

### Grantee Dashboards

- Alameda County Health Care Services Agency
- Corning, City of
- Corona-Norco Unified School District
- Hayward, City of
- Los Angeles City Attorney's Office
- Los Angeles County Department of Health Services
- Los Angeles Mayor's Office of Economic Opportunity
- Marin County Health and Human Services
- Monterey County Health Department
- Nevada County Department of Behavioral Health
- Orange County Health Care Agency
- Pasadena Unified School District
- Placer County Health and Human Services
- Plumas County District Attorney's Office
- San Francisco Department of Public Health
- Santa Ana Unified School District
- Santa Barbara County Office of the Public Defender
- Santa Clara County Department of Behavioral Health
- Santa Cruz County Probation Department
- Shasta County Probation Department

### Total Participants Served each Quarter



Note: Participants may receive services for more than one quarter.

[Click here to view the dates that correspond to each Quarter](#)



Questions?



## **Agenda Item H**

**MEETING DATE:** February 10, 2022**AGENDA ITEM:** H**TO:** BSCC Chair and Members**FROM:** Dameion Renault, Field Representative, [dameion.renault@bscc.ca.gov](mailto:dameion.renault@bscc.ca.gov)**SUBJECT:** Proposition 47 Grant Program, Cohort III Request for Proposal:  
Requesting Approval

### Summary

This agenda item requests that the Board approve for release the proposed Request for Proposals for the Proposition 47 Grant as recommended by its Executive Steering Committee. This updated RFP for the third round of Prop 47 funding represents the first significant changes in grant requirements since its inception in 2014. The Grant Agreement covers September 1, 2022 to June 1, 2026. Approximately \$143 million is projected to be available.

### Background

Proposition 47 codified Government Code sections 7599-7599.2 in a 2014 voter-approved initiative that reduced sentencing penalties for some lower-level crimes (Attachment H-1). Its purpose, as stated in the ballot initiative, is as follows:

Proposition 47, Government Code sections 7599-7599.2, known as the Safe Neighborhoods and Schools Act, was enacted 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.

As 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 (Chapter 438, Statutes of 2015) added related legislative priorities for this grant program, including housing-related assistance and other community-based supportive services, job-skills training, case management and civil legal services. Grants may fund programs that serve both adults and juveniles (Attachment H-2).

On September 16, 2021, the Board appointed Board Member Janet Gaard as Chair of the Proposition 47 ESC. Concurrently, the Board approved the establishment of an ESC membership and directed the ESC to oversee the development and release of the Cohort III RFP.

Changes to the RFP from previous years include:

- Modified and Expanded Existing Guiding Principles that include requirements to:
  - 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 a lack of jobs, housing, or employment
  - Expand and improve efforts to divert individuals away from system involvement through increased diversion programs and improved behavioral health services or community supports.
- A new requirement to ensure that non-governmental organizations that receive Proposition 47 grant funds (as either a direct grantee, subgrantee, or subcontractor) 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.

### **Key Grant Components**

The 13-member ESC (Attachment H-3) convened November 16, 17, and December 4, 2021, to develop the RFP that is now provided for the Board's consideration (Attachment H-4). Key grant components include:

- That funds must be used for mental health services, substance-use disorder treatment, diversion programs, or some combination thereof. 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.
- That eligible applicants for this grant are public agencies.
- That public agencies must partner with one or more non-governmental, community-based organization(s) to apply.
- That grant funds may not be used for programs or services provided in a custodial setting.
- That a minimum of 50 percent of the total grant award must be passed through to one or more non-governmental, community-based organizations.
- That funding is categorized into a "Small" and "Large" category.
- That in the Small category, public agencies may apply for up to \$1 million for the entire 45-month grant period.
- That in the Large category, public agencies may apply for more than \$1 million and up to \$6 million for the entire 45-month grant period.
- That the County of Los Angeles may submit a single application for up to \$20 million for the entire 45-month grant period.

### Proposed Activities

Below are the proposed activities and the tentative timeline necessary to administer a competitive RFP process for the Proposition 47 Grant Program:

| 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              |
| BSCC Board Considers Funding Recommendations                       | July 2022                    |
| Grants Begin   | September 2022               |

### Recommendation/Action Needed

Staff recommends that the Board:

- Approve the release of the Proposition 47 Request for Proposal as recommended by the Executive Steering Committee

### Attachments

H-1: Proposition 47 Request for Proposal

H-2: Proposition 47 Prop 47 Executive Steering Committee Membership Roster

## **Attachment H-1**





# 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



BOARD OF STATE & COMMUNITY CORRECTIONS  
2590 VENTURE OAKS WAY, SUITE 200  
SACRAMENTO CA 95833  
WWW.BSCC.CA.GOV



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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 Proposal Checklist).
- An Excel version of the Budget Attachment (Budget Tables and Budget Narrative). Do not submit the Budget Attachment in a PDF version.

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

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

## Bidders' Conference

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

Bidders' Conference details are listed below:

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

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

#### Join by Zoom:

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

#### Call In:

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

## Letter of Intent to Apply

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

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

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

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

## Proposition 47 Executive Steering Committee

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

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

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

## Conflicts of Interest

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

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



## Guiding Principles for the Proposition 47 Grant

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

### GUIDING PRINCIPLES

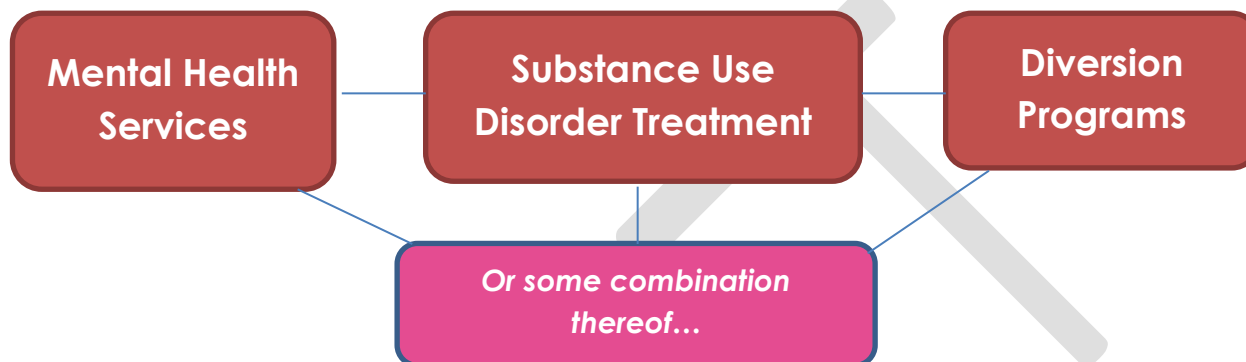
- Incorporate community partnerships and collaborations.
- Encourage culturally competent services and approaches that foster the principles of restorative justice.
- Define target populations, especially those populations that are:
  - traditionally underserved or inappropriately served through mental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

## Description of the Grant

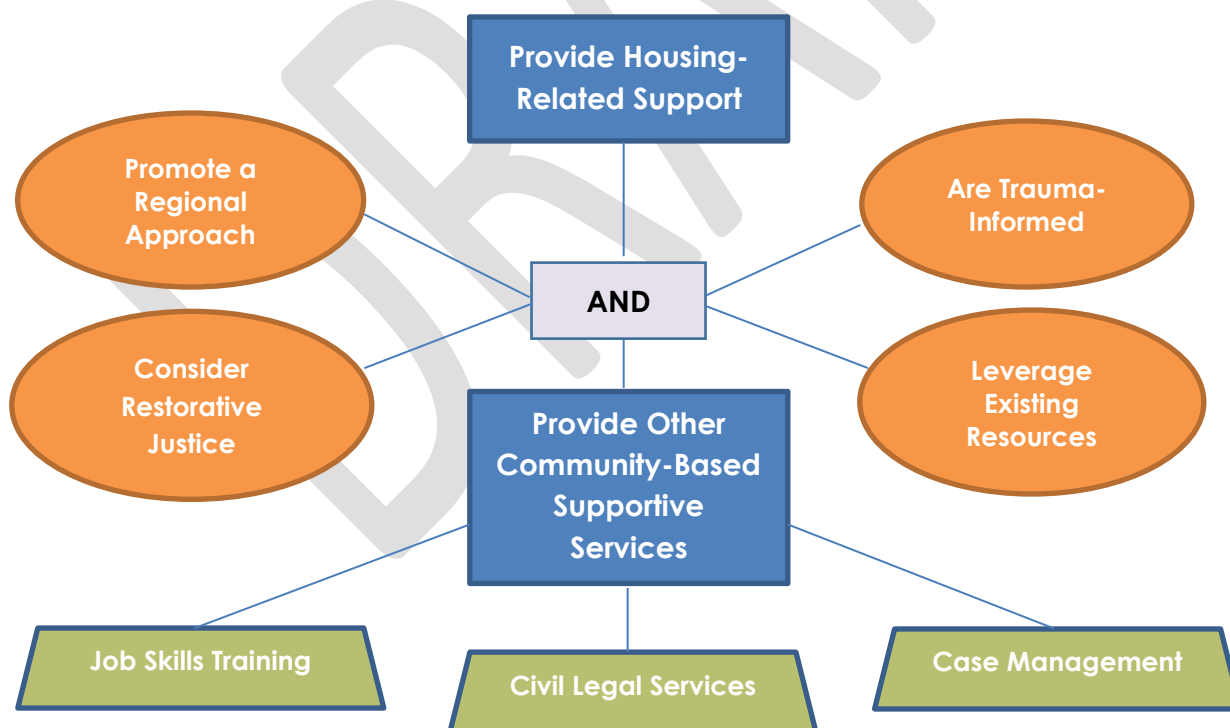
The following flowchart provides a visual representation of required and eligible services under the Proposition 47 Cohort III Grant Program:

### BSCC PROPOSITION 47 GRANT

#### REQUIRED for ALL APPLICANTS



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



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

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

## Eligibility to Apply

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

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

## Eligibility of Cohort II Proposition 47 Grantees

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

## Eligible Activities

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

## Existing Services or Programs

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

## Ineligible Grant Expenditures

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

Proposition 47 grant funds may not be used for:

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

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

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

## Service Delivery Approach

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

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

## Definition of Lead Agency

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

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

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

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

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

## Grant Period

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

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

A visual illustration of the grant period is provided below:

| Implementation   | Service Delivery                      | Service Delivery                      | Service Delivery                      | Data Evaluation   |
|--|---------------------------------------|---------------------------------------|---------------------------------------|---|
| 6 Months   | Year 1                                | Year 2                                | Year 3                                | 3 Months  |
| September 1, 2022 - 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 three months. No new service delivery expenses may be incurred.</p> |

## Target Population

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

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

In addition, the target population of Proposition 47 should:

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

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

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

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

## Criteria for Non-Governmental Organizations Receiving Grant Funds

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

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

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

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

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

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

## **Funding**

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

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

This funding is contingent on:

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

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

### **Funding Categories and Corresponding Funding Thresholds**

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

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

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

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

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

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

### **Financial Leveraging**



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

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

### **Supplanting**

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

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

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

## **Proposition 47 Local Advisory Committee**

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

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

- Ongoing implementation of the grant project.

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

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

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

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

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

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

### Local Government Impacts

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

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

## Promising, Data-Driven, and Innovative Approaches

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

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

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

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

## Data Collection and Evaluation

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

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

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

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

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

### **Local Evaluation Plan**

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

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

### **Final Local Evaluation Report**

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

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

### **Evaluation Dissemination**

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

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

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

## Reducing Racial and Ethnic Disparity

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

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

## General Grant Requirements

### Grant Agreement

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

The Grant Agreement start date is expected to be September 1, 2022. Grant Agreements are considered fully executed only after they are signed by both the Grantee and the BSCC, and the BSCC is in receipt of all required attachments including documentation of signing authority. Work, services, and encumbrances cannot begin prior to the Grant Agreement start date. Any work, services, and encumbrances that occur after the start date but prior to Grant Agreement execution may not be reimbursed. Grantees and all subgrantees are responsible for maintaining their Grant Agreement, all invoices, records, and relevant documentation for at least three (3) years after the final payment under the Grant Agreement.

### Governing Board Resolution

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

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

## **Audit Requirements**

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

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

The Department of General Services, State Controller<sup>4</sup>, the California State Auditor, the Department of Finance, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this grant.

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

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

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

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

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

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

## **Invoices**

Disbursement of grant funds occurs on a reimbursement basis for costs incurred during a reporting period. The State Controller's Office (SCO) will issue the warrant (check) to the individual designated on the Applicant Information Form as the Financial Officer for the grant. Grantees must submit invoices to the BSCC on either a monthly or quarterly basis

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



through an online process no later than 45 days following the end of the invoicing period. Grantees will make their choice between monthly or quarterly invoicing prior to grant agreement execution.

Grantees must maintain adequate supporting documentation for all costs claimed on invoices. BSCC staff will conduct a desk review process which requires grantees to submit electronic documentation to support all grant funds claimed during the invoicing period. In addition, BSCC staff will conduct on-site monitoring visits that will include a review of documentation maintained as substantiation for project expenditures with grant funds.

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

### **Leverage Contributions**

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

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

### **Travel**

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

- **Units of Government**

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

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

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

## Out-of-State Travel

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

## Quarterly Progress Reports

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

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

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



- Number of days between program enrollment/services received and the recidivating event.
- Whether the conviction was a misdemeanor or felony

**Compliance Monitoring Visits**

The BSCC staff will monitor each project to assess whether the project is in compliance with grant requirements and making progress toward grant objectives. As needed, monitoring visits may also occur to provide technical assistance on fiscal, programmatic, evaluative, and administrative requirements. For your reference, a sample Comprehensive Monitoring Visit document is provided on our [website at https://www.bscc.ca.gov/wp-content/uploads/CMV-Tool-Fillable.-FEB-2021-Sample-webpage-use.pdf](https://www.bscc.ca.gov/wp-content/uploads/CMV-Tool-Fillable.-FEB-2021-Sample-webpage-use.pdf).

**Grantee Orientation**

Following the start of the grant period, BSCC staff will conduct a Grantee Orientation (October 2022, date to be determined). The purpose of this mandatory 1-day session is to review the program requirements, invoicing and budget modification processes, data collection and reporting requirements, as well as other grant management and monitoring activities. Typically, the Project Director, Financial Officer, and Day-to-Day Contact must attend. Grantees are also strongly encouraged to include the individual tasked with Data Collection and Evaluation and a minimum of one community partner.

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

## Overview of the RFP Process

### Confirmation of Receipt of Proposal

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

### Disqualification - PLEASE REVIEW CAREFULLY

The following will result in an automatic disqualification:

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

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

### Proposal Rating Process

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

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

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

## Rating Factors

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

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

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

60 - 69 percent of grant funds = 2 additional points

70+ percent of grant funds = 4 additional points

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

Raters will score an applicant's response in each of the Rating Factor categories on a scale of 0-5, according to the Six-Point Rating scale shown below. Each rating factor will then be weighted according to the *Percent of Total Value* (determined by the ESC) associated with the Rating Factor to arrive at the final Weighted Rating Factor Score. The Weighted Rating Factor Scores are then added together for a final proposal score.

## Six Point Rating Scale

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

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

### Minimum Scoring Threshold

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

### Funding Decisions

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

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

### Summary of Key Dates

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

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

## PART II: RATING FACTORS

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

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

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

### Instructions for Proposal Narrative

The Proposal Narrative must adhere to the following format:

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

## Instructions for Budget Guidelines

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

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

Applicants should be aware that the budget proposals recommended for funding by the ESC and awarded by the Board, will still be subject to review and approval by the BSCC staff to ensure all proposed costs listed within the budget narrative are allowable and eligible for reimbursement within the Proposition 47 Grant funds. Regardless of any ineligible costs that may need to be addressed post award, the starting budget for the reimbursement invoices and the total amount requested will be the figures used for the Standard Grant Agreement.

Applicants are solely responsible for the accuracy and completeness of the information entered in the Budget Table and Budget Narrative Table. Detailed instructions for completing the Budget Attachment are listed on the Instructions tab of the Excel Workbook.

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

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

## PART III: APPENDICES AND ATTACHMENTS

### Attachment A: Proposition 47

#### Proposition 47 – In Pertinent Part

#### THE SAFE NEIGHBORHOODS AND SCHOOLS ACT

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

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

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

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

*7599.1. Funding Appropriation.*

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

AB 1056, Atkins. Second Chance Program.

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

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

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

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

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

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

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

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

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

## **BILL TEXT**

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

### **SECTION 1.**

The Legislature finds and declares all of the following:

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

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

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

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

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

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

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

## **SEC. 2.**

Section 97013 of the Government Code is amended to read:

### **97013.**

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

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

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

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

## **SEC. 3.**

Section 97015 of the Government Code is amended to read:

### **97015.**

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

## **SEC. 4.**

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

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

#### **6046.**

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

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

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

**6046.1.**

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

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

**6046.2.**

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

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

**6046.2.**

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

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

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

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

**6046.3.**

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(8) Consider geographic diversity.

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

(10) Consider proposals that provide services to juveniles.

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

#### **SEC. 5.**

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

## Attachment C: Glossary of Key Terms

### **Behavioral Health Services**

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

### **Case Management**

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

### **Community Defined Practices**

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

### **Cultural Competence**

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

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

### **Cultural Humility**

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

Strategies for practicing cultural humility include:

- Practicing self-reflection, including awareness of your beliefs, values, and implicit biases

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

<sup>6</sup> [https://cars-rp.org/\\_MHTTC/docs/CDE-Evaluation-Resource-Compendium-PS-MHTTC.pdf](https://cars-rp.org/_MHTTC/docs/CDE-Evaluation-Resource-Compendium-PS-MHTTC.pdf)

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

- 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

### **Crisis Residential Treatment Programs**

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

### **Diversion Programs**

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

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

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

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

### **Goals and Objectives**

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

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

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

- To reduce the number of serious and chronic juvenile offenders.
- To divert nonviolent juvenile offenders from state juvenile correctional institutions.

<sup>8</sup> Justice Research and Statistics Association, Juvenile Justice Evaluation Center. (2003, June). *Juvenile Justice Program Evaluation: An overview (Second Edition)*. Retrieved from <http://www.jrsa.org/nijec/publications/program-evaluation.pdf>. See also New York State Division of Criminal Justice Services. *A Guide to Developing Goals and Objectives for Your Program*. Retrieved from <http://www.criminaljustice.ny.gov/ofpa/goalwrite.htm>.

<sup>9</sup> *Id.* at p. 4.

- To restore the losses suffered by the victims of crimes.

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

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

Examples of program objectives<sup>13</sup>:

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

### **Housing Models (Examples)**

#### **A. Bridge Housing**

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

*Source: Department of Veterans Affairs*

#### **B. Housing First**

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

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

*Source: National Alliance to End Homelessness*

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

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

<sup>12</sup> Justice Research and Statistics Association, Juvenile Justice Evaluation Center. (2003, June). *Juvenile Justice Program Evaluation: An overview (Second Edition)* p. 5. Retrieved from <http://www.jrsa.org/njjec/publications/program-evaluation.pdf>.

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

### **C. Permanent Supportive Housing**

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

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

### **D. Rapid Rehousing**

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

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

resources related to benefits, employment, and community-based services (if needed and appropriate), so that they can sustain rent payments independently when rental assistance ends.

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

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

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

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

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

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

#### **G. Transitional Housing**

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

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

#### **Project Evaluation:**

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

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

Examples of process measures could include:

- Project staff have been recruited, hired and trained according to the proposal.

<sup>14</sup>Justice Research and Statistics Association, Juvenile Justice Evaluation Center. (2003, June). *Juvenile Justice Program Evaluation: An overview (Second Edition)* p. 7. Retrieved from <http://www.jrsa.org/nijec/publications/program-evaluation.pdf>.

- 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>15</sup>**

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

Examples of outcome measures include:

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

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

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

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

### **Recidivism**

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

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

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



## **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.<sup>17</sup>

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

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

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

Other services that may qualify could include:

- Withdrawal management
- Culturally rooted community healing practices

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

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

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

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

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

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

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

**Attachment D: Proposition 47 Local Advisory Committee Membership Roster****Lead Public Agency:**

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

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

(Date)

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

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

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

Signed in mutual agreement,

### LEAD PUBLIC AGENCY SIGNATURE

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

### PROPOSITION 47 LOCAL ADVISORY COMMITTEE MEMBER SIGNATURES

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

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

## Attachment F: Local Government Impact Letters

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

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

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

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

## Attachment G: Sample Grant Agreement

STATE OF CALIFORNIA DEPARTMENT OF GENERAL SERVICES

SCO ID: 5227-BSCCXXX22

**STANDARD AGREEMENT**

STD 213 (Rev 03/2019)

AGREEMENT NUMBER

**BSCC XXX-22**

PURCHASING AUTHORITY NUMBER (If Applicable)

**BSCC-5227**

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

CONTRACTING AGENCY NAME

**BOARD OF STATE AND COMMUNITY CORRECTIONS**

CONTRACTOR NAME

**GRANTEE**

2. The term of this Agreement is:

START DATE

**SEPTEMBER 1, 2022**

THROUGH END DATE

**JUNE 1, 2026**

3. The maximum amount of this Agreement is:

**\$000,000.00**

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

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

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

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

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

**GRANTEE NAME**

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

**STATE OF CALIFORNIA**

CONTRACTING AGENCY NAME

**BOARD OF STATE AND COMMUNITY CORRECTIONS**

|   |                 |       |       |
|---|-----------------|-------|-------|
| CONTRACTING AGENCY ADDRESS              | CITY            | STATE | ZIP   |
| 2590 Venture Oaks Way, Suite 200        | Sacramento      | CA    | 95833 |
| PRINTED NAME OF PERSON SIGNING          | TITLE           |       |       |
| RICARDO GOODRIDGE                       | Deputy Director |       |       |
| CONTRACTING AGENCY AUTHORIZED SIGNATURE | DATE SIGNED     |       |       |

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

## EXHIBIT A: SCOPE OF WORK

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

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

### 2. PROJECT SUMMARY AND ADMINISTRATION

A. Project summary here.....

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

### 3. PROJECT OFFICIALS

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

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

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

Name:

Title:

Address:

Phone:

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

Name:

Title:

Address:

Phone:

Email:

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

Name:

Title:

Address:

Phone:

Email:

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

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

### 4. DATA COLLECTION

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

## EXHIBIT A: SCOPE OF WORK

### 5. REPORTING REQUIREMENTS

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

#### Quarterly Progress Report Periods

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

#### Due no later than:

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

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

#### B. Evaluation Documents

1. Local Evaluation Plan
2. Final Local Evaluation Report

#### Due no later than:

- January 15, 2023  
 June 1, 2026

#### C. Other

Financial Audit

#### Due no later than:

June 1, 2026

### 6. PROJECT RECORDS

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

## **EXHIBIT A: SCOPE OF WORK**

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

### **7. CONFLICT OF INTEREST**

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

### **8. FINANCIAL AUDIT**

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



## EXHIBIT B: BUDGET DETAIL AND PAYMENT PROVISIONS

### 1. INVOICING AND PAYMENTS

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

#### Quarterly Invoicing Periods:

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

#### Due no later than:

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

#### Final Invoicing Period:

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

#### Due no later than:

- July 15, 2026

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

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

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

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

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

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

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

### **4. PROJECT COSTS**

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

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

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

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

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

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

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

## EXHIBIT B: BUDGET DETAIL AND PAYMENT PROVISIONS

### 7. PROJECT BUDGET

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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## **EXHIBIT D: SPECIAL TERMS AND CONDITIONS**

### **1. GRANTEE'S GENERAL RESPONSIBILITY**

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

### **2. GRANTEE ASSURANCES AND COMMITMENTS**

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

### **3. POTENTIAL SUBCONTRACTORS**

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

## **EXHIBIT D: SPECIAL TERMS AND CONDITIONS**

### **1) Books and Records**

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

### **2) Access to Books and Records**

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

## **4. PROJECT ACCESS**

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

## **5. ACCOUNTING AND AUDIT REQUIREMENTS**

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

## **6. DEBARMENT, FRAUD, THEFT OR EMBEZZLEMENT**

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

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

Furthermore, the BSCC requires grant recipients to provide an assurance that there has been no applicable debarment, disqualification, suspension, or removal from a federal, state or local grant

## **EXHIBIT D: SPECIAL TERMS AND CONDITIONS**

program on the part of the grantee at the time of application and that the grantee will immediately notify the BSCC should such debarment or conviction occur during the term of the Grant contract.

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

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

### **7. MODIFICATIONS**

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

### **8. TERMINATION**

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

### **9. SETTLEMENT OF DISPUTES**

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

## EXHIBIT D: SPECIAL TERMS AND CONDITIONS

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

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

### 10. UNION ACTIVITIES

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

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

### 11. WAIVER

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

## APPENDIX A: PROPOSITION 47 EXECUTIVE STEERING COMMITTEE ROSTER

### Proposition 47 Executive Steering Committee

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

## Attachment H: Sample Governing Board Resolution

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

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

---

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

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

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

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

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

Ayes:

Notes:

Absent:

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

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

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

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



## Attachment I: Proposition 47 Project Work Plan

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

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

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

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

## Attachment J: List of Partner Agencies/Organizations

**Lead Public Agency:**

**Other Public Agency Partners**

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

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

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

*Add additional rows as needed.*



## Appendix A: Proposition 47 Executive Steering Committee Roster

### Proposition 47 Executive Steering Committee

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

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

### (Page 1 of 2)

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

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

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

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

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

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

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

(Page 2 of 2)

**Lead Public Agency:**

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

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

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

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

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

## Appendix C: Certification of Compliance with BSCC Policies Regarding Debarment, Fraud, Theft, and Embezzlement

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

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

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

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

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

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

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

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

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

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

## PART IV: GRANT PROPOSAL

# Proposition 47 Proposal Cover Sheet

**Submitted by:**

INSERT Name of Applicant

**Grant Dollars Requested:**

INSERT \$ Dollar Amount

**Date Submitted:**

INSERT Date of Submission to BSCC

## Proposition 47 Proposal Checklist

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

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

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

X

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

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

## Applicant Information Form Instructions

### Instructions for completing the Applicant Information Form:

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

## Section I. Applicant Information Form

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



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

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

## Proposition 47 Proposal Narrative

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

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

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

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

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

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

## Proposition 47 Budget

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

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

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

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

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

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

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## **Attachment H-2**

### **Proposition 47 Executive Steering Committee Roster – Cohort 3**

|                         |   |
|-------------------------|---|
| 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, SSML, Employee Relations officer                   |

# **Agenda Item I**

**MEETING DATE:** February 10, 2022**AGENDA ITEM:** I**TO:** BSCC Chair and Members**FROM:** Katrina Jackson, Field Representative, [katrina.jackson@bscc.ca.gov](mailto:katrina.jackson@bscc.ca.gov)**SUBJECT:** California Violence Intervention and Prevention Program - Development of Service Contracts for Technical Assistance, Expanded Capacity, and Training for CalVIP Grants: **Requesting Approval**

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## Summary

This agenda item requests Board approval to allocate \$1.8 million in funding to develop service contracts and supplemental grants for technical assistance, expanded capacity, and training for the California Violence Intervention and Prevention (CalVIP) program. The contracts would fund experts to build and expand capacity in the field of community-based violence intervention and prevention by providing training and certifications to community-based violence intervention and prevention professionals, provide mental health services to frontline workers, and convene grantee meetings to share best practices in violence prevention strategies. Additional service contracts would fund experts that would provide technical assistance to grantees in fiscal structure and data collection.

## Background

The Budget Act of 2021 (Senate Bill 129, Chapter 69, Statute of 2021) appropriated a total of \$1.8 million in funding to build capacity in the field of community-based violence intervention and prevention. The funding is designed to be used to hire technical assistance providers with experience in implementing community-based violence intervention and prevention programs, to contract with or provide grants to organizations that provide training and certifications to community-based violence intervention and prevention professionals to expand the field of front line workers and technical assistance providers, and to contract with independent researchers to evaluate the impact of selected initiatives supported by CalVIP.

## Proposed Activities

The CalVIP Executive Steering Committee (ESC) recommends funding five categories to assist in capacity building, technical assistance and training for the maximum \$1.8 million. The services and funding recommendation are as followed:

1. Provide training and certifications to community-based violence intervention and prevention professionals to expand the field of frontline workers, including street outreach, hospital-based Interventions, community intervention workers and ambassadors.

2. Provide supplemental grants for CalVIP grantees to provide mental health services to frontline workers and their families to help deal with the stress and trauma of the job.
3. Provide regional technical assistance for grantees to build capacity in data collection, data entry, development of sharing agreements, financial and billing needs, accounting, communication support, and fiscal structure.
4. Convene specific strategy meetings (e.g., all Hospital-based Violence Intervention, street outreach, etc.), that would bring together the entire Cohort to identify and share best practices.
5. Institute a culturally Relevant Professional Development Pilot Program for frontline workers.

| Service   | Funding            |
|---|--------------------|
| Training and Certifications for Frontline Workers | \$750,000          |
| Mental Health Services for Frontline Workers      | \$500,000          |
| Regional Technical Assistance                     | \$250,000          |
| Convening Capacity                                | \$150,000          |
| Professional Development                          | \$150,000          |
| <b>Total</b>                                      | <b>\$1,800,000</b> |

### Recommendation/Action Needed

---

Staff recommends that the Board:

1. Approve \$1.8 million to develop service contracts and supplemental grants for technical assistance, and to expand capacity and provide training for the CalVIP program.

### Attachments

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I-1: CalVIP Grant Budget Bill Language



## **Attachment I-1**

State Budget Act 2021-22  
Senate Bill No. 129  
Chapter 69

5227-108-0001—For local assistance, Board of State and Community Corrections

Schedule:

|  |              |
|--|--------------|
| (1) 4945-Corrections Planning and Grant Programs                               | 76,000,000   |
| (a) Grants to the City of Los Angeles  | (2,000,000)  |
| (b) Competitive grants to all other cities or<br>community-based organizations | (74,000,000) |

Provisions:

1. The Board of State and Community Corrections program awarding state grant funds from subdivisions (a) and (b) of Schedule (1) shall be named the California Violence Intervention and Prevention Grant Program (CalVIP). The board shall administer CalVIP in accordance with the Breaking the Cycle of Violence Act (Title 10.2 (commencing with Section 14130) of Part 4 of the Penal Code), subject to the following:
  - (a) The amount appropriated in subdivision (b) of Schedule (1) shall be for competitive grants in a three-year grant cycle to cities or community-based organizations. Notwithstanding paragraph (1) of subdivision (h) of Section 14131 of the Penal Code, a grant shall not exceed \$2,000,000 per year, and at least two grants shall be awarded to cities with populations of 200,000 or less.
  - (b) All CalVIP grantees shall be required to provide a cash or in-kind contribution equal to 100 percent of the state grant funds awarded for this item.
2. Funds appropriated in this item are available for encumbrance and expenditures until June 30, 2026.
3. Upon order of the Director of Finance, up to 5 percent of the amount appropriated in Schedule (1) shall be transferred to Scheduled (1) of Item 5227-001-0001 for costs to administer and support CalVIP. The board may use up to \$2,000,000 of those funds for costs of administering CalVIP and may, with the advice and assistance of the CalVIP grant selection advisory committee pursuant to subdivision (k) of Section 14131 of the Penal Code, use remaining funds under this provision to promote CalVIP and build capacity in the field of community-based violence intervention and prevention. Promotion includes activities such as contracting with or hiring technical assistance providers with experience in implementing community-based violence intervention and prevention programs, contracting with or providing grants to organizations that provide training and certification to community-based violence intervention and prevention professionals to

expand the field of frontline workers and technical assistance providers, and contracting with independent researchers to evaluate the impact of selected initiatives supported by CalVIP. Funds transferred pursuant to this provision are available for encumbrance and expenditure until June 30, 2026.

## **Agenda Item J**

**MEETING DATE:** February 10, 2022**AGENDA ITEM:** J**TO:** BSCC Chair and MembersTonya Parker-Mashburn, Field Representative, County Facilities Construction (CFC), [tonya.parker-mashburn@bscc.ca.gov](mailto:tonya.parker-mashburn@bscc.ca.gov)**FROM:**John Prince, Field Representative, Corrections Planning and Grant Programs (CPGP), [john.prince@bscc.ca.gov](mailto:john.prince@bscc.ca.gov)**SUBJECT:** Board of State and Community Corrections 2022-2026 Strategic Plan:  
**Requesting Approval**

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### Summary

This agenda item requests approval of the BSCC 2022-2026 Strategic Plan, which will be in effect for five years beginning January 1, 2022 and ending December 31, 2026.

### Background

On February 11, 2021, the BSCC initiated its 2022-2026 strategic planning effort when the Board approved the timeline for the strategic planning process. The timeline described key activities for each phase, with the development of organizational goals and objectives as the initial steps in the strategic planning process. Goals are the broad, overarching statements that set the direction for the organization and state what the BSCC seeks to achieve; objectives are smaller targets that an organization sets in their pursuit of achieving their strategic goals that usually help guide policies and the allocation of resources. Public comments and staff input were sought throughout the strategic planning process.

From March 08, 2021, to March 19, 2021, the BSCC hosted a written public comment period to seek input from public stakeholders and interested parties regarding changes, modifications or additions that should be considered when developing the organizational goals for 2022-2026.

On April 27, 2021, the Board held a public workshop to discuss the organizational goals, using existing goals from the BSCC 2018-2021 Strategic Plan as the starting point. Board members considered input from the management team, staff, and the public while developing new goals that would align with the responsibilities and authority of the BSCC.

On June 10, 2021, the Board considered the draft goals and provided further input on desired changes.

On June 21, 2021, the BSCC held a virtual listening session to review the draft organizational goals and to garner input for the objectives. The listening session was held via Zoom and open to the public to allow all those interested to provide input on the goals and objectives.

The feedback/comments received from the Board, the management team, staff, and the public were considered, and the final recommendations are being presented for consideration.

Following the Board's approval of the 2022-2026 BSCC Strategic Plan, the next step will be the development of strategies by BSCC staff. Staff plans to draft organizational strategies and performance indicators. For example, a strategy for Objective 1.1 may be to hold quarterly input sessions with the public.

To keep the Board apprised of the progress during the implementation period, BSCC staff will report progress annually.

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**Recommendation/Action Needed**

Staff recommends that the Board approve the BSCC 2022-2026 Strategic Plan.

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**Attachments**

- J-1: BSCC 2022-2026 Strategic Plan – Goals and Objectives
- J-2: BSCC 2022-2026 Strategic Plan – Draft with Staff and Public Comments
- J-3: BSCC 2018-2021 Strategic Plan, Approved November 09, 2017

## **Attachment J-1**

**Board of State and Community Corrections (BSCC)**  
**Five (5) Year Strategic Plan: January 1, 2022 – December 31, 2026**

Attachment J-1

**Goal 1: Decision Making and Operational Transparency**

- Make decisions and carry out operations fairly, inclusively, collaboratively, and transparently.

**OBJECTIVES**

- |     |  |
|-----|--|
| 1.1 | Improve regular and open communication with our partners and stakeholders. |
| 1.2 | Ensure a fair, inclusive, and transparent decision-making process.         |

**Goal 2: Programs, Training, and Technical Assistance**

- Align BSCC programs, including grants, training, and other responsibilities, to support innovation, highlight data-driven practices and diversion programs, reduce recidivism, and improve community re-entry services and outcomes for individuals and families.

**OBJECTIVES**

- |     |   |
|-----|---|
| 2.1 | Facilitate the effective use of evidence-based principles (EBP).                      |
| 2.2 | Provide comprehensive technical assistance and training to support improved outcomes. |
| 2.3 | Support local efforts that reduce recidivism and improve outcomes.                    |

**Goal 3: Facilities and Inspections**

- Ensure the safety and care of people housed and working in local detention facilities through standards guided by best practices, inspections, and technical assistance.

**OBJECTIVES**

- |     |   |
|-----|---|
| 3.1 | Provide training, technical assistance, and resources to support the use of effective programs and practices, including but not limited to in-custody programs, medical and mental health treatment, and alternatives to incarceration. |
| 3.2 | Support the use of effective policies and regulations to support healthy and safe in-custody environments and successful re-entry.  |
| 3.3 | Provide transparency in inspection findings, including regular Board review of inspection reports to ensure accountability in local detention facilities.   |
| 3.4 | Seek regular community input on regulation revisions and inspection processes.  |

**Goal 4: Data Collection and Reporting**

- Collect, analyze, and provide data that inform effective policy and practice decisions.

**OBJECTIVES**

- |     |  |
|-----|--|
| 4.1 | Develop a comprehensive data collection and research plan that includes desired outcomes.    |
| 4.2 | Collect and share data, research projects, and reports to inform decision and policy makers. |



## **Attachment J-2**

**D R A F T**      **Board of State and Community Corrections (BSCC)**  
**Five (5) Year Strategic Plan: January 1, 2022 – December 31, 2026**

**D R A F T**  
 Version: 01/28/22

**Goal 1: Decision Making and Operational Transparency**

- Make decisions and carry out operations fairly, inclusively, collaboratively, and transparently.

**OBJECTIVES**

|            |  |
|------------|--|
| <b>1.1</b> | Improve regular and open communication with our partners and stakeholders. |
| <b>1.2</b> | Ensure a fair, inclusive, and transparent decision-making process.         |

Comments from Staff and Public:

General Notes

- For objectives, what do we mean/what will we do to reach the goals? *to be considered at the strategy level*

Objectives

- How are these objectives going to be measured? *to be considered at the strategy level*
  - Must put numbers in to quantify and measure the objectives.
  - Some of those details get clarified/quantified when the strategies are developed.
- Make it clearer that public communication needs to be equitable. *to be considered at the strategy level*
  - Take into account work schedules.
  - Contract with community-based organizations (CBOs) to help get more community input.
    - Include unique and innovative ways to involve community, being more cognizant that CBOs are the best suited for that type of outreach.
- Make public input more equitable and accessible. *to be considered at the strategy level*
  - Take into account work schedules.
  - Become creative with outreach methods.
    - Contract with our stakeholders such as CBOs to increase community participation and engagement.
- Contract with CBOs, because CBOs are already kind of doing this work, to bring community members to the meetings, but it takes a lot of resources and time to do so. *to be considered at the strategy level*
  - If the BSCC really wants to improve community participation it would be fantastic if we could get some funding going to CBOs to increase that engagement.
- Make sure there is a standard, even a percentage, on decision-making panels and advisory groups that are not from the agency (BSCC) and not law enforcement affiliated to ensure more community representation and participation. Having

a baseline or maximum number that can be from the BSCC or law enforcement agencies would ensure more community participation and representation. *to be considered at the strategy level*

- Include at least 50% of membership within Executive Steering Committees (ESCs), scoring panels, and work groups that draw from individuals that do not have an active law enforcement background. *to be considered at the strategy level*
  - Include broad representation for all work groups, ESCs, and scoring panels.
  - Example: Looking at the most innovative ESC groups that the BSCC has created, the Proposition 47 ESC is lifted-up as a model. That ESC included broad community representation and they're exactly the type of individuals and representatives that should be on all work groups, ESCs, and scoring panels.

## Goal 2: Programs, Training, and Technical Assistance

- Align BSCC programs, including grants, training, and other responsibilities, to support innovation, highlight data-driven practices and diversion programs, reduce recidivism, and improve community re-entry services and justice system outcomes for individuals and families.

| OBJECTIVES |  |
|------------|--|
| 2.1        | Facilitate the effective use of evidence-based principles (EBP) within the criminal justice system.  |
| 2.2        | Provide comprehensive technical assistance and training to support improved justice system outcomes. |
| 2.3        | Support local efforts that reduce recidivism and improve justice system outcomes.                    |

### Comments from Staff and Public:

#### General Notes

- We should possibly take non-EBP postings down from our website if they are still on there.  
*to be considered at the strategy level*

#### Objectives

- Consider removing the words “criminal” and “justice” from the language in the objectives. Look at the terminology used throughout the strategic plan and update it appropriately for current times.
- Objective 2.4: Regular updates and revisions to website content to reflect...
  - Poised to do much more with our website content. Committee for website input.
  - Regular and consistent approach to website content.
  - We should have criteria for uploading website content that we pay attention to.*to be considered at the strategy level – the strategy could be: Regularly update and revise the website content.*

- Highlight the programs portion of this objective, including grants. When the BSCC is creating a Request for Proposal (RFP) or an Executive Steering Committee (ESC), take it though an equitable and a community approach seeing which organizations or community stakeholders have the experience to provide meaningful and authentic information.  
*to be considered at the strategy level*
  - Outreach for those grants is important because the majority of the time there may be a lot of agencies that just end up having to be part of these ESC and creating these RFPs and it's just money coming back to their pockets.
- Focus on incentives for counties to reduce reliance on incarceration and supervision.  
*to be considered at the strategy level*
- Create incentives for counties to reduce their reliance on the traditional forms of incarceration and supervision.  
*to be considered at the strategy level*
  - Incorporate some type of an incentive aimed at those agencies that can reduce contact between individuals and the system.
  - Focus on intervening before an individual even experiences arrest. This could really revitalize the focus on alternatives to incarceration.
- Support preventative interventions. *to be considered at the strategy level*
- The ability for the BSCC to push innovative change is the use of funding and incentives for counties and local facilities to do something different, not just funding what they are expected do to or what have been doing for the last several decades. *to be considered at the strategy level*
  - Look at counties that are really investing in diversion programs, really looking at alternatives to incarceration, alternatives to 911. See what counties are talking a look at their jail system and are trying to invest in something else.
  - Help counties measure the effectiveness of those programs so they can prove their usefulness or see what needs to be changed.
  - Help counties move away from incarceration as the primary answer to a lot of our social ills.
- Insert more specific language around what community-based alternatives can look like to incarceration.
  - It says specifically “support improved justice system outcomes.” That can mean many things.
  - True improved justice system outcomes take shape when we support and strengthen community-based alternatives to incarceration.
- With the outside party for data collection and analysis in Goal 4, this would also help to inform Goal 2 which is to offer more evidence-based solutions for reducing recidivism and things of that sort. *to be considered at the strategy level*
- For Goal 4, create a culture of accountability for reporting. This correlates with the grants that are distributed by the BSCC.
  - It is important for those that receive grants administered through the BSCC are held accountable.
    - Ensure funds that they spend are not bloated on salaries and benefits for law enforcement agencies.

- Ensure that whatever is outlined in the RFP, primarily for the grants that are destined for the community, that those be the priorities – the CBOs, health-based agencies –those be the agencies that are prioritized along with reporting.

### Strategies

- Goal 2, Objective 2.2, Strategy 2.2.3 – *Highlight innovative programs on the BSCC’s website.*
  - I think we need to assure that whatever is posted on our website in fact meets EBP standards.
  - I would suggest either a committee review and recommend to the PIO any programs that are being considered to be featured or at least that the PIO check with a field rep who is familiar with EBP.
  - In the past there’s been a lot of “feel good” programs featured that were not EBP and if BSCC is putting our strategic plan out there and we are promoting EBP then we need to demonstrate it by what we post.

## **Goal 3: Facilities and Inspections**

- Ensure the safety and care of people housed and working in local detention facilities through ~~minimum~~ standards guided by best practices, inspections, and technical assistance.

| OBJECTIVES |   |
|------------|---|
| 3.1        | Provide training, technical assistance, and resources to support the use of effective programs and practices, including but not limited to in-custody programs, medical and mental health treatment, and alternatives to incarceration. |
| 3.2        | Support the use of effective policies and regulations to support healthy and safe in-custody environments and successful re-entry.  |
| 3.3        | Provide transparency in inspection findings, including regular Board review of inspection reports to ensure accountability in local detention facilities.   |
| 3.4        | Seek regular community input on regulation revisions and inspection processes.  |

### Comments from Staff and Public:

#### Goal

- Consider removing the word “minimum” to reach for a higher standard.
- To replace the word “minimum,” possible alternative words can be “best-practices” or “regulatory.”
  - Best-practices can be subjective.
- The goal statement includes, “...guided by best practices, ...”. Perhaps this portion of the statement should be updated to reflect “national best practices”.
- Small counties often have a challenge with implementing best practices due to their budget limitations.

## Objectives

- We need to work on and use the same verbiage throughout the documents. Look specifically at the verbiage being used currently such as “criminal” and “justice” and adjust accordingly. *Refer to comment under Goal 2.*
- Objective 3.3: Include unannounced inspections and/or site visits. Develop a statement to incorporate our enhanced inspection process.
  - The headline could incorporate a variety of things – site visits, inspections, more public information being available, issue of a new approach/a new tool in our toolkit to do unannounced visits, etc.
- Highlight the need for the unannounced inspections. *to be considered at the strategy level*
- Have a large focus on unannounced inspections to give a better depiction of day-to-day operations. *to be considered at the strategy level*
- There is a need for 100% unannounced inspections. Commit to all facility inspections being unannounced. *to be considered at the strategy level*
- Create a culture of accountability and action in response to facilities that are non-compliant with standards. *to be considered at the strategy level*
  - Have explicit language in there about what happens when facilities are non-compliant, or even a focus on having accountability be the center of an objective.
    - This could help with the issues that we’ve seen with inspections so far.
  - Weave in something about unannounced inspections to highlight the need for a strengthened process.
- With respect the facility inspection process, insert language so that the agency takes clear, consistent, and immediate action in response to facilities that are non-compliant with facility standards. *to be considered at the strategy level*
- Create a culture of accountability and consequences for facilities that are non-compliant with standards. This should be equally true for data reporting – Goal 4. *to be considered at the strategy level*
- Incentivize local facilities to improve conditions and facility programming. *to be considered at the strategy level*
- Inspections are only as good as our regulations.
  - Objective 3.2 – with reference to regulations...
    - Go a little farther than, “regulations supporting healthy and safe in-custody environments.”
    - Come up with strong, robust regulations that answer to the specific needs of people who are currently incarcerated or who have recently been incarcerated in local detention facilities.
    - Regulations need to respond to the real needs of people who are in local facilities.
    - Constantly assess and reflect the accuracy of regulations and how strong they are in actually making those protections possible.
- Transparency. *to be considered at the strategy level*
  - The BSCC can be somewhat of a hub for reports of different inspections.
  - The clarity of the language – not being really difficult to read or understand.

- Understanding of the big picture of what happened during an inspection.
- Simple language. Clear language. Detailed reports and inspections.
- Collaboration with community organizations at the local level to perform adult and youth inspections.

## Goal 4: Data Collection and Reporting

- **Collect, analyze,** and provide ~~justice system~~ data that inform effective policy and practice decisions.

### OBJECTIVES

|     |  |
|-----|--|
| 4.1 | Develop a comprehensive data collection and research plan that includes desired outcomes.    |
| 4.2 | Collect and share data, research projects, and reports to inform decision and policy makers. |

### Comments from Staff and Public:

#### General Notes

- Consider the technological needs/basis/framework that will be the vehicle for transmitting this data.  
*to be considered at the strategy level*

#### Goal

- Possibly include analysis of data.
  - Considerations: limitations of staff resources.
  - What do we do with the data once it is analyzed?
  - The word “analyze” is a loaded word.
  - What would a reach goal look like? Analyzing data is a statutory requirement in the Penal Code for some aspects of our work.
  - With respect to inspections, can some of the new staff be dedicated to do more data collection, analysis, and sharing?

#### Objectives

- Data quality – ensure data is accurate and validated. *to be considered at the strategy level*
- A non-agency, outside party is best for data collection and analysis. *to be considered at the strategy level*
  - This would really allow somebody to come in with fresh eyes to look at the data and analyze it.
  - There are plenty of organizations that the BSCC could contract with to achieve this goal.
  - Adding in the component of a non-agency, outside party could really help this objective achieve the goal of transparency.
- Increasing the transparency and access to this data and the analysis would also really help support the overarching goal.
  - Robust language round accessibility of the data and the analysis that comes from it would be very key here.

- For Goal 3, create a culture of accountability and consequences for facilities that are non-compliant with standards. This should be equally true for data reporting. *to be considered at the strategy level*
  - Example: Without the culture of accountability and without a threat of consequences, several rogue counties refused to participate in COVID testing data reporting.
    - When rogue counties refuse to participate or don't report data for a really long time, it leaves the public in with dark or without a real full picture of what the statistical reality of any given situation is.
  - Emphasize a culture of accountability and a sense of consequences when counties are not fully transparent with the BSCC.
- Create a culture of accountability for reporting. This correlates with the grants that are distributed by the BSCC – Goal 2.
- The data collected by BSCC should not just inform some abstract policy makers, but inform decisions made by BSCC.
  - It is unclear to CJCJ how the BSCC provides data and information to ESCs, scoring panels, and work groups to make decisions or to advise the Board how to make decisions.
- Collect, process, analyze, and communicate these data to agency subcommittees so they are making the best possible recommendation for how the Board should act.

Color Key:

Gold – ideas developed by the Board at the Board workshop/meeting on 04/27/21.

Purple – suggestions made by the public at the Listening Session on 06/21/21.

Green – suggestions made by staff at the All Staff meeting on 07/19/21.

Blue – suggestions made by the management team to incorporate requests from the Board and comments/feedback received.



## **Attachment J-3**

**Board of State and Community Corrections (BSCC)**  
**Three (3) Year Strategic Plan: January 2, 2018 – December 31, 2020**

*updated: 02/01/21*

**Goal 1: Decision Making** – Make decisions fairly, inclusively and transparently

| OBJECTIVES<br>(January 2018 – December 2020) |   | STRATEGIES TO<br>ACHIEVE OBJECTIVES  | ACCOMPLISHMENTS and<br>ACTION ITEMS IN PROGRESS  |
|--|---|--|--|
| 1.1  | Improve regular and open communication with our partners and stakeholders | 1.1.1 Develop a communications plan defining what can be shared, how and when                        | <ul style="list-style-type: none"> <li>• Ensure that, when possible, Board reports and relevant background information are posted at the time the agenda for the Board meeting is posted</li> <li>• Ensure that all documents that can be made public are available and/or posted to the BSCC website</li> <li>• Post the Chair's informational memos to Chiefs and Sheriffs with BSCC news items to ensure transparency</li> </ul>  |
|  |   | 1.1.2 Develop additional methods for sharing information about BSCC programs, policies and decisions | <ul style="list-style-type: none"> <li>• Developed additional email lists with contacts from organizations interested in our work beyond those who have signed-up for regular updates</li> <li>• Asked for public help in distributing information by "sharing" items on social media</li> <li>• Engaged directly with community-based organizations and agencies interested in our work about public listening sessions to enhance participation</li> <li>• Implementation of listening sessions (via Zoom due to COVID-19) to hear public and stakeholder input               <ul style="list-style-type: none"> <li>○ 10/06/20: Edward Byrne Memorial Justice Assistance Grant (JAG) 2022-2025 spending priorities</li> </ul> </li> </ul> |

- 11/12/20: Title II Grant Program spending priorities
- 12/03/20: Jail Profile Survey, adding information about late-night releases from county jails
- 12/09/20: Enhanced Inspection Process
- In response to SB 823, surveyed counties regarding the Division of Juvenile Justice (DJJ) realignment of functions from state government to county government to determine statewide infrastructure and programming needs
- Hired a new staff position – web designer – assigned to assist the Director of Communications
- Developed a process to host virtual bidders' conferences for prospective applicants using the Zoom platform
- Developed a process to host virtual grantee orientations for new grantees using the Zoom platform
- Uploaded bidders' conferences and grantee orientation videos to the BSCC website as a means for sharing information in a centralized location with interested individuals

|            |  |  |   |
|------------|--|--|---|
|            |  | <b>1.1.3</b> Refresh and reorganize the BSCC website                                   | <ul style="list-style-type: none"> <li>• Refreshed and reorganized the BSCC website for ADA compliance and user friendliness. <i>Additional website improvements and refreshments are planned and in progress</i></li> <li>• Established two new positions (web designer, technical web master) to assist with the communications function, including the construction and redesign of the BSCC website</li> <li>• Began simplifying website organization to make it easier for users to find information</li> </ul>                          |
| <b>1.2</b> | Ensure a fair, inclusive and transparent decision making process | <b>1.2.1</b> Develop guidelines for what requires Board action and decision            | <ul style="list-style-type: none"> <li>• Guidelines have been drafted.</li> </ul>   |
|            |  | <b>1.2.2</b> Develop guidelines for the ESC process                                    | <ul style="list-style-type: none"> <li>• Brought recommendations to the Board to expand the membership of the Executive Steering Committees (ESCs) to include a broader range of stakeholders</li> <li>• Implemented listening sessions for improved collaboration, designed to give the Board and staff information before a process is developed</li> <li>• Updated the Grant Proposal Evaluation process, which was approved by the Board on 02/13/20</li> <li>• Enhanced guidelines for the ECS process are under final review</li> </ul> |
|            |  | <b>1.2.3</b> Develop guidelines for the establishment and operation of BSCC committees | <ul style="list-style-type: none"> <li>• New BSCC committees have been established under specific legislative directives, such as the Juvenile Justice Data Working Group. The standing committee on gangs was re-purposed as the ESC</li> </ul>  |

|  |  |   |   |
|--|--|---|---|
|  |  |   | <p>for the CalGRIP, now CalVIP grant program. The Juvenile Justice Standing Committee has continued to operate under its initial charge.</p>  |
|  |  | <p><b>1.2.4</b> Identify opportunities for collaboration with stakeholders and subject matter experts</p> | <ul style="list-style-type: none"> <li>• Added a place on the BSCC website where individuals can submit their interest in participating on an ESC or a workgroup</li> <li>• When selecting membership for Regulation Revision ESC and workgroups, ensuring balance between experience that is lived and professional <ul style="list-style-type: none"> <li>○ Membership on ESCs includes formerly system-involved, system-involved family members, community subject matter experts, and community advocates in addition to representatives from local government agencies and local detention facilities</li> </ul> </li> </ul> |

**Goal 2: Programs, Training, and Technical Assistance** – Support practices and policies shown to reduce recidivism and improve justice system outcomes for individuals and families

| OBJECTIVES<br>(January 2018 – December 2020) |   | STRATEGIES TO ACHIEVE<br>OBJECTIVES  | ACCOMPLISHMENTS and<br>ACTION ITEMS IN PROGRESS  |
|--|---|--|--|
| 2.1  | Facilitate the effective use of evidence based principles (EBP) within the criminal justice system  | 2.1.1 Develop internal expertise related to EBP  | <ul style="list-style-type: none"> <li>Trained staff in Corrections Planning and Grant Programs (CPGP) Division and Standards and Training for Corrections (STC) Division and some members of the management team on the use of Evidence-Based Practices through a two-day training session with the University of Cincinnati</li> </ul>                                   |
|  |   | 2.1.2 Align grant funding with evidence based principles   | <ul style="list-style-type: none"> <li>Evidence-based principles are included in competitive grant rating factors and in the body of Request for Proposals (RFPs) issued by the CPGP Division</li> </ul>   |
|  |   | 2.1.3 Provide technical assistance, training and resources on program fidelity   | <ul style="list-style-type: none"> <li>Grant funded projects were providing technical assistance and training through reoccurring project calls, grantee orientations, and comprehensive monitoring visits</li> <li>Research Unit: Provided targeted assistance to grantees in the improvement of submitted Local Evaluation Plans and Local Evaluation Reports</li> </ul> |
| 2.2  | Provide comprehensive technical assistance and training to support improved justice system outcomes | 2.2.1 Identify and share effective correctional practices  |  |
|  |   | 2.2.2 Develop statewide and regional trainings and symposiums to address common needs and facilitate information sharing | <ul style="list-style-type: none"> <li>CPGP Division: Hosts quarterly project director calls to share information, troubleshoot, facilitate project connections, and offer technical assistance as needed</li> <li>Field Standards and Operations (FSO) Division: Hosted annual symposia for facility administrators</li> </ul>  |

|     |  |   |   |
|-----|--|---|---|
| 2.3 | Support local efforts that reduce recidivism and improve justice system outcomes |   | <p>and managers to provide training, network opportunities, and information sharing</p> <ul style="list-style-type: none"> <li>• Research Unit: Hosts quarterly conference calls with Jail Profile Survey (JPS) data reporters to hear their needs, answer data reporting questions, and facilitate information sharing between data reporters</li> <li>• STC Division: Developed a Behavioral Health training module that is available for local law enforcement to address the need for more and better mental health training <ul style="list-style-type: none"> <li>○ Includes lesson plans for classes such as: Mental Health Stigma and Bias; Trauma; Emotional Survival; Interventions and Resources; and Suicide Prevention</li> <li>○ Lesson plans are classroom-ready and include everything necessary to deliver the training</li> </ul> </li> </ul> |
|     |  | 2.2.3 Highlight innovative programs on BSCC's website     | <ul style="list-style-type: none"> <li>• Numerous programs have been highlighted on the BSCC website</li> </ul>   |
|     |  | 2.3.1 Pursue new funding opportunities for local programs | <p><u>State Funds</u></p> <ul style="list-style-type: none"> <li>• Youth Reinvestment Grant (YRG) program was established in the Budget Act of 2018 to support diversion of youth away from the juvenile justice system</li> <li>• Adult Reentry Grant (ARG) was initially established in the Budget Act of 2018 and additional funding was allocated through the Budget Act of 2019 to provide rental assistance programs and warm handoff reentry services</li> <li>• Prop 64 (Public Health &amp; Safety Grant Program), funded with taxes levied on commercial cannabis sales, assists communities with law enforcement,</li> </ul>   |

fire protection, environmental issues, and public health and safety issues that could arise from the cultivation and sale of cannabis

- \$10 million in the Budget Act of 2020 to address staffing, training, and case management needs of public defender offices to improve indigent defense services
- SB 823 (Juvenile Justice Realignment) set aside \$9.6 million to help counties with the transition of juvenile justice, which could range from facility updates to new infrastructure to support programming that is suitable for youth who are no longer being transferred to the California Department of Corrections and Rehabilitation (CDCR), Division of Juvenile Justice (DJJ)

#### Federal Funds

- Title II: Identifying Effective Interventions & Replicable Strategies for Reducing Racial & Ethnic Disparities
- 2019 Edward Byrne Memorial Justice Assistance Grant (JAG) Program, 10/1/19-09/30/22, funds provided to Sheriff's Offices, Probation Departments and qualified Police Departments to deliver mental health training to staff
- Coronavirus Emergency Supplemental Funding (CESF) Program allows counties to apply for funds for pandemic response relief



**Goal 3: Facilities and Alternatives to Incarceration** – Maximize successful re-entry and public safety by promoting the effective use of alternatives to incarceration and local adult and juvenile detention facilities

| OBJECTIVES<br>(January 2018 – December 2020) |  | STRATEGIES TO ACHIEVE OBJECTIVES   | ACCOMPLISHMENTS and ACTION ITEMS IN PROGRESS   |
|--|--|--|--|
| 3.1  | Provide training, technical assistance, and resources to support the use of effective programs and practices, including but not limited to in-custody programs, medical and mental health treatment, and alternatives to incarceration | 3.1.1 Provide technical assistance and resources to support the development and use of alternatives to incarceration               | <ul style="list-style-type: none"> <li>CPGP Division: Supports the development and use of alternatives to incarceration through grant funded programs such as the Law Enforcement Assisted Diversion Grant, Pay for Success, Title II Grant Program, Tribal Youth Diversion Grant, and Youth Reinvestment Grant (YRG) Program</li> </ul> |
|  |  | 3.1.2 Provide technical assistance and resources to support the development of in custody and detention programs and program space | <ul style="list-style-type: none"> <li>CPGP Division: Facilitates reoccurring project director calls for the federal Residential Substance Abuse Treatment (RSAT) Program. These calls provide a safe space to discuss the technical assistance and resources needs of grant funded projects</li> </ul>                                  |
|  |  | 3.1.3 Provide technical assistance and resources to support medical and mental health treatment                                    | <ul style="list-style-type: none"> <li>The state funded Proposition 47 Grant Program provides funding to governmental agencies to support medical and mental health treatment</li> </ul>   |
|  |  | 3.1.4 Share successes, challenges and opportunities  | <ul style="list-style-type: none"> <li>The BSCC produces reports to the Board and the Legislature on grant programs, including for example Pay for Success, Law Enforcement Assisted Diversion (LEAD), and others</li> </ul>   |
| 3.2  | Support the use of effective policies and regulations to support healthy and safe in   | 3.2.1 Develop a process to use the existing facility inspection process to collect information and identify emerging needs         | <ul style="list-style-type: none"> <li>The Enhanced Inspection Process will provide increased transparency into the inspection process, items of non-compliance, and technical assistance to counties to meet minimum standards</li> </ul>   |

custody environments and  
successful re-entry

**3.2.2** Create a library on the  
BSCC website specific to in  
custody programs and effective  
correctional practices

**Goal 4: Data Collection and Reporting** – Analyze and provide justice system data that inform effective policy and practice decisions

| OBJECTIVES<br>(January 2018 – December 2020) | STRATEGIES TO ACHIEVE OBJECTIVES   | ACCOMPLISHMENTS and ACTION ITEMS IN PROGRESS  |
|--|--|---|
| 4.1  | 4.1.1 Determine the outcomes expected from BSCC's research efforts and align data collection systems and reporting accordingly | <ul style="list-style-type: none"> <li>• Eliminated duplicative data collection efforts</li> <li>• Implemented the collection of statewide outcome data for several grants through BSCC resources and contracts to provide information on outcomes achieved at the grant-level               <ul style="list-style-type: none"> <li>○ Proposition 47 (Prop 47)</li> <li>○ Youth Reinvestment Grant (YRG)</li> <li>○ California Violence Intervention and Prevention (CalVIP) grant program</li> <li>○ Tribal Youth Diversion</li> </ul> </li> <li>• Working on the addition of late-night release information to the Jail Profile Survey (JPS) as directed by the Board               <ul style="list-style-type: none"> <li>○ Implementation is planned for July 2021</li> </ul> </li> </ul> |
|  | 4.1.2 Improve BSCC's data collection and reporting processes and systems   | <ul style="list-style-type: none"> <li>• Identify, prioritize and develop means to fill gaps in data</li> <li>• Updated the list of BSCC's data collection needs</li> <li>• Improved the data entry portal for the JPS to include data validation at the point of entry, providing efficiencies to BSCC staff for processing data</li> <li>• Currently planning updates to the JPS system to provide increased efficiencies for staff who manage the data collection process, including the integration of the AB 109 Jail Survey information</li> </ul>  |

|            |   |   |   |
|------------|---|---|---|
|            |   |   | <ul style="list-style-type: none"> <li>• CPGP Division: Adopted the Smartsheet data collection platform to manage, display, and organize different data sets</li> <li>• Research Unit: Provided targeted assistance to grantees in the improvement of submitted Local Evaluation Plans and Local Evaluation Reports</li> </ul>  |
| <b>4.2</b> | Collect and share data, research projects, and reports to inform decision and policy makers | <b>4.2.1</b> Enhance BSCC's catalog of data, research activities, and published reports and findings related to the criminal justice system | <ul style="list-style-type: none"> <li>• Post quarterly Jail Profile Survey (JPS) dashboard and Juvenile Detention Profile Survey (JDPS) trends document to provide the public the most commonly requested trend information on a continual basis</li> <li>• As of 4/13/2020, began collecting key JPS and JDPS data on a weekly basis and a new data element – COVID-19 related releases from counties with adult and/or juvenile detention facilities</li> <li>• As of 07/27/20, began collecting COVID-19 related data from counties with local adult and/or juvenile detention facilities</li> <li>• 12/31/2020 – Submitted an evaluation report for the Transitional Age Youth pilot programs in five counties to the Assembly and Senate Public Safety Committees</li> <li>• Published several legislatively mandated reports related to the criminal justice system for the following state-funded programs: California Violence Intervention and Prevention (CalVIP) grant program, Community Corrections Partnership (CCP) report, Juvenile Justice Crime Prevention Act – Youthful Offender Block Grant Program, Law Enforcement Assisted Diversion program, and the Pay for Success (Social Innovation Financing) Program</li> </ul> |

**4.2.2** Enhance BSCC's data dashboard.

- Each new data collection effort related to COVID-19 included publicly accessible data dashboards so the data was easily accessible and could be explored
- Enhanced BSCC interactive data dashboards so the programs and services provided in California's local correctional systems can be explored

## **Agenda Item K**

**MEETING DATE:** February 10, 2022

**AGENDA ITEM:** K

**TO:** BSCC Chair and Members

**FROM:** Allison Ganter, Deputy Director, [allison.ganter@bscc.ca.gov](mailto:allison.ganter@bscc.ca.gov)

**SUBJECT:** Local Detention Facilities Inspection Update: **Requesting Approval**

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### Summary

This report is a regular update on the local detention facility inspections completed in the 2020/2022 Biennial Inspection Cycle, a summary of current outstanding items of noncompliance for biennial inspections, and a summary of current outstanding items of noncompliance for targeted inspections.

Staff is requesting that the BSCC Board approve the recommendations included in the status report under the column headed "Staff Recommendation."

### Background

The 2020/2022 Biennial Inspection Cycle began on July 1, 2020. This inspection cycle includes the implementation of the Enhanced Inspection Process (EIP), as approved by the Board at its February 2020 meeting.

As inspections are completed for the 2020/2022 Biennial Inspection Cycle, BSCC staff continues to track the corrective action plan status of items of noncompliance identified during inspections. The list of outstanding items of noncompliance, and their statuses is here: <https://app.smartsheet.com/b/publish?EQBCT=721da257110c4f80bd92d8215c165fe1>. Items of noncompliance that have been resolved are located at the bottom of the dashboard.

During their most recent inspections, Merced County's local detention facilities were found out of compliance with section 1027 of Title 15 of the California Code of Regulations, Staffing. The Merced County Sheriff's Department submitted a corrective action plan, indicating that additional funding from the Merced County Board of Supervisors will be requested to address staffing shortages. Because these staffing shortages directly relate to the safety of people housed in the facility, as well as staff, BSCC staff is recommending that the Board invite the Merced County Sheriff to appear before the Board at the next scheduled meeting to discuss how the lack of compliance with section 1027 can be addressed.

Information related to other outstanding items of noncompliance has been updated as appropriate. Except for Merced County, current items of noncompliance are in yellow and gray codes, and staff is not recommending any other formal action be taken at this time. In the case of yellow- and grey-coded items, staff remains in continuous contact with agency administrators to provide technical assistance.

The list for items of noncompliance for juvenile detention facilities has been added to this report items that are outstanding and those that have been corrected is located here:

<https://app.smartsheet.com/b/publish?EQBCT=aafefb79b5d446b984d16a013d541c0d>

BSCC staff is working with San Diego County Probation on their plan for corrective action and we will continue to provide updates on this issue.

#### **Recommendation/Action Needed**

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Staff is requesting that the BSCC Board approve recommendations outlined in the links above.



## **Agenda Item L**

**MEETING DATE:** February 10, 2022**AGENDA ITEM:****L****TO:** BSCC Chair and Members**FROM:** Helene Zentner, Field Representative, [Helene.zentner@bscc.ca.gov](mailto:Helene.zentner@bscc.ca.gov)**SUBJECT:** Indirect Cost Rate: Updated Option for State-Funded Grants  
**Requesting Approval**

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## Summary

This agenda item requests Board approval to increase the maximum indirect cost rate percentage allowed for state grant-funded projects to a grantee's federally approved indirect cost rate, not to exceed 20 percent.

## Background

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### Indirect Cost

Indirect grant project costs are shared costs that cannot be directly assigned or identified to a particular activity but are incurred and necessary for the operation of a grantee-organization and the performance of the project. Examples of indirect costs include, but are not limited to, rent and utilities, office supplies, administrative salaries and fringe benefits (such as managerial, clerical, accounting, human resources, and information technology).

An indirect cost rate is a mechanism for determining fairly, within the parameters of administrative accounting principles, what share of a department or an organization's administrative costs each program should bear.

Historically, the BSCC Corrections Planning and Grant Programs (CPGP) Division has allowed state grant award recipients to claim a 10 percent maximum for indirect costs, which is in alignment with the federal government's de minimis rate of 10 percent.<sup>1</sup>

However, this de minimis rate, is not representative of the indirect costs incurred by many of the BSCC's grantees as several have federally approved indirect cost rates that exceed the 10 percent cap. Below is a survey of all CPGP's grant recipients (both state and federal) as to whether their department/organization had an indirect cost rate, whether that rate was federally approved, and what was their approved rate. Results were as follows:

- 216 responses were received over a 2-week period.
- Of the 216 responses, 28 shared they have a federally approved indirect cost rate.

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<sup>1</sup> The federal de minimis rate applies to those departments/organizations that do not have a federally approved negotiated indirect cost rate and allows grantees to charge a rate of 10% of modified total direct costs. Costs must be consistently charged as either indirect or direct costs but may not be double charged or inconsistently charged as both. (2 C.F.R. § 200.414, subd. (f).)

- Three respondents had a federally approved rate above 50%. These included two universities and one city.
- 188 reported using the federal de minimis rate (10 percent), an internal indirect cost rate, or were unsure if their organization had a federally approved indirect cost rate that was being followed.
- Removing the three outlier respondents (with rates above 50%), the survey results revealed:
  - A mode of 14.26 percent – the value that occurred most often
  - A median of 14.50 percent – half the values appear below this number, and half above
  - **An average of 17.59 percent**
  - A range of 5.75 percent - 35.47 percent

Based on the above results, the CPGP Division is requesting the maximum allowable indirect cost rate not to exceed 20 percent, for those organizations that have a federally approved rate. All organizations will be required to submit their federally approved rate documentation in order to receive reimbursement.

For those organizations that do not have a federally approved indirect cost rate, the CPGP Division recommends allowing state funded grantees to continue to use the process set forth in their existing BSCC grant agreements for determining indirect costs.

### **Recommendation/Action Needed**

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Staff recommends that the Board:

1. Approve a maximum 20 percent for indirect expenditures for state grant-funded programs that have a federally approved indirect cost rate. This change is to apply prospectively to programs that currently do not have fully executed grant agreements.