

A photograph of the California State Capitol building, showing its iconic dome and classical architecture under a clear blue sky. An American flag is visible on the left side of the frame.

PROUD PARENTING GRANT PROGRAM BIDDERS' CONFERENCE



March 1, 2018

AGENDA

- ❖ **Welcome and Introductions**
- ❖ **Overview of the BSCC and ESC Processes**
- ❖ **Proud Parenting Program**
 - ❖ **History | Eligibility | Funding**
- ❖ **Grant Requirements**
- ❖ **Request for Proposal (RFP) Process**
- ❖ **Review Components of the RFP**
- ❖ **Proposal Instructions**
- ❖ **Questions**

ABOUT THE BSCC

- ❖ **Reports directly to the Governor's Office**
- ❖ **Organized under a Governor appointed Board made up of 13 members**
- ❖ **Responsibilities include providing statewide leadership, coordination, and technical assistance to promote effective state and local efforts and partnerships in California's adult and juvenile criminal justice system, including providing technical assistance and coordination to local governments related to public safety**

THE 5 DIVISIONS OF THE BSCC

- 1. Facilities Standards and Operations (FSO)**
 - **Inspections, Regulations, Compliance Monitoring**
- 2. Standards and Training for Corrections (STC)**
 - **Selection, Training and Standards**
- 3. Corrections Planning and Grant Programs (CPGP)**
 - **Criminal and Juvenile Justice Grant Programs**
- 4. County Facilities Construction (CFC)**
 - **Administration of Construction Financing**
- 5. Administrative Support Services**
 - **Administration, Data collection, Research, IT Support**

EXECUTIVE STEERING COMMITTEE

- ❖ **BSCC uses ESCs to inform decision-making related to the Board's programs**
- ❖ **Subject matter experts and stakeholders representing public and private sectors**
- ❖ **Overview of the ESC's role in the Proud Parenting Grant Program**

ROLE OF THE ESC

BSCC uses local/state expertise to:

- ❖ **Determine what the project should include to support the overall goal**
- ❖ **Determine what applicants must do to compete effectively for the grant funds**
- ❖ **Identify the factors that will be used to evaluate the proposals**
- ❖ **Rate the proposals**
- ❖ **Make funding recommendations to the Board**

THE END RESULT...

The goal is to:

- ❖ **Select the most meritorious proposals**
- ❖ **Use a process that is fair to all applicants**
- ❖ **Use accepted measurement principles**
- ❖ **Ensure all applicants feel they have been treated fairly**
- ❖ **Use a process that will withstand challenges**

BSCC GRANT PROCESS

- ❖ **Board Authorization**
- ❖ **Executive Steering Committee (ESC)**
- ❖ **RFP Development**
- ❖ **Fair and Equitable Process**
- ❖ **Transparency**

12 STEPS OF THE ESC PROCESS

- 1) ESC meets to develop the RFP**
- 2) RFP is released to the field**
- 3) Applicant proposals submitted to BSCC**
- 4) Proposals reviewed for technical compliance**
- 5) ESC meets for rater training**
- 6) Proposals are distributed to ESC for reading**

12 STEPS OF THE ESC PROCESS (CONT.)

- 7) ESC reads proposals & submits initial rating to BSCC**
- 8) ESC meets to view and discuss ratings**
- 9) Rating changes are made if warranted**
- 10) Proposal rankings are viewed and discussed**
- 11) Project funding recommendations are made**
- 12) Recommendations go to the BSCC Board for approval**



PROUD PARENTING REQUEST FOR PROPOSALS

HISTORY OF THE PROUD PARENTING GRANT

- ❖ Originally established in 1997 as the “Young Men as Fathers” Program**
- ❖ Funds parenting services to young parents and expectant parents between the ages of 14 and 25 who were involved in the criminal/juvenile justice systems and/or considered crossover youth within the child welfare system**
- ❖ Historically has been annually funded at \$835,000**

ELIGIBILITY TO APPLY

- ☐ **County Probation Departments**
- ☐ **County Offices of Education**
- ☐ **Non-Profit Community-Based Organizations located in the state of California**

CRITERIA FOR COMMUNITY-BASED ORGANIZATIONS

Any non-governmental organization that receives Proud Parenting grant funds (directly or indirectly) must:

- ❖ **Be duly organized, in existence, and in good standing as of August 1, 2017;**
- ❖ **Be registered with the California Secretary of State's Office, if applicable;**
- ❖ **Have a valid business license, Employer Identification Number (EIN), and/or Taxpayer ID (if sole proprietorship);**
- ❖ **Have any other state or local licenses or certifications necessary to provide the services requested (e.g., facility licensing by the Department of Health Care Services), if applicable; and**
- ❖ **Have a physical address.**

(Appendix A)

LETTER OF INTENT

Why...?

- ✓ **Gauge the number of applicants**
 - **County Offices of Education**
 - **Community-Based Organizations**
 - **Probation Departments**
- ✓ **Helps to plan for the ESC reading and rating process**
- ✓ **Not required to apply**

Please submit by March 9, 2018

GRANT PERIOD

**Three-Year grant period:
July 1, 2018 to June 30, 2021**

- **Funding for Years 2 and 3 are contingent upon availability of state funds and grantee compliance with program requirements**

FUNDING INFORMATION

Threshold

**Each applicant may apply up to a maximum of
\$104,375 for Year 1**

- **Funding for Years 2 and 3 are contingent upon availability of state funds and grantee compliance with program requirements**

FUNDING INFORMATION

Match Requirement = 10% of grant funds

In-Kind Match only

In-kind match is non-cash outlay of materials or resources that supports grant activities. May include contributions from other public agencies, private organizations or individuals.

Examples: donated office and/or meeting space, supplies, equipment, staff or volunteer time.

PROPOSAL PACKET DUE DATE

Proposals due: March 30, 2018

- ✓ **By 5 P.M.**
- ✓ **Must be received at BSCC, NOT postmarked**
- ✓ **One original packet, with original signature in blue ink**
- ✓ **One electronic copy of packet**

GRANT REQUIREMENTS

- ❖ **Grant Agreement**
- ❖ **Governing Board Resolution**
- ❖ **Match 10%**
- ❖ **No Supplanting**
- ❖ **Evidence-based Practices and Strategies**
- ❖ **Invoicing = Monthly/Quarterly**
- ❖ **Progress Reports = Quarterly**
- ❖ **Evaluation**

ELIGIBLE GRANT ACTIVITIES

- ❖ **Applicants should select projects and activities that best fit the needs identified by the community and local stakeholders for the target population.**
- ❖ **Applicants may either implement new projects or expand existing projects.**
- ❖ **BSCC staff may require additional information and/or must provide prior approval for certain activities and expenditures **EVEN** if written into the proposal.**

EVIDENCE-BASED PRACTICES AND STRATEGIES

Applicants:

- ❖ **Are required to demonstrate that the proposed services are directly linked to the implementation of evidence-based practices/strategies (EBPs) or promising practices**
- ❖ **Must identify the evidence that shows the practice is effective and appropriate for the target population**
- ❖ **Should be able to describe the documentation, data, evidence, etc. to support their approach and why it is best suited to their population's needs, and the goals and objectives described in the application for funding.**

EVIDENCE-BASED PRACTICES AND STRATEGIES

On a basic level, EBPs include the following elements:

- ✓ **Evidence that the intervention is likely to work, i.e., produce a desired benefit;**
- ✓ **Evidence that the intervention is being carried out as intended; and**
- ✓ **Evidence that allows an evaluation of whether the intervention worked.**

EVIDENCE-BASED PRACTICES AND STRATEGIES (CONT.)

EBPs involves using research-based interventions that produce reductions in recidivism through the use of the following four principles of effective intervention:

Risk Principle – focuses on attention on the crucial question of WHO is being served and calls for targeting the higher risk offenders

Need Principle – requires that priority be given to addressing criminogenic risk/need factors with a clear focus on WHAT programs are delivered

EVIDENCE-BASED PRACTICES AND STRATEGIES

Responsivity Principle – conveys the importance of using behavioral treatment approaches to achieve the best possible outcomes and requires attention to the questions of **HOW** programs are delivered

Fidelity Principle – draws attention to **HOW WELL** programs are delivered and reiterates the necessity that programs be implemented as designed

GRANT REQUIREMENTS

- ❖ **Grantee Orientation**
- ❖ **Travel**
 - ❖ **Government Entities**
 - ❖ **Community-based Organizations**
 - ❖ **Out of State**
- ❖ **Debarment, Fraud, Theft, Embezzlement (Appendix H)**

GRANT REQUIREMENTS

❖ **Site Visits / Monitoring**

- ❖ **Periodic monitoring by BSCC for program and fiscal and to provide technical assistance and training**

❖ **Evaluation**

- ❖ **Local Evaluation Plan**
- ❖ **Local Evaluation Report**
- ❖ **Responsible for meeting BSCC criteria**

KEY DATES

ACTIVITY	TENTATIVE TIMELINE
Grant Application Packet Due to the BSCC (by noon)	April 6, 2018
Technical Compliance Review (TCR)	April 9-17, 2018
Non-Substantive Changes Due	Determined by TCR
BSCC Board Meeting for Funding Approval	June 7, 2018
Grants Begin/Contracts Expected to Commence	July 1, 2018
Grantee Orientation	Early August

THE RFP PROCESS

After your proposal is submitted...

- ❖ **Technical Compliance Review**
- ❖ **Proposal Evaluation Process**
- ❖ **ESC Funding Recommendations**
- ❖ **Board Approval**



PROUD PARENTING RFP COMPONENTS

RATING FACTORS AND POINT VALUES

Rating Factors	Point Range	Percentage	Possible Maximum Weighted Score
Project Need	0 - 12	10%	24
Project Description and Work Plan	0 - 12	35%	84
Project Collaboration	0 - 12	25%	60
Evidence-Based Practices and Strategies	0 - 12	15%	36
Project Evaluation	0 - 12	5%	12
Project Budget	0 - 12	10%	24
Total Possible Weighted Score		100%	240

SAMPLE OF RATING CRITERIA

Rating Criteria for Project Need (scored on a scale of 0-12; weighted at 10%)	
1.1	The applicant has described a compelling need for youthful parenting services, supported by local qualitative and quantitative data. Data sources are cited.
1.2	The project area and target population are clearly identified and correlate to the need for funding and local data documentation.
1.3	The applicant has identified existing resources, services and activities currently available for the target population/project area and has determined gaps in services to be address by this funding.
1.4	The applicant has determined a strong relationship between the need for the project and the goals of the Proud Parenting Grant Program as identified in the RFP.

SAMPLE SCORING RUBRIC

0 (No Evidence)	The response does not address the rating criteria.
1 – 3 (Poor)	The response is vague or incomplete and only partially addresses the rating criteria.
4 – 6 (Fair)	The response addresses some, but not all, of the rating criteria or is non-specific and lacking focus.
7 – 9 (Good)	The response is reasonably comprehensive and clearly addresses many of the rating criteria listed.
10 – 12 (Very Good)	The response is detailed, comprehensive and addresses all of the rating criteria listed in a way that demonstrates a thorough understanding of the intent of the project.

SCORING THRESHOLD

**PLEASE NOTE: TO BE CONSIDERED FOR
FUNDING, A PROPOSAL MUST MEET A
MINIMUM WEIGHTED SCORE OF**

156*

***65% OF THE 240 TOTAL POSSIBLE
WEIGHTED SCORE**

PROPOSAL INSTRUCTIONS

There are 8 parts to the RFP Package:

- 1) Cover Sheet**
- 2) Proposal Checklist**
- 3) Applicant Information Form**
- 4) Abstract**
- 5) Proposal Narrative Sections**
- 6) Budget Table and Budget Narrative**
- 7) Attachments (including Letter(s) of Commitment)**
- 8) Required Signed Appendices**

PROPOSAL INSTRUCTIONS

Unless otherwise noted, each narrative section must be formatted in:

- ❖ **Ariel 12-Point Font**
- ❖ **1.5-line spacing**
- ❖ **One (1) inch margins on all four sides**
- ❖ **Page lengths are determined by the section instructions**

PROPOSAL INSTRUCTIONS

1) Cover Sheet

- ✓ **Completed** with Name of Applicant and Date of Submission

2) Proposal Checklist

- ✓ **Completed** and included with RFP Package
- ✓ **Must be signed in blue ink by authorized individual**

3) Applicant Information Form

- ✓ **Completed** information in each section
- ✓ **Must be signed in blue ink by authorized individual**

PROPOSAL INSTRUCTIONS

Abstract –

- ❖ **Provide a brief summary of the proposed project**
- ❖ **Narrative cannot exceed one (1) page in length**
- ❖ **The Abstract Section will not be included in the rating of the Proposal**

PROPOSAL INSTRUCTIONS

Narrative Sections–

- ❖ **Address each of the five (5) required sections below**
 - **Project Need**
 - **Project Description and Work Plan**
 - **Project Collaboration**
 - **Evidence-based Practices and Strategies**
 - **Project Evaluation**

PROPOSAL INSTRUCTIONS

Narrative Sections–

- ❖ **Each section should be titled according to its section header as provided**
- ❖ **Within each section, address the bulleted items in a cohesive, comprehensive narrative format**
- ❖ **Do not include website links**
- ❖ **Narrative cannot exceed 14 numbered pages in length**

PROPOSAL INSTRUCTIONS

Budget Sections–

- ❖ **Budget Table and Budget Narrative sections do not count toward the 14-numbered page limit for the Narrative Sections**
- ❖ **Fill out completely**
- ❖ **Carefully check the math within the Budget Table and Budget Narrative sections as fields do not auto-calculate**

PROPOSAL INSTRUCTIONS

Budget Table–

- ❖ **Use only the budget line item categories provided in the application**
- ❖ **Report in whole dollars only**
- ❖ **10% In-Kind Match**
- ❖ **Indirect Costs line item may not exceed 5% of the grant funds requested**
- ❖ **Double-check the math within the columns and rows**

PROJECT BUDGET TABLE

BSCC Budget Line Item	A. Grant Funds	B. In-Kind Match	C. Total (A+B)
1. Salaries and Benefits	\$0	\$0	\$0
2. Services and Supplies	\$0	\$0	\$0
3. Professional Services	\$0	\$0	\$0
4. Community-Based Organization (CBO) Subcontracts	\$0	\$0	\$0
5. Indirect Costs (may not exceed 5% of the grant award)	\$0	\$0	\$0
6. Equipment/Fixed Assets	\$0	\$0	\$0
7. Data Collection/Enhancement	\$0	\$0	\$0
8. Project Evaluation	\$0	\$0	\$0
9. Sustainability Planning	\$0	\$0	\$0
10. Other (include travel, training, etc. costs)	\$0	\$0	\$0
TOTALS	\$0	\$0	\$0

PROJECT BUDGET NARRATIVE

Budget Narrative–

- ❖ **Provide support and explanation for the amounts requested (and match funds committed) in the Budget Table**
- ❖ **Explain how the requested grant funds and match will be used to achieve project goals and objectives**
- ❖ **Be as specific as possible**
- ❖ **Double-check the math and amounts in relation to the Budget Table**

ATTACHMENT SECTION

Letter(s) of Commitment

Each letter...

- ❖ **Must be crafted to address a specific partner collaboration**
- ❖ **Should provide a statement of active participation by a collaborative partner(s) with the project**
- ❖ **Should specify any resources the partner will commit to the project**

ATTACHMENT SECTION

Letter(s) of Commitment

Each letter should...

- ❖ **Identify what role/responsibility the partner will play in a successful project outcome**
- ❖ **Address, at a minimum,**
 - ✓ **What the collaborator will contribute to the project**
 - ✓ **Information that the partner has the capacity to fulfill its roles/responsibilities**
 - ✓ **Is committed to achieving the overall success of the Proud Parenting Grant Program project**

ATTACHMENT SECTION

Other Attachments...

- ❖ **The Attachment Section may not contain more than 10 pages in totality, including the Letter(s) of Commitment**
- ❖ **Attachments may also include**
 - ✓ **Endnotes**
 - ✓ **Bibliography**
 - ✓ **Letter(s) of local support**
 - ✓ **Chart and/or graphs sited within the narrative sections**
 - **Identify charts and/or graphs references clearly within the document**

SIGNED APPENDICES

All Applicants

- ❖ **Certification of Compliance with BSCC Policies on Debarment, Fraud, Theft and Embezzlement (*Appendix H*)**
- ❖ **Governing Board Resolution (*Appendix F*)**

Note: The Governing Board Resolution is due prior to Grant Award Agreement, not required at time of proposal submission

All Community-Based Organization Applicants

- ❖ **Criteria for Non-Governmental Organizations Receiving Proud Parenting Grant Program Funds (*Appendix A*)**

SUBMITTAL INSTRUCTIONS

- ✓ **Applicants must submit one original signed Proposal packet AND one electronic copy of the original signed Proposal packet.**
- ✓ **The signed original and electronic Proposal packets must be received by the BSCC by 5:00 p.m. by March 30, 2018.**

SUBMITTAL INSTRUCTIONS

Mail one original signed RFP packet to the following address:

**Board of State and Community Corrections
Corrections Planning and Grants
Programs Division
2590 Venture Oaks Way, Suite 200
Sacramento, CA 95833
Attn: PPGP Grant**

SUBMITTAL INSTRUCTIONS

AND

Email one legible electronic copy of the signed RFP packet to:

helene.zentner@bscc.ca.gov

Acceptable formats include Microsoft Word, Microsoft Word Open XML Format Document, Portable Document Format (PDF) or Google Docs.

*****Note: BOTH the original signed hard copy and electronic version must be received by March 30, 2018.***

PROUD PARENTING GRANT PROGRAM REQUEST FOR PROPOSALS

**Submit any additional questions
via email to Helene Zentner
Helene.zentner@bscc.ca.gov**



Questions?



Thank you!

