

STATE OF CALIFORNIA
BOARD OF STATE AND COMMUNITY CORRECTIONS



September 8, 2022
Board Meeting Agenda
& Reports



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916-445-5073

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Executive Director, BSCC

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Secretary, CDCR

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Kings County

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Yolo County

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Anti-Recidivism Coalition
Film Producer

MIGUEL GARCIA
Specialist
Office of Youth & Community
Restoration

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

BOARD MEETING AGENDA

September 8, 2022 – 10:00 a.m.

2590 Venture Oaks Way
Sacramento, California, 95833
First Floor, BSCC Board Room

Zoom link & instructions appear at the end of the Agenda

Masking and social distancing are strongly recommended, but not required, for those participating in-person.

Instructions for remote attendance appear on the last page of this agenda.

Remote Public Participants:

To request to speak on an agenda item during the Board meeting, please email 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

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. Information Items

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

III. Action: Consent Items

- A. Minutes from the July 25, 2022 Board Meeting: **Requesting Approval**
- B. Proposed 2023 Board of State and Community Corrections Meeting Schedule: **Requesting Approval**
- C. Adult Title 15 Regulations: Final Approval of Proposed Regulations for Submission to Office of Administrative Law: **Requesting Approval**
- D. Establishing Process for Emergency Grantmaking Procedures: **Requesting Approval**

IV. Closed Session

Consultation with Legal Counsel Regarding Significant Exposure to Litigation and Deciding Whether to Initiate Litigation (Gov. Code, § 11126, subd. (e)(1) & (e)(2)(B)-(C).)

V. Action: Discussion Items

- E. Proposition 64 Health and Safety Grant Program, Cohort III Request for Proposals: **Requesting Approval**
- F. Edward Byrne Memorial Justice Assistance Grant Program Request for Proposals: **Requesting Approval**
- G. Adult Reentry Grant Cohort III Funding Recommendations: **Requesting Approval**
- H. California Violence Intervention and Prevention Grant Program (CalVIP) Funding Recommendations: **Requesting Approval**
- I. Proposition 47 Grant Program: Evaluation of Program Participation and Analysis of Outreach to Underserved Communities: **Requesting Approval**
- J. Local Detention Facilities Inspection Update: **Requesting Approval**

VI. Public Comments

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

VII. Adjourn

Next Board Meeting: November 17, 2022

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Use Zoom to both view and hear the Board meeting. Join by phone for audio only. If you do not have Zoom, [download](#) to your device before the meeting.

Webinar ID: 810 9004 2027

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Phone in: (669) 900-9128

*Join from a PC, Mac, iPad, iPhone or Android device

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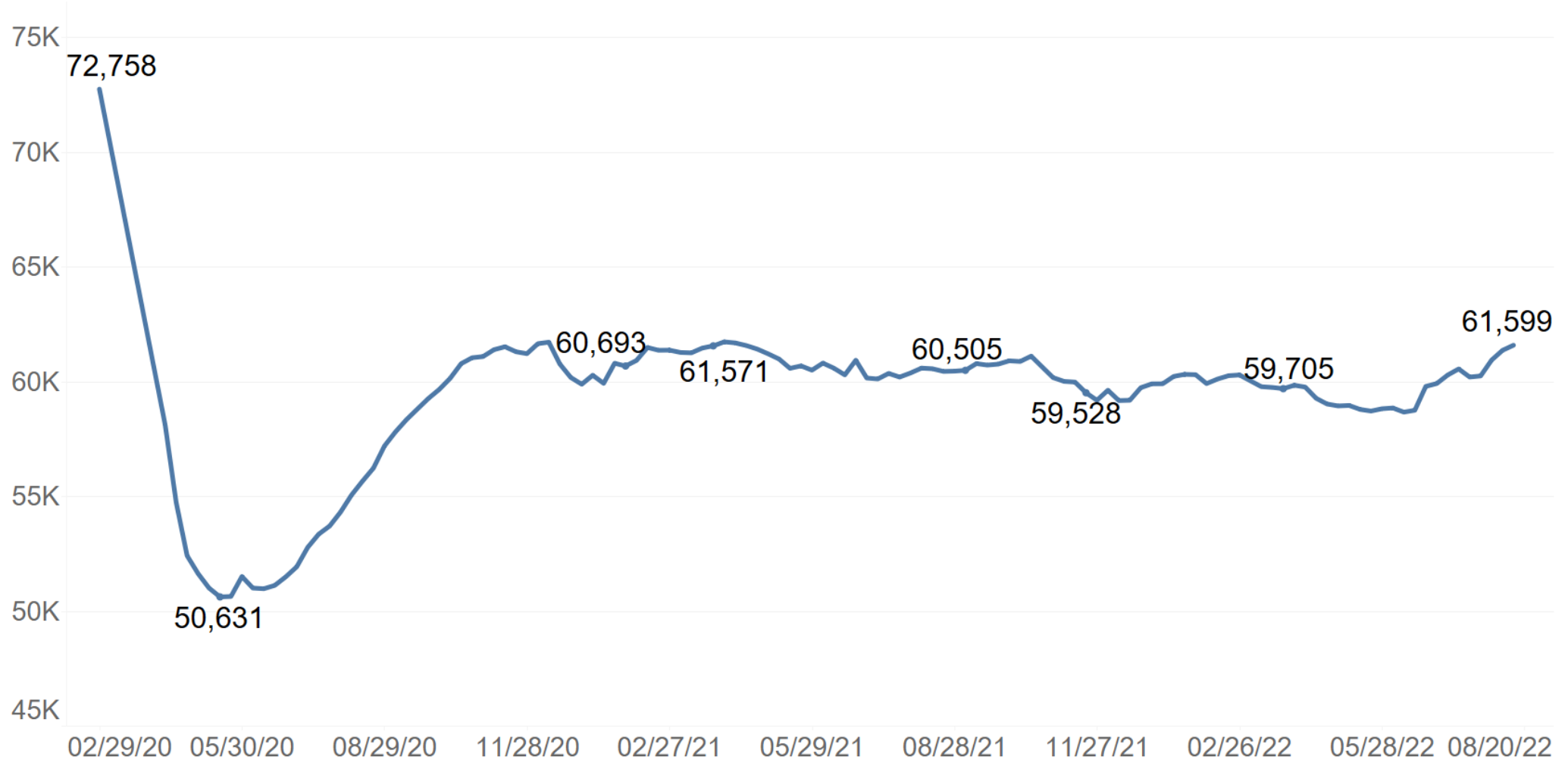
Adam.Lwin@bscc.ca.gov or call (916) 324-2626.

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

Information Item 2
COVID - Update

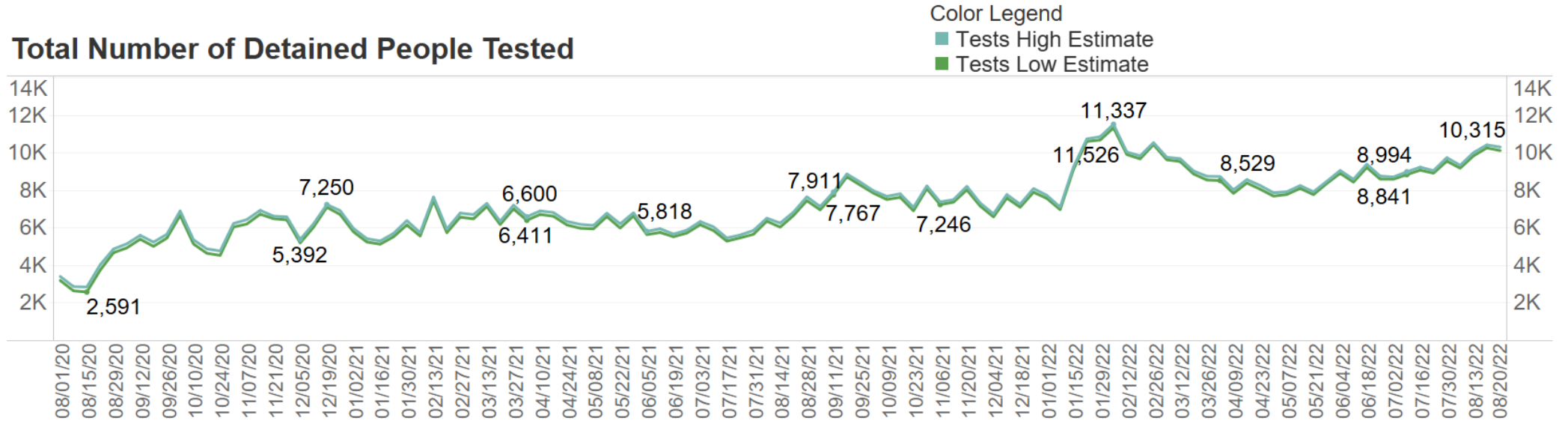
Recent Population Trends in County Jails

Statewide Average Daily Population of Detained People from 2/29/20 to 8/20/22

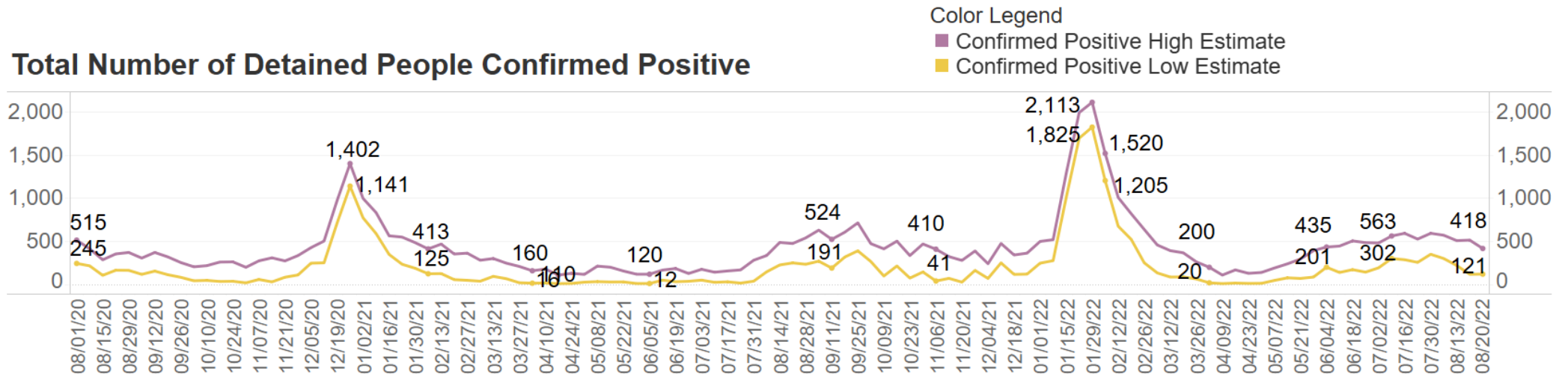


Recent COVID-19 Case Trends in County Jails

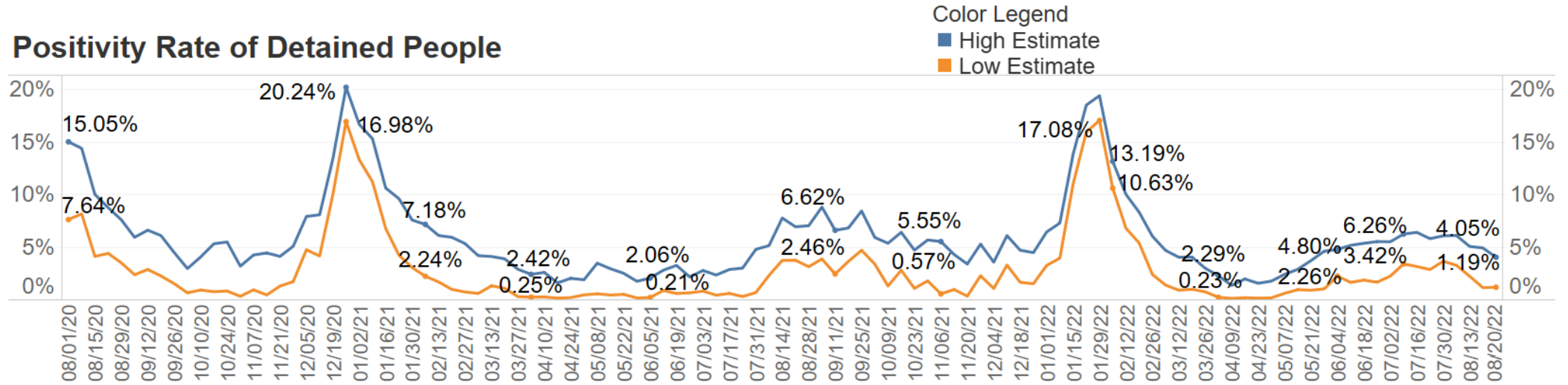
Total Number of Detained People Tested



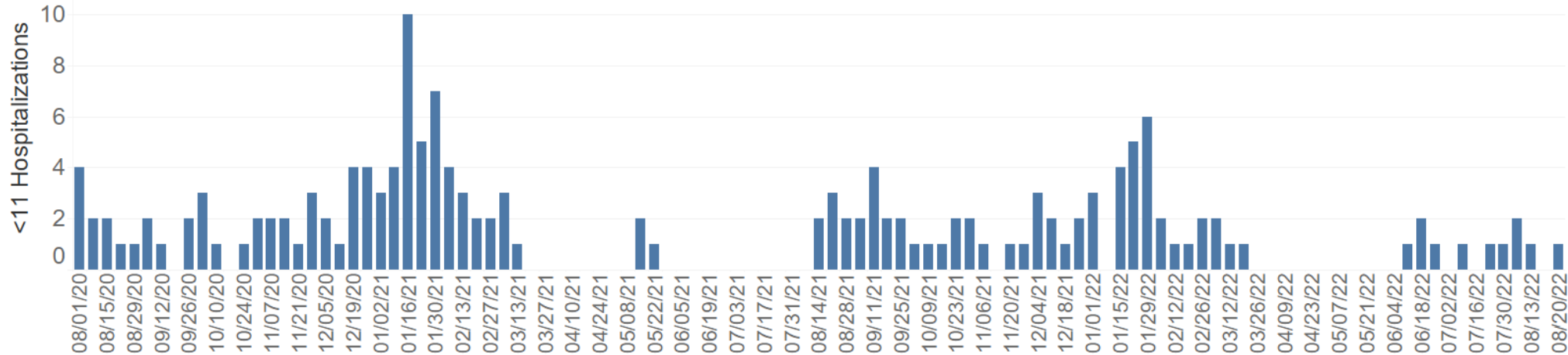
Total Number of Detained People Confirmed Positive



Recent COVID-19 Case Trends in County Jails



Hospitalizations of Detained People



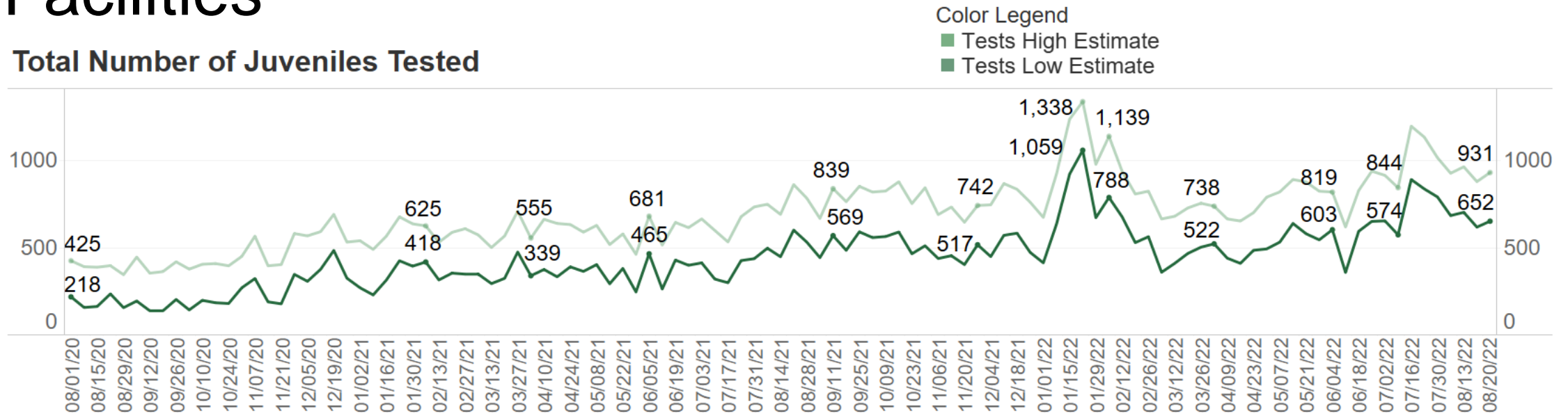
Recent Population Trends in County Juvenile Facilities

**Statewide Average Daily Population of Juveniles in County Detention Facilities
from 2/29/20 to 8/20/22**

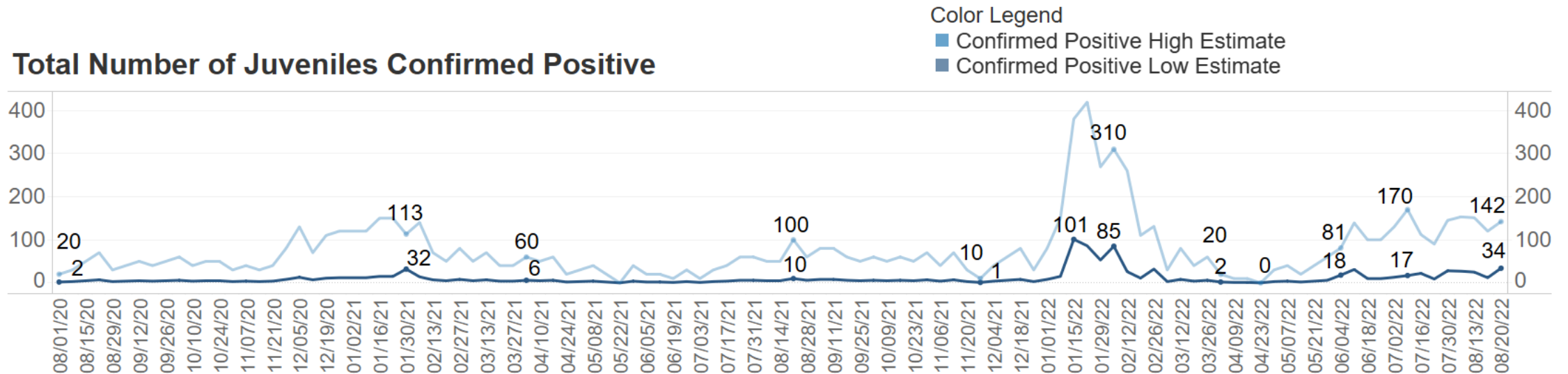


Recent COVID-19 Case Trends in County Juvenile Facilities

Total Number of Juveniles Tested

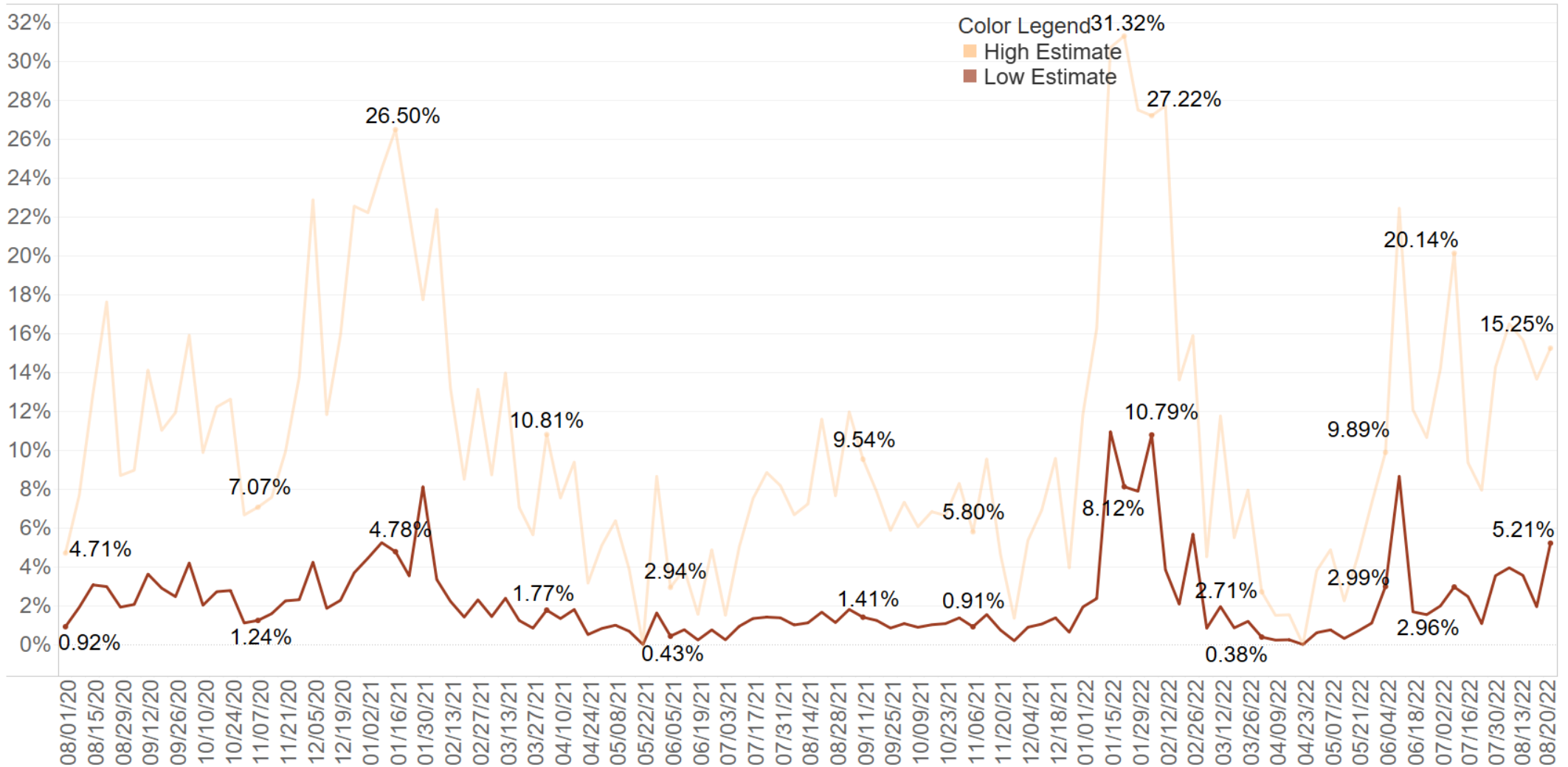


Total Number of Juveniles Confirmed Positive



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	<p><u>AB 731</u></p> <p><u>County jails: recidivism: reports</u></p> <p><u>Assemblymember Bauer-Kahan, Rebecca</u></p> <p><u>(D-16)</u></p>	<p>ENROLLED AUGUST 26, 2022</p> <p>This bill would require the sheriff in each county to compile and submit to the BSCC on or before January 1, 2023, the following data:</p> <p>(A) A list of all of the educational opportunities provided in each county jail.</p> <p>(B) A list of all of the rehabilitative opportunities provided in each county jail.</p> <p>(C) A list of all of the exercise opportunities provided per each county jail.</p> <p>(D) The number of participants and the cost of administering each of the programs in subparagraphs (A), (B), and (C).</p> <p>(E) The overall recidivism rates for each county jail. 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.</p> <p>The bill would require the board to compile a report based upon those findings and submit the report to the Legislature by July 2023.</p>	<p>Would require the BSCC to collect and compile data then submit a report to the Legislature.</p>	<p>8/31/22</p> <p>Enrolled and presented to the Governor.</p> <p>Votes: (Y:60, N:0)</p>

2	<p><u>AB 1227</u></p> <p><u>Firearms and ammunition: excise tax.</u></p> <p><u>Assemblymember Levine</u></p> <p><u>(D-10)</u></p>	<p>AMENDED IN SENATE AUGUST 25, 2022</p> <p>This bill, the Gun Violence Prevention, Healing, and Recovery Act, would, commencing July 1, 2023, and subject to an appropriation as specified, impose an excise tax in the amount of 10% of the sales price of a handgun and 11% of the sales price of a long gun, rifle, firearm precursor part, and ammunition, as specified. The tax would be collected by the state pursuant to the Fee Collection Procedures Law. The bill would require that the revenues collected be deposited in the Gun Violence Prevention, Healing, and Recovery Fund, which the bill would establish in the State Treasury.</p> <p>This bill would include a change in state statute that would result in a taxpayer paying a higher tax within the meaning of Section 3 of Article XIII A of the California Constitution, and thus would require for passage the approval of 2/3 of the membership of each house of the Legislature.</p> <p>One-half of the moneys received including one-half of the interest or dividends earned by the fund, are hereby continuously appropriated without regard to fiscal year to the Board as the administering agency for the California Violence Intervention and Prevention (CalVIP) Grant Program, for the sole purpose of funding CalVIP grants, as well as administration and evaluations of the CalVIP program.</p>	<p>May impact current CalVIP grant funding.</p>	<p>9/1/22</p> <p>Read third time. Urgency clause refused adoption.</p> <p>FAILED PASSAGE</p> <p>Vote: (Y:20, N:12)</p>
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3	<p><u>AB 1597</u></p> <p><u>Shoplifting: increased penalties for prior crimes</u></p> <p><u>Assemblymember Waldron (R-75)</u></p>	<p>INTRODUCED JANUARY 3, 2022</p> <p>Current law, as amended by Proposition 47, provides that a registered sex offender or a person with a prior conviction for certain serious or violent felonies, such as a sexually violent offense, who commits petty theft, is subject to imprisonment in the county jail for up to one year or in the state prison for 16 months, or 2 or 3 years. This bill would reinstate a provision of law that was repealed by Proposition 47 that provides that a person who has been convicted 3 or more times of petty theft, grand theft, or other specified crimes and who is subsequently convicted of petty theft is subject to imprisonment in a county jail not exceeding one year or in a county jail for 18 months or 2 or 3 years.</p>	<p>May impact the current Proposition 47 Grants.</p>	<p>4/26/22</p> <p>FAILED PASSAGE</p>
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3	<p><u>AB 1599</u></p> <p><u>Proposition 47: repeal</u></p> <p><u>Assemblymember Kiley, Kevin</u></p> <p><u>(R-6)</u></p>	<p>REVISED MARCH 09, 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 reduce the value threshold of violations of theft, embezzlement, forgery, fraud, or identity theft with respect to the property or personal identifying information of that elder or dependent adult of those provisions which are currently punishable as a misdemeanor or a felony when the moneys, labor, goods, services, or real or personal property taken or obtained as to a felony and reduced the amount from \$950 to \$400.</p> <p>Would also reduce grand theft as the wrongful taking of money, labor, or property from \$950 to \$400.</p> <p>This bill would provide that it would become effective only upon approval of the voters and would provide for the submission of this measure to the voters for approval at the next statewide general election.</p>	<p>May impact the current Proposition 47 Grants.</p>	<p>4/29/22</p> <p>FAILED PASSAGE</p>
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4	<p><u>AB 1603</u></p> <p><u>Theft: shoplifting: amount</u></p> <p><u>Assemblymember</u></p> <p><u>Salas (D-32)</u></p>	<p>REVISED MARCH 23, 2022</p> <p>Proposition 47 requires shoplifting, defined as entering a commercial establishment with the intent to commit larceny if the value of the property taken does not exceed \$950, to be punished as a misdemeanor. Under existing law, entering a commercial establishment with the intent to take property exceeding \$950 is burglary, punishable as a misdemeanor or a felony. This bill would amend Proposition 47 by reducing the threshold amount for petty theft and shoplifting from \$950 to \$400. The bill would provide that it shall become effective only when submitted to, and approved by, the voters of California.</p>	<p>May impact the current Proposition 47 Grants.</p>	<p>4/29/22</p> <p>FAILED PASSAGE</p>
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5	<p><u>AB 1670</u></p> <p><u>Criminal justice: Commission on Alternatives to Incarceration</u></p> <p><u>Assemblymember Bryan, Isaac</u></p> <p><u>(D-54)</u></p>	<p>AMENDED IN ASSEMBLY MARCH 31, 2022</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, alternative crisis response models, and the effects of family separation in the jail and state prison systems.</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>	<p>Would need to provide technical assistance to the Commission.</p>	<p>5/20/22</p> <p>FAILED PASSAGE</p>
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6	<p><u>AB 1816</u></p> <p><u>Reentry Housing and Workforce Development Program</u></p> <p><u>Assemblymember Bryan (D-54)</u></p>	<p>REVISED MARCH 24, 2022</p> <p>Current law establishes the Department of Housing and Community Development in the Business, Consumer Services, and Housing Agency and makes the department responsible for administering various housing programs throughout the state, including, among others, the Multifamily Housing Program, the Housing for a Healthy California Program, and the California Emergency Solutions Grants Program.</p> <p>Upon appropriation by the Legislature for this express purpose, this bill would require the department to create the Reentry Housing and Workforce Development Program and would require the department to take specified actions to provide grants to applicants, as defined, for innovative or evidence-based housing, housing-based services, and employment interventions to allow people with recent histories of incarceration to exit homelessness and remain stably housed.</p>	<p>May impact current BSCC reentry grant program funding.</p>	<p>8/30/22</p> <p>Ordered to inactive file at the request of Senator Scott Wiener.</p> <p>FAILED PASSAGE</p>
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7	<p><u>AB 1836</u></p> <p><u>Peace officers: mental health</u></p> <p><u>Assemblymember Maienschein</u></p> <p><u>(D-77)</u></p>	<p>AMENDED IN ASSEMBLY APRIL 28, 2022</p> <p>This bill, upon appropriation of funds, would establish the Officer Wellness and Mental Health Grant Program within the Board of State and Community Corrections for the purpose of improving officer wellness and expanding mental health resources and suicide prevention. The bill would require the board to award grants to eligible local law enforcement agencies and local peace officer associations. The bill would require program funds to be used for one or more specified purposes, including the establishment of officer wellness and peer support units and the hiring and retention of licensed mental health professionals.</p> <p>The grant funds shall be used for:</p> <ol style="list-style-type: none"> 1. Establish officer wellness units. 2. Establish peer support units. 3. Hire and retain the services of a licensed mental health professional. 4. Expand existing officer wellness units or peer support units and other specified provisions. 	<p>Would require the BSCC to administer a grant program.</p>	<p>8/12/2022</p> <p>FAILED PASSAGE</p>
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8	<p><u>AB 2062</u></p> <p><u>Local law enforcement hiring grants.</u></p> <p><u>Assemblymember Salas (D-32)</u></p>	<p>INTRODUCED FEBRUARY 14, 2022</p> <p>Would, upon appropriation of funds for this purpose in the annual Budget Act and until January 1, 2029, require the Board of State and Community Corrections to establish a grant program to provide \$50 million in grants to local law enforcement agencies to incentivize peace officers to work in local law enforcement agencies that are in underserved communities and to live in the communities that they are serving.</p> <p>The bill would require grant funds to be used to provide a 5-year supplement to peace officer salaries in local law enforcement agencies that are in underserved communities that have had a homicide rate higher than the state average for the past 5 years or more and where the peace officer lives within 5 miles of the office in which they work.</p> <p>The bill would require local law enforcement agencies that receive grants to report specified information to the board annually and would require the board to report to the Legislature and the Governor's office on the efficacy of the program, as prescribed, on or before July 1, 2028.</p>	<p>Would be required to establish a grant program and compile a report to the Legislature and Governor annually.</p>	<p>5/20/22</p> <p>FAILED PASSAGE</p>
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<p>9</p>	<p><u>AB 2253</u></p> <p><u>Gun violence: public health crisis</u></p> <p><u>Assemblymember Bonta (D-18)</u></p>	<p>CORRECTED MAY 09, 2022</p> <p>This bill would declare that it is established policy of the state that gun violence is required to be recognized and addressed as a public health crisis, as specified. The bill would require all relevant state agencies, including the Department of Justice, to consider this state policy when revising, adopting, or establishing polices, regulations, and grant criteria, or making any expenditures related to the prevention of gun violence and increasing community safety. The bill would also create the Office of Gun Violence Prevention within the Department of Justice with the goal of developing a strategy, through collaboration with the Board of State and Community Corrections and other specified community members, to identify causes of gun violence in communities and to incorporate a public health approach to improve social determinants of health for communities most affected by gun violence. The bill would require the Office of Gun Violence Prevention to create a plan of action for how the Department of Justice and Board of State and Community Corrections will incorporate a public health approach to their gun violence prevention-related programs and services. The bill would require the office to submit the plan to the Legislature no later than July 1, 2023.</p>	<p>May impact current CalVIP grant and resources.</p>	<p>5/20/22</p> <p>FAILED PASSAGE</p>
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10	<p><u>AB 2294</u></p> <p><u>Diversion for repeat retail theft crimes</u></p> <p><u>Assemblymember</u></p> <p><u>Jones-Sawyer (D-59)</u></p>	<p>AMENDED IN ASSEMBLY APRIL 18, 2022</p> <p>Current law requires a peace officer to release a person who has been arrested for a misdemeanor after securing that person’s promise to appear, as specified, unless certain conditions are met for nonrelease, including, among others, there is reason to believe that the person would not appear as required or there was a reasonable likelihood that the offense or offenses for which the person was arrested would continue or resume. This bill, until January 1, 2026, would include in the reasons for nonrelease that the person has been cited, arrested, or convicted for misdemeanor or felony theft from a store in the previous 6 months and that there is probable cause to believe that the person arrested is guilty of committing organized retail theft.</p> <p>This bill, upon appropriation and until January 1, 2026, would also require the Board of State and Community Corrections to award competitive grant funding to four or more county superior courts or county probation departments to create demonstration projects to reduce the recidivism of high-risk misdemeanor probationers, as specified. The bill would require the board to develop reporting requirements for the participating entities and would require those entities to report the results of the demonstration project to the board. The bill would require the board to report to the Legislature and county criminal justice officials 2 years after the appropriation by the Legislature. This section shall remain in effect until January 1, 2026, and as of that date is repealed.</p>	<p>Upon appropriation may require the BSCC to administer a grant and compile a report to the Legislature and county criminal justice officials.</p>	<p>8/31/2022</p> <p>Concurrence in Senate Amendments.</p> <p>PASSED</p> <p>Vote: (Y:59, N:13, A:8)</p>
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11	<p><u>AB 2321</u></p> <p><u>Juveniles: room confinement</u></p> <p><u>Assemblymember</u></p> <p><u>Jones-Sawyer (D-59)</u></p>	<p>AMENDED IN ASSEMBLY MAY 19, 2022</p> <p>Current law places restrictions on the use of room confinement of minors or wards who are confined in a juvenile facility, as specified, and requires the placement of a minor or ward in room confinement to be conducted in accordance with specified guidelines. Current law excludes from the definition of room confinement the confinement of a minor or ward in a single-person room or cell for brief periods of locked room confinement necessary for required institutional operations.</p> <p>This bill would limit that exclusion to periods of confinement no longer than two (2) hours. The bill would also require minors and wards who are confined to be provided reasonable access to toilets at all hours. By increasing the duties of local entities in connection with local juvenile facilities, the bill would impose a state-mandated local program. This bill contains other related provisions and other existing laws.</p>	<p>May impact Title 15 regulations.</p>	<p>8/30/22</p> <p>Enrolled and presented to the Governor.</p>
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<p>12</p>	<p><u>AB 2343</u></p> <p><u>Board of State and Community Corrections</u></p> <p><u>Assemblymember</u></p> <p><u>Weber (D-79)</u></p>	<p>AMENDED IN SENATE AUGUST 25, 2022</p> <p>This bill would, commencing July 1, 2023, add 2 additional members to the board, a licensed health care provider and a licensed mental health care provider, each appointed by the Governor, subject to confirmation by the Senate.</p> <p>The bill would also, commencing July 1, 2023, require the board to develop and adopt regulations pertaining to standards of care for incarcerated persons with mental health issues by local correctional facilities, including requirements for training of correctional staff in-service training of correctional officers shall include no fewer than four hours of training on mental and behavioral health annually. Requirements for mental health screening, and requirements for safety checks of incarcerated persons shall be sufficiently detailed to determine the safety and well-being of the incarcerated person, and that they are not in distress. This determination shall not require facility staff to disturb or wake incarcerated persons during sleeping hours.</p>	<p>Would add two additional members to the Board and May make changes to Title 15 regulations and STC training standards.</p>	<p>8/30/22</p> <p>To Engrossing and Enrolling.</p>
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13	<p><u>AB 2417</u></p> <p><u>Juveniles: Youth Bill of Rights</u></p> <p><u>Assemblymember Ting (D-19)</u></p>	<p>AMENDED IN SENATE AUGUST 24, 2022</p> <p>Existing law establishes the Youth Bill of Rights, which includes the right to live in a safe, healthy, and clean environment conducive to treatment and rehabilitation, to contact attorneys, ombudspersons, and other advocates regarding conditions of confinement or violations of rights, and to receive a quality education. Under current law, the Youth Bill of Rights applies to youth confined in a facility of the Division of Juvenile Justice in the Department of Corrections and Rehabilitation.</p> <p>This bill would make the Youth Bill of Rights applicable to youth confined in any juvenile justice facility. The bill would further require, as part of the Youth Bill of Rights, that youth have access to postsecondary academic and career technical education and programs and access to information regarding parental rights, among other things. The bill would require the Division of the Ombudsperson of the Office of Youth and Community Restoration, in consultation with other specified parties, to develop standardized information explaining these rights no later than July 1, 2023.</p>	None	<p>8/31/2022</p> <p>Concurrence in Senate Amendments.</p> <p>PASSED</p> <p>Vote: (Y:79 N:0 A:1)</p>
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14	<p><u>AB 2543</u></p> <p><u>Theft and burglary.</u></p> <p><u>Assemblymember</u></p> <p><u>Fong (R-34)</u></p>	<p>AMMENDED IN ASSEMBLY MARCH 17, 2022</p> <p>The existing 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, makes the theft of property that does not exceed \$950 in value petty theft, and makes that crime punishable as a misdemeanor, with certain exceptions. The initiative statute defines shoplifting as entering a commercial establishment with the intent to commit larceny while that establishment is open during regular hours, where the value of the property that is taken or intended to be taken does not exceed \$950. The initiative statute requires that shoplifting be punished as a misdemeanor.</p> <p>This bill would amend Proposition 47 by authorizing acts of shoplifting that occur on 2 or more separate occasions within a 12-month period, and the aggregated value of the merchandise taken exceeds \$950, to be punished either by imprisonment in a county jail for not more than one year or by 16 months or 2 or 3 years in a county jail.</p>	<p>May impact the current Proposition 47 Grants.</p>	<p>4/26/22</p> <p>FAILED PASSAGE</p>
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15	<p><u>AB 2545</u></p> <p><u>Theft: receiving stolen property: firearms</u></p> <p><u>Assemblymember Muratsuchi (D-66)</u></p>	<p>INTRODUCED FEBRUARY 17, 2022</p> <p>Existing law, the Safe Neighborhoods and Schools Act, enacted by Proposition 47, as approved by the voters at the November 4, 2014, statewide general election, requires the receipt of stolen property that does not exceed \$950 to be punished as a misdemeanor, except in cases when the defendant has previously been convicted of one or more specified serious or violent felonies or an offense requiring registration as a sex offender.</p> <p>This bill would, upon approval by the voters, make knowingly buying or receiving a stolen firearm, as specified, regardless of the value of the firearm, punishable as either a misdemeanor or a felony.</p>	<p>May impact the current Proposition 47 Grants.</p>	<p>4/29/22</p> <p>FAILED PASSAGE</p>
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<p>16</p>	<p><u>AB 2632</u></p> <p><u>Segregated confinement</u></p> <p><u>Assemblymember Holden</u></p> <p><u>(D-41)</u></p>	<p>AMENDED IN SENATE AUGUST 17, 2022</p> <p>Would require every jail, prison, public or privately operated detention facility, and a facility in which individuals are subject to confinement or involuntary detention to develop and follow written procedures governing the management of segregated confinement, as specified. The bill would require those facilities to document the use of segregated confinement by, among other things, providing written orders of that confinement to the individual confined, as specified.</p> <p>The bill would prohibit those facilities from involuntarily placing an individual in segregated confinement if the individual belongs to a special population, including, among others, that the individual has a mental or physical disability or that the individual is under 26 years of age or over 59 years of age. The bill would require the facility to additionally periodically check on the individual and have a medical or mental health professional periodically assess the individual.</p> <p>This bill would require a facility to offer out-of-cell programming to individuals in segregated confinement for at least 4 hours per day, not including time spent on housekeeping or in paid employment.</p> <p>The bill would also authorize a facility to use segregated confinement to help treat and protect against the spread of communicable disease, under certain circumstances.</p>	<p>May impact Title 15 regulations.</p>	<p>8/30/22</p> <p>To Engrossing and Enrolling.</p>
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17	<p><u>AB 2951</u></p> <p><u>Mobile mental health crisis response teams</u></p> <p><u>Assemblymember Salas (D-32)</u></p>	<p>AMENDED IN ASSEMBLY MARCH 24, 2022</p> <p>Existing law also establishes, until January 1, 2026, the Medication-Assisted Treatment Grant Program, to be administered by the Board of State and Community Corrections. Existing law requires the board to award grants, on a competitive basis, to counties and authorizes counties that receive grants to use grant funds for various purposes relating to the treatment of substance use disorders and the provision of medication-assisted treatment, including for the purpose of funding mobile crisis teams of behavioral health professionals that can respond with law enforcement to mental health or other health crisis calls.</p> <p>Would require the State Department of Health Care Services to establish a 5-year statewide pilot program to provide grants to cities to create mobile mental health crisis response teams. The bill would require a city that receives a grant to ensure that, among other things, a mobile mental health crisis response team is a dispatch option when city employees respond to mental health emergency calls within the city. The bill would require a mobile mental health crisis response team funded with a grant to be staffed by licensed clinicians who have the legal authority to take, or cause to be taken, a person into custody pursuant to the above-described provisions. The bill would require a city that receives a grant to annually submit a report with specified information to the department. The bill would repeal these provisions on January 1, 2029. The bill would further state the intent of the Legislature that the bill will ultimately include an appropriation of \$50,000,000 for the purposes of the pilot program.</p>	None	<p>5/20/22</p> <p>FAILED PASSAGE</p>
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18	<p><u>SB 1108</u></p> <p><u>Shoplifting: increased penalties for prior crimes</u></p> <p><u>Senator Bates (R-36)</u></p>	<p>INTRODUCED FEBRUARY 16, 2022</p> <p>Would reinstate a provision of law that was repealed by Proposition 47 that provides that a person who has been convicted 3 or more times of petty theft, grand theft, or other specified crimes and who is subsequently convicted of petty theft is subject to imprisonment in a county jail not exceeding one year or in a county jail for 16 months or 2 or 3 years. The bill would also make this provision and the provision relating to a person with serious, violent, or sexual prior offenses applicable to a person whose prior or current conviction is for shoplifting.</p>	<p>May impact current Proposition 47 grant.</p>	<p>3/29/22</p> <p>FAILED PASSAGE</p>
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19	<p><u>SB 1178</u></p> <p><u>Criminal procedure: sentencing</u></p> <p><u>Senator Bradford (D-35)</u></p>	<p>INTRODUCED FEBRUARY 17, 2022</p> <p>Current law, the Safe Neighborhoods and Schools Act, enacted by Proposition 47, as approved by the voters at the November 4, 2014, statewide general election, reduced the penalties for various crimes. Under the provisions of the act, a person who, on November 5, 2014, was serving a sentence for a conviction of a felony or felonies who would have been guilty of a misdemeanor under the act if the act had been in effect at the time of the conviction may petition or apply to have the sentence reduced in accordance with the act. Current law requires those petitions to be filed on or before November 4, 2022, or at a later date upon showing of good cause.</p> <p>Proposition 47 authorizes its provisions to be amended by a statute that is consistent with and furthers its intent and that is passed by a 2/3 vote of each house of the Legislature.</p> <p>This bill would amend Proposition 47 to remove that deadline for the filing of those petitions.</p>	<p>May impact current Proposition 47 grant.</p>	<p>8/31/22</p> <p>Third Reading Urgency by Senator Mark Stone.</p> <p>FAILED PASSAGE</p>
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20	<p><u>SB 1418</u></p> <p><u>Public safety collaborative</u></p> <p><u>Senator Newman (D-29)</u></p>	<p>AMENDED IN ASSEMBLY JUNE 15, 2022</p> <p>Current law establishes the Board of State and Community Corrections. Current law charges the board with providing the statewide leadership, coordination, and technical assistance to promote effective state and local efforts and partnerships in California’s adult and juvenile criminal justice system.</p> <p>The Board of State and Community Corrections shall administer public safety collaborative grants from the fund, upon appropriation by the Legislature, to regional public safety collaboratives established for violence prevention, intervention, and suppression activities. Preference in Public Safety Collaborative Fund distributions shall be given to existing collaboratives, including, but not limited to, the North Orange County Public Safety Collaborative.</p> <p>The Board shall provide this information annually to the Legislature and Governor by December 31.</p>	<p>Upon appropriation the BSCC would be required to administer the grant and compile a Legislative report.</p>	<p>8/12/22</p> <p>FAILED PASSAGE</p>
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21	<p><u>SB 1427</u></p> <p><u>Homeless and Mental Health Court and Transitioning Home Grant Programs</u></p> <p><u>Senator Ochoa Bogh</u></p> <p><u>(R-23)</u></p>	<p>AMENDED IN ASSEMBLY JUNE 21, 2022</p> <p>Would establish a new grant program administered by the Board of State and Community Corrections:</p> <p>Transitioning Home Grant Program that would, subject to an appropriation by the Legislature, provide grants to county sheriffs and jail administrators to fund programs aimed at reducing homelessness among inmates released from custody, as specified.</p> <p>The board may use up to 5 percent of the funds appropriated for the program each year for the costs of administering the program on or before July 1, 2026. The report shall be submitted to the Legislature.</p> <p>This article shall remain in effect only until January 1, 2027, and as of that date is repealed.</p>	<p>Administer a grant and compile a report to the Legislature by 2026.</p>	<p>8/12/22</p> <p>FAILED PASSAGE</p>
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Agenda Item A

MINUTES
BOARD OF STATE AND COMMUNITY CORRECTIONS MEETING
MONDAY JULY 25, 2022 – 1:00 PM
BOARD MEETING

Meeting Held In-Person, Zoom & Teleconference

Board Room
2590 Venture Oaks Way
Sacramento, California, 95833

The full recording of the meeting can be viewed here:

<https://www.youtube.com/watch?v=lbSLDAviw1E&t=7551s>

I. Call Meeting to Order

Chair Linda Penner called the meeting to order at 1:00 p.m.

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.

Chair Penner welcomed the Board members and the members of the public to the meeting.

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

The following members were in attendance:

Chair Penner	Mr. Dicus	Ms. Vernon	Mr. Garcia
Ms. Allison	Ms. Chavez	Ms. Gaard	Ms. Cumpian
Mr. Viera Rosa	Mr. Haynes	Mr. Mills	Mr. Budnick

ABSENT BOARD MEMBERS:

Mr. Growdon

II. Information Items

1. Chair's Report

None to report

2. Executive Director's Report

Director Howard acknowledged the work BSCC staff and commended staff for taking on new responsibilities as a result of the 2022-23 Budget.

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. Notice to the Board of the Fiscal Year 2022 California Edward Byrne Memorial Justice Assistance Grant Application

Deputy Director Ricardo Goodridge reported that California will implement its updated Multi-Year State Strategy beginning with this round of JAG funding. The Multi-Year State Strategy will combine the information received from the most recent planning process with the Program Purpose Areas in place since 2013. The five program purpose areas are:

- ▶ PPA 1: Law enforcement programs
- ▶ PPA 2: Prosecution and court programs
- ▶ PPA 3: Prevention and education programs
- ▶ PPA 5: Drug treatment and enforcement programs
- ▶ PPA 8: Mental health programs and related law enforcement and corrections programs

Staff is planning to submit California's 2022 JAG application, inclusive of the Multi-Year State Strategy, no later than the August 1, 2022 due date. The next steps in the JAG grant development process will be to update the RFP and bring it to the Board for approval at the September meeting.

Board Members discussed the challenges in the lower number of surveys results due to COVID impacts and whether there could be additional flexibility in the way funding can be used by the locals.

Public Comment was heard for the Information Items

Nancy Juarez: Asked why COVID-19 update was not on the Agenda and shared COVID information from the field.

Avalon Edwards: Asked why COVID-19 data was not on the Agenda and stated the current data collected is not sufficient.

End of Public Comment

Chair Penner stated the BSCC is continuing to collect COVID-19 data but that this is a special, narrowly focused meeting to address the Los Angeles County suitability item and new budget issues. The BSCC will provide the regular COVID-19 data report at the next Board meeting.

III. Action: Consent Items

A. Minutes from the June 9, 2022 Board Meeting: **Requesting Approval**

Mr. Budnick moved approval. Mr. Garcia seconded. The motion was approved by all other Board members.

IV. Action: Discussion Items

B. [Reinspection of Los Angeles County Juvenile Hall – Determination of Suitability – \(Welf. & Inst. Code, § 209, subd. \(a\)\(4\) & \(d\)\)](#)

- [Central Juvenile Hall, Los Angeles County](#)

[Requesting Approval](#)

Deputy Director Allison Ganter presented this Agenda item, which requested the Board find Central Juvenile Hall suitable within the meaning of Welfare and institutions Code section 209, subdivision (a)(4).

Ganter reported that between July 18 and 20, 2022, Field Representative Lisa Southwell completed a reinspection of the Central Juvenile Hall's safety check documentation to determine compliance with section 1328, Safety Checks. Based on the reinspection it was determined that the facility was in compliance.

Los Angeles Probation Chief Adolfo Gonzales presented the following:

- That he is proud of his staff for coming into compliance at the facility and remedying the issue of safety checks. Gonzales added that after the June 9, 2022 Board meeting the County implemented a revised safety checklist and instructional manual to all juvenile staff to address the specific areas of concerns and provided hours of training video and technical assistance where appropriate.
- That activity and counseling sessions have been added for youth. A new supervisor has been added to ensure that youth are receiving the best care possible.
- That the facility is currently in the middle of a solicitation process for procurement electronic systems for safety checks, and he hopes to have the system in place by the end of the year or sooner.
- That there are many vacant positions in the juvenile hall and a hiring freeze. In addition, large number of staff are on leave for a variety of reasons, including light duty, and others call out. As a result, the county has been forced to do mandatory overtime and has required field staff to be deployed to juvenile halls.
- That the county is addressing these challenges by meeting with county leadership, the CEO's office, department of human resources, and supervisors.

Chair Penner and Board members echoed concerns about whether the County facilities can remain in compliance. A new inspection cycle will begin immediately after the item is voted on and Penner said staff will maintain a close watch on the facility and the Board will react swiftly as soon on matters of noncompliance. Penner added that she would accept the recommendations to find Central Juvenile Hall suitable.

Board Members shared concerns and thoughts about the number of staff call outs, hiring freeze, and the number of vacancies at the facilities and asked for clarification and elaboration on how Los Angeles is addressing this matter.

Mr. Gonzales responded that they have had a hiring freeze since January and a vacancy rate of 47 percent, and they are meeting with department of human resources from the county to assist with these issues. Facility supervisors are trying to address the attendance issue. Probation is working with the CEO's office to get an approval to hire a list of candidates from a testing process and are ready to implement hiring as soon as possible. Gonzales added that they are negotiating with labor unions and there are major obstacles in moving and relocating staff from one location to another.

Board Member Chavez stated that due to the extreme shortage in the number of staff the facility is only able to cover the minimum standards and shared her concerns about the issues of safety for staff and youth.

Board Member Viera Rosa clarified that the vote by the Board is solely based on if the County has complied with the issue of safety checks and if it came into compliance in the allotted timeframe and the Board should focus on that. If the Board needs to discuss and reinspect on other matters and have a larger conversation other than the topic that staff is recommending today, the Board will need to have a larger conversation at another meeting.

Public Comment was heard for this Item:

Anonymous Public Speaker: Stated that officers' lives are in danger and there is a lack of morale in the facility, staff are burned out and the employers are not doing anything to help the employees. Asked that supervisors should be held accountable as well as line staff.

Milinda Kakani: Asked that the facility be shut down and not hire more staff.

C. Lommel: A Union representative for LA County, stated that one of main reasons for staff call-outs are due to the increase in the number of injuries at the facilities and lack of tools for staff to deal with.

Aditi Sherikar: Asked that the juvenile halls be shut down rather than hiring more officers and find Central Juvenile Hall unsuitable.

Nicole Brown: Provided statical information about the reduction in the number of incarcerated youth and why more staff is not needed in the juvenile facility and to fund Los Angeles County Youth Justice Reimagined instead.

James Martinez: Asked about the facility fabricating safety check records and what the BSCC is doing to remedy the situation.

Damon Ayala: Asked that there be a reduction in staff and that they look to more routes like Los Angeles County Youth Justice Reimagined.

Jacob Jackson: Suggested that funding should not be focused on more staffing for probation and should be focused on Los Angeles County Youth Justice Reimagined.

Mel Bailey: Suggested that the courts should be involved in these conversations and also stated that closing Central Juvenile Hall will encourage family reunification.

Elida Ledesma: Stated that the department should be reduced rather than expanded and the hiring freeze should not be lifted.

Nancy Juarez: Urged the Board to find Central Juvenile Hall unsuitable.

Maria Molina (*spoke in Spanish, interpreted by Director Howard*): Reported that her son is housed in Central Juvenile Hall and expressed her concerns about their safety and said staff are not caring but violent towards the youth in the facility.

End of Public Comment

Mr. Haynes moved approval. Mr. Vernon seconded. Mr. Mills Abstained. Mr. Garcia and Ms. Gaard rescued. The motion was approved by all other Board members.

C. Proposition 47 Grant Program Funding Recommendations: Requesting Approval

Dameion Renault presented this Agenda Item, which requested Board's approval of the Proposition 47 grant awards as recommended by the Executive Steering Committee (ESC). Staff recommended the Board to:

- Fully fund 20 Large Scope and four Small Scope proposals totaling \$124,907,667 for programs and initiatives that provide mental health services, substance-use disorder treatment, and/or diversion programs for people in the criminal justice system.
- Authorize staff to continue to make awards from the rank-ordered list if staff determine during the follow-up award-making process that an applicant recommended for funding is ineligible, if a grantee becomes ineligible during the grant cycle, or if the grant award is relinquished during the grant cycle.
- Dissolve the Proposition 47 Executive Steering Committee upon approval of the funding recommendations.

Ms. Vernon moved approval. Ms. Allison seconded. Ms. Chavez, Ms. Gaard, Mr. Budnick, and Ms. Cumpian recused pursuant to Government Code Section 1091. The motion was approved by all other Board members.

~~D. Edward Byrne Memorial Justice Assistance Grant Program, Request for Proposals: Requesting Approval~~

Agenda item D was pulled from the Agenda.

E. [Organized Retail Theft Prevention and Vertical Prosecution Grant Programs, Appointment of Chair and Establishment of an Executive Steering Committee: Requesting Approval](#)

Deputy Director Ricardo Goodridge presented this Agenda item, which requested an appointment of a chair for this grant to establish a diverse ESC that will address both the Organized Retail Theft and the Vertical Prosecution grant programs. The ESC should have relevant subject-matter expertise and the Chair and staff are authorized to modify membership as needed; authorize the ESC to oversee the development of this grant; and approve the proposed activities and tentative timeline associated with development of the grant Request for Proposal (RFP).

The Board appointed Board Member Judge Janet Gaard to Chair the Organized Retail Theft Prevention and Vertical Prosecution Grant Programs ESC.

Public Comment was heard for this Item

Travis Martinez: Reported on the positive statistical outcomes of GPS technology used by law enforcement agencies in Redlands to target organize retail theft.

End of Public Comment

Ms. Allison moved approval. Mr. Garcia seconded. Mr. Dicus, Ms. Chavez, Mr. Haynes, Ms. Vernon, and Mr. Mills recused pursuant to Government Code Section 1091. The motion was approved by all other Board members.

F. [Local Law Enforcement Gun Buyback Grant Program, Appointment of Chair and Establishment of an Executive Steering Committee: Requesting Approval](#)

Deputy Director Ricardo Goodridge presented this Agenda item, which requested an appointment of a chair for this grant to establish a diverse ESC with relevant subject-matter expertise and to modify membership as needed; authorize the ESC to oversee the development of this grant; and approve the proposed activities and tentative timeline associated with development of the grant Request for Proposal (RFP).

The Board appointed Board Member Sheriff Growdon to Chair the Local Law Enforcement Gun Buyback Grant Program ESC.

Mr. Viera Rosa moved approval. Ms. Allison seconded. Mr. Dicus, Ms. Chavez, Mr. Haynes, and Mr. Mills recused pursuant to Government Code Section 1091. The motion was approved by all other Board members.

G. [Missing and Murdered Indigenous People Grant Program, Appointment of Chair and Establishment of an Executive Steering Committee: Requesting Approval](#)

Deputy Director Ricardo Goodridge presented this Agenda item which requested an appointment of a chair for this grant to establish a diverse ESC with relevant subject-matter expertise and to modify membership as needed; authorize the ESC to oversee the development of this grant; and approve the proposed activities and tentative timeline associated with development of the grant Request for Proposal (RFP).

The Board appointed Board Member Ms. Norma Cumpian to Chair the Missing and Murdered Indigenous People Grant Program ESC.

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

H. [Mobile Probation Service Centers Grant Program, Appointment of Chair and Establishment of an Executive Steering Committee: Requesting Approval](#)

Deputy Director Ricardo Goodridge presented this Agenda item, which requested an appointment of a chair for this grant to establish a diverse ESC with relevant subject-matter expertise and to modify membership as needed; authorize the ESC to oversee the development of this grant; and approve the proposed activities and tentative timeline associated with development of the grant Request for Proposal (RFP).

The Board appointed retired Chief Probation Officer Stephanie James (Ret.) to Chair the Mobile Probation Service Centers Grant Program ESC.

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

I. [Youth Transitional Housing Program, Service Contract: Requesting Approval](#)

Chief Deputy Director and General Counsel Aaron Maguire presented this Agenda Item, which requested that the Board delegate authority to BSCC staff to administer \$3 million transitional housing program for people leaving the Department of Juvenile Justice as part of the 2022 Budget Act in conjunction with the Transitional Youth Housing program.

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

V. **Public Comments**

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

Ari Duarte: Suggested that youth in Los Angeles detention facilities should be educated on COVID-19 vaccinations.

Avalon Edwards: Reported on a case in Riverside County jails and the Sheriffs department and asked the BSCC to investigate the cases of in custody deaths in county jails.

VI. **Adjourn**

The meeting ended at: 3:55 p.m.

Next Board Meeting: September 8, 2022

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. Dicus, Sheriff, San Bernardino County
5. Ms. Chavez, Supervisor, Santa Clara County
6. Mr. Haynes, Chief Probation Officer, Fresno County
7. Ms. Vernon, Chief Probation Officer, Kings County
8. Ms. Gaard, Retired Judge, Yolo County
9. Mr. Mills, Chief of Police, Santa Cruz
10. Mr. Budnick, Founder, Anti-Recidivism Coalition
11. Mr. Garcia, Specialist, Office of Youth and Community Restoration
12. Ms. Cumpian, Associate Director Anti-Recidivism Coalition Women's and Non-Binary Services

BSCC STAFF:

Kathleen T. Howard, Executive Director
Aaron Maguire, Chief Deputy Director & General Counsel
Allison Ganter, Deputy Director, Facility Standards and Operations
Ricardo Goodridge, Deputy Director, Corrections Planning and Grants Program
Adam Lwin, Board Secretary
Tracie Cone, Communications Director
Dameion Reault, Field Representative, Corrections Planning and Grants Program

Agenda Item B

MEETING DATE: September 8, 2023**AGENDA ITEM:** B**TO:** BSCC Chair and Members**FROM:** Kathleen Howard, Executive Director kathleen.howard@bscc.ca.gov**SUBJECT:** Proposed 2023 Board of State and Community Corrections Meeting Schedule: **Requesting Approval**

Summary

This item requests the adoption of the 2023 Board of State and Community Corrections meeting schedule and requests approval for the specific dates and times noted below. The format for the meetings will be both virtual and in person.

Recommendation/Action Needed

Pending schedule availability for members, staff recommends the following schedule for the 2023 calendar year.

Day	Date	Time	Location
Thursday	February 9, 2023	10:00 a.m.	To Be Determined
Thursday	April 13, 2023	10:00 a.m.	To Be Determined
Thursday	June 15, 2023	10:00 a.m.	To Be Determined
Thursday	July 27, 2023	10:00 a.m.	To Be Determined
Thursday	September 14, 2023	10:00 a.m.	To Be Determined
Thursday	November 16, 2023	10:00 a.m.	To Be Determined

Agenda Item C

DATE: September 8, 2022 **AGENDA ITEM:** C

TO: BSCC Chair and Members

FROM: Allison Ganter, Deputy Director, allison.ganter@bscc.ca.gov

SUBJECT: Adult Title 15 Regulations: Final Approval of Proposed Regulations for Submission to Office of Administrative Law: **Requesting Approval**

Summary

The Board approved proposed changes to the Title 15 Regulations for Adult Local Detention Facilities (Cal. Code Regs., tit. 15, §§ 1000-1280) on November 18, 2021, and directed staff to begin the rulemaking process for adoption and implementation. On March 4, 2022, BSCC staff initiated the first step in rulemaking, as prescribed by the Office of Administrative Law, with a Notice of Proposed Action published in the California Regulatory Notice Register. After reviewing comments, BSCC staff determined that statutory updates and further modifications of the proposed regulations were necessary; the modified text was published for a 15-day public comment period on June 29, 2022. If these minor, technical changes are approved by the Board, it is anticipated that the Title 15 regulations will become effective on January 1, 2023.

A detailed timeline of the ESC process and all available material is located at: <https://www.bscc.ca.gov/adult-titles-15-and-24-regulations-revision/>

Background

The Board is required to review minimum standards for local detention facilities biennially and make appropriate revisions pursuant to Penal Code section 6030, subdivision (a).

At its April 11, 2019, meeting, the Board directed staff to begin the adult Titles 15 and 24 regulations review and revision process. BSCC staff convened the first Executive Steering Committee (ESC) meeting on December 2, 2019, to consider and identify areas for regulations revision and establish subject-matter workgroups to begin the drafting process. Workgroup meetings were held between March 2020 and January 2021.

Following workgroup meetings, BSCC staff developed initial proposed revisions to the regulations and requested public feedback. BSCC staff also held a public Zoom meeting on May 19, 2021, to provide an overview of the regulations revision process and review how the community could participate.

The ESC reconvened on May 25, 2021, to review the initial proposed revisions. During this meeting, there were many requests for an additional public review and comment period. The BSCC accommodated those requests by establishing a process, including a web-based

survey, for community members to provide additional feedback on the initial proposed revisions through July 31, 2021.

The ESC met again on August 31 and September 30, 2021, to review feedback received, review initial proposed revisions, ensure that regulations were aligned with national best practices, and direct BSCC staff to make modifications to the final proposed revisions based on community feedback and ESC discussion.

At its November 18, 2021 board meeting, the Board approved proposed changes to the Title 15 Regulations for Adult Local Detention Facilities. On March 4, 2022, BSCC published the Notice of Proposed Action to officially commence the 45-day public comment period and express intent to adopt proposed regulations; a public hearing occurred on May 2, 2022, via Zoom. However, additional modifications to the text of the proposed regulations were necessary to correct editorial issues and ensure consistency with new statutory language that amended Government Code section 7286.5 to prohibit carotid restraint or choke hold by law enforcement. The modified text of the proposed regulations was published for a 15-day public comment period from June 29, 2022, to July 15, 2022.

To review, highlights of the original regulation revisions made by the ESC and approved by the Board 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.

Recommendation/Action Needed

1. Approve the modifications to text of proposed regulations in Attachment C-1
2. Approve the final rulemaking package
3. Direct staff to submit the final rulemaking package to the Office of Administrative Law including the modified text of the proposed regulations, final proposed regulations, final statement of reasons, and any other final rulemaking documents required by the Administrative Procedures Act.

Attachments

- C-1: Modified Text of the Proposed Regulations
- C-2: Final Proposed Adult Title 15 Regulations Revisions
- C-3: Adult Title 15 Final Statement of Reasons

Attachment C-1



Title 15 Minimum Standards For Local Detention Facilities

Title 15-Crime Prevention and Corrections

Division 1, Chapter 1, Subchapter 4

Text of Modified Regulations



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BOARD OF STATE AND COMMUNITY CORRECTIONS
MINIMUM STANDARDS FOR LOCAL DETENTION FACILITIES
TITLE 15, DIVISION 1, CHAPTER 1, SUBCHAPTER 4

Table of Contents

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§ 1061. Education Plan. 8

§ 1083. Limitations on Disciplinary Actions. 8

§ 1106. Disciplinary Procedures..... 10

The BSCC has illustrated changes to the original text in the following manner:

Regulation originally proposed is underlined; deletions are shown in ~~strikeout~~

Additions to the language originally proposed are double-underlined; deletions are shown in ~~double-strikeout~~

Editorial Corrections:

Text shown in [brackets] requires the following editorial corrections:

- **Section 1024:** The bracketed text in the first paragraph was included in error. The term “inmate” is neither existing regulation, nor proposed. The term “inmate” will not appear in the final text.
- **Section 1029:** The bracketed text in proposed subsection 1029(a)(12) was included in error. The term “the individual” is neither existing regulation, nor proposed. The term “the individual” will not appear in the final text.
- **Section 1058:** The bracketed text in subsection 1058(b)(3) is a part of the existing regulation and is proposed for deletion; it was underlined in error.
- **Section 1061:** The bracketed text will not appear in the final text of the regulations. The phrase “A person may be provided m” is not part of the existing regulation, nor is it proposed.
- **Section 1083:** The bracketed text in the first paragraph will not appear in the final text of the regulations. The word “and” is not part of the existing regulation, nor is it proposed.
- **Section 1106:** The bracketed text “;and,” in subsection 1106(d)(6) will be removed in the final text as it is not part of the existing regulation, nor is it proposed. The period (“.”) in brackets was erroneously shown in ~~strikeout~~ in the originally proposed text; the period is not proposed for removal and will be shown in the final text of the regulations.

§ 1024. Court Holding and Temporary Holding Facility Training.

At a minimum, all supervisors of, and personnel who supervise [inmates]incarcerated persons in, a Court Holding or Temporary Holding facility shall complete 8 hours of specialized corrections training. Custodial personnel who supervise inmates in, and supervisors of, a Court Holding or Temporary Holding facility shall complete 8 hours of specialized training. Such training shall include, but not be limited to:

- (a) applicable minimum jail standards;
- (b) jail operations liability;
- (c) inmate segregationseparation of incarcerated persons;
- (d) emergency procedures and planning, fire and life safety; and;
- (e) suicide prevention;
- (f) de-escalation;
- (g) juvenile procedures;
- (h) racial bias; and,
- (e)(i) mental illness.

Such training shall be completed as soon as practical, but in any event not more than six months after the date of assigned responsibility, ~~or the effective date of this regulation.~~ Successful completion of Core training or supplemental Core training, pursuant to Section 1020, Corrections Officer Core Course, may be substituted for the initial eight hours of training.

A total of Eeight hours of refresher training shall be completed once every two years. Successful completion of the requirements in Section 1025, Continuing Professional Training may be substituted for the eight-hour refresher.

Each agency shall determine if additional training is needed based upon, but not limited to, the complexity of the facility, the number of inmatespeople incarcerated, the employees' level of experience and training, and other relevant factors.

Note: Authority cited: Sections 6024 and 6030, Penal Code. Reference: Section 6030, Penal Code.

§ 1029. Policy and Procedures Manual.

Facility administrator(s) shall develop and publish a manual of policy and procedures for the facility. The policy and procedures manual shall address all applicable Title 15 and Title 24 regulations and shall be comprehensively reviewed and updated at least every two years. Such a manual shall be made available to all employees.

- (a) The manual for Temporary Holding, Type I, II, and III facilities shall provide for, but not be limited to, the following:
 - (1) Table of organization, including channels of communications.
 - (2) Inspections and operations reviews by the facility administrator/manager.
 - (3) Policy on the use of force that meets current state and federal legal requirements and includes prohibition of the use of carotid restraint and choke holds.

- (4) Policy on the use of restraint equipment, including the restraint of pregnant inmatespersons as referenced in Penal Code Section 3407.
- (5) Procedure and criteria for screening newly received inmatespersons for release, ~~per Penal Code sections 849(b)(2) and 853.6, and any other such processes as the facility administrator is empowered to use.~~
- (6) Security and control including physical counts ~~of inmates,~~ and searches of the facility and inmatesincarcerated persons, contraband control, and key control. Each facility administrator shall, at least annually, review, evaluate, and make a record of security measures. The review and evaluation shall include internal and external security measures of the facility including security measures specific to prevention of sexual abuse and sexual harassment.
- (7) Emergency procedures include:
 - (A) fire suppression preplan as required by section 1032 of these regulations;
 - (B) escape, disturbances, and the taking of hostages;
 - (C) mass arrests;
 - (D) natural disasters;
 - (E) periodic testing of emergency equipment; and,
 - (F) storage, issue, and use of weapons, ammunition, chemical agents, and related security devices.
- (8) Suicide Prevention.
- (9) ~~Segregation Separation~~ of inmatesincarcerated persons.
- (10) Zero tolerance in the prevention of sexual abuse and sexual harassment.
- (11) Policy and procedure to detect, prevent, and respond to retaliation against any staff or inmateperson after reporting any abuse.
- ~~(11)(12) Release policy, including release planning for [the individual]incarcerated persons.~~
- (b) The policies and procedures required in subsections (a)(6) and (a)(7) may be placed in a separate manual to ensure confidentiality.
- (c) The manual for court holding facilities shall include all of the procedures listed in subsection (a), except number (5).
- (d) The manual for Type IV facilities shall include, in addition to the procedures required in subsection (a), except number (5), procedures for:
 - (1) accounting of ~~inmatefunds~~ belonging to incarcerated people;
 - (2) community contacts;
 - (3) field supervision;
 - (4) temporary release; and
 - (5) obtaining health care.
- (e) The manual for Temporary Holding, Court Holding, Type I, II, III, and IV facilities shall provide for, but not be limited to, the following:
 - (1) multiple internal ways for inmatesincarcerated people to privately report sexual abuse and sexual harassment, retaliation by other inmatesincarcerated persons or staff for reporting sexual abuse and sexual harassment, and staff neglect or violation of responsibilities that may have contributed to such incidents,

- (2) a method for uninformed ~~inmates incarcerated persons~~, family, community members, and other interested third-parties to report sexual abuse or sexual harassment. The method for reporting shall be publicly posted at the facility.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

§ 1058. Use of Restraint Devices.

The facility administrator, in cooperation with the responsible physician, shall develop and implement written policies and procedures for the use of restraint devices. Restraint devices include any devices which immobilize extremities or prevent the incarcerated person from being ambulatory. The provisions of this section do not apply to the use of handcuffs, shackles or other restraint devices when used to restrain incarcerated people for security reasons, and The facility manager may delegate authority to place an ~~inmate~~incarcerated person in restraints to a responsible health care staff. ~~In addition to the areas specifically outlined in this regulation, at a minimum,~~

(a) †The policy shall address the following areas:

- (1) acceptable restraint devices;
- (2) signs or symptoms which should result in immediate medical/mental health referral; availability of cardiopulmonary resuscitation equipment;
- (3) protective housing of restrained persons;
- (4) provision for hydration and sanitation needs; and,
- (5) exercising of extremities.

(b) Policy shall also include, but not be limited to, the following requirements:

- (1) In no case shall restraints be used for punishment or as a substitute for treatment.
- (2) Restraint devices shall only be used on ~~inmates incarcerated people~~ who display behavior which results in the destruction of property or reveal an intent to cause physical harm to self or others. ~~Restraint devices include any devices which immobilize an inmate's extremities and/or prevent the inmate from being ambulatory. Physical restraints~~
- (3) Restraint devices should be ~~utilized~~used only when ~~[it appears]~~less restrictive alternatives, ~~[would be ineffective in controlling the disordered behavior]~~including verbal de-escalation techniques, have been attempted and are deemed ineffective.
- (4) ~~Inmates~~An incarcerated person shall be placed in restraints only with the approval of the facility manager, the facility watch commander, or responsible health care staff; continued retention shall be reviewed a minimum of every hour.
- (5) Continuous direct visual observation shall be maintained until a medical opinion can be obtained.
- (6) A medical opinion on placement and retention shall be secured within one hour from the time of placement.
- (7) A medical assessment shall be completed within four hours of placement.

- (8) Continuous direct visual observation shall be conducted at least twice every thirty minutes to ensure that the restraints are properly employed, and to ensure the safety and well-being of the incarcerated person. Such observation shall be documented. While in restraint devices all incarcerated persons shall be housed alone or in a specified housing area which makes provisions to protect the person from abuse.
- (9) If the facility manager, or designee, in consultation with responsible health care staff determines that an inmate incarcerated person cannot be safely removed from restraints after eight hours, the inmate person shall be taken to a medical facility for further evaluation.
- (10) Where applicable, the facility manager shall use the restraint device manufacturer's recommended maximum time limits for placement.
- (11) All events and information related to the placement in restraints shall be documented and shall be video recorded unless exigent circumstances prevent staff from doing so. The documentation shall include: the reason for placement; person authorizing placement; names of staff involved in the placement; injuries sustained; and the duration of placement.

~~Direct visual observation shall be conducted at least twice every thirty minutes to ensure that the restraints are properly employed, and to ensure the safety and well-being of the inmate. Such observation shall be documented. While in restraint devices all inmates shall be housed alone or in a specified housing area for restrained inmates which makes provisions to protect the inmate from abuse.~~

~~The provisions of this section do not apply to the use of handcuffs, shackles or other restraint devices when used to restrain inmates for security reasons.~~

Note: Authority cited: Sections 6024 and 6030, Penal Code. Reference: Section 6030, Penal Code.

§ 1061. ~~Inmate~~ Education Plan.

The facility administrator of any Type II or III facility shall plan and shall request of appropriate public officials an ~~inmate~~ education program for incarcerated persons. When such services are not made available by the appropriate public officials, then the facility administrator shall develop and implement an education program with available resources. Such a plan shall provide for the voluntary academic ~~and/or~~ vocational, or both, education of housed ~~inmates~~ people. Reasonable criteria for program eligibility shall be established. ~~[A person may be provided m]Modified academic or vocational opportunities and an inmate may be excluded or removed~~ may be provided based on sound security practices or a person's failure to abide by facility rules and regulations.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

§ 1083. Limitations on Disciplinary Actions.

The Penal Code and the State Constitution expressly prohibit all cruel and unusual punishment. Disciplinary actions shall not include corporal punishment, group punishment when feasible, [and] or physical or psychological degradation.

Additionally, there shall be the following limitations:

(a) Disciplinary separation shall be considered an option of last resort and as a response to the most serious and threatening behavior, for the shortest time possible, and with the least restrictive conditions possible.

(1) If an inmate person is on disciplinary separation status for 30 consecutive days there shall be a review by the facility manager before the disciplinary separation status is continued. This review shall include a consultation with health care staff. Such reviews shall continue at least every fifteen days thereafter until the disciplinary status has ended. This review shall be documented.

(2) The disciplinary separation cells or cell shall have the minimum furnishings and space specified in Title 24, Part 2, 1231.2.6 and 2.7. Occupants shall be issued clothing and bedding as specified in Articles 13 and 14 of these regulations and shall not be deprived of them through any portion of the day except that those inmates incarcerated persons who engage in the destruction of bedding or clothing may be deprived of such articles. The decision to deprive inmate person of such articles of clothing and bedding shall be reviewed by the facility manager or designee during each 24 hour period.

~~(2)~~(3) If after placement in separation, mental health or medical staff determine that an individual has serious mental illness or an intellectual disability, they shall be removed from disciplinary separation immediately upon this determination.

~~(a)~~(b) Penal Code Section 4019.5 expressly prohibits the delegation of authority to any inmate incarcerated person or group of inmates incarcerated people to exercise the right of punishment over any other inmate incarcerated person or group of inmates incarcerated people.

~~(b)~~(c) In no case shall a safety cell, as specified in Title 24, Part 2, 1231.2.5, or any restraint device be used for disciplinary purposes.

~~(c)~~(d) No inmate incarcerated person may be deprived of the implements necessary to maintain an acceptable level of personal hygiene as specified in Section 1265 of these regulations.

~~(d)~~(e) Food shall not be withheld as a disciplinary measure.

~~(e) The disciplinary separation diet described in section 1247 of these regulations shall only be utilized for major violations of institutional rules.~~

~~(1) In addition to the provisions of Section 1247, the facility manager shall approve the initial placement on the disciplinary separation diet and ensure that medical staff is notified.~~

~~(2) In consultation with medical care staff, the facility manager shall approve any continuation on that diet every 72 hours after the initial placement.~~

(f) Correspondence privileges shall not be withheld except in cases where the inmate incarcerated person has violated correspondence regulations, in which case correspondence may be suspended for no longer than 72 hours, without the review and approval of the facility manager.

(g) In no case shall access to courts and legal counsel be suspended as a disciplinary measure.

Note: Authority cited: Sections 6024 and 6030, Penal Code. Reference: Section 6030, Penal Code.

§ 1106. Disciplinary Procedures.

Nothing in this regulation shall prevent the administrator from removing a detained minor from the general population or program for reasons of the minor's mental or physical health; or under any circumstances in which the safety of the minor, ~~either incarcerated adults-inmates~~, staff, the program or community is endangered, pending a disciplinary action or review. With the exceptions noted below, the provisions of Sections 1080-1084 shall apply when a minor is involved in disciplinary actions.

- (a) ~~Minors requiring disciplinary confinement shall be housed only in living areas designated for the detention of minors Pursuant to Welfare and Institutions Code Section 208.3, minors may not be placed in room confinement for disciplinary purposes.~~
- (b) Permitted forms of discipline include:
 - (1) temporary loss of privileges; and,
 - (2) loss of privileges mandated by applicable regulations~~disciplinary confinement.~~
- (c) Access to visitation and recreation shall be restricted only after a second level review by a supervisor or manager; and shall not extend beyond five days without subsequent review.
- ~~(d) A status review shall be conducted for those minors placed in disciplinary confinement no less than every 24 hours.~~
- ~~(e)~~(d) Prohibited forms of discipline include:
 - (1) discipline that does not fit the violation;
 - (2) corporal punishment;
 - (3) ~~inmate imposed~~ discipline imposed by incarcerated persons;
 - (4) placement in safety cells, sobering cells, or any other cell not specifically designated for the detention of minors;
 - (5) deprivation of food; and,
 - (6) room confinement~~;~~and,
 - ~~(6) the adult disciplinary diet~~~~;~~

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code; and Section 208.3, Welfare and Institutions Code.

Attachment C-2

**BOARD OF STATE AND COMMUNITY CORRECTIONS
MINIMUM STANDARDS FOR LOCAL DETENTION FACILITIES
TITLE 15, DIVISION 1, CHAPTER 1, SUBCHAPTER 4**

FINAL REGULATION TEXT

Article 1. General Instructions

§ 1006. Definitions.

The following definitions shall apply:

“Administering Medication,” as it relates to managing legally obtained drugs, means the act by which a single dose of medication is given to a patient. The single dose of medication may be taken either from stock (undispensed), or dispensed supplies.

“~~Administrative segregation~~separation” means the physical separation of different types of ~~inmates~~incarcerated persons from each other as specified in Penal Code Sections 4001 and 4002, and Section 1053 of these regulations. ~~Administrative segregation~~separation is accomplished to provide that level of control and security necessary for good management and the protection of staff and ~~inmates~~incarcerated persons.

“Alternate means of compliance” means a process for meeting or exceeding standards in an innovative way, after a pilot project evaluation, approved by the Board pursuant to an application.

“Average daily population” means the number of ~~inmates~~incarcerated persons housed in a facility in a day. Average daily population (ADP) is the daily population divided by the number of days in the period of measurement.

“Board” means the Board of State and Community Corrections, whose board acts by and through its executive director, deputy directors, and field representatives.

“Clean” means laundered immediately prior to issue unless new or, in the case of mattresses and items that cannot be laundered, disinfected immediately prior to issue.”

“Clinical evaluation” means an assessment of a person's physical and/or mental health condition conducted by licensed health personnel operating within recognized scope of practice specific to their profession and authorized by a supervising physician or psychiatrist.

“Concept drawings” means, with respect to a design-build project, any drawings or architectural renderings that may be prepared, in addition to performance criteria, in such detail as the agency determines necessary to sufficiently describe the agency's needs.

“Contact” means any physical or sustained sight or sound contact between juveniles in detention and incarcerated adults. Sight contact is clear visual contact between incarcerated adults ~~inmates~~ and juveniles within close proximity to each other. Sound contact is direct oral communication between incarcerated adults ~~inmates~~ and juvenile offenders.

“Court Holding facility” means a local detention facility constructed within a court building after January 1, 1978, used for the confinement of persons solely for the purpose of a court appearance for a period not to exceed 12 hours.

“Custodial personnel” means those officers with the rank of deputy, correctional officer, patrol persons, or other equivalent sworn or civilian rank whose duties include the supervision of ~~inmates~~ incarcerated persons.

“Delivering Medication,” as it relates to managing legally obtained drugs, means the act of providing one or more doses of a prescribed and dispensed medication to a patient.

“Design-bid-build” means a construction procurement process independent of the design process and in which the construction of a project is procured based on completed construction documents.

“Design-build” means a construction procurement process in which both the design and construction of a project are procured from a single entity.

“Developmentally disabled” means those persons who have a disability which originates before an individual attains age 18, continues, or can be expected to continue indefinitely, and constitutes a substantial disability for that individual. This term includes cognitive and intellectual disabilities ~~mental retardation~~, cerebral palsy, epilepsy, and autism, as well as disabling conditions found to be closely related to cognitive and intellectual disabilities ~~mental retardation~~ or to require treatment similar to that required for ~~mentally retarded individuals~~.

“Direct visual observation” means direct personal view of the ~~inmate~~ incarcerated person in the context of ~~his/her~~ their surroundings without the aid of audio/video equipment. Audio/video monitoring may supplement but not substitute for direct visual observation.

“Disability” means a physical or mental impairment that substantially limits one or more major life activities; a record or history of such an impairment; or is regarded or perceived by others as having such an impairment.

“Disciplinary separation” means ~~that punishment~~ the status assigned an ~~person~~ inmate as the result of violating facility rules and which consists of confinement in a cell or housing unit.

“Dispensing,” as it relates to managing legally obtained drugs, means the interpretation of the prescription order, the preparation, repackaging, and labeling of the drug based upon a prescription from a physician, dentist, or other prescriber authorized by law.

“Disposal,” as it relates to managing legally obtained drugs, means the destruction of medication or its return to the manufacturer or supplier.

“Emergency” means any significant disruption of normal facility procedure, policies, or activities caused by a riot, fire, earthquake, attack, strike, or other emergent condition.

“Emergency medical situations” means those situations where immediate services are required for the alleviation of severe pain, or immediate diagnosis and treatment of unforeseeable medical conditions are required, if such conditions would lead to serious disability or death if not immediately diagnosed and treated.

“Exercise” means the opportunity for physical exertion of large muscle groups.

“Facility/system administrator” means the sheriff, chief of police, chief probation officer, or other official charged by law with the administration of a local detention facility/system.

“Facility manager” means the jail commander, camp superintendent, or other comparable employee who has been delegated the responsibility for operating a local detention facility by a facility administrator.

“Facility watch commander” means the individual designated by the facility manager to make operational decisions during ~~his/her~~their work hours.

“Gender expression” means the manner in which gender is expressed through clothing, appearance, behavior, speech, etc.

“Gender identity” means a person's sense of being male, female, some combination of male or female, or neither male nor female.

“Health authority” means that individual or agency that is designated with responsibility for health care policy pursuant to a written agreement, contract or job description. The health authority may be a physician, an individual or a health agency. In those instances where medical and mental health services are provided by separate entities, decisions regarding mental health services shall be made in cooperation with the mental health director. When this authority is other than a physician, final clinical decisions rest with a single designated responsible physician.

“Health care” means medical, mental health and dental services.

“In-person visit” means an on-site visit that may include barriers. In-person visits include interactions in which an ~~inmate~~incarcerated person has physical contact with a visitor, ~~the inmate~~ is able to see a visitor through a barrier, or ~~the inmate~~ is otherwise in a room with

a visitor without physical contact. “In-person visit” does not include an interaction between an ~~inmate~~ incarcerated person and a visitor through the use of an on-site two-way audio/video terminal.

“Jail,” as used in Article 8, means a Type II or III facility as defined in the “Minimum Standards for Local Detention Facilities.”

“Labeling,” as it relates to managing legally obtained drugs, means the act of preparing and affixing an appropriate label to a medication container.

“Law enforcement facility” means a building that contains a Type I Jail, Temporary Holding Facility, or Lockup. It does not include a Type II or III jail, which has the purpose of detaining adults, charged with criminal law violations while awaiting trial or sentenced adult criminal offenders.

“Legend drugs” are any drugs defined as “dangerous drugs” under Chapter 9, Division 2, Section 4211 of the California Business and Professions Code. These drugs bear the legend, “Caution Federal Law Prohibits Dispensing Without a Prescription.” The Food and Drug Administration (FDA) has determined because of toxicity or other potentially harmful effects, that these drugs are not safe for use except under the supervision of a health care practitioner licensed by law to prescribe legend drugs.

“Living areas” means those areas of a facility utilized for the day-to-day housing and activities of ~~inmates~~ incarcerated persons. These areas do not include special use cells such as sobering, safety, and holding or staging cells normally located in receiving areas.

“Local detention facility” means any city, county, city and county, or regional jail, camp, court holding facility, or other correctional facility, whether publicly or privately operated, used for confinement of adults or of both adults and minors, but does not include that portion of a facility for confinement of both adults and minors which is devoted only to the confinement of minors.

“Local detention system” means all of the local detention facilities that are under the jurisdiction of a city, county, or combination thereof whether publicly or privately operated. Nothing in the standards are to be construed as creating enabling language to broaden or restrict privatization of local detention facilities beyond that which is contained in statute.

“Local Health Officer” means that licensed physician who is appointed pursuant to Health and Safety Code Section 101000 to carry out duly authorized orders and statutes related to public health within their jurisdiction.

“Lockup” means a locked room or secure enclosure under the control of a peace officer or custodial officer that is primarily used for the temporary confinement of adults who have recently been arrested; sentenced ~~prisoners~~ persons who are ~~inmate~~ incarcerated workers may reside in the facility to carry out appropriate work.

“May” is permissive; “shall” is mandatory.

~~“Medical detoxification” means a process that systematically and safely withdraws people from who may be addicted to addicting drugs or alcohol, usually under the care of a physician licensed medical provider. Drinking alcohol or using prescribed and/or illicit drugs can cause physical and/or psychological dependence over time and stopping them can result in withdrawal symptoms in people with this dependence.—~~The detoxification process is designed to treat the immediate bodily effects of stopping drug or alcohol use that may be life-threatening.

“Mental Health Director,” means that individual who is designated by contract, written agreement or job description, to have administrative responsibility for the facility or system mental health program.

“Non-secure custody” means that a minor's freedom of movement in a law enforcement facility is controlled by the staff of the facility; and

- (1) the minor is under constant direct visual observation by the staff;
- (2) the minor is not locked in a room or enclosure; and,
- (3) the minor is not physically secured to a cuffing rail or other stationary object.

~~“Non-sentenced inmate,”~~ means an inmate incarcerated person with any pending local charges or one who is being held solely for charges pending in another jurisdiction.

“Out of cell time” means time spent outside of the sleeping area, where an individual has the opportunity to exercise or participate in recreation.

“Over-the-counter (OTC) Drugs,” as it relates to managing legally obtained drugs, are medications which do not require a prescription (non-legend).

~~“People with disabilities” includes, but is not limited to, persons with a physical or mental impairment that substantially limits one or more of their major life activities or those persons with a record of such impairment or perceived impairment that does not include substance use disorders resulting from current illegal use of a controlled substance.~~

“Performance criteria” means, with respect to a design-build project, the information that fully describes the scope of the proposed project and includes, but is not limited to, the size, type, and design character of the buildings and site; the required form, fit, function, operational requirements and quality of design, materials, equipment and workmanship; and any other information deemed necessary to sufficiently describe the agency's needs; including documents prepared pursuant to paragraph (1) of subdivision (d) of Section 20133 of the Public Contract Code.

“Pilot Project” means an initial short-term method to test or apply an innovation or concept related to the operation, management or design of a local detention facility pursuant to application to, and approval by, the Board.

“Procurement,” as it relates to managing legally obtained drugs, means the system for ordering and obtaining medications for facility stock.

“Psychotropic medication” means any medication prescribed for the treatment of symptoms of psychoses and other mental and emotional disorders.

“Rated capacity” means the number of ~~inmate~~incarcerated occupants for which a facility's single and double occupancy cells or dormitories, except those dedicated for health care or disciplinary separation housing, were planned and designed in conformity to the standards and requirements contained in Title 15 and in Title 24.

“Recreation” means the individual's ability to choose from activities that occupy the attention and offer the opportunity for relaxation and may include reading, games, socialization, entertainment, education, and programs.

“Regional Center for Developmentally Disabled” means those private agencies throughout the state, funded through the Department of Developmental Services, which assure provision of services to persons with developmental disabilities. Such centers will be referred to as regional centers in these regulations.

“Remodel” means to alter the facility structure by adding, deleting, or moving any of the buildings' components thereby affecting any of the spaces specified in Title 24, Part 2, Section 1231.

“Repackaging,” as it relates to managing legally obtained drugs, means the transferring of medications from the original manufacturers' container to another properly labeled container.

“Repair” means to restore to original condition or replace with like-in-kind.

"Responsible health care staff" means an individual who is qualified by education, training, ~~and/or~~ licensure/regulation and/or facility privileges (when applicable) who performs a professional service within ~~his or her~~their scope of practice and in accordance with assigned duties. This distinguishes the "responsible health care staff" from the many other "qualified health care staff" that are not specifically assigned to assure that certain care is rendered.

“Safety checks” means direct, visual observation performed at random intervals within timeframes prescribed in these regulations to provide for the health and welfare of ~~inmates~~incarcerated people.

“Secure custody” means that a minor being held in temporary custody in a law enforcement facility is locked in a room, ~~or~~ enclosure, ~~and/or~~ is physically secured to a cuffing rail or other stationary object.

“Security glazing” means a glass/polycarbonate composite glazing material designed for use in detention facility doors and windows and intended to withstand measurable, complex loads from deliberate and sustained attacks in a detention environment.

“Sentenced inmate,” means an inmate person that is has been sentenced/committed to custody in a local detention facility. on all local charges.

“Serviceable” means mattresses that lack holes or tears and have sufficient padding.

“Sexual abuse” has the same meaning as 28 C.F.R. Section 115.6 (June 20, 2012), hereby incorporated by reference.

“Sexual harassment” has the same meaning as 28 C.F.R. Section 115.6 (June 20, 2012), hereby incorporated by reference.

“Shall” is mandatory; “may” is permissive.

“Sobering cell” as referenced in Section 1056, refers to an initial “sobering up” place for ~~arrestees~~ people who are sufficiently intoxicated from any substance to require a protected environment.

“Storage,” as it relates to legally obtained drugs, means the controlled physical environment used for the safekeeping and accounting of medications.

“Supervision in a law enforcement facility” means that a minor is being directly observed by the responsible individual in the facility to the extent that immediate intervention or other required action is possible.

“Supervisory custodial personnel” means those staff members whose duties include direct supervision of custodial personnel.

“Telehealth” means a collection of means or methods for enhancing health care using telecommunications technologies. Telehealth encompasses a broad variety of technologies to deliver virtual health services.

“Temporary custody” means that the minor is not at liberty to leave the law enforcement facility.

“Temporary Holding facility” means a local detention facility constructed after January 1, 1978, used for the confinement of persons for 24 hours or less pending release, transfer to another facility, or appearance in court.

“Trauma” is an experience that causes intense physical and psychological stress reactions. It can refer to a single event, multiple events, or a set of circumstances that is experienced by an individual as physically and emotionally harmful or threatening and

that has lasting adverse effects on the individual's physical, social, emotional, cognitive, or spiritual well-being.

“Type I facility” means a local detention facility used for the detention of persons for not more than 96 hours excluding holidays after booking. Such a Type I facility may also detain persons on court order either for their own safekeeping or ~~sentenced those committed~~ to a city jail ~~as an inmate worker, and or~~ may house ~~inmate workers~~ people sentenced to the county jail provided such placement in the facility is made on a voluntary basis on the part of the inmate person incarcerated. As used in this section, an ~~inmate incarcerated~~ worker is defined as a person assigned to perform designated tasks outside of ~~his/her~~ their cell or dormitory, pursuant to the written policy of the facility, for a minimum of four hours each day on a ~~five-day~~ five-day scheduled work week.

“Type II facility” means a local detention facility used for the detention of persons pending arraignment, during trial, and upon a sentence of commitment.

“Type III facility” means a local detention facility used only for the detention of convicted and sentenced persons.

“Type IV facility” means a local detention facility or portion thereof designated for ~~the housing of inmates eligible~~ under Penal Code Section 1208 for work/education furlough ~~and/or~~ other programs involving ~~inmate~~ access into the community.

“Video visitation” has the same meaning as Penal Code Section 4032.

Note: Authority cited: Sections 6024 and 6030, Penal Code. Reference: Section 6030, Penal Code.

§ 1007. Pilot Projects.

The pilot project is the short-term method used by a local detention facility/system, approved by the Board, to evaluate innovative programs, operations or concepts which meet or exceed the intent of these regulations.

The Board may, upon application of a city, county or city and county, grant pilot project status to a program, operational innovation or new concept related to the operation and management of a local detention facility. An application for a pilot project shall include, at a minimum, the following information:

- (a) The regulations which the pilot project will affect.
- (b) Review of case law, including any lawsuits brought against the applicant local detention facility, pertinent to the proposal.
- (c) The applicant's history of compliance or non-compliance with standards.
- (d) A summary of the "totality of conditions" in the facility or facilities, including but not limited to;
 - (1) program activities, exercise and recreation;
 - (2) adequacy of supervision;
 - (3) types of ~~inmates~~incarcerated persons affected; and,
 - (4) ~~inmate~~ classification procedures.
- (e) A statement of the goals the pilot project is intended to achieve, the reasons a pilot project is necessary and why the particular approach was selected.
- (f) The projected costs of the pilot project and projected cost savings to the city, county, or city and county, if any.
- (g) A plan for developing and implementing the pilot project including a time line where appropriate.
- (h) A statement of how the overall goal of providing safety to incarcerated people and staff ~~and inmates~~ will be achieved.

The Board shall consider applications for pilot projects based on the relevance and appropriateness of the proposed project, the completeness of the information provided in the application, and staff recommendations.

Within 10 working days of receipt of the application, Board staff will notify the applicant, in writing, that the application is complete and accepted for filing, or that the application is being returned as deficient and identifying what specific additional information is needed. This does not preclude the Board members from requesting additional information necessary to make a determination that the pilot project proposed actually meets or exceeds the intent of these regulations at the time of the hearing. When complete, the application will be placed on the agenda for the Board's consideration at a regularly scheduled meeting. The written notification from the Board to the applicant shall also include the date, time and location of the meeting at which the application will be considered. (The Board meeting schedule for the current calendar year is available through its office in Sacramento.)

When an application for a pilot project is approved by the Board, Board staff shall notify the applicant, in writing within 10 working days of the meeting, of any conditions included in the approval and the time period for the pilot project. Regular progress reports and evaluative data on the success of the pilot project in meeting its goals shall be provided to the Board. If disapproved, the applicant shall be notified in writing, within 10 working days of the meeting, the reasons for said disapproval. This application approval process may take up to 90 days from the date of receipt of a complete application.

Pilot project status granted by the Board shall not exceed twelve months after its approval date. When deemed to be in the best interest of the application, the Board may extend the expiration date for up to an additional twelve months. Once a city, county, or city and county successfully completes the pilot project evaluation period and desires to continue with the program, it may apply for an alternate means of compliance as described in Section 1008 of these regulations.

Note: Authority cited: Sections 6024 and 6030, Penal Code. Reference: Section 6029, Penal Code.

§ 1008. Alternate Means of Compliance.

The alternate means of compliance is the long-term method used by a local detention facility/system, approved by the Board, to encourage responsible innovation and creativity in the operation of California's local detention facilities. The Board may, upon application of a city, county, or city and county, consider alternate means of compliance with these regulations after the pilot project process has been successfully evaluated (as defined in Section 1007). The city, county, or city and county must present the completed application to the Board no later than 30 days prior to the expiration of its pilot project.

Applications for alternate means of compliance must meet the spirit and intent of improving jail management, shall be equal to or exceed the existing standard(s) and shall include reporting and evaluation components. An application for alternate means of compliance shall include, at a minimum, the following information:

- (a) Review of case law, including any lawsuits brought against the applicant local detention facility, pertinent to the proposal.
- (b) The applicant's history of compliance or non-compliance with standards.
- (c) A summary of the "totality of conditions" in the facility or facilities, including but not limited to:
 - (1) program activities, exercise and recreation;
 - (2) adequacy of supervision;
 - (3) types of ~~inmates~~ incarcerated persons affected; and,
 - (4) ~~inmate~~ classification procedures.
- (d) A statement of the problem the alternate means of compliance is intended to solve, how the alternative will contribute to a solution of the problem and why it is considered an effective solution.
- (e) The projected costs of the alternative and projected cost savings to the city, county, or city and county if any.

- (f) A plan for developing and implementing the alternative including a ~~time line~~timeline where appropriate.
- (g) A statement of how the overall goal of providing safety to incarcerated people and staff ~~and inmates~~ was achieved during the pilot project evaluation phase (Section 1007).

The Board shall consider applications for alternate means of compliance based on the relevance and appropriateness of the proposed alternative, the completeness of the information provided in the application, the experiences of the jurisdiction during the pilot project, and staff recommendations.

Within 10 working days of receipt of the application, Board staff will notify the applicant, in writing, that the application is complete and accepted for filing, or that the application is being returned as deficient and identifying what specific additional information is needed. This does not preclude the Board from requesting additional information necessary to make a determination that the alternate means of compliance proposed meets or exceeds the intent of these regulations at the time of the hearing. When complete, the application will be placed on the agenda for the Board's consideration at a regularly scheduled meeting. The written notification from the Board to the applicant shall also include the date, time, and location of the meeting at which the application will be considered. (The Board meeting schedule for the current calendar year is available through its office in Sacramento.)

When an application for an alternate means of compliance is approved by the Board, Board staff shall notify the applicant, in writing within 10 working days of the meeting, of any conditions included in the approval and the time period for which the alternate means of compliance shall be permitted. The Board may require regular progress reports and evaluative data as to the success of the alternate means of compliance. If disapproved, the applicant shall be notified in writing, within 10 working days of the meeting, the reasons for said disapproval. This application approval process may take up to 90 days from the date of receipt of a complete application.

The Board may revise the minimum jail standards during the next biennial review (reference Penal Code Section 6030) based on data and information obtained during the alternate means of compliance process. If, however, the alternate means of compliance does not have universal application, a city, county, or city and county may continue to operate under this status as long as they meet the terms of this regulation.

Note: Authority cited: Sections 6024 and 6030, Penal Code. Reference: Section 6030, Penal Code.

Article 2. Inspection and Application of Standards

§ 1010. Applicability of Standards.

- (a) All standards and requirements contained herein shall apply to Types I, II, III and IV facilities except as specifically noted in these regulations.

(b) Court holding facilities shall comply with the following regulations:

- (1) 1012, Emergency Suspensions of Standards or Requirements
- (2) 1018, Local Detention Facility Appeal Process
- (3) 1024, Court Holding and Temporary Holding Facility Training
- (4) 1027, Number of Personnel
- (5) 1027.5, Safety Checks
- (6) 1028, Fire and Life Safety Staff
- (7) 1029, Policy and Procedures Manual
- (8) 1030, Suicide Prevention Program
- (9) 1032, Fire Suppression Preplanning
- (10) 1044, Incident Reports
- (11) 1046, Death in Custody
- (12) 1050, Classification Plan
- (13) 1051, Communicable Diseases
- (14) 1052, ~~Mentally Disordered Inmates~~ Behavioral Crisis Identification
- (15) 1053, Administrative ~~Segregation~~ Separation
- (16) 1057, ~~Developmentally Disabilities~~ led Inmates
- (17) 1058, Use of Restraint Devices
- (18) 1058.5, Restraints and Pregnant ~~Inmates~~ Persons
- (19) 1068, Access to Courts and Counsel
- (20) Title 24, Section 13-102(c)1, Letter of Intent
- (21) Title 24, Section 13-102(c)3, Operational Program Statement
- (22) Title 24, Section 13-102(c)5, Submittal of Plans and Specifications
- (23) Title 24, Section 13-102(c)6C, Design Requirements
- (24) Title 24, Part 2, Section 1231.2, Design Criteria for Required Spaces
- (25) Title 24, Part 2, Section 1231.3, Design Criteria for Furnishings and Equipment
- (26) 1200, Responsibility for Health Care Services
- (27) 1220, First Aid Kit(s)
- (28) 1246, Food Serving and Supervision
- (29) 1280, Facility Sanitation, Safety, Maintenance

(c) In addition to the regulations cited above, court holding facilities that hold minors shall also comply with the following regulations:

- (1) 1047, Serious Illness of a Minor in an Adult Detention Facility
- (2) 1122.5, Pregnant Minors
- (3) 1160, Purpose
- (4) 1161, Conditions of Detention
- (5) 1162, Supervision of Minors
- (6) 1163, Classification

(d) Temporary holding facilities shall comply with the following regulations:

- (1) 1012, Emergency Suspensions of Standards or Requirements
- (2) 1018, Local Detention Facility Appeal Process
- (3) 1024, Court Holding and Temporary Holding Facility Training
- (4) 1027, Number of Personnel

- (5) 1027.5, Safety Checks
- (6) 1028, Fire and Life Safety Staff
- (7) 1029, Policy and Procedures Manual
- (8) 1030, Suicide Prevention Program
- (9) 1032, Fire Suppression Preplanning
- (10) 1044, Incident Reports
- (11) 1046, Death in Custody
- (12) 1050, Classification Plan
- (13) 1051, Communicable Diseases
- (14) 1052, ~~Mentally Disordered Inmates~~ Behavioral Crisis Identification
- (15) 1053, Administrative ~~Segregation~~ Separation
- (16) 1057, Developmentally ~~Disabilities~~ Isolated Inmates
- (17) 1058, Use of Restraint Devices
- (18) 1058.5, Restraints and Pregnant ~~Inmates~~ Persons
- (19) 1067, Access to Telephone
- (20) 1068, Access to Courts and Counsel
- (21) Title 24, Section 13-102(c)1, Letter of Intent
- (22) Title 24, Section 13-102(c)3, Operational Program Statement
- (23) Title 24, Section 13-102(c)5, Submittal of Plans and Specifications
- (24) Title 24, Section 13-102(c)6C, Design Requirements
- (25) Title 24, Part 2, Section 1231.2, Design Criteria for Required Spaces
- (26) Title 24, Part 2 Section 1231.3, Design Criteria for Furnishings and Equipment
- (27) 1200, Responsibility for Health Care Services
- (28) 1207, Medical Receiving Screening
- (29) 1209, Transfer to Treatment Facility
- (30) 1212, Vermin Control
- (31) 1213, Detoxification Treatment
- (32) 1220, First Aid Kit(s)
- (33) 1240, Frequency of Serving
- (34) 1241, Minimum Diet
- (35) 1243, Food Service Plan
- (36) 1246, Food Serving and Supervision
- (37) 1280, Facility Sanitation, Safety, Maintenance

(e) The following sections are applicable to temporary holding facilities where such procedural or physical plant items are utilized.

- (1) 1055, Use of Safety Cell
- (2) 1056, Use of Sobering Cell
- (3) 1058, Use of Restraint Devices
- (4) 1058.5, Restraints and Pregnant ~~Inmates~~ Persons
- (5) 1080, Rules and Disciplinary ~~Penalties~~ Actions
- (6) 1081, Plan for ~~Inmate~~ Discipline of Incarcerated Persons
- (7) 1082, Forms of Discipline
- (8) 1083, Limitations on Disciplinary Actions
- (9) 1084, Disciplinary Records

- (10) Title 24, Part 2, Section 1231.2.1 Area for Reception and Booking
- (11) Title 24, Part 2, Section 1231.2.4 Sobering Cell
- (12) Title 24, Part 2, Section 1231.2.5 Safety Cell
- (13) Title 24, Part 2, Section 1231.3.4 Design Criteria for Showers
- (14) Title 24, Part 2, Section 1231.3.5 Design Criteria for Beds/Bunks
- (15) Title 24, Part 2, Section 1231.3.8 Design Criteria for Cell Padding
- (16) 1270, Standard Bedding and Linen Issue
- (17) 1272, Mattresses

(f) Law enforcement facilities, including lockups, that hold minors in temporary custody shall, in addition to the previously cited applicable regulations, comply with the following regulations:

- (1) 1046, Death in Custody
- (2) 1047, Serious Illness of a Minor in an Adult Detention Facility
- (3) 1140, Purpose
- (4) 1141, Minors Arrested for Law Violations
- (5) 1142, Written Policies and Procedures
- (6) 1143, Care of Minors in Temporary Custody
- (7) 1144, Contact Between Minors and Adult Prisoners
- (8) 1145, Decision on Secure Detention
- (9) 1146, Conditions of Secure Detention
- (10) 1147, Supervision of Minors Held Inside a Locked Enclosure
- (11) 1148, Supervision of Minors in Secure Detention Outside a Locked Enclosure
- (12) 1149, Criteria for Non-secure Custody
- (13) 1150, Supervision of Minors in Non-secure Custody
- (14) 1151, Intoxicated and Substance Abusing Minors in a Lockup

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

§ 1012. Emergency Suspensions of Standards or Requirements.

Nothing contained herein shall be construed to deny the power of any facility administrator to temporarily suspend any standard or requirement herein prescribed in the event of any emergency which threatens the safety of a local detention facility, ~~its inmates incarcerated people,~~ ~~or~~ staff, or the public. Only such regulations directly affected by the emergency may be suspended. The facility administrator shall notify the Board in writing in the event that such a suspension lasts longer than three days. Suspensions lasting for more than 15 days require approval of the chairperson of the Board. Such approval shall be effective for the time specified by the chairperson.

Note: Authority cited: Sections 6024 and 6030, Penal Code. Reference: Section 6030, Penal Code.

§ 1018. Local Detention Facility Appeal Process.

The appeal hearing procedures are intended to provide a review concerning the Board application and enforcement of standards and regulations in local detention facilities and

lockups. A county, city, or city and county facility may appeal on the basis of alleged misapplication, capricious enforcement of regulations, or substantial differences of opinion as may occur concerning the proper application of regulations or procedures.

(a) Levels of Appeal.

- (1) There are two levels of appeal as follows:
 - (A) appeal to the Executive Director; and,
 - (B) appeal to the Board.
- (2) An appeal shall first be filed with the Executive Director.

(b) Appeal to the Executive Director.

- (1) If a county, city, or city and county facility is dissatisfied with an action of the Board staff, it may appeal the cause of the dissatisfaction to the Executive Director. Such appeal shall be filed within 30 calendar days of the notification of the action with which the county or city is dissatisfied.
- (2) The appeal shall be in writing and:
 - (A) state the basis for the dissatisfaction;
 - (B) state the action being requested of the Executive Director; and,
 - (C) attach any correspondence or other documentation related to the cause for dissatisfaction.

(c) Executive Director Appeal Procedures.

- (1) The Executive Director shall review the correspondence and related documentation and render a decision on the appeal within 30 calendar days except in those cases where the appellant withdraws or abandons the appeal.
- (2) The procedural time requirement may be waived with the mutual consent of the appellant and the Executive Director.
- (3) The Executive Director may render a decision based on the correspondence and related documentation provided by the appellant and may consider other relevant sources of information deemed appropriate.

(d) Executive Director's Decision.

The decision of the Executive Director shall be in writing and shall provide the rationale for the decision.

(e) Request for Appeal Hearing by Board.

- (1) If a county, city, or city and county facility is dissatisfied with the decision of the Executive Director, it may file a request for an appeal hearing with the Board. Such appeal shall be filed within 30 calendar days after receipt of the Executive Director's decision.
- (2) The request shall be in writing and:
 - (a) state the basis for the dissatisfaction;
 - (b) state the action being requested of the Board; and,
 - (c) attach any correspondence related to the appeal from the Executive Director.

(f) Board Hearing Procedures.

- (1) The hearing shall be conducted by a hearing panel designated by the Chairman of the Board at a reasonable time, date, and place, but not later than 21 days after the filing of the request for hearing with the Board, unless delayed for good cause. The Board shall mail or deliver to the appellant or authorized representative a written notice of the time and place of hearing not less than 7 days prior to the hearing.
- (2) The procedural time requirements may be waived with mutual consent of the parties involved.
- (3) Appeal hearing matters shall be set for hearing, heard, and disposed of by a notice of decision within 60 days from the date of the request for appeal hearing, except in those cases where the appellant withdraws or abandons the request for hearing or the matter is continued for what is determined by the hearing panel to be good cause.
- (4) An appellant may waive a personal hearing before the hearing panel and, under such circumstances, the hearing panel shall consider the written information submitted by the appellant and other relevant information as may be deemed appropriate.
- (5) The hearing is not formal or judicial in nature. Pertinent and relative information, whether written or oral, shall be accepted. Hearings shall be tape recorded.
- (6) After the hearing has been completed, the hearing panel shall submit a proposed decision in writing to the Board at its next regular public meeting.

(g) Board of State and Community Corrections Decision.

- (1) The Board, after receiving the proposed decision, may:
 - (A) adopt the proposed decision;
 - (B) decide the matter on the record with or without taking additional evidence; or,
 - (C) order a further hearing to be conducted if additional information is needed to decide the issue.
- (2) The Board, or notice of a new hearing ordered, notice of decision or other such actions shall be mailed or otherwise delivered by the Board to the appellant.
- (3) The record of the testimony exhibits, together with all papers and requests filed in the proceedings and the hearing panel's proposed decision, shall constitute the exclusive record for decision and shall be available to the appellant at any reasonable time for one year after the date of the Board's notice of decision in the case.
- (4) The decision of the Board shall be final.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

Article 3. Training, Personnel and Management

§ 1024. Court Holding and Temporary Holding Facility Training.

At a minimum, all supervisors of, and personnel who supervise incarcerated persons in, a Court Holding or Temporary Holding facility shall complete 8 hours of specialized

~~corrections training. Custodial personnel who supervise inmates in, and supervisors of, a Court Holding or Temporary Holding facility shall complete 8 hours of specialized training. Such training shall include, but not be limited to:~~

- ~~(a) applicable minimum jail standards;~~
- ~~(b) jail operations liability;~~
- ~~(c) inmate segregation~~separation of incarcerated persons;
- ~~(d) emergency procedures and planning, fire and life safety; and;~~
- ~~(e) suicide prevention;~~
- ~~(f) de-escalation;~~
- ~~(g) juvenile procedures;~~
- ~~(h) racial bias; and,~~
- ~~(e)(i) mental illness.~~

~~Such training shall be completed as soon as practical, but in any event not more than six months after the date of assigned responsibility, or the effective date of this regulation. Successful completion of Core training or supplemental Core training, pursuant to Section 1020, Corrections Officer Core Course, may be substituted for the initial eight hours of training.~~

~~A total of Eeight hours of refresher training shall be completed ~~once~~ every two years. Successful completion of the requirements in Section 1025, Continuing Professional Training may be substituted for the eight-hour refresher.~~

Each agency shall determine if additional training is needed based upon, but not limited to, the complexity of the facility, the number of ~~inmates~~people incarcerated, the employees' level of experience and training, and other relevant factors.

Note: Authority cited: Sections 6024 and 6030, Penal Code. Reference: Section 6030, Penal Code.

§ 1027. Number of Personnel.

A sufficient number of personnel shall be employed in each local detention facility to ensure the implementation and operation of the programs and activities required by these regulations.

Whenever there is an ~~inmate~~person in custody, there shall be at least one employee on duty at all times in a local detention facility or in the building which houses a local detention facility who shall be immediately available and accessible to ~~inmates~~incarcerated people in the event of an emergency. Such an employee shall not have any other duties which would conflict with the supervision and care of ~~inmates~~incarcerated people in the event of an emergency. Whenever one or more females ~~inmates~~are in custody, there shall be at least one female employee who shall be immediately available and accessible to such females.

Additionally, in Type IV programs the administrator shall ensure a sufficient number of personnel to provide case review, program support, and field supervision.

In order to determine if there is a sufficient number of personnel for a specific facility, the facility administrator shall prepare and retain a staffing plan indicating the personnel assigned in the facility and their duties. Such a staffing plan shall be reviewed by the Board staff at the time of their biennial inspection. The results of such a review and recommendations shall be reported to the local jurisdiction having fiscal responsibility for the facility.

Note: Authority cited: Section 6030, Penal Code. Reference: Sections 6030, 6031 and 6031.1, Penal Code.

§ 1027.5 Safety Checks.

The facility administrator shall develop and implement policy and procedures for conducting safety checks that include but are not limited to the following:

Safety checks will determine the safety and well-being of individuals and shall be conducted at least hourly through direct visual observation of all inmates/people held and housed in the facility.

- (a) There shall be no more than a 60-minute lapse between safety checks.
- (b) Safety checks for people in sobering cells, safety cells, and restraints shall occur more frequently as outlined in the relevant regulations.
- (c) Safety checks shall occur at random or varied intervals.
- (d) There shall be a written plan that includes the documentation of ~~routine~~ all safety checks. Documentation shall include:
 - (1) the actual time at which each individual safety check occurred;
 - (2) the location where each individual safety check occurred, such as a cell, module, or dormitory number; and,
 - (3) Initials or employee identification number of staff who completed the safety check(s).
- (a)(e) A documented process by which safety checks are reviewed at regular defined intervals by a supervisor or facility manager, including methods of mitigating patterns of inconsistent documentation, or untimely completion of, safety checks.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

§ 1028. Fire and Life Safety Staff.

Pursuant to Penal Code Section 6030(c), effective January 1, 1980, whenever there is an inmate/a person in custody, there shall be at least one person on duty at all times who meets the training standards established by the Board for general fire and life safety. The facility manager shall ensure that there is at least one person on duty who trained in fire and life safety procedures that relate specifically to the facility.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

§ 1029. Policy and Procedures Manual.

Facility administrator(s) shall develop and publish a manual of policy and procedures for the facility. The policy and procedures manual shall address all applicable Title 15 and Title 24 regulations and shall be comprehensively reviewed and updated at least every two years. Such a manual shall be made available to all employees.

- (a) The manual for Temporary Holding, Type I, II, and III facilities shall provide for, but not be limited to, the following:
- (1) Table of organization, including channels of communications.
 - (2) Inspections and operations reviews by the facility administrator/manager.
 - (3) Policy on the use of force that meets current state and federal legal requirements and includes prohibition of the use of carotid restraint and choke holds.
 - (4) Policy on the use of restraint equipment, including the restraint of pregnant ~~inmates~~persons as referenced in Penal Code Section 3407.
 - (5) Procedure and criteria for screening newly received ~~inmates~~persons for release, ~~per Penal Code sections 849(b)(2) and 853.6, and any other such processes as the facility administrator is empowered to use.~~
 - (6) Security and control including physical counts ~~of inmates,~~and searches of the facility and ~~inmates~~incarcerated persons, contraband control, and key control. Each facility administrator shall, at least annually, review, evaluate, and make a record of security measures. The review and evaluation shall include internal and external security measures of the facility including security measures specific to prevention of sexual abuse and sexual harassment.
 - (7) Emergency procedures include:
 - (A) fire suppression preplan as required by section 1032 of these regulations;
 - (B) escape, disturbances, and the taking of hostages;
 - (C) mass arrests;
 - (D) natural disasters;
 - (E) periodic testing of emergency equipment; and,
 - (F) storage, issue, and use of weapons, ammunition, chemical agents, and related security devices.
 - (8) Suicide Prevention.
 - (9) ~~Segregation~~Separation of inmates~~incarcerated persons.~~
 - (10) Zero tolerance in the prevention of sexual abuse and sexual harassment.
 - ~~(11)~~(12) Policy and procedure to detect, prevent, and respond to retaliation against any staff or ~~inmate~~person after reporting any abuse.
 - ~~(11)~~(12) Release policy, including release planning for incarcerated persons.
- (b) The policies and procedures required in subsections (a)(6) and (a)(7) may be placed in a separate manual to ensure confidentiality.
- (c) The manual for court holding facilities shall include all of the procedures listed in subsection (a), except number (5).
- (d) The manual for Type IV facilities shall include, in addition to the procedures required in subsection (a), except number (5), procedures for:
- (1) accounting of ~~inmate~~funds belonging to incarcerated people;
 - (2) community contacts;

- (3) field supervision;
 - (4) temporary release; and
 - (5) obtaining health care.
- (e) The manual for Temporary Holding, Court Holding, Type I, II, III, and IV facilities shall provide for, but not be limited to, the following:
- (1) multiple internal ways for ~~inmates~~incarcerated people to privately report sexual abuse and sexual harassment, retaliation by other ~~inmates~~incarcerated persons or staff for reporting sexual abuse and sexual harassment, and staff neglect or violation of responsibilities that may have contributed to such incidents,
 - (2) a method for uninvolved ~~inmates~~incarcerated persons, family, community members, and other interested third-parties to report sexual abuse or sexual harassment. The method for reporting shall be publicly posted at the facility.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

§ 1030. Suicide Prevention Program.

The facility shall have a comprehensive written suicide prevention program developed by the facility administrator or designee, in conjunction with the health authority and mental health director, to identify, monitor, and provide treatment to those ~~inmates~~incarcerated persons who present a suicide risk. The program shall consider national best practices and include the following:

- (a) Annual ~~S~~suicide prevention training for all ~~staff that have direct contact with inmates~~custodial personnel.
- (b) Intake screening for suicide risk immediately upon intake and prior to housing assignment.
- (c) Screening during special situations, including placement in restrictive housing, following a hearing, and after a transfer or change in classification.
- ~~(e)~~(d) Provisions facilitating communication among arresting/transporting officers, facility staff, court staff, medical and mental health personnel in relation to suicide risk.
- ~~(d)~~(e) Housing recommendations for ~~inmates~~ people at risk of suicide that balance safety and environment. The least restrictive environment should be considered.
- ~~(e)~~(f) Supervision depending on level of suicide risk.
- ~~(f)~~(g) Suicide attempt and suicide intervention policies and procedures.
- ~~(g)~~(h) Provisions for reporting suicides and suicides attempts.
- (i) Multi-disciplinary administrative review of suicides and attempted suicides as defined by the facility administrator, including the development of a corrective action plan to address deficiencies identified in the administrative review.
- (j) Provisions for follow up care as needed.
- ~~(h)~~(k) Plan for mental health consultation following return from court as needed.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

§ 1032. Fire Suppression Preplanning.

Pursuant to Penal Code Section 6031.1(b), the facility administrator shall consult with the local fire department having jurisdiction over the facility, with the State Fire Marshal, or both, in developing a plan for fire suppression which shall include, but not be limited to:

- (a) a fire suppression pre-plan developed with the local fire department to be included as part of the policy and procedures manual (Title 15, California Code of Regulations Section 1029);
- (b) ~~regular~~ monthly fire prevention inspections by facility staff ~~on a monthly basis~~ with ~~two-~~year retention of the inspection record;
- (c) fire prevention inspections as required by Health and Safety Code Section 13146.1(a) and (b) which requires inspections at least once every two years;
- (d) an evacuation plan; and,
- (e) a plan for the emergency housing of ~~inmates~~ incarcerated people in the case of fire.

Note: Authority cited: Sections 6024 and 6030, Penal Code. Reference: Section 6030 and 6031.1, Penal Code.

Article 4. Records and Public Information

§ 1040. Population Accounting.

Except in court holding and temporary holding facilities, each facility administrator shall maintain an ~~inmate~~ demographics accounting system which reflects the monthly average daily population of sentenced and non-sentenced ~~inmates~~ people by ~~categories of male, female~~ gender and juvenile status. Facility administrators shall provide the Board with applicable ~~inmate~~ demographic information as described in the Jail Profile Survey.

Note: Authority cited: Section 6030, Penal Code. Reference: Sections 6030, Penal Code.

§ 1041. ~~Inmate~~ Records.

- (a) Each facility administrator of a Type I, II, III or IV facility shall develop written policies and procedures for the maintenance of individual ~~inmate~~ records for each incarcerated person which shall include, but not be limited to, intake information, personal property receipts, commitment papers, court orders, reports of disciplinary actions taken, medical orders issued by the responsible physician and staff response, and non-medical information regarding disabilities and other limitations.
- (b) Each facility administrator shall collect accurate, uniform data for every allegation of sexual abuse at facilities under its direct control and from other facilities with which it contracts for the confinement of its ~~inmates~~ incarcerated people. The data collected shall include, at a minimum, the data necessary to satisfy the reporting requirements of 34 U.S.C. section 30303(a)(1).

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

§ 1044. Incident Reports.

Each facility administrator shall develop written policies and procedures for the maintenance of written records and reporting of all incidents which result in physical harm, or serious threat of physical harm, to an employee or ~~inmate~~incarcerated person of a detention facility or other person. Such records shall include the names of the persons involved, a description of the incident, the actions taken, and the date and time of the occurrence. Such a written record shall be prepared by the staff assigned to investigate the incident and submitted to the facility manager or ~~his/her~~ designee.

Note: Authority cited: Sections 6024 and 6030, Penal Code. Reference: Section 6030, Penal Code.

§ 1045. Public Information Plan.

Each facility administrator of a Type I, II, III or IV facility shall develop written policies and procedures for the dissemination of information to the public, to other government agencies, and to the news media. The public and ~~inmates~~incarcerated persons shall have available for review the following material:

(a) The Board of State and Community Corrections Minimum Standards for Local Detention Facilities as found in Title 15 of the California Code of Regulations.

(b) Facility rules and procedures affecting ~~inmates~~incarcerated people as specified in sections:

- (1) 1045, Public Information Plan
- (2) 1061, ~~Inmate~~ Education Plan
- (3) 1062, Visiting
- (4) 1063, Correspondence
- (5) 1064, Library Service
- (6) 1065, Exercise and ~~Recreation~~ Out of Cell Time
- (7) 1066, Books, Newspapers, Periodicals and Writings
- (8) 1067, Access to Telephone
- (9) 1068, Access to Courts and Counsel
- (10) 1069, ~~Inmate~~ Orientation
- (11) 1070, Individual/Family Service Programs
- (12) 1071, Voting
- (13) 1072, Religious Observance
- (14) 1073, ~~Inmate~~ Grievance Procedure
- (15) 1080, Rules and Disciplinary ~~Penalties~~ Actions
- (16) 1081, Plan ~~for Inmate Discipline~~ of Incarcerated Persons
- (17) 1082, Forms of Discipline
- (18) 1083, Limitations on Discipline
- (19) 1200, Responsibility for Health Care Services

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

§ 1046. Death in Custody.

(a) Death in Custody Reviews for Adults and Minors.

The facility administrator, in cooperation with the health administrator, shall develop written policy and procedures to ensure that there is an initial review of every in-custody death within 30 days. The review team at a minimum shall include the facility administrator ~~and/or the facility manager~~ designee, the health administrator, the responsible physician and other health care and supervision staff who are relevant to the incident.

Deaths shall be reviewed to determine the appropriateness of clinical care; whether changes to policies, procedures, or practices are warranted; and to identify issues that require further study.

(b) Death of a Minor

In any case in which a minor dies while detained in a jail, lockup, or court holding facility:

- (1) The administrator of the facility shall provide to the Board a copy of the report submitted to the Attorney General under Government Code Section 12525. A copy of the report shall be submitted within 10 calendar days after the death.
- (2) Upon receipt of a report of death of a minor from the administrator, the Board may within 30 calendar days inspect and evaluate the jail, lockup, or court holding facility pursuant to the provisions of this subchapter. Any inquiry made by the Board shall be limited to the standards and requirements set forth in these regulations.

Note: Authority cited: Sections 6024 and 6030, Penal Code. Reference: Section 6030, Penal Code.

Article 5. Classification And Segregation Separation**§ 1050. Classification Plan.**

(a) Each administrator of a temporary holding, Type I, II, or III facility shall develop and implement a written classification plan designed to properly assign ~~inmates incarcerated~~ persons to housing units and activities according to the categories of ~~sex~~ gender identity, age, criminal sophistication, seriousness of crime charged, physical or mental health needs, assaultive/non-assaultive behavior, risk of being sexually abused or sexually harassed, and other criteria which will provide for the safety of the ~~inmates incarcerated~~ people and staff. Such housing unit assignment shall be accomplished to the extent possible within the limits of the available number of distinct housing units or cells in a facility.

The written classification plan shall be based on objective criteria and include receiving screening performed at the time of intake by trained personnel, and a record of each ~~inmate~~ person's classification level, housing restrictions, and housing assignments.

Each administrator of a Type II or III facility shall establish and implement a classification system which will include the use of classification officers or a classification committee in order to properly assign ~~inmates~~ incarcerated persons to housing, work, rehabilitation programs, and leisure activities. Such a plan shall include the use of as much information as is available about ~~the inmate~~ and from the ~~inmate~~ incarcerated person and shall provide

for a channel of appeal by the ~~inmate~~incarcerated person to the facility administrator or designee. ~~An inmate~~Each person ~~who has been sentenced to more than 60 days may~~ request a review of his-their classification plan no more often than 30 days from his-their last review.

(b) Each administrator of a court holding facility shall establish and implement a written plan designed to provide for the safety of staff and ~~inmates~~people held and housed at the facility. The plan shall include receiving and transmitting of information regarding ~~inmates~~incarcerated persons who represent unusual risk or hazard while confined at the facility, and the ~~segregation~~separation of such ~~inmates~~persons to the extent possible within the limits of the court holding facility.

(c) In deciding ~~whether to assign an inmate to a housing area for male or female inmates, and in making other housing and programming assignments,~~ the agency shall consider on a case-by-case basis whether a placement would ensure the ~~inmate's~~ health and safety of the incarcerated person, and whether the placement would present management or security problems. ~~An inmate's~~A person's own views with respect to his or her-their own safety shall be given serious consideration.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

§ 1051. Communicable Diseases.

The facility administrator, in cooperation with the responsible physician, shall develop written policies and procedures specifying those symptoms that require ~~segregation~~medical isolation of an ~~inmate~~incarcerated person until a medical evaluation is completed. At the time of intake into the facility, an inquiry shall be made of the person being booked as to ~~whether or not~~whether ~~he/she~~the person has or has had any communicable diseases, such as tuberculosis or has observable symptoms of tuberculosis or any other communicable diseases, or other special medical problem identified by the health authority. The response shall be noted on the medical screening form~~booking form and/or screening device~~.

Note: Authority cited: Sections 6024 and 6030, Penal Code. Reference: Section 6030, Penal Code.

§ 1052. ~~Mentally Disordered Inmates~~Behavioral Crisis Identification.

The facility administrator, in cooperation with the responsible physician, shall develop written policies and procedures to identify and evaluate all incarcerated people who may be in behavioral crisis. ~~mentally disordered inmates, and~~Evaluation of behavioral crisis may include telehealth. If an evaluation from medical or mental health staff is not readily available, an ~~inmate~~incarcerated person shall be considered in behavioral crisis ~~mentally disordered~~ for the purpose of this section if ~~he or she~~they appears to be a danger to ~~himself/herself~~themselves or others or if ~~he/she~~ appears gravely disabled. An evaluation from medical or mental health staff shall be secured within 24 hours of identification or at the next daily sick call, whichever is earliest. Separation~~Segregation~~ may be used if necessary, to protect the safety of the person in crisis or inmate ~~or others~~.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

§ 1053. Administrative Segregation Separation.

Except for Type IV facilities, facility administrators shall develop and implement policies and procedures for the administrative separation of incarcerated people.

Policies and procedures must include:

- (a) Administrative separation may consist of separate housing but shall not involve any other deprivation of privileges than is necessary to obtain the objective of protecting the welfare of incarcerated people and facility staff.
- (b) Administrative separation must not adversely affect an incarcerated person's health.
- (c) Administrative separation may be used for incarcerated people who have:
 - (1) A documented history of activity or behavior, or promoting such activity or behavior, that is criminal in nature, disruptive to facility operations, or affects the safety of the facility, other incarcerated people, and facility staff.
 - (2) Influenced or participated in activity that is criminal in nature, disruptive to facility operations or affects the safety of the facility, other incarcerated people, and facility staff.
 - (3) Committed assault, attempted assault, or participated in a conspiracy to assault or harm other incarcerated persons or facility staff.
 - (4) A history of escape or have recently attempted escape.
 - (5) A demonstrated need for protection from other incarcerated people.
- (d) Documentation indicating the necessity of administrative separation to obtain the objective of protecting the welfare of incarcerated people and facility staff.
- (e) A documented individualized ongoing review and evaluation of the need to continue placement in administrative separation.

~~Except in Type IV facilities, each facility administrator shall develop written policies and procedures which provide for the administrative segregation of inmates who are determined to be prone to: promote activity or behavior that is criminal in nature or disruptive to facility operations; demonstrate influence over other inmates, including influence to promote or direct action or behavior that is criminal in nature or disruptive to the safety and security of other inmates or facility staff, as well as to the safe operation of the facility; escape; assault, attempted assault, or participation in a conspiracy to assault or harm other inmates or facility staff; or likely to need protection from other inmates, if such administrative segregation is determined to be necessary in order to obtain the objective of protecting the welfare of inmates and staff. Administrative segregation shall consist of separate and secure housing but shall not involve any other deprivation of privileges than is necessary to obtain the objective of protecting the inmates and staff.~~

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

§ 1054. Administrative Removal-Type IV Facility.

In Type IV facilities, the facility administrator shall develop written policies and procedures which provide for the administrative removal of an ~~inmate~~incarcerated person for the safety and well-being of the ~~inmate~~person, the staff, the program, the facility, and/or the general public. Such removal shall be subject to review by the facility administrator or designee on the next business day.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

§ 1055. Use of Safety Cell.

The safety cell described in Title 24, Part 2, Section 1231.2.5, shall be used to hold only those ~~inmates~~people who display behavior which results in the destruction of property or reveals an intent to cause physical harm to self or others. The facility administrator, in cooperation with the responsible physician, shall develop written policies and procedures governing safety cell use and may delegate authority to place an ~~inmate~~incarcerated person in a safety cell to a physician. Policies and procedures shall include, but not be limited to:

- (a) In no case shall the safety cell be used for punishment or as a substitute for treatment.
- (b) An ~~inmate~~person shall be placed in a safety cell only with the approval of the facility manager or designee, or responsible health care staff; continued retention shall be reviewed a minimum of every four hours.
- (c) A medical assessment shall be completed as soon as possible, but not more than within a maximum of 12 hours of from the time of placement in the safety cell or at the next daily sick call, whichever is earliest. The ~~inmate~~person shall be medically cleared for continued retention, referral to advanced treatment, or removal from the safety cell a minimum of every 24 hours thereafter.
- (d) The facility manager, designee or responsible health care staff shall obtain a mental health opinion/consultation with responsible health care staff on placement and retention, which shall be secured as soon as possible, but not more than within 12 hours of from placement.
- (e) Direct visual observation shall be conducted at least twice every thirty minutes, with no more than a 15-minute lapse between safety checks. Such observation shall be documented.
- (f) Procedures shall be established to assure administration of necessary nutrition and fluids.
- (g) ~~Inmates~~People placed in the safety cell shall be allowed to retain sufficient clothing, or be provided with a suitably designed "safety garment," to provide for their personal privacy unless specific identifiable risks to the ~~inmate~~person's safety or to the security of the facility are documented.

Note: Authority cited: Sections 6024 and 6030, Penal Code. Reference: Section 6030, Penal Code.

§ 1056. Use of Sobering Cell.

The sobering cell described in Title 24, Part 2, Section 1231.2.4, shall be used for ~~temporary~~the holding of ~~inmates~~incarcerated people who are a threat to their own safety or the safety of others due to their state of intoxication ~~and pursuant to written policies and procedures developed by the facility administrator.~~ Such ~~inmates~~A person shall be removed from the sobering cell as soon as they are able to continue in the admission processing or are no longer a risk to themselves or others. In no case shall an ~~inmate~~person remain in a sobering cell over six hours without an evaluation by ~~a medical staff person or an evaluation by custody staff~~ to determine whether the person has an urgent medical problem, pursuant to ~~written medical procedures in accordance with section 1213 of these regulations,~~ to determine whether the prisoner has an urgent medical problem. At 12 hours from the time of placement, all ~~inmates~~persons will ~~must~~ receive an evaluation by responsible health care staff. Intermittent direct visual observation of ~~inmates~~people held in the sobering cell shall be conducted no less than every half hour. Such observation shall be documented.

Note: Authority cited: Sections 6024 and 6030, Penal Code. Reference: Section 6030, Penal Code.

§ 1057. ~~Developmentally Disabilities~~led Inmates.

The facility administrator, in cooperation with the responsible physician, shall develop written policies and procedures for the identification and evaluation, appropriate classification and housing, protection, and nondiscrimination of all incarcerated persons with developmentally disabilities~~led inmates.~~

The health authority or designee shall contact the regional center ~~on~~for any inmate incarcerated person suspected or confirmed to ~~be~~have a developmentally disabled disability for the purposes of diagnosis ~~and/or~~ treatment within 24 hours of such determination, excluding holidays and weekends.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

§ 1058. Use of Restraint Devices.

The facility administrator, in cooperation with the responsible physician, shall develop and implement written policies and procedures for the use of restraint devices. Restraint devices include any devices which immobilize extremities or prevent the incarcerated person from being ambulatory. The provisions of this section do not apply to the use of handcuffs, shackles or other restraint devices when used to restrain incarcerated people for security reasons. ~~and~~ The facility manager may delegate authority to place an inmateincarcerated person in restraints to ~~a~~ responsible health care staff. ~~In addition to the areas specifically outlined in this regulation, at a minimum,~~

(a) ~~†~~The policy shall address the following areas:

- (1) acceptable restraint devices;
- (2) signs or symptoms which should result in immediate medical/mental health referral; availability of cardiopulmonary resuscitation equipment;

- (3) protective housing of restrained persons;
- (4) provision for hydration and sanitation needs; and,
- (5) exercising of extremities.

(b) Policy shall also include, but not be limited to, the following requirements:

- (1) In no case shall restraints be used for punishment or as a substitute for treatment.
- (2) Restraint devices shall only be used on inmatesincarcerated people who display behavior which results in the destruction of property or reveal an intent to cause physical harm to self or others. Restraint devices include any devices which immobilize an inmate's extremities and/or prevent the inmate from being ambulatory. Physical restraints
- (3) Restraint devices should be utilizedused only when it appearsless restrictive alternatives, would be ineffective in controlling the disordered behaviorincluding verbal de-escalation techniques, have been attempted and are deemed ineffective.
- (4) InmatesAn incarcerated person shall be placed in restraints only with the approval of the facility manager, the facility watch commander, or responsible health care staff; continued retention shall be reviewed a minimum of every hour.
- (5) Continuous direct visual observation shall be maintained until a medical opinion can be obtained.
- (6) A medical opinion on placement and retention shall be secured within one hour from the time of placement.
- (7) A medical assessment shall be completed within four hours of placement.
- (8) Continuous direct visual observation shall be conducted at least twice every thirty minutes to ensure that the restraints are properly employed, and to ensure the safety and well-being of the incarcerated person. Such observation shall be documented. While in restraint devices all incarcerated persons shall be housed alone or in a specified housing area which makes provisions to protect the person from abuse.
- (9) If the facility manager, or designee, in consultation with responsible health care staff determines that an inmateincarcerated person cannot be safely removed from restraints after eight hours, the inmateperson shall be taken to a medical facility for further evaluation.
- (10) Where applicable, the facility manager shall use the restraint device manufacturer's recommended maximum time limits for placement.
- (11) All events and information related to the placement in restraints shall be documented and shall be video recorded unless exigent circumstances prevent staff from doing so. The documentation shall include: the reason for placement; person authorizing placement; names of staff involved in the placement; injuries sustained; and the duration of placement.

~~Direct visual observation shall be conducted at least twice every thirty minutes to ensure that the restraints are properly employed, and to ensure the safety and well-being of the inmate. Such observation shall be documented. While in restraint devices all inmates~~

~~shall be housed alone or in a specified housing area for restrained inmates which makes provisions to protect the inmate from abuse.~~

~~The provisions of this section do not apply to the use of handcuffs, shackles or other restraint devices when used to restrain inmates for security reasons.~~

Note: Authority cited: Sections 6024 and 6030, Penal Code. Reference: Section 6030, Penal Code.

§ 1058.5. Restraints and Pregnant ~~Inmates~~Persons.

The facility administrator, in cooperation with the responsible physician, shall develop written policies and procedures for the use of restraint devices on pregnant ~~inmates~~people. In accordance with Penal Code 3407 the policy shall include reference to the following:

- (1) An incarcerated person ~~inmate~~ known to be pregnant or in recovery after delivery or termination of the pregnancy shall not be restrained by the use of leg ~~iron~~or waist restraints, waist chains, or handcuffs behind the body.
- (2) An incarcerated pregnant inmate ~~person~~ in labor, during delivery, or in recovery after delivery or termination of the pregnancy, shall not be restrained by the wrists, ankles, or both, unless deemed necessary for the safety and security of the ~~inmate~~incarcerated person, the staff, or the public.
- (3) Restraints shall be removed when a professional who is currently responsible for the medical care of an incarcerated pregnant inmate ~~person~~ during a medical emergency, labor, delivery, or recovery after delivery or termination of the pregnancy determines that the removal of restraints is medically necessary.
- (4) Upon confirmation of an ~~inmate's~~ incarcerated person's pregnancy, ~~she~~ they shall be advised, orally or in writing, of the standards and policies governing incarcerated pregnant people~~inmates~~.

Note: Authority cited: Section 6030, Penal Code. Reference: Sections 3407 and 6030, Penal Code.

§ 1059. DNA Collection, Use of Force.

(a) Pursuant to Penal Code Section 298.1, authorized law enforcement, custodial, or corrections personnel including peace officers, may employ reasonable force to collect blood specimens, saliva samples, or thumb or palm print impressions from individuals who are required to provide such samples, specimens or impressions pursuant to Penal Code Section 296 and who refuse following written or oral request.

- (1) For the purpose of this regulation, the “use of reasonable force” shall be defined as the force that an objective, trained and competent correctional employee, faced with similar facts and circumstances, would consider necessary and reasonable to gain compliance with this regulation.
- (2) The use of reasonable force shall be preceded by efforts to secure voluntary compliance. Efforts to secure voluntary compliance shall be documented

and include an advisement of the legal obligation to provide the requisite specimen, sample or impression and the consequences of refusal.

(b) The force shall not be used without the prior written authorization of the facility watch commander or designee on duty. The authorization shall include information that reflects the fact that the offender was asked to provide the requisite specimen, sample, or impression and refused.

(c) If the use of reasonable force includes a cell extraction, the extraction shall be videotaped, including audio. Video shall be directed at the cell extraction event. The videotape shall be retained by the agency for the length of time required by statute. Notwithstanding the use of the video as evidence in a criminal proceeding, the tape shall be retained administratively.

Note: Authority cited: Sections 298.1, 6024, and 6030, Penal Code. Reference: Sections 298.1 and 6030, Penal Code.

Article 6. ~~Inmate~~ Programs and Services

§ 1061. ~~Inmate~~ Education Plan.

The facility administrator of any Type II or III facility shall plan and shall request of appropriate public officials an ~~inmate~~ education program for incarcerated persons. When such services are not made available by the appropriate public officials, then the facility administrator shall develop and implement an education program with available resources. Such a plan shall provide for the voluntary academic ~~and/or~~ vocational, or both, education of housed ~~inmates~~ people. Reasonable criteria for program eligibility shall be established. Modified academic or vocational opportunities ~~and an inmate may be excluded or removed~~ may be provided based on sound security practices or a person's failure to abide by facility rules and regulations.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

§ 1062. Visiting.

The facility administrator shall develop and implement written policies and procedures which include the following requirements:

- (a) ~~The facility administrator shall develop written policies and procedures for inmate~~ A visiting program which shall provide for:
- (1) as many in-person visits and visitors as facility schedules, space, and number of personnel will allow.
 - (2) A publicly posted schedule of facility visiting hours. If practicable, visiting hours should be made available on weekends, evenings, or holidays.
 - ~~(4)~~(3) _____ For sentenced ~~inmates~~ incarcerated persons in Type I facilities and all ~~inmates~~ incarcerated persons in Type II, III, and IV facilities there shall be allowed no fewer than two visits totaling at least one hour per ~~inmate~~ incarcerated person each week. ~~In Type III and Type IV facilities there shall be allowed one or more visits, totaling at least one hour, per week.~~

~~(2)~~(4) _____ In Type I facilities, the facility administrator shall develop and implement written policies and procedures to allow visiting for non-sentenced detainees. The policies and procedures will include a schedule to assure that non-sentenced detainees will be afforded a visit no later than the calendar day following arrest.

(b) Visits may not be cancelled unless a legitimate operational or safety and security concern exists. All cancelled visits must be documented. The facility manager or designee shall regularly review cancelled visits and document such review.

~~(b)~~(c) _____ The visiting policies developed pursuant to this section shall include provision for visitation by minor children of the ~~inmate~~incarcerated person.

~~(e)~~(d) _____ Video visitation may be used to supplement existing visitation programs, but shall not be used to fulfill the requirements of this section if in-person visitation is requested by an ~~inmate~~incarcerated person.

~~(d)~~(e) _____ Facilities shall not charge for visitation when visitors are onsite and participating in either in-person or video visitation. For purposes of this subsection, “onsite” is defined as the location where the ~~inmate~~incarcerated person is housed.

~~(e)~~(f) _____ Subdivision (d) shall not apply to facilities which (1) exclusively used video visitation prior to January 1, 2017 or (2) had been designed without in-person visitation space and conditionally awarded by the Board prior to June 27, 2017, funding authorized by Chapter 3.11 (commencing with Section 15820.90), Chapter 3.12 (commencing with Section 15820.91), Chapter 3.13 (commencing with Section 15820.92), or Chapter 3.131 (commencing with Section 15820.93).

~~(f)~~(g) _____ If a local detention facility offered video visitation only as of January 1, 2017, the first hour of remote video visitation per week shall be offered free of charge.

Note: Authority cited: Sections 6024 and 6030, Penal Code. Reference: Section 6030 and 4030, Penal Code, and Section 15820.948, Government Code.

§ 1063. Correspondence.

Except in Temporary Holding and Court Holding facilities, ~~the~~ facility administrator shall develop written policies and procedures for ~~inmate~~ correspondence which provide that:

(a) there is no limitation on the volume of mail that an ~~inmate~~incarcerated person may send or receive;

(b) ~~inmate~~an incarcerated person's correspondence may be read when there is a valid security reason and the facility manager or ~~his/her~~ designee approves;

(c) jail staff shall not review ~~inmate~~an incarcerated person's correspondence to or from state and federal courts, any member of the State Bar or holder of public office, and the State Board of State and Community Corrections; however, jail authorities may open and inspect such mail only to search for contraband, cash, checks, or money orders and in the presence of the ~~inmate~~incarcerated person;

- (d) ~~inmates incarcerated persons~~ may correspond, confidentially, with the facility manager or the facility administrator; and,
- (e) those ~~inmates incarcerated persons~~ who are without funds shall be permitted at least ~~two~~ four postage paid envelopes and ~~two~~ eight sheets of paper each week to permit correspondence with family members and friends but without limitation on the number of postage paid envelopes and sheets of paper to ~~his or her~~ their attorney and to the courts.

Note: Authority cited: Sections 6024 and 6030, Penal Code. Reference: Section 6030, Penal Code.

§ 1064. Library Service.

The facility administrator shall develop written policies and procedures for library service in all Type II, III, and IV facilities. The scope of such service shall be determined by the facility administrator. The library service shall include access to ~~legal reference materials~~ the following resources via paper documents or through electronic media, and include current information on community services and resources, and religious, educational, legal reference material and recreational reading material. In Type IV facilities such a program can be either in-house or provided through access to the community.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

§ 1065. Exercise and RecreationOut of Cell Time.

- (a) The facility administrator of a Type II or III facility shall develop written policies and procedures for:
- (1) ~~an exercise and recreation program, in an area designed for recreation~~ exercise, which will allow a minimum of three hours of exercise distributed over a period of seven days. ~~Such regulations as are reasonable and necessary to protect the facility's security and the inmates' welfare shall be included in such a program. In Type IV facilities, such a program can be either in-house or provided through access to the community.~~
 - (2) a recreation program, which will allow an opportunity for seven hours of out of cell time distributed over a period of seven days.

Policies should include reasonable and necessary procedures to ensure safety and security.

- (b) The facility administrator of a Type I facility shall make table games, ~~and/or television,~~ or both, available to ~~inmates~~ incarcerated people.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

§ 1066. Books, Newspapers, Periodicals, and Writings.

- (a) The facility administrator of a Type II or III facility shall develop written policies and procedures which will permit ~~inmates~~ incarcerated persons to purchase, receive and read

any book, newspaper, periodical, or writing accepted for distribution by the United States Postal Service. The facility administrator shall develop and implement a written plan to make available a current newspaper or other like source, including a non-English language alternative, to ensure reasonable access to interested people. Nothing herein shall be construed as limiting the right of a facility administrator to:

- (1) exclude any publications or writings based on any legitimate penological interest;
- (2) exclude obscene publications or writings, and mail containing information concerning where, how, or from whom such matter may be obtained; and any matter of a character tending to incite murder, arson, riot, violent racism, or any other form of violence; any matter of a character tending to incite crimes against children; any matter concerning unlawful gambling or an unlawful lottery; the manufacture or use of weapons, narcotics, or explosives; or any other unlawful activity;
- (3) open and inspect any publications or packages received by an inmate incarcerated person; and
- (4) restrict the number of books, newspapers, periodicals, or writings the inmate incarcerated person may have in his/her/their cell or elsewhere in the facility at one time.

(b) The facility administrator of a Type I facility shall develop and implement a written plan to make available a ~~daily current newspaper or other like source in general circulation,~~ including a non-English language ~~publication~~ alternative, to ~~assure~~ ensure reasonable access to interested ~~inmates~~ people.

Note: Authority cited: Section 6030, Penal Code. Reference: Sections 6030, Penal Code.

§ 1067. Access to Telephone.

The facility administrator shall develop written policies and procedures which allow ~~reasonable access to a telephone or communication device beyond those telephone calls which are required by Section 851.5 of the Penal Code.~~ Individuals who are known to have, or are perceived by others as having, hearing or speech impairments shall be provided access to the appropriate telecommunication device which will facilitate communication. Such devices may include but are not limited to videophones, teletypewriters, or third-party communications assistance. An individual's access to telephone communications shall not be withdrawn unless doing so is required to uphold the safety and security of the facility.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

§ 1068. Access to the Courts and Counsel.

The facility administrator shall develop written policies and procedures to ensure ~~inmates~~incarcerated persons have access to the court and to legal counsel. Such access shall consist of:

- (a) Except in Temporary Holding and Court Holding facilities, unlimited mail as provided in Section 1063 of these regulations, and,
- (b) confidential consultation with attorneys.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

§ 1069. ~~Inmate~~ Orientation.

(a) In Type II, III, and IV facilities, the facility administrator shall develop written policies and procedures for the implementation of a program ~~reasonably understandable for to inmates~~people newly admitted to the facility designed to orient a newly received inmate~~them~~ at the time of placement in a living area. Both written and verbal information shall be provided and may be supplemented with video orientation. Provision shall be made to provide accessible orientation information to each person, including those with disabilities, limited literacy, or those with limited English proficiency (LEP). Such a program shall be published and include, but not be limited to, the following:

- (1) correspondence, visiting, and telephone usage rules;
- (2) rules and disciplinary procedures;
- (3) ~~inmate~~ grievance procedures;
- (4) programs and activities available and method of application;
- (5) medical and mental health services;
- (6) classification/housing assignments;
- (7) court appearance where scheduled, if known;
- (8) voting, including registration; and,
- (9) zero tolerance policy against sexual abuse and sexual harassment; and,-
- (10) availability of personal care items and opportunities for personal hygiene.

(b) In Type I facilities, the facility administrator shall develop written policies and procedures for a program reasonably understandable to non-sentenced detainees to orient ~~an inmate~~them at the time of placement in a living area. Such a program shall be published and include, but not be limited to, the following:

- (1) rules and disciplinary procedures;
- (2) visiting rules;
- (3) availability of personal care items, opportunities for personal hygiene;
- (4) availability of reading and recreational materials; and,
- (5) medical/mental health procedures.

Note: Authority cited: Sections 6030, Penal Code. Reference: Section 6030, Penal Code.

§ 1070. Individual/Family Service Programs.

The facility administrator of a Type II, III, or IV facility shall develop written policies and procedures which facilitate cooperation with appropriate public or private agencies for individual ~~and/or~~ family social service programs for ~~inmates~~ incarcerated persons. Such a program shall utilize the services and resources available in the community and may be in the form of a resource guide ~~and/or~~ actual service delivery. The range and source of such services shall be at the discretion of the facility administrator and may include:

- (a) risk and needs assessments;
- (b) best practices in:
 - (1) individual, group ~~and/or~~ family counseling;
 - (2) drug and alcohol abuse counseling;
 - (3) cognitive behavioral interventions;
 - (4) vocational testing and counseling;
 - (5) employment counseling;
 - (6) discharge and reentry planning;
- (c) referral to community resources and programs;
- (d) reentry planning and service development;
- (e) legal assistance;
- (f) regional center services for the developmentally disabled; and,
- (g) community volunteers.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

§ 1071. Voting.

The facility administrator of a Type I (holding sentenced ~~inmate~~ incarcerated workers) II, III or IV facility shall develop written policies and procedures whereby the county registrar of voters allows qualified voters to vote in local, state, and federal elections, pursuant to election codes.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

§ 1072. Religious Observances.

The facility administrator of a Type I, II, III or IV facility shall develop written policies and procedures to provide opportunities for ~~inmates~~ incarcerated persons to participate in religious services, practices and counseling on a voluntary basis.

Note: Authority cited: Sections 6024 and 6030, Penal Code. Reference: Section 6030, Penal Code.

§ 1073. ~~Inmate~~ Grievance Procedure.

(a) Each administrator of a Type II, III, or IV facility and Type I facilities which hold ~~inmate~~ incarcerated workers shall develop written policies and procedures whereby all

incarcerated persons have the opportunity and ability to submit and any inmate may appeal and have resolved grievances relating to any conditions of confinement, including but not limited to: medical care; classification actions; disciplinary actions; program participation; telephone, mail, and visiting procedures; and food, clothing, and bedding. Such policies and procedures shall include:

- (1) a grievance form;
- (2) instructions for registering and appealing a grievance, including relevant deadlines;
- (3) a process for submission and handling of anonymous grievances;
- (4) resolution of the grievance at the lowest appropriate staff level;
- (5) appeal to the next level of review;
- (6) written reasons for denial of grievance at each level of review which acts on the grievance;
- (7) provision for a non-automated initial response within a reasonable time limit which shall not exceed a period of 15 calendar days; and,
- (8) provision for resolving questions of jurisdiction within the facility;
- (9) Provision for providing a copy of the grievance, appeal, response, and related documents to the incarcerated person; and,
- (10) The facility manager or designee shall conduct regular review of grievances, responses, and appeals.

(b) Grievance System Abuse:

The facility may establish written policy and procedure to control the submission of an excessive number of grievances.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

Article 7. Discipline

§ 1080. Rules and Disciplinary ~~Penalties~~Actions.

Wherever discipline is administered, each facility administrator shall establish written rules and disciplinary ~~actions~~penalties to guide ~~inmate~~the conduct of incarcerated persons. Such rules and disciplinary ~~actions~~penalties shall be stated simply and ~~affirmatively, and~~affirmatively and posted conspicuously in housing units and the booking area or issued to each ~~inmate person~~ upon booking. For those ~~inmates who are illiterate or individuals with limited literacy, who are~~ unable to read English, and for persons with disabilities, provision shall be made for the jail staff to instruct them verbally or provide them with material in an understandable form regarding jail rules and disciplinary procedures and ~~actions~~penalties.

Note: Authority cited: Sections 6024 and 6030, Penal Code. Reference: Section 6030, Penal Code.

§ 1081. Plan for ~~Inmate Discipline~~ of Incarcerated Persons.

Each facility administrator shall develop written policies and procedures for ~~inmate discipline~~ of incarcerated persons. The plan shall include, but not be limited to, the following elements:

- (a) ~~Temporary Loss of Privileges~~: For minor acts of non-conformance or minor violations of facility rules, staff may impose a temporary loss of privileges, such as access to television, telephones, commissary, or lockdown for less than 24 hours, provided there is written documentation and supervisory approval.
- (b) ~~Punitive Disciplinary~~ Actions: Major violations of facility rules or repetitive minor acts of non-conformance or repetitive minor violations of facility rules shall be reported in writing by the staff member observing the act and submitted to the disciplinary officer. The consequences of such violations may include, but are not limited to:
 1. Loss of good time/work time.
 2. ~~Placement in disciplinary separation.~~
 3. ~~Disciplinary separation diet.~~
 4. ~~Loss of privileges mandated by regulations.~~

A staff member with investigative and ~~punitive disciplinary~~ authority shall be designated as a disciplinary officer to impose such consequences. Staff shall not participate in disciplinary review if they are involved in the charges.

Such charges pending against an ~~inmate~~ incarcerated person shall be acted on with the following provisions and within specified timeframes:

1. A copy of the report, ~~and/or~~ a separate written notice of the violation(s), shall be provided to the ~~inmate~~ incarcerated person.
2. Unless declined by the ~~inmate~~ incarcerated person, a hearing shall be provided no sooner than 24 hours after the report has been submitted to the disciplinary officer and the ~~inmate~~ incarcerated person has been informed of the charges in writing. The hearing may be postponed or continued for a reasonable time through a written waiver by the ~~inmate~~ incarcerated person, or for good cause.
3. The ~~inmate~~ incarcerated person shall be permitted to appear on ~~his/her~~ their own behalf at the time of hearing and present witnesses and documentary evidence. The ~~inmate~~ incarcerated person shall have access to staff or ~~inmate~~ assistance when the ~~inmate is illiterate~~ they have limited literacy, or the issues are complex.

4. A charge(s) shall be acted on no later than 72 hours after an inmate incarcerated person has been informed of the charge(s) in writing.
 5. Subsequent to final disposition of disciplinary charges by the disciplinary officer, the charges and the action taken shall be reviewed by the facility manager or designee.
 6. The inmate incarcerated person shall be advised in a written statement by the fact-finders about the evidence relied on and the reasons for the disciplinary action. A copy of the record shall be kept pursuant to Penal Code Section 4019.5.
 7. There shall be a policy of review and appeal to a supervisor on all disciplinary action.
- (c) Nothing in this section precludes a facility administrator from administratively ~~segregating~~ separating any inmate incarcerated person from the general population or program for reasons of personal, mental, or physical health, or under any circumstance in which the safety of the ~~inmates~~ person, staff, program, or community is endangered, pending disciplinary action or a review as required by Section 1053 of these regulations.
- (d) Nothing in this section precludes the imposition of conditions or restrictions that reasonably relate to a legitimate, non-punitive administrative purpose.

Note: Authority cited: Sections 6024 and 6030, Penal Code. Reference: Sections 4019.5 and 6030, Penal Code.

§ 1082. Forms of Discipline.

The degree of ~~punitive~~ actions taken by the disciplinary officer shall be directly related to the severity of the rule infraction and promotion of desired behavior through a progressive disciplinary process. Acceptable forms of discipline shall consist of, but not be limited to, the following:

- (a) Loss of privileges.
- (b) Extra work detail.
- (c) Short term lockdown for less than 24 hours.
- (d) Removal from work details.
- (e) Forfeiture of “good time” credits earned under Penal Code Section 4019.
- (f) Forfeiture of “work time” credits earned under Penal Code Section 4019.
- (g) Disciplinary separation.
- ~~(h) Disciplinary separation diet.~~

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

§ 1083. Limitations on Disciplinary Actions.

The Penal Code and the State Constitution expressly prohibit all cruel and unusual punishment. Disciplinary actions shall not include corporal punishment, group punishment when feasible, or physical or psychological degradation.

Additionally, there shall be the following limitations:

(a) Disciplinary separation shall be considered an option of last resort and as a response to the most serious and threatening behavior, for the shortest time possible, and with the least restrictive conditions possible.

(1) If an ~~inmate~~person is on disciplinary separation status for 30 consecutive days there shall be a review by the facility manager before the disciplinary separation status is continued. This review shall include a consultation with health care staff. Such reviews shall continue at least every fifteen days thereafter until the disciplinary status has ended. This review shall be documented.

(2) The disciplinary separation cells or cell shall have the minimum furnishings and space specified in Title 24, Part 2, 1231.2.6 and 2.7. Occupants shall be issued clothing and bedding as specified in Articles 13 and 14 of these regulations and shall not be deprived of them through any portion of the day except that those ~~inmates~~incarcerated persons who engage in the destruction of bedding or clothing may be deprived of such articles. The decision to deprive ~~inmates~~a person of such articles of clothing and bedding shall be reviewed by the facility manager or designee during each 24 hour period.

~~(2)~~(3) If after placement in separation, mental health or medical staff determine that an individual has serious mental illness or an intellectual disability, they shall be removed from disciplinary separation immediately upon this determination.

~~(a)~~(b) Penal Code Section 4019.5 expressly prohibits the delegation of authority to any ~~inmate~~incarcerated person or group of ~~inmates~~incarcerated people to exercise the right of punishment over any other ~~inmate~~incarcerated person or group of ~~inmates~~incarcerated people.

~~(b)~~(c) In no case shall a safety cell, as specified in Title 24, Part 2, 1231.2.5, or any restraint device be used for disciplinary purposes.

~~(c)~~(d) No ~~inmate~~incarcerated person may be deprived of the implements necessary to maintain an acceptable level of personal hygiene as specified in Section 1265 of these regulations.

~~(d)~~(e) Food shall not be withheld as a disciplinary measure.

~~(e)~~ The disciplinary separation diet described in section 1247 of these regulations shall only be utilized for major violations of institutional rules.

(1) ~~In addition to the provisions of Section 1247, the facility manager shall approve the initial placement on the disciplinary separation diet and ensure that medical staff is notified.~~

(2) ~~In consultation with medical care staff, the facility manager shall approve any continuation on that diet every 72 hours after the initial placement.~~

- (f) Correspondence privileges shall not be withheld except in cases where the ~~inmate~~incarcerated person has violated correspondence regulations, in which case correspondence may be suspended for no longer than 72 hours, without the review and approval of the facility manager.
- (g) In no case shall access to courts and legal counsel be suspended as a disciplinary measure.

Note: Authority cited: Sections 6024 and 6030, Penal Code. Reference: Section 6030, Penal Code.

§ 1084. Disciplinary Records.

Penal Code Section 4019.5 requires that a record is kept of all disciplinary ~~infractions and punishment actions~~ administered therefore. This requirement may be satisfied by retaining copies of rule violation reports and report of the disposition of each.

Note: Authority cited: Sections 6024 and 6030, Penal Code. Reference: Section 6030, Penal Code.

Article 8. Minors in Jails

§ 1101. Restrictions on Contact with Incarcerated Adults ~~Prisoners~~.

The facility administrator shall establish policies and procedures to restrict sight and sound contact, as defined in Section 1006, between detained minors and adults confined in the facility. The policies and procedures should consider trauma-informed approaches in protecting minors from contact.

In situations where brief or accidental contact may occur, such as booking or facility movement, facility staff (trained in the supervision of ~~inmates~~incarcerated people) shall maintain a constant, side-by-side presence with the minor or the adult to prevent sustained contact.

The above restrictions do not apply to minors who are participating in supervised program activities pursuant to Section 208 (c) of the Welfare and Institutions Code.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

§ 1102. Classification.

The facility administrator shall develop and implement a written plan designed to provide for the safety of staff and minors held at the facility. The plan shall include the following:

- (a) a procedure for receiving and transmitting information regarding minors who present a risk or hazard to self or others while confined at the facility, and the ~~segregation~~separation of such minors to the extent possible within the limits of the facility.
- (b) a procedure to provide care for any minor who appears to be in need of or who requests medical, mental health, or developmental disability treatment. Written

- procedures shall be established by the responsible health administrator in cooperation with the facility administrator.
- (c) a suicide prevention program designed to identify, monitor, and provide treatment to those minors who present a suicide risk.
 - (d) provide that minors be housed separately from adults and not be allowed to come or remain in contact with adults except as provided in Sections 208(c) of the Welfare and Institutions Code.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

§ 1104. Supervision of Minors.

The facility administrator shall develop and implement policy and procedures that provide for:

- (a) continuous around-the-clock supervision of minors with assurance that staff can hear and respond; and,
- (b) safety checks of minors at least once every 30 minutes. These safety checks shall include the direct visual observation of movement and ~~or~~ skin. Safety checks shall not be replaced, but may be supplemented by, an audio/visual electronic surveillance system designed to detect overt, aggressive, or assaultive behavior and to summon aid in emergencies. All safety checks shall be documented.

Note: Authority cited: Sections 6024 and 6030, Penal Code. Reference: Section 6030, Penal Code.

§ 1105. Recreation Programs.

The facility administrator shall develop written policies and procedures to provide a recreation program that shall protect the welfare of minors and ~~other incarcerated adults inmates~~, recognize facility security needs and comply with minimum jail standards for recreation (California Code of Regulations, Title 15, Section 1065).

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

§ 1106. Disciplinary Procedures.

Nothing in this regulation shall prevent the administrator from removing a detained minor from the general population or program for reasons of the minor's mental or physical health; or under any circumstances in which the safety of the minor, ~~other incarcerated adults inmates~~, staff, the program or community is endangered, pending a disciplinary action or review. With the exceptions noted below, the provisions of Sections 1080-1084 shall apply when a minor is involved in disciplinary actions.

- (a) ~~Minors requiring disciplinary confinement shall be housed only in living areas designated for the detention of minors~~ Pursuant to Welfare and Institutions Code

Section 208.3, minors may not be placed in room confinement for disciplinary purposes.

- (b) Permitted forms of discipline include:
- (1) temporary loss of privileges; and,
 - (2) loss of privileges mandated by applicable regulations~~disciplinary confinement.~~
- (c) Access to visitation and recreation shall be restricted only after a second level review by a supervisor or manager; and shall not extend beyond five days without subsequent review.
- ~~(d) A status review shall be conducted for those minors placed in disciplinary confinement no less than every 24 hours.~~
- ~~(e)~~(d) Prohibited forms of discipline include:
- (1) discipline that does not fit the violation;
 - (2) corporal punishment;
 - (3) ~~inmate imposed discipline~~ imposed by incarcerated persons;
 - (4) placement in safety cells, sobering cells, or any other cell not specifically designated for the detention of minors;
 - (5) deprivation of food; and,
 - (6) room confinement
 - ~~(6) the adult disciplinary diet.~~

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code; and Section 208.3, Welfare and Institutions Code.

§ 1122. Reproductive Information and Services for Minors in Jails.

The health administrator, in cooperation with the facility administrator, shall develop written policies and procedures to assure that reproductive health services are available to ~~both male and female~~ minors in jails.

Such services shall include, but not be limited to, those prescribed by Welfare and Institutions Code Sections 220, 221 and 222 and Health and Safety Code Section 123450.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

§ 1122.5. Pregnant Minors

- (a) The health administrator, in cooperation with the facility administrator, shall develop written policies and procedures pertaining to pregnant minors that address the requirements in Title 15, Section 1417.
- (b) The facility administrator, in cooperation with the responsible physician, shall develop written policies and procedures for the use of restraint devices on pregnant minors. The policy shall address requirements of Penal Code 3407. Policy shall include reference to the following:

- (1) A minor known to be pregnant or in recovery after delivery or termination of the pregnancy shall not be restrained by the use of leg or waist restraints~~irons, waist chains,~~ or handcuffs behind the body.
- (2) A pregnant minor in labor, during delivery, or in recovery after delivery or termination of the pregnancy, shall not be restrained by the wrists, ankles, or both, unless deemed necessary for the safety and security of the minor, the staff, or the public.
- (3) Restraints shall be removed when a professional who is currently responsible for the medical care of a pregnant minor during a medical emergency, labor, delivery, or recovery after delivery or termination of the pregnancy determines that the removal of restraints is medically necessary.
- (4) Upon confirmation of a minor's pregnancy, ~~she~~they shall be advised, orally or in writing, of the standards and policies governing pregnant minors.

Note: Authority cited: Section 6030, Penal Code. Reference: Sections 3407 and 6030, Penal Code.

Article 9. Minors in Temporary Custody in a Law Enforcement Facility

§ 1143. Care of Minors in Temporary Custody.

(a) The following shall be made available to all minors held in temporary custody:

- (1) access to toilets and washing facilities;
- (2) one snack ~~upon request~~ during term of temporary custody if the minor has not eaten within the past four (4) hours or is otherwise in need of appropriate nourishment;
- (3) access to drinking water;
- (4) access to language services;
- (5) access to disabilities services;
- ~~(3)~~(6) sanitary napkins, panty liners, and tampons as requested;
- ~~(4)~~(7) privacy during consultation with family, guardian, and/or lawyer;
- ~~(5)~~(8) blankets and clothing, as necessary, to assure the comfort of the minor;
and,
- ~~(6)~~(9) his or her personal clothing unless the clothing is inadequate, presents a health or safety problem, or is required to be utilized as evidence of an offense.

(b) Upon entry, the minor shall be informed in writing of what is available under this section, and it shall be posted in at least one conspicuous place to which minors have access.

Note: Authority cited: Sections 6024 and 6030, Penal Code; and Section 210.2, Welfare and Institutions Code. Reference: Section 6030, Penal Code; and Section 210.2, Welfare and Institutions Code.

§ 1144. Contact Between Minors and Incarcerated Adults ~~Prisoners~~.

The facility administrator shall establish policies and procedures to restrict contact, as defined in Section 1006, between minors and adults confined in the facility. In situations where brief or accidental contact may occur, such as booking or facility movement, facility staff (trained in the supervision of ~~inmates~~incarcerated people) shall maintain a constant, side-by-side presence with the minor or the adult to prevent sustained contact.

Note: Authority cited: Sections 6024 and 6030, Penal Code; and Section 210.2, Welfare and Institutions Code.
Reference: Section 6030, Penal Code; and Section 210.2, Welfare and Institutions Code.

§ 1145. Decision on Secure Custody.

A minor who is taken into temporary custody by a peace officer on the basis that ~~he or she is~~they are a person described by Section 602 of the Welfare and Institutions Code may be held in secure custody in a law enforcement facility that contains a lockup for adults if the minor is 14 years of age or older and if, in the reasonable belief of the peace officer, the minor presents a serious security risk of harm to self or others, as long as all other conditions of secure custody set forth in these standards are met. Any minor in temporary custody who is less than 14 years of age, or who does not in the reasonable belief of the peace officer present a serious security risk of harm to self or others, shall not be placed in secure custody, but may be kept in non-secure custody in the facility as long as all other conditions of non-secure custody set forth in these standards are met.

In making the determination whether the minor presents a serious security risk of harm to self or others, the officer may take into account the following factors:

- (a) age, maturity, and delinquent history of the minor;
- (b) severity of the offense(s) for which the minor was taken into custody;
- (c) minor's behavior, including the degree to which the minor appears to be cooperative or non-cooperative;
- (d) the availability of staff to provide adequate supervision or protection of the minor; and,
- (e) the age, type, and number of other individuals who are detained in the facility.

Note: Authority cited: Sections 6024 and 6030, Penal Code; and Section 210.2, Welfare and Institutions Code.
Reference: Section 6030, Penal Code; and Section 210.2, Welfare and Institutions Code.

§ 1147. Supervision of Minors in Secure Custody Inside a Locked Enclosure.

(a) Minors shall receive adequate supervision which, at a minimum, includes:

- (1) constant auditory access to staff by the minor; and,
- (2) safety checks, as defined in Section 1006, of the minor by staff of the law enforcement facility, at least once every 30 minutes, which shall be documented.

~~(b) Males and females~~ Minors of different genders shall not be placed in the same locked room unless under constant direct visual observation by staff of the law enforcement facility.

Note: Authority cited: Sections 6024 and 6030, Penal Code; and Section 210.2, Welfare and Institutions Code.
Reference: Section 6030, Penal Code; and Section 210.2, Welfare and Institutions Code.

§ 1149. Criteria for Non-Secure Custody.

Minors held in temporary custody, who do not meet the criteria for secure custody as specified in Section 207.1(d**b**) of the Welfare and Institutions Code, may be held in non-secure custody to investigate the case, facilitate release of the minor to a parent or guardian, or arrange for transfer of the minor to an appropriate juvenile facility. While minors are held in temporary non-secure custody the provisions of Section 1143 apply.

Note: Authority cited: Sections 6024 and 6030, Penal Code; and Section 210.2, Welfare and Institutions Code.
Reference: Section 6030, Penal Code; and Section 210.2, Welfare and Institutions Code.

§ 1151. Minors Under the Influence of Any Intoxicating Substance in Secure or Non-Secure Custody.

Facility administrators shall develop policies and procedures providing that a medical clearance shall be obtained for minors who are under the influence of drugs, alcohol or any other intoxicating substance to the extent that they are unable to care for themselves, prior to secure or non-secure custody of that minor.

~~Supervision of minors in secure custody in a locked room who display outward signs of being under the influence of drugs, alcohol or any other intoxicating substance shall include safety checks at least once every 15 minutes until resolution of the intoxicated state or release. These safety checks shall be documented, with actual time of occurrence recorded.~~

~~Supervision of minors in secure custody outside of a locked room who display outward signs of being under the influence of drugs, alcohol or any other intoxicating substance shall be supervised in accordance with Section 1148.~~

~~Supervision of minors in nonsecure custody who display outward signs of being under the influence of drugs, alcohol or any other intoxicating substance shall be supervised in accordance with Section 1150.~~

Note: Authority cited: Sections 6024 and 6030, Penal Code; and Section 210.2, Welfare and Institutions Code.
Reference: Section 6030, Penal Code; and Section 210.2, Welfare and Institutions Code.

Article 10. Minors in Court Holding Facilities

§ 1161. Conditions of Detention.

Court holding facilities shall be designed to provide the following:

- (a) Separation of minors from adults in accordance with Section 208 of the Welfare and Institutions Code.
- (b) ~~Segregation~~Separation of minors in accordance with an established classification plan.
- (c) Secure non-public access, movement within and egress. If the same entrance/exit is used by both minors and adults, movements shall be scheduled in such a manner that there is no opportunity for contact.

An existing court holding facility built in accordance with construction standards at the time of construction shall be considered as being in compliance with this article unless the condition of the structure is determined by the appropriate authority to be dangerous to life, health, or welfare of minors. Upon notification of noncompliance with this section, the facility administrator shall develop and submit a plan for corrective action to the Board within 90 days.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

§ 1162. Supervision of Minors.

A sufficient number of personnel shall be employed in each facility to permit unscheduled safety checks of all minors at least twice every 30 minutes, and to ensure the implementation and operation of the activities required by these regulations. There shall be a written plan that includes the documentation and review of safety checks.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

§ 1163. Classification.

The administrator of a court holding facility shall establish and implement a written plan designed to provide for the safety of staff and minors held at the facility. The plan shall include receiving and transmitting of information regarding minors who represent a risk or hazard to self or others while confined at the facility, and the ~~segregation~~separation of such minors to the extent possible within the limits of the court holding facility, and for the separation of minors from any adults confined there ~~inmate(s)~~ as required by Section 208 of the Welfare and Institutions Code.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

Article 11. Medical/Mental Health Services

§ 1200. Responsibility for Health Care Services.

(a) In Type I, II, III and IV facilities, the facility administrator shall have the responsibility to ensure provision of emergency and basic health care services to all ~~inmates~~incarcerated persons. Medical, dental, and mental health matters involving clinical judgments are the sole province of the responsible ~~physician~~qualified health care

professionals, dentist, and psychiatrist or psychologist respectively; however, security regulations applicable to facility personnel also apply to health personnel.

Each facility shall have at least one physician available to treat physical disorders. In Type IV facilities, compliance may be attained by providing access into the community; however, in such cases, there shall be a written plan for the treatment, transfer, or referral in the event of an emergency.

(b) In court holding and temporary holding facilities, the facility administrator shall have the responsibility to develop written policies and procedures which ensure provision of emergency health care services to all ~~inmates~~ incarcerated persons.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

§ 1205. Health Care Records.

(a) The health authority shall maintain individual, complete and dated health records in compliance with state statute to include, but not be limited to:

- (1) receiving screening form/history;
- (2) health evaluation reports;
- (3) complaints of illness or injury;
- (4) names of personnel who treat, prescribe, and/or administer/deliver prescription medication;
- (5) location where treated; and,
- (6) medication records in conformance with section 1216.

(b) The physician/patient confidentiality privilege applies to the health care record. Access to the health record shall be controlled by the health authority or designee.

The health authority shall ensure the confidentiality of each ~~inmate~~ incarcerated person's health care record file (paper or electronic) and such files shall be maintained separately from and in no way be part of the ~~inmate~~ person's other jail records. Within the provisions of HIPAA 45 C.F.R., Section 164.512(k)(5)(i), the responsible physician or designee shall communicate information obtained in the course of health screening and care to jail authorities when necessary for the protection of the welfare of the ~~inmate~~ incarcerated person or others, management of the jail, or maintenance of jail security and order.

(c) Written authorization by the ~~inmate~~ incarcerated person is necessary for transfer of health care record information unless otherwise provided by law or administrative regulations having the force and effect of law.

(d) ~~Inmates~~ incarcerated persons shall not be used for health care recordkeeping.

Note: Authority cited: Sections 6024 and 6030, Penal Code. Reference: Section 6030, Penal Code.

§ 1206. Health Care Procedures Manual.

The health authority shall, in cooperation with the facility administrator, set forth in writing, policies and procedures in conformance with applicable state and federal law, which are reviewed and updated at least every two years and include but are not limited to:

- (a) summoning and application of proper medical aid;
- (b) contact and consultation with other treating health care professionals;
- (c) emergency and non-emergency medical and dental services, including transportation;
- (d) provision for medically required dental and medical prostheses and eyeglasses;
- (e) notification of next of kin or legal guardian in case of serious illness which may result in death;
- (f) provision for screening and care of pregnant and lactating ~~women~~people, including prenatal and postpartum information and health care, including but not limited to access to necessary vitamins as recommended by a doctor, information pertaining to childbirth education and infant care;
- (g) screening, referral, and care of incarcerated persons who may be mentally disordered in behavioral crisis and/or have developmental disabilities~~ly disabled inmates~~;
- (h) implementation of special medical programs;
- (i) management of ~~inmates~~incarcerated persons suspected of or confirmed to have communicable diseases;
- (j) the procurement, storage, repackaging, labeling, dispensing, administration/delivery to ~~inmates~~incarcerated persons, and disposal of pharmaceuticals;
- (k) use of non-physician personnel in providing medical care;
- (l) provision of medical diets;
- (m) patient confidentiality and its exceptions;
- (n) the transfer of pertinent individualized health care information, or individual documentation that no health care information is available, to the health authority of another correctional system, medical facility, or mental health facility at the time each ~~inmate~~incarcerated person is transferred and prior notification pursuant to Health and Safety Code Sections 121361 and 121362 for ~~inmates~~incarcerated persons with known or suspected active tuberculosis disease. Procedures for notification to the transferring health care staff shall allow sufficient time to prepare the summary. The summary information shall identify the sending facility and be in a consistent format that includes the need for follow-up care, diagnostic tests performed, medications prescribed, pending appointments, significant health problems, and other information that is necessary to

provide for continuity of health care. Necessary ~~inmate~~ medication and health care information shall be provided to the transporting staff, together with precautions necessary to protect staff and ~~inmate~~incarcerated passengers from disease transmission during transport;

(o) forensic medical services, including drawing of blood alcohol samples, body cavity searches, and other functions for the purpose of prosecution shall not be performed by medical personnel responsible for providing ongoing care to ~~the inmates~~incarcerated people;

(p) provisions for application and removal of restraints on pregnant ~~inmates~~people consistent with Penal Code Section 3407;

(q) other Services mandated by statute; and,

(r) provisions for timely and appropriate medical and mental health screenings, access to medical and mental health services within seven days of request, and no-cost access to contraception and STD treatment, for ~~inmates~~incarcerated persons who have reported sexual abuse or sexual harassment, regardless of the location where the incident(s) occurred.

Note: Authority cited: Sections 6030, Penal Code. Reference: Section 6030, Penal Code.

§ 1206.5. Management of Communicable Diseases in a Custody Setting.

(a) The responsible physician, in conjunction with the facility administrator and the county health officer, shall develop a written plan to address the identification, treatment, control and follow-up management of tuberculosis and other communicable diseases. The plan shall cover the intake screening procedures, identification of relevant symptoms, referral for a medical evaluation, treatment responsibilities during incarceration and coordination with public health officials for follow-up treatment in the community. The plan shall reflect the current local incidence of communicable diseases which threaten the health of ~~inmates~~incarcerated people and staff.

(b) Consistent with the above plan, the health authority shall, in cooperation with the facility administrator and the county health officer, set forth in writing, policies and procedures in conformance with applicable state and federal law, which include, but are not limited to:

- (1) the types of communicable diseases to be reported;
- (2) the persons who shall receive the medical reports;
- (3) sharing of medical information with ~~inmates~~incarcerated persons and custody staff;
- (4) medical procedures required to identify the presence of disease(s) and lessen the risk of exposure to others;
- (5) medical confidentiality requirements;
- (6) housing considerations based upon behavior, medical needs, and safety of the affected ~~inmates~~incarcerated persons;

- (7) provisions for ~~inmate consent~~ by an incarcerated person that address the limits of confidentiality; and,
- (8) reporting and appropriate action upon the possible exposure of custody staff to a communicable disease.

Note: Authority cited: Section 6030, Penal Code. Reference: Sections 6030, 7501, and 7552, Penal Code.

§ 1207. Medical Receiving Screening.

~~With the exception of inmates transferred directly within a custody system with documented receiving screening, a~~ screening shall be completed on all ~~inmates~~ incarcerated persons at the time of intake. This screening shall be completed in accordance with written procedures and shall include but not be limited to medical and mental health problems, developmental disabilities, ~~tuberculosis and other~~ communicable diseases. The screening shall be performed by licensed health personnel or trained facility staff, with documentation of staff training regarding site specific forms with appropriate disposition based on responses to questions and observations made at the time of screening. The training depends on the role staff are expected to play in the receiving screening process.

The facility administrator and responsible physician shall develop a written plan for complying with Penal Code Section 2656 (orthopedic or prosthetic appliance used by ~~inmates~~ incarcerated persons).

There shall be a written plan to provide care for any ~~inmate~~ incarcerated person who appears at this screening to be in need of or who requests medical, mental health, or developmental disability treatment.

Written procedures and screening protocol shall be established by the responsible physician in cooperation with the facility administrator.

Note: Authority cited: Section 6030, Penal Code. Reference: Sections 2656 and 6030, Penal Code.

§ 1207.5. Special Mental Disorder Behavioral Health Assessment.

An additional mental health screening will be performed, according to written procedures, on ~~women~~ incarcerated persons who have given birth within the past year and are charged with murder or attempted murder of their infants. Such screening will be performed at intake and if the assessment indicates postpartum psychosis a referral for further evaluation will be made.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

§ 1208. Access to Treatment.

The health authority, in cooperation with the facility administrator, shall develop a written plan for identifying and/or referring any ~~inmate~~ incarcerated person who appears to be in

need of medical, mental health, dental, or developmental disability treatment at any time during ~~his/her~~ their incarceration subsequent to the receiving screening. The written plan shall also include the assessment and treatment of such ~~inmates~~ persons as described in Section 1207, Medical Receiving Screening. Assessment and treatment shall be performed by either licensed health personnel or by persons operating under the authority and ~~or~~ direction of licensed health personnel.

Note: Authority cited: Sections 6024 and 6030, Penal Code. Reference: Section 6030, Penal Code.

§ 1208.5. Health Care Maintenance.

For ~~inmates~~ people undergoing prolonged incarceration, an age appropriate and risk factor-~~based~~ health maintenance visit shall take place within the ~~inmate's~~ person's second ~~year anniversary~~ of incarceration. The specific components of the health maintenance examinations shall be determined by the responsible physician based on the age, gender, and health ~~of the inmate~~. Thereafter, the health maintenance examinations shall be repeated at reasonable intervals, but not to exceed one year, as determined by the responsible physician.

Note: Authority cited: Sections 6024 and 6030, Penal Code. Reference: Section 6030, Penal Code.

§ 1209. Mental Health Services and Transfer to Treatment Facility.

(a) The health authority, in cooperation with the mental health director and facility administrator, shall establish policies and procedures to provide mental health services. These services shall include but not be limited to:

1. Identification and referral of ~~inmates~~ incarcerated persons with mental health needs;
2. Mental health treatment programs provided by qualified staff, including the use of telehealth;
3. Crisis intervention services;
4. Basic mental health services provided to ~~inmates~~ incarcerated persons as clinically indicated;
5. Medication support services;
6. The provision of health services sufficiently coordinated such that care is appropriately integrated, medical and mental health needs are met, and the impact of any of these conditions on each other is adequately addressed.

(b) Unless the county has elected to implement the provisions of Penal Code Section 1369.1, a mentally disordered ~~inmate~~ incarcerated person who appears to be a danger to ~~himself~~ themselves or others, or to be gravely disabled, shall be transferred for further evaluation to a designated Lanterman Petris Short treatment facility designated by the county and approved by the State Department of ~~Mental Health~~ Health Care Services for diagnosis and treatment of such apparent mental disorder pursuant to Penal Code section 4011.6 or 4011.8 unless the jail contains a designated Lanterman Petris Short treatment facility. Prior to the transfer, the ~~inmate~~ person may be evaluated by licensed health personnel to determine if treatment can be initiated at the correctional facility. Licensed health personnel may perform an onsite assessment to determine if the ~~inmate~~ person

meets the criteria for admission to an inpatient facility, or if treatment can be initiated in the correctional facility.

(c) If the county elects to implement the provisions of Penal Code Section 1369.1, the health authority, in cooperation with the facility administrator, shall establish policies and procedures for involuntary administration of medications. The procedures shall include, but not be limited to:

1. Designation of licensed personnel, including psychiatrist and nursing staff, authorized to order and administer involuntary medication;
2. Designation of an appropriate setting where the involuntary administration of medication will occur;
3. Designation of restraint procedures and/or devices that may be used to maintain the safety of the ~~inmate~~incarcerated person and facility staff;
4. Development of a written plan to monitor the ~~inmate~~incarcerated person's medical condition following the initial involuntary administration of a medication, until the ~~inmate~~person is cleared as a result of an evaluation by, or consultation with, a psychiatrist;
5. Development of a written plan to provide a minimum level of ongoing monitoring of the ~~inmate~~incarcerated person following return to facility housing. This monitoring may be performed by custody staff trained to recognize signs of possible medical problems and alert medical staff when indicated; and
6. Documentation of the administration of involuntary medication in the ~~inmate~~incarcerated person's medical record.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

§ 1210. Individualized Treatment Plans.

(a) For each ~~inmate~~person treated by a mental health service in a jail, the responsible mental health care provider shall develop a written treatment plan. The custody staff shall be informed of the treatment plan when necessary, to ensure coordination and cooperation in the ongoing care of the ~~inmate~~incarcerated person. This treatment plan shall include referral to treatment after release from the facility when recommended by treatment staff.

(b) For each ~~inmate~~person treated for health conditions for which additional treatment, special accommodations and/or a schedule of follow-up care ~~is~~are needed during the period of incarceration, responsible health care staff shall develop a written treatment plan. The custody staff shall be informed of the treatment plan when necessary, to ensure coordination and cooperation in the ongoing care of the ~~inmate~~incarcerated person. This treatment plan shall include referral to treatment after release from the facility when recommended by treatment staff.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

§ 1211. Sick Call.

~~There shall be written policies and procedures developed by t~~The facility administrator, in cooperation with the health authority, shall develop written policies and procedures, which provides for a daily sick call conducted for all inmates~~incarcerated persons~~ or provision made that any inmate~~incarcerated person~~ requesting medical/mental health attention be given such attention.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

§ 1212. Vermin Control.

The responsible physician shall develop a written plan for the control and treatment of incarcerated persons who are found to be vermin-infested ~~inmates~~. There shall be written, medical protocols, signed by the responsible physician, for the treatment of persons suspected of being infested or having contact with a vermin-infested ~~inmate~~incarcerated person.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

§ 1213. Detoxification Treatment.

The responsible physician shall develop written medical policies on detoxification which shall include a statement as to whether detoxification will be provided within the facility or require transfer to a licensed medical facility. The facility detoxification protocol shall include procedures and symptoms necessitating immediate transfer to a hospital or other medical facility.

Facilities without medically licensed personnel in attendance shall not retain ~~inmates~~incarcerated people undergoing withdrawal reactions judged or defined in policy, by the responsible physician, as not being readily controllable with available medical treatment. Such facilities shall arrange for immediate transfer to an appropriate medical facility.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

§ 1214. Informed Consent.

The health authority shall set forth in writing a plan for informed consent of ~~inmates~~ incarcerated persons in a language understood by the ~~inmate~~incarcerated person. Except for emergency treatment, as defined in Business and Professions Code Section 2397 and Title 15, Section 1217, all examinations, treatments and procedures affected by informed consent standards in the community are likewise observed for ~~inmate~~care of incarcerated people. In the case of minors, or conservatees, the informed consent of parent, guardian or legal custodian applies where required by law. Any ~~inmate~~incarcerated person who has not been adjudicated to be incompetent may refuse non-emergency medical and mental health care. Absent informed consent in non-emergency situations, a court order is required before involuntary medical treatment can be administered to an ~~inmate~~incarcerated person.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

§ 1215. Dental Care.

The facility administrator shall develop written policies and procedures to ensure emergency and medically required dental care is provided to each ~~inmate~~incarcerated person, upon request, under the direction and supervision of a dentist, licensed in the state.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

§ 1216. Pharmaceutical Management.

(a) The health authority in consultation with a pharmacist and the facility administrator, shall develop written plans, establish procedures, and provide space and accessories for the secure storage, the controlled administration, and disposal of all legally obtained drugs. Such plans, procedures, space and accessories shall include, but not be limited to, the following:

- (1) securely lockable cabinets, closets, and refrigeration units;
- (2) a means for the positive identification of the recipient of the prescribed medication;
- (3) procedures for administration/delivery of medicines to ~~inmates~~incarcerated persons as prescribed;
- (4) confirming that the recipient has ingested the medication or accounting for medication under self-administration procedures outlined in Section 1216(d);
- (5) that prescribed medications have or have not been administered, by whom, and if not, for what reason;
- (6) prohibiting the delivery of drugs by ~~inmates~~incarcerated people;
- (7) limitation to the length of time medication may be administered without further medical evaluation; and,
- (8) limitation to the length of time required for a physician's signature on verbal orders.
- (9) A written report shall be prepared by a pharmacist, no less than annually, on the status of pharmacy services in the institution. The pharmacist shall provide the report to the health authority and the facility administrator.

(b) Consistent with pharmacy laws and regulations, the health authority shall establish written protocols that limit the following functions to being performed by the identified personnel:

- (1) Procurement shall be done by a physician, dentist, pharmacist, or other persons authorized by law.
- (2) Storage of medications shall assure that stock supplies of legend medications shall be accessed only by licensed health personnel. Supplies of legend

- medications that have been dispensed and supplies of over-the-counter medications may be accessed by either licensed or non-licensed personnel.
- (3) Repackaging shall only be done by a physician, dentist, pharmacist, or other persons authorized by law.
 - (4) Preparation of labels can only be done by a physician, dentist, pharmacist or other persons, either licensed or non-licensed, provided the label is checked and affixed to the medication container by the physician, dentist, or pharmacist before administration or delivery to the ~~inmate~~incarcerated person. Labels shall be prepared in accordance with section 4076, Business and Professions Code.
 - (5) Dispensing shall only be done by a physician, dentist, pharmacist, or persons authorized by law.
 - (6) Administration of medication shall only be done by licensed health personnel who are authorized to administer medication acting on the order of a prescriber.
 - (7) Delivery of medication may be done by either licensed or non-licensed personnel, e.g., custody staff, acting on the order of a prescriber.
 - (8) Disposal of legend medication shall be done in accordance with pharmacy laws and regulations and requires any combination of two of the following classifications: physician, dentist, pharmacist, or registered nurse. Controlled substances shall be disposed of in accordance with the Drug Enforcement Administration disposal procedures.

(c) Policy and procedures on “over-the-counter” medications shall include, but not be limited to, how they are made available, documentation when delivered by staff and precautions against hoarding large quantities.

(d) Policy and procedures may allow ~~inmate~~ self-administration of prescribed medications under limited circumstances. Policies and procedures shall include but are not limited to the following considerations:

- (1) Medications permitted for self-administration are limited to those with no recognized abuse potential. Medications for treatment of tuberculosis, psychotropic medication, controlled substances, injectables and any medications for which documentation of ingestion is essential are excluded from self-administration.
- (2) ~~Inmates~~Incarcerated persons with histories of frequent rule violations of any type, or who are found to be in violation of rules regarding self-administration, are excluded from self-administration.
- (3) Prescribing health care staff document that each ~~inmate~~incarcerated person participating in self-administration is capable of understanding and following the rules of the program and instructions for medication use.
- (4) Provisions are made for the secure storage of the prescribed medication when it is not on the incarcerated~~inmate's~~ person.
- (5) Provisions are made for the consistent enforcement of self-medication rules by both custody and health care staff, with systems of communication among them when either one finds that an ~~inmate~~incarcerated person is in violation of rules regarding self-administration.

- (6) Provisions are made for health care staff to perform documented assessments of inmate incarcerated person's compliance with self-administration medication regimens. Compliance evaluations are done with sufficient frequency to guard against hoarding medication and deterioration of the inmate person's health.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

§ 1217. Psychotropic Medications.

The responsible physician, in cooperation with the facility administrator, shall develop written policies and procedures governing the use of psychotropic medications. An inmate incarcerated person found by a physician to be a danger to ~~him/herself~~ themselves or others by reason of mental disorders may be involuntarily given psychotropic medication appropriate to the illness on an emergency basis. Psychotropic medication is any medication prescribed for the treatment of symptoms of psychoses and other mental and emotional disorders. An emergency is a situation in which action to impose treatment over the inmate incarcerated person's objection is immediately necessary for the preservation of life or the prevention of serious bodily harm to the inmate incarcerated person or others, and it is impracticable to first gain consent. It is not necessary for harm to take place prior to treatment.

If psychotropic medication is administered during an emergency, such medication shall be only that which is required to treat the emergency condition. The medication shall be prescribed by a physician following a clinical evaluation. The responsible physician shall develop a protocol for the supervision and monitoring of ~~inmates~~ inmate incarcerated persons involuntarily receiving psychotropic medication.

Psychotropic medication shall not be administered to an inmate incarcerated person absent an emergency unless the inmate person has given ~~his or her~~ informed consent in accordance with Welfare and Institutions Code Section 5326.2, or has been found to lack the capacity to give informed consent consistent with the county's hearing procedures under the Lanterman-Petris-Short Act for handling capacity determinations and subsequent reviews.

There shall be a policy which limits the length of time both voluntary and involuntary psychotropic medications may be administered and a plan of monitoring and re-evaluating all ~~inmates~~ inmate incarcerated people receiving psychotropic medications, including a review of all emergency situations.

The administration of psychotropic medication is not allowed for disciplinary reasons.

Note: Authority cited: Sections 6024 and 6030, Penal Code. Reference: Section 6030, Penal Code.

§ 1230. Food Handlers.

The responsible physician, in cooperation with the food services manager and the facility administrator, shall develop written procedures for medical screening of ~~inmate~~

incarcerated food service workers prior to working in the facility kitchen. Additionally, there shall be written procedures for education and ongoing monitoring and cleanliness of these workers in accordance with standards set forth in Health and Safety Code, California Retail Food Code.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

Article 12. Food

§ 1240. Frequency of Serving.

In Temporary Holding, Type I, II, and III facilities, and those Type IV facilities where food is served, food shall be served three times in any 24-hour period. At least one of these meals shall include hot food. Supplemental food must be served to ~~inmates~~incarcerated persons if more than 14 hours pass between evening and morning meals. Additionally, supplemental food must be served to ~~inmates~~people on medical diets in less than a ~~14-hour~~the time period outlined above, if prescribed by the responsible physician.

A minimum of fifteen minutes shall be allowed for the actual consumption of each meal except for those ~~inmates~~ on medical diets where the responsible physician has prescribed additional time.

Provisions shall be made for ~~inmates~~incarcerated persons who may miss a regularly scheduled facility meal. They shall be provided with a substitute meal and beverage, and ~~inmates~~ on medical diets shall be provided with their prescribed meal.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

§ 1241. Minimum Diet.

The minimum diet provided shall be based upon the nutritional and caloric requirements found in the 2014~~9~~ Dietary Reference Intakes (DRI) of the Food and Nutrition Board, Institute of Medicine of the National Academies, ~~the 2008 California Food Guide,~~ and the 2015~~20~~-2025~~0~~ Dietary Guidelines for Americans. Facilities providing religious, vegetarian or medical diets, shall also conform to these nutrition standards. The nutritional requirements for the minimum diet are specified in the following subsections. A daily or weekly average of the food group's requirement is acceptable. A wide variety of food should be served.

(a) Protein Group. Includes beef, veal, lamb, pork, poultry, fish, eggs, cooked dry beans, peas, lentils, nuts, peanut butter and textured vegetable protein (TVP). One serving equals 14 grams or more of protein; the daily requirements shall be equal to three servings (a total of 42 grams per day or 294 grams per week). In addition, there shall be a requirement to serve a fourth serving from the legumes three days a week.

(b) Dairy Group. Includes milk (fluid, evaporated or dry; nonfat, 1% or 2% reduced fat, etc.); cheese (cottage, cheddar, etc.); yogurt; ice cream or ice milk; and pudding. A serving is equivalent to 8 oz. of fluid milk and provides at least 250 mg. of calcium. All milk shall be pasteurized and fortified with Vitamins A and D. The daily requirement is

three servings. One serving can be from a fortified food containing at least 150 mg. of calcium. For persons 15-17 years of age, or pregnant and lactating ~~women~~people, the requirement is four servings of milk or milk products.

(c) Vegetable-Fruit Group. Includes fresh, frozen, dried and canned vegetables and fruits. One serving equals: 1/2 cup vegetable or fruit; 6 ounces of 100% juice; 1 medium apple, orange, banana, or potato; 1/2 grapefruit; or 1/4 cup dried fruit. The daily requirement of fruits and vegetables shall be five servings. At least one serving shall be from each of the following three categories:

- (1) One serving of a fresh fruit or vegetable per day, or seven (7) servings per week.
- (2) One serving of a Vitamin C source containing 30 mg. or more per day or seven (7) servings per week.
- (3) One serving of a Vitamin A source, fruit or vegetable, containing 200 micrograms ~~Retinol~~Retinol Equivalent (RE) or more per day, or seven servings per week.

(d) Grain Group. Includes bread, rolls, pancakes, sweet rolls, ready-to-eat cereals, cooked cereals, corn bread, pasta, rice, tortillas, etc. and any food item containing whole or enriched grains. At least three servings from this group must be made with whole grains. The daily requirements shall be a minimum of six servings.

Providing only the minimum servings outlined in this regulation is not sufficient to meet ~~an the inmates'incarcerated person's~~ caloric requirements. Additional servings from the dairy, vegetable-fruit, and bread-cereal groups must be provided in amounts to meet daily caloric requirements. Saturated dietary fat should not exceed 10 percent of total calories on a weekly basis. Fat shall be added only in minimum amounts necessary to make the diet palatable. Facility diets shall consider the recommendations and intentions of the ~~2020-15-2025~~2020-15-2025 Dietary Guidelines of Americans of reducing overall sugar and sodium levels.

Note: Authority cited: Sections 6024 and 6030, Penal Code. Reference: Section 6030, Penal Code.

§ 1242. Menus.

Menus in Type II and III facilities, and those Type IV facilities where food is served, shall be planned at least one month in advance of their use. Menus shall be planned to provide a variety of foods, thus preventing repetitive meals. Menus shall be approved by a registered dietitian before being used. The dietitian shall ensure that the meals meet the nutritional and hot food requirements set forth in Sections 1240 and 1241.

If any meal served varies from the planned menu, the change shall be noted in writing on the menu and/or production sheet. Variations in the menu shall meet the caloric requirements set forth in Section 1241.

Menus, as planned, including changes, shall be evaluated by a registered dietitian at least annually.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

§ 1243. Food Service Plan.

Facilities shall have a written food service plan that shall comply with the applicable California Retail Food Code. In facilities with an average daily population of 100 or more, there shall be employed or available, a trained experienced food services manager to prepare and implement a food service plan. In facilities of less than an average daily population of 100 that do not employ or have a food services manager available, the facility administrator shall prepare a food service plan. The plan shall include, but not limited to, the following policies and procedures:

- (a) menu planning;
- (b) purchasing;
- (c) storage and inventory control;
- (d) food preparation and handling, including provisions for food that is found to be contaminated, expired, showing obvious signs of spoilage, or otherwise not fit for human consumption;
- (e) food serving;
- (f) transporting food;
- (g) orientation and ongoing training;
- (h) personnel supervision;
- (i) budgets and food cost accounting;
- (j) documentation and record keeping;
- (k) emergency feeding plan;
- (l) waste management; and
- (m) maintenance and repair; and
- (n) three-day mainline sample tray.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

§ 1245. Kitchen Facilities, Sanitation, and Food Storage.

(a) Kitchen facilities, sanitation, and food preparation, service, and storage shall comply with standards set forth in Health and Safety Code, Division 104, Part 7, Chapters 1-13, Sections 113700 et seq. California Retail Food Code.

(b) In facilities where ~~inmates~~ inmates incarcerated people prepare meals for self-consumption or where frozen meals or pre-prepared food from other permitted food facilities (see Health and Safety Code Section 114381) are (re)heated and served, the following applicable California Retail Food Code standards may be waived by the local health officer:

- (1) H & S Sections 114130-114141;
- (2) H & S Sections 114099.6, 114095-114099.5, 114101-114109, 114123, and 114125, if a domestic or commercial dishwasher capable of providing heat to the surface of the utensils of a temperature of at least 165 degrees Fahrenheit, is used for the purpose of cleaning and sanitizing multi-service utensils and multi-service consumer utensils;

- (3) H & S Sections 114149-114149.3 except that, regardless of such a waiver, the facility shall provide mechanical ventilation sufficient to remove gases, odors, steam, heat, grease, vapors and smoke from the kitchen;
- (4) H & S Sections 114268-114269; and,
- (5) H & S Sections 114279-114282.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

~~§ 1247. Disciplinary Separation Diet.~~

~~(a) A disciplinary separation diet which is nutritionally balanced may be served to an inmate. No inmate receiving a prescribed medical diet is to be placed on a disciplinary separation diet without review by the responsible physician or pursuant to a written plan approved by the physician. Such a diet shall be served twice in each 24-hour period and shall consist of one-half of the loaf (or a minimum of 19 oz. cooked loaf) described below or other equally nutritious diet, along with two slices of whole wheat bread and at least one quart of drinking water if the cell does not have a water supply. The use of disciplinary separation diet shall constitute an exception to the three-meal-a-day standard. Should a facility administrator wish to provide an alternate disciplinary diet, such a diet shall be submitted to the Board for approval.~~

~~(b) The disciplinary diet loaf shall consist of the following:~~

- ~~2-1/2 oz. nonfat dry milk~~
- ~~4-1/2 oz. raw grated potato~~
- ~~3-oz. raw carrots, chopped or grated fine~~
- ~~1-1/2 oz. tomato juice or puree~~
- ~~4-1/2 oz. raw cabbage, chopped fine~~
- ~~7-oz. lean ground beef, turkey or rehydrated, canned, or frozen Textured Vegetable Protein (TVP)~~
- ~~2-1/2 fl. oz. oil~~
- ~~1-1/2 oz. whole wheat flour~~
- ~~1/4 tsp. salt~~
- ~~4 tsp. raw onion, chopped~~
- ~~1 egg~~
- ~~6-oz. dry red beans, pre-cooked before baking (or 16-oz. canned or cooked red kidney beans)~~
- ~~4 tsp. chili powder~~

~~Shape into a loaf and bake at 350-375 degrees for 50-70 minutes.~~

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

§ 1248. Medical Diets.

The responsible physician, in consultation with the facility administrator, shall develop written policies and procedures that identify the individual(s) who are authorized to prescribe a medical diet. The medical diets utilized by a facility shall be planned, prepared and served with consultation from a registered dietitian. The facility manager shall comply with any medical diet prescribed for an inmate~~inmate~~incarcerated person.

The facility manager and responsible physician shall ensure that the medical diet manual, which includes sample menus of medical diets, shall be available in both the medical unit and the food service office for reference and information. A registered dietitian shall review, and the responsible physician shall approve, the diet manual on an annual basis.

Pregnant ~~and lactating women~~people shall be provided a balanced, nutritious diet approved by a doctor.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

Article 13. ~~Inmate~~ Clothing and Personal Hygiene

§ 1260. Standard Institutional Clothing.

The standard issue of climatically suitable clothing to ~~inmates~~incarcerated people held after arraignment in all but Court Holding, Temporary Holding and Type IV facilities shall include, but not be limited to:

- (a) clean socks and footwear;
- (b) clean outergarments; and,
- (c) clean undergarments;
 - (1) for males - shorts and undershirt, and
 - (2) for females - bra and two pairs of panties.

The ~~inmates'~~person's personal undergarments and footwear may be substituted for the institutional undergarments and footwear specified in this regulation. This option notwithstanding, the facility has the primary responsibility to provide the personal undergarments and footwear.

All issued and exchanged clothing shall be clean and free of holes or tears, reasonably fitted, durable, easily laundered and repaired. Undergarments shall be clean, free of holes or tears, and substantially free of stains. Individuals shall be able to select the garment type more compatible with their gender identity and gender expression.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

§ 1261. Special Clothing.

Provision shall be made to issue suitable additional clothing, essential for ~~inmates~~incarcerated people to perform such special work assignments as food service, medical, farm, sanitation, mechanical, and other specified work.

All issued clothing must be clean, free of holes and tears.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

§ 1263. Clothing Supply.

There shall be a quantity of clean clothing, bedding, and linen available for actual and replacement needs of the ~~inmate~~ population.

Written policy and procedures shall specify handling of laundry that is known or suspected to be contaminated with infectious material.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

§ 1264. Control of Vermin in ~~Inmates'~~ Personal Clothing.

There shall be written policies and procedures developed by the facility administrator to control the contamination and/or spread of vermin in all ~~inmates'~~incarcerated people's personal clothing. Infested clothing shall be cleaned, disinfected, or stored in a closed container so as to eradicate or stop the spread of the vermin.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

§ 1265. Issue of Personal Care Items.

There shall be written policies and procedures developed by the facility administrator for the issue of personal hygiene items. Each ~~female inmate~~menstruating person shall be provided with sanitary napkins, panty liners, and tampons as requested with no maximum allowance. Each ~~inmate~~person to be held over 24 hours who is unable to supply ~~himself/herself~~themselves with the following personal care items, because of either indigency or the absence of an ~~inmate~~ canteen, shall be issued:

- (a) toothbrush,
- (b) dentifrice,
- (c) soap,
- (d) comb, and
- (e) shaving implements.

Personal care items shall be issued within the first 12 hours of housing assignment. ~~Inmates~~incarcerated persons shall not be required to share any personal care items listed in items "a" through "d."

~~Inmates~~incarcerated people will not share disposable razors. Double edged safety razors, electric razors, and other shaving instruments capable of breaking the skin, when shared among ~~inmates~~incarcerated people, must be disinfected between individual uses by the method prescribed by the State Board of Barbering and Cosmetology in Sections 979 and 980, Division 9, Title 16, California Code of Regulations.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

§ 1266. Showering.

There shall be written policies and procedures developed by the facility administrator for ~~inmate~~ showering/bathing. ~~Inmates~~ Incarcerated persons shall be permitted to shower/bathe upon assignment to a housing unit and at least every other day or more often if possible.

Absent exigent circumstances, no person shall be prohibited from showering at least every other day following assignment to a housing unit. If showering is prohibited, it must be approved by the facility manager or designee, and the reason(s) for prohibition shall be documented.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

§ 1267. Hair Care Services.

(a) Hair care services shall be available.

(b) ~~Inmates, e~~ Except those who may not shave for reasons of identification in court, incarcerated people shall be allowed to shave daily and receive hair care services at least once a month. The facility administrator may suspend this requirement in relation to ~~inmates~~ people who are considered to be a danger to themselves or others.

(c) Equipment shall be disinfected, after each use, by a method approved by the State Board of Barbering and Cosmetology to meet the requirements of Title 16, Division 9, Sections 979 and 980, California Code of Regulations.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

Article 14. Bedding and Linen

§ 1270. Standard Bedding and Linen Issue.

The standard issue of clean suitable bedding and linens, for each ~~inmate~~ incarcerated person entering a living area who is expected to remain overnight, shall include, but not be limited to:

- (a) one serviceable mattress which meets the requirements of Section 1272 of these regulations;
- (b) one mattress cover or one sheet;
- (c) one towel; and,
- (d) one blanket or more depending upon climatic conditions.

Policy and procedure shall require that items (a), (b), and (d) above be provided prior to the first night in the facility.

Two blankets or sleep bag may be issued in place of one mattress cover or one sheet at the request of the incarcerated person.

Temporary Holding facilities which hold persons longer than 12 hours shall provide an incarcerated person with bedding and linen that meet the requirements of (a), (b) and (d) above prior to their first night in the facility and every night thereafter.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

§ 1271. Bedding and Linen Exchange.

There shall be written policies and procedures developed by the facility administrator for the scheduled exchange of laundered and/or sanitized bedding and linen issued to each ~~inmate~~ person housed. Washable items such as sheets, mattress covers, and towels shall be exchanged for clean replacement at least once each week. If a top sheet is not issued, blankets or sleep bags shall be laundered or dry cleaned at least once a month or more often if necessary. If a top sheet is issued, blankets shall be laundered or dry cleaned at least every three months.

Mattress shall be free of holes and tears. Mattress with holes, tears, or that lack sufficient padding shall be replaced upon request with mattresses that meet the requirements of Section 1270.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

§ 1272. Mattresses.

Any mattress issued to an ~~inmate~~ incarcerated person in any facility shall be enclosed in an easily cleaned, non-absorbent ticking, and conform to the size of the bunk as referenced in Title 24, Part 2, Section 1231.3.5, Beds. Any mattress purchased for issue to an ~~inmate~~ incarcerated person in a facility which is locked to prevent unimpeded access to the outdoors shall be certified by the manufacturer as meeting all requirements of the State Fire Marshal and the Bureau of Home Furnishings' test standard for penal mattresses at the time of purchase.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

Attachment C-3

**BOARD OF STATE AND COMMUNITY CORRECTIONS
MINIMUM STANDARDS FOR LOCAL DETENTION FACILITIES
TITLE 15, DIVISION 1, CHAPTER 1, SUBCHAPTER 4**

FINAL STATEMENT OF REASONS

UPDATE TO INITIAL STATEMENT OF REASONS

Section 1029. The proposed regulation as originally noticed to the public in Section 1029(a)(3), requires policy on the use of force to prohibit use of carotid holds. The BSCC modified the original proposed language to clarify prohibition of carotid “restraint and choke” holds. This clarification is consistent with the initially proposed regulations’ intended meaning and with the statutory requirement in California Government Code section 7286.5(a) that became effective January 1, 2022. This modification ensures that the Title 15 language is up to date and consistent with State and Federal requirements.

The Proposed Text of Regulations noticed to the public on March 4, 2022, contained text erroneously shown in underline and strikeout. Brackets were placed around text where the errors occurred and explanations were provided in the Text of Modified Regulations document that was noticed to the public from June 29, 2022 to July 15, 2022.

LOCAL MANDATE DETERMINATION

Pursuant to Government Code Section 11346.9(a)(2), the Board of State and Community Corrections (BSCC) has determined that adoption, amendment, or repeal of these Title 15 regulations as proposed, do not impose a mandate on local agencies or school districts.

ALTERNATIVES DETERMINATION

Pursuant to Government Code section 11346.9, subdivision (a)(4), the BSCC has determined that no reasonable alternative it considered or that has otherwise been identified and brought to its attention would be more effective in carrying out the purpose for which the regulation is proposed, would be as effective and less burdensome to affected private persons than the proposed action, or would be more cost effective to affected private persons and equally effective in implementing the statutory policy or other provision of law.

The 45-day written comment period began March 4, 2022, and ended April 18, 2022; a public hearing was held on May 2, 2022, from 4 p.m. to 6 p.m. via Zoom online meeting. Public comments received during the 45-day comment period and at the public hearing are addressed below.

The written comment period during the notice of modifications to text of proposed regulations began June 29, 2022, and ended July 15, 2022. BSCC received no written comments during this period. Therefore, no other alternatives were considered,

identified, or brought to the Board's attention that would be more effective in carrying out the purpose for which the regulation is proposed.

SUMMARY AND RESPONSE TO COMMENTS RECEIVED DURING THE 45-DAY COMMENT PERIOD

Commenter #1:

**Donny Youngblood, Sheriff-Coroner
Kern County Sheriff's Office
Received via email April 18, 2022**

Summary of Comment Part 1:

Regarding section 1027.5(e) Safety Checks, it would be placing agencies in a position of potential continuous violations due to the unpredictability of events in a facility. In addition, supervisors may not always be physically able to conduct reviews at regularly defined intervals. A language change stating that reviews of safety checks are often conducted to identify patterns of inconsistent documentation or untimely completion of safety checks may be a possibility to satisfy the intent while allowing supervisors and facility managers some flexibility.

BSCC Response:

Proposed changes to section 1027.5 require, among other things, that a facility administrator develop and implement policies and procedures for safety checks. The proposed adoption of subsection (e) requires that the facility's policy and procedure include a documented process of safety check reviews done at regular intervals to be defined by the facility. It is up to the facility administrator who develops the policy and procedure to define regular intervals. Many facilities already have a process to ensure accountability with policy, procedure, and regulation. The goal of this proposed change is not to place facilities in a continuous cycle of violation or implement punitive measures, but to ensure that supervisors or facility managers are regularly reviewing safety checks, so that patterns of noncompliance are identified and addressed at a facility level. The goal is to ensure incarcerated persons' safety and security through safety checks conducted in compliance with regulations. Best practices reflect that supervisors or facility managers should regularly review safety checks information.

There will be no modifications made to proposed text.

Summary of Comment Part 2:

Regarding section 1030(c) and (k) Suicide Prevention Program, what is the definition of screening? Would this screening be the same required screening as conducted during intake? This will negatively affect all agencies and behavioral health providers. In addition, this will prove to be staffing intensive and make it challenging to meet the needs of everyone for daily sessions and emergency crises that occur within the facilities, depending on the type of screening standard. What parameters will be set for establishing a need for a mental health consultation? For example, will this be dependent on specific

penal code charges? Media court coverage of any particular case? Further consideration should be given before implementation.

BSCC Response:

Facilities should build upon existing screening procedures and parameters, adding screening requirements and plans for a mental health consultation suitable for their operations; and considering national best practices. BSCC recognizes the potential challenges facilities may face in developing and implementing screening procedures and parameters for mental health consultations. However, facilities should take this opportunity to work with their health authority and mental health director to identify deficiencies and improve suicide prevention measures.

There will be no modifications made to proposed text.

Summary of Comment Part 3:

Regarding section 1058(10) and (11), there are two issues with the proposed changes for this section. The first is the maximum time limits following the manufacturer's recommendation. Each manufacturer may have a different time standard, thus, creating a varied time frame amongst agencies across the state. As a result, there will be no clear, definite order of a time standard.

Some of these time frames may be too short for rural agencies that do not have direct, immediate access to transport an individual that requires additional medical and or psychiatric intervention. Consideration must be made to allow a specific time frame so that the necessary intervention to the subject can be established. For example, medical assessment, mental health assessment, or intervention for an ongoing crisis episode are all events that take time and coordination.

The second concern is the addition of the video recorded requirement portion. Not all facilities are equipped with video equipment, and not all agencies have provided body-worn cameras for staff working inside the facilities. A change in language to request that video documentation be mentioned in subsequent report requirements should be considered instead of a mandatory video requirement.

BSCC Response:

Section 1058 requires that facility policies and procedures include information on the use of restraint devices. Subsection (b)(1) requires that the manufacturer's recommended maximum time limits for placement be used *where applicable*. BSCC does not recommend using restraint devices outside of manufacturers' recommended uses or time limits, specifically for the health and safety of the restrained person; many manufacturers warn that doing so could cause injury or death. The manufacturer's recommendations should be followed on any product regardless of its use and may be found in the manufacturer's specifications or instructions. Facilities should do their due diligence in learning how restraint devices are appropriately operated before placing an incarcerated person in the device. BSCC will not adopt a specific timeframe as doing so would be

inconsistent with the intended use of devices. Facility policies and procedures should include only required timeframes that are specific to the types of devices employed.

This rulemaking file does not propose changes to the hourly requirements of medical opinions and assessments following placement.

Subsection (b)(11) requires video documentation unless exigent circumstances prevent it. The proposed regulation does not require a specific device, e.g., body-worn cameras. Facilities can use the video recording method of their choice to document the use of restraint devices.

There will be no modifications made to proposed text.

Commenter 2:

**Bradley W. DeWall, Undersheriff
Solano County Sheriff's Office
Received via email April 18, 2022**

Summary of Comment Part 1:

Regarding section 1050(a) Classification Plan, the proposed definition of "Gender Identity" – to mean a person's sense of being male, female, some combination of male or female, or neither male nor female," changing term "sex" to "gender identity" may have significant operational impacts and raises many safety and security concerns.

If Title 15 changes to require classification plans and housing decisions, to categorize individuals by gender identity, rather than their biological sex, it could be interpreted that facilities are to house biological males who identify as female in female housing units and vice versa. Among other challenges, there are also questions about what this means for people who regularly change how they identify, or identify as some combination of male and female, or neither male nor female. We have had these situations already. There is not separate housing for these categories. If we were required to house as described above, we are also evaluating how this would comply with the PREA (Prison Rape Elimination Act) standards and current statute, 4002 (a) of the Penal Code which prohibits the housing of males and females together.

We have reviewed the initial statement of reasoning for this proposed change but believe the change of terminology has impacts that go far beyond simply making the regulation contemporary, people centered, gender neutral, non-punitive and consistent. As we understand it, many of these proposed changes were brought forward by others, not by the BSCC. There are reasons to believe that this is how the changes could be interpreted, even if it may not be the original intent of the BSCC. For example, SB132 and the addition of 2605 & 2606 of the penal code, specifically 2606 (a)(3) as it relates to this subject. To our knowledge, at least one lawsuit has been filed against CDCR for housing by gender identity. The Solano County Sheriff's Office respects individual's rights to identify by the gender of their choice. However, we need the ability to maintain the safety and security of our facilities, for everyone in custody and our staff.

BSCC Response:

BSCC disagrees that it would be difficult for facility staff to construe male and female under the definitions in section 4002 of the Penal Code. Gender, under the Penal Code definition in sections 422.57 and 422.56, means sex *and includes* a person's gender identity and gender expression. Gender expression means a person's gender-related appearance and behavior regardless of whether it is stereotypically associated with the person's assigned sex at birth. The above references, the proposed definition, and the term "gender identity" in sections 1050 and 1260 align with the Prison Rape Elimination Act (PREA) and do not conflict with Penal Code.

The existing language in section 1050 requires the administrator to develop and implement a classification plan to assign inmates to housing units. The replacement of "sex" with "gender identity" as a category of classification does not require or outline specific housing units for each gender identity; it simply requires that classification plans include gender identity as a category of consideration. Section 1050 also states that "such housing unit assignment shall be accomplished to the extent possible..." allowing facilities flexibility in placements.

There will be no modifications made to the proposed text.

Summary of Comment Part 2:

Regarding section 1065, upon initial review, we understood the change to mean that we would be required to provide incarcerated people with a total of seven hours of out of cell time - three hours of which must include the opportunity for exercise. This was based on our interpretation of the proposed language in the regulation and the proposed definition of "Out of cell time" (see below), which appeared to clarify that time not spent in the sleeping area (cell) is considered "Out of cell time."

"Out of cell time" means time spent outside of the sleeping area. where an individual has the opportunity to exercise or participate in recreation.

However, during a discussion with our Field Representative, we were informed that this was intended be a total of 10 hours of "Out of cell time", seven hours for recreation and three hours for exercise. Unfortunately, due to our current staffing plans and the facility's physical limitations, we don't see how we would be able to meet this standard for our entire incarcerated population. Most of our incarcerated population already receive out of cell time that exceeds the proposed standard. This change would require our agency to allow more out of cell time for people who are administratively separated for safety and security reasons and/or persons who by their own choice, simply refuse to house in the general population.

Most of our housing units contain one common indoor recreation area with up to seventeen cells. For units that house people who are administratively separated, there is not enough time in a day to provide for additional out of cell time and accomplish all other mandated activities that are required.

At our Stanton Correctional Facility, we have one yard per housing unit, so we could possibly extend the "Out of cell time" with some operational changes. However, at the Justice Center Detention Facility, some areas have up to six housing units and just one yard. At the Claybank Detention Facility, there are only two yards for 16 housing units. Due to the need to keep certain individuals separate from others (either groups or individuals) for a variety of reasons, our older facilities do not have enough space to allow for the 10 hours of "Out of cell time" for the entire incarcerated population. The only way we could achieve 10 hours would be by mixing classifications, security groups, and by letting people who are known to have conflicts (enemies, gangs, or just violent by nature) out together. This allowance would go against our current classification procedures and would put the incarcerated people and staff at risk.

If this change is adopted to the 10-hour benchmark we will be required to mix of classifications/groups (as mentioned above) and add several staff members for additional supervision and security. In addition, physical spaces would need to be modified at our older facilities, if that is even possible. We have been evaluating the cost of modifications and the cost of on-going staff increases, both would be significant.

BSCC Response:

BSCC's regulations provide *minimum standards*; they are not intended to serve as facility maximum standards. The existing requirement that three hours be distributed over seven days hasn't been updated in over forty-five years; and if applied as a maximum time allowance, only provides approximately 26 minutes per day when distributed over seven days. The requirement, when adopted initially, was not intended to be applied to facilities that would have the ability to hold incarcerated people for several years.

BSCC's regulation revisions are informed by best practices and the experiences of BSCC staff, facility staff, formerly incarcerated and justice-involved persons, other specific subject-matter experts, and members of the public. The Public Safety Realignment Act was passed over ten years ago; BSCC has learned and adapted, along with facilities, to different and sometimes changing aspects of detention. It is imperative that regulations are relevant, address current (contemporary) issues in facilities, and that they be changed when necessary.

It is necessary to update the three-hour minimum standard to ensure that incarcerated people, who are potentially spending years in detention, are getting more than just three hours outside of their sleeping area for exercise and recreation. The proposed regulation clarifies that the three-hours of exercise be in an area designed for exercise; and that recreation programs give *an opportunity* for seven hours of out of cell time, distributed over seven days. The out of cell time requirement doesn't define that the incarcerated person be in a specific area and the accompanying proposed definition of "out of cell time" clarifies that this time is to be spent outside of sleeping areas, where individuals have the *opportunity* to exercise or participate in recreation. The intent of this change is to ensure that incarcerated people are not confined to their cells or sleeping areas for excessive amounts of time. If a facility is constructed in such a way that housing and recreation are

one-in-the-same, that facility's policies and procedures should address how the recreation program is to be conducted to meet the minimum standards of 1065.

There will be no modifications made to the proposed text.

SUMMARY AND RESPONSE TO COMMENTS RECEIVED DURING PUBLIC HEARING HELD VIA ZOOM

Commenter 1:
Ray Scruggs
Orange County Sheriff's Department

Summary of Comment:

With regards to the changes of mattresses "free from holes and tears," we could possibly make the recommendation to change it to "free from extensive holes and tears." Most of the facilities have issue with inmates ripping or putting holes in the mattresses as soon as they get into custody, as soon as they receive their mattresses, they put a hole a in their mattresses to take out the foam and use them as earplugs within minutes of being in custody. We are already spending 300 to half a million dollars a year on mattresses in our county. For a change like this to occur, we will be out of compliance within minutes of an inmate being in custody. If I can recommend the language to say, "excessive holes and tears."

BSCC Response:

The proposed language in Section 1271, "Bedding and Linen Exchange," is intended to encourage facilities to improve individual hygiene of people incarcerated and provide facilities with minimum standards for the development of internal policies and procedures. The intent of the proposed language is not to bring facilities into a cycle of constant noncompliance; but to ensures that incarcerated people are provided with clean, serviceable mattresses.

BSCC does not intend to propose additional language to include the definition for "extensive" or "excessive" in the adult Title 15 regulations.

There will be no modifications made to the originally proposed text.

SUMMARY AND RESPONSE TO COMMENTS RECEIVED DURING 15-DAY COMMENT PERIOD

The modified text was made available to the public for comment from June 29, 2022 to July 15, 2022. The BSCC did not receive any comments on the modified text.

ALTERNATIVES THAT WOULD LESSEN THE ADVERSE ECONOMIC IMPACT ON SMALL BUSINESS

There have been no updates to the original Economic Impact Analysis published in the Notice of Proposed Action on March 4, 2022. No alternatives were proposed to the BSCC that would lessen any adverse economic impact on small business.

Agenda Item D

MEETING DATE: September 8, 2022

AGENDA ITEM: D

TO: BSCC Chair and Members

FROM: Ricardo Goodridge, Deputy Director, ricardo.goodridge@bscc.ca.gov

SUBJECT: Establishing Process for Emergency Grantmaking Procedures:
Requesting Approval

Summary

This agenda item requests Board approval of the *Grant Proposal Evaluation Process* (September 2022, Attachment D-1), an update to the September 2021 *Grant Proposal Evaluation Process*, that includes emergency grant development procedures for administering state or federally funded grant programs.

Background

One of the responsibilities of the BSCC is to award competitive grants to local government entities and nongovernmental, community-based organizations for a wide variety of purposes set forth in federal and state law. State and federal funding is typically available to the BSCC around the same time each year, and the process for accepting and administering federal funds is often the same. The Grant Proposal Evaluation Process outlines the process by which grant proposals are evaluated to ensure the awards are based on the strengths of the proposals and the excellence of the proposed projects.¹

In responses to the coronavirus (COVID-19) pandemic, the U.S. Department of Justice, Bureau of Justice Assistance allocated funding to states to administer the Coronavirus Emergency Supplemental Funding (CESF) program. The BSCC received \$58.5 million in CESF that was subsequently awarded to state and local agencies. In a 2021 audit, the California State Auditor recommended that the BSCC have grant policies and procedures in place for allocating future emergency funds.

In the event the Board is asked to administer future emergency funding, *The Grant Proposal Evaluation Process* has been updated to reflect the following:

- The Board will provide guidance to BSCC staff on the appropriate manner to administer emergency funds in accordance with state or federal requirements.
- The Board may direct staff to modify the steps outlined in the *Grant Proposal Evaluation Process* document to ensure the timely administration of emergency funds.

¹ Penal Code section 6024, subdivision (d), requires that the BSCC establish priorities for the use of funds as are available pursuant to federal acts and approve the expenditure of all funds pursuant to such federal acts, while Penal Code section 6027, subdivision (b)(5), requires the Board to develop comprehensive, unified, and orderly procedures to ensure that applications for state and federal grants are processed fairly, efficiently, and in a manner consistent with the mission of the board.

- The Board may provide guidance on an alternate grant development process to ensure funding is released in a timely manner.
- The general competitive grant development process is typically implemented over a 12-month period. In the event emergency funding is received, all efforts will be made to reduce the 12-month timeline while complying with applicable state and federal legislative requirements.

Recommendation/Action Needed

Staff recommends that the Board:

1. Approve the updated *Grant Proposal Evaluation Process* (September 2022), make it effective immediately, and authorize its posting on the BSCC website

Attachments

D-1: Grant Proposal Evaluation Process: Technical Report (September 2022)

Attachment D-1



Grant Proposal Evaluation Process

Technical Report

Released: September 2021~~February 2020~~

Updated: September 2021~~2022~~



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Grant Proposal Evaluation Process

One of the responsibilities of the Board of State and Community Corrections (BSCC) is to award competitive grant funds to local partners for projects designed to reduce justice system involvement through intervention, education, and prevention strategies. This report documents the process by which grant proposals are evaluated to ensure the awards are based on the strength of the proposals and the excellence of the proposed projects. The goal in the development of the proposal evaluation process is to provide a reliable, valid, and fair system for ranking proposals according to merit. The ultimate objective of the process is to select proposals that most completely satisfy the criteria established by the legislature, the federal government, and the BSCC Board.

The BSCC Board approved multi-step grant proposal evaluation process is described below. These steps are grouped within their respective phase of the grant process. The four phases of the grant process are:

- development of the grant requirements,
- development and dissemination of the Request for Proposals (RFP),
- evaluation of proposals, and
- funding recommendations.

Development of the Grant Requirements

1. Analysis of the Funding Legislation to Determine Grant Requirements

The first step is conducted by BSCC staff who analyze the wording of the legislation or federal requirements to identify criteria that must be reflected in the grant program. These criteria may include: a) the grant time table; b) eligibility requirements; c) program content requirements; d) proposal evaluation criteria; e) process and outcome research requirements; f) data gathering mandates (e.g., collection of common outcome data across projects); and g) priority grantee characteristics (e.g., weighting factors that could include size of agency, size of county, jail population, crime statistics, demonstrated need, and collaborative regional proposals).

2. Establishment of an Executive Steering Committee (ESC)

The BSCC Board appoints an ESC charged with reviewing, developing and defining proposal-evaluation criteria and recommending the final form of the RFP for the BSCC's review and approval. The RFP document is used by applicants as a guide to develop their proposals. To ensure a fair and equitable process, the RFP must clearly describe what applicants must do to compete effectively for the grant funds, including the evaluation system that will be used to evaluate the proposals and make funding recommendations.

The ESC is empowered by the BSCC to review all proposals and recommend a list of proposed projects for funding to the BSCC. The makeup of the committee is designed to bring a wide range of perspectives to the selection process, including state adult and juvenile corrections and probation; local adult and juvenile corrections and probation; corrections research; urban and rural counties; the private sector; individuals with lived experience; and the general public. In the past, the size of the committee has generally ranged from five to sixteen members.

3. *Development of the Proposal Requirements*

The ESC meets shortly after the funds have been appropriated to develop the RFP for grant funds. Staff's review of the legislative requirements forms the basis for the discussion. As a result of the topics discussed by the ESC, the following determinations are made:

- The timetable for the dissemination of the RFP and the deadline for return of proposals.
- Eligibility and project requirements.
- Requirements for proposal layout in terms of the maximum number of pages allowed and the display of the budget (i.e., minimum technical requirements).
- Any funding set asides (i.e., specific pots of money earmarked for certain groups) that may be used to encourage geographical or other considerations in the distribution of available funds (e.g., county size by small, medium, or large population; city and county; small scope and large scope projects).
- The formal *Proposal Evaluation System* that will be used to assess each proposals' worth (described in Step 4); and
- Any other issues that need to be discussed and decided before moving ahead with the proposal generation and evaluation process.

4. *Development of the Formal Proposal Evaluation System*

A brief description of the five components of the BSCC's adopted *Proposal Evaluation System* is provided below. The components determined by the ESC include: a) rating factors and their criteria; b) weights assigned to each rating factor, c) preference points, and d) minimum scoring threshold(s).

Components of the Proposal Evaluation System

- I. Rating Factors and their Criteria
- II. Rating Factor Weights
- III. Six-Point Rating Scale
- IV. Preference Points
- V. Minimum Scoring Threshold(s)

An ESC's first step in developing the *Proposal Evaluation System* is to identify rating factors and their criteria. The term rating factors refers to the general names provided to label sets of information to be supplied in each proposal (e.g., project need, project description). Each rating factor is comprised of a set of criteria specifying the type of information requested (e.g., describe the proposed program's services and interventions). Combined, these criteria define the rating factor. Staff draft a set of rating factors to serve as a starting point for the ESC's discussion. These rating factors generally include a statement of need; a project description including goals and objectives and an implementation plan; an evaluation or data collection component; and a project budget. However, additional rating factors may be included. The ESC reviews and edits the set of draft rating factors. The final set of rating factors developed by the ESC must be: a) appropriate for assessing the full worth of each proposal; b) mutually exclusive so that a characteristic is only measured once; and c) measurable, in the sense that the ESC members can agree on the definition and objective assessment of each rating factor.

An ESC's second step in developing the *Proposal Evaluation System* is to determine rating factor weights. The weights are used to indicate the relative importance of each rating factor in terms of the percent of the total proposal score. The weights are assigned using a percentage system (e.g., 10 percent, 20 percent, 30 percent) and the weights assigned across all rating factors must sum to 100 percent. For example, the ESC may conclude that one rating factor is twice as important as another rating factor. Therefore, if the ESC assigned a percentage of 10 percent to the first rating factor, 20 percent would be assigned to the second. The use of weights ensures the relative importance of each rating factor is reflected in proposal scores.

The BSCC's standard six-point rating scale is used across all grants and their *Proposal Evaluation Systems* (see *Figure 1 below*). This scale is a component of the Proposal Evaluation System; however, it is not modified or influenced by each ESC. It was developed in conjunction with feedback from prior ESC members regarding the previous 13-point scale and scholarly research regarding the optimal number of response categories to yield better quality data, increase reliability, and the ease of use for raters. The scale is used by the ESC members to evaluate the narrative responses to the rating factors.

An ESC's third step in developing the *Proposal Evaluation System* is to determine whether to define any preference points and how many. For example, the Legislature or the ESC may decide to give preference to applicants based upon the type of jurisdiction, jail population, size of the funding request, amount of matching funds, or crime rate within a jurisdiction. Preference points shall be assigned for objective criteria that doesn't require the expert judgement of the ESC members. That is, applicants either receive preference point(s) for demonstrating they meet the stated criteria or they do not (yes/no).

An ESC's fourth step to develop the *Proposal Evaluation System* is to decide if proposals should be required to obtain a minimum score, referred to as a minimum score threshold, to be considered for funding. Minimum score thresholds may be defined for individual rating factors (e.g., score a minimum of 50% for the project need rating factor) and/or the total proposal score (e.g., obtain score of at least 60% of the total proposal score possible). Minimum thresholds prevent underperforming or non-competitive proposals from being awarded funds simply because funding remains. They may be beneficial when ESCs believe that the total request for funding from applicants may be less than the total funding available. However, minimum score thresholds may not result in full dispersal of the available funding.

Integration of the Proposal Evaluation System Components

Table 1, Table 2, and Figure 1 combined provide a high-level overview of how the components of the *Proposal Evaluation System* work in conjunction with each other.

Table 1 provides a general example of how the rating factors (column one), labeled #1 through #5 for example only, and their assigned weights (column three) influence the Maximum Rating Factor (RF) Score (column four); the Maximum RF Scores are combined to calculate the Total Proposal Score; the point at which preference points, if used, are added to proposal scores; and the application of minimum score thresholds, if used.

Table 1. Example Proposal Evaluation System

Rating Factor (RF)	Rating Scale Point Range	Weight (Percent of Total Score)	Maximum RF Score
Rating Factor #1	0 - 5	30%	60
Rating Factor #2	0 - 5	35%	70
Rating Factor #3	0 - 5	10%	20
Rating Factor #4	0 - 5	20%	40
Rating Factor #5	0 - 5	5%	10
Total Proposal Score:		100%	200
Preference Points (optional):			2
Maximum Possible Proposal Score with Preference Points (optional):			202

PLEASE NOTE (optional): To be considered for funding, the following threshold scores must be met: (1) a minimum of 50% of the Weighted RF Score for Rating Factor #2 AND (2) a minimum of 50% of the Total Proposal Score.

Table 2 provides an example of a project need rating factor. The example demonstrates two aspects of rating factors, including:

- A label, Project Need, is assigned to the set of five criteria that define it.
- Instructions are provided to the applicants that their narrative response:
 - should address each of the criteria.
 - will be evaluated using a six-point scale (see Figure 1).

Table 2. Example Project Need Rating Factor

1. Project Need (Percent of Total Value: XX%)

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

Project Need: The applicant articulated a need that is pertinent to the intent of the grant program. The elements that are to comprise the Project Need are listed below. Addressing each element does not itself merit a high rating; rather, although each element is to be addressed, it is the quality of the response to each that is to be evaluated.

- 1.1 Description of the need to be addressed.
- 1.2 Identified target population (e.g., gender, age, offense history, criminogenic factors). Selection of the target population included, when appropriate:
 - needs of underserved populations (e.g., disparities based on race, ethnicity, gender, sexual orientation, immigration status).
 - relationship of that population to the purpose of the grant.
- 1.3 Identified service gaps that contribute to the need.
- 1.4 Solicited community input in determining need.
- 1.5 Provided relevant qualitative and/or quantitative data with citations in support of the need.

Figure 1 provides BSCC’s standard six-point rating scale that is used across all grants and their *Proposal Evaluation Systems*. Each scale point is labeled: 0 for Not Responsive, 1 for Poor, 2 for Fair, 3 for Satisfactory, 4 for Good and 5 for Excellent. Additionally, beneath each point value and its label is an anchor which further defines each scale point. The ESC members will use this standard rating scale to evaluate a proposal’s response to each rating factor.

Figure 1. BSCC’s Standard Six-Point Rating Scale

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

Development and Dissemination of the RFP

5. *Development of the Request for Proposals (RFP)*

When the ESC has completed steps three and four, BSCC staff formalize the ESC's decisions, which include the *Proposal Evaluation System*, in a draft RFP to present to the ESC for review and approval. Based upon input from the ESC, staff make the final changes to the RFP.

6. *BSCC Approval of the RFP*

Once the RFP is approved by the ESC, BSCC staff present it to the BSCC Board. The BSCC Board reviews the ESC's recommendations and approves the RFP. Shortly thereafter, the RFP is posted to the BSCC's website for solicitation and actively circulated to stakeholders.

7. *Dissemination of the RFP and Technical Assistance*

After the RFP is posted to the BSCC website and during the proposal-writing period, BSCC staff are available to answer technical questions from prospective applicants and provide clarity on RFP instructions. If there is a need and time allows, a bidder's conference is held in various locations around the state and online to: (a) clarify the BSCC's expectations regarding the proposals; (b) answer any questions that jurisdictions might have about the process; and (c) provide technical support regarding various aspects of the proposal writing process. When staff receive questions that may reflect general concerns, those questions and the official written response are posted on the grant page of the BSCC website.

Applicants are typically given between two and four months to respond to the RFP and complete their proposals. While this might seem like a long period of time, writing a high-quality proposal is difficult and time consuming, particularly if the funding requires collaborative planning and implementation. First, data must be collected regarding community needs and values. Once the needs are identified, collaborative working relationships between local organizations must be established. Partners in a collaborative venture may not have a history of working together and must spend time becoming familiar with each other's programs and priorities. Support for the program must be elicited from a variety of stakeholders (e.g., Board of Supervisors, Sheriffs, Probation, citizen groups, community-based organizations). Complicated planning must be done to put together projects that are multi-year, innovative, feasible, cost-effective, and have a reasonable chance of demonstrating significantly more effective outcomes than current practices.

8. *BSCC Staff Review of Submitted Proposals*

Once BSCC receives the completed proposals, staff assess whether proposals meet minimum technical requirements for competing in the proposal evaluation process. Applicants are informed of any non-compliance with minimum criteria and under certain circumstances may be given the opportunity to respond to non-substantive deficiencies in their proposals. Only proposals that pass this technical review are provided to the ESC for evaluation.

Evaluation of Proposals

9. *ESC Members Complete Rater Training*

At this stage, the role of the ESC members shifts to that of raters. As a rater, their evaluation of the proposals—accomplished by assigning points to each rating factor—will determine the proposals that are recommended to the Board for funding. BSCC staff prepare and facilitate the ESC’s Rater Training. Rater Training is conducted to ensure that all ESC members have the same understanding of the RFP’s rating factors, rating scale and its anchors, preference points (if applicable), and thresholds (if applicable). The presence of each ESC member at the Rater Training is crucial to developing a shared understanding of the proposal evaluation elements.

The rater training is designed to prepare ESC members for their role as a rater, to help ensure they:

- can provide ratings that are impartial and unbiased.
- can differentiate the quality of the proposals by recognizing their strengths and weaknesses.
- have a shared understanding of the rating factors and their criteria.

Research over the past century has shown where raters can go astray in achieving the goals above and has shown that training can improve the reliability of grant proposal scoring. It is a best practice to provide raters with training that is designed to address and overcome the common ways that ratings can go astray.

10. *ESC Members Read and Independently Evaluate Proposals*

After the rater training, ESC members are provided with their assigned proposals and materials necessary to evaluate them. BSCC’s preferred practice is for each ESC member to read and evaluate *each* grant proposal received. However, when BSCC staff determine that the number of proposals received exceeds ESC members’ ability to read and evaluate *all* proposals, a multiple-panel process is used. BSCC’s multiple-panel process assigns subsets of ESC members to different panels. Each panel reads and evaluates a smaller but representative sample of proposals (referred to as panel-specific proposals). In addition, a small subset of proposals is common across all panels for the

purpose of evaluating possible panel differences (referred to as overlapping proposals). Further, standardized scores are used to overcome any possible panel differences.

The multiple-panel process is necessary to ensure that the hours of service required by ESC members is manageable while still providing for fair and equitable consideration of each proposal. This multiple-panel process has been used successfully for many recent grants and has solved the workload issues such that ESC members can successfully read and evaluate their assigned representative sample of proposals.

Typically, ESC members will have approximately three weeks to read and evaluate their assigned proposals. ESC members submit their evaluation of their assigned proposals to BSCC staff by the specified date.

11. BSCC Review of Raters' Evaluations

Upon receiving the ESC members' evaluations of their assigned proposals, BSCC staff:

1. Compile each ESC members' evaluation (points assigned to each rating factor) into software specifically designed for compiling the evaluations across ESC members and calculating each proposal's total proposal score.
2. Ensure data entry and formulas are accurate, prior to calculating total proposal scores.
3. Assess the interrater reliability and agreement of the ratings.
4. Assess for possible panel differences, if applicable.

A technical issue related to the calculation of proposals' scores is the management of a missing rater. If any raters submit ratings for only a subset of the proposals they were assigned to rate, or if they submit only a portion of the ratings required to fully evaluate entire proposals (e.g., do not submit ratings for one or more rating factors), then they are considered missing raters and *all* of the ratings from those raters are excluded from *all* score calculations. Thus, raters must submit a full set of ratings for all of their assigned proposals in order to have their ratings contribute to the evaluation process.

In the event of missing raters, the number of raters remaining drive decisions regarding the evaluation process.

- If two or more raters remain on the ratings panel-whether it is a single-panel or a multiple-panel process-the ratings of missing raters are excluded from *all* score calculations.
- If one rater remains in a single-panel process, then the ESC needs to be reformed to recruit additional members. Alternatively, a Scoring Committee could be formed.
- If one rater remains in a multiple-panel process, the panel is disbanded. The panel-specific proposals previously assigned to this now disbanded panel are divided

among the remaining panels. Depending on when the raters are lost, the remaining rater may or may not have already evaluated the proposals assigned to this disbanded panel. If the remaining rater has evaluated the proposals, the rater is made a member of all panels for the calculation of proposal scores and is not assigned additional proposals to evaluate. If the remaining rater has not evaluated the proposals, the rater is simply assigned to one of the existing panels.

12. Development of the Rank Order of Proposals and Funding Recommendation

After confirming the accuracy of the data entry and proposal score calculations, as well as including preference points, if applicable, BSCC staff generates the table(s) that provides the rank order of the proposals (in descending order). In the event two proposals have identical proposal scores, the tie will be resolved by evaluating the individual rating factor scores of the two proposals, starting with the highest weighted rating factor (e.g., rating factor #2 in Table 1 above). If an identical score occurs on this rating factor, rating factor scores will be used in order of descending weighted value until the tie is broken (e.g., from Table 2 above, using rating factor #1 and then, if necessary, rating factor #4). If this process does not break the tie and resolution of the tie directly impacts a funding recommendation, the tie will be resolved by a coin toss. This process will be done by the BSCC staff member who develops the rank list. For the coin toss, “heads” will be assigned to the first proposal in ascending alphabetical order by applicant name and “tails” will be assigned to the second proposal in ascending alphabetical order.

If the ESC had originally agreed on set asides, a table of rank order is developed for each set aside. For example, if there were funds set aside for small, medium, and large counties, three tables are developed, one for each set aside category. Each table identifies the total amount of funds available and then for each proposal listed in descending rank order, lists the applicant, amount of funding requested, the amount to be awarded if funded, the remaining amount of funds, and the cumulative amount of funding requested. The rank list(s) is developed as prescribed in the RFP (e.g., by funding categories or set asides, include any minimum thresholds or other special criteria) and is the ESC’s funding recommendation to the Board.

Table 3 provides a sample rank order list of proposals. In the sample provided, \$7 million is available in grant funds. Based on the rank order of proposals and the amount requested by each, funding would be exhausted with the proposal in the 6th ranked position, Applicant C. As such, Applicant C could be recommended to receive partial funding and the five proposals preceding it could be recommended to receive full funding. Funding would not be available to recommend for proposals in rank order seven (7) through 13 for funding.

Table 3. Sample Rank Order List of Proposals

XYZ Grant Available Funds: \$7,000,000						
Rank	Applicant	Funds Requested	If Funded		Remaining	Cumulative
1	Applicant D	\$1,000,000	\$1,000,000		\$6,000,000	\$1,000,000
2	Applicant A	\$1,000,000	\$1,000,000		\$5,000,000	\$2,000,000
3	Applicant H	\$734,217	\$734,217		\$4,265,783	\$2,734,217
4	Applicant J	\$2,997,953	\$2,997,953		\$1,267,830	\$5,732,170
5	Applicant B	\$1,000,000	\$1,000,000		\$267,830	\$6,732,170
6	Applicant C	\$1,000,000	\$267,830		-\$732,170	\$7,732,170
7	Applicant E	\$1,000,000			-\$1,732,170	\$8,732,170
8	Applicant G	\$1,000,000			-\$2,732,170	\$9,732,170
9	Applicant F	\$999,696			-\$3,731,866	\$10,731,866
10	Applicant L	\$1,000,000			-\$4,731,866	\$11,731,866
11	Applicant M	\$1,000,000			-\$5,731,866	\$12,731,866
12	Applicant I	\$1,000,000			-\$6,731,866	\$13,731,866
13	Applicant K	\$999,780			-\$7,731,646	\$14,731,646

When minimum scoring thresholds are used, the table is modified to reflect the impact these may have on funding recommendations.

Funding Recommendations

13. ESC Review of Funding Recommendation and Feedback to BSCC Staff

Once the rankings are finalized, BSCC staff email the ESC members the table(s) of ranked proposals, the funding recommendation(s) that will be presented to the Board, and a link to an online survey. The survey will be designed to elicit feedback from the ESC members regarding the ESC process, the RFP, and the process for evaluating proposals that can be used to improve or refine future grantmaking efforts.

At the discretion of each ESC, during the rater training session, the members may decide upon an additional method to wrap-up the ESC process. While it is up to the ESC to determine the method, one or both of the following may be beneficial:

- Individual interviews in a video or phone conference format with BSCC staff.
- A full ESC meeting either in-person or by videoconference.

If an additional method is selected to wrap up the ESC process, the purpose will be for the ESC members to: a) review the ranked proposals, the requested funds and available funds, and the final grant award recommendations to be made to the BSCC Board; b) reflect on the body of work they completed together as an ESC and discuss lessons

learned; and c) provide feedback to staff regarding the ESC process, the RFP, and the process for evaluating proposals. These additional meetings may occur either before or after the presentation of the funding recommendations to the Board (see Step 14) and ESC members are not required to attend.

14. Board Approval of Funding Recommendations

At the first BSCC Board meeting following the Development of the Rank Order of Proposals and Funding Recommendation (step 12), staff present the ESC's funding recommendation to the Board. It is the responsibility of the BSCC Board to review the evaluation process for fairness and completeness and to make the final funding decisions.

15. Applicant Feedback

Within a few days of receiving the Board's approval of the funding recommendations, BSCC staff informs the applicants of the results of the competitive process. When requested by an applicant, feedback is provided in the form of a table that displays the applicant's total proposal score, the scores for each rating factor, and their rank relative to those of applicants that were funded.

Emergency Grant Development Process

The Board typically meets in February, April, June, September, and November. As needed, the Board may also meet in July. In the event California receives emergency funding that requires Board action, the Board will meet as soon as possible. If necessary, an emergency Board meeting will be called.

The Board will provide guidance to BSCC staff on the appropriate manner to administer emergency funds in accordance with state or federal requirements. This may include, but is not limited to, the following:

1. Allocate emergency funding in alignment with the descriptions provided under Development of the Grant Requirements, Development and Dissemination of the RFP, Evaluation of Proposals, and Funding Recommendations;
2. Modify all or part of the grant development process as described above; or
3. Provide guidance on an alternate grant development process to ensure funding is released in a timely manner.

The general competitive grant development process is typically implemented over a 12-month period. In the event emergency funding is received, all efforts will be made to reduce the 12-month timeline while complying with applicable state and federal legislative requirements.

Summary and Conclusion

Developing a process for determining which applicants will receive funds for important programs is a tremendous responsibility. Applicants competing for grant funds not only have critical needs, but they also invest considerable effort and resources in planning for and constructing their proposals. It is essential that the competition for the grant funds be contested on an even playing field, according to clear, standardized and fair rules. It is essential that the individuals granted the responsibility of making funding recommendations make fully informed assessments based upon relevant criteria within a highly structured process.

We hope that the reader of this document concurs that the *BSCC Grant Proposal Evaluation Process* satisfies the above criteria and helps to ensure that the most meritorious grant proposals receive grant funds. Any feedback regarding *BSCC's Grant Proposal Evaluation Process* is appreciated.

Agenda Item E

MEETING DATE: September 8, 2022

AGENDA ITEM: E

TO: BSCC Chair and Members

FROM: Helene Zentner, Field Representative, helene.zentner@bscc.ca.gov

SUBJECT: Proposition 64 Health & Safety Grant Program, Cohort 3 Request for Proposals: **Requesting Approval**

Summary

This agenda item requests approval for the Proposition 64 Health & Safety Grant Program (Prop 64 PH&S), Cohort 3 Request for Proposals development process. This process includes the following key components:

- Modify the Prop 64 PH&S, Cohort 2 RFP with updated funding allocations, timelines, due dates, submission instructions, and attachments, as necessary, and approve as the Prop 64 PH&S, Cohort 3 RFP.
- Post the Prop 64 PH&S, Cohort 3 RFP on the BSCC website for a 30-day written public comment period.
- Convene a Scoring Panel to read and rate the Cohort 3 proposals and develop funding recommendations for the Board.

Background

The Board of State and Community Corrections administers the Prop 64 PH&S Grant Program, funded through the tax revenue generated by the Control, Regulate and Tax Adult Use of Marijuana Act. BSCC Prop 64 PH&S eligibility criteria for grant funding is provided for within the California Revenue and Taxation Code¹ (Attachment E-1).

On November 18, 2021, the Board established an Executive Steering Committee to develop the Prop 64 PH&S Cohort 3 RFP, designated Board Member Viera Rosa as the ESC Chair, authorized the ESC Chair to oversee the grant development process, and authorized staff to work with the ESC Chair to establish a diverse ESC with relevant subject-matter expertise (Attachment E-2).

The ESC recruitment process began after the November 2021 Board meeting. Notices seeking ESC participation were posted on the BSCC website and shared through multi-agency emails, BSCC listservs, county partner communications, past and current Prop 64 PH&S recipients, and outreach to past ESC members. A small number of individuals volunteered to serve on the Prop 64 PH&S Cohort 3 ESC, but there was insufficient participation to convene the ESC membership to revise the RFP for Cohort 3 and read and rate the forecasted number of application submittals. As a result, there have been unanticipated delays implementing the Prop 64 PH&S Cohort 3 RFP process and grant timeline.

¹ Revenue and Taxation Code § 34019, subd. (f)(3)(C)

To avoid additional delays, this agenda item seeks approval to release a modified version of the Prop 64 PH&S Cohort 2 RFP, reflective of staff edits (Attachment E-3). Modifications include, but are not limited to, updated funding, timelines, due dates, submission instructions, and attachments, as necessary. Of note, the maximum amount available for requested grant funds per eligible applicant has been increased to \$3 million. Additionally, the requirement of including Project Purpose Area 1- Youth Development/Youth Prevention and Intervention within each proposed project has been lifted.

The Prop 64 PH&S Cohort 3 RFP will be made available for a 30-day written public comment period. If no substantive public comments are submitted, as determined by the ESC Chair, the Prop 64 PH&S Cohort 3 RFP would be released in October 2022. If substantive comments are received, the ESC Chair may recommend the Board consider those comments and potential revisions at the November Board meeting.

Staff is requesting a Scoring Panel be convened in lieu of an ESC. The Scoring Panel would not have the RFP development responsibilities but would instead be tasked only with reading and rating eligible proposals (after being trained on the criteria and rating process by BSCC Research staff) as well as making funding recommendations to the Board. Assembling a Scoring Panel might encourage increased interest in prospective panel members who may otherwise have limited meeting availability due to the multi-day meeting requirements of an ESC. With the Board's approval, BSCC staff may be considered to help supplement the Scoring Panel, as necessary.

Proposed Activities

BSCC staff will work in consultation with Board Member Viera Rosa to establish a Scoring Panel that is diverse in professional and lived experience, geographic, gender, and demographic representation. The BSCC will seek interested persons to serve on the Scoring Panel through the BSCC's website [Executive Steering Committees and Scoring Panel - Seeking Membership](#) by submitting a Statement of Interest.

Below are the proposed activities and tentative timeline necessary to administer a competitive RFP process for the Prop 64 PH&S Grant Program, Cohort 3.

Activity	Tentative Timeline
Seek approval of the Board to approve the Prop 64 PH&S, Cohort 3 RFP, post RFP for a 30-day written public comment period and to convene a Scoring Panel.	September 8, 2022
Post the Prop 64 PH&S, Cohort 3 RFP for a 30-day written public comment period.	September 12, 2022
The 30-day written public comment period concludes	October 12, 2022
If no substantive public comments are received, RFP released to the field.	October 17, 2022
<i>*If substantive public comments are received, the ESC Chair may recommend the Board consider those comments and potential revisions at the November Board meeting. All subsequent timelines would be adjusted.</i>	
Bidders' Conference	November 9, 2022
Proposals Due to the BSCC	December 2, 2022

Proposal Rating Process and Development of Funding Recommendations	January 2022 - March 2023
Funding Recommendations presented to the Board	April 13, 2023
Grants Begin	June 1, 2023

*This timeline will be modified if substantive public comments are received.

Recommendation/Action Needed

Staff recommends that the Board:

1. Approve the modified Prop 64 PH&S Grant, Cohort 3 RFP for posting to the BSCC website for a 30-day written public comment period.
2. Delegate authority to the ESC Chair, in consultation with staff, to release the Prop 64 PH&S Grant, Cohort 3 RFP, if there are only minor, non-substantive edits.
3. Delegate authority to the ESC Chair to consider and incorporate relevant written public comments into the Prop 64 PH&S Grant, Cohort 3 RFP for Board consideration at its November meeting.
4. Delegate authority to the ESC Chair to work with staff to establish a diverse Scoring Panel with relevant subject matter experts and to modify membership as needed, including the potential inclusion of BSCC staff as raters.
5. Authorize the Scoring Panel to make funding recommendations; and
6. Approve the proposed activities and tentative timeline associated with the Prop 64 PH&S Grant, Cohort 3 RFP.

Attachments

E-1: California Revenue and Taxation Code, § 34019, subd. (f)(3)(C)

E-2: [BSCC Board Agenda Item G, November 18, 2021](#)

E-3: Proposition 64 Public Health & Safety Grant Program, Cohort 3 Request for Proposals Document (Revised)

Attachment E-1

REVENUE AND TAXATION CODE - RTC

DIVISION 2. OTHER TAXES [6001 - 60709]

(Heading of Division 2 amended by Stats. 1968, Ch. 279.)

PART 14.5. Cannabis Tax [34010 - 34021.5]

(Heading of Part 14.5 amended by Stats. 2017, Ch. 27, Sec. 161.)

34019. (in pertinent part) SEC. 4. subd. (f)(3)(C)

(C) To the Board of State and Community Corrections for making grants to local governments to assist with law enforcement, fire protection, or other local programs addressing public health and safety associated with the implementation of the Control, Regulate and Tax Adult Use of Marijuana Act. The board shall not make any grants to local governments that ban both indoor and outdoor commercial cannabis cultivation, or ban retail sale of cannabis or cannabis products pursuant to Section 26200 of the Business and Professions Code or as otherwise provided by law.

Attachment E-2

MEETING DATE: November 18, 2021

AGENDA ITEM: G

TO: BSCC Chair and Members

FROM: Helene Zentner, Field Representative, helene.zentner@bscc.ca.gov

SUBJECT: Proposition 64 Public Health & Safety Grant Program Cohort 3, Appointment of Chair and Establishment of Executive Steering Committee: **Requesting Approval**

Summary

This agenda item requests approval to establish an Executive Steering Committee (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.

Background

In November of 2016, voters approved Proposition 64, the Control, Regulate and Tax Adult Use of Marijuana Act. The Act provided for the taxation of cultivation of legal cannabis and a method to distribute collected revenues for licensing and enforcement of the Act. In addition, Proposition 64 set aside funds for several different grant programs administered by different agencies, including the BSCC. The pertinent Revenue and Taxation Code, which was amended in 2020, provides funds as follows:

To the Board of State and Community Corrections for making grants to local governments to assist with law enforcement, fire protection, or other local programs addressing public health and safety associated with the implementation of the Control, Regulate and Tax Adult Use of Marijuana Act. The board shall not make any grants to local governments that ban both indoor and outdoor commercial cannabis cultivation, or ban retail sale of cannabis or cannabis products pursuant to Section 26200 of the Business and Professions Code or as otherwise provided by law.

(Attachment G-1: Rev. & Tax. Code, § 34019, subd. (f)(3)(C).)

The BSCC has \$120 million of tax revenue funding for the Prop 64 PH&S Grant Program Cohort 3 RFP. (Note: The BSCC is permitted to use up to five percent of its appropriation for administrative costs, which have already been taken into account.)

Proposed Activities

In consultation with the appointed Chair, staff will establish and convene an ESC of relevant subject-matter experts representing both the public and private sectors and a membership representing diverse professional and lived experience, geographic regions, and demographics. The BSCC will reach out to known experts and invite any interested person to submit a statement of interest to serve on the ESC through the BSCC's website at: http://www.bscc.ca.gov/s_bsccescsseekingmembership.php.

The ESC will meet to develop the Request for Proposals (RFP) in accordance with Proposition 64, read and rate proposals, and develop funding recommendations for the Board's approval.

The proposed activities and a corresponding tentative timeline for the development of the Proposition 64 PH&S Grant Program is shown in the following table:

Tentative Timeline	Activity
November 18, 2021	Establish ESC and Appoint Chair
Mid-November 2021- Mid-January 2022	Establish the Prop 64 (PH&S) Grant ESC Membership
February - March 2022	RFP development by ESC
Mid-April 2022	Present the RFP for BSCC Board approval
Mid-April 2022	Release the RFP to the field
Early May 2022	Bidders' Conference
June 2022	Proposals due to BSCC
June 2022	ESC Rater Training
August 2022	ESC rating of proposals complete
Mid-September 2022	Present funding recommendations to the BSCC Board
October 1, 2022	Grants Begin

Recommendation/Action Needed

Staff recommends that the Board:

1. Establish the Proposition 64 PH&S Cohort 3 Grant Executive Steering Committee and appoint a Chair.
2. Delegate authority to the Chair to work with BSCC staff to establish an ESC membership with relevant subject-matter expertise and to modify membership, if needed.
3. Authorize the ESC to oversee development of the Proposition 64 PH&S Grant Program RFP and make funding recommendations.

Attachments

G-1: Rev. & Tax. Code, § 34019.

Attachment E-3



Proposition 64 Public Health and Safety Grant Program

REQUEST FOR PROPOSALS COHORT 32

Eligible Applicants:
California Counties
California Cities

Grant Period: April 1, 2021~~3~~ to March 31~~April 30~~, 2028~~4~~

RFP Released: ~~November~~ October 17~~20~~, 2022~~0~~

Letters of Intent Due: ~~Nov~~ December 18, 2020~~2~~

Proposals Due: ~~January 29~~ December 2, 2021~~2~~



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CONFIDENTIALITY NOTICE

All documents submitted as a part of the Proposition 64 Public Health and Safety 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

Grant Program Background

In November of 2016, voters approved Proposition 64, the *Control, Regulate and Tax Adult Use of Marijuana Act* (AUMA). AUMA legalized the recreational use of marijuana in California for individuals 21 years of age and older. Proposition 64, in pertinent part, provides that a portion of the tax revenue from the cultivation and retail sale of cannabis or cannabis products will be appropriated:

To the Board of State and Community Corrections for making grants to local governments to assist with law enforcement, fire protection, or other local programs addressing public health and safety associated with the implementation of the Control, Regulate and Tax Adult Use of Marijuana Act. The board shall not make any grants to local governments that ban both indoor and outdoor commercial cannabis cultivation, or ban retail sale of cannabis or cannabis products pursuant to Section 26200 of the Business and Professions Code or as otherwise provided by law.

Total funding available for this ~~2~~Request for Proposals (RFP) for Cohort 3 is ~~\$51,788,690~~150,000,000. The total available grant funds in this RFP is contingent on timely deposits made available to the BSCC through the Proposition 64 Initiative (the Control, Regulate and Tax Adult Use of Marijuana Act) via the State and Local Government Law Enforcement Account ~~in-through~~ fiscal year 202110-22~~1~~. Successful applicants will be funded for a ~~five~~three-year grant project cycle commencing on ~~May~~May 1, 2024~~3~~ and ending on ~~April~~April 30, 2028~~4~~.

Contact Information

This Request for Proposal (RFP) provides the information necessary to prepare a proposal to the BSCC for grant funds available through the Prop 64 PH&S 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:
Prop64_Grant23@bscc.ca.gov.

The BSCC will accept and respond to questions about this RFP until ~~January 29~~December 2, 2024~~2~~. Frequently asked questions and answers (FAQs) concerning the BSCC's RFP process, and the Prop 64 solicitation will be posted on the BSCC website and updated periodically through ~~January 29~~November 29, 2024~~2~~.

Bidders' Conference

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

Proposition 64 Public Health and Safety Grant Program, Cohort 32 Bidders' Conference

~~Wednesday~~, ~~December~~ ~~November~~ ~~190~~, 2020~~2~~

1:30 p.m.

Via Zoom:

<https://us02web.zoom.us/j/88155648005?pwd=cm9SNzh3bjZaMGo4dXVBU0MwYjBydz09>

Meeting ID: 881 5564 8005

Passcode: 281824

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

EMAIL RSVP to: Prop64_Grant23@bscc.ca.gov.

(Subject line: Prop 64 PH&S Grant Program Bidders' Conference)

Please note: The Prop 64 PH&S Grant Program Bidders' Conference will be recorded and posted to the BSCC website for future reference.

Lead Public Agency

All Prop 64 PH&S local government grantees are required to designate a Lead Public Agency (LPA) to serve as the coordinator for all grant activities. LPA means a governmental agency with local authority of or within that county or city. The applicant may choose to fill the role of LPA itself or it may designate a department, agency, or office under its jurisdiction to serve as the LPA. The role of the LPA is to coordinate with local government agencies and non-governmental organizations (if applicable) to ensure successful implementation of the grant program. The LPA is responsible for data collection and management, overseeing evaluative activities, and will serve as the primary point of contact with the BSCC.

Letter of Intent

Applicants interested in applying for the Prop 64 [2](#)PH&S Grant Program, Cohort [3](#) are asked, but are not required, to submit a non-binding Letter of Intent. These letters will aid the BSCC in planning for the proposal review process.

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

- Name of the Applicant (city, county, or city and county),
- Name of the lead public agency (LPA),
- A brief statement indicating the county or city's intent to submit a proposal, and
- Name of a contact person.

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

Please submit your non-binding Letter of Intent by ~~December~~[November](#) 18, 2020~~2~~ via email ~~or U.S. mail, using one of the following submission options:~~

Email Responses: Prop64_Grant~~32~~[32](#)@bscc.ca.gov
(Subject line: Prop 64 Grant Letter of Intent)

~~**U.S. Mail Responses:** Board of State and Community Corrections
Corrections Planning and Grant Programs Division
2590 Venture Oaks Way, Suite 200
Sacramento, CA 95833
Attn: Prop 64 Grant Letter of Intent~~

Proposal Due Date and Submission Instructions

The Proposition 64 Public Health and Safety Grant Program, [Cohort 3](#) Proposal Package ~~is provided at the end of this document and is provided in a fillable format. Using the Tab key will allow the applicant access to those areas requiring information will be provided through an online portal submission process.~~ Applicants must submit ~~one (1) electronic copy of the original signed proposals (e-signatures will be accepted) through this portal by to the BSCC by 5:00 p.m. on January 29~~[December 2, 2021](#) at which time the portal will close and no longer accept applications.

~~— Full application submission instructions will be provided within the approved RFP upon official release. A complete proposal package includes a scanned copy of the signed proposal and all required attachments as described on the Proposal Checklist (page 71).~~

~~•
Email the proposal package in a single email to: Prop64_Grant2@bscc.ca.gov.~~

~~If the BSCC does not receive an email containing the complete proposal package by 5:00 p.m. (PST) on January 29, 2021, the proposal will not be considered.~~

Eligibility for Funding

Eligible applicants must be local governments that have not banned both indoor and outdoor commercial cannabis cultivation, or retail sale of marijuana or marijuana products.

Local governments awarded Proposition 64 PH&S Grant funds in ~~the~~ previous RFPs are ~~in~~eligible to apply to this current solicitation (i.e., Cohort 3).

For purposes of this RFP, the following definitions apply:

“Local governments” means cities, counties, and cities and counties in the State of California.

“Ban the cultivation” means

Regulations, ordinances, or amendments to local government charters that prohibit both the:

- indoor commercial cannabis cultivation (including mixed light cultivation), and
 - outdoor commercial cannabis cultivation,
- within the local government’s jurisdiction/authority that is not otherwise preempted by state law.

NOTE: Cultivation of cannabis is not banned by a local government if the local government restricts cultivation activities to specific locations pursuant to local zoning ordinances or if the local government requires licensure for specific commercial cannabis cultivation activities provided that such restrictions do not result in the prohibition of all indoor commercial cultivation, and outdoor commercial cannabis cultivation, activities within the local government’s jurisdiction/authority (see Appendix A).

“Ban retail sale” means

- Regulations, ordinances, or amendments to local government charters that prohibit the local establishment or local operation of any or all businesses licensed under Division 10 (commencing with Section 26000) of the Business and Professions Code.
- Businesses must be allowed to have a physical presence (i.e., brick and mortar location) within the local government’s jurisdiction/authority.

NOTE: Retail sale of cannabis is not banned by a local government if the local government restricts the retail sale of cannabis to specific locations pursuant to local zoning ordinances, or if the local government requires licensure for specific retail sales activities provided that such restrictions do not result in the prohibition of all retail sales in the local government’s jurisdiction/authority (see Appendix A).

Cannabis delivery services operating within the jurisdiction of a local government without a physical retail presence (i.e., brick and mortar location(s)) within that jurisdiction does not make the local government eligible for Prop 64 funding.

Local governments in California must meet the above eligibility criteria by [January 29](#)~~December 2~~, 2022~~24~~ to be considered for funding under this Prop 64 PH&S Grant Program, Cohort [23](#) RFP and must maintain eligibility for the duration of the grant period.

Applicants are required to submit a Letter of Eligibility (as part of the RFP submittal process), detailing how the city, county, or city and county meets the above criteria, including the dates the regulations, ordinances, or amendments to local government charters became enacted/effective (see Appendix B). Jurisdictions *in the process* of legalizing the cultivation or retail sale of marijuana or marijuana products will be ineligible for current funding under this Prop 64 PH&S Grant Program, Cohort [23](#) RFP.

Additionally, if a grant award is made to a city, county, or city and county (eligible at the time of award) but becomes ineligible post-award, the contract with the Grantee will be terminated and any remaining funds will cease to be disbursed for the rest of the contract term.

Grant Program Description

The purpose of this grant program is to fund projects that assist with law enforcement efforts, fire protection efforts, or other local projects addressing public health and safety associated with the implementation of the Control, Regulate and Tax Adult Use of Marijuana Act (AUMA).

Eligibility to Apply

Eligible applicants for Prop 64 PH&S Grant Program awards are:

- California Counties – Applications must be submitted by the Board of Supervisors or the Chief County Administrative Officer;
- California Cities – Applications must be submitted by the City Council or the Administrative Office of the City;
- California City and County – Application must be submitted by the Board of Supervisors, the Chief Administrative Officer, or City Council;

In addition, C-counties and cities previously awarded Proposition 64 PH&S Grant monies are ~~not~~ eligible for Cohort 32 funding.

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

~~However, two (2) or more cities, two (2) or more counties, or a combination of two (2) or more cities and/or counties, may collaborate to submit a collaborative proposal. The jurisdictions comprising the collaborative application are not required to be contiguous. Each city or county involved in a collaborative proposal may not apply for an individual proposal nor be part of another collaborative proposal. All applications submitted under a collaborative basis must meet the following criteria:~~

- ~~1. One city or county **must** be clearly designated as the lead applicant, that city or county must submit the application, and that city or county is responsible for all aspects of grant administration and management.~~
- ~~2. Every city or county involved in the collaborative proposal **must** be eligible for funding per the eligibility criteria identified on page 3 of this RFP.~~
- ~~3. Every city or county involved in the collaborative proposal **must** submit a resolution from its City Council or Board of Supervisors indicating support of the collaborative effort and identifying its role(s) and responsibility(ies) relative to the grant.~~

Eligible Activities

Applicants must propose activities/strategies that fall within the four (4) Project Purpose Areas (PPAs) defined below. Applicants may either implement new activities, strategies, or programs, *OR* expand existing activities, strategies, or programs (without the supplantation of funds – see Supplanting definition on page 211).

All project components and activities must link to the intent of the Prop 64 PH&S Initiative - local impacts due to the legalization of adult use recreational cannabis in California.

~~All applicants must address PPA 1 (Youth Development/Youth Prevention and Intervention) and are required to budget a minimum of ten percent (10%) of requested grant funds for this area. However, should a jurisdiction determine a greater need for PPA 1, applicants may budget up to the full requested grant (i.e., 100% requested in grant funds) for this area.~~

~~In addition to PPA 1 (Youth Development/Youth Prevention and Intervention), a~~ Applicants must ~~also~~ identify and address one (1) or more of the ~~other~~ PPAs listed ~~below~~ as it relates to the local impact of legalizing cannabis in California. Project activities, strategies, and programmatic efforts may overlap within the listed PPAs. Each identified PPA activity, strategy, and programmatic effort does not have to relate to another identified PPA need(s). All project activities, strategies, and programmatic efforts must be associated with the implementation of AUMA (i.e., local impacts due to the legalization of cannabis in California).

Prop 64 PH&S Grant Program Project Purpose Areas (PPAs)

PPA 1: Youth Development/Youth Prevention and Intervention

For the purposes of this RFP, youth are defined as under the age of 21 (i.e., individuals not of legal age to use and purchase cannabis products).

~~This PPA is a mandatory component for the local Prop 64 PH&S Grant Project.~~

- Youth development programs should be designed to improve the lives of children and adolescents by meeting their basic physical, developmental, and social needs and by helping them to build the competencies needed to become successful adults.

Youth Prevention and Intervention programs should address preventing youth substance use and addiction and/or intervening to promote healthy behaviors and environments while minimizing illness, injury, and other harms associated with substance use. Approaches may include preventing exposure, preventing youth from progressing from substance use to misuse, and preventing the onset of addiction, overdose, and other harms associated with misuse.

Youth development/youth prevention and intervention programs should be trauma-informed, culturally relevant, developmentally appropriate, community-driven, and promising / evidence-based (refer to Appendix A and Appendix C). These programs are intentional, prosocial approaches that engage youth within their communities, schools, organizations, peer groups, and families in a manner that is productive and constructive; recognizes, utilizes, and enhances young people's strengths; and promotes positive outcomes for young people by providing opportunities, fostering positive relationships, and furnishing the support needed to build on their strengths. Programs for youth should increase the individual's protective factors (e.g., positive family support; caring adults; positive peer groups; strong sense of self/self-esteem, and engagement in school and community activities).

Activities that may be funded include but are not limited to: peer mentoring or community-based mentoring; job training/apprenticeships; [cannabis](#) substance use education; [cannabis](#) substance use treatment; prosocial activities; juvenile record expungement; and youth outreach programs.

[It is highly encouraged that applicants consider including a youth component as part of their overall project strategy; however, it is not mandatory.](#)

PPA 2: Public Health

Public health refers to activities for protecting the safety and improving the health of communities through education, policy/infrastructure making, and research for the safety of the community.

Activities that may be funded include but are not limited to: public health training and education; public information and outreach; inspection and enforcement of cannabis businesses; behavioral and mental health treatment; cannabis product safety; testing/safety equipment; pesticide impact efforts; drinking and waste water system updates; air quality efforts; and other environmental-system updates.

PPA 3: Public Safety

Public Safety refers to the welfare and protection of the general public, including but not limited to the prevention and protection of the public from dangers affecting safety such as crimes, disasters, or impacts due to the legalization of cannabis.

Activities that may be funded include but are not limited to: public information and outreach; training efforts; law enforcement; code enforcement; [retail theft](#); community planning or development efforts; cannabis delivery compliance; protective safety equipment; update to technology systems (track & trace); transportation impacts, water storage issues; fire protection; fuel mitigation and/or fuel reduction; and wildland/urban interface planning and implementation.

PPA 4: Environmental Impacts

Environmental impact refers to the prevention of human injury and promoting well-being by identifying and evaluating environmental resources and hazardous agents by limiting exposures to hazardous physical, chemical, and biological agents in air, water, soil, food, and other environmental media or settings that may adversely affect human health.

Activities that may be funded include but are not limited to: technology/software; odor abatement; nuisance abatement; forest management; hazardous clean-up; sediment testing; water systems and storage; cultivation code enforcement; aquatic protections; fire protections; and pesticide impacts.

General BSCC Grant Requirements

Grant Agreement

Applicants approved for funding by the BSCC are required to enter into a Grant Agreement with the BSCC. Grantees must agree to comply with all terms and conditions

of the Grant Agreement. See Appendix D for a sample contract (State of California: Contract and General Terms and Conditions).

The Grant Agreement start date is expected to be May 1, 2024³. Grant Agreements are considered fully executed only after they are signed by both the Grantee and the BSCC. Work, services, and encumbrances should not begin prior to the Grant Agreement start date. If a grantee chooses to incur costs for reimbursement, any work, services, and encumbrances which occur after the start date but prior to grant agreement execution may not be reimbursed. Grantees are responsible for maintaining their Grant Agreement, all invoices, records, and relevant documentation for at least three (3) years after the final payment under the contract.

Governing Board Resolution

Local governmental applicants must submit a resolution from their governing board addressing specified requirements as included in the sample Governing Board Resolution, which can be found in Appendix E. A signed resolution is not required at the time of proposal submission; however, grant recipients must have a resolution on file for the Prop 64 PH&S Grant before a fully executed grant agreement can be completed.

Funding Awards

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

Audit Requirements

Grantees are required to provide the BSCC with a financial audit no later than the end of the contract term (October 31, 2024⁸). The financial audit shall be performed by a Certified Public Accountant or a participating county or city auditor that is organizationally independent from the participating county or city's project financial management functions. Expenses for this final audit may be reimbursed for actual costs up to \$25,000.

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

The Department of General Services, the Bureau of State Audits, Department of Finance, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this grant.

Quarterly Progress Reports

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

project goals and objectives and show that funds are being spent in accordance with the Grant Agreement could be subject to the withholding of funds. Once grants are awarded, the BSCC will work with grantees to create custom QPRs.

Grantee Orientation Process

Following the start of the grant period, BSCC staff will conduct a Grantee Orientation (at a date to be determined later). The purpose of this mandatory training is to review the program requirements, invoicing and modification processes, data collection and reporting requirements, evaluation requirements, as well as other grant management and monitoring activities. Typically, the Project Director, Financial Officer, and Day-to-Day Contact must attend. *If an in-person training is scheduled, Grant recipients may use Prop 64 PH&S Grant funds for travel-related expenditures such as airfare, mileage, meals, lodging, and other per diem costs. Applicants should include potential travel costs in the budget section of the proposal under the "Other" category for this event.

Travel

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

Units of Government

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

Non-Governmental Organizations (NGOs)

An NGO receiving BSCC funds must use the California State travel and per diem policy, unless the grantee's written travel policy is more restrictive than the State's, in which case it must be used. Reimbursement is allowed for the cost of commercial carrier fares, parking, bridge, and road tolls, as well as necessary taxi, bus, and streetcar fares. This policy applies equally to NGOs that receive grant funds directly from the BSCC and those that receive grant funds indirectly through a subcontract with another NGO that received a BSCC grant award.

Out-of-State Travel

Out-of-state travel is restricted and only allowed in exceptional situations. Grantees must receive written BSCC approval prior to incurring expenses for out-of-state travel. Even if previously authorized in the Grant Award, grantees must submit to the BSCC a separate formal request (on grantee letterhead) for approval. Out-of-state travel requests must include a detailed justification and budget information.

In addition, California prohibits travel, except under specified circumstances, to states that have been found by the California Attorney General to have discriminatory laws. The BSCC will not reimburse for travel to these states unless the travel meets a

specific exception under Government Code section 11139.8, subdivision (c). For additional information, please see: <https://oag.ca.gov/ab1887>.

Debarment, Fraud, Theft, or Embezzlement

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

1. debarred by any federal, state, or local government entities during the period of debarment; or
2. convicted of fraud, theft, or embezzlement of federal, state, or local government grant funds for a period of three (3) years following conviction.

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

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

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

Compliance Monitoring Visits

BSCC staff will conduct periodic monitoring of each project to assess whether the project is in compliance with grant requirements and making progress toward grant objectives. As needed, monitoring visits may also occur to provide technical assistance on fiscal, programmatic, evaluative, and administrative requirements. For your reference, a sample monitoring visit checklist is contained in Appendix G.

Project Funding Information

Grant Period

Successful proposals will be funded for a [five](#)-year grant project cycle commencing on May 1, 2023~~4~~ and ending on April 30, 2024~~8~~.

However, additional time (May 1, 2023~~4~~ through October 31, 2024~~8~~) is included in the term of the contract for the sole purposes of:

- 1) Finalizing and submitting a required Local Evaluation Report, and
- 2) Finalizing and submitting a required financial audit.

Funding Amount

A total of ~~\$51,150,000~~~~788,006~~~~90~~ in state funding is available for local projects through this RFP, contingent on timely deposits to the BSCC through the Proposition 64 Initiative (the Control, Regulate and Tax Adult Use of Marijuana Act) via the State and Local Government Law Enforcement Account. The maximum amount for which any eligible single applicant may apply is \$43 million. ~~Eligible collaborative applicants may submit one (1) proposal for a maximum of \$2 million, regardless of the number of local government partners collaborating on the application.~~

Applicants are encouraged to request only the amount of funds needed to support their proposal and the amount that can be justified with supporting documentation/information. All applicants must build their proposal, objectives, activities, timelines, and budget information for all ~~five~~~~three~~ (53) years of the grant cycle. For example, if a ~~single~~~~n~~ applicant is requesting the maximum award amount of \$34,000,000, the budget detail must clearly illustrate how that \$34,000,000 will be allocated across the entire ~~five~~~~three~~ (53) years (see Budget Section for instructions).

All project components and activities must link to the intent of the Prop 64 PH&S Initiative - local impacts due to the legalization of adult use recreational cannabis in California.

Funding Distribution and Funding Thresholds

The total available funding of ~~\$51,788,690~~~~150,000,000~~ will be awarded within four categories and applicants will only compete with other applicants within that category. Recognizing that different sized jurisdictions have different capacities, resources, and needs, these categories were established so a percentage of the overall available funding will be set aside for small, medium, and large counties (and cities within those counties). The categories and amounts available for each are as follows:

1. Small counties, and all cities within those counties, will compete for 20 percent (20%) of the total Prop 64 PH&S grant funds, which equates to ~~\$10,357,738~~~~30,000,000~~.
2. Medium counties, and all cities within those counties, will compete for 20 percent (20%) of the total Prop 64 PH&S grant funds which equates to ~~\$30,000,000~~~~10,357,738~~.
3. Large counties, and all cities within those counties, will compete for 20 percent (20%) of the total Prop 64 PH&S grant funds which equates to ~~\$30,000,000~~~~10,357,738~~.

The categorization of counties as small, medium, or large is based on county population figures published by the California Department of Finance (see Appendix H). Cities will be categorized based on the county they are located.

The remaining 40 percent (40%) of the total Prop 64 PH&S grant funds will be used to fund the overall highest-rated proposals not funded through the small, medium, and large county set-aside categories.

4. The highest rated proposals that did not receive an award under the above categories will compete for the remaining 40 percent (40%), or \$20,715,47660,000,000, regardless of county size category.

Funds in the small, medium, and large categories will be awarded first. Should there be a proposal that is only partially funded through a county-size category due to not having sufficient funds for a full proposal request, those proposals will be fully funded first using funds within the 40 percent (40%) category.

If there are not sufficient qualified applicants in any set-aside county-size category to exhaust all funds, those funds will be used to augment the 40 percent (40%) highest-rated category.

Minimum Score

Applicants must receive at least **50%** of the total points available to be considered for funding (i.e., qualified applicants). See Rating Factors, page 14.

Match Requirement

The Prop 64 PH&S Grant Program does not require matching and/or leveraged funds.

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

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

Project Evaluation Requirements

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

Local Evaluation Plan - The purpose of the Local Evaluation Plan (LEP) is to ensure that projects funded by the BSCC can be evaluated. Applicants will be expected to include a detailed description of how they plan to assess the effectiveness of the proposed program in relation to each of its goals and objectives identified in the proposal. The LEP should describe the evaluation design or model that will be used to evaluate the effectiveness of the project component(s), with the project goals and the objectives clearly stated. Applicants should include criteria for both process and outcome evaluations. Once submitted, any modifications to the LEP must be approved in advance by the BSCC. More detailed instructions on the LEP will be made available to successful applicants. See Appendix I for a sample of evaluation components.

Local Evaluation Report - Following project completion, grantees are required to complete a final Local Evaluation Report (LER) which must be in a format prescribed by the BSCC. The purpose of the final LER is to determine whether the overall project was effective in meeting the goals laid out in the LEP. To do this, the grantee must assess and document the effectiveness of the activities that were implemented. These activities should have been identified in the previously submitted LEP. More detailed instructions on the LER will be made available to successful applicants.

Applicants are strongly encouraged to identify research partners early on and include them in the development of the proposal, to better ensure that the goals and objectives listed in the proposal are realistic and measurable. Applicants are also strongly encouraged (but not required) to use outside evaluators to ensure objective and impartial evaluations. Specifically, applicants are encouraged to partner with state universities or community colleges for evaluations. Evaluation planning, oversight, and reporting activities may be funded by the Prop 64 PH&S Grant Program monies and should be identified within the applicant's proposed budget.

BSCC Executive Steering Committee Process

Prop 64 PH&S Grant Program Executive Steering Committee

To ensure successful program design and implementation, the BSCC uses Executive Steering Committees (ESCs) and Advisory Groups to inform decision-making related to the Board's programs. These committees are composed of subject matter experts and stakeholders representing both the public and private sectors. The BSCC makes every attempt to include diverse representation on its ESCs and Advisory Groups - in breadth of experience, geography, and demographics. ESCs are convened and approved by the BSCC Board, as the need arises, to carry out specified tasks including the development of RFPs for grant funds. The Board then approves, rejects, or revises those recommendations. Members of ESCs are not paid for their time but are reimbursed for travel expenses incurred to attend meetings.

The Prop 64 PH&S Grant Program ESC included subject matter experts on education, public health and safety, environmental impacts, law enforcement, fire protection, cannabis licensing and cultivation, substance use, mental health, and the criminal and juvenile justice systems. A list of ESC members can be found in Appendix J.

Prop 64 PH&S Grant Program Scoring Panel

The BSCC will be using a Scoring Panel process to complete the reading and rating of proposals, and to develop scoring recommendations for the BSCC Board.

Conflicts of Interest

Existing law prohibits any grantee, subgrantee, partner, or like party who participated on the above referenced Prop 64 PH&S Grant Program Scoring Panel from receiving funds from the grants awarded under this RFP. Applicants who are awarded grants under this RFP are responsible for reviewing the Prop 64 PH&S Grant Program Scoring Panel membership roster and ensuring that no grant dollars are passed through to any entity represented by any member of the Scoring Panel. Scoring Panel membership will be posted to the BSCC [website](#) no later than January 2023~~4~~.

Overview of the RFP Process

Confirmation of Receipt of Proposal

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

Disqualification – PLEASE READ THOROUGHLY

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

The following will result in a **disqualification**:

- The applicant is not a county or a city in California.
- ~~The applicant is currently receiving a Prop 64 PH&S Grant award.~~
- The applicant does not meet the eligibility criteria for the Prop 64 PH&S Grant funding (see Eligibility for Funding, page 3).
- The funding request for a single application is more than \$~~4~~3 million.
- ~~The funding request for a collaborative application is more than \$2 million.~~
- A ~~n electronic version of the~~ complete proposal package is not received by 5:00 p.m. on Friday, ~~January-December 229~~, 202~~2~~1.
- ~~The complete proposal package was not submitted using the BSCC Prop 64 PH&S Grant Program [submission template portal](#) as provided [at the end of this document including the narrative section formatting requirements set within the template:](#)~~
 - ~~Arial 12-point font~~
 - ~~One-inch margins on all four sides~~
 - 1.5-line spacing within the instructions on page 3.
- The complete proposal package does not contain all required sections and attachments [including \(e-signatures will be accepted in place of originals\):](#)
 - ~~Coversheet - accurately completed~~

- ~~○ Prop 64 PH&S Grant Program Checklist – completed and signed in blue ink~~
- ~~○ Applicant Information Form – completed and signed in blue ink~~
- ~~○ Proposal Abstract~~
- ~~○ Proposal Narrative (Project Need, Project Description, & Project Evaluation)~~
- ~~○ Project Work Plan~~
- ~~○ Budget Table & Narrative~~
- Certification of Compliance with BSCC Policies on Debarment, Fraud, Theft and Embezzlement (Appendix F) – completed and signed
- Criteria for Non-Governmental Organizations Receiving Prop 64 PH&S Grant Funds (Appendix K) – completed and signed
- Letter of Eligibility
- ~~○ Letter(s) of Commitment~~

- ~~• The Proposal Abstract exceeds the maximum limit of one (1) numbered page.~~
- ~~• The Proposal Narrative Section (Project Need, Project Description, & Project Evaluation) exceeds the maximum limit of eight (8) numbered pages.~~
- ~~• The Proposal Narrative Section contains footnotes, tables, graphs, charts, graphics and/or website links. (Note: two (2) additional pages are allowed for the above. See page 21 for instructions.)~~
- ~~• The Project Workplan is not on the template provided.~~
- ~~• The Project Workplan exceeds the maximum limit of two (2) numbered pages.~~
- ~~• The Budget Table exceeds the maximum limit of one (1) numbered page.~~
- ~~• The Budget Narrative exceeds the maximum limit of four (4) numbered pages.~~

Rating Process

Unless disqualified, proposals will advance to the Proposal Rating Process. The Prop 64 PH&S Grant Program, [Cohort 3](#) Scoring Panel members will read and rate each proposal in accordance with the prescribed rating factors listed in the table below.

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

At the conclusion of this process, applicants will be notified of the funding recommendations. It is anticipated the BSCC Board will act on the recommendations at its meeting on April ~~8, 13, 2023~~¹⁴. Applicants and partners are not to contact members of the Scoring Panel nor the BSCC Board to discuss proposals.

Rating Factors

The Rating Factors to be used and the maximum points assigned to each factor are shown in the table below. Applicants are asked to address each of these factors as a part of their proposal. The ESC assigned a percent value to each of the Rating Factors, correlating to its importance (see Percent of Total Value column).

Prop 64 PH&S Grant Program Rating Factors and Point Values

	Rating Factors	Point Range	Percent of Total Value	Weighted Rating Factor Score
1	Project Need	0 - 5	25%	50
2	Project Description	0 - 5	50%	100
3	Project Evaluation	0 - 5	15%	30
4	Project Budget	0 - 5	10%	20
Maximum Rating Factor Score:			100%	200

Raters will score an applicant's response in each of the Rating Factor categories on a scale of 0-5, according to the Sample Scoring Rubric shown below. Each rating factor score is then weighted according to the "Percent of Total Value" column (determined by the ESC) associated with each Rating Factor to arrive at the final Weighted Score for each Rating Factor and then added together for a final overall proposal score.

Threshold/Minimum Score

A proposal must meet a threshold of **50%**, or minimum score of **100** total points to be considered for funding. Total points equal the weighted score plus preference points.

Scoring Rubric for 0-5 Point Range

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

PART II: PROPOSAL INSTRUCTIONS AND RATING FACTORS

The following section contains pertinent information on how to complete the Request for Proposal package for the Prop 64 PH&S Grant Program, Cohort [32](#). Submittal instructions ~~will be~~ [available](#)~~contained~~ in Part I, page 3 [with the official release of this RFP](#).

- Proposal Abstract
- Proposal Narrative Sections
 1. Project Need
 2. Project Description
 3. Project Evaluation
- Project Workplan
- Project Budget Table and Budget Narrative
- Additional Request for Proposals Information, if applicable
- Required Request for Proposals Attachments
 1. Letter(s) of Commitment
 2. Letter of Eligibility
 3. Certification of Compliance with BSCC Policies on Debarment, Fraud, Theft and Embezzlement
 4. Criteria for Non-Governmental Organizations Receiving Prop 64 PH&S Grant Funds

~~* THE REQUEST FOR PROPOSAL PACKAGE CAN BE FOUND AT THE END OF THIS ENTIRE DOCUMENT. THE PROPOSAL TEMPLATE IS PROVIDED IN A FILLABLE FORMAT. USING THE TAB KEY WILL ALLOW THE APPLICANT ACCESS TO THOSE AREAS REQUIRING INFORMATION. ***~~**

Proposal Abstract

Instructions: The Proposal Abstract should provide a brief summary of the proposed project. ~~The Proposal Abstract must be submitted using the BSCC Prop 64 PH&S 2 Grant Program Cohort proposal template (a locked, fillable form) provided at the end of this document (Arial 12-point font with one-inch margins on all four sides and at 1.5-line spaced) and cannot exceed **one (1) numbered page** in length.~~ This section will not be included in the rating of the Proposal.

Proposal Narrative

The Proposal Narrative should address the Project Need, Project Description, and Project Evaluation, ~~using each of the section headers exactly as provided in the proposal template (a locked, fillable form). The Proposal Narrative must be submitted using the BSCC Prop 64 PH&S Grant Program proposal template provided at the end of this document (Arial 12-point font with one-inch margins on all four sides and at 1.5-line spaced) and cannot exceed **eight (8) numbered pages** in length.~~

Footnotes are not allowable within the Proposal Narrative section. Sources cited must be included within Proposal Narrative or may be referenced within the [Additional RFP Information attachment section](#).

It is up to the applicant to determine how best to use the 8-page character limit in addressing each RFP section. ~~If these narrative sections total more than eight (8) pages in length, the application will be disqualified (see page 14).~~

Do not include any of the following within your narrative:

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

~~The 8-page limitation for these sections does not include the following mandatory items:~~

- ~~• The Cover Sheet;~~
- ~~• The Proposal Checklist;~~
- ~~• The Applicant Information Form;~~
- ~~• The Project Abstract;~~
- ~~• The Project Work Plan;~~
- ~~• The Budget Table and Budget Narrative; nor~~
- ~~• Other required attachments (see Proposal Checklist).~~

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

Rating Criteria for Project Need

Percent of Total Value: 25%

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

Project Need: The applicant articulated a need that is pertinent to the intent of the grant program. The elements that are to comprise the Project Need are listed below. Addressing each element does not in itself merit a high rating; rather, although each element is to be addressed (when applicable), it is the quality of the response to each that is to be evaluated.	
1.1	Describe the need(s) related to the impact of the passage of Proposition 64.
1.2a	Demonstrate how the need(s) is related to Project Purpose Area (PPA) 1 - Youth Development/Youth Prevention and Intervention.
1.2b	Demonstrate how the need(s) is related to other PPA(s) selected (if applicable).
1.3	Provide local service gaps that contribute to the need for the proposed Proposition 64 project are identified. Describe why the need(s) described above is not met with existing resources.
1.4	Provide relevant <u>local</u> qualitative and/or quantitative data with citations in support of the <u>Prop 64 PH&S project</u> need(s).
1.5	Describe the process that was used to determine the need(s), including soliciting input from key stakeholders (e.g., community, public, private).

Rating Criteria for Project Description

Percent of Total Value: 50%

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

Project Description: The applicant provided a description of the project that is related to the identified need and the intent of the grant program. The elements that are to comprise the Project Description are listed below. Addressing each element does not in itself merit a high rating; rather, although each element is to be addressed, it is the quality of the response to each that is to be evaluated.	
2.1	Describe the proposed project that will address the need(s) discussed in the Project Needs section. The description should: <ul style="list-style-type: none"> Describe the components of the proposed project <u>that linked to each the mandatory PPA, as applicable 1—Youth Development/Youth Prevention and Intervention.</u> Describe the components of the proposed project linked to other PPAs selected (if applicable). Describe the target area and/or population which will be the focus of the project, including how and why it was selected.

<p>Project Description: The applicant provided a description of the project that is related to the identified need and the intent of the grant program. The elements that are to comprise the Project Description are listed below. Addressing each element does not in itself merit a high rating; rather, although each element is to be addressed, it is the quality of the response to each that is to be evaluated.</p>	
	<ul style="list-style-type: none"> If applicable, provide an estimate of how many individuals will be served and the process for determining which services/activities an individual/group will receive.
2.2	<p><u>Describe the proposed Proposition 64 project goals and objectives and the impact that includes the relationship to the need and intent of the Proposition 64 Grant.</u></p> <ul style="list-style-type: none"> <u>Provide a completed Work Plan (Appendix L- Sample) that is appropriate for the proposed project and aligns with the need and intent of the Proposition 64 Grant. 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. The work plan addresses selected PPAs (as applicable) that are related to the need and intent of the grant. Provide rationale to support the selection of the proposed project which includes relevant evidence or research supporting its use to address the need as described in the Project Need section (include citations if appropriate).</u>
2.3	<p><u>Provide rationale for the proposed Proposition 64 project which includes:</u></p> <ul style="list-style-type: none"> <u>The selection of evidence-based, promising, informed, or innovative practices, interventions, and services.</u> <u>A description of relevant evidence or research to support the selection of the proposed program for the target population and the community.</u>
2.43	Describe the extent to which the proposed project will utilize existing resources or projects.
2.54	Describe the experience, staffing, and/or partnerships your organization will use to implement the proposed project [include partners' Letter(s) of Commitment, if applicable]. If partners are to be selected after the grant is awarded, then specify the process and criteria for selecting those partners.
2.65	<p>Provide a Project Work Plan (Appendix L- Sample) that:</p> <ul style="list-style-type: none"> Identifies the project's goals and measurable objectives (see Appendix A for definitions) that address <u>es PPA 1 and other selected identified</u> PPAs (<u>as if</u> applicable) that are related to the need and intent of the grant. Identifies how the goals will be achieved in terms of the activities, responsible staff/partners, and start and end dates. Is appropriate to the proposed project.

Rating Criteria for Project Evaluation

Percent of Total Value: 15%

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

<p>Project Evaluation: The applicant described how it will evaluate the effectiveness of the proposed project. The elements that are to comprise the Project Evaluation are listed below. Addressing each element does not in itself merit a high rating; rather, although each element is to be addressed, it is the quality of the response to each that is to be evaluated.</p>	
3.1	Describe thea plan to determine the staff and/or entity that will conduct the project evaluation and how evaluation-monitoring activities will be incorporated in the various phases of the project (e.g., start-up , implementation, service delivery period).
3.2	Identify process and outcome measures that are quantifiable and in line with the intent of the grant proposal and the objectives listed in the Work Plan .
3.3	Describe a reasonable the preliminary plan for monitoring the project to ensure that the project components are implemented as intended.
3.4	Describe thea preliminary plan for how to collect and evaluate baseline and outcome data related to the process and outcome measures identified in 3.2 . Provide for Describe a plan for entering into data sharing agreements, if necessary.
3.5	Describe thea research design or methodology that will allow for an assessment of whether the strategy that was implemented achieved the intended outcomes.

Proposal Budget

Rating Criteria for Project Budget

Percent of Total Value: 10%

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

Project Budget: The applicant provided budget information for the proposed project. The elements that are to comprise the Project Budget are listed below. Addressing each element does not itself merit a high rating; rather, although each element is to be addressed, it is the quality of the response to each that is to be evaluated.

4.1	Provide a complete Budget Table that is as appropriate for the proposed project.
4.2	Provide budget narrative that <ul style="list-style-type: none"> • relates explains and supports each identified the expenses to the proposed project. • and is inclusive of all project components justifies expenses as appropriate for the project's goals and planned activities within and the selected PPA(s), as applicable.

~~As part of the application process, applicants are required to submit the RFP Budget Table and Narrative using the BSCC Prop 64 PH&S Grant Program proposal template provided at the end of this document (Arial 12-point font with one-inch margins on all four sides and at 1.5-line spaced).~~

- ~~The Budget Table cannot exceed one (1) numbered page in length.~~
- ~~The Budget Narrative cannot exceed four (4) numbered pages in length.~~

The Budget sections must be filled out completely and accurately. Applicants are solely responsible for the accuracy and completeness of the information entered in the Budget Section. All project costs must be directly related to the objectives and activities of the project demonstrating how the funds will be used to address the local need(s) due to the impact of legalizing cannabis in California. The Budget Table must cover the entire ~~five~~ 3-year grant period.

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

Additional RFP Information

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

RFP Mandatory Documents

Letter(s) of Commitment

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

- ✓ be on the collaborating partner organization's letterhead
- ✓ detail the roles and responsibilities of the partnering agency within the Prop 64 PH&S Grant Program, Cohort 3.

Letter of Eligibility

Applicants must provide a Letter of Eligibility detailing how the county or city meets the eligibility criteria (page 3), There is no required format for the Letter of Eligibility; however, a sample is provided (see Appendix B) and the letter must:

- ✓ Be on the county or city letterhead
- ✓ Include the titles of the regulations, ordinances, or amendments to local government charters
- ✓ Include the dates the regulations, ordinances, or amendments to local government charters became enacted/effective

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

Please see Appendix F

Criteria for Non-Governmental Organizations Receiving Prop 64 PH&S Grant Funds

Please see Appendix K.

APPENDICES

APPENDIX A
Glossary of Terms – Prop 64 PH&S Grant, Cohort [23](#)

DEFINITIONS FOR THE PURPOSES OF THE PROPOSITION 64 PUBLIC HEALTH AND SAFETY GRANT, COHORT [32](#)

Ban

Ban is to prohibit, forbid, or bar by a local government.

For the purposes of this RFP, if *both* cultivation activities below are true, the local government is ineligible for Prop 64 PH&S funding:

Ban Cultivation

- ✓ All indoor commercial cultivation (including mixed light cultivation)
- ✓ All outdoor commercial cultivation

NOTE: Cultivation of cannabis is not considered banned by a local government if the local government restricts cultivation activities to specific locations pursuant to local zoning ordinances or if the local government requires licensure for specific commercial cultivation activities provided that such restrictions do not result in the prohibition of all indoor commercial cannabis cultivation, and all outdoor commercial cannabis cultivation, within the local government's jurisdiction/authority.

For the purposes of this RFP, if *either* of the retail sale activities below are true, the local government is ineligible for Prop 64 PH&S funding:

Ban Retail Sale

- ✓ Prohibiting establishment of business licensed under Division 10 of the Business and Professions Code
- ✓ Prohibiting operation of businesses licensed under Division 10 of the Business and Professions Code

NOTE: Retail sale of cannabis is not considered banned by a local government if the local government restricts the retail sale of cannabis to specific locations pursuant to local zoning ordinances, or if the local government requires licensure for specific retail sales activities provided that such restrictions do not result in the prohibition of all retail sales in the local government's jurisdiction/authority.

Community-based Organization

A community-based organization (CBO) is a nongovernmental organization that provides services to a community consisting of individuals, groups, or other organizations that constitute the local or community service population. In the context of the Prop 64 PH&S Grant Program, a CBO is generally considered to be a non-government, non-law enforcement organization that provides services individuals that are at risk of involvement or already involved with the justice system. In this RFP, CBOs and nonprofit organizations are referred to as NGOs or Non-Governmental Organizations.

Community-Driven

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

Cultural Relevance

Cultural relevance acknowledges the influence of the youth's identity characteristics on the youth's experience of the world and incorporates perspectives into the program's environment. These identity characteristics include racial/ethnic, gender, class, religion, educational, sexual orientation, gender identity, family heritage, disability, and any other identity the youth communicates as important.

Every grantee and sub-grantee/sub-recipient that receives Prop 64 PH&S Grant funds should utilize programs, practices, and approaches that embed cultural relevancy.

Developmentally Appropriate

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

Evidence-based / Promising Practices

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

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

Applicants may find it helpful to review the information on evidence-based practices in Appendix C of this RFP as well as in the Substance Abuse and Mental Health Services Administration's (SAMHSA) Guide to Evidence-Based Practices available at:

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

Financial Audit

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

Mixed Light Cultivation

Mixed light cultivation occurs within a greenhouse, hoop-house, glasshouse, conservatory, hothouse, or other similar structure and uses a combination of natural and supplemental artificial lighting.

Service Need Determination

In considering whether to provide diversion services to potential program participants, service providers receiving funding under this grant must use an approach that is trauma-

informed, culturally relevant and developmentally appropriate. Approaches could include, but are not limited to, surveys or interviews. Applicants must thoroughly explain and justify their proposed approach for deciding which youth will be selected or chosen for program participation. Every applicant must identify some methodology for determining whether a potential program participant would benefit from services and how youth will be matched with specific services that provide those benefits.

Trauma

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

Trauma-Informed

A Trauma-Informed approach is one in which all parties involved recognize and respond appropriately to the impact of traumatic stress designed to the youth's individual needs and ensure the physical and psychological safety of all youth, family members, and staff. Trauma-informed care is an organizational structure and system framework that involves understanding, recognizing, and responding to traumatic stress reactions and the effects of all types of trauma. Trauma-informed care also emphasizes raising awareness and providing resources about trauma and the impact of trauma on youth, family members and staff.

Youth

Youth is defined as under the age of 21 (i.e., individuals not of legal age to use and purchase cannabis products).

EVALUATIVE TERMS

Local Evaluation Plan and Local Evaluation Report¹

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.

¹Justice 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>.

Goal versus Objective

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

In proposals, goals are defined by broad statements of what the program intends to accomplish, representing the long-term intended outcome of the program².

Examples of goal statements³:

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

Objectives are statements of specific, measurable aims of program activities. Objectives detail the tasks that must be completed to achieve goals. Descriptions of objectives in the proposals should include three elements:⁴

- 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:⁵

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

² Justice Research and Statistics Association, Juvenile Justice Evaluation Center. (2003, June). *Juvenile Justice Program Evaluation: An overview (Second Edition)*. Retrieved from <http://www.jrsa.org/pubs/juv-justice/program-evaluation.pdf>. See also New York State Division of Criminal Justice Services. *A Guide to Developing Goals and Objectives for Your Program*. Retrieved from <http://www.criminaljustice.ny.gov/ofpa/goalwrite.htm>.

³ *Id.* at p. 4.

⁴ Justice Research and Statistics Association, Juvenile Justice Evaluation Center. (2003, June). *Juvenile Justice Program Evaluation: An overview (Second Edition)* p. 5. Retrieved from <http://www.jrsa.org/pubs/juv-justice/program-evaluation.pdf>.

⁵ *Id.*

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.⁶ 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., 1990⁷; Cullen and Gendreau, 2000⁸; Lipsey 1999⁹), several “principles of effective intervention” have been identified. These principles can be briefly categorized as the following:

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

TERMS DEFINED BY THE PROPOSITION 64 INITIATIVE

Cannabis means all parts of the plant *Cannabis sativa* L., whether growing or not; the seeds thereof; the resin extracted from any part of the plant; and every compound, manufacture, salt, derivative, mixture, or preparation of the plant, its seeds or resin.

Cannabis accessories means any equipment, products or materials of any kind which are used, intended for use, or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, smoking, vaporizing, or containing cannabis, or for ingesting, inhaling, or otherwise introducing cannabis or cannabis products into the human body. (Health & Saf. Code, § 11018.2.)

⁶ 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.

⁷ 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.

⁸ 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.

⁹ Lipsey, M.W. 1999. Can intervention rehabilitate serious delinquents? *The Annals of the American Academy of Political and Social Science*, 564(2):142-166.

Cannabis products means cannabis that has undergone a process whereby the plant material has been transformed into a concentrate, including, but not limited to, concentrated cannabis, or an edible or topical product containing cannabis or concentrated cannabis and other ingredients. (Health & Saf. Code, § 11018.1.)

Commercial marijuana activity includes the cultivation, possession, manufacture, distribution, processing, storing, laboratory testing, labeling, transportation, distribution, delivery or sale of marijuana and marijuana products as provided for in this division.

Cultivation means any activity involving the planting, growing, harvesting, drying, curing, grading, or trimming of marijuana.

Delivery means the commercial transfer of marijuana or marijuana products to a customer. Delivery also includes the use by a retailer of any technology platform owned and controlled by the retailer, or independently licensed under this division, that enables customers to arrange for or facilitate the commercial transfer by a licensed retailer of marijuana or marijuana products.

Distribution means the procurement, sale, and transport of marijuana and marijuana products between entities licensed pursuant to this division.

License means a state license issued under Section 26001 of the Business and Professions Code.

Licensee means any person or entity holding a license under Section 26001 of the Business and Professions Code.

Licensing authority means the state agency responsible for the issuance, renewal, or reinstatement of the license, or the state agency authorized to take disciplinary action against the licensee.

Local government (jurisdiction) means a city, county, or city and county.

Manufacture means to compound, blend, extract, infuse, or otherwise make or prepare a marijuana product.

Manufacturer means a person that conducts the production, preparation, propagation, or compounding of marijuana or marijuana products either directly or indirectly or by extraction methods, or independently by means of chemical synthesis, or by a combination of extraction and chemical synthesis at a fixed location that packages or repackages marijuana or marijuana products or labels or re-labels its container, that holds a state license pursuant to this division.

Marijuana has the same meaning as Cannabis (see above).

Nursery means a licensee that produces only clones, immature plants, seeds, and other agricultural products used specifically for the planting, propagation, and cultivation of marijuana.

Operation means any act for which licensure is required under the provisions of this division, or any commercial transfer of marijuana or marijuana products.

Package means any container or receptacle used for holding marijuana or marijuana products.

Purchaser means the customer who is engaged in a transaction with a licensee for purposes of obtaining marijuana or marijuana products.

Sell, sale, and to sell includes any transaction whereby, for any consideration, title to marijuana is transferred from one person to another, and includes the delivery of marijuana or marijuana products pursuant to an order placed for the purchase of the same and soliciting or receiving an order for the same, but does not include the return of marijuana or marijuana products by a licensee to the licensee from whom such marijuana or marijuana product was purchased.

APPENDIX B
SAMPLE: Letter of Eligibility

Before grants can be awarded funds and receive an executed contract under the Proposition 64 Public Health and Safety Grant Program, [Cohort 3](#), the applying local jurisdiction (and all jurisdictions within a collaborative proposal) must assure they do not ban the following activities. Below is sample assurance language that, at a minimum, must be included in the Letter of Eligibility submitted to the Board of State and Community Corrections.

As an applicant, our jurisdiction(s) does not ban (i.e., prohibit, forbid, or bar):

- All indoor commercial cannabis cultivation (including mixed light cultivation) Regulation(s), ordinance(s), and or amendment(s) to our local government charter(s) that ensure the above are true- *<provide information including enacted/effective date(s)>*.
- All outdoor commercial cannabis cultivation Regulation(s), ordinance(s), and or amendment(s) to our local government charter(s) that ensure the above are true- *<provide information including enacted/effective date(s)>*.
- Establishment of business(es) licensed under Division 10 of the Business and Professions Code Regulation(s), ordinance(s), and or amendment(s) to our local government charter(s) that ensure the above are true- *<provide information including enacted/effective date(s)>*.
- Operation of businesses licensed under Division 10 of the Business and Professions Code Regulation(s), ordinance(s), and or amendment(s) to our local government charter(s) that ensure the above are true- *<provide information including enacted/effective date(s)>*.

Documentation detailed above will be provided to the BSCC upon request.

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

APPENDIX C

Evidence-Based Resources

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

Blueprints for Violence Prevention

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

Board of State and Community Corrections

http://www.bscc.ca.gov/s_web-basedresourcesonevidence-basedpractices/

California Institute of Behavioral Health Solutions

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

Coalition for Evidence-Based Policy

<http://evidencebasedprograms.org/>

CrimeSolutions.gov

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

Evaluating Drug Control and System Improvement Projects

Guidelines for Project Supported by the Bureau of Justice Assistance

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

Justice Research and Statistic Association

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

National Child Traumatic Stress Network

<https://www.NCTSN.Org>

National Criminal Justice Reference Service (NCJRS)

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

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

National Institute of Corrections

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

National Reentry Resource Center

<http://nationalreentryresourcecenter.org/>

Office of Justice Programs – Crime Solutions.gov

<http://www.CrimeSolutions.gov>

Office of Juvenile Justice and Delinquency Prevention Model Program Guide

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

Promising Practices Network

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

Reducing Recidivism to Increase Public Safety: A Cooperative Effort by Courts and Probation Hon, J. Richard Couzens, Placer County Superior Court (Ret.)

<http://www.courts.ca.gov/documents/EVIDENCE-BASED-PRACTICES-Summary-6-27-11.pdf>

Substance Abuse and Mental Health Services Administration

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

The National Documentation Centre on Drug Use

<http://www.drugsandalcohol.ie/3820//>

Washington State Institute for Public Policy

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

**APPENDIX D
SAMPLE: Grant Agreement**

STANDARD AGREEMENT
STD 213 (Rev 03/2019)

AGREEMENT NUMBER BSCC XXX-231	PURCHASING AUTHORITY NUMBER (If Applicable)
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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
MAY 1, 2023

THROUGH END DATE
OCTOBER 31, 2024

3. The maximum amount of this Agreement is:

\$3,000,000.00

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	3
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*	Proposition 64 Public Health & Safety (Prop 64 PH&S) Grant Request for Proposals, Cohort 32	*xx
Attachment 2	Prop 64 PH&S Grant Proposal	xx
Appendix A	Prop 64 PH&S Scoring Panel	1
Appendix B	Criteria for Non-Governmental Organizations Receiving BSCC Program Funds	2

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

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

EXHIBIT A: SCOPE OF WORK**1. GRANT AGREEMENT – PROPOSITION 64 PUBLIC HEALTH AND SAFETY GRANT**

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

2. PROJECT SUMMARY AND ADMINISTRATION

- A. The Fiscal Years 20~~2019~~-2~~19~~ and 202~~19~~-2~~12~~ State Budgets ~~has~~ includes funding in the amount of \$~~51,788,690~~150,000,000 million for local assistance grants for the Proposition 64 Public Health and Safety (Prop 64 PH&S) 2 Grant Program, Cohort 3, to be administered by the Board of State and Community Corrections (BSCC).

The purpose of this grant program is to fund projects that assist with law enforcement efforts, fire protection efforts, or other local projects addressing public health and safety associated with the implementation of the Control, Regulate and Tax Adult Use of Marijuana Act (AUMA).

- B. Grantee agrees to administer the project in accordance with Attachment 1: Prop 64 PH&S Grant Program, Cohort 3 Request for Proposals 2 (incorporated by reference) and Attachment 2: Grant Proposal, which are attached and hereto and made part of this agreement.

3. PROJECT OFFICIALS

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

Authorized Officer with legal authority to sign:

Name:
Title:
Address:
Phone:

Designated Financial Officer authorized to receive warrants:

Name:
Title:
Address:
Phone:
Email:

Project Director authorized to administer the project:

Name:
Title:
Address:
Phone:
Email:

EXHIBIT A: SCOPE OF WORK

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

4. DATA COLLECTION

Grantees will be required to comply with all data collection and reporting requirements as described in Attachment 1: Prop 64 PH&S Grant Program, Cohort 23 Request for Proposals and Attachment 2: Grant Proposal.

5. REPORTING REQUIREMENTS

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

Quarterly Progress Report Periods**Due no later than:**

1. May 1, 202 <u>34</u> to June 30, 202 <u>34</u>	August 15, 202 <u>34</u>
2. July 1, 202 <u>34</u> to September 30, 202 <u>34</u>	November 15, 202 <u>34</u>
3. October 1, 202 <u>34</u> to December 31, 202 <u>34</u>	February 15, 202 <u>42</u>
4. January 1, 202 <u>42</u> to March 31, 202 <u>42</u>	May 15, 202 <u>42</u>
5. April 1, 202 <u>42</u> to June 30, 202 <u>42</u>	August 15, 202 <u>42</u>
6. July 1, 202 <u>42</u> to September 30, 202 <u>42</u>	November 15, 202 <u>42</u>
7. October 1, 202 <u>42</u> to December 31, 202 <u>42</u>	February 15, 202 <u>53</u>
8. January 1, 202 <u>53</u> to March 31, 202 <u>53</u>	May 15, 202 <u>53</u>
9. April 1, 202 <u>53</u> to June 30, 202 <u>53</u>	August 15, 202 <u>53</u>
10. July 1, 202 <u>53</u> to September 30, 202 <u>53</u>	November 15, 202 <u>53</u>
11. October 1, 202 <u>53</u> to December 31, 202 <u>53</u>	February 15, 202 <u>64</u>
12. January 1, 202 <u>64</u> to March 31, 202 <u>64</u>	May 15, 202 <u>64</u>
<u>13. April 1, 2026 to June 30, 2026</u>	<u>August 15, 2026</u>
<u>14. July 1, 2026 to September 30, 2026</u>	<u>November 15, 2026</u>
<u>15. October 1, 2026 to December 31, 2026</u>	<u>February 15, 2027</u>
13. January 1, 2027 to March 31, 2027	May 15, 2027
April 30, 2024	April 1, 2024 to June 15, 2024
<u>16.</u>	
<u>17. April 1, 2027 to June 30, 2027</u>	<u>August 15, 2027</u>
<u>18. July 1, 2027 to September 30, 2027</u>	<u>November 15, 2027</u>
<u>19. October 1, 2027 to December 31, 2027</u>	<u>February 15, 2028</u>
<u>20. January 1, 2028 to March 31, 2028</u>	<u>May 15, 2028</u>
<u>14.21.</u>	<u>April 1, 2028 to April 30, 2028</u>
	<u>June 15, 2028</u>

Note: Project activity period ends April 30, 20248. The period of May 1, 20248 to October 31, 20284 is for completion of Final Local Evaluation Report and the financial audit only.

B. Evaluation Documents**Due no later than:**

- | | |
|----------------------------------|--|
| 1. Local Evaluation Plan | <u>August</u> July 1, 202 <u>34</u> |
| 2. Final Local Evaluation Report | October 31, 202 <u>84</u> |

EXHIBIT A: SCOPE OF WORK

C. Other

Financial Audit

Due no later than:

October 31, 2028

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 Prop 64 PH&S Scoring Panel (See Contract Appendix A) from receiving funds from the Prop 64 PH&S Cohort 3 grants awarded under this RFP. Applicants who are awarded grants under this RFP are responsible for reviewing the Prop 64 PH&S Scoring Panel membership roster (see Contract Appendix A) and ensuring that no grant dollars are passed through to any entity represented by the members of the Prop 64 PH&S Scoring Panel.
- B. In cases of an actual conflict of interest with a Scoring Panel member, the Board may revoke the grant award and legal consequences could exist for the parties involved, including, but not limited to, repayment of the grant award.

EXHIBIT B: BUDGET DETAIL AND PAYMENT PROVISIONS**1. INVOICING AND PAYMENTS**

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

Quarterly Invoicing Periods:	Due no later than:
1. May 1, 2023 4 to June 30, 2023 4	August 15, 2023 4
2. July 1, 2023 4 to September 30, 2023 4	November 15, 2023 4
3. October 1, 2023 4 to December 31, 2023 4	February 15, 2024 2
4. January 1, 2024 2 to March 31, 2024 2	May 15, 2024 2
5. April 1, 2024 2 to June 30, 2024 2	August 15, 2024 2
6. July 1, 2024 2 to September 30, 2024 2	November 15, 2024 2
7. October 1, 2024 2 to December 31, 2024 2	February 15, 2025 3
8. January 1, 2025 3 to March 31, 2025 3	May 15, 2025 3
9. April 1, 2025 3 to June 30, 2025 3	August 15, 2025 3
10. July 1, 2025 3 to September 30, 2025 3	November 15, 2025 3
11. October 1, 2025 3 to December 31, 2025 3	February 15, 2026 4
12. January 1, 2026 4 to March 31, 2026 4	May 15, 2026 4
13. April 1, 2026 to June 30, 2026	August 15, 2026
14. July 1, 2026 to September 30, 2026	November 15, 2026
15. October 1, 2026 to December 31, 2026	February 15, 2027
13. January 1, 2027 to March 31, 2027	May 15, 2027
April 30, 2024	April 1, 2024 to June 15, 2024
16.	
17. April 1, 2027 to June 30, 2027	August 15, 2027
18. July 1, 2027 to September 30, 2027	November 15, 2027
19. October 1, 2027 to December 31, 2027	February 15, 2028
20. January 1, 2028 to March 31, 2028	May 15, 2028
14.21. April 1, 2028 to April 30, 2028	June 15, 2028

Final Invoicing Periods*:	Due no later than:
1. May 1, 2028 4 to June 30, 2028 4	August 15, 2028 4
2. July 1, 2028 4 to October 31, 2028 4	December 15, 2028 4

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

- B. All project expenditures (excluding costs associated with the completion of the Final Local Evaluation Report and the financial audit) must be incurred by the end of the grant project period, April 30, 2028~~4~~, and included on the invoice due June 15, 2024~~8~~. Project expenditures incurred after April 30, 2028~~4~~ will not be reimbursed.
- C. The Final Local Evaluation Report is due to BSCC by October 31, 2028~~4~~. Expenditures incurred solely for the completion of the Final Local Evaluation Report during the period of May 1, 2028~~4~~ to October 31, 2028~~4~~ must be submitted on the invoice due December 15, 2028~~4~~. Supporting fiscal documentation will be required for all expenditures claimed during the Final Invoicing Periods and must be submitted with your final invoice due no later than December 15, 2028~~4~~.
- D. The financial audit is due to BSCC by October 31, 2028~~4~~. Expenditures incurred solely for the completion of the financial audit during the period of May 1, 2024~~8~~ to October 31, 2028~~4~~ must be submitted on the invoice due December 15, 2028~~4~~. Supporting fiscal documentation

EXHIBIT B: BUDGET DETAIL AND PAYMENT PROVISIONS

will be required for all expenditures claimed during the Final Invoicing Periods and must be submitted with your final invoice due no later than December 15, 2028⁸⁴.

- 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.

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 Proposition 64 Initiative (the Control, Regulate and Tax Adult Use of Marijuana Act) via the State and Local Government Law Enforcement Account. On or before July 15th of each fiscal year, the State Controller shall deposit funds derived from Proposition 64 taxes into the State and Local Government Law Enforcement Account pursuant to amended Revenue and Taxation Code section 34019, subdivision (f)(3). 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 made available to the BSCC pursuant to amended Revenue and Taxation Code section 34019, subdivision (f)(3)(C).
- B. If Prop 64 PH&S funding is reduced or falls below estimates contained within the Prop 64 PH&S Request for Proposals, Cohort 32, 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

EXHIBIT B: BUDGET DETAIL AND PAYMENT PROVISIONS

Administration Guide, which can be found under Quick Links here: http://www.bscc.ca.gov/s_correctionsplanningandprograms.php

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

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

5. PROMPT PAYMENT CLAUSE

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

6. WITHHOLDING OF GRANT DISBURSEMENTS

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

EXHIBIT B: BUDGET DETAIL AND PAYMENT PROVISIONS**7. PROJECT BUDGET**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

19. SMALL BUSINESS PARTICIPATION AND DVBE PARTICIPATION REPORTING REQUIREMENTS:

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

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

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

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

SAMPLE

EXHIBIT D
SAMPLE - SPECIAL TERMS AND CONDITIONS

1. GRANTEE'S GENERAL RESPONSIBILITY

- A. Grantee agrees to comply with all terms and conditions of this Grant Agreement. Review and approval by the BSCC are solely for the purpose of proper administration of grant funds and shall not be deemed to relieve or restrict the Grantee's responsibility.
- B. Grantee is responsible for the performance of all project activities identified in Attachment 1: Prop 64 PH&S Grant Program, Cohort [23](#) Request for Proposals and Attachment 2: Grant Proposal/Application for Funding.
- C. Grantee shall immediately advise the BSCC of any significant problems or changes that arise during the course of the project.

2. GRANTEE ASSURANCES AND COMMITMENTS

- A. Compliance with Laws and Regulations
This Grant Agreement is governed by and shall be interpreted in accordance with the laws of the State of California. Grantee shall at all times comply with all applicable State laws, rules and regulations, and all applicable local ordinances.
- B. Fulfillment of Assurances and Declarations
Grantee shall fulfill all assurances, declarations, representations, and statements made by the Grantee in Attachment 1: Prop 64 PH&S Grant Program, Cohort [32](#) Request for Proposal and Attachment 2: Grant Proposal/Application for Funding, documents, amendments, approved modifications, and communications filed in support of its request for grant funds.
- C. Permits and Licenses
Grantee agrees to procure all permits and licenses necessary to complete the project, pay all charges and fees, and give all notices necessary or incidental to the due and lawful proceeding of the project work.

3. POTENTIAL SUBCONTRACTORS

- A. In accordance with the provisions of this Grant Agreement, the Grantee may subcontract for services needed to implement and/or support program activities. Grantee agrees that in the event of any inconsistency between this Grant Agreement and Grantee's agreement with a subcontractor, the language of this Grant Agreement will prevail.
- B. Nothing contained in this Grant Agreement or otherwise, shall create any contractual relation between the BSCC and any subcontractors, and no subcontract shall relieve the Grantee of his responsibilities and obligations hereunder. The Grantee agrees to be as fully responsible to the BSCC for the acts and omissions of its subcontractors and of persons either directly or indirectly employed by any of them as it is for the acts and omissions of persons directly employed by the Grantee. The Grantee's obligation to pay its subcontractors is an independent obligation from the BSCC's obligation to make payments to the Grantee. As a result, the BSCC shall have no obligation to pay or to enforce the payment of any moneys to any subcontractor.
- C. Grantee shall ensure that all subcontractors comply with the eligibility requirements stated in the Prop 64 PH&S Grant Program, Cohort [32](#) RFP and described in Contract Appendix B.
- D. Grantee assures that for any subcontract awarded by the Grantee, such insurance and fidelity bonds, as is customary and appropriate, will be obtained.

EXHIBIT D
SAMPLE - SPECIAL TERMS AND CONDITIONS

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

B. Grantees are required to provide the BSCC with a financial audit within no later than the end of the contract term (October 31, 2028~~3~~). The financial audit shall be performed by a Certified Public Accountant or a participating county or city auditor that is organizationally independent from the participating county or city's project financial management functions. Expenses for this final audit may be reimbursed for actual costs up to \$25,000.

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

6. MODIFICATIONS

EXHIBIT D
SAMPLE - SPECIAL TERMS AND CONDITIONS

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 Application for Funding. Changes shall not be implemented by the project until authorized by the BSCC.

7. TERMINATION

- A. This Grant Agreement may be terminated by the BSCC at any time after grant award and prior to completion of project upon action or inaction by the Grantee that constitutes a material and substantial breach of this Grant Agreement. Such action or inaction includes but is not limited to:
- 2) substantial alteration of the scope of the grant project without prior written approval of the BSCC;
 - 3) refusal or inability to complete the grant project in a manner consistent with Attachment 1: Prop 64 PH&S Request for Proposal/Application for Funding, or approved modifications;
 - 4) failure to provide the required local match share of the total project costs; and
 - 5) failure to meet prescribed assurances, commitments, recording, accounting, auditing, and reporting requirements of the Grant Agreement.
- B. Prior to terminating the Grant Agreement under this provision, the BSCC shall provide the Grantee at least 30 calendar days written notice stating the reasons for termination and effective date thereof. The Grantee may appeal the termination decision in accordance with the instructions listed in Exhibit D: Special Terms and Conditions, Number 8. Settlement of Disputes.

8. SETTLEMENT OF DISPUTES

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

EXHIBIT D
SAMPLE - SPECIAL TERMS AND CONDITIONS

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.

9. UNION ACTIVITIES

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

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

10. WAIVER

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

APPENDIX E
SAMPLE: Governing Board Resolution

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 or County Board of Supervisors delegating such authority to an Agency head).

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

WHEREAS the ***(insert name of Local Government)*** desires to participate in the Proposition 64 Public Health and Safety Grant Program funded through the California State and Local Government Law Enforcement Account and administered by the Board of State and Community Corrections (hereafter referred to as the 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 Local Government)*** agrees to abide by the terms and conditions of the Grant Agreement as set forth by the BSCC.

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

Ayes:

Notes:

Absent:

Signature: _____ Date: _____

Typed Name and Title: _____

ATTEST: Signature: _____ Date: _____

Typed Name and Title: _____

APPENDIX F
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.

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

APPENDIX G
SAMPLE: BSCC Comprehensive Monitoring Visit Tool

Corrections Planning and Grant Programs Division
COMPREHENSIVE MONITORING VISIT (CMV) TOOL
SAMPLE

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

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. Note: Estimates and/or percentages are not acceptable. Yes No

5b. The Grantee maintains functional timesheets or conducts time studies for split-funded positions.

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 following 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, participant 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 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 & 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 participants served by the grant?

Yes No N/A

6b. If not, how are services and/or participants 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 participants 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**

Field Representative Comments for Data Collection and Evaluation Section:
Number comments to correspond to Data Collection and Evaluation Review items.

VI. MONITORING SUMMARY**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:

APPENDIX H
County Population Index
Source: California Department of Finance, Population Estimates, January 1, 2022¹⁹

Large Counties (750,000 and above)		Medium Counties (200,001-749,999)	
Los Angeles	9,861,224	Stanislaus	549,466
San Diego	3,287,306	Sonoma	482,404
Orange	3,162,245	Tulare	475,014
Riverside	2,435,525	Solano	447,241
San Bernardino	2,187,665	Santa Barbara	445,164
Santa Clara	1,894,783	Monterey	433,716
Alameda	1,651,979	Placer	409,025
Sacramento	1,576,618	Merced	284,338
Contra Costa	1,156,555	San Luis Obispo	280,721
Fresno	1,011,273	Santa Cruz	266,564
Kern	909,813	Marin	257,135
San Francisco	842,754	Yolo	221,165
Ventura	833,652	Butte	201,608
San Mateo	744,662		
San Joaquin	784,298		
Small Counties (Under 200,000)			
El Dorado	190,465	Calaveras	45,049
Shasta	180,531	Siskiyou	43,830
Imperial	179,329	Amador	40,297
Madera	157,396	Lassen	30,274
Kings	152,023	Glenn	28,750
Napa	136,179	Colusa	21,807
Humboldt	135,168	Del Norte	27,218
Nevada	101,242	Inyo	18,978
Sutter	99,145	Plumas	18,942
Mendocino	89,999	Mariposa	17,045
Yuba	82,275	Trinity	16,023
Lake	67,407	Mono	13,379
San Benito	65,479	Modoc	8,690
Tehama	65,052	Sierra	3,229
Tuolumne	55,291	Alpine	1,200

APPENDIX I

SAMPLE: Local Evaluation Plan Components

The Prop 64 PH&S Grant Program, Cohort [32](#) Local Evaluation Plan (LEP) should, at a minimum, address the following:

Project Description as it pertains to the Project Purpose Area(s), as applicable.

Additional LEP requirements may be added once grantees have been awarded and all Prop 64 PH&S Grant Program, Cohort [32](#) project components have been determined.

Project Evaluation Design-

- Define project goals
- Define project objectives
- Define variables and measures that will be used to demonstrate whether each goal, and their corresponding objectives, were achieved
- Indicate who will be conducting the outcome evaluation (i.e., external contractor/agency, internal team/individual, etc.)
- Identify all data sources
- Define criteria for determining-
 - Participant success/failure in the project (~~PPA 1, specifically~~, if applicable)
 - Activity success/failure in the project (PPAs 1, 2, 3, and/or 4, as applicable)
- Describe the research design that will be used to complete the evaluation
 - Identify and define all outcome measures
 - How will the results be used to determine whether your project was effective?
 - Include any comparisons made

Project Oversight-

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

APPENDIX J
Prop 64 PH&S Grant Executive Steering Committee

	Name	Title	Organization /Agency
1	Linda Penner Chair	BSCC Board Member	Board of State and Community Corrections
2	Steve Carney	Chief Deputy, Cannabis Licensing Office	Santa Cruz County Sheriff's Office
3	Manuel Escandon	Director, Student Intervention & Prevention Department	Office of the Fresno County Superintendent of Schools
4	Hollie Hall	Consultant, PhD.	Watershed Resource Specialist Humboldt, Trinity, and Mendocino Counties
5	Tanja Heitman	Chief Probation Officer	Santa Barbara County
6	Amy Irani	Director	Environmental Health Nevada County
7	Vicki Jones	Environmental Health Division Director	Merced County Public Health
8	Jon Lopey	Sheriff	Siskiyou County
9	Renee Menart	Communication & Policy Analyst	Center on Juvenile and Criminal Justice
10	Dave Neilsen	Retired, Deputy Director	CA Department Alcohol & Drug Programs
11	Royal Ramey	Co-Founder	The Forestry and Fire Recruitment Program
12	Sarah Ruby	Deputy Public Defender	Santa Clara County
13	Michael Salvador	Police Chief	City of Atwater
14	Sharyn Turner	Registered Nurse	Nevada County Superintendent of Schools
15	Scott Whitney	Police Chief	City of Oxnard

APPENDIX K
Criteria for Non-Governmental Organizations Receiving
Proposition 64 Public Health and Safety Grant Funds

(Page 1 of 2)

The Proposition 64 Public Health and Safety (Prop 64 PH&S) Grant Program, [Cohort 3](#) Request for Proposals (RFP) includes requirements that apply to non-governmental organizations that receive funds under this grant. All grantees are responsible for ensuring that any contracted third parties continually meet these requirements as a condition of receiving Prop 64 PH&S funds. The RFP describes these requirements as follows.

Any non-governmental organization that receives Prop 64 PH&S grant funds (as either subgrantee or subcontractor) must:

- Have been duly organized, in existence, and in good standing for at least six months prior to the effective date of its fiscal agreement with the BSCC or with the Prop 64 PH&S grantee. Non-governmental entities that have recently reorganized or have merged with other qualified non-governmental entities that were in existence prior to the six-month date are also eligible, provided all necessary agreements have been executed and filed with the California Secretary of State prior to the start date of the grant agreement with the BSCC or the start date of the grantee-subcontractor fiscal agreement.
- Be registered with the California Secretary of State's Office, if applicable;
- Have a valid business license, Employer Identification Number (EIN), and/or Taxpayer ID (if sole proprietorship);
- Have any other state or local licenses or certifications necessary to provide the services requested (e.g., facility licensing by the Department of Health Care Services), if applicable; and
- Have a physical address.

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

Grantee:

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

Grantees are required to update this list and submit it to the BSCC any time a new third-party contract is executed after the initial assurance date. Grantees shall retain (on-site) applicable source documentation for each contracted party that verifies compliance with the requirements listed in the Prop 64 PH&S Grant RFP. These records will be subject to the records and retention language found in Appendices A and C of the Standard Agreement.

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

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

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

APPENDIX L
SAMPLE: Prop 64 PH&S Grant Program Work Plan

Applicants must complete Project Work Plan. This Project Work Plan identifies measurable goals and objectives, activities and services, the responsible parties and a timeline. Completed plans should (1) identify the project’s top goals and objectives; ~~(this must include at least one goal for the required youth development/youth prevention and intervention PPA);~~ (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 Grant Work Plan provided within the [online Proposal Submittal Package Application](#). ~~at the end of this document. The form cannot exceed two (2) numbered pages and does not count toward the eight (8) numbered page limit for the Proposal Narrative. Proposal Work Plan document to be submitted is provided within the Proposal Package.~~

(1) Goal:				
Objectives (A., B., etc.)				
Project activities that support the identified goal and objectives		Responsible staff/ partners	Timeline	
			Start Date	End Date
(2) Goal:				
Objectives (A., B., etc.)				
Project activities that support the identified goal and objectives		Responsible staff/ partners	Timeline	
			Start Date	End Date
(3) Goal:				
Objectives (A., B., etc.)				
Project activities that support the identified goal and objectives		Responsible staff/ partners	Timeline	
			Start Date	End Date
(4) Goal:				
Objectives (A., B., etc.)				
Project activities that support the identified goal and objectives		Responsible staff/ partners	Timeline	
			Start Date	End Date

Agenda Item F

MEETING DATE: September 8, 2022

AGENDA ITEM: F

TO: BSCC Chair and Members

FROM: John Prince, Field Representative, john.prince@bscc.ca.gov

SUBJECT: Edward Byrne Memorial Justice Assistance Grant (JAG) Program, Request for Proposal Development Process: **Requesting Approval**

Summary

This agenda item requests approval for the Edward Byrne Memorial Justice Assistance Grant (JAG) Program, Request for Proposals development process. It includes the following key components:

- Modify the 2018 JAG RFP with updated funding, timelines, due dates, rating criteria, Multi-Year State Strategy, and applicable attachments;
- Post the modified JAG RFP on the BSCC website for a 30-day public comment period;
- Convene a Scoring Panel to read and rate proposals and develop funding recommendations for the Board.

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. (Pen. Code, § 6024, subd. (f).) On November 18, 2021, the Board approved a staff recommendation to establish an Executive Steering Committee to develop the JAG RFP, designated the Board Chair as the ESC Chair, authorized the ESC Chair to oversee the grant-development process, and authorized staff to work with the ESC Chair to establish a diverse ESC with relevant subject-matter expertise (Attachment F-1).

The ESC recruitment process began after the November 2021 Board meeting. Notices were posted on the BSCC website, shared through email listservs, communicated to county partners, shared with past and current JAG recipients, and outreach was conducted to past ESC members. A small number of individuals volunteered to serve on the ESC and not enough interest was generated to convene an ESC that could read and rate all proposals that would likely be submitted. As a result, there have been unexpected delays implementing the JAG Program.

The BSCC is still required to meet its federal obligations to administer the JAG Program. To avoid additional delays, this agenda item seeks approval to expedite the grant development process by releasing a revised version of the 2018 JAG RFP reflective of staff edits (Attachment F-2). Revisions will include, but are not limited to, updated funding, timelines, due dates, rating criteria, the updated Multi-Year State Strategy that was presented to the Board in July 2022, and applicable attachments. The JAG RFP will be made available for a 30-day public comment period. If substantive comments are received, the ESC Chair may

recommend the Board consider those comments and potential revisions at the November Board meeting.

Staff is requesting that a Scoring Panel be convened in lieu of an Executive Steering Committee. ESCs are tasked with RFP development, reading and rating proposals, and making funding recommendations to the Board. A Scoring Panel does not have the RFP development responsibilities. This may lead to increased interest from prospective members with limited meeting availability. If necessary, internal staff may also be considered to help supplement the Scoring Panel.

Proposed Activities

In consultation with the Chair, BSCC staff will establish a Scoring Panel that is diverse in professional and lived experience, geography, gender, and demographics. The BSCC will seek interested persons to submit a statement of interest to serve on the Executive Scoring Committee through the BSCC's website: [Executive Steering Committees - Seeking Membership](#).

Below are the proposed activities and the tentative timeline necessary to administer a competitive RFP process for the JAG Program

Activity	Tentative Timeline
BSCC Board considers a request to convene a Scoring Panel and release the RFP and Multi-Year Strategic Plan for 30-day public comment period	September 8, 2022
Release the JAG RFP for a 30-day public comment period	September 9, 2022
30-Day Public Comments due	October 9, 2022
If no substantive public comments are received, RFP is released	October 14, 2022
<i>* If substantive comments are received, the as determined by the ESC Chair may recommend, the Board would have an opportunity to review consider those comments and potential revisions at the November Board meeting.</i>	
Bidders' Conference	October 31, 2022
Proposals Due to the BSCC	December 2, 2022
Proposal Rating Process and Development of Funding Recommendations	January 2022 - March 2023
BSCC Board Considers Funding Recommendations	April 2023
Grants Begin	June 1, 2023

*This timeline will be modified if substantive public comments are received.

Recommendation/Action Needed

Staff recommends that the Board:

1. Approve the revised JAG RFP for posting to the BSCC website for a 30-day public comment period;
2. Delegate authority to the ESC Chair to consider and incorporate non-substantive public comments into the JAG RFP;
3. Delegate authority to the ESC Chair to consider and incorporate relevant written public comments into the JAG RFP for Board consideration at its November meeting;
4. Delegate authority to the ESC Chair to work with staff to establish a diverse Scoring Panel with relevant subject matter expertise and to modify membership as needed, including the potential inclusion of BSCC staff as raters.
5. Authorize the Scoring Panel to make funding recommendations; and
6. Approve the proposed activities and tentative timeline associated with the JAG RFP.

Attachments

F-1: [BSCC Board Agenda Item F, November 18, 2021](#)

F-2: JAG Request for Proposal Instruction and Application Packet

Attachment F-1

MEETING DATE: November 18, 2021

AGENDA ITEM: F

TO: BSCC Chair and Members

FROM: John Prince, Field Representative, john.prince@bscc.ca.gov

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

Summary

This agenda item requests approval to establish an Executive Steering Committee to develop a Request for Proposals for the federal Edward Byrne Memorial Justice Assistance Grant (JAG) Program. Staff is also requesting that the Board designate 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 the ESC membership, if needed.

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 may be used for personnel and/or the purchase 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
- PPA 4 – Corrections and community corrections programs
- PPA 5 – Drug treatment and enforcement programs
- PPA 6 – Planning, evaluation, and technology improvement programs
- PPA 7 – Crime victim and witness programs (other than compensation)
- PPA 8 – Mental health programs and related law enforcement and corrections programs, including behavioral programs and crisis intervention teams

The BSCC anticipates approximately \$46,396,239 will be available for competitive awards in the next JAG Request for Proposals (RFP). This figure includes \$13,314,179 in federal fiscal year (FFY) 2020 and \$16,541,030 in FFY 2021 and FFY 2022. The exact amount in FFY 2022 is not yet known. The total amount of available funding may increase if JAG recipients have unspent funds at the end of the current grant period (October 2019 – September 2022).

Proposed Activities

In consultation with the appointed Chair, BSCC staff will establish an ESC that is diverse in professional and lived experience, geography, gender, and demographics. The BSCC will

seek interested persons to submit a statement of interest to serve on the ESC through the BSCC's website: [Executive Steering Committees - Seeking Membership](#).

Below are the proposed activities and the tentative timeline necessary to administer a competitive RFP process for the JAG Program:

Activity	Tentative Timeline
BSCC Board Considers Chair Appointment and ESC Establishment	November 18, 2021
ESC Recruitment and Formation	November - December 2021
RFP development	January - March 2022
Present the RFP for BSCC Board approval	April 2022
Release the RFP to the Field	April 2022
Bidders' Conference	May 2022
Proposals Due to the BSCC	June 2022
Proposal Rating Process and Development of Funding Recommendations	June - August 2022
BSCC Board Considers Funding Recommendations	September 2022
Grants Begin	October 2022

Recommendation/Action Needed

Staff recommends that the Board:

1. Appoint a Chair to the Edward Byrne Memorial Justice Assistance Grant (JAG) Program Executive Steering Committee.
2. 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.
3. Authorize the ESC to oversee the development of the JAG Program Request for Proposals and to make funding recommendations; and
4. Approve the proposed activities and tentative timeline associated with development of the JAG Program RFP.

Attachment F-2



Edward Byrne Memorial Justice Assistance Grant Program

Request for Proposals Instruction Packet

Eligible Applicants: California Counties

Grant Service Period: June 1, 2023 to June 30, 2026

RFP Released: October 14, 2022

Letters of Intent Due: November 18, 2022

Proposals Due: December 2, 2022



BOARD OF STATE & COMMUNITY CORRECTIONS
2590 VENTURE OAKS WAY, SUITE 200
SACRAMENTO CA 95833
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PART I: GRANT INFORMATION

Contact Information

This Request for Proposal (RFP) provides the information necessary to prepare an Application to the Board of State and Community Corrections (BSCC) for the Edward Byrne Memorial Justice Assistance Grant (JAG) Program. Any questions concerning the RFP must be submitted by email to: JAG@bscc.ca.gov.

The BSCC will accept and respond to written questions about this RFP until November 21, 2022. A frequently asked questions and answers (FAQs) document will be posted to the BSCC website and periodically updated through November 21, 2022.

Background Information

The BSCC is the designated state administering agency for the JAG Program, which is federally funded through the Bureau of Justice Assistance. The JAG program is the primary provider of federal criminal justice funding to state and local jurisdictions. In general, JAG funds may be used to hire personnel and/or purchase equipment, supplies, contractual support, training, technical assistance, and information systems for criminal justice, including for any one or more pre-identified Program Purpose Areas (PPA). Additional information about California's PPAs is provided on pages 4-5.

Federal Requirements

The JAG Program is authorized by Title I of Public Law No. 90-351 (generally codified at [34 U.S.C. 10151-10726](#)), including subpart 1 of part E (codified at [34 U.S.C. 10151-10158](#)); see also [28 U.S.C. 530C \(a\)](#). If selected for funding, in addition to implementing the funded project consistent with the Office of Justice Programs (OJP) approved application, grantees must comply with all award requirements (including all award conditions), and applicable federal statutes and regulations.

Proposal Due Date and Submission Instructions

Proposals must be received by **5:00 P.M. (PST) on Friday, December 2, 2022**. Applicants must ensure the proposal package is signed with a digital signature **OR** a wet blue ink signature that is then scanned with the completed proposal package. Email the complete proposal package to: JAG@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 JAG 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 December 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.

Bidder's Conference

Prospective applicants are invited to attend a virtual Bidders' Conference. Attendance at the virtual Bidders' Conference is not a requirement. The purpose of the JAG 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, Program Purpose Areas, 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:

<p style="text-align: center;">JAG Virtual Bidders' Conference Monday, October 31, 2022, at 10:00 a.m.</p> <p>Public access options for this meeting include:</p> <p>Join by Zoom:</p> <ul style="list-style-type: none">• TBD Zoom Link• Meeting ID: XXX XXXX XXXX Passcode: XXXXXX <p>Call In:</p> <ul style="list-style-type: none">• 1-669-900-9128• Meeting ID: XXX XXXX XXXX Passcode: XXXXXX
--

Notice of Intent to Apply

Applicants interested in applying for the JAG 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 evaluation process. Please submit the letter as a Microsoft Word or PDF file.

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

1. Name of the applicant entity;
2. Name and title of a contact person with the applicant entity;
3. A brief statement indicating the applicant's intent to submit a proposal.

Failure to submit a Letter of Intent is not grounds for disqualification. Prospective applicants that submit a Letter of Intent and decide later not to apply will not be penalized. Please email your non-binding Letter of Intent to Apply by **Friday, November 18, 2022**. Please identify the email subject line as "JAG Program Letter of Intent to Apply" and submit the letter to: JAG@bscc.ca.gov.

BSCC Executive Steering Committee Process

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 BSCC's ESCs 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.

Scoring Panel

The BSCC convened a JAG Executive Steering Committee in 2018 to develop the RFP (Appendix A). For this RFP, a Scoring Panel will be convened to read and rate proposals and develop funding recommendations for the BSCC Board. A list of Scoring Panel members will be posted to the BSCC [website](#) no later than December 2022.

Conflicts of Interest

Except as provided by Penal Code section 6025.1, subdivision (b), existing law prohibits any grantee, subgrantee, partner, or like party who participates on the above-referenced Scoring Panel from receiving funds from the grants awarded under this RFP. Applicants who are awarded grants under this RFP will be responsible for reviewing the Scoring Panel membership and ensuring that no grant dollars are passed through to any entity represented by any member of the JAG Scoring Panel.

Description of the Grant

California State Strategy

The Bureau of Justice Assistance (BJA) requires states to develop a multi-year strategic plan for the JAG Program. Per BJA, the strategic planning process should include local governments and representatives of all segments of the criminal justice system, including judges, prosecutors, law enforcement personnel, and corrections personnel, as well as providers of indigent defense services, victim services, juvenile justice delinquency prevention programs, community corrections, and reentry services.

In September 2020, the BSCC began the process of gathering information and data to inform an update to its Multi-Year State Strategy. In partnership with the National Criminal Justice Association, the BSCC 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. Findings from this information and data gathering process were documented in the 2021 Edward Byrne Memorial Justice Assistance Grant Program: Findings from the Information and Data Gathering Process to Inform an Update to the Multi-Year State Strategy¹. The BSCC updated the Multi-Year State Strategy in 2022 to reflect the information gathered through this year-long process.

¹ Report findings are available at https://www.bscc.ca.gov/wp-content/uploads/Attachment-E-1-JAG-Findings-Info-and-Data-Gatherings-2021-Report-11_9_21.pdf. The report appendices is available at https://www.bscc.ca.gov/wp-content/uploads/Attachment-E-2-JAG-Findings-Info-and-Data-Gatherings-2021-Appendices-11_9_21.pdf

California will implement its updated Multi-Year State Strategy beginning with this round of JAG funding. The Multi-Year State Strategy will combine the information received from the most recent planning process with the Program Purpose Areas (PPA) that have been in place since 2013. Five PPAs have been identified. Mental health programs and related law enforcement and corrections programs, and Drug treatment and enforcement programs are the two new PPAs that emerged from the most recent strategic planning process. The Prevention and education programs PPA is an overlapping PPA that was identified in 2013 and in the most recent strategic planning process. Law enforcement programs and Prosecution and court programs are two ongoing PPAs from 2013.

California's 2022 Multi-Year State Strategy for the JAG Program

- (1) Provides equal emphasis to Program Purpose Area (PPAs):
 - ▶ PPA 1: Law enforcement programs
 - ▶ PPA 2: Prosecution and court programs
 - ▶ PPA 3: Prevention and education programs
 - ▶ PPA 5: Drug treatment and enforcement programs
 - ▶ PPA 8: Mental health programs and related law enforcement and corrections programs
- (2) Considers the needs of small, medium, and large counties.
- (3) Bases funding on local flexibility, on the needs of the juvenile and adult criminal justice communities, and on input from a balanced array of stakeholders.
- (4) Requires applicants to:
 - a. incorporate evidence-based principles and programs for all funded projects.
 - b. demonstrate a collaborative strategy based on the community engagement model that involves multiple stakeholders in the project or problem addressed.
- (5) Funded programs should:
 - a. emphasize reducing recidivism, racial and ethnic disparities, and violence.
 - b. incorporate trauma-informed care and be culturally informed, competent, and responsive.
 - c. prioritize mental health needs and the avoidance of system involvement, within each PPA.
 - d. prioritize community-based organizations as service providers.

Program Purpose Areas

California's Multi-Year State Strategy, as updated in 2022, identifies the current priority PPAs in the table below. Each of these PPAs includes underlying priority areas of need. Applicants are restricted to proposals that address one or more of these three JAG PPAs **and** include one or more related priority areas of need:

JAG PPAs and Priority Areas of Need

JAG PPA	Priority Areas of Need
Mental health programs and related law enforcement and corrections programs	<ul style="list-style-type: none"> • Crisis intervention teams
	<ul style="list-style-type: none"> • Co-responder initiatives (law enforcement and mental health clinicians working together to respond to calls for service involving a person experiencing a behavioral health crisis)
	<ul style="list-style-type: none"> • Residential in-patient behavioral health treatment programs • General mental health services
Drug treatment and enforcement programs	<ul style="list-style-type: none"> • Co-occurring treatment (e.g., substance use and mental illness or other chronic health conditions)
	<ul style="list-style-type: none"> • Community-based substance use residential treatment
	<ul style="list-style-type: none"> • Community-based substance use outpatient treatment
Prevention and education programs	<ul style="list-style-type: none"> • School violence
	<ul style="list-style-type: none"> • At-promise youth
	<ul style="list-style-type: none"> • Mental health education
	<ul style="list-style-type: none"> • Job-specific training and certification programs
Law enforcement programs	<ul style="list-style-type: none"> • Violent crime reduction initiatives
	<ul style="list-style-type: none"> • Drug enforcement
	<ul style="list-style-type: none"> • Crisis intervention/mental health/suicide prevention
	<ul style="list-style-type: none"> • Pre-arrest diversion
	<ul style="list-style-type: none"> • Mental health training for law enforcement
Prosecution and court programs	<ul style="list-style-type: none"> • Problem solving courts (e.g., mental health, veterans, drug, reentry)
	<ul style="list-style-type: none"> • Gun/gang prosecution
	<ul style="list-style-type: none"> • Violent crime prosecution and defense
	<ul style="list-style-type: none"> • Innovations in indigent defense
	<ul style="list-style-type: none"> • Mental health liaisons

Eligibility

Eligible applicants are California's 58 Counties. Applications must be submitted by the Board of Supervisors or the Chief County Administrative Officer. Eligible applicants **may not** submit more than one (1) proposal for funding consideration. However, two (2) or more counties may submit a collaborative proposal. The jurisdictions comprising the collaborative application are not required to be contiguous.

Lead Public Agency

All applicants are required to designate a Lead Public Agency (LPA) to serve as the coordinator for all grant activities. The LPA is a governmental agency with local authority within the applicant county. The applicant may choose to fill the role of LPA itself or it may designate a department, agency, or office under its jurisdiction to serve as the LPA. The role of the LPA is to coordinate with local government agencies and non-governmental organizations to ensure successful implementation of the grant program. The LPA is responsible for data collection and management, invoices, meeting coordination (virtual and/or in-person) and will serve as the primary point of contact with the BSCC.

Grant Period

Successful proposals will be funded for a three-year grant period commencing on June 1, 2023 and ending on June 30, 2026. However, an additional six (6) months (July 1, 2026, through December 31, 2026) will be included in the term of the contract for the sole purposes of:

- Finalizing and submitting a required Local Evaluation Report, and
- Finalizing and submitting a required financial audit.

The total grant agreement term will cover June 1, 2023 to December 31, 2026.

Funding Information and Thresholds

This RFP makes \$47,316,384 available competitively. This figure includes \$13,779,065 in federal fiscal year (FFY) 2020, \$16,541,030 in FFY 2021, and \$16,996,289 in FFY 2022.

In accordance with the 2018 JAG ESC, funding will be allocated across small, medium, and large sized counties based on county population (see Appendix B, County Population Index). This means small counties will compete against small counties, medium against medium counties, and large against large counties. Los Angeles County will compete in the "Large County" category.

Applicants may apply for any dollar amount up to an including the maximum grant amount as shown below. Applicants are strongly encouraged to apply for only the amount of funding needed to implement the project for the entire 42-month grant period. Proposals will be scored, in part, on the reasonableness of the proposed budget.

Funding Distribution and Maximum Grant Amounts				
Funding Categories		Population Size	Maximum Grant Amount*	Available Funding
(1)	Small Counties	< 200,001	\$660,000	\$9,463,277
(2)	Medium Counties	200,001-700,000	\$2,145,000	\$14,194,915
(3)	Large Counties	700,001+	\$3,136,875	\$23,658,192
The County of Los Angeles may apply for up to \$6,000,000 for the entire grant period within the Large County Category.				
Total Funding Available for Competitive Grants				\$47,316,384

*Total amount for the entire 42-month grant period

Los Angeles County

The County of Los Angeles is more than three times the size of the next largest county in the State of California. Los Angeles County may apply for up to \$6,000,000 for the entire 42-month grant period.

Multi-County Partnerships Funding Considerations

JAG applicants may apply for funding as part of a multi-county partnership. In those instances, the following funding considerations apply:

A. Counties in the Same Category

Multi-county partnerships that consist of counties from within the same category (small, medium, or large) may apply for up to the maximum funding threshold in that category, multiplied by the number of counties partnering on the proposal.

For Example:

- Four (4) small counties may apply for up to \$2,640,000 [funding threshold for small counties (\$660,000) x 4 = \$2,640,000];
- Three (3) medium counties may apply for up to \$6,435,000 [funding threshold for medium counties (\$2,145,000) x 3 = \$6,435,000]; and,
- Two (2) large counties may apply for up to \$6,273,750 [funding threshold for large counties (\$3,136,875) x 2 = \$6,273,750].

B. Counties in Different Categories

To preserve the integrity of the funding distribution formula, multi-county partnerships that consist of counties from within different categories (small, medium, or large) will default to the maximum funding threshold of the largest category participating in the partnership, multiplied by the number of counties from that category that are partnering on the proposal.

For Example:

- One (1) small county partnering with one (1) medium county may apply for up to \$2,145,000 (default to medium; one medium county; \$2,145,000 x 1);

- One (1) small county partnering with two (2) medium counties may apply for \$4,290,000 (default to medium; two medium counties; \$2,145,000 x 2); and,
- One (1) medium county partnering with (1) large county may apply for up to \$3,136,875 (default to large; one large county; \$3,136,875 x 1).

C. Counties Partnering with Los Angeles County

Multi-county partnerships that include Los Angeles County may only apply for up to the maximum funding threshold in the category, or \$6,000,000.

To preserve the integrity of the funding distribution formula, multi-county partnerships that consist of counties from within different categories (small, medium, or large) for rating purposes will default to the largest category participating in the partnership.

JAG Funding Prohibitions

The JAG statute, [34 U.S.C. § 10152\(d\)](#), specifically identifies a list of prohibited items. JAG funds provided under this part may NOT be used, directly or indirectly, to provide any of the following matters: (1) Any security enhancements or any equipment to any nongovernmental entity that is not engaged in criminal justice or public safety. (2) Unless the Attorney General certifies that extraordinary and exigent circumstances exist that make the use of such funds to provide such matters essential to the maintenance of public safety and good order: Vehicles, vessels, or aircraft; Luxury items; Real estate; Construction projects (other than penal or correctional institutions); Any similar matters. For more information, please view the [JAG Prohibited Expenditure Guidance](#).

Match Requirement

The JAG Program does not have a match requirement.

Non-Governmental Organizations

Criteria for Non-Governmental Organizations Receiving Grant Funds

The JAG RFP includes requirements that apply to non-governmental organizations that receive funds under this grant². 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:

Criteria for Non-Governmental Organizations (NGOs)

Any non-governmental organization that receives JAG funding (as either a subgrantee or subcontractor) must:

- Have been duly organized, in existence, and in good standing for at least six (6) months prior to the effective date of its fiscal agreement with the BSCC or with JAG grantee;
 - Non-governmental entities that have recently reorganized or have merged with other qualified non-governmental entities that were in existence prior to the six-month date are also eligible, provided all necessary agreements have been executed and filed with the California Secretary of State prior to the start date of the grantee subcontractor fiscal agreement;
- Be a nonprofit and recognized by the Internal Revenue Service as a 501(c)(3) organization;
- 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.

All applicants must submit Appendix C, Criteria for NGOs that Receive BSCC Grant Funds as part of the complete proposal package. All grantees must submit an updated Appendix C throughout the life of the grant agreement for any additional NGOs that may receive JAG funds through subcontracts after awards are made. The BSCC will not reimburse for costs incurred by NGOs that do not meet the BSCC's requirements.

²Non-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.).

JAG Local Steering Committee

In order to apply for JAG funding, applicants must form a local JAG Steering Committee comprised of stakeholders representing diverse disciplines who have experience and expertise in the prospective interventions to be addressed by the JAG proposal. The JAG Steering Committee will determine the community needs and reflect them in a Project Work Plan (Appendix D).

JAG Steering Committee Membership Requirements

The JAG Steering Committee will represent a significant cross-section of juvenile and/or criminal justice stakeholders, depending on the intervention chosen, within the applicant county. The local JAG Steering Committee composition will be diverse to include a balanced representation of both traditional and non-traditional stakeholders.

Examples of non-traditional stakeholders could include community-based and faith-based organizations, educators, social service providers, family member of a criminal justice involved person, job developers, advocacy groups, or citizens. Examples of traditional stakeholders could include law enforcement, district attorney, probation, courts, and other city and county departments. The county will determine the total number of members to serve on the JAG Steering Committee.

Stakeholders identified for membership on the JAG Steering Committee shall possess a working knowledge of the problem areas being discussed within the identified JAG priorities. The JAG Steering Committee will work collaboratively to identify the needs of the community as they relate to the JAG priorities and to create and develop a comprehensive project plan with the overall goal of reducing violent crime and recidivism within their county.

- The applicant must describe how it ensured full and equal participation and voting rights for all members of the JAG Steering Committee throughout this process.
- The applicant must describe the process that took place to engage membership for the JAG Steering Committee as well as any working relationships that existed with members prior to the development of the JAG Steering Committee
- The applicant may use an existing group, or a subcommittee of an existing group, as its JAG Steering Committee but must address all requirement listed in this section.
- The applicant must describe the expertise of each of the Steering Committee members and how they relate to the intervention being proposed in the submitted JAG application.
- Attach a member roster containing the names, titles, organizational affiliations, and business contact information for each JAG Steering Committee member (Appendix E: JAG Steering Committee Roster).

JAG Steering Committee Responsibilities

The JAG Steering Committee will be an active in the development, implementation, and oversight of the local JAG project. The JAG Steering Committee will be used to:

- Identify priorities and the community needs. At a minimum, this should include community outreach.
- Determine the intervention (PPA) type needed to address the local need.
- Develop the local strategies to address the local community need.

- Identify the projects and/or services to be provided to address the community need.
- Develop written operational policies/procedures for the Local JAG Steering Committee to include but not be limited to meeting frequency of not less than once a year, maintenance of agendas and meeting minutes. The written policy/procedure should also include strategies for inclusion of the local community members at the meetings. Applicants may add any other information that they would like.
- Provide ongoing oversight of the project

It is the applicant's discretion to determine the size of the JAG Steering Committee and meeting frequency.

Letter of Agreements and Operational Agreements

As part of the necessary collaboration that must occur for the JAG Program to be successful, applicants must engage a wide range of stakeholders. There may be two levels of participation within a JAG Program. The level of participation will determine what type of documentation must be included with the proposal.

(1) Letter of Agreement (less formal)

For each partner agency that participates as a part of the local JAG Steering Committee, and/or partners that provide in-kind services, the applicant must include a signed Letter of Agreement. This shall serve as an acknowledgement of the partnership that will exist, wherein no funds will be exchanged. A sample Letter of Agreement can be found in Appendix F.

(2) Operational Agreement (more formal)

For each subcontractor, consultant, or service provider that will be paid for services under the grant agreement – including community-based or faith-based organizations – the applicant must include a draft Operational Agreement. This shall serve as a formal agreement between the two parties indicating that there will be some type of contract or interagency agreement for services and acknowledging the exchange of funds.

The draft Operational Agreement should include:

- A description of the subcontractor, consultant or service provider's commitment to network and coordinate with other agencies and the applicant;
- Placeholders for the names of anticipated project staff;
- Placeholders for original signatures, titles, and the agency names;
- Effective performance period dates; and
- The amount of JAG funds designated to the agency.

Signatures may be obtained after the proposal due date, a sample Operational Agreement can be found in Appendix G.

Evidence-Based, Innovative and Promising Strategies

The BSCC is committed to supporting a focus on better outcomes in the criminal justice system and for those involved in it. Applicants are therefore required to use data to drive decision-making in the development, implementation, and appraisal of their overall projects. Applicants should be able to demonstrate that their proposal is linked to the implementation of practices and strategies supported by data. In developing a proposal, applicants should focus on the following three (3) 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?

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.

The State Strategy for the JAG Program adopted by the BSCC states that all funded projects are required to incorporate evidence-based principles and programs. Based on this, applicants shall identify the evidence-based principles and programs in their applications for JAG funds.

“Innovative,” for purposes of this RFP, shall be broadly construed to include programs or strategies that are “new” in the county or area where applied or represent expanded or reconfigured programs targeting additional populations or needs in the applicant county. Innovative programs or strategies described in the proposal must be linked to one or more components of an evidence-based practice.

“Promising,” for purposes of this RFP, shall be broadly construed to include crime-reduction and recidivism-reduction programs or strategies that have been implemented elsewhere with evidence of success, but with evidence that is not yet strong enough to

conclude that the success was due to the program, or that it is highly likely to work if carried out in the applicant's circumstances. The difference between evidence-based and promising approaches is a difference in degree that depends on the number of situations in which a program or strategy has been tested and the rigor of the evaluation methods that were used. Applicants seeking to implement "promising" programs or strategies should be able to describe the documentation, data and evidence available to support the approach and why it is best suited to the needs and objectives described in the proposal.

Evidence, which may vary in terms of its novelty or its strength, is relevant to the assessment of a program's potential benefits, whether described as innovative, promising, or evidence based.

Data Collection, Reporting, and Evaluation Requirements

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

Applicants are strongly encouraged to use outside evaluators to ensure objective and impartial evaluations. Specifically, applicants are encouraged to partner with institutions of higher learning universities, state universities and community colleges.

Required Set-Aside for Evaluation Efforts

Grantees are required to set aside at least 5 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. 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 identified in the proposal. A relationship between the goals and objectives identified in the proposal 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. 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. More detailed instructions on the LEP will be made available to successful applicants.

The Local Evaluation Plan is due no later than December 31, 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.

The purpose of the Local Evaluation Report is to determine whether the overall project (including each individual component) was effective in meeting the goals laid out in the Local Evaluation Plan. To do this, the grantee must assess and document the effectiveness of the activities that were implemented within each individual project component. These activities should have been identified in the previously submitted Local Evaluation Plan.

More detailed instructions on the Local Evaluation Report will be made available to successful applicants. The Local Evaluation Report is due no later than December 31, 2026.

Research Involving Human Subjects

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

Evaluation Dissemination

The BSCC will make public the Local Evaluation Plan and the 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. 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.

General Grant Requirements

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 I for a sample BSCC Grant Agreement.

The Grant Agreement start date is expected to be June 1, 2023. 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 the life of the grant cycle plus three (3) years after the final payment under the contract.

Federal Award Conditions

Please refer to Appendix I to review the FFY 2020, 2021, and 2022 federal award conditions. Federal conditions are subject to change with subsequent funding years. Additional information about the statues and regulations impacting the JAG Program can be found at: <https://www.bja.gov>

Governing Board Resolution

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

Audit Requirements

All grantees are required to have an audit completed within 180 days following the completion of the grant period, as specified below. Reasonable and necessary extensions to the due date may be granted by the BSCC, if requested. A grantee that willfully fails to submit an audit as required may be deemed ineligible for future BSCC grant funds pending compliance with the audit requirements of this grant.

The Grantee must provide to the BSCC copies of reports generated from either: The annual City/County Single Audit (as submitted to the State Controller's Office), or A Grant-Specific audit. The audit must cover the entire grant period. The BSCC reserves the right to call for a program or financial audit at any time between the execution of the contract and three years following the end of the grant period.

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 K certifying they are compliant 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 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](#).

Quarterly Progress Reports

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

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. JAG 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

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>.

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, the Comprehensive Monitoring Visit checklist can be found on our [website](#).

Grantee Orientation

Following the start of the grant period, BSCC staff will conduct a Grantee Orientation (July 2023, 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 minimum of one community partner.

If an in-person training is scheduled, it will be for one day in the Sacramento region. 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. Award recipients will be provided additional details regarding the Grantee Orientation, in June 2023.

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:

- Electronic proposal packet is not received by 5:00 p.m. PST on December 2, 2022
- Applicant does not meet the Eligibility Criteria
- Proposal does not address required Program Purpose Areas
- Proposal does not meet font and spacing requirements
- Funding request exceeds allowable amounts
- 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
 - Budget Attachment (in Excel)
- Electronic proposal packet is illegible
- Electronic proposal packet will not open or is corrupted

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

Proposal Rating Process

Unless disqualified, proposals will advance to the Scoring Panel for funding consideration. Proposals will be evaluated in accordance with the BSCC's *Grant Proposal Evaluation Process* ([link](#)) and as described below. The Scoring Panel will read and assign points to each proposal in accordance with the prescribed rating factors listed in the table below. Scoring Panel 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, 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 April 2023. Public agency applicants and partners are not to contact members of the Scoring Panel or the BSCC Board to discuss proposals.

Rating Factors

The Rating Factors that will be used and the maximum points allocated to each factor are shown in the table below. Applicants are asked to address each of these factors as a part of their proposal. A percent of total value is assigned to each Rating Factor, correlating to its importance within the overall project (see Percent of Total Value column).

	Rating Factors	Point Range	Percent of Total Value	Weighted Rating Factor Score*
1	Project Need	0-5	5%	10
2	Project Description	0-5	35%	70
3	Collaboration	0-5	10%	20
4	Capability and Qualifications	0-5	20%	40
5	Project Evaluation and Monitoring	0-5	15%	30
6	Project Budget	0-5	15%	30
Maximum Proposal Score:			100%	200

Raters will rate an applicant's response to each Rating Factor on a scale from 0 to 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 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 proposal score is 200.

Six Point Rating Scale

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

Minimum Scoring Threshold

A proposal must meet a threshold of **60 percent**, or a minimum score of **120** total points to be qualified for funding.

BSCC Funding Decisions

Applicants will compete for funds within their applicable funding category (see Funding Distribution and Maximum Grant Amounts, page 6). Once the proposals have been scored and ranked, BSCC will move down the ranked lists to fund all qualified applicants in each of the three (3) funding categories 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 funding remains in one or more categories, the following will occur:

- Funds remaining in Category (1), after all qualified applicants in that category have been fully funded, will be used to fund any additional qualified applicants in Category (2).
- Funds remaining in Category (2), after all qualified applicants in that category have been funded, will be used to fund any additional qualified applicants first in Category 3 and then Category (1).
- Funds remaining in Category (3), after all qualified applicants in that category have been funded, will be used to fund any additional qualified applicants in first Category (2) and then Category (1).

If an applicant or grantee relinquishes an award, BSCC has authority to offer that award to the next qualifying applicant (s) on the ranked list.

Summary of Key Dates

The following table shows a timeline of key dates related to the JAG Program.

Activity	Date
Release Request for Proposals	October 14, 2022
Bidders' Conference	October 31, 2022
Letter of Intent Due to the BSCC	November 18, 2022
Proposals Due to the BSCC	December 2, 2022
Proposal Rating Process and Development of Funding Recommendations	December 2022 - March 2023
BSCC Board Considers Funding Recommendations	April 2023
Notices to Applicants	April 2023
Grant Period Begins	June 1, 2023
Mandatory New Grantee Orientation	July 2023
Grant Service Project Period Ends	June 30, 2026
Final Evaluation Report & Financial Audit Due and Grant Ends	December 31, 2026

PART II: PROPOSAL INSTRUCTIONS

This document/section contains the necessary information for completing the Edward Byrne Memorial Justice Assistance Grant Program Application Packet. The Application Packet is provided as a stand-alone document on the BSCC website at www.bscc.ca.gov.

Proposal Narrative and Budget Instructions

The six rating factors will be addressed in the Proposal Narrative and the Proposal Budget sections, as shown below:

	Rating Factor	Percent Value	Addressed In:
1	Project Need	5%	Proposal Narrative
2	Project Description	35%	
3	Collaboration	10%	
4	Capability and Qualifications	20%	
5	Project Evaluation and Monitoring	15%	
6	Proposal Budget (Budget Tables & Narrative)	15%	Proposal Budget

Proposal Narrative Instructions

The Proposal Narrative must address Project Need, Project Description, Collaboration, Capability and Qualification, and Project Evaluation and Monitoring using each of the section headers provided in the JAG Proposal Narrative template. The Proposal Template can be found in the JAG Program Application package. The Proposal Narrative must be submitted in Microsoft Word (formatted in Arial 12-point font with one-inch margins on all four sides and at 1.5-line spaced) and cannot exceed **fifteen (15) numbered** pages.

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 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 the Modern Language Association (MLA) or American Psychological Association (APA) style. The bibliography will not be counted toward the 15-page limit and formatting restrictions do not apply to the one-page bibliography.

The Proposal Narrative 15-page limitation does not include the following items:

- Cover Sheet, Proposal Checklist, Applicant Information Form, 1-Page Bibliography (optional), Budget Attachment, Project Work Plan, and Other required Attachments (see Proposal Checklist).

NOTE: Proposals exceeding the page limit shall not automatically be disqualified. However, BSCC staff shall remove ALL pages in excess of the page limit before forwarding the proposal to the Scoring Panel for rating, which may negatively impact

a proposal's score. If line spacing, formatting, or font size results in the inclusion of additional content in excess of prescribed page limits, excess pages shall be removed, or the proposal may be disqualified. Illegible or unreadable proposals shall be disqualified.

Section 1: Project Need (Percent Value - 5%)

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

Project Need: The applicant described a community need that is pertinent to the intent of the grant program. The elements that comprise the Project Need are listed below. Addressing each element does not in itself merit a high rating; rather, although each element is to be addressed (when applicable), it is the <u>quality of the response</u> to each that will be evaluated.	
2.1	Describe the need(s) to be addressed including how the need(s) is related to one or more of the JAG Program Purpose Areas and corresponding Priority Areas of Need.
2.2	Identify service gaps that contribute to the need (e.g., programs, accessibility, service area, geographic location).
2.3	Describe current racial and ethnic disparities, violence, and/or recidivism (if applicable) which demonstrate the need for the proposed project.
2.4	Relevant local qualitative and/or quantitative data with endnote citations in support of the need are provided.
2.5	Demonstrate a compelling justification for the grant funds.

Section 2: Project Description (Percent Value - 35%)

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

Project Description: The applicant provided a description of the project that is related to the need(s). The elements that comprise the Project Description are listed below. Addressing each element does not in itself merit a high rating; rather, although each element is to be addressed, it is the <u>quality of the response</u> to each that will be evaluated.	
3.1	Describe the proposed project. Description should include: <ul style="list-style-type: none"> • the intervention(s) being proposed for implementation. • the proposed project goals, measurable objectives, and impact. • the proposed services/interventions of the project including how the services will be delivered and the length and duration. • how the proposed project will address the Project Need, the intent of the JAG Program, and the identified Program Purpose Areas and corresponding Priority Areas of Need. • how the project will address the racial and ethnic disparities, violence, and/or recidivism (if any) identified in Project Need. • how the proposed project will, if applicable, incorporate trauma-informed care and be culturally informed, competent, and responsive.

	<ul style="list-style-type: none"> • how the proposed project will, if applicable, prioritize mental health needs and the avoidance of system involvement. • a complete Project Work Plan (see Appendix D).
3.2	<p>For project participants, describe:</p> <ul style="list-style-type: none"> • the target population (e.g., gender, age, offense history, criminogenic factors), including why and how it was selected. • the plan for identifying, accessing, selecting, and serving individuals from the target population who are eligible and appropriate for participation. • plans to overcome any inability to access and/or serve those individuals. • the strategy/strategies for maintaining sustained engagement. • the plan for determining which services a participant receives; for example, risk/needs assessment.
3.3	<p>Describe relevant evidence, findings, or research to support the selection of the proposed services/interventions. Description should include:</p> <ul style="list-style-type: none"> • whether the intervention is evidence-based, innovative, or promising (according to the definitions on page 12). • how the outcomes achieved elsewhere support using the proposed practices in the applicant's jurisdiction to achieve the goals and objectives described in the proposal. • how the intervention is appropriate for the proposed target population. • steps taken to ensure that the support factors required or necessary for the intervention can be mobilized in the local setting.

Section 3: Collaboration (Percent Value - 10%)

Address the rating factor for Collaboration in narrative form as defined below (see RFP, JAG Local Steering Committee, page 10). The response will be evaluated with a single rating based on a scale of 0-5.

<p>Collaboration: The applicant described the collaboration of the Local JAG Steering Committee that is related to the proposed project. The elements that comprise Collaboration are listed below. Addressing each element does not in itself merit a high rating; rather, although each element is to be addressed, it is the <u>quality of the response</u> to each that will be evaluated.</p>	
4.1	Provide a roster for the Local JAG Steering Committee, to include names, titles, and organizational affiliations (see Appendix E). Include a Letter of Agreement for each member (see Appendix F).
4.2	Describe the process used to identify, recruit, and engage steering committee members.
4.3	Demonstrate that there is full and balanced representation from both traditional and non-traditional stakeholder groups.
4.4	Describe how full participation and voting rights were ensured for all members throughout the process.
4.5	Describe the process used to identify the problem area(s) and develop the Project Need.
4.6	Describe the process used to establish and maintain collaboration as it relates to supporting this proposed project.
4.7	Describe the steering committee's ongoing role throughout the project.

Section 4: Capability and Qualifications (Percent Value - 20%)

Address the rating factor for Capability and Qualification in narrative form as defined below. The response will be evaluated with a single rating based on a scale of 0-5.

Capability and Qualification: The applicant described its capability and qualifications to conduct the proposed project. The elements that comprise the Capability and Qualification section are listed below. Addressing each element does not in itself merit a high rating; rather, although each element is to be addressed, it is the <u>quality of the response</u> to each that will be evaluated.	
5.1	Describe applicant's ability to conduct the proposed project(s).
5.2	List the project partners that will provide services (agencies, community-based organizations, contractors, stakeholders, private and/or public), including a description of the services to be provided, the partners' credentials, involved personnel, justification for choice, and the value the partners add to the proposed project. If applicable, address the prioritization of community-based organizations as service providers.
5.3	Describe applicant's/partners' experience and capability to conduct the project(s).
5.4	Describe staff allocations and assignments for the separate project components.
5.5	Describe the experience and qualifications of key project staff to provide and manage services.
5.6	Describe management structure and decision-making process for the project.
5.7	Describe the readiness for development and implementation for the proposed project.

Section 5: Project Evaluation and Monitoring (Percent Value - 15%)

Address the rating factor for Project Monitoring and Evaluation in narrative form as defined below (see RFP, *Data Collection, Reporting and Evaluation Requirements* section, page 13). The response will be evaluated with a single rating based on a scale of 0-5.

Project Evaluation and Monitoring: The applicant described how it will monitor and evaluate the effectiveness of the proposed project. The elements that comprise the Project Monitoring and Evaluation section are listed below. Addressing each element does not in itself merit a high rating; rather, although each element is to be addressed, it is the <u>quality of the response</u> to each that will be evaluated.	
6.1	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.
6.2	Identify the process and outcome indicators that are quantifiable and in line with the intent of the proposal and the objectives listed in the Project Work Plan.
6.3	Describe the preliminary plan for how to collect and evaluate baseline and outcome data related to the process and outcome indicators identified in 6.2. Describe a plan for entering into data sharing agreements, if necessary.

Proposal Budget Instructions

Section 7: Proposal Budget (Percent Value - 10%)

As part of the application process, applicants are required to submit a Proposal Budget and Budget Narrative (Budget Attachment). The Budget Attachment is provided as a stand-alone document on the BSCC website at www.bscc.ca.gov.

Applicants should be aware that budgets will be subject to review and approval by the BSCC staff to ensure all proposed costs listed within the budget narrative are allowable and eligible for reimbursement. Regardless of any ineligible costs that may need to be addressed post award, the starting budget for the reimbursement invoices and the total amount requested will be the figures used for the Standard Grant Agreement.

Applicants are solely responsible for the accuracy and completeness of the information entered in the Budget Table and Budget Narrative. Detailed instructions for completing the Budget Attachment are listed on the Instructions tab of the Excel workbook. All project costs must be directly related to the objectives and activities of the project. The Budget Table must cover the entire grant period.

For additional guidance related to grant budgets, refer to the [BSCC Grant Administration Guide](#)

The following items are rated as a part of this section and must be addressed by the applicant in the Budget Attachment. The response will be evaluated with a single rating based on a scale of 0-5.

Project Budget: The applicant provided a complete Budget Attachment (Project Budget and Budget Narrative) for the proposed project. The elements against which the Budget Attachment will be rated are listed below. Addressing each element does not itself merit a high rating; rather, although each element is to be addressed, it is the quality of the response to each that will be evaluated.

- | | |
|-----|---|
| 7.1 | Provide complete and detailed budget information in each section of the Budget Attachment (link below) which includes: <ul style="list-style-type: none">• Expenses that are appropriate for the project's goals and planned activities.• An explanation justifying each expense tied to the services offered and target population served.• Describe within each budget section how the expenditures are being applied to the benefit of project participants. |
|-----|---|

PART III: APPENDIXES

JAG Appendixes

This section includes the following appendixes:

- Appendix A: 2018 JAG Executive Steering Committee
- Appendix B: 2021 County Population Index
- Appendix C: Criteria for Non-Governmental Organizations Receiving BSCC Grant Funds
- Appendix D: Project Work Plan
- Appendix E: JAG Steering Committee Roster
- Appendix F: Sample Letter of Agreement
- Appendix G: Sample Operational Agreement
- Appendix H: Definition of Terms
- Appendix I: Sample Grant Agreement
- Appendix J: Sample Governing Board Resolution
- Appendix K: Certification of Compliance with BSCC Policies on Debarment, Fraud, Theft and Embezzlement

Appendix A: 2018 JAG Executive Steering Committee

	Name	Title	Organization/Agency
1	Linda Penner (Chair)	Chairperson	Board of State and Community Corrections
2	Mark Delgado	Executive Director	Los Angeles County's Countywide Criminal Justice Coordination Committee, Los Angeles County
3	Eric Durnell	Ph. D. Candidate	Social Psychology, California State University San Francisco, San Francisco County
4	David Fernandez	Senior Special Agent	California Department of Corrections and Rehabilitations, Sacramento County
5	Robin Lipetzky	Public Defender	Contra Costa County
6	Lyle Martin	Police Chief	Bakersfield Police Department, Kern County
7	Steven Meinrath	Attorney	Sacramento County
8	Debbie Paolinelli	Assistant County Administrative Officer	Fresno County
9	Jonathan Raven	Chief Deputy District Attorney	Yolo County
10	Darren Thompson	Sheriff-Coroner	San Benito County
11	Erik Upson	Police Chief	Benicia Police Department, Solano County
12	Erica Webster	Master's Candidate	Luskin School of Public Affairs, University of California Los Angeles
13	Charles White, Ph. D.	Director, Criminal Justice	Azusa Pacific University, San Diego County

Appendix B: County Population Index

Source: California Department of Finance, Population Estimates, January 1, 2022

Large Counties (700,001+)		Medium Counties (200,001-700,000)	
Alameda	1,651,979	Butte	201,608
Contra Costa	1,156,555	Marin	257,135
Fresno	1,011,273	Merced	284,338
Kern	909,813	Monterey	433,716
Los Angeles County	9,861,224	Placer	409,025
Orange	3,162,245	San Luis Obispo	280,721
Riverside	2,435,525	Santa Barbara	445,164
Sacramento	1,576,618	Santa Cruz	266,564
San Bernardino	2,187,665	Solano	447,241
San Diego	3,287,306	Sonoma	482,404
San Francisco	842,754	Stanislaus	549,466
San Joaquin	784,298	Tulare	475,014
San Mateo	744,662	Yolo	221,165
Santa Clara	1,894,783		
Ventura	833,652		
Small Counties (<200,001)			
Alpine	1,200	Mendocino	89,999
Amador	40,297	Modoc	8,690
Calaveras	45,049	Mono	13,379
Colusa	21,807	Napa	136,179
Del Norte	27,218	Nevada	101,242
El Dorado	190,465	Plumas	18,942
Glenn	28,750	San Benito	65,479
Humboldt	135,168	Shasta	180,531
Imperial	179,329	Sierra	3,229
Inyo	18,978	Siskiyou	43,830
Kings	152,023	Sutter	99,145
Lake	67,407	Tehama	65,052
Lassen	30,274	Trinity	16,023
Madera	157,396	Tuolumne	55,291
Mariposa	17,045	Yuba	82,275

Appendix C: Criteria for Non-Governmental Organizations Receiving BSCC Grant Funds

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

Any non-governmental organization that receives JAG funding (as either 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 JAG grantee;
 - Non-governmental entities that have recently reorganized or have merged with other qualified non-governmental entities that were in existence prior to the six-month date are also eligible, provided all necessary agreements have been executed and filed with the California Secretary of State prior to the start date of the grantee subcontractor fiscal agreement;
- Be a nonprofit and recognized by the Internal Revenue Service as a 501(c)(3) organization;
- Be registered with the California Secretary of State's Office;
- Have an 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 in the State of California.
 - An agent for service of process with a California address is insufficient.

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"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>

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

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

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

AUTHORIZED SIGNATURE (This document must be signed by the person who is authorized to sign the Grant Agreement.)			
NAME OF AUTHORIZED OFFICER	TITLE	TELEPHONE	
STREET ADDRESS	CITY	STATE	ZIP CODE
EMAIL ADDRESS			

Appendix D: Project Work Plan Instructions

JAG applicants must complete a Project Work Plan. This 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, objectives, and measures with a clear relationship to the need and intent of the grant. Applicants must use the Project Work Plan Template provided below.

This Project Work Plan does not count toward the fifteen (15) numbered page limit for the Proposal Narrative. There are no margin, spacing or font restrictions for the Project Work Plan.

DRAFT

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

Appendix F: Sample Letter of Agreement

Sample only

To be used for agencies/organizations listed as members of the Local JAG Steering Committee and/or that will provide in-kind services via partnership

Date

[Partners Name]
[Partners Address]

[Recipients Name]
[City of]
[Address]

Dear [City Official]:

This letter of agreement between [Partners Name] and [County of] explains the support and services provided for the proposed JAG project, including (membership on the Local JAG Steering Committee, a partnership to include..., etc.).

[Explain Local JAG Steering Committee membership, services or support, dates, timelines, etc.],

Regards,

Signature

Appendix G: Sample Operational Agreement

Sample only

To be used for subcontractors, consultants and/or community-based organizations identified in the budget pages

Draft only – signatures not required at time of proposal submission

This Operational Agreement stands as evidence that the **(Applicant Agency)** and the **(Partner Agency)** intend to work together toward the goals outlined in the Project Work Plan. Both agencies believe that implementation of the **(Name of JAG Program)**, as described within this proposal, will further these goals. Each agency agrees to participate in the JAG Program, if selected for funding, as outlined herein.

The **(Applicant Agency)** project will closely coordinate JAG services and activities with the **(Partner Agency)** through:

- Project staff being readily available to **(Partner Agency)** for service provision through describe arrangements with the Agency.
- Regularly scheduled meetings (how often) between **(persons/positions)** to discuss strategies, timetables and implementation of mandated services. Specifically:
 - (List specific activities that will be undertaken between the two agencies or other specifics of the agreement.)
 - XXX
 - XXX
- Effective grant performance period dates.
- Amount of JAG state funds designated to the Partner Agency.

We the undersigned, as authorized representatives of **(Applicant Agency)** and **(Partner Agency)** do hereby approve this document.

Name and Title
Agency Name

Date

Name and Title
Partner Name

Date

Appendix H: Definition of Terms

Collaboration

The basic manner in which different and potentially competing agencies, people and organizations work together in an intellectual effort to identify the needs of the community. These same people will then work collaboratively together to develop the intervention proposal to be used to solve the community need. Counties must rely on the collaborative process – in the form of the JAG Steering Committee – to determine the distribution of how funding will be allocated between programs and strategy that serve one or more of the JAG priorities.

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^c.

Examples of goal statements^d:

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

Objectives are defined by statements of specific, measurable aims of program activities^e. Objectives detail the tasks that must be completed to achieve goals^f. Descriptions of objectives in the proposals should include three elements^g:

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^h:

- 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.

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

^d *Id.* at p. 4.

^e 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>.

^f *Id.*; see *supra* fn 1.

^g 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>.

^h *Id.*

- 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.

Project Evaluation:

Process Evaluationⁱ

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

Examples of process measures could include:

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

Outcome Evaluation^j

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.

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.^k

Steering Committee

A working group of professional individuals from diverse disciplines who use critical thinking skills and compromise to work toward common goals.

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

^j *Id* at pp. 7-8.

^k Pen. Code, § 6046.1 subd. (d). “Committed” refers to the date of offense, not the date of conviction.

Trauma-Informed Care¹

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

¹ 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>

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Appendix J: 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 Edward Byrne Memorial Justice Assistance Grant Program 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: _____

Appendix K: Certification of Compliance with BSCC Polices On 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.

AUTHORIZED SIGNATURE (This document must be signed by the person who is authorized to sign the Grant Agreement.)			
NAME OF AUTHORIZED OFFICER	TITLE	TELEPHONE NUMBER	EMAIL ADDRESS
STREET ADDRESS	CITY	STATE	ZIP CODE
APPLICANT'S SIGNATURE (Blue Ink or e-signature Only)			DATE
X			

Agenda Item G

MEETING DATE: September 8, 2022 **AGENDA ITEM:** G

TO: BSCC Chair and Members

FROM: Tanya Thompson, Field Representative, tanya.thompson@bscc.ca.gov

SUBJECT: Adult Reentry Grant (ARG) Program, Rental Assistance and Warm Handoff Cohort III Funding Recommendations: **Requesting Approval**

Summary

This agenda item requests Board approval of the Adult Reentry Grant Program awards as recommended by the Executive Scoring Committee (Attachment G-1). If the proposed list of award recommendations is approved, a total of 103 community-based organizations will be funded. Twenty-Three community-based organizations will be eligible to receive \$58,900,000 for Rental Assistance, and 80 community-based organizations will be eligible to receive \$56,615,557 for Warm Handoff and Reentry Services. Proposals selected for funding will be under agreement from October 1, 2022, through April 30, 2026. A list of applicants recommended for funding is provided in Attachment G-2 and corresponding proposal summaries are provided in Attachment G-3.

Background

The Adult Reentry Grant (ARG) Program was established in the Budget Act of 2018 (Senate Bill 840, Chapter 29, Statutes of 2018) (Attachment G-4) and has received additional funding annually to provide funding for rental assistance and to support the warm handoff and reentry of people transitioning from state prisons to their communities. The BSCC has administered the ARG Program without interruption since its establishment.

The Budget Act of 2021 (Assembly Bill 128, Chapter 21, Statutes of 2021) appropriated \$67 million to the BSCC to administer the ARG program (Attachment G-5). This includes \$37 million in ongoing funding and a one-time increase of \$30 million. The \$67 million will be equally split between Rental Assistance and Warm Handoff and Reentry Services as prescribed by the Budget Act of 2021, with the BSCC retaining a portion of the award for administrative costs not to exceed five percent as follows:

- \$31,825,000 for Rental Assistance;
- \$31,825,000 for Warm Handoff and Reentry; and
- \$3,350,000 to the BSCC for costs to administer the grant

On July 15, 2021, Board Member Kelly Vernon was appointed as the Executive Steering Committee Chair. On February 10, 2022 the Board approved the release of the Request for Proposal with a proposal due date of April 8, 2022 (Attachment G-6). The RFP made \$63,650,000 available competitively to CBOs that proposed rental assistance and warm handoff and reentry services for people formerly incarcerated in state prison.

The BSCC received 163 proposals requesting approximately \$218 million in funding. After a technical review, 139 proposals met all submission criteria and were provided to the ESC for funding consideration. On June 13-14, 2022, BSCC staff trained the ESC on the proposal reading and rating process established in the RFP. Once all ESC scores were submitted, BSCC staff generated a ranked list of all proposals that were considered for funding.

During the grant development process, the Budget Act of 2022 (Senate Bill 154, Chapter 43, Statutes of 2022) was enacted, which appropriated an additional \$57 million to the ARG Program (Attachment G-7). The additional funding was split between Rental Assistance and Warm Handoff and Reentry Services with up to 5% available for administrative costs as shown below:

- \$27,075,000 for Rental Assistance;
- \$27,075,000 for Warm Handoff Reentry; and
- \$2,850,000 to the BSCC for costs to administer the grant

To meet the timely reentry needs of ARG participants, staff recommends that the Board allocate the additional funding appropriated in the Budget Act of 2022 in a ranked order to the Rental Assistance and Warm Handoff and Reentry proposals that met the eligibility and minimum score criteria established in the RFP.

As part of the 2022 Budget Act, Senate Bill 197 (Chapter 70, Statutes of 2022) amended state law to require that the BSCC, effective July 1, 2022, implement the core components of Housing First without allowing for exceptions for recovery housing programs, which had been allowed under prior iterations of the ARG program. (Welf. & Inst. Code, § 8256, subd. (e).) (Attachment G-8). This change in law occurred after the ARG RFP was released and proposals were submitted and scored. Staff will inform ARG conditional awardees of this change in law and offer impacted grantees an opportunity to modify their proposals' scopes and/or budgets to comply with the new law.

Recommendation/Action Needed

On behalf of the Adult Reentry Grant Program ESC, staff recommends the Board take the following actions:

1. Fully fund 22 Rental Assistance proposals totaling \$58,645,465;
2. Partially fund 1 Rental Assistance proposal for \$254,535 because it fell at the funding cut-off point in the Rental Assistance ranked order list;
3. Fully fund 80 Warm Handoff and Reentry proposals totaling \$56,615,557;
4. Authorize staff to continue to make awards from the rank-ordered list if any applicant is unable to accept the award or relinquishes an award, first by offering to any partial awardee and then to the next highest-ranked application(s); and
5. Authorize staff to continue to make awards from the rank-ordered list if staff determine during the follow-up award-making process that an applicant recommended for

funding is ineligible, if a grantee becomes ineligible during the grant cycle, or if the grant award is relinquished during the grant cycle.

6. Dissolve the Adult Reentry Grant Executive Steering Committee upon approval of the funding recommendations.

Attachments

- G-1: Adult Reentry Grant Executive Scoring Committee Roster
- G-2: Adult Reentry Grant Proposals Recommended for Funding
- G-3: Adult Reentry Grant Proposal Summaries
- G-4 Budget Act of 2018 (Senate Bill 840)
- G-5 Budget Act of 2021 (Assembly Bill 128)
- G-6: Adult Reentry Grant Request for Proposals
- G-7: Budget Act of 2022 (Senate Bill 154)
- G-8: Welf. & Inst. Code, § 8256

Attachment G-1

**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 G-2

Sub Proposal Type: WARM HAND-OFF				
#	Name of Applicant	City	County	Funding Requested
1	Volunteers of America of Los Angeles	Los Angeles	Los Angeles	\$ 750,000
2	Urban Alchemy	San Francisco	San Francisco	\$ 750,000
3	After Innocence	Oakland	Alameda	\$ 336,930
4	Working Wardrobes for a New Start	Santa Ana	Orange	\$ 750,000
5	Coalition for Responsible Community Development	Los Angeles	Los Angeles	\$ 750,000
6	Five Keys Schools and Programs	San Francisco	San Francisco	\$ 720,542
7	Men of Valor Academy (MOVA)	Oakland	Alameda	\$ 641,726
8	Soledad Enrichment	Los Angeles	Los Angeles	\$ 750,000
9	San Jose State University (SJSU) Service Navigation	San Jose	Santa Clara	\$ 750,000
10	Center for Living and Learning	Van Nuys	Los Angeles	\$ 750,000
11	La Clinica de La Raza	Oakland	Alameda	\$ 750,000

Adult Reentry Grant Cohort III All Applicants List - Ranked

Sub Proposal Type: WARM HAND-OFF				
#	Name of Applicant	City	County	Funding Requested
12	North County Lifeline	Oceanside	San Diego	\$ 750,000
13	Sister to Sister 2	Oakland	Alameda	\$ 749,861
14	The Francisco Homes	Los Angeles	Los Angeles	\$ 749,443
15	The Anti-Recidivism Coalition (ARC)	Los Angeles	Los Angeles	\$ 749,999
16	Community Works West	Oakland	Alameda	\$ 750,000
17	The AMAAD Institute	Los Angeles	Los Angeles	\$ 719,473
18	Hospitality House	Grass Valley	Nevada	\$ 585,167
19	First to Serve, Inc.	Los Angeles	Los Angeles	\$ 700,000
20	Plumas Crisis Intervention & Resource Center	Quincy	Plumas	\$ 681,425
21	WestCare California, Inc.	Fresno	Fresno	\$ 750,000
22	Abundant Living Family Church High Desert	Hesperia	San Bernardino	\$ 750,000

Sub Proposal Type: WARM HAND-OFF				
#	Name of Applicant	City	County	Funding Requested
23	St. John's Community	Los Angeles	Los Angeles	\$ 750,000
24	COSA Fresno	Fresno	Fresno	\$ 750,000
25	Impact Justice	Oakland	Alameda	\$ 750,000
26	Options Recovery Services	Berkeley	Alameda	\$ 696,180
27	Restoring Citizens	National City	San Diego	\$ 749,564
28	Starting Over, Inc.	Riverside	Riverside	\$ 690,921
29	CityServe Network	Bakersfield	Kern	\$ 749,965
30	Friends Outside in LA County	Pasadena	Los Angeles	\$ 750,000
31	Root & Rebound	Oakland	Alameda	\$ 750,000
32	Project Heart	Grass Valley	Nevada	\$ 749,999
33	Family Assistance Program	Victorville	San Bernardino	\$ 750,000

Sub Proposal Type: WARM HAND-OFF				
#	Name of Applicant	City	County	Funding Requested
34	Oakland Private Industry Council, Inc.	Oakland	Alameda	\$ 749,915
35	Tarzana Treatment Centers, Inc.	Tarzana	Los Angeles	\$ 750,000
36	Whole Systems Learning	Downey	Los Angeles	\$ 750,000
37	Youth Empowerments Finest	San Diego	San Diego	\$ 750,000
38	The Catalyst Foundation	Lancaster	Los Angeles	\$ 750,000
39	Advancing Steps	Desert Hot Springs	Riverside	\$ 745,705
40	Bonafide	Oakland	Alameda	\$ 749,735
41	Insight Garden	Berkeley	Alameda	\$ 750,000
42	Lao Family Community Development	Oakland	Alameda	\$ 498,591
43	Community Realignment Education Development (CRED)	San Diego	San Diego	\$ 750,000
43	San Diego Second Chance Program	San Diego	San Diego	\$ 750,000

Sub Proposal Type: WARM HAND-OFF				
#	Name of Applicant	City	County	Funding Requested
45	Garden Pathways	Bakersfield	Kern	\$ 750,000
46	DOVE	Vallejo	Solano	\$ 741,000
47	ReEvolution	Los Angeles	Los Angeles	\$ 750,000
48	Interfaith Community Services, Inc.	Escondido	San Diego	\$ 749,901
49	The Actor's Gang	Culver City	Los Angeles	\$ 749,403
50	Choices for Freedom, Inc.	Oakland	Alameda	\$ 552,700
51	Community Action Partnership of Kern	Bakersfield	Kern	\$ 750,000
52	Goodwill of Silicon Valley	San Jose	Santa Clara	\$ 737,961
53	Tayba Foundation	San Bernardino	San Bernardino	\$ 750,000
54	Arsola's Distribution Center and Community Services	Oakland	Alameda	\$ 744,716
55	Ten Toes In	Los Angeles	Los Angeles	\$ 749,068

Sub Proposal Type: WARM HAND-OFF				
#	Name of Applicant	City	County	Funding Requested
56	Flintridge Center	Pasadena	Los Angeles	\$ 750,000
57	Inland Southern California 211+	Rancho Cucamonga	San Bernardino	\$ 750,000
58	LightHouse Social Service Centers	Colton	San Bernardino	\$ 675,000
59	Vista Community Clinic	Vista	San Diego	\$ 750,000
60	Community Solutions, Inc.	Ventura	Ventura	\$ 750,000
61	Paws for Life K9 Rescue	Mission Hills	Los Angeles	\$ 750,000
62	Integrated Recovery Network	Los Angeles	Los Angeles	\$ 750,000
63	I.E. CEEM	Ontario	San Bernardino	\$ 750,000
64	Midtown Family Services	San Jose	Santa Clara	\$ 746,689
65	Community Legal Services in East Palo Alto	East Palo Alto	San Mateo	\$ 750,000
66	Redwood Adult & Teen Challenge	Eureka	Humboldt	\$ 629,738

Sub Proposal Type: WARM HAND-OFF				
#	Name of Applicant	City	County	Funding Requested
67	Reaching New Heights	Riverside	Riverside	\$ 749,568
68	God's Pantry	Pomona	Los Angeles	\$ 710,790
69	LifeMoves	Menlo Park	San Mateo	\$ 749,887
70	Building Opportunities for Self-Sufficiency (BOSS)	Berkeley	Alameda	\$ 750,000
71	Aim High Los Angeles	Wilmington	Los Angeles	\$ 571,720
72	ManifestWorks	Los Angeles	Los Angeles	\$ 571,390
73	IE Rebound Services	San Bernardino	San Bernardino	\$ 707,790
74	Kingdom Builders	Oakland	Alameda	\$ 749,314
75	Community Reunification Project	Chula Vista	San Diego	\$ 749,826
76	Pathway to Kinship	Los Angeles	Los Angeles	\$ 213,955
77	Centro C.H.A. Inc.	Long Beach	Los Angeles	\$ 750,000

Sub Proposal Type: WARM HAND-OFF				
#	Name of Applicant	City	County	Funding Requested
78	Mercy House Living Centers	Santa Ana	Orange	\$ 750,000
79	Men Taking Over Reforming Society (M.E.N.T.O.R.S)	Los Angeles	Los Angeles	\$ 750,000

Total: \$56,615,557

Sub Proposal Type: Rental Assistance				
#	Name of Applicant	City	County	Funding Requested
1	Family Assistance Program	Victorville	San Bernardino	\$ 2,750,000
2	St. John's Community Health	Los Angeles	Los Angeles	\$ 2,742,221
3	Hope Solutions	Pleasant Hill	Contra Costa	\$ 2,712,385
4	SHELTER, Inc.	Concord	Contra Costa	\$ 2,750,000
5	Interfaith Shelter Network	Santa Rosa	Sonoma	\$ 2,750,000
6	Mercy House Living Centers	Santa Ana	Orange	\$ 2,750,000
7	Homeboy Industries	Los Angeles	Los Angeles	\$ 2,749,893
8	LightHouse Social Service Centers	Colton	San Bernardino	\$ 2,750,000
9	Friends Outside	Stockton	San Joaquin	\$ 2,216,253
10	Creating Restorative Opportunities and Programs	Oakland	Alameda	\$ 2,597,495
11	Community Realignment Education Development (CRED)	San Diego	San Diego	\$ 2,750,000

Sub Proposal Type: Rental Assistance				
#	Name of Applicant	City	County	Funding Requested
12	Inland Southern California 211+	Rancho Cucamonga	San Bernardino	\$ 2,750,000
13	Volunteers of America of Los Angeles	Los Angeles	Los Angeles	\$ 2,750,000
14	Brilliant Corners	San Francisco	San Francisco	\$ 2,507,560
15	The AMAAD Institute	Los Angeles	Los Angeles	\$ 2,408,758
16	LifeMoves	Menlo Park	San Mateo	\$ 2,749,654
17	Arsola's Distribution Center and Community Services	Oakland	Alameda	\$ 2,750,000
18	WestCare California	Fresno	Fresno	\$ 2,750,000
19	Faith Advisory Council for Community Transformation	San Bernardino	San Bernardino	\$ 2,750,000
20	Men of Valor Academy (MOVA)	Oakland	Alameda	\$ 2,749,910
21	Starting Over, Inc.	Riverside	Riverside	\$ 2,211,336
22	Building Opportunities for Self-Sufficiency (BOSS)	Berkeley	Alameda	\$ 2,750,000

Sub Proposal Type: Rental Assistance				
#	Name of Applicant	City	County	Funding Requested
23	Midtown Family Services	San Jose	Santa Clara	\$ 254,535

Total: \$58,900,000

Attachment G-3

**Adult Reentry Grant Program – Cohort III Warm Hand-Off Project Summaries
(In Alphabetical Order and as Provided by the Applicants)**

1. Abundant Living Family Church High Desert

Funding Amount: \$750,000

Location: 17555 Mauna Loa, Hesperia, CA 92345

The New Hope Program will provide warm hand-off services through comprehensive case management addressing criminogenic needs of 200 eligible individuals over the 42-month grant program.

2. Advancing Steps

Funding Amount: \$745,705

Location: 68951 Overlook Dr. Desert Hot Springs, CA 92240

Advancing Steps has created a reentry service program focusing on recently released and/or homeless parolees. Our mission is to change the lives of the formerly incarcerated by providing evidence-based reentry supportive services while focusing on education and vocational training as a path to living-wage careers. Advancing Steps replicates the Safe Housing Network to help people achieve self-transformation as our philosophy is to treat people with respect, understanding, empathy, care, and love. Our end goal is to create respected citizens in our communities as they work toward self-sufficiency. Advancing Steps takes an individualized approach to providing services for our clients as we recognize that each person will have their own needs and wants that we will work to fulfill.

3. After Innocence

Funding Amount: \$336,930

Location: 5230 Boyd Ave., Oakland, CA 94618

The Grant will ensure continuation of our Cohort I work, which provides California's exonerees – people released from prison after wrongful conviction – with the skilled, one-on-one case management assistance they need to (1) get and make good use of the health care and public benefits they are eligible for; (2) obtain pro bono legal help with post-release legal and bureaucratic problems; and (3) make good use of the social services available in their communities. This Grant will expand the services we provide, to include trauma-informed mental health support and peer support groups, annual free dental services, voter registration, one-on-one financial planning, tax preparation, credit-counseling and repair; and assistance with job readiness and adult education. With this Grant, we will more than double the number of exonerees we serve, include all new exonerees released during the grant period, and solidify California's leadership in supporting individuals released after wrongful incarceration.

4. Aim High Los Angeles

Funding Amount: \$571,720

Location: 1133 Lecouvreur Ave, Wilmington, CA 90744

The purpose of the Aim High Los Angeles Warm Handoff is to support better outcomes for those formerly incarcerated individuals to successfully transition into society by providing supportive services for employment, education, and life skills.

5. Arsola's Distribution Center and Community Services

Funding Amount: \$744,716

Location: 7801 Edgewater Dr., Suite 3000, Oakland, CA 94621

Arsola's Reentry Resources provides support to individuals reentering society after periods of incarceration in California State Prisons, in order to prevent recidivism and aid formerly incarcerated persons in integrating successfully into society and rebuilding (and in some cases building) their lives. We will build on and expand our current program, the efforts of which include: 1) reach-ins to prisons to

support parole preparation, 2) household set-up and material items once individuals are home, 3) administrative support, and 4) establishment of a successful reentry mindset and personal networks over the course of the grant period.

6. Bonafide

Funding Amount: \$749,735

Location: 2626 Harrison St., Oakland, CA 94612

Bonafide envisions a world in which people recovering from incarceration are able to pursue the same opportunities and quality of life as those who have never lost their freedom. We invest in activities that build lasting friendships, develop confidence, and reinforce healthy habits to help people impacted by incarceration to successfully reintegrate to their communities and achieve their goals — so that when problems arise in life, they arise from normal life circumstances, not because they have been incarcerated. Our Reentry Services support in four areas: 1) Pre-Release Advising: Preparing for Reentry; 2) First Day Home: Meeting Basic Needs, Building Community; 3) Critical Adventures: Exploring, Connecting, and Building Confidence; and 4) Learning Workshops and Training.

7. Building Opportunities for Self-Sufficiency (BOSS)

Funding Amount: \$750,000

Location: 1918 University Ave., Suite2A, Berkeley, CA 94704

BOSS is proposing to provide comprehensive, compassionate, evidence-based warm hand-off services to eligible reentry individuals to support successful reentry. Services will include (but not be limited to): needs assessment; goal-setting; case management; housing navigation; basic assistance (transportation, food, crisis response, emergency services); education/employment/career pathways services; behavioral health and primary care services/referrals; peer mentoring; short-term or emergency housing support; family reunification support; legal services/referrals; and system navigation assistance. Services will be provided at two BOSS Neighborhood Impact Hubs located along public transit corridors in Oakland neighborhoods (West, Deep East) with the highest concentrations of violence, crime, and justice involved residents: these sites will accept referrals from throughout the County. Services will be provided by trained staff members with lived experience who are highly effective at engaging the target population. BOSS has successfully provided these services since receiving a prior BSCC grant in 2019 (298 individuals served as of 3/22/22).

8. Center for Living and Learning

Funding Amount: \$750,000

Location: 14549 Archwood St., Suite 221, Van Nuys, CA 91405

The WHJ program will address barriers to employment and reentry for former State prisoner job-seekers – with a focus on those recently released – through evidence-based, peer-led employment preparation, cognitive behavioral interventions, and job placement and retention support. We aim to identify, screen, and enroll at least 150 participants, prepare at least 120 for and place at least 90 participants in living-wage jobs, and ultimately reduce un/under-employment and recidivism among WHJ program participants. Funding will support Executive Director oversight @ 100% FTE, a Program Manager @ 35% FTE, and two Peer Employment Specialist (one PES Lead @ 100% FTE and a second PES @ 70% FTE), as well as supportive services/items, office supplies, transportation, occupancy, phones, computers, participant job placement stipends, travel to Sacramento, and audit by a CPA, and program evaluation consultation.

9. Centro C.H.A. Inc.

Funding Amount: \$750,000

Location: 1633 Long Beach Blvd., Long Beach, CA 90813

Centro CHA Inc., a well-established and highly respected provider of evidence based comprehensive reentry services for the justice-involved population, proposes Reentry Integration and Employment Services project designed to serve 100 adults reentering from the state prison system or on parole in

Long Beach. Centro CHA will provide occupational skill training programs that will lead to credentials and employment in the construction, refinery, movement and logistics, retail and hospitality, and small business development for the reentry population. Centro CHA intends to provide linkages to training, subsidized employment, and eventually unsubsidized employment. Centro CHA will coordinate the multiple partners listed above to achieve maximum efficacy in delivering health, wellness and counseling supportive services. Centro CHA currently provides comprehensive trauma-informed care case management, substance abuse, housing assistance, and workforce development services to justice-involved adults reentering from the state prison systems or on parole or probation in Long Beach and Harbor Gateway areas.

10. Choices for Freedom, Inc.

Funding Amount: \$552,700

Location: 215 W. McArthur Blvd., Suite 514, Oakland, CA 94611

Choices for Freedom, Inc. will deliver “You’ve Got Choices” strengths based reentry program to 270 adults residing in and around the cities of Oakland, Compton, Stockton, Los Angeles, and San Diego in an innovative hybrid model of in person and on-line communication and learning; adults who have served long term sentences will be trained as coaches to mentor younger participants, and all will receive extensive training in technology and participate in a variety of engaging workshops. Evidence supported practices will be used to address histories of trauma and correct criminal thinking.

11. CityServe Network

Funding Amount: \$749,965

Location: 3201 F Street, Bakersfield, CA 93301

The need for housing assistance is great for those having been released from prison as they are 10 times more likely to become homeless than the general population. CityServe Network proposes to meet the this need through Warm Handoff and Reentry Services to offer housing navigation and case management services.

12. Coalition for Responsible Community Development

Funding Amount: \$750,000

Location: 3101 S. Grand Ave., Los Angeles, CA 90007

CRCD Warm Handoff and Reentry Services will target 75 individuals released from state prison each year (225 over the project period) with best-practice assessments, career coaching, counseling, treatment, support services, and employment training and placement. Outreach will include reach-in services at California prisons to recruit, assess, and enroll individuals. Clients served will receive career training in sectors supportive of individuals with lived experience. They will receive industry-recognized certifications or credentials and will be placed in jobs. Clients served will be stabilized through the provision of services to address needs, and will be placed in permanent housing aligned with the core components of Housing First as part of intensive services provided by the Coalition for Responsible Community Development (CRCD) and partners.

13. Community Action Partnership of Kern

Funding Amount: \$750,000

Location: 5005 Business Park North, Bakersfield, CA 93309

Community Action Partnership of Kern’s (CAPK) Warm Handoff and Reentry Services Program is designed to reduce rates of homelessness and recidivism in the reentering AB 128 population, CAPK proposes a multi-modal intervention strategy with complementary reentry service lines targeting known dynamic risk factors for homelessness and recidivism including housing stability, employment, and mental health. Case Management services will be provided using a Strengths-Based approach model that addresses immediate needs upon release and facilitates individual change to ensure self-sufficiency upon program exit. Case Management activities may include Housing Search Services, Housing Plan

Development, Landlord Engagement, Financial Capability Skill Training, Financial Coaching/Counseling, Tenant Rights Education, and Rental Counseling. CAPK will use interagency referral to determine eligibility to any of its 16 unique anti-poverty programs. Community partners such as Kern Behavioral Health and Recovery Services and Employers' Training Resource will provide intensive specialized services around Mental Health/Substance Use and Employment Training, respectively.

14. Community Legal Services in East Palo Alto

Funding Amount: \$750,000

Location: 1861 Bay Rd., East Palo Alto, CA 94303

CLSEPA's Reentry Legal Services & Employment Mapping Project will give people with prison records a roadmap to guide them towards a brighter future for themselves and their families. We will provide our target population with a map and timeline of what their record clearance journey will look like and identify what convictions will create obstacles for their career goals. This map will be a guide that our clients can use while they access CLSEPA's legal services, and throughout their lives, as it will include information they can leverage to further their employment goals. CLSEPA will provide: 1) outreach to reentry services partners and our target population, 2) map the reentry legal services and employment plan, and 3) ensure periodic check-ins take place throughout the service delivery process.

15. Community Realignment Education Development (CRED)

Funding Amount: \$750,000

Location: 9528 Miramar Rd., Suite 4029, San Diego, CA 92126

The CRED San Diego Warm Hand-Off Re-Entry Project will provide jail reach-in services, participant intake and assessment, case management to identify participant needs and detail strategies to address those needs, housing navigation services, placement into appropriate housing (interim, transitional, permanent), transportation, food, employment soft skills and vocational training, job placement services, and referrals to community-based supportive services (healthcare, behavioral healthcare, SUD treatment, legal services, vocational training, etc.) to connect individuals who were sentenced to and released from state prison in San Diego to permanent housing and the resources they need to successfully reintegrate into their community and avoid recidivism. As a result of these services, 80% of households will be placed into housing (interim, transitional, permanent), 50% of whom will be placed into permanent housing, 95% will increase their income, and 20% or fewer will recidivate.

16. Community Reunification Project

Funding Amount: \$749,826

Location: 2411 Fenton St., Suite 103, Chula Vista, CA 91914

CRP works to provide housing, guidance, support and counseling to justice impacted individuals transitioning to open society. This support comes in the form of transitional and emergency housing, job mentoring and coaching, substance abuse counseling and testing, support to obtain various forms of public assistance and ultimately locating and obtaining suitable permanent housing, including locating resources for payment and deposit assistance, landlord intervention and utility support.

17. Community Solutions, Inc.

Funding Amount: \$750,000

Location: 56 E. Main St., Suite 110, Ventura, CA 93001

CSI proposes to provide group and individual Cognitive-Behavioral (CBT) services and group and individual Substance Use Disorder (SUD) services for individuals who have been formerly sentenced to, and released from, state prison, primarily serving those on state parole in Ventura County.

18. Community Works West

Funding Amount: \$750,000

Location: 110 Broadway, Oakland, CA 94607

Community Works West's Project R3: Return, Restore, & Rise (R3) program serves women and men ages 25 to 50 years in Alameda, Contra Costa and San Francisco Counties who are on parole following incarceration in California State Prison or who are supervised by the county probation department. The R3 program implements an evidence-based case management model rooted in restorative justice and focuses on providing concrete housing problem solving and helping clients navigate housing options. Through the R3 program, individuals are able to find a safe place to live while reducing harmful behaviors and increasing income. Our goal is to avoid recidivism, establish the pillars of sustainable independence through economic empowerment (housing, adequate employment, educational attainment, etc.), and develop a personal network of community and interpersonal support for the clients we serve.

19. COSA Fresno

Funding Amount: \$750,000

Location: 4840 N. First St., Suite 101, Fresno, CA 93726

Circles of Support and Accountability, Fresno, is an evidence-based, restorative justice community reentry program proven to reduce recidivism. COSA provides support and accountability through case management and community support for persons who have committed serious, violent, and/or sexual crimes with a priority for those on state parole. COSA Fresno provides a seamless transition from prison into the community through a circle of trained community volunteers that meet weekly with the core member (COSA client) alongside an outer circle of support and accountability that includes supervision, treatment providers, housing managers, employers, etc. COSA provides case management services, tracking outcomes through the core members' Wellness Plan and database for program effectiveness and ongoing improvement.

20. DOVE

Funding Amount: \$741,000

Location: 2635 Napa St., Vallejo, CA 94590

D.O.V.E. Reentry Services provides case management, service connection, and system(s) navigation for at-risk and in-risk individuals, including individuals recently released from California State Prison, Parole/Probation, and on the verge of recidivism. As a part of program participation, individuals will need to complete our intake care assessment to determine service needs including housing, finances, and education. Program participants will be assigned a case manager (service connector) that will create an individual service plan for successful reentry back into our community. Although plans will vary they will include securing the necessary government and/or public assistance such as obtaining the required documents needed to navigate systems such as CA Photo ID, Social Security Card, Health Insurance including Medi-Cal, etc. D.O.V.E. Program Services are designed to reduce the risk of recidivism, navigate the criminal justice system, provide advocacy to ensure successful reentry into the community, and prevention programs such as Gang Addiction Prevention.

21. Family Assistance Program

Funding Amount: \$750,000

Location: 15075 Seventh St., Victorville, CA 92395

This project will expand reach-in services and care coordination for parolees in San Bernardino County. The project will serve 180 parolees during the service delivery period, from January 1st 2023 through December 31st 2025. Services are designed to help formerly incarcerated individuals reenter society through responsive support networks, treatment plans, economic empowerment, and life skills awareness. 2 fulltime Case Managers will be responsible for administering screenings and assessments, creating exit strategies, coordinating service plans, and following up on service helpfulness. A full-time Life Coach will be responsible for developing meaningful life goals with clients while teaching the life skills

necessary to reach each self-defined goal. The Division of Adult Parole Operations will provide referrals to meet goals and objectives. An Evaluation Coordinator will track programmatic data and complete all required progress reports. An independent evaluator from the University of Loma Linda will assist with evaluation activities.

22. First to Serve, Inc.

Funding Amount: \$700,000

Location: 1017 W. 50th St., Los Angeles, CA 90037

Project Summary not available.

23. Five Keys Schools and Programs

Funding Amount: \$720,542

Location: 70 Oak Grove St., San Francisco, CA 94107

The project will expand and enhance a BSCC-funded transitional housing and reentry program for criminalized domestic violence survivors who are exiting California prisons after decades incarcerated. "Home Free" provides a full range of reentry services at the California Institute for Women. While engaged in custody-based programming, the women are assessed for post-custody transitional housing and support services at the 12- bed transitional housing residence in San Francisco. Once stabilized, the women move to permanent housing. The program will serve survivors of intimate partner violence who have spent 25 to 40 years incarcerated. As they transition from transitional to permanent housing, residents are supported in accessing specialized services that recognize the unique needs of this special population.

24. Flintridge Center

Funding Amount: \$750,000

Location: 236 W. Mountain St., Suite 106, Pasadena, CA 91103

Flintridge Center's Warm Handoff and Reentry Services project will support individuals in Los Angeles County who have been previously incarcerated in state prisons. The project will address services gaps for this target population through case management and Flintridge Center's Apprenticeship Preparation Programs, as well as a partnership that will provide diversion opportunities for individuals previously incarcerated in state prisons and with a history of recidivism. The proposed project aims to (1) increase the number of individuals receiving warm hand-off reentry services (2) prevent individuals previously incarcerated in state prisons from recidivating (3) improve employment outcomes for individuals previously incarcerated in state prisons.

25. Friends Outside in LA County

Funding Amount: \$750,000

Location: 261 E. Colorado Blvd., Suite 217, Pasadena, CA 91101

The proposed project, The Bridge Project (TBP), is an enhancement of Friends Outside in Los Angeles County's existing BSCC-funded Warm Handoff project. TBP will address the needs of 240 state parolees who are within six months of release and are returning to Los Angeles County, and will serve as a "bridge" during their transition. Research demonstrates that when their needs are addressed within the critical time of six months after release, these individuals are more likely to successfully return to outside society. However, few communities are prepared to meet their needs. TBP will address the most common and urgent needs of the target population and provide services or linkages to partners that will provide services to move them towards self-sufficiency and community (re)integration. Based on the composition of FOLA's current BSCC-funded project, TBP anticipates that the majority of those to be served will be male and persons-of-color.

26. Garden Pathways

Funding Amount: \$750,000

Location: 1616 29th St., Bakersfield, CA 93301

Since 2002, Garden Pathways, located in Kern County, CA has been serving youth and adult participants who are currently or formerly incarcerated through comprehensive mentoring services and intensive case management. Formerly incarcerated individuals face multiple barriers and challenges upon release, from locating appropriate and stable housing, reuniting with their families, obtaining gainful employment, accessing substance dependency and mental health services, to meeting their most basic needs for shelter, food, and right-to-work documents. Our primary goal is to provide housing navigation service to acquire sustainable and stable housing while addressing criminogenic risks and needs. The project provides comprehensive mentoring and intensive case management services to coordinate and navigate housing and access to resources, and to provide opportunities for improving prosocial skills and attitudes, job skills, education, and healthy relationships.

27. God's Pantry

Funding Amount: \$710,790

Location: 250 East Center St., Pomona, CA 91767

God's Pantry is a community-based organization that helps formerly incarcerated folks live peaceful lives, adjust to life outside the justice system, and find purpose through service to the community. Through this grant, we seek to provide warm handoff and reentry services to formerly incarcerated folks in Pomona. We will provide services to 100 individuals per year. Services will include: case management, counseling, court appointed classes, substance abuse treatment, reintegration into the workforce, and gang intervention. All of our services are trauma informed and are developed in cooperation with justice-involved individuals, many of whom are staff members. We carry out our work in partnership with other community organizations and our own network of justice-involved individuals. Our holistic, wraparound approach ensures we provide comprehensive care and support to our program participants. We support the reentry population of Los Angeles County to achieve housing, employment, and self-sufficiency, while simultaneously reducing their recidivism rate.

28. Goodwill of Silicon Valley

Funding Amount: \$737,961

Location: 1080 North 7th St., San Jose, CA 95112

Goodwill of Silicon Valley (GWSV) proposes expanding its BSCC-funded NOW Hand-Off Program to serve additional Santa Clara County residents released from state prison who need help coordinating services designed to support their successful reentry. Clients will meet with the program's Case Manager at GWSV's headquarters in San Jose for a needs assessment and begin developing a reentry plan to be implemented immediately. Participants will be served for a projected thirty days or until their identified needs have been met or they are transitioned to another, relevant program. GWSV will track and report on both quantitative and qualitative data, developing a Local Evaluation Plan prior to the start of services to guide evaluation activities and completing a Final Local Evaluation Report to document whether or not the program achieved its goals and objectives by April 30, 2026.

29. Hospitality House

Funding Amount: \$585,167

Location: 1262 Sutton Way, Grass Valley, CA 95945

Foothill House of Hospitality (HH) proposes to offer a Warm Handoff Program (WHO) to those who have been formally sentenced to and released from state prison (clients), with a priority for those recently released. Our proposed program will provide a combination of emergency shelter, assistance with qualification for a rental, securing employment, locating, applying for, and securing a rental unit, and support after securing a rental unit. The community needs to be addressed are the barriers to securing

housing, including discrimination by landlords against the formerly incarcerated, poor credit, unemployment, and past evictions.

30. I.E. CEEM

Funding Amount: \$750,000

Location: 3155-A E. Sedona Ct., Ontario, CA 91764

IE CEEM's Reentry Warm Handoff Project will combat the high population of percentage released from county prisons into the High Desert. The overall goal is to address the risks which lead to recidivism using comprehensive, wraparound case management with evidence-based programming addressing the criminogenic needs of targeted participants. Project objectives address the risks which lead to recidivism; networking of needed comprehensive services in the High Desert; and meeting the demand for Behavioral/Mental and Substance Abuse Counseling and Treatment Services among targeted populations. Outcomes, - Of the 165 individuals CM, 90% will receive comprehensive CM services addressing their criminogenic needs; 40% will complete their ICMP (showing increased access to a decent, safe place to live, improved health, reduction in harmful behaviors, and increased income/earning potential); 80% identified as having behavioral health issues will begin counseling/programming with 50% completing; and 40% will complete behavioral health required sessions.

31. IE Rebound Services

Funding Amount: \$707,790

Location: 1505 W. Highland Ave., Suite 15, San Bernardino, CA 92411

IE Rebound has partnered with Re-Entry Community Housing and Supportive Services (RECHSS), the Tayba Foundation and LightHouse Social Services, to provide permanent supportive housing for ex-offenders utilizing the Housing First Approach. Specifically, through this collaborative effort, IE Rebound will lead the work proposed in this grant with all practices founded on evidence-based practices that have resulted in optimal outcomes for homeless ex-offenders finding permanent housing and reentering their communities successfully. This grant will augment existing funds, allowing IE Rebound and its partners to expand this newly established service. With this award, our collaborative group will serve an additional 30-35 formerly incarcerated, homeless men ages 18 and over.

32. Impact Justice

Funding Amount: \$750,000

Location: 2930 Lakeshore Ave., Suite 300, Oakland, CA 94610

The Homecoming Project supports successful reentry by addressing formerly incarcerated individuals' need for reliable, immediate non-institutional housing. It provides transitional housing, coupled with supportive programming, for an average of six months per participant by offering daily subsidies to homeowners who have underutilized living spaces in California's Bay Area. Our ARG warm handoff grant project goals for Homecoming are 1) Ensure people returning home from prison receive individualized reentry support and coaching, 2) Ensure people returning home from prison have access to a variety of supportive services, via referrals and care coordination, that meet their immediate and ongoing needs, and 3) Assist formerly incarcerated participants on pathways to economic mobility and stability.

33. Inland Southern California 211+

Funding Amount: \$750,000

Location: 9624 Hermosa Ave., Rancho Cucamonga, CA 91730

This project will expand Warm Handoff and Reentry Peer Advocacy in the Inland Region of Southern California. It will provide dedicated Reentry Peer Advocates for Riverside and San Bernardino Counties. Advocates will case manage, system navigate, refer warm handoff, and facilitate peer mentor support groups for 200 reentry clients. Housing services to end homelessness or stabilize existing at-risk housing will serve 50 clients. Employment services will serve 35 clients to improve income outcomes. Assist 130

clients to ensure medical coverage. A case management portal will be developed to case conference between Reentry, Housing, and Employment Services. This multi-pronged approach reduces recidivism, improves quality of life and success in the community after incarceration, and develops positive peer role models, social networks, and self-agency informed by a lived experience, evidence-based model and supported by stability services.

34. Insight Garden

Funding Amount: \$750,000

Location: 2081 Center St., Berkeley, CA 94704

IGP will provide comprehensive, wraparound reentry services to people being released from California State Prison-Lancaster, California Health Care Facility, California Medical Facility, Avenal State Prison, and San Quentin to communities in the Los Angeles and Central Valley regions of the state. IGP will reach a total of 1400 people during the grant period, providing: 1) Pre-release in-reach, providing case management in preparing for reentry; 2) Gate pickups upon release, providing transportation, food, and essential supplies; 3) System navigation services based on individual reentry plans that include housing, transportation access, employment/vocational opportunities, linkages to community-based services, social services and public benefits, and behavioral health care; 4) Weekly peer reentry circles for group mentorship; 5) 1:1 case management and individual mentorship for up to 6 months to ensure successful transition.

35. Integrated Recovery Network

Funding Amount: \$750,000

Location: 2010 Wilshire Blvd., Suite 704, Los Angeles, CA 90057

An emerging body of literature has documented the numerous challenges that former prisoners face after their release, including barriers to employment, social services receipt and housing access (Harding, Wyse, Dobson, & Morenoff, 2019). This and other literature points to housing as both a particular challenge and an important of well-being after prison. Even when ex-offenders have a place to return, remaining stably housed is challenging especially for those with special needs. As such, Integrated Recovery Network will identify these individuals and provide wrap around services.

36. Interfaith Community Services, Inc.

Funding Amount: \$749,901

Location: 550 W. Washington Ave., Escondido, CA 92025

Interfaith Community Services will support 100 participants annually through a coordinated care and collaboration designed to support successful reentry, increase self-sufficiency, and prevent homelessness.

37. Kingdom Builders

Funding Amount: \$749,314

Location: 2321 International Blvd., Oakland, CA 94606

Kingdom Builders Transitional Housing program will assist 90 persons with both housing navigation services and emergency rental assistance to formerly incarcerated person by staff with lived experience.

38. La Clinica de La Raza

Funding Amount: \$750,000

Location: 1601 Fruitvale Ave., Oakland, CA 94601

Through the Transitions Clinic Project, La Clinica de La Raza, Inc. (La Clinica) will continue to address the needs of the state prison re-entry population living in Vallejo and nearby cities. Through direct services, the Transitions Clinic Project will provide primary care, mental health services, and navigation services as well as coordinated support services for health and social service needs. Through warm handoffs to referral partners, the Transitions Clinic will connect clients with food, employment, and

housing services. The Transitions Clinic will serve 238 clients over a 2.8 year project period and the staff will include 2 Community Health Workers, a Mental Health Clinician, and a Primary Care Provider.

39. Lao Family Community Development

Funding Amount: \$498,591

Location: 2325 E 12th St., Suite 226, Oakland, CA 94601

The BRIDGE TO SUCCESS WARM HANDOFF ENGAGEMENT PROJECT (BTS) will annually provide 120 probation/mandatory supervision reentry participants from Alameda County with in person warm handoff transition services. The reentry team will use an RNR framework, workflow tools, and systematic approach to communication. With BSCC funding, we will create new education/housing navigation/permanent landlord specialists providing intensive case management support during and post-graduation from the campus to achieve outlined goals. The BTS project is located at the LFCD CARE Campus, a community setting that is publicly-privately-community based sponsorship on 3.2 acres, housing 280 furnished studios and supported by Alameda County Probation, City of Oakland, Oakland Housing Authority, private and community investments. Goals of this program include: 1) reducing recidivism, 2) reducing homelessness and 3) promoting economic/social/ employment stability through support and aftercare to ensure participant success.

40. LifeMoves

Funding Amount: \$749,887

Location: 181 Constitution Dr., Menlo Park, CA 94025

LifeMoves is the largest and most innovative non-profit organization committed to ending the cycle of homelessness for families and individuals in San Mateo and Santa Clara Counties. Our mission is to provide interim housing and supportive services for homeless families and individuals to rapidly return to stable housing and achieve long-term self-sufficiency. LifeMoves operates more than 20 facilities and service sites from Daly City to San Jose. Last year, LifeMoves provided more than 237,000 nights of shelter and returned nearly 2,000 clients to stable housing. Formerly incarcerated individuals experience homelessness at rates 10 times higher than the general population; they also often face significant difficulties in maintaining stable housing. Under the proposed ARG Warm Hand-Off Services Program, LifeMoves will provide case management services to individuals formerly incarcerated in State Prison so that they are and remain connected to the supports and services they need to maintain stable housing and self-sufficiency.

41. LightHouse Social Service Centers

Funding Amount: \$675,000

Location: 1003 E. Cooley Dr., Suite 205, Colton, CA 92324

LightHouse Social Service Centers (LHSSC) is proposing to provide Reentry Warm-Hand-Off services to 100 individuals formerly incarcerated in state prison, who are homeless or at significant risk of becoming homeless in Riverside County and 100 individuals formerly incarcerated in state prison, who are homeless or at significant risk of becoming homeless in San Bernardino County during the 42-month grant term. The proposed program will focus on persons released within the last year and will target individuals under the supervision of parole or post release community supervision (PRCS). It is anticipated that services will last approximately six (6) months, however some participants may need additional time to secure employment and stable permanent housing.

42. ManifestWorks

Funding Amount: \$571,390

Location: 823 Seward St., Los Angeles, CA 90038

ManifestWorks is an immersive workforce development and job placement organization; we offer real-world work training, placement and lifelong professional and personal support to those impacted by incarceration, foster care and homelessness. Our vision is one of transformation: Harnessing our ties in

TV and film, our industry partners join us to teach networking, communication, leadership, accountability, financial well-being and the basics of production, enough to help participants excel at the first jobs we find them, and to prepare them for jobs and careers they will increasingly find on their own. Our support team guides ManifestWorkers through re-entry and past the trauma of system involvement. Ongoing scaffolding ensures ascendent wages, stability, wellbeing and community. The hands-on focus sparks engagement and leads to doubling and tripling in wages, a 93-percent decrease in reliance of welfare, and a virtual elimination of recidivism.

43. Men of Valor Academy (MOVA)

Funding Amount: \$641,726

Location: 6118 International Blvd., Oakland, CA 94621

Men of Valor Academy (MOVA) will expand the capacity of its Academy to serve an additional 300 men who have been formerly sentenced to and released from state prison. This includes people leaving state prison that are on parole or those monitored by the county probation departments through Post-Release Community Supervision (PRCS). The goal of the MOVA Warm Hand-Off Reentry Services Program is to deliver innovative and therapeutic supports focusing on housing, health, and improving access to family sustaining employment for clients. Warm handoffs by staff that share a lived experience of former incarceration helps MOVA to maximize service coordination and create real accessibility to critical resources for clients.

44. Men Taking Over Reforming Society (M.E.N.T.O.R.S)

Funding Amount: \$750,000

Location: 6630 Crenshaw Blvd., Los Angeles, CA 90043

Men Taking Over Reforming Society, Inc. (M.E.N.T.O.R.S.) seeks to expand its emergency housing services to include an additional 34 occupancy building in San Pedro. M.E.N.T.O.R.S. will provide 90 days of emergency housing support to 400 individuals recently released from incarceration and at most risk for homelessness. M.E.N.T.O.R.S. will enroll said occupants into social, mental, and behavioral health services already offered by the organization to reduce recidivism and provide them with the skillsets needed to pursue permanent housing and full-time employment.

45. Mercy House Living Centers

Funding Amount: \$750,000

Location: 203 N. Golden Circle, 3rd Floor, Santa Ana, CA 92705

The Bridge to ReEntry Program aims to serve 400 formerly incarcerated, homeless individuals. By providing emergency shelter, housing navigation and employment support the program aims to reduce the rate of recidivism for both homelessness and jail/prison by program participants.

46. Midtown Family Services

Funding Amount: \$746,689

Location: 1275 S. Winchester Blvd., Suite G, San Jose, CA 95128

Midtown Family Services will provide warm handoff and reentry services for 1 year each to 45 persons a year, 135 over 3 years, returning to Santa Clara County from California State Prisons. This includes people leaving prison that are on parole or being monitored by the SCC probation department through PRCS. This excludes, however, those we don't have the capacity to serve well or safely: sex offenders or persons who present a danger to themselves or others due to mental health issues. The strategy for MFS' Warm Handoff and Reentry Services program will be to try to reach prospective clients before release and, if reached, provide them with the opportunity to have needs assessed prior to release using a self-sufficiency matrix to guide planning and the opportunity to have someone meet them immediately arriving back to the community then convey them to our temporary housing location while seeking permanent housing.

47. North County Lifeline

Funding Amount: \$750,000

Location: 3142 Vista Way, Suite 400, Oceanside, CA 92056

North County Lifeline will provide trauma-focused, client-centered case management focused on identifying client needs and connecting them with supportive services that will help them overcome barriers to self-sufficiency. Eligible participants are ex-offenders re-entering, or currently residing in San Diego County. Priority will be given to North San Diego residents where Lifeline is primarily based and re-entry resources are lacking. Referrals to supportive services will be made via warm hand-off. Clients may also receive “wraparound” assistance (i.e. purchasing reasonably priced items beyond a client’s financial means that remove key barriers to achieving their case management goals.)

48. Oakland Private Industry Council, Inc.

Funding Amount: \$749,915

Location: 268 Grand Ave., Oakland, CA 94610

The Oakland PIC Breaking Through Barriers Program is making application for \$749,915 and will enroll (over three years) 120 post release parolees and eligible probationers and, after developing a relationship of trust, carefully assess each participant and develop an Individual Life Plan for each, mapping out challenges to successful transition and activities to address those challenges. These steps will be followed by Life Coaching and Case Management/System Navigation by experienced and highly trained professionals to build participant's social capital, change thought processes, insure participant stability, and develop job readiness skills, as well as informational and motivational groups and workshops. The ultimate goal of the program is to secure unsubsidized career pathway employment for participants, with long term job retention, as a culmination of successful transition back to the community and reduction of recidivism from among our enrollees. Our program has extensive support services and incentives to ensure continued engagement.

49. Options Recovery Services

Funding Amount: \$696,180

Location: 1835 Allston Way, Berkeley, CA 94703

Options will expand our Reentry Program by adding an Employment Training Program to assist individuals (particularly those who have served long sentences) in developing both the hard skills and soft skills needed to reintegrate successfully into the community and to thrive in the workplace. Instruction will be individualized, based on assessed needs and will include basic pre-employment and life skills as well as social emotional learning to help clients develop prosocial attitudes and behaviors. Clients will be invited to enroll in peer recovery specialist training to meet the needs of the community for healthcare workers.

50. Pathway to Kinship

Funding Amount: \$213,955

Location: 1752 West 49th St., Los Angeles, CA 90062

With the support of ARG Cohort 3, Pathway to Kinship will deliver our 8 week job skills training program, in addition to our mentorship and peer support program. Our goals are to build empathy and reflection while setting participants up for long term economic success. We will offer the training series to 360 participants over three years.

51. Paws for Life K9 Rescue

Funding Amount: \$750,000

Location: 15321 S. Brand Blvd., Mission Hills, CA 91345

The Paws For Life K9 Rescue Returning Citizens Supportive Services Network (RCSSN) will provide front-loaded post-release services, such as enrollment in benefit programs, obtaining valid identification, necessary transportation, job training and employment assistance, finding secure housing, and many

other supports, as indicated by each participant's needs and service plan. Continued support will ensure long-term health and stability, helping participants transition back into the community and decrease recidivism. The project aims to serve as many as 300 formerly incarcerated individuals during the 42-month grant term.

52. Plumas Crisis Intervention & Resource Center

Funding Amount: \$681,425

Location: 591 W. Main St., Quincy, CA 95971

To provide Adult Reentry Program Services through housing, intensive case management and array of groups and supportive services for transitioning PRCS and parolee participants through the Warm Handoff Project.

53. Project Heart

Funding Amount: \$749,999

Location: 522 Brunswick Ave., Grass Valley, CA 95945

Project H.E.A.R.T. (Holding Excellence Above Relapse Team) will provide a team of peer mentors (PM) to meet with those immediately released from prison and enter the Nevada and Placer County Jails to share about the New Start Program. The team will also provide warm hand offs to SUD and other service providers upon release to include safe housing. Using a three-pronged approach, the program provides the following: 1) Pre-Release Service - Prior to release from custody and immediately upon release from Parole, PM's share about the New Start services available. 2) During Release – PM's will meet each participant at the gate to include transportation to appointments, treatment centers, a healthy meal and to purchase clothing. 3) Post Release includes intensive case management services provided by case managers to achieve relational stability, family reunification, safe housing, and employment. Peer Mentors are engaged with New Start participants through each release stage.

54. Reaching New Heights

Funding Amount: \$749,568

Location: 4053 Chestnut St., Suite 203, Riverside, CA 92501

The Impact Partners Recovery Program submitted by Reaching New Heights Foundation will serve 150 veterans in the SB 840 population in San Bernardino and Riverside County over 36 months. Participants will come through San Bernadine and Riverside County Veteran Treatment Courts along with our annual Veteran Stand Down event. This cohort program will provide BSCC warm handoff services including case management, housing navigation, transportation, food, employment/vocational training, case management services, transitional services, emergency housing and rental support and behavioral health care. Cohorts will obtain education, training and resources leading to employment, secondary and postsecondary education certifications, and housing along with healthcare, food, transportation, and assistance with obtaining or re-establishing military benefits. RNHF has been providing these types of services since 2013 and this program was established in 2017. RNHF plans to collaborate with various CBOs, education, and other partners to complete this work.

55. Redwood Adult & Teen Challenge

Funding Amount: \$629,738

Location: 2212 2nd St., Eureka, CA 95501

Redwood Adult & Teen Challenge provides wrap around services 24 hours a day, seven days a week, in a residential center. The student's (client's) goal is to overcome life controlling problems such as addiction, criminal behavior, prostitution and gang involvement. Some of our students are on parole or have been formerly incarcerated. We provide shelter, mentorship, education, case management, assist to develop successful community living within a structured environment, assistance with obtaining G.E.D., obtain driver's license, health insurance through social services, access to healthcare, transportation, assistance to of attend legal matters, assistance to achieve long-term stability, mentorship in transitional

process, acquisition of real life skills, job-ready skills, job training to prepare for reentry into workplace. Assistance with setting up a bank account and job acquisition. Housing navigation and support as graduates reenter society.

56. ReEvolution

Funding Amount: \$750,000

Location: 4859 W, Slauson Ave., Suite 670, Los Angeles, CA 90056

The Reentry Collective (RC) provides warm handoff reentry services to formerly incarcerated persons. The RC identifies participants through both in-reach and outreach. RC case managers administer an in-depth psychosocial evaluation that identifies needs and then collaboratively generate an individualized service plan. Based on this plan, we provide intensive case management services and monitoring. We recognize deep disparities related to racial and ethnic background, as well as incarceration, that impact individuals' access to services. We seek to ameliorate these disparities through our culturally competent approach to case management. Our goal is to connect participants with the resources they need to thrive. The RC focuses on housing, education, substance use disorder treatment, vocational training and job placement, financial and technical literacy, family reunification, community integration, and emotional support. The RC empowers people in their reentry process toward improving personal outcomes and reducing recidivism.

57. Restoring Citizens

Funding Amount: \$749,564

Location: 2121 E. 7th St., National City, CA 91950

Provide supportive services to facilitate housing and employment stability and persistence with SAMH treatment for 180 adult male ex-offenders, under parole who are returning to San Diego and National City, many of whom who will be of Hispanic origin will be provided. Sex offenders and transgender persons will be served. The goals are 1) integrate evidence based practices into the case management delivery system; 2) provide wrap-around services employing client-centered service planning strategies; and 3) improve housing, employment and substance abuse and mental health treatment outcomes. The project will actively engage community partners, government agencies and law enforcement in all aspects of the program.

58. Root & Rebound

Funding Amount: \$750,000

Location: 1610 Harrison St., Suite E-East, Oakland, CA 94612

This proposal sustains and scales Root & Rebound's (R&R) proven Warm Hand-Off Reentry Services approach, which integrates system navigation and case management with our legal services to improve outcomes among reentry individuals with complex and urgent needs. R&R utilizes a structured, holistic intake process for every client that assesses needs, resources, and potential legal barriers across nine domains of civic life, including housing, record cleaning eligibility, and employment rights. From this process, we create individualized case plans for each client. In implementing the Warm Hand-Off program, R&R established screening criteria to flag clients likely to have needs for intensive support. Advocates engage clients in both long term and short term planning of their reentry needs, making sure any urgent issues are dealt with while still helping individuals plan for their long term success.

59. San Diego Second Chance Program

Funding Amount: \$750,000

Location: 6145 Imperial Ave., San Diego, CA 92114

San Diego Second Chance Program proposes to build on its successful ARG Cohort 1 program, providing Warm Handoff Reentry Services in San Diego County to formerly incarcerated individuals transitioning out of CDCR or supervised on state parole. Second Chance's Success Opportunities After Reentry (S.O.A.R.) program provides services designed to meet the unique needs of the adult reentry population.

Over the contract period, Second Chance will provide reentry services to a total of 150 eligible participants. Through a phased program design, S.O.A.R. Program services include a period of engaged enrollment including relationship building, reach-in services, assessment, and goal development; addressing participant's immediate needs through transitional housing, access to physical and behavioral healthcare, and supportive services aimed at achieving safety and stabilization; increasing participants' self-sufficiency through social services connection, job readiness training and placement in education or employment; and a period of follow up and retention services to ensure participants sustain success.

60. San Jose State University (SJSU) Service Navigation

Funding Amount: \$750,000

Location: 210 North 4th St. #4th, San Jose, CA 95112

The SJSU Record Clearance Project (RCP) hires formerly incarcerated mentors, whose records have been cleared, to guide individuals being released from custody as they navigate the critical period post-release. RCP's Service Navigation program, managed by Cindy Parra, MSW, assists clients starting in custody to meet clients' immediate needs upon release and guide them to successful reentry by providing and supporting needed housing, employment, transportation, medical/mental health services, and guidance from understanding peer mentors as to how to set goals and overcome challenges. Our program has strong working partnerships with the Santa Clara County Elmwood Jail's program division and the Division of Adult Parole Operations' Santa Clara County branch, as well as community agencies in the South Bay Area. If funded, we are eager to apply our experience in providing peer mentoring and serving the reentry population to focus on those being released from custody who served time in prison.

61. Sister to Sister 2

Funding Amount: \$749,861

Location: 2363A San Pablo Ave., Oakland, CA 94612

Sisters 2 Reentry Program 2.0 is an invitation to 100 women with a history of incarceration or recently released on parole to reconnect with their inner divinity while developing emotionally, spiritually and practically into their higher selves. Participants will have an option to stay in our sober-living Serenity House, attend the Serenity Sisters Day Program, or enroll in our unique workforce development program, Sisters Wellness and Business. They will also have access to our emergency services, including our hotel program. No matter what avenue she chooses, every participant will be enveloped by culturally-competent care, wraparound support and a sisterhood of women embodying the hope and promise of a reclaimed life.

62. Soledad Enrichment

Funding Amount: \$750,000

Location: 222 North Virgil, Los Angeles, CA 90004

SEA Inc. will provide adults, who are returning to society after incarceration, with a program where they will receive linkage resource while helping rebuild their communities. The resources provide include but are not limited to services of employment, education, housing, and food. Further, clients will be assigned different projects that will service and better their new communities. The restorative justice component will allow clients to reconnect to their communities and the people who now live there.

63. St. John's Community

Funding Amount: \$750,000

Location: 808 W. 58th St., Los Angeles, CA 90037

Through its South LA Warm Handoff and Reentry Services Project, St. John's Well Child and Family Center (DBA: St. John's Community Health – SJCH) will provide critical warm handoff and reentry services for residents reentering the communities of South Los Angeles and Compton from incarceration in state prison. SJCH is a current BSCC grantee for rental assistance and has identified the critical need for in-house legal services and employment/vocational services that support our systems-impacted

clients with the provision of a critical-time intervention that meets the immediate needs of individuals upon their release from prison. SJCH reentry patients need help with obtaining identity documents, record-cleaning and protecting their rights with an arrest or conviction record. Furthermore, SJCH reentry patients need supportive employment/vocation services to remove barriers to employment as well as provide job search assistance. These services can make a critical difference if our clients can find a job or a place to live post incarceration.

64. Starting Over, Inc.

Funding Amount: \$690,921

Location: 6355 Riverside Ave, Suite 100, Riverside, CA 92506

Starting Over's Warm Hand-Off (WHO) Program is a critical time intervention addressing urgent needs of the first 24 hours of prison release for people returning to Riverside or San Bernardino County. Successfully reporting to parole and securing safe housing the first day greatly increases the odds of successful reentry, thus reducing homelessness and recidivism. Activities will include presentations at 3-5 regional prisons to enroll incarcerated people, reentry needs assessments, relationship building through letters / emails, help with identifying service / housing providers, and transportation on release. Peer support drivers will meet clients at prison gates, take them to their parole agent, out for a welcome home meal, and to their housing destination. Drivers will provide a bus pass, hygiene kit, regional reentry resource guide, and WHO contact information. As the program gains momentum, WHO will expand to additional prisons in Southern California

65. Tarzana Treatment Centers, Inc.

Funding Amount: \$750,000

Location: 18700 Oxnard St., Tarzana, CA 91356

TTC will provide Warm Handoff and Reentry Services with the overall aim of improving participants' outcomes related to permanent housing, employment or income support, and physical and behavioral health. TTC's program will provide intensive case management and wraparound services, including comprehensive screenings and assessments for paroled individuals with an emphasis on linking participants to housing, employment, mental health, SUD treatment, medical care, legal and other supportive services. In addition, TTC will ensure that all participants have access to harm reduction services at TTC as well as the opportunity to participate in reentry-specific group therapy.

66. Tayba Foundation

Funding Amount: \$750,000

Location: 1887 Business Center Dr., Suite 3, San Bernardino, CA 92408

As a community-based organization that currently offers reentry services in the form of mental health and substances abuse counseling, system navigation and linkages to medical care, Tayba Foundation aims to use the opportunity rendered by this grant application process to expand its existing services through the hiring of additional personnel who are essential to meeting the demands for such services in and around the San Bernardino areas -and also piloting a digital literacy program that offers reentrants the opportunity to learn and develop necessary computer skills that are crucial components in the removal of barriers to communication, education, employment and general system navigation. Tayba foundation is partnered with a number of local agencies including the San Bernardino County Reentry Collaborative, The San Bernardino 211 referral system, and San Bernardino County Department of Behavioral Health, and functions as a resource and direct link for offenders from the prison system to the outside community.

67. Ten Toes In

Funding Amount: \$749,068

Location: 7625 S. Central Ave., Los Angeles, CA 90001

TTI's Reach In prison workshops, culturally-competent, individualized, wraparound Transitional Services and intensive Case Management facilitate successful ex-offender community reentry, stabilize and build

healthy families, and reduce crime, violence and recidivism. Our holistic, evidence-based, trauma-informed activities that effectively address family dynamics, mitigate and overcome co-existing conditions, and resolve housing, employment and job retention challenges, include: Reach In Prison Workshops; Men's Mentorship Projects; Sisters Support Group; Parole and Community Team (PACT); Transitional Workshops and Seminars; and Sacramento Outreach. TTI's bimonthly, rehabilitative Project, i.e., the California Department of Corrections and Rehabilitation- (CDCR) approved Intimate Relationships 101 curriculum for participating inmates in California's Avenal (ASP) and Pleasant Valley (PVSP) State Prisons, equips inmates with the relational skills and tools needed to succeed, and, upon release, encourages Los Angeles (LA) County parolee participation in subject matter expert-lead, reentry workshops designed to promote community safety, overcome barriers to success, and reduce domestic violence and recidivism.

68. The Actor's Gang

Funding Amount: \$749,403

Location: 9070 Venice Blvd., Culver City, CA 90232

The Actors' Gang (TAG) envisions the formerly justice-involved community as the leaders of TAG Prison Project. To implement an effective strategy for reentry, we provide alumni-led reach-in arts-based programming and an alumni network. The growth of our alumni integrating back into society demonstrates the impact of an arts-based program. By positioning individuals with lived experience at the helm of a support network with TAG Alumni Advocacy Project, we have identified a need and strategic plan to expand mentorship programming, increase resources, and provide upward mobility within the program serving the community. As a result, the program will empower formerly incarcerated individuals through the arts by providing training, resources, mentorship, and a network of support that ensures successful reentry as participants return home.

69. The AMAAD Institute

Funding Amount: \$719,473

Location: 10221 S. Compton Ave., Suite 105, Los Angeles, CA 90002

Located in Watts neighborhood of Los Angeles, the AMAAD Institute is a culturally relevant peer-based organization that is intentionally inclusive and culturally relevant to Black LGBTQ+ adults. AMAAD's proposed effort includes Behavioral Health Counseling and Peer Navigation Support as resources to reacclimating to community.

70. The Anti-Recidivism Coalition (ARC)

Funding Amount: \$749,999

Location: 1320 E. 7th St., Suite 260, Los Angeles, CA 90021

This project will fund our service provision to the target population for this grant as defined by the BSCC. The services we are proposing in this reentry project include: a free Transitional Housing Program, free rides home from prison on the day that individuals in our target population are released, clinical therapy, intensive case management and credible messengers, and warm handoffs from CDCR, parole, and probation into our wraparound reentry services, upon the release of individuals in our target population. This project also includes support for our Ventura Training Center (VTC), in which ARC provides warm handoff services to individuals in this target population who are recently released from CDCR fire camps. Warm handoff services at VTC will also include all wrap around reentry services including housing, therapy, case managers, and support with job placement post-training.

71. The Catalyst Foundation

Funding Amount: \$750,000

Location: 547 W. Lancaster Blvd., Lancaster, CA 93534

The Catalyst Foundation BSCC Warm Handoff Program seeks to assist formerly incarcerated people in the Antelope Valley region experiencing and/or who are at-risk of homelessness, using an Intensive Case Management model, to connect them to critical resources and services.

72. The Francisco Homes

Funding Amount: \$749,443

Location: 1224 W 40th Place, Los Angeles, CA 90037

The Francisco Homes offers hope and multi-faceted, holistic support to formerly incarcerated individuals aspiring to re-integrate back into the community from indeterminate or long-term sentences. The project will solidify the System Navigation Services by expanding the role of Intake Coordinator to full time, assuring communication between inmates in California State prisons seeking to solidifying parole plans in Los Angeles County. It will bridge the gap of providing basic needs from arrival from prison to the delivery of L.A. County public assistance services. It will expand the capacity of our Mental Health Services, by establishing a part-time Resident Counselor position. It will secure case management to individuals who due to age, disabilities, and diminished community support, remain beyond twelve months in the program.

73. Urban Alchemy

Funding Amount: \$750,000

Location: 1035 Market Street, Suite 150, San Francisco, CA 94103

Urban Alchemy will recruit, employ, and support at least 240 individuals who were recently released from state prison and/or on state parole in the San Francisco and Los Angeles areas. Project participants will receive full-time, permanent, community-based jobs that provide a living wage and excellent benefits. Participants will receive training and assistance in a supportive, culturally appropriate environment to help them thrive in their personal and work lives. The employment and support services provided through this project will increase the socioeconomic status, self-sufficiency, and personal development of participants. Urban Alchemy is a nonprofit social enterprise that transforms people and places through respect, compassion, and love to heal communities challenged by the intersection of extreme poverty, mental illness, addiction, and homelessness. Our employees, known as Practitioners, provide outreach, engagement, and social services designed to bring peace to troubled neighborhoods.

74. Vista Community Clinic

Funding Amount: \$750,000

Location: 1000 Vale Terrace Dr., Vista, CA 92084

Vista Community Clinic (VCC) will provide warm handoff and reentry services to an anticipated 100 persons who are leaving or have left State prison and are on parole annually over the three-year project period. These services will be provided to clients in the North San Diego County cities of Oceanside, Vista, San Marcos, Escondido, Bonsall, and Fallbrook. Clients will be referred to the program via the local parole office and two local colleges' Transition programs. Services will be delivered by Case Managers trained in a variety of evidence-based modalities, including the Risk/Need/Responsivity model, cognitive behavioral therapy principles, motivational interviewing, and protective factors. The case managers will provide services of varying intensity based on client risk and need, and ensure access to a broad spectrum of services and resources (e.g. housing, food, health care/recovery services, education, employment, access to key documents). The program will develop and execute a through program evaluation

75. Volunteers of America of Los Angeles

Funding Amount: \$750,000

Location: 3600 Wilshire Boulevard, Suite 1500, Los Angeles, CA 90010

Volunteers of America of Los Angeles' Warm Hand-Off Reentry will serve 250 homeless individuals (18 and over) formerly incarcerated in state prison who reside in the high-need community of South Los Angeles; at least 75% of those served will be on state parole. Centered around intensive Case Management using Housing First, Trauma-Informed Care, Critical Time Intervention, Thinking for a Change, and Seeking Safety practices, our program will offer Outreach and Engagement, Standardized Assessment, Transition from Incarceration, Housing Navigation, Supportive Service Coordination, Housing Stabilization, Group Education/Counseling, and Transportation. The program will be staffed by a FT Program Coordinator, two FT Case Managers, and a part-time Research Analyst.

76. WestCare California, Inc.

Funding Amount: \$750,000

Location: 1900 N Gateway Blvd., Suite 100, Fresno, CA 93727

WestCare's Warm Handoff & Reentry Services program will serve 150 formerly incarcerated participants over the 36-month service delivery period. Services provided will assist in reintroducing formerly incarcerated individuals, including serious and violent offenders, back to their home communities, family systems, and other positive supports. Specific services offered will include brief interventions, linkages with the Coordinated Entry System for housing prioritization, and assistance securing temporary shelter or bridge housing until participants can be placed in permanent housing. Navigators will also provide increased access to effective community-based mental health, substance use, and primary care treatment; improved rates of self-sufficiency through education, literacy support, and linkages to vocational/employment services; increased enrollment in public benefits; increased connections to family and community support through linkages to family counseling, family reunification services, and parenting classes; cognitive behavioral interventions to address criminal thinking, anger management, and family relationships; and linkages to other needed community resources.

77. Whole Systems Learning

Funding Amount: \$750,000

Location: 8504 Firestone Blvd., Downey, CA 90241

The TRIBE ARG Project addresses issues of systemic racism and racial equity, and the root causes of disparities that create barriers to successful reentry for African American returning citizens, while still serving other population groups. TRIBE provides an evidence-based culturally tailored intervention that addresses trauma, mental models, positive identity. It provides a unique solution for homelessness combining emergency/short term housing, with employer generated transitional housing. Homeless African Americans are overrepresented by 600% in the target area, with all other groups underrepresented. African American parolees are overrepresented by over 600% with all other groups underrepresented. Job training, employment, and intensive case management, along with peer mentors accompany the TRIBE permanent support system that replaces lack of family support options.

78. Working Wardrobes for a New Start

Funding Amount: \$750,000

Location: 2000 E. McFadden Ave., Santa Ana, CA 92705

The Reentry to Success project will provide warm handoff and reentry services to assist people transitioning from state prison to address their immediate post-release needs, gain workforce readiness and occupational skills, find and maintain employment, achieve self-sufficiency and success, and avoid recidivism. The project will provide case management services for 200 participants with 175 participating in workforce readiness services and 75 entering into employment.

79. Youth Empowerments Finest

Funding Amount: \$750,000

Location: 4660 El Cajon Blvd., Suite 205, San Diego, CA 92115

Youth Empowerment's Credible Messenger Mentors program will provide case management, mentors with lived-experience of incarceration, referrals and linkages to community resources, and Individual Service Plans to former offenders who are reentering the communities of City Heights and Southeast San Diego. The central objectives of this project are to use case management, Credible Messenger mentoring, and restorative and evidence-based practices to reduce recidivism, link individuals to critical community resources that support reentry, and promote community safety. This project focuses on trauma-informed and restorative practices that foster strong, impactful relationships between mentors and mentees and build positive connections between ex-offenders and their communities thereby increasing community safety.

**Adult Reentry Grant Program — Cohort III Rental Assistance Project Summaries
(In Alphabetical Order and As Provided by the Applicants)**

1. Arsola’s Distribution Center and Community Services

Funding Amount: \$2,750,000

Location: 7801 Edgewater Dr., Suite 3000, Oakland, CA 94621

Arsola’s Reentry Housing Project will provide up to 14 months of free housing to a minimum of 80 reentry individuals (60 individuals returning home from prison and 20 formerly incarcerated people residing in homeless encampments) in single-person housing units and provide support as they seek permanent secure housing.

2. Brilliant Corners

Funding Amount: \$2,507,560

Location: 854 Folsom St., San Francisco, CA 94107

Brilliant Corners, in partnership with the Los Angeles County Probation Department (Probation), Los Angeles County Department of Health Services (DHS), Corporation for Supportive Housing (CSH), Chrysalis, and the Conrad N. Hilton Foundation, launched Breaking Barriers in 2015. Breaking Barriers is a scattered-site rapid rehousing program that provides housing, tenancy support, case management, and employment services to adults on felony probation who are experiencing homelessness or are precariously housed. Brilliant Corners intends to serve up to 100 participants using BSCC funding and will leverage \$1 million in services and administrative funding from Probation to operate the program. The goal of the program is for clients to “transition in place” and assume full rental payments at the end of the 18-month rental subsidy.

3. Building Opportunities for Self-Sufficiency (BOSS)

Funding Amount: \$2,750,000

Location: 1918 University Ave., Suite 2A, Berkeley, CA 94704

BOSS is proposing to provide comprehensive rental assistance and housing-related services to help formerly incarcerated individuals in Alameda County avoid homelessness and secure stable affordable housing in the community. Services will include both short-term/emergency and permanent housing, rental subsidies, move-in costs, credit repair, friend/family stipends, landlord incentives, and other services necessary to successfully house participants, using a Housing First framework. Services will be provided at two BOSS Neighborhood Impact Hubs located along public transit corridors in Oakland neighborhoods (West, Deep East) with the highest concentrations of violence, crime, and justice involved residents; these sites will accept referrals from throughout the County. Evidence-based services will be provided by trained staff members with lived experience who are highly effective at engaging the target population. BOSS has successfully provided these services since receiving a prior BSCC grant in 2019 (236 individuals served as of 3/22/22).

4. Community Realignment Education Development (CRED)

Funding Amount: \$2,750,000

Location: 9528 Miramar Road, Suite 4029, San Diego, CA 92126

CRED will provide intake, assessment, case management, housing search and placement services, short-term rental assistance (including move-in costs and rental subsidies), employment soft skills and job placement supports, assistance applying for/securing public benefits, and linkages to supportive services (healthcare, behavioral healthcare, SUD treatment, legal services, vocational training) to support individuals who were sentenced to and released from state prison and who are homeless in San Diego in increasing their income and remaining in affordable permanent housing. While CRED will serve any eligible individuals being released from state prison who are homeless, we will target outreach to

Veterans, transition-aged youth (18-25), people of color, and LGBTQ individuals. Through the proposed services, CRED will place 100% of participants served into permanent housing, with 85% retaining housing for 6 months or longer, 95% increasing their income, and a 20% or lower recidivism rate.

5. Creating Restorative Opportunities and Programs

Funding Amount: \$2,597,495

Location: 1300 Clay Street, Suite 600, Oakland, CA 94612

Creating Restorative Opportunities and Programs (CROP) provides a holistic reentry program (designed by leaders with lived experience) to reduce recidivism and increase employment for people returning home from incarceration. CROP recruits individuals directly from CDCR and from the community to attend a one year residential employment training program at an Oakland career campus; or a 9 month non-residential training program in Los Angeles. The Rental Assistance Project leverages existing State workforce and residential housing grants by providing a complementary housing strategy that provides direct assistance and housing stabilization at critical intervention points pre- and post-program. The Project will provide expanded short-term emergency housing and individualized reentry case management to 75 people recently paroled and prepared to start reentry programming but without immediate housing. It will also provide expanded housing navigation, rent subsidies and move-in cost assistance to 150 individuals who have secured employment and are preparing to exit transitional or subsidized housing.

6. Faith Advisory Council for Community Transformation

Funding Amount: \$2,750,000

Location: 688 North Arrowhead Ave, Suite 203, San Bernardino, CA 92401

FACCT's Rental Assistance Project will serve 300 targeted individuals reentering communities from prison into SB County with emphasis on the High Desert. The project provides short term emergency housing; transitional housing; permanent supportive housing; and, family-supported housing. Selection Participants will be selected from among referrals made from our partner county entities, organizations, project partners and individuals identified through community outreach. Will be based on their eligibility for the program, demonstrated need, and choice for housing. Key services include: Move in Assistance: (first and last month's rent, security deposits) In alignment with Housing First principles; Eviction Prevention: (homelessness prevention); Transitional Housing for up to six months including Family; and Vouchers. Outcomes will reflect an increase in the number of targeted individuals experiencing housing first upon release towards stabilized and healthy living with 70% entering into stabilized long-term permanent housing.

7. Family Assistance Program

Funding Amount: \$2,750,000

Location: 15075 Seventh St., Victorville, CA 92395

This project will expand supportive housing for parolees in San Bernardino County. The project will serve 180 state parolees during the service delivery period, from January 1st 2023 through December 31st 2025. The project will operate an emergency shelter and 4 transitional houses. These 5 facilities have the capacity to house 24 parolees at any time. Financial assistance for rent and utility subsidies will be available, as well as money for move-in costs and landlord incentives. 3 full-time Housing Advocates will be responsible for assessments, creating clients-based goals, providing financial assistance, housing navigation, linkage to affordable housing, and landlord advocacy. Steps 4 Life will provide specialized housing to clients with substance use disorders. The Division of Adult Parole Operations will provide referrals to the project. An Evaluation Coordinator will track data and complete required progress reports. An independent evaluator from the University of Loma Linda will assist with evaluation activities.

8. Friends Outside

Funding Amount: \$2,216,253

Location: 1148 West Fremont St., Stockton, CA 95203

Rental assistance to people paroled from California state prison, with priority given to those recently released, with a goal of achieving sustainable housing with the assistance of wrap around case management services.

9. Homeboy Industries

Funding Amount: \$2,749,893

Location: 130 W. Bruno St., Los Angeles, CA 90012

Homeboy Industries (HBI) has been working with former gang members and/or formerly incarcerated individuals for over thirty years. We have implemented the 18-month Trainee and transitional employment program to help clients begin their transformational healing. Through a Cohort 1 BSCC Rental Assistance grant, we have developed a model for helping our reentry population coming out of prison to find stable housing through the provision of assistance with both permanent housing and other emergency supports under the Housing Assistance Team at Homeboy Industries. Building off the successful program development and implementation of the first project that began in Fall 2020, this project will continue to expand our ability to provide adult reentry services, rental assistance, and increased partnerships with landlords, government agencies and others involved in initiatives related to bringing stable housing options to formerly incarcerated individuals. Through a comprehensive service plan, our goal is housing stability for our clients.

10. Hope Solutions

Funding Amount: \$2,712,385

Location: 399 Taylor Blvd., Suite 115, Pleasant Hill, CA 94523

Building on a BSCC Warm Handoff grant that Hope Solutions began implementing last year in Contra Costa County, our proposed Rental Assistance Program will support adults who were incarcerated in state prison to secure and maintain permanent housing. Working in alignment with the Contra Costa Coordinated Entry System, Health Housing & Homeless Services, and Probation Department, our strategy will adhere to Housing First Principles while implementing flexible rental assistance tailored to the needs of participants at various stages of their reentry journey. This support will be augmented with housing navigation, case management, and education/employment services, all of which help participants avoid homelessness and recidivism while supporting them to achieve lasting self-sufficiency.

11. Inland Southern California 211+

Funding Amount: \$2,750,000

Location: 9624 Hermosa Ave., Rancho Cucamonga, CA 91730

This project will provide Reentry Rental Assistance in Riverside and San Bernardino Counties. It will provide an evidence-based, highly effective model that connects principles of rapid rehousing and emergency rental assistance for outcomes of temporary and permanent housing. The priority is on reentry residents recently released and those experiencing or at-risk of homelessness. Services will assist 35 clients into temporary shelter and 50 clients into permanent housing. An existing rental assistance portal system will be enhanced and customized to the target population and this longer-term journey into housing. Inland SoCal 211 has administered more than \$160,000,000 in rental assistance since June 2020 and has 10 years of reentry service expertise which will be used to make the process effective. This approach reduces recidivism, improves quality of life and success in the community, and ensures that people in reentry have stability and housing—a core basic need for everyone.

12. Interfaith Shelter Network

Funding Amount: \$2,750,000

Location: 2455 Bennett Valley Rd., Suite C200, Santa Rosa, CA 95404

IFSN's Rental Assistance Program will provide individuals on parole and those reentering society from CA State Prisons with services and rental assistance to connect them as quickly as possible to safe,

stable permanent housing. IFSN's services include targeted housing and reentry focused case management, supporting recently released individuals to obtain the basic needs and life skills necessary to successfully reintegrate into the community, be productive members of society, and maintain permanent housing. This combination of services is based on evidence supporting that housing is a crucial component of stabilization and reducing recidivism for this target population.

13. LifeMoves

Funding Amount: \$2,749,654

Location: 181 Constitution Drive, Menlo Park, CA 94025

LifeMoves is the largest and most innovative non-profit organization committed to ending the cycle of homelessness for families and individuals in San Mateo and Santa Clara Counties. Our mission is to provide interim housing and supportive services for homeless families and individuals to rapidly return to stable housing and achieve long-term self-sufficiency. Today, LifeMoves operates more than 20 facilities and service sites from Daly City to San Jose. Last year, LifeMoves provided more than 237,000 nights of shelter and returned nearly 2,000 clients to stable housing. Formerly incarcerated individuals experience homelessness at rates 10 times higher than the general population, and they face very high barriers in achieving stable housing. Under the proposed ARG Rental Assistance Program, LifeMoves will provide rental assistance and supportive services to individuals formerly incarcerated in State Prison, to break the cycle of homelessness that very often results in members of this vulnerable group re-offending.

14. LightHouse Social Service Centers

Funding Amount: \$2,750,000

Location: 1003 E. Cooley Drive, Suite 205, Colton, CA 92324

LightHouse Social Service Centers (LHSSC) proposes to provide Rental Assistance services to individuals formerly incarcerated in state prison, who are homeless or at significant risk of becoming homeless in Riverside and San Bernardino Counties. LHSSC will target individuals under the supervision of parole or post release community supervision (PRCS), focusing on those persons released within the last year. Participants in the proposed program will receive rental assistance through Rapid Re-Housing (RRH) services. RRH is a permanent housing modality and a primary solution for ending homelessness. LHSSC will serve 75 formerly incarcerated individuals in Riverside County and 75 formerly incarcerated individuals in San Bernardino County during the 42-month grant period. It is anticipated that the duration of services for most participants will range from 6-12 months. However, some participants will require 24 months of RRH services to become stabilized in permanent housing.

15. Men of Valor Academy (MOVA)

Funding Amount: \$2,749,910

Location: 6118 International Blvd., Oakland, CA 94621

Men of Valor Academy (MOVA) will expand its transitional housing program to make an additional 30 beds available to individuals who have been formerly sentenced to and released from state prison. This includes people leaving state prison that are on parole or those monitored by the county probation departments through Post-Release Community Supervision (PRCS). The MOVA Transitional Housing Program strives to ensure permanent housing stability, recognizing that immediate safe housing is critical to actively participate in stabilizing services. Our transitional housing program does not limit the length of stay, as we work with clients and partners to help secure more traditional forms of permanent housing.

16. Mercy House Living Centers

Funding Amount: \$2,750,000

Location: 203 N. Golden Circle, 3rd Floor, Santa Ana, CA 92705

The Release to Lease Program aims to secure housing for 58 formerly incarcerated homeless individuals, providing housing search and placement, landlord engagement and incentives, medium to long term financial assistance, and housing stabilization case management including connections to resources.

17. Midtown Family Services

Funding Amount: \$254,535

Location: 1275 S. Winchester Blvd., Suite G, San Jose, CA 95128

Midtown Family Services will provide housing, case management, and service navigation for 1 year each to 45 persons a year, 135 over 3 years, returning to Santa Clara County from California State Prisons. This includes people leaving prison that are on parole or being monitored by the SCC probation department through Post-Release Community Supervision. This excludes, however, those we don't have the capacity to serve safely: sex offenders or persons who present a danger to themselves or others due to mental health issues. Our intention will be to house persons immediately after release when the likelihood of going homeless is greatest. We will, however, also accept persons who have been out of prison for some time if their housing has been unstable since prison. If necessary, initial placement may be in temporary housing, but the goal is permanent housing. Case managers will use a self-sufficiency matrix to determine interdependent needs.

18. SHELTER, Inc.

Funding Amount: \$2,750,000

Location: 1333 Willow Pass Rd., Concord, CA 94520

The Positive Futures for Reentry rental assistance program provides direct service and financial assistance to homeless and at-risk persons who have been formerly sentenced to and released from state prison. The program's goal is to help participants obtain and maintain stable housing that meets their needs in Contra Costa and Solano counties, providing a stable foundation from which to reenter their community. Applying client-centered, evidence-based, and Housing First approaches, SHELTER, Inc. will offer a variety of service models including rapid rehousing, master-leasing, and alternative housing options with each participant benefitting from individualized services to access, stabilize in, and sustain housing after program exit to build community connections and achieve greater self-sufficiency.

19. St. John's Community Health

Funding Amount: \$2,742,221

Location: 808 W. 58th St., Los Angeles, CA 90037

Through its South LA Reentry Housing Assistance Project, St. John's Well Child and Family Center (DBA: St. John's Community Health – SJCH) will provide critical housing support and resources for residents reentering the communities of South Los Angeles and Compton from incarceration in state facilities. SJCH is a current BSCC grantee for rental assistance; if awarded, SJCH will expand its successful program under this opportunity in order to serve more clients in need. SJCH will provide rental related services through a combination of individual- and systemic-level approaches, including: working with reentry individuals to ensure they receive critical housing navigation and subsidies in order to facilitate community reintegration and reduce recidivism; addressing the lack of local housing and supportive services available to the reentry population by developing meaningful partnerships with local community based organizations, landlords, and housing entities; and building the capacity of the reentry population and allies by encouraging them to join our Community Advisory Board to advocate for increased reentry housing options and more lenient housing policies in Los Angeles County.

20. Starting Over, Inc.

Funding Amount: \$2,211,336

Location: 6355 Riverside Ave., Suite 100, Riverside, CA 92506

The Starting Over Inc. (SOi) Housing First Program supports formerly incarcerated people with a Housing First model emphasizing self-determination, along with evidence-based, trauma-informed case management. Through adding two additional facilities, the program will serve 40 formerly incarcerated people who have been recently released and/or on parole. It will reduce homelessness and recidivism for people returning to or residing in both Riverside and Los Angeles Counties. All SOi Housing First

tenants will be enrolled in social benefit programs and can choose to further increase their income with SOi Path to SEED employment readiness training. Other high quality, strictly voluntary programming options include mental health services, substance abuse treatment, peer support, parenting classes, poverty reduction, anger management, family reunification support, and more.

21. The AMAAD Institute

Funding Amount: \$2,408,758

Location: 10221 S. Compton Ave., Suite 105, Los Angeles, CA 90002

Located in Watts neighborhood of Los Angeles, the AMAAD Institute is a culturally relevant peer-based organization that is intentionally inclusive and culturally relevant to Black LGBTQ+ adults. AMAAD's proposed Re-RAP consists of: 1) Rental Security Deposits, 2) Rent Subsidy Payments, 3) Emergency Flex Stipends, and 4) Interim Transitional Housing for vulnerable population.

22. Volunteers of America of Los Angeles

Funding Amount: \$2,750,000

Location: 3600 Wilshire Blvd., Suite 1500, Los Angeles, CA 90010

Volunteers of America of Los Angeles' Rental Assistance Reentry Program will serve 300 homeless individuals (18 and over) formerly incarcerated in state prison who reside in the high-need community of South Los Angeles; at least 75% of those served will be on state parole. Centered around intensive Case Management using Housing First, Trauma-Informed Care, Critical Time Intervention and Progressive Engagement practices, our program will offer Outreach and Engagement, Standardized Assessment, Housing Search and Counseling Services, Interim Housing, Housing Placement, Supportive Service Coordination, Housing Stabilization, and Transportation. The program will be staffed by a FT Program Coordinator, three FT Case Managers, a FT Housing Navigator, and a part-time Research Analyst.

23. WestCare California

Funding Amount: \$2,750,000

Location: 1900 N Gateway Blvd., Suite 100, Fresno, CA 93727

Supporting formerly incarcerated people on their journey through successful reintegration, WestCare's Rental Assistance program will provide services including permanent housing placement, rental assistance for up to 12 months, and linkage to additional supportive services to 90 participants over the 36-month service delivery period. WestCare's services will help formerly incarcerated people overcome barriers to accessing safe and affordable housing, medical care, treatment for substance use and mental health disorders, education, employment, and other services needed for successful reentry. Participants will receive case management to: identify personal skills, abilities, and assets; support client decision-making to set goals and objectives; encourage participation in seeking sources of assistance; and work to resolve any client-identified barriers, such as transportation, childcare, and social support.

Attachment G-4

**Senate Bill 840
Chapter 29**

The Budget Act of 2018

5227-110-0001—For local assistance, Board of State and Community Corrections.....50,000,000

Schedule: (1) 4945-Corrections Planning and Grant Programs50,000,000

Provisions:

1. Funds appropriated in this item 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. 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, 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. Of the amount appropriated in this item:
 - (a) \$25,000,000 shall be available for rental assistance.
 - (b) \$15,000,000 shall be available for the rehabilitation of existing property or buildings for housing offenders released from prison.
 - (c) \$9,350,000 shall be available to support the Warm Handoff and reentry of offenders transitioning from prison to communities.
 - (d) Notwithstanding Provision 1 of this item, \$150,000 shall be available to support the Berkeley Underground Scholars Initiative at the University of California, Berkeley.
3. Of the amount appropriated in this item, \$500,000 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 and report on program outcomes. Funds transferred pursuant to this provision are available for encumbrance or expenditure until June 30, 2021.
4. Funds appropriated in this item are available for encumbrance or expenditure until June 30, 2021.

Attachment G-5

**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 G-6



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.

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.

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=YTV2YmpTQmZjclQvbVdoZkVjTk5PUT09>
- Meeting ID: 851 8116 1849

Call In:

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

Letter of Intent to Apply

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.

Executive Steering Committee

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

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

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>Including but not limited to:</p> <ul style="list-style-type: none"> • Short-term emergency housing assistance • Landlord incentives • Permanent supportive housing • Rent subsidies • Transitional housing • 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.). • Vouchers • Move in costs • Credit repair • Coverage of back rent • Other activities as necessary 	<p>Including but not limited to:</p> <ul style="list-style-type: none"> • Reach-in services • Case management services • Housing Navigation • Transportation • Food • Emergency services • Employment/vocational • Social services • Behavioral health care • Mentors • Transitional services • System navigation • 24-hour response • Short-term or emergency housing support (up to 90 days)

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

Research shows that youth and adults of color are significantly overrepresented in the criminal justice system in California.¹ 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.

General Grant Requirements

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

¹ 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

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

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

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.

Activity	Date
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
Sub-Proposals Due to the BSCC	April 8, 2022
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

Adult Reentry Grant Program

Rental Assistance Sub-Proposal Package Coversheet

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"> Insert Applicant Name and Date of Submission 	
2	Rental Assistance Sub-Proposal Checklist <ul style="list-style-type: none"> <i>Signed in blue ink by the authorized signatory (digital or wet signature)</i> 	
3	Rental Assistance Sub-Applicant Information Form <ul style="list-style-type: none"> <i>Signed in blue ink by the authorized signatory (digital or wet signature)</i> 	
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"> Completed ARG Rental Assistance Budget Attachment 	
7	Certification of Compliance with BSCC Policies on Debarment, Fraud, Theft, and Embezzlement (Appendix F) <ul style="list-style-type: none"> <i>Signed in blue ink by the authorized signatory (digital or wet signature)</i> 	
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

- 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		
C. CBO APPLICANTS: List the cities and towns in which your organization will provide Adult Reentry Program Rental Assistance funded services.					
D. PROJECT TITLE:					
E. PROJECT SUMMARY (100-150 words):					
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"/>		
H. PROJECT DIRECTOR:					
NAME		TITLE		TELEPHONE NUMBER	
STREET ADDRESS				FAX NUMBER	
CITY		STATE	ZIP CODE	EMAIL ADDRESS	
I. FINANCIAL OFFICER:					
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			
<p>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.</p>			
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 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 0	Poor 1	Fair 2	Satisfactory 3	Good 4	Excellent 5
The response fails to address the criteria	The response addresses the criteria in a very inadequate way.	The response addresses the criteria in a non-specific or unsatisfactory way.	The response addresses the criteria in an adequate way.	The response addresses the criteria in a substantial way.	The response addresses the criteria in an outstanding way.

Address the Rating Factor below in narrative form:

Rating Criteria for Rental Assistance Project Need 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"> Relationship of the identified target population to the purpose of the Rental Assistance Program. Needs of identified target population. The extent to which the project will address people who are homeless or at risk of being homeless.
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 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"> 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.
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"> The plan for selecting the types and kinds of rental assistance to be provided to each participant. The projected number of the target population to be served. How rental assistance will be delivered, including length and duration.

	<ul style="list-style-type: none"> 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). The roles, responsibilities and activities of staff delivering rental assistance. The plan for the target population to attain more permanent housing.
2.3	<p>Rationale for the proposed Rental Assistance Program which includes:</p> <ul style="list-style-type: none"> The selection of evidence-based, promising, informed, or innovative practices, interventions, and services. A description of relevant evidence or research to support the selection of the proposed program for the target population and the community.
2.4	Describe how the Rental Assistance Program meets or will meet the core components of Housing First.

Address the Rating Factor below in narrative form:

Rating Criteria for Project Organizational Capacity and Coordination Weighted at 25%	
3.1	<p>Description of applicant's experience administering Rental Assistance services to the local target population, including:</p> <ul style="list-style-type: none"> Applicant's current capacity to serve the target population and provide access to rental assistance. How the proposed program, if funded, will increase capacity to serve the target population. Description of readiness to proceed, if funded. 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).
3.2	<p>Description of the plan for selecting, recruiting, and referring the target population for the Rental Assistance Program.</p> <ul style="list-style-type: none"> Include written agreements with partnering or referring agencies that will help ensure the projected number of participants are served, if applicable.
3.3	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.
3.4	<p>Description of the outreach and community engagement efforts for the Rental Assistance Program to include:</p> <ul style="list-style-type: none"> How people with lived experience or who are system impacted contribute to the project's design, implementation, and evaluation process. How the applicant's administration (staff, leadership, board members, etc.) incorporates people with lived experience or who are system impacted. The cultural competence of staff and partner agencies and how it is relevant to the proposed project. The extent to which the program promotes collaboration with other partner agencies.

Address the Rating Factor below in narrative form:

Rating Criteria for Project Evaluation and Monitoring 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 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"> • A brief explanation supporting each expense. • Expenses that are appropriate for the project's goals and planned activities

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.

(1) Goal:			
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:			

(2) Goal:			
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:

(3) Goal:			
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**

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"> Insert Applicant Name and Date of Submission 	
2	Warm Handoff and Reentry Services Sub-Proposal Checklist <ul style="list-style-type: none"> <i>Signed in blue ink by the authorized signatory (digital or wet signature)</i> 	
3	Warm Handoff and Reentry Services Sub-Applicant Information Form <ul style="list-style-type: none"> <i>Signed in blue ink by the authorized signatory (digital or wet signature)</i> 	
4	Warm Handoff and Reentry Services Sub-Proposal Narrative <ul style="list-style-type: none"> 9 pages or less 	
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"> Completed Warm Handoff and Reentry Services Budget Attachment 	
7	Certification of Compliance with BSCC Policies on Debarment, Fraud, Theft, and Embezzlement (Appendix F) <ul style="list-style-type: none"> <i>Signed in blue ink by the authorized signatory (digital or wet signature)</i> 	
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

A. LEAD APPLICANT	B. TAX IDENTIFICATION NUMBER
-------------------	------------------------------

NAME OF APPLICANT	TAX IDENTIFICATION #:
-------------------	-----------------------

STREET ADDRESS	CITY	STATE	ZIP CODE
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MAILING ADDRESS (if different)	CITY	STATE	ZIP CODE
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C. CBO APPLICANTS: List the cities and in which your organization will provide Adult Reentry Program Warm Handoff and Reentry Services funded services.
--

--

D. PROJECT TITLE:	
--------------------------	--

E. PROJECT SUMMARY (100-150 words):
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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"/>
--	---

H. PROJECT DIRECTOR:

NAME	TITLE	TELEPHONE NUMBER
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--	--	--

STREET ADDRESS	FAX NUMBER
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CITY	STATE	ZIP CODE	EMAIL ADDRESS
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I. FINANCIAL OFFICER:

NAME	TITLE	TELEPHONE NUMBER
------	-------	------------------

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STREET ADDRESS	FAX NUMBER
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--	--

CITY	STATE	ZIP CODE	EMAIL ADDRESS
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PAYMENT MAILING ADDRESS (if different)	CITY	STATE	ZIP CODE
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J. DAY-TO-DAY <u>PROGRAM</u> CONTACT:			
NAME	TITLE	TELEPHONE NUMBER	
STREET ADDRESS		FAX NUMBER	
CITY	STATE	ZIP CODE	EMAIL ADDRESS
K. DAY-TO-DAY <u>FISCAL</u> CONTACT:			
NAME	TITLE	TELEPHONE NUMBER	
STREET ADDRESS		FAX NUMBER	
CITY	STATE	ZIP CODE	EMAIL ADDRESS
L. AUTHORIZED SIGNATURE			
<p>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.</p>			
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 0	Poor 1	Fair 2	Satisfactory 3	Good 4	Excellent 5
The response fails to address the criteria	The response addresses the criteria in a very inadequate way.	The response addresses the criteria in a non-specific or unsatisfactory way.	The response addresses the criteria in an adequate way.	The response addresses the criteria in a substantial way.	The response addresses the criteria in an outstanding way.

Address the Rating Factor below in narrative form:

Rating Criteria for Project Need 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"> Relationship of the identified target population to the purpose of the Warm Handoff and Reentry Services Program. Needs of identified target population.
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 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"> 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.
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"> The plan for selecting the types and kinds of services to be provided to each participant (e.g., assessments). The projected number of the target population to be served. How the services will be delivered, including length and duration.

	<ul style="list-style-type: none"> • The roles, responsibilities and activities of the case managers, system navigators or other staff delivering services. • 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.
2.3	<p>Rationale for the proposed Warm Handoff and Reentry Services Program which includes:</p> <ul style="list-style-type: none"> • The selection of evidence-based, promising, informed, or innovative practices, interventions, and services. • A description of relevant evidence or research to support the selection of the proposed program for the target population and the community.

Address the Rating Factor below in narrative form:

Rating Criteria for Project Organizational Capacity and Coordination 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"> • Applicant's current capacity to serve the target population and provide access to treatment and case management. • How the proposed project, if funded, will increase capacity to serve the target population. • Description of readiness to proceed, if funded. • 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).
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"> • Include written agreements with partnering or referring agencies that will help ensure the projected number of participants are served, if applicable.
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"> • How people with lived experience or who are system impacted contribute to the project's design, implementation, and evaluation process. • How the applicant's administration (staff, leadership, board members, etc.) incorporates people with lived experience or who are system impacted. • The cultural competence of staff and partner agencies and how it is relevant to the proposed project. • The extent to which the program promotes collaboration with other partner agencies.

Address the Rating Factor below in narrative form:

Rating Criteria for Project Evaluation and Monitoring	
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)

Rating Criteria for Project Budget	
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"> • A brief explanation supporting each expense. • Expenses that are appropriate for the project's goals and planned activities.

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.

(1) Goal:			
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:			
(2) Goal:			
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:			

(3) Goal:			
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:			

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
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

Assembly Bill 128 Chapter 21

The Budget Act of 2021

Board of State and Community Corrections	67,000,000
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Schedule:

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

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

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 hours¹
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
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>

¹ 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
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 Report²

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 program³.

² 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>

³ Justice Research and Statistics Association, Juvenile Justice Evaluation Center. (2003, June). *Juvenile Justice Program Evaluation: An overview* (Second Edition). Retrieved from <http://www.jrsa.org/njiec/publications/program-evaluation.pdf>. See also 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 statements⁴:

- 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 activities². Objectives detail the tasks that must be completed to achieve goals³. Descriptions of objectives in the proposals should include three elements⁵:

- 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 objectives⁶:

- 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.⁷ 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., 1990⁸; Cullen and Gendreau, 2000⁹; Lipsey 1999¹⁰), several “principles of effective intervention” have been identified. These principles can be briefly categorized as the following:

- Assess Actuarial Risk/Needs

⁴ *Id.* at p. 4.

⁵ 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>.

⁶ *Id.*

⁷ 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.

⁸ 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.

⁹ 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.

¹⁰ Lipsey, M.W. 1999. Can intervention rehabilitate serious delinquents? *The Annuals 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

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

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.

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.

Quarterly Statement of Expenditure Periods:	Due No Later Than:
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.

Final Expenditure Periods:	Due no later than:
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/

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
TOTALS	\$0

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.

AUTHORIZED SIGNATURE (This document must be signed by the person who is authorized to sign the Grant Agreement.)			
NAME OF AUTHORIZED OFFICER	TITLE	TELEPHONE NUMBER	EMAIL ADDRESS
STREET ADDRESS	CITY	STATE	ZIP CODE
APPLICANT'S SIGNATURE (Blue Ink Only) X			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.

AUTHORIZED SIGNATURE (This document must be signed by the person who is authorized to sign the Grant Agreement.)			
NAME OF AUTHORIZED OFFICER	TITLE	TELEPHONE NUMBER	EMAIL ADDRESS
STREET ADDRESS	CITY	STATE	ZIP CODE
APPLICANT'S SIGNATURE (Blue Ink Only) X			DATE

Appendix H: Sample Governing Board Resolution

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

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.

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.

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.

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 photos¹³. While every effort will be made to include these in a statewide report, inclusion in the report is not guaranteed.

¹³ 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

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

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 & 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**

Field Representative Comments for Data Collection and Evaluation Section:
Number comments to correspond to Data Collection and Evaluation Review items.

VI. MONITORING SUMMARY

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

Attachment G-7

Senate Bill 154

The Budget Act of 2022

5227-103-0001—For local assistance, Board of State and Community Corrections.....57,000,000

Schedule: (1) 4945-Corrections Planning and Grant Programs57,000,000

Provisions:

- 1. Of the amount appropriated in this item, \$57,000,000 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, 2025. Of this amount:
 - (a) \$28,500,000 shall be available for rental assistance. Priority shall be given to individuals released to state parole.
 - (b) \$28,500,000 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, 2025.

Attachment G-8

Welf. & Inst. Code
§8256, subd. (e)

8256. (a) Except as provided in subdivision (c), 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) For the Returning Home Well Program, the Specialized Treatment for Optimized Programming Program, and the Long-Term Offender Reentry Recovery Program, all of which are administered by the Department of Corrections and Rehabilitation, which fund recovery housing, as defined in paragraph (3), for parolees, as defined by Section 3000 of Title 15 of the California Code of Regulations, the Department of Corrections and Rehabilitation shall 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 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. Violations of the agreement shall not automatically result in discharge from the

recovery housing program.

(ii) Efforts to link program participants to alternative housing options, including interim sheltering, permanent housing, or transitional housing, shall be documented. If a recovery housing program participant chooses to stop living in a housing setting with a recovery focus, is discharged from the program, or is removed from housing, the program administrator shall offer assistance in accessing other housing and services options, including options operated with harm-reduction principles, and identifying an alternative housing placement. This clause does not apply to an individual who leaves the program without notifying the program administrator.

(iii) The program administrator shall offer program participants who inform the program administrator that they are leaving the program one or more of the following:

- (I) Tenant housing navigation services to permanent housing.
- (II) Connections to alternative housing providers.
- (III) Access to supportive services.
- (IV) Intake into a locally-coordinated entry system.
- (V) Warm handoff to a partner homeless services provider offering housing navigation.

(iv) 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, including, but not limited to, the following information:

- (I) The number of homeless individuals with a housing need served by the program funds that year, as well as the demographics of the population served.
 - (II) Outcome data for all individuals served through program funds, including the type of housing that the individuals were connected to, the type of housing the individuals were exited to, the percent of housing exits that were successful, and exit types of unsuccessful housing exits.
- (v) The department shall make every effort to ensure that exits to

homelessness are extremely rare.

(2) The Department of Corrections and Rehabilitation shall make efforts to reduce recidivism by offering participation to formerly incarcerated persons in recovery housing programs. Connections to safe and supportive housing is a critical priority for successful community reintegration.

(3) For purposes of this subdivision, “recovery housing” means sober living facilities and programs that provide housing in a recovery-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.

(e) The Board of State and Community Corrections Adult Reentry Grant programs that fund recovery housing subject to this chapter shall apply the requirements of this chapter prospectively beginning July 1, 2022, through any new contracts or agreements.

(Amended by Stats. 2022, Ch. 70, Sec. 48. (SB 197) Effective June 30, 2022.)

Agenda Item H

MEETING DATE: September 8, 2022

AGENDA ITEM: H

TO: BSCC Chair and Members

FROM: Katrina Jackson, Field Representative, katrina.jackson@bscc.ca.gov

SUBJECT: California Violence Intervention and Prevention (CalVIP) Grant Funding Recommendations: **Requesting Approval**

Summary

This agenda item requests Board approval to award the remaining \$53 million of a \$209 million one-time allocation for the California Violence Intervention and Prevention (CalVIP) Grant Program. On June 9, 2022, the Board approved funding recommendations for 79 proposals totaling \$156,209,171. After all eligible proposals were funded, \$53,440,829 remained. A CalVIP Request for Proposals was re-released to allocate the remaining funding to eligible applicants.

If the proposed list of award recommendations is approved, a total of 29 more proposals will be funded. Five proposals were submitted by cities disproportionately impacted by violence, 15 were submitted by community-based organizations, and nine were submitted by small scope CBOs. A list of proposals recommended for funding by the CalVIP Scoring Panel (Attachment H-1) is provided in Attachment H-2. Corresponding proposal summaries are provided in Attachment H-3.

Background

Formerly known as the California Gang Reduction, Intervention and Prevention Grant (CalGRIP)¹, the State Legislature established the California Violence Intervention and Prevention Grant Program in FY 2017-18. CalVIP encouraged select cities disproportionately impacted by violence to develop local approaches that best meet the diverse needs of each community in reducing violent crime. In 2019, the CalVIP Grant Program was codified as the Break the Cycle of Violence Act (Chapter 735, Statutes of 2019), and established the authority and duties of the BSCC in administering the program, including the selection criteria for grants and reporting requirements to the Legislature.

Historically, the CalVIP Grant Program has received approximately \$9 million each year. In FY 2021-2022, the Legislature appropriated a \$200 million one-time augmentation across fiscal years (FY) 2021-22, 2022-23, and 2023-24 to enhance the CalVIP Grant Program, in addition to the \$9 million annual allocation.

The Board of State and Community Corrections is required to award competitive grants to California cities and community-based organizations to support violence intervention and prevention initiatives. All successful city applicants must pass through to one or more CBOs

¹ CalGRIP was first funded in the FY 2007-08 budget.

a minimum of 50 percent of grant funds received. All successful applicants must provide a 100 percent cash or in-kind match to support and enhance activities funded by the grant. The City of Los Angeles may apply for up to \$2 million on a non-competitive basis.

Assembly Bill (AB) 1603 (Chapter 735, Statutes of 2019), also known as the *Break the Cycle of Violence Act*, (Attachment H-5) was signed by the Governor on October 11, 2019. AB 1603 limits the eligibility for CalVIP grants to cities in California that are disproportionately impacted by violence and the CBOs that serve them.

As defined by AB 1603, a city is disproportionately impacted by violence if any of the following are true:

1. The city experienced 20 or more homicides per calendar year during two or more of the three calendar years immediately preceding the grant application.
2. The city experienced 10 or more homicides per calendar year during two or more of the three years prior to the grant application and had a homicide rate that was at least 50 percent higher than the statewide homicide rate during two or more of the three calendar years immediately preceding the grant application.
3. The applicant otherwise demonstrated a unique and compelling need for additional resources to address the impact of homicides, shootings, and aggravated assaults in the applicant's community.

Request for Proposals History

On June 9, 2022, the Board approved a staff recommendation to fully fund the proposals of 50 CBOs requesting \$101,259,358 -- 14 CBO proposals in the Small Scope Category totaling \$5,263,775; and 15 city proposals totaling \$49,686,038 for a combined total of \$156,209,171 with funding from the FY 2021-22, 2022-23, and 2023-24 State Budget Acts. In addition, the City of Los Angeles was awarded \$6,000,000 non-competitively as prescribed by statute with funding from the FY 2021-22, 2022-23, and 2023-24 State Budget Acts. After fully funding all eligible proposals, approximately \$53 million remained.

Modified Request for Proposals Process

On June 9, 2022, the Board approved staff to re-release the CalVIP Request for Proposals with approximately \$53 million in leftover funding and appointed Board Member Andrew Mills as Chair of the CalVIP Scoring Committee. The BSCC received a total of 64 proposals requesting \$129,000,000 in funding. After BSCC staff conducted a technical review, 55 proposals met all submission criteria and were provided to the CalVIP Scoring Panel for funding consideration. Once all Scoring Panel scores were submitted, BSCC staff generated a ranked list of all proposals that were considered for funding. A total of 29 proposals are recommended for funding. This includes five that were submitted by cities disproportionately impacted by violence, 15 submitted by community-based organizations (CBOs), and nine submitted by small scope CBOs. A list of proposals recommended for funding by the CalVIP Scoring Panel is provided as Attachment H-2.

CalVIP Funding

Staff requests that the Board approve awards using the remaining \$53 million available in funding from FY 2021-22, FY 2022-23, and FY 2023-24 to fund the maximum number of applicants.

The funding amount was distributed across three categories, as shown in Table 1 below. Applicants were eligible to apply for any amount up to and including the maximum grant amount in one of the three categories.

Table 1. CalVIP Funding

Funding Category	Maximum Grant Amount	Available Funding
Category 1: Competitive Grants to Cities	\$6,000,000	\$25,437,834
Category 2: Competitive Grants to CBOs	\$6,000,000	\$25,437,834
Category 3: Competitive Grants to Small Scope CBOs	\$400,000	\$2,565,161
Total Funding Available for Competitive Grants		\$53,440,829

Recommendation/Action Needed

On behalf of the CalVIP ESC and using FY 2021-22, FY 2022-23, and FY 2023-24 CalVIP appropriations, staff recommends that the Board:

- Fully fund five city proposals, 14 CBO, and eight small scope CBO proposals for programs and initiatives to prevent and reduce violence.
- Partially fund Urban Peace Institute and Hope Now for Youth, Inc., which fell at the funding cut-off on the CBO and Small Scope CBO rank ordered list.
- Authorize staff to continue to make awards from the rank-ordered list if any applicant is unable to accept the award or relinquishes an award, first by offering funds to any partial awardee and then to the next highest-ranked application(s); and
- Authorize staff to continue to make awards from the rank-ordered list if staff determines during the follow-up award-making process that an applicant recommended for funding is ineligible, if a grantee becomes ineligible during the grant cycle, or if the grant award is relinquished during the grant cycle.

Attachments

- H-1: CalVIP Scoring Panel Roster
- H-2: Proposals Recommended for Funding
- H-3: CalVIP Proposal Summaries
- H-4: Budget Language FY 2021-22
- H-5: AB 1603 Language
- H-6: CalVIP Request for Proposals

Attachment H-1

	Name	Title & Organizational Affiliation	From
1	Chief Andy Mills, Chair	Chief of Police, City of Palm Springs & Board Member, BSCC	Palm Springs
2	Stephen Lindley	Teacher, Lee V. Pollard High School	San Diego
3	Tina Curiel-Allen	Cal Crew Program Manager, Five Keys	Central Valley
4	Mike McLively	Senior Staff Attorney Gifford Law Center to Prevent Gun Violence	San Francisco
5	Gaynorann Siataga	Community Advocate, All Islanders Gather as One	San Francisco
6	Tim Kornegay	Director, LiveFree California	Los Angeles
7	Mary Roberts	State of CA Retiree, Administrative Office of the Courts	Oakland
8	Mona Cadena	Advocacy Director, Equal Justice USA	San Francisco

Attachment H-2

CALIFORNIA VIOLENCE INTERVENTION AND PREVENTION GRANT RFP Re-Release

Total Grant Funding: \$53,440,829

City Proposals in Rank Order for Funding

Available Grant Funds for City Applicants: \$25,437,834

Rank	Applicant	Amount Requested	Recommended Funding Amount
1	City of San Diego	\$3,651,862	\$3,651,862
2	City of Stockton	\$2,019,656	\$2,019,656
3	City of Delano	\$1,193,490	\$1,193,490
4	City of Moreno Valley	\$1,500,000	\$1,500,000
5	City of Merced	\$977,647	\$977,647
Recommended Funding:			\$9,342,655

Five (5) proposals competed for funding within the City Applicant Category. All proposals achieved the minimum of 50% of the total points possible to be considered for funding.

The unspent City Applicant Category funds of \$16,095,179 were rolled over to the CBO Applicant Category, as specified in the RFP.

CBO Proposals in Rank Order for Funding

Available Grant Funds for Projects: \$41,533,013

Available grant funds for the CBO Applicant Category are the original amount of \$25,437,834 as well as the \$16,095,179 of unspent funds from the City Category.

Rank	Applicant	Amount Requested	Recommended Funding Amount
1	Advocates for Peace & Urban Unity	\$1,284,833	\$1,284,833
2	The Regents of the University of California, San Francisco (UCSF)	\$3,770,466	\$3,770,466
3	Brothers Against Banging Youth (BABY)	\$2,079,033	\$2,079,033
4	Life After Uncivil Ruthless Acts	\$884,500	\$884,500
5	The Dream Center	\$1,835,240	\$1,835,240
6	Relmagine Mack Road Foundation	\$1,395,999	\$1,395,999
7	Wendale Davis Foundation	\$903,391	\$903,391
8	Community Build, Inc	\$2,912,298	\$2,912,298
9	Building Opportunities for Self-Sufficiency (BOSS)	\$5,244,748	\$5,244,748
10	Soledad Enrichment Action, Inc	\$6,000,000	\$6,000,000
11	Sanctuary of Hope	\$956,969	\$956,969
12	Sierra Health Foundation: The Center for Health Program Management	\$6,000,000	\$6,000,000
13	Improve Your Tomorrow	\$6,000,000	\$6,000,000
14	Just Us 4 Youth	\$2,075,666	\$2,075,666
15	Urban Peace Institute*	\$3,000,000	\$189,870
Recommended Funding:			\$41,533,013

*Note. This grantee will be awarded partial funding.

Thirty-seven (37) proposals competed for funding within the CBO Applicant Category. All proposals achieved the minimum of 50% of the total points possible to be considered for funding. Because the available grant funds for the CBO Applicants were exhausted at Rank 15, those in Ranks 16 through 37 were not recommended for funding.

Rank	Applicant	Amount Requested	Recommended Funding Amount
16	Well Space Health	\$862,111	\$0
17	Renaissance Parents of Success	\$1,482,164	\$0
18	Kitchens for Good	\$1,704,219	\$0
19	One Step Ahead, Inc	\$3,000,000	\$0
20	Alameda County Deputy Sheriffs' Activities League	\$5,942,954	\$0
21	Build Plus Community Marketplace	\$5,698,090	\$0
22	Legacy LA Youth Development Corporation	\$1,236,675	\$0
23	On the Move	\$1,311,557	\$0
24	Episcopal Community Services of San Francisco	\$5,943,263	\$0
25	Inglewood Wrapping Arms Around the Community	\$2,194,598	\$0
26	Reclaiming America's Communities Through Empowerment (RACE)	\$839,799	\$0
27	California African American Action Fund	\$3,500,000	\$0
28	Marjaree Mason Center, Inc.	\$695,336	\$0
29	Asian American Drug Abuse Program, Inc.	\$2,499,989	\$0
30	Jr's Trauma Care Initiative	\$724,231	\$0
31	SoulChamp	\$1,009,720	\$0
32	Big Brothers Big Sisters of Central California	\$458,977	\$0
33	Nati's House dba Neutral Ground	\$1,348,097	\$0
34	Boys & Girls Club of Palm Springs	\$3,000,000	\$0
35	C.E.E.M.	\$1,672,850	\$0
36	Ernestine C. Reems Community Services	\$658,504	\$0
37	Bullies Be Gone	\$2,582,787	\$0

Small Scope CBO Proposals in Rank Order for Funding

Available Set-Aside Grant Funds for Small Scope CBO Applicants: \$2,565,161

Rank	Applicant	Amount Requested	Recommended Funding Amount
1	Community United for Restorative Youth Justice	\$400,000	\$400,000
2	Flintridge Center	\$344,928	\$344,928
3	Rainbow Labs Mentoring, Inc.	\$74,320	\$74,320
4	The Peace and Justice Law Center	\$400,000	\$400,000
5	National Prevention Science Coalition to Improve Lives, Inc.	\$400,000	\$400,000
6	General Conference of Seventh-Day Adventists	\$400,000	\$400,000
7	Be Finally Free, Inc.	\$186,952	\$186,952
8	Immanuel Sobriety Inc. dba Immanuel House	\$320,814	\$320,814
9	Hope Now for Youth, Inc*	\$342,925	\$38,147
Recommended Funding:			\$2,565,161

*Note. This grantee will be awarded partial funding.

Thirteen (13) proposals competed for funding within the Small Scope CBO Applicant Category. Because the available grant funds for the Small Scope CBO Applicants were exhausted at Rank 9, those in Ranks 10 through 12 were not recommended for funding. The proposal in rank order 13 did not receive at least 50% of the total points available. Because this proposal did not meet the scoring threshold, it was not recommended for funding within the Small Scope CBO Applicant Category.

Rank	Applicant	Amount Requested	Recommended Funding Amount
10	Farming Hope	\$400,000	\$0
11	Cease for Peace N.P.O.	\$400,000	\$0
12	Heroes Rescue Mission	\$400,000	\$0
13	Rebuild California Alliance	\$324,000	\$0

Total Recommended Funding

Funding Category	Recommended Funding
City	\$9,342,655
CBO	\$41,533,013
Small Scope CBO	\$2,565,161
Total Recommended Funding:	\$53,440,829
Total Funding Remaining:	\$0

Attachment H-3

CaVIP PROPOSAL SUMMARIES**Cities (in alphabetical order)****City of Delano**

The City of Delano will form a partnership with established community-based organizations to provide a multi-faceted public health approach to reduce violence in the most impacted neighborhoods, while strengthening community-police relationships. The project will provide evidence-based interventions that include street outreach, hospital-based violence intervention, community engagement, training for law enforcement and stakeholders, intensive case management, job readiness and training, and tattoo removal.

City of Merced

The City of Merced, in partnership with Merced County Probation, created Pathways to Success as an extension of existing reentry services. Pathways to Success will incorporate a multiagency collaborative approach to work with youth and their families needing specified levels of care, services, and support. In addition to their wrap-around reentry support services, Program to Success will offer a softer, more supportive, and personalized landing for youth reentering into the community by incorporating case management and cognitive behavior therapies.

City of Moreno Valley

The City of Moreno Valley, through their partnership with Rising Stars Business Academy, will provide critical street outreach and case management services to address the increased levels of violence in high-impacted communities. Services will be provided to at-risk youth and their families through Street Outreach and Community Violence Intervention, an evidence-based strategy that delivers specialized, targeted street-based mediation and prevention efforts to reduce gang violence, transform individuals, and rebuild communities. The city will offer culturally competent client-centered services inclusive of crisis intervention, youth development, informal case management, and community mobilization.

City of San Diego

The City of San Diego's Peacemaker Project will focus on engaging serious and chronic offenders and gang involved youth using de-escalation tactics and wraparound service model, while providing a comprehensive array of support services to help youth heal, reject gangs, and avoid criminal behavior – in particular gun violence.

City of Stockton

The City of Stockton's Operation Ceasefire will provide community-wide reduction strategies through credible messengers, focused deterrence, intensive case management, and wraparound services, all of which address the needs of those at highest risk of becoming a perpetrator or victim of gun violence. The city will expand the Ceasefire strategies to youth while also creating a youth prevention/intervention program focused on deterring young people from violence.

Community-Based Organizations (in alphabetical order)

Advocates for Peace & Urban Unity

Westside Intervention Network is comprised of several violence intervention programs led by Advocates for Peace & Urban Unity, along with other youth-serving organizations, to address gang-related violence in and around the City of Los Angeles. The program will use gang intervention to reduce the violence created by youth gangs, primarily through outreach, mitigating situations that lead to violence, and mediating when violence occurs.

Brothers Against Banging Youth (BABY)

Brothers Against Banging Youth will enhance their existing comprehensive, evidence-informed, and multidisciplinary gang prevention program to prevent and reduce incidences of violence. Specifically, they will target at-risk and gang and justice involved youth and adults living within identified neighborhoods of Los Angeles.

Building Opportunities for Self-Sufficiency (BOSS)

Building Opportunities for Self-Sufficiency will provide an innovated, highly collaborative, multi-strategy model to address both the effects and root causes of violence in Oakland. The model will emphasize peer leadership – Cultural Influencers/Credible Messengers – to model and promote messages of peace and guide violence impacted/involved individuals to lifestyle changes, combined with neighborhood-based support services, tangible resources, and economic opportunity through intensive workforce development, paid transitional work, and employer partnerships.

Community Build, Inc.

Community Build, Inc. (CBI) will serve youth, young adults, and their families within the City of Los Angeles through street outreach, violence prevention, healing events/rallies and intervention services. CBI will use linkages with law enforcement, municipal leaders and BIPOC community/faith-based stakeholders to address individual and community level trauma, healing, and education services leading to violence prevention and effective crisis response.

Improve Your Tomorrow

Improve Your Tomorrow's We Are Resilient is a three-year place-based violence prevention and reduction initiative that will train 100 Mentor Fellows who will reach young men of color mentees in the Sacramento and Stockton, through community organizing, events, and advocacy. Improve Your Tomorrow will also offer young men of color and their families case management, linkages, and referrals to serve to address pressing needs.

Just Us 4 Youth

Just Us 4 Youth's Pomona 4 Peace will use restorative practices, street outreach, and hospital-based violence intervention to reduce violence. It will increase employment and job training, initiate two-generation mentoring, and provide intensive case management to promote diversion. In addition, they will conduct neighborhood clean-ups to engage neighbors, and offer photography and theater classes/activities to broaden horizons for at-risk youth.

Life After Uncivil Ruthless Act

Led by people most impacted by violence – including formerly incarcerated people and the surviving family members of victims of community and law enforcement homicides - Life After Uncivil Ruthless Act’s Eastside Connection program will utilize street outreach, crisis intervention and violence interruption, transformative justice, and public education, leadership development and power building to reduce homicides and other violence. They will also deepen community relationships, peer support and mutual aid, increase connection to resources and opportunities, repair harm and promote the long-term healing of individuals, families, and neighborhoods.

ReImagine Mack Road Foundation

ReImagine Mack Road Foundation’s Movement 4 Life (M4L) will serve youth and young adults in the City of Sacramento who are extremely in-risk of perpetrating or being victims of gun violence. Participants will enter the program through street outreach provided by M4L Neighborhood Change Agents and referrals from Sacramento County Probation. The project will provide a range of research-based services including street outreach, case management, mental health counseling, intergenerational mentoring, learning excursions, and paid internships.

Sanctuary of Hope

Sanctuary of Hope’s Foster Hope program will support young people who are housing insecure or at-risk, child welfare or justice-involved, and low-income with life coaching (case management), system navigation, basic needs, mental and behavior health, diversion, mentoring, and academic and employment assistance to bolster resilience, prevent violence, and foster safer communities.

Sierra Health Foundation: The Center for Health Program Management

Sierra Health Foundation’s Healing the Hood program builds upon a three-tiered approach: Tier 1) Prevention focuses on youth who are at-risk of being involved in violence; Tier 2) Intervention serves youth and young adults already involved in violence; Tier 3) Crisis response and interruption offers two distinct services to reach people already engaged in gun violence and/or gang activity.

Soledad Enrichment Action

Soledad Enrichment Action will serve violently injured youth and young adults through their Caught in the Crossfire hospital-based-peer- violence intervention program. Their trauma-informed approach is coupled with the evidence-based approach of Positive Youth Development (PYD), which enables them to use their client’s strengths to counter their challenges. PYD helps strengthen the youth’s ability to respond to emotional and social challenges in health, effective ways.

The Dream Center

The Dream Center’s PLANS for Peace will offer evidence-based interventions to recently incarcerated and homeless residence of Los Angeles with a history of violence through Cognitive Behavioral Therapy in a group setting and individual intensive case management.

The Regents of the University of California, San Francisco

The Regents of the University of California, San Francisco Wraparound Project (WAP) is a hospital-based violence intervention program that offers intensive case management to victims of violence to prevent violent reinjury and perpetration. The WAP relies on culturally affirming violence prevention professionals to deliver targeted services that address the root causes of violence associated with the social determinates of health including employment, education, legal, mental health, and relocation services.

Urban Peace Institute

Urban Peace Institute (UPI), and their identified community partners, will train and support twelve new community-based intervention workers who will work to reduce violent crime in various neighborhoods of Los Angeles. They will also convene a Rapid Response Team to identify and deploy violence intervention workers to crime hotspots within the City of Los Angeles.

Wendale Davis Foundation

Wendale Davis Foundation will provide focused intervention services for youth by providing early-stage intervention through case management and intensive mentorship services. Participants will be assigned a case manager/mentor to provide one-on-one services, service navigation, and ongoing daily support. Additionally, the Foundation’s violence intervention efforts will be aided by its continued presence in the city’s overall violence reduction efforts by continuing interruption, street outreach, and community engagement. Lastly, the Foundation will continue to maintain a strong volunteer base whose goal is to address and reduce violence within the City of Bakersfield.

Small Scope Community-Based Organizations (in alphabetical order)

Be Finally Free, Inc

Be Finally Free’s Beyond Anger and Violence is an evidence-based intervention designed for individuals who struggle with managing their anger and the effects of past trauma. Based on a social-ecological model that combines theoretical knowledge and clinical expertise, this comprehensive and holistic program utilizes a variety of therapeutic strategies that guide participants to build a toolbox of practical, hands-on approaches and exercises that will help them develop effective, less damaging coping strategies.

Community United for Restorative Youth Justice (CURYJ)

CURYJ provides violence intervention and interruption to local community through culturally rooted healing, leadership development, and youth organizing practices. Their Leadership Development includes “Homies 4 Justice” paid internship for system-impacted youth and the Dream Beyond Bars paid fellowship for formerly incarcerated young people. Through each, CURYJ will provide job training, and community organizing skills leadership and professional development, healing-centered approaches to trauma, and culturally rooted education. In addition, CURYJ’s Community Healing work uplifts art and culture, provides violence interruption and intervention, healing and restoration after harm, and relationship-based life coaching for the most vulnerable community members.

Flintridge Center

Flintridge Center’s project will employ a trauma-informed approach to meet the needs of the target population through diversion and intensive case management, for both youth and adults and in addition they will offer employment/job training, financial assistance services for adults with a prior violent offense conviction as well as previously incarcerated and gang-impacted adults. Finally, through Vision 2020 Institute, they will offer a leadership development and training program for previously incarcerated and gang-impacted adults, which follows the principle of collective efficacy.

General Conference of Seventh Day Adventists

General Conference of Seventh Day Adventists Pathfinder Youth & Teen Leadership program will address violence prevention via public health, economic, and criminal justice risk factors with the mission of preventing violence before it occurs.

Hope Now for Youth, Inc.

Hope Now for Youth is a faith-based gangs-to-jobs program that will expand their existing evidence-based workforce development, job placement and mentoring strategies to system-impacted young men.

Immanuel Sobriety, Inc. dba Immanuel House

The Immanuel House Intensive Residential Recovery House Program will fill a service gap for individuals with violent crime convictions exiting the prison system and entering the community, with co-occurring neuropsychiatric diagnoses and a history of substance abuse. The integrated approach includes evidence-based treatment that focuses on the interdependent characteristics of mental health disorders and substance use disorders and treats both as primary conditions.

National Prevention Science Coalition to Improve Lives, Inc.

The National Prevention Science Coalition will lead a coalition of small grass roots nonprofits that work with youth and young adults by offering a paid job training program to engage youth who are at risk of violence and gang involvement. The trainings are led by credible messengers as mentors and leaders in that includes job training, life skills, and conflict resolution.

Rainbow Labs Mentoring, Inc.

Rainbow Labs Mentoring’s We Belong program is an LGBTQ+, trauma-informed, evidence-based 40 hour per year violence prevention and mentoring model for LGBTQ+ youth of color that focuses on individual mentoring, group mentoring, team building and life skill development.

The Peace and Justice Law Center

The Peace and Justice Law Center will provide legal services to individuals transitioning out of gangs and help them accelerate and facilitate their desistance from gang involvement. Some of the legal issues they will assist with will include misdemeanor arraignments, arrest warrants, gang injunction removal, DMV holds, and legal aid.

Attachment H-4

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 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.

Attachment H-5

Assembly Bill No. 1603

CHAPTER 735

An act to add and repeal Title 10.2 (commencing with Section 14130) of Part 4 of the Penal Code, relating to criminal justice.

[Approved by Governor October 11, 2019. Filed with Secretary of State October 11, 2019.]

LEGISLATIVE COUNSEL'S DIGEST

AB 1603, Wicks. California Violence Intervention and Prevention Grant Program.

Existing law establishes the Board of State and Community Corrections. Existing law charges the board with providing the 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 addressing gang problems.

The existing Budget Act of 2019 establishes the California Violence Intervention and Prevention Grant Program, administered by the Board of State and Community Corrections, to award competitive grants for the purpose of violence intervention and prevention. The Budget Act of 2019 limits the amount of each grant to a maximum of \$500,000.

This bill would codify the establishment of the California Violence Intervention and Prevention Grant Program and the authority and duties of the board in administering the program, including the selection criteria for grants and reporting requirements to the Legislature. The bill would increase the maximum grant amount to \$1,500,000. This bill would repeal this program on January 1, 2025.

The people of the State of California do enact as follows:

SECTION 1. Title 10.2 (commencing with Section 14130) is added to Part 4 of the Penal Code, to read:

TITLE 10.2. CALIFORNIA VIOLENCE INTERVENTION AND PREVENTION GRANT PROGRAM

14130. This title shall be known and may be cited as the Break the Cycle of Violence Act.

14131. (a) The California Violence Intervention and Prevention Grant Program (CalVIP) is hereby created to be administered by the Board of State and Community Corrections.

(b) The purpose of CalVIP is to improve public health and safety by supporting effective violence reduction initiatives in communities that are disproportionately impacted by violence, particularly group-member involved homicides, shootings, and aggravated assaults.

(c) CalVIP grants shall be used to support, expand, and replicate evidence-based violence reduction initiatives, including, without limitation, hospital-based violence intervention programs, evidence-based street outreach programs, and focused deterrence strategies, that seek to interrupt cycles of violence and retaliation in order to reduce the incidence of homicides, shootings, and aggravated assaults. These initiatives shall be primarily focused on providing violence intervention services to the small segment of the population that is identified as having the highest risk of perpetrating or being victimized by violence in the near future.

(d) CalVIP grants shall be made on a competitive basis to cities that are disproportionately impacted by violence, and to community-based organizations that serve the residents of those cities.

(e) For purposes of this section, a city is disproportionately impacted by violence if any of the following are true:

(1) The city experienced 20 or more homicides per calendar year during two or more of the three calendar years immediately preceding the grant application for which the Department of Justice has available data.

(2) The city experienced 10 or more homicides per calendar year and had a homicide rate that was at least 50 percent higher than the statewide homicide rate during two or more of the three calendar years immediately preceding the grant application for which the Department of Justice has available data.

(3) An applicant otherwise demonstrates a unique and compelling need for additional resources to address the impact of homicides, shootings, and aggravated assaults in the applicant's community.

(f) An applicant for a CalVIP grant shall submit a proposal, in a form prescribed by the board, which shall include, but not be limited to, all of the following:

(1) Clearly defined and measurable objectives for the grant.

(2) A statement describing how the applicant proposes to use the grant to implement an evidence-based violence reduction initiative in accordance with this section.

(3) A statement describing how the applicant proposes to use the grant to enhance coordination of existing violence prevention and intervention programs and minimize duplication of services.

(4) Evidence indicating that the proposed violence reduction initiative would likely reduce the incidence of homicides, shootings, and aggravated assaults.

(g) In awarding CalVIP grants, the board shall give preference to applicants whose grant proposals demonstrate the greatest likelihood of reducing the incidence of homicides, shootings, and aggravated assaults in the applicant's community, without contributing to mass incarceration.

(h) The amount of funds awarded to an applicant shall be commensurate with the scope of the applicant's proposal and the applicant's demonstrated need for additional resources to address violence in the applicant's community.

(1) Notwithstanding Provision 3 of Item 5227-108-0001 of Section 2.00 of the Budget Act of 2019 (Chapter 23 of the Statutes of 2019), the Board of State and Community Corrections may award competitive grants in amounts not to exceed one million five hundred thousand dollars (\$1,500,000) per applicant per grant cycle. The length of the grant cycle shall be determined by the board.

(2) The board shall award at least two grants to cities with populations of 200,000 or less.

(i) Each grantee shall commit a cash or in-kind contribution equivalent to the amount of the grant awarded under this section.

(j) Each city that receives a CalVIP grant shall distribute no less than 50 percent of the grant funds to one or more of any of the following types of entities:

(1) Community-based organizations.

(2) Public agencies or departments, other than law enforcement agencies or departments, that are primarily dedicated to community safety or violence prevention.

(k) The board shall form a grant selection advisory committee including, without limitation, persons who have been impacted by violence, formerly incarcerated persons, and persons with direct experience in implementing evidence-based violence reduction initiatives, including initiatives that incorporate public health and community-based approaches.

(l) The board may use up to 5 percent of the funds appropriated for CalVIP each year for the costs of administering the program including, without limitation, the employment of personnel, providing technical assistance to grantees, and evaluation of violence reduction initiatives supported by CalVIP.

(m) Each grantee shall report to the board, in a form and at intervals prescribed by the board, their progress in achieving the grant objectives.

(n) The board shall, by no later than 90 days following the close of each grant cycle, prepare and submit a report to the Legislature in compliance with Section 9795 of the Government Code regarding the impact of the violence prevention initiatives supported by CalVIP.

(o) The board shall make evaluations of the grant program available to the public.

14132. This title shall remain in effect only until January 1, 2025, and as of that date is repealed.

Attachment H-6



California Violence Intervention and Prevention (CalVIP) Grant Program

REQUEST FOR PROPOSALS

Eligible Applicants:

Category 1 & 2: California Cities Disproportionately Impacted by Violence and the Community-Based Organizations that Serve Them (see Table 1)

Grant Service Period: October 1, 2022 to June 30, 2025

RFP Released: June 10, 2022

Letters of Intent Due: July 1, 2022

Proposals Due: July 15, 2022



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CONFIDENTIALITY NOTICE

All documents submitted as part of the California Violence Intervention and Prevention 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 Information

Formerly known as the California Gang Reduction, Intervention & Prevention (CalGRIP) Grant Program, the State Legislature established the California Violence Intervention and Prevention (CalVIP) Grant Program in Fiscal Year (FY) 2017-18. CalVIP encouraged jurisdictions to develop local approaches that would meet the diverse needs of each community. In 2019, the CalVIP grant was codified as the Break the Cycle of Violence Act (Chapter 735, Statutes of 2019) and established the authority and duties of the Board of State and Community Correction (BSCC) to administer CalVIP, including the selection criteria for grants and reporting requirements to the Legislature.

Historically, CalVIP has received approximately \$9 million each year. In 2021, the state Budget Act provided a one-time augmentation of \$200 million across three fiscal years to enhance CalVIP (FY 2021-22, 2022-23, and 2023-24). In addition to this one-time increase, the BSCC anticipates CalVIP will continue to receive an annual \$9,000,000 allocation.¹ The total available funding through this CalVIP Request for Proposals (RFP) is \$53,440,829.²

Contact Information

This RFP provides the necessary information to submit a CalVIP proposal to the BSCC. 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: calvip@bscc.ca.gov.

The BSCC will accept and respond to written questions about this RFP until July 11, 2022. A frequently asked questions and answers (FAQs) document will be posted to the BSCC website and periodically updated through July 11, 2022.

Proposal Due Date and Submission Instructions

Proposals must be received by **5:00 P.M. on Friday, July 15, 2022**. Applicants must ensure the proposal package is signed with a digital signature **OR** a wet blue ink signature that is then scanned with the completed proposal package. Email the complete proposal package to: calvip@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 CalVIP 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 July 15, 2022, the proposal **will not** be considered for funding.

¹ Provided funding is appropriated in the FY 2022-23, and 2023-24 State Budget Acts.

² Provided funding is appropriated in the FY 2022-23, and 2023-24 State Budget Acts.

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

Letters of Intent to Apply

Applicants interested in applying for a CalVIP grant 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 evaluation process. Please submit the letter in Microsoft Word or as a PDF.

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

1. Name of the applicant entity;
2. Name of a contact person; and
3. A brief statement indicating the applicant's intent to submit a proposal.

Failure to submit a Letter of Intent is not grounds for disqualification. Prospective applicants that submit a Letter of Intent and decide later not to apply will not be penalized. Please email a non-binding CalVIP Letter of Intent to Apply by **Friday, July 1, 2022**. Please identify the email subject line as "CalVIP Letter of Intent" and submit the letter to calvip@bscc.ca.gov.

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 the CalVIP 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, information on evidence-based violence reduction initiatives, eligibility, funding, and an overview of the evaluation requirements. There is no preference given to applicants who attend the Bidders' Conference.

Bidder's Conference details are listed below:

CalVIP Virtual Bidders' Conference

Friday, June 24, 2022, at 10:00 a.m.

Public access options for this meeting include:

Join by Zoom:

- <https://us02web.zoom.us/j/86521784154?pwd=cU10YINoSTZoZW5wanYzV0VkWHBOQT09>
- Meeting ID: 865 2178 4154 | Passcode: 101045

Call In:

- 1-669-900-9128
- Meeting ID: 865 2178 4154 | Passcode: 101045

CalVIP Purpose

Assembly Bill (AB) 1603 (Chapter 735, Statutes of 2019), also known as the Break the Cycle of Violence Act was signed by Governor Newsom on October 11, 2019. In pertinent part, AB 1603 codified the establishment of the CalVIP and defined its purpose as follows:

The purpose of CalVIP is to improve public health and safety by supporting effective violence reduction initiatives in communities that are disproportionately impacted by violence, particularly group-member involved homicides, shootings, and aggravated assaults.

CalVIP grants shall be used to support, expand, and replicate evidence-based violence reduction initiatives, including, without limitation, hospital-based violence intervention programs, evidence-based street outreach programs, and focused deterrence strategies, that seek to interrupt cycles of violence and retaliation in order to reduce the incidence of homicides, shootings, and aggravated assaults. These initiatives shall be primarily focused on providing violence intervention services to the small segment of the population that is identified as having the highest risk of perpetrating or being victimized by violence in the near future.

Eligibility to Apply

On June 9, 2022, the BSCC approved 79 cities and community-based organizations to receive CalVIP Funding. The list of funded entities is available [here](#). The 79 cities and community-based organizations that received funding **are not eligible** for this RFP. However, new, and unsuccessful applicants are encouraged to apply.

Eligible applicants to this RFP are cities that are “disproportionately impacted by violence” (see **Table 1** below) and community-based organizations that serve the residents of those cities. (Pen. Code, § 14131, subd. (b).)

For city applicants, either the city itself or a department within the city may serve as the applicant.

Eligible applicants **may not** submit more than one proposal. However, any applicant may apply as a direct grantee and may also be a subgrantee on a maximum of **two** additional proposals. If an applicant intends to apply directly and is also a subgrantee on another proposal, the proposals **cannot** be duplicative and must fund separate and unique activities.

For purposes of the CalVIP grant program, a city is disproportionately impacted by violence if any of the following are true:

- (1) The city experienced 20 or more homicides per calendar year during two (2) or more of the three (3) calendar years immediately preceding the grant application.
- (2) The city experienced 10 or more homicides per calendar year and had a homicide rate that was at least 50% higher than the statewide homicide rate during two (2) or more of the three (3) calendar years immediately preceding the grant application.

- (3) The applicant otherwise demonstrated a unique and compelling need for additional resources to address the impact of homicides, shootings, and aggravated assaults in the applicant's community.

(Pen. Code, § 14131, subd. (e).)

A "unique and compelling need," as defined by the CalVIP ESC is:

- The city experienced five (5) or more homicides during two (2) or more of the three (3) years prior to the grant application.

See *Appendix A* for a description of the BSCC's data analysis process.

Table 1 identifies the 53 cities that meet one (1) or more of the above three (3) criteria. See *Appendix B* for a list of eligible cities including population. **These cities and any community-based organization (CBO) that serves the residents of these cities are eligible to apply for CalVIP funding.** The CBO need not be physically located inside the city limits in order to be eligible.

Table 1. Cities Eligible to Apply for CalVIP Funding*				
	City	(1) 20 or more homicides per calendar year	(2) 10 or more homicides per calendar year	(3) 5 for more homicides per calendar year
1	Anaheim			X
2	Antioch			X
3	Bakersfield	X	X	X
4	Carson			X
5	Cathedral City			X
6	Chula Vista			X
7	Colton			X
8	Compton		X	X
9	Delano			X
10	El Cajon			X
11	El Monte			X
12	Fairfield			X
13	Fontana			X
14	Fresno	X	X	X
15	Gardena			X
16	Hayward			X
17	Hemet			X
18	Hesperia			X
19	Inglewood		X	X
20	Jurupa Valley			X
21	Lancaster			X

Table 1. Cities Eligible to Apply for CalVIP Funding*

22	Long Beach	X		X
23	Los Angeles	X	X	X
24	Merced			X
25	Modesto			X
26	Moreno Valley			X
27	Norwalk			X
28	Oakland	X	X	X
29	Ontario			X
30	Oxnard			X
31	Palm Springs			X
32	Palmdale			X
33	Pasadena			X
34	Perris			X
35	Pomona		X	X
36	Rancho Cordova			X
37	Redlands			X
38	Rialto			X
39	Richmond		X	X
40	Riverside			X
41	Sacramento	X	X	X
42	Salinas			X
43	San Bernardino	X	X	X
44	San Diego	X		X
45	San Francisco	X		X
46	San Jose	X		X
47	Santa Ana			X
48	Santa Maria			X
49	Stockton	X	X	X
50	Tracy			X
51	Turlock			X
52	Vallejo		X	X
53	Victorville			X

*** CBOs that serve the residents of these cities are also eligible to apply**

Eligible Community-Based Organizations

Community-based organizations (CBOs) eligible for CalVIP funding include any non-governmental organization that provides direct services to the community and meets the following eligibility criteria. Private individuals, independent contractors, professional grants management organizations, consulting firms, auditors, and evaluators may not apply directly for CalVIP funds (though they may be included as partners on a CalVIP grant project).

Eligibility Criteria for All Non-Governmental Organizations Receiving BSCC Grant Funds

Any non-governmental organization that receives CalVIP grant funds (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 CalVIP grantee;
 - Non-governmental entities that have recently reorganized or have merged with other qualified non-governmental entities that were in existence prior to the six-month date are also eligible, provided all necessary agreements have been executed and filed with the California Secretary of State prior to the start date of the grant agreement with the BSCC or the start date of the grantee-subcontractor fiscal agreement;
- Be a nonprofit and recognized by the Internal Revenue Service as a 501(c)(3) organization;
- Employ persons or volunteers that have a minimum of three (3) years of combined experience in implementing violence reduction strategies and have implemented these strategies within the past five (5) years;
- Be registered with the California Secretary of State's Office;
- Have an Employer Identification Number (EIN);
- 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 in the State of California. (An agent for service of process with a California address is insufficient.)

All applicants must submit Appendix C, *Criteria for NGOs that Receive BSCC Grant Funds* as part of the complete proposal package to document the compliance of any NGOs identified as partners in the proposal. All grantees must submit an updated Appendix C throughout the life of the grant agreement for any additional NGOs that may

receive CalVIP funds through subcontracts after awards are made. The BSCC will not reimburse for costs incurred by NGOs that do not meet the BSCC's requirements.

Grant Period

Successful proposals will be funded for a three-year grant project service period commencing on October 1, 2022 and ending on June 30, 2025.

However, an additional six (6) months (July 1, 2025, through December 31, 2025) will be included in the term of the contract for the sole purposes of:

- 1) Finalizing and submitting a required Local Evaluation Report, and
- 2) Finalizing and submitting a required financial audit.

The total grant agreement term will be October 1, 2022 to December 31, 2025.

Funding Information

Funding Distribution & Funding Thresholds

The total available funding through this CalVIP Request for Proposals is \$53,440,829.³ This funding amount has been distributed across three (3) categories, as shown in Table 2 (below). Applicants within each category will compete independent of the other categories.

Applicants may apply for **any amount** up to and including the maximum grant amount in one (1) of the three (3) categories. Applicants are strongly encouraged to apply for only the amount of funding needed to implement the project. Proposals will be scored, in part, on the reasonableness of the proposed budget.

Table 2. Funding Distribution and Maximum Grant Amounts			
Funding Categories		Maximum Grant Amount*	Available Funding
(1)	Cities Disproportionately Impacted by Violence	\$6,000,000	\$25,437,834
(2)	CBOs that Serve the Residents of Cities Disproportionately Impacted by Violence	\$6,000,000	\$25,437,834
(3)	Small Scope CBOs that Serve the Residents of Cities Disproportionately Impacted by Violence	\$400,000	\$2,565,161
Total Funding Available for Competitive Grants			\$53,440,829

*Applicants may apply for any amount, up to and including the maximum grant amount.

City of Los Angeles

The State Budget Act provides that \$2,000,000 be made available annually to the City of Los Angeles on a non-competitive basis. The City of Los Angeles was awarded

³ Provided funding is appropriated in the FY 2022-23, and 2023-24 State Budget Acts

\$6,000,000 in funding, per the budget act, during the BSCC's June 2022 Board meeting. No additional funding will be awarded to the City of Los Angeles through this RFP and the City is not required to submit a new application.

Mandatory Pass-Through Requirement for City Applicants

Authorizing statute requires that all city grantees pass-through at least 50 percent (50%) of the grant funds they receive to at least one (1) of the following:

- Non-governmental, community-based organizations and/or
- Public agencies that are not law enforcement whose primary mission is violence prevention or community safety (e.g., Office of Violence Prevention, Office of Neighborhood Safety, etc.). Note: if the city designates this type of department or agency as the applicant entity, this requirement will be automatically met.

Funds paid to professional grants management organizations, consulting firms, auditors, and evaluators do not count toward meeting this pass-through obligation.

BSCC Funding Decisions

Applicants will compete for funds within their applicable funding category (see Table 2). Once the proposals have been scored and ranked, BSCC will move down the ranked lists to fund all qualified applicants in each of the three (3) funding categories 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 funding remains in one or more categories, the following will occur:

- Funds remaining in Category (1), after all qualified applicants in that category have been fully funded, will be used to fund any additional qualified applicants in Category (2).
- Funds remaining in Category (2), after all qualified applicants in that category have been funded, will be used to fund any additional qualified applicants first in Category 3 and then Category (1).
- Funds remaining in Category (3), after all qualified applicants in that category have been funded, will be used to fund any additional qualified applicants in first Category (2) and then Category (1).

If an applicant or grantee relinquishes an award, BSCC has authority to offer that award to the next qualifying applicant (s) on the ranked list.

Match Requirement

Authorizing statute requires all CalVIP grantees contribute a 100 percent (100%) match to all grant funds awarded. This match can be cash or in-kind or a combination of both.

Grantees must maintain documentation to support all match that is claimed.

Cash match, also known as hard match, is income from a source other than grant funds that is budgeted for the project. When used to augment the project, cash expenditures for items such as personnel, facilities, and supplies may be considered cash match, if not in

violation of the prohibition on supplanting. Grantees must maintain documentation to support the claimed cash match.

Note: CalVIP funds cannot be used as match for another CalVIP grant.

In-kind match, also known as soft match, is the project's contribution of non-cash outlay of materials or resources to support a percentage of the BSCC's Grant Award activities. It may include non-cash outlay contributed by other public agencies and institutions, private organizations, and individuals. Examples include donated office supplies, equipment, professional services, and volunteer time. In general, the value of in-kind contributions is determined by fair market value. Grantees must maintain documentation to support the claimed in-kind match.

Because in general, the value of in-kind contributions is determined by fair market value. If volunteer services are counted as in-kind contributions, additional measures should be followed to document the value of the services. Projects must document actual time worked by using a time reporting system and maintain documentation to support the claimed hourly pay rate of the volunteer services. The rate claimed should be comparable to the rates for paid employees performing similar duties. Published rates will not be allowed unless the grantee can provide evidence that the rates are comparable.

The documentation should include duty statements for the volunteer positions, and the comparable paid employee positions, and information regarding the hourly pay rates paid to those employees. The hourly volunteer rates used multiplied by the volunteer hours worked must total the dollar amount of the claimed in-kind contributions. This calculation and the other referenced documentation must be maintained as part of the accounting records.

Project Description

Target Population & Target Area

AB 1603 mandates that initiatives funded by the CalVIP grant program shall be "primarily focused on providing violence intervention services to the small segment of the population that is identified as having the highest risk of perpetrating or being victimized by violence in the near future." (Pen. Code, § 14131, subd. (c).)

The applicant must describe how it will identify the target population, including the process used to ensure those individuals at highest risk are prioritized. The applicant must have a plan for reaching those individuals those individuals and providing appropriate interventions based on an individual's needs. The target area for grant services should correspond to the target population.

Eligible Activities for Funding

AB 1603 requires that CalVIP grants be used to support, expand and replicate evidence-based violence reduction strategies "that seek to interrupt cycles of violence and retaliation in order to reduce the incidence of homicides, shootings, and aggravated assaults." (Pen. Code, § 14131, subd. (c).) Within that definition, applicants have some discretion in selecting a strategy or strategies that best fit the scope of the problem and the needs of the target community.

Table 3. Examples of Evidence-based Strategies <i>Including but not limited to:</i>	
<ul style="list-style-type: none"> ❖ Cognitive Behavioral Therapy ❖ Collective Efficacy ❖ Diversion ❖ Employment/Job Training ❖ Focused Deterrence 	<ul style="list-style-type: none"> ❖ Hospital-Based Violence Intervention ❖ Intensive Case Management ❖ Mental Health Services ❖ Mentoring/Credible Messengers ❖ Street Outreach

Table 3 includes *examples* of the types of strategies that may be funded by this grant. The listed examples are not exhaustive nor are applicants required to implement them. Applicants may choose to incorporate components from several strategies to best fit the needs of the individuals targeted for services, including families and victims of violence. See *Appendix D, Glossary of Terms*, for descriptions of these strategies and other resources.

Regardless of the strategy or strategies selected, applicants must be able to explain why that strategy was chosen for the target population/target area and cite evidence that indicates the strategy is likely to “reduce the incidence of homicides, shootings and aggravated assaults.” (Pen. Code, §14131, subd. (f)(4).)

Technical Assistance

Most of the strategies listed above require technical assistance in order to be implemented with fidelity to the model. To ensure grant funds are used efficiently and effectively, CalVIP grantees are strongly encouraged to obtain outside technical assistance (i.e., subject matter expertise) in implementing and monitoring the selected violence reduction strategy. If an applicant is expanding or enhancing an existing strategy, the applicant must be able to demonstrate a plan for ongoing monitoring and quality assurance.

Other Eligible Grant Expenditures

The BSCC recognizes offering meals, incentives, and participant support items can help maximize participation among clients engaged in services. CalVIP grant funds may be used to purchase meals or snacks, items or activities used as program incentives, and participant support items, only if they are used to encourage program participation, reward participants who meet certain documented milestones, or celebrate program completion. In all cases, there must be a direct link to grant-funded activities.

Once the Grant Agreement is executed, explicit prior written approval from the BSCC is required for the purchase of any of the items listed above or for participant travel, even if these items were included in the original application’s proposed budget. Further, successful applicants will be required to maintain and provide detailed documentation for any meals, incentives, and travel purchased with match or grant funds. Discretion for final approval of any purchases under this section lies with the BSCC. Purchases should not be made until the BSCC approves the written request. The BSCC shall not be obligated to reimburse purchases made with CalVIP grant funds without prior approval.

Ineligible Grant Expenditures

CalVIP grant funds may not be used for the following:

- Acquisition of real property/real estate
- Firearms, weapons, weapons systems, ammunition, or tactical training⁴
- High-tech surveillance or monitoring equipment and intelligence systems (e.g., shot spotter, gang database)
- “Scared Straight” type programs (see <https://crimesolutions.ojp.gov/>)

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

Using the Principles of Evidence-Based Practice⁵

The BSCC is committed to supporting a focus on better outcomes in the criminal justice system and those involved in it. CalVIP grant funds must be used to support programs, practices, and strategies rooted in documented evidence showing they reduce violence while also considering the needs of the target communities and individual participants.

Applicants are therefore required to use data to drive conscientious decision-making in the development, implementation, and appraisal of their overall projects. Applicants should be able to demonstrate that their proposal is linked to the implementation of practices and strategies supported by data.

The extent to which an applicant can demonstrate that the strategy they have chosen has been shown to be effective at reducing violence will be evaluated as a part of the rating process. In developing a proposal, applicants should focus on the following three (3) 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 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?

⁴ Tactical training could include firearms, tactical movement, tactical combat and/or SWAT training.

⁵ Lowenkamp and Latessa, 2003, Lowenkamp, 2003; Lowenkamp & Latessa, 2005a; Lowenkamp and Latessa, 2005b; Center for Criminal Justice Research and the Corrections Institute at the University of Cincinnati, Correctional Program Checklist Assessment.

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 an overall project that incorporates these principles and 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.

Reducing Racial and Ethnic Disparity

Research shows that youth and adults of color are significantly overrepresented in the criminal justice system in California.⁶ 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.

Organizational Capacity and Coordination

Applicants will be rated, in part, on how well they demonstrate they have the experience, a staffing plan, and any partnerships necessary to implement the proposed strategy. If an applicant is unable to identify staff and/or subcontractors until after the grant is awarded, the applicant should explain, at a minimum, the process and criteria by which they will select staff and/or subcontractors after award.

Distinct from administrative staff and partners, applicants must also demonstrate how they plan to ensure that the staff who deliver the services or work with the target population in the field have backgrounds and experience that are culturally relevant to the proposed strategy and/or target population (to include racial/ethnic diversity, gender diversity, current or prior system involvement, etc.).

AB 1603 requires that applicants address how they will use grant funds to enhance coordination of existing violence prevention and intervention programs and minimize duplication of services. (Pen. Code, § 14131, subd. (f)(3).) Successful applicants are

⁶ 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)

strongly encouraged to take stock of existing programs in order to identify those that might conflict with, compete with, or duplicate the strategy they are proposing to implement.

Written Agreements from Key Partners

If the success of the proposed strategy relies on the participation of an outside agency or organization (i.e., an entity other than the applicant is to play a necessary or critical role in project implementation), the applicant must include a Letter of Commitment to demonstrate that the outside agency is aware of the proposed partnership and agrees to participate.

Examples of necessary or critical roles played by outside entities could include:

- A source of referrals,
- The location where services will be delivered,
- Access to the target population,
- Data collection partner, etc.

A Letter of Commitment must include the name of the outside entity, be signed by the executive officer, department head, or other authorized representative, and be dated within three (3) months of CalVIP proposal submission. Outdated letters or letters that speak to a partnership or grant activities outside of the activities listed in the proposal, will not be accepted. See *Appendix E* for a sample Letter of Commitment for Key Partners.

General BSCC Grant Requirements

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 F* for a sample BSCC 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 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 the life of the grant cycle plus three (3) years after the final payment under the contract.

Signing Authority

Before the grant award can be finalized and funds awarded, a successful city applicant must submit either a resolution from its Governing Board that delegates authority to the individual authorized to execute the grant agreement or sufficient documentation indicating that the individual who signs the grant agreement has been vested with plenary authority to execute grant agreements (e.g., a municipal ordinance or city ordinance/charter delegating such authority to a city manager or department head).

Non-profit/501(c)(3) applicants or business entities with boards of directors must provide evidence that the person signing the grant agreement has signing authority, which may include articles of incorporation, bylaws, or a board resolution conferring authority to the signatory.

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. A sample Governing Board Resolution can be found in *Appendix G*.

Invoicing

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 through the online process no later than 45 days following the end of the invoicing period. (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. 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](#).

Reporting Match Contributions

Reporting of the contribution of match obligations need not be made in exact proportion to the expenditure of grant funds. However, before the grant expires or is terminated, the match contribution must be equal to the amount of grant funds expended. Match contribution must be reported on the BSCC invoice, as the expenditures occur. Match funds and related contributions must also be identified in the accounting records (e.g., general ledger) and included within any grant-specific audit reports. Supporting documentation must be maintained for all match contributions.

Applicants shall budget only for the mandatory 100 percent (100%) match. The match amount specified in the project budget becomes part of the contractually obligated grant program. As part of the grant program, the match is subject to all fiscal, programmatic, and audit requirements and cannot be reduced or waived once the grant proposal is approved. In the event a funded project is unable to meet its contractual match obligation, all or a portion of the unmet match obligation may be deducted from reimbursement claims. In addition, the BSCC may seek reimbursement for any unmet match. Applicants should not request funds in excess of what that applicant is able to match.

Additional information about match requirements can be found in the *BSCC Grant Administration Guide*, located on the BSCC [website](#).

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. CalVIP grant 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. When using outside funds as match, applicants must be careful not to supplant.

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 to June 30, 2025). The audit report will be due no later than December 31, 2025. The financial audit shall be performed by a Certified Public Accountant or a participating county or city auditor that is organizationally independent from the participating county or city's project financial management functions. Expenses for 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, 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.

Quarterly Progress Reports

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

Project Evaluation Requirements

In addition to Quarterly Progress Reports, 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 Final Local Evaluation Report, due six (6) months after the conclusion of project delivery.

See *Appendix D* for key definitions related to project evaluation.

Applicants must dedicate a minimum of five percent (5%) with a maximum of ten percent (10%) of the total grant funds requested for evaluation planning, oversight, and reporting activities.

Local Evaluation Plan

The purpose of the Local Evaluation Plan (LEP) is to ensure projects funded by the BSCC can be evaluated. Applicants will be expected to include a detailed description of how they plan to assess the effectiveness of the proposed program in relationship to each of its goals and objectives identified in the proposal. The 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.)

Final Local Evaluation Report

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

The purpose of the LER 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 LEP. More detailed instructions on the LER will be made available to successful applicants.

The BSCC may make public the LER from each grantee. Reports may be posted to the BSCC website and developed into a Summary Final Report submitted to the Legislature. If the grantee plans to publish the LER, it must be submitted to the BSCC for review prior to publication.

Appendix H contains preliminary Guidelines for how to complete the LEP and LER.

Statewide Evaluation

BSCC Research will conduct a statewide evaluation of the impact of the violence prevention initiatives funded by the CalVIP grant program. The evaluator will: develop the research methodology for the statewide evaluation; design and develop instruments for collecting evaluation data from CalVIP grantees; provide ongoing technical assistance to grantees for data collection and evaluation activities; compile, screen, and analyze data obtained from grantees; and develop a final report on the impact of the CalVIP grant program. As a condition of award, all CalVIP grantees agree to collect data requested for the evaluation (this may include a standardized QPR format with specified baseline, output and/or outcome measures) and fully cooperate and share information within timelines set for the evaluation.

Grantee Orientation Process

Following the start of the grant period, BSCC staff will conduct a mandatory Grantee Orientation (on a date to be determined later). The purpose of this mandatory session is to review the program requirements, invoicing and budget modification processes, data collection and reporting requirements, as well as other grant management and monitoring activities. Typically, the Project Director, Financial Officer, Day-to-Day Contact and (for

cities) one Community Partner must attend. Grantees are also strongly encouraged to include their Evaluator.

If an in-person training is scheduled, Grant recipients may use CalVIP grant funds for travel-related expenditures such as airfare, mileage, meals, lodging, and other per diem costs. Applicants should include potential travel costs in the budget section of the proposal under the “Other” category for this single day event.

Travel

Travel is usually warranted when personal contact by project staff is the most appropriate method of conducting project-related business. Travel to and from training conferences may also be allowed. The most economical method of transportation, in terms of direct expenses to the project and the employee's time away from the project, must be used. Projects are required to include sufficient per diem and travel allocations for project-related personnel, as outlined in the Grant 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. This policy applies equally to NGOs that receive grant funds directly from the BSCC and those that receive grant funds indirectly through a subcontract with another NGO that received a BSCC grant award.

Out-of-State Travel

Out-of-state travel is restricted and only allowed in exceptional situations. Even if previously authorized in the Grant Award, grantees must submit to the BSCC a separate formal request (on grantee letterhead) for approval that includes a detailed justification and budget information. Grantees must receive written approval from BSCC prior to incurring expenses for out-of-state travel.

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.

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

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

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, the Comprehensive Monitoring Visit checklist can be found on our [website](#).

BSCC Executive Steering Committee Process

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 BSCC's ESCs 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 CalVIP ESC includes a cross-section of subject matter experts on community engagement, prevention and intervention programs, law enforcement strategies, and rehabilitation and reentry, including individuals who have been impacted by the criminal justice system. A list of CalVIP ESC members can be found in *Appendix J*.

The original content and design of the CalVIP RFP remains in place. However, a Scoring Panel will be used to read, rate, and develop funding recommendations to the Board.

Conflicts of Interest

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

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

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

The following will result in disqualification:

- An electronic version of the complete proposal package is not received by 5:00 p.m. PST on July 15, 2022.
- 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.
- Budget Attachment (Excel document) **exceeds 4 pages in length**.
- Proposal Package does not contain all the required section and attachments (e-signatures will be accepted in place of original signatures);
 - Coversheet – accurately completed
 - Proposal Checklist – filled out (i.e, all checkboxes checked)
 - Applicant Information Form – completed and signed
 - Proposal Narrative
 - 2022 CalVIP Budget Attachment (Excel document)
 - Letters of Commitments from Key Partners (if applicable, Appendix E)
 - Project Work Plan (Appendix K) (not to exceed 1 page)
- Applicant's funding request was more than \$6 million (for Funding Categories 1 and 2) or \$400,000 (for Funding Category 3).
- City Applicant did not indicate its intention to pass through at least 50 percent (50%) of any awarded funds to one or more CBOs and/or public agencies whose primary mission is violence prevention or community safety.

Formatting

Applicants shall comply with the following formatting requirements:

- Proposal Narrative must meet the narrative formatting requirements below:
 - Arial 12-point font
 - One-inch margins on all four sides
 - 1.5-line spacing
- Proposal Narrative shall not exceed 12 numbered pages in length

Note: Proposals exceeding the page limit shall not automatically be disqualified. However, BSCC staff shall remove ALL pages in excess of the page limit before forwarding the proposal to the ESC for rating, which may negatively impact a proposal's score. If line spacing, formatting, or font size results in the inclusion of additional content in excess of prescribed page limits, excess pages shall be removed or the proposal may be disqualified. Illegible or unreadable proposals shall be disqualified.

Proposal Rating Process

Unless disqualified, proposals will advance to the Proposal Rating Process. The 2021 CalVIP ESC members will read and score each proposal in accordance with the prescribed rating factors listed in the table below. The ESC members will base their scores on how well an applicant addresses the items listed under each rating factor within the Proposal Narrative and Budget. ESC member ratings, once submitted to the BSCC, will be final.

At the conclusion of this process, applicants will be notified of the funding recommendations. It is anticipated the BSCC Board will act on the recommendations at its meeting on September 8, 2022. Applicants and partners are not to contact members of the ESC nor the BSCC Board to discuss proposals.

Rating Factors

The *Rating Factors* that will be used and the maximum points assigned to each factor are shown in the table below. Applicants will be asked to address each of these factors as a part of their proposal. The CalVIP 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).

CalVIP Rating Factors		Point Range	Percent of Total Value	Weighted Rating Factor Score
1	Description of Community Need	0 - 5	15%	30
2	Project Description	0 - 5	40%	80
3	Organizational Capacity and Coordination	0 - 5	20%	40
4	Project Evaluation and Monitoring	0 - 5	12%	24
5	Project Budget	0 - 5	13%	26

CalVIP Rating Factors	Point Range	Percent of Total Value	Weighted Rating Factor Score
Total:		100%	200

Evaluators will rate an applicant's response in each of these categories on a scale of 0-5, according to the Six-Point Rating Scale shown below. Each rating factor then will 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 overall proposal score. There are no preference points available.

Six Point Rating Scale

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

Scoring Threshold/Minimum Score

To be considered for funding, a proposal must meet a threshold of **50 percent (50%)**, or minimum proposal score of **100** total points.

In the event two proposals have identical proposal scores, the tie will be resolved by evaluating the individual Rating Factor scores of the two proposals, starting with the highest weighted Rating Factor (in this case, the Project Description score). If an identical score occurs on this Rating Factor, Rating Factor Scores will be used in the following order based on the descending weight valued until the tie is broken: Organizational Capacity and Coordination, Description of Community Need, Project Budget, and finally Project Evaluation and Monitoring.

Key Dates

The following table shows a timeline of key dates related to the CalVIP Grant.

Activity	Date
Release Request for Proposals	June 10, 2022
Bidders' Conference	June 24, 2022
Letter of Intent Due to the BSCC	July 1, 2022

Activity	Date
Proposals Due to the BSCC	July 15, 2022
Proposal Rating Process and Development of Funding Recommendations	July-August 2022
BSCC Board Considers Funding Recommendations	September 8, 2022
Notices to Applicants	September 9, 2022
Grant Period Begins	October 1, 2022
Mandatory New Grantee Orientation	November 2022
Local Evaluation Plan Due	April 3, 2023
Grant Service Project Period Ends	June 30, 2025
Final Evaluation Report & Financial Audit Due and Grant Ends	December 31, 2025

PART II: PROPOSAL INSTRUCTIONS

The following section contains pertinent information on how to complete the Request for Proposal package for the CalVIP Grant Program. Submittal instructions are included in Part I, page 6. The following items are included in Part II:

- Proposal Narrative and Budget Guidelines
 - Instructions for Proposal Narrative, Sections 1-4
 - CalVIP Budget Attachment, Section 5

*****THE REQUEST FOR PROPOSAL PACKAGE CAN BE
FOUND AT THE VERY END OF THIS ENTIRE
DOCUMENT*****

Proposal Narrative and Budget Guidelines

The five rating factors will be addressed in two separate parts, the Proposal Narrative and the Budget Attachment, as shown here:

Section	Rating Factor	Percent Value	Addressed In:
1	Description of Community Need	15%	Proposal Narrative
2	Project Description	40%	
3	Organizational Capacity and Coordination	20%	
4	Project Evaluation and Monitoring	12%	
5	Project Budget (Budget Tables & Narrative)	13%	Budget Attachment

Instructions for Proposal Narrative

The Proposal Narrative should address the first four Rating Factors – Description of Community Need, Project Description, Organizational Capacity and Coordination, and Project Evaluation and Monitoring – using each of the section headers provided in the CalVIP Proposal Narrative template. The CalVIP Proposal Narrative template can be found at the end of this document (formatted in Arial 12-point font with one-inch margins on all four sides and at 1.5-line spaced). The Proposal Narrative **cannot exceed twelve (12) numbered pages in length**.

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 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 the Modern Language Association (MLA) or American Psychological Association (APA) style. The bibliography will not be counted toward the 12-page limit and formatting restrictions do not apply to the one-page bibliography.

The Proposal Narrative and 12-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).

Section 1: Description of Community Need (Percent of Total Value: 15%)

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

<p>Description of Community Need: Description of Community Need: The applicant described a community need that is pertinent to the intent of the grant program. The elements that comprise the Description of Community Need are listed below. Addressing each element does not in itself merit a high rating; rather, although each element is to be addressed (when applicable), it is the <u>quality of the response</u> to each that will be evaluated.</p>	
1.1	<p>Describe the need(s) in the target area and/or target population that contribute to the disproportionate impact of violence, primarily homicides, shootings, and aggravated assaults. This description of community need should include:</p> <ul style="list-style-type: none"> • a description of existing violence in the targeted area. • identification of the primary factor(s) that contribute to the violence. • qualitative and quantitative data in support of the identified factor(s) (all data sources to be cited). • service gaps that are connected to the identified factor(s) and/or contribute to the violence.
1.2	<p>Identify the target area and/or target population. This description should include, when appropriate:</p> <ul style="list-style-type: none"> • how the target area and/or target population relate to the need(s) identified in 1.1. • the process the applicant used or will use to identify the target population, to include those individuals and their family members who are at highest risk of perpetrating violence or being victimized or affected by violence. • the total number of high-risk individuals projected to be served. • quantitative and qualitative data to explain why the target area and/or target population was selected (all data sources to be cited).

Section 2: Project Description (Percent of Total Value: 40%)

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

<p>Project Description: The applicant provided a description of the project that is related to the need(s) they described and the intent of the authorizing legislation. The elements that comprise the Project Description are listed below. Addressing each element does not in itself merit a high rating; rather, although each element is to be addressed, it is the <u>quality of the response</u> to each that will be evaluated.</p>	
2.1	<p>Describe the proposed evidence-based violence reduction strategy (per AB 1603). This description should include:</p> <ul style="list-style-type: none"> • the relationship between the proposed strategy and the need(s), target area and/or target population identified in the Description of Community Need section. • a rationale to support the selection of the proposed strategy which includes relevant evidence or research supporting its use for reducing the incidence of homicides, shootings, and/or aggravated assaults within the target area and/or target population (may include evidence-based, evidence-informed, promising, data-driven, and/or innovative practices – see pages 11-12). • an explanation of how the proposed strategy will achieve reductions in violence without relying on mass incarceration, if applicable.
2.2	<p>For project participants, describe:</p> <ul style="list-style-type: none"> • the plan for identifying, accessing, and serving individuals from the target population who are eligible and appropriate for participation in the strategy. • plans to overcome any inability to access and/or serve those individuals. • the strategy/strategies for maintaining sustained engagement. • the plan for tailoring services to participants' needs; for example, risk/needs assessment.
2.3	<p>Provide a Project Work Plan (Appendix K) that:</p> <ul style="list-style-type: none"> • identifies the project's goal(s) and measurable objectives (see Appendix D for definitions) that are related to the community need(s) identified in 1.1. • identifies how the goal(s) will be achieved in terms of the activities, responsible staff/partners, and start and end dates. • is aligned with the proposed strategy.

Section 3: Organizational Capacity and Coordination (Percent of Total Value: 20%)

Address the rating factor for Organizational Capacity and Coordination in narrative form as defined below. The response will be evaluated with a single rating based on a scale of 0-5.

Organizational Capacity and Coordination: The applicant described their organization's ability to implement the proposed project. The elements that comprise the Organizational Capacity and Coordination section are listed below. Addressing each element does not in itself merit a high rating; rather, although each element is to be addressed (when applicable), it is the <u>quality of the response</u> to each that will be evaluated.	
3.1	Describe the experience, current staffing, community support, and partnerships the lead agency will use to implement the proposed strategy. Include key partners' letters of commitment describing involvement aligned with the proposed strategy, if applicable. If staff and/or subcontractors are to be selected after the grant is awarded, then specify the process and criteria for selecting those staff and/or subcontractors.
3.2	Describe how the proposed violence reduction strategy/strategies will enhance coordination of existing violence prevention and intervention programs and minimize duplication of services (per AB 1603).
3.3	Describe a reasonable and realistic plan for training and supporting the staff and/or subcontractors who will deliver the proposed strategy to the target population, including your approach for supporting the overall wellbeing of staff; for example, providing mental health/counselling services, wellness activities, etc.
3.4	Describe the cultural competence of staff and subcontractors and how it is relevant to the proposed project. Include past and/or ongoing experience working with the target population.
3.5	Describe plans for involvement of individuals impacted by violence, including system-impacted and/or formerly/currently system-involved individuals, in the project's design, implementation, and evaluation process.
3.6	Describe a plan for obtaining outside technical assistance (i.e., subject matter expertise) to implement the proposed violence reduction strategy or explain how the lead agency will ensure that the proposed strategy is implemented as intended.

Section 4: Project Monitoring and Evaluation (Percent of Total Value: 12%)

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

Project Evaluation and Monitoring: The applicant described how it will monitor and evaluate the effectiveness of the proposed project. The elements that comprise the Project Monitoring and Evaluation section are listed below. Addressing each element does not in itself merit a high rating; rather, although each element is to be addressed, it is the <u>quality of the response</u> to each that will be evaluated.	
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 indicators 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 indicators identified in 4.2. Describe a plan for entering into data sharing agreements, if necessary.

CalVIP Budget Attachment**Section 5: Project Budget (Percent of Total Value: 13%)**

As part of the application process, applicants are required to submit the 2022 CalVIP Project Budget and Budget Narrative (Budget Attachment). A link to the Budget Attachment can be found at the end of this document, with the Request for Proposals instructions.

The following items are rated as a part of this section and must be addressed by the applicant in the Budget Attachment. The response will be evaluated with a single rating based on a scale of 0-5.

Project Budget: The applicant provided a complete Budget Attachment (Project Budget and Budget Narrative) for the proposed project. The elements against which the Budget Attachment will be rated are listed below. Addressing each element does not itself merit a high rating; rather, although each element is to be addressed, it is the quality of the response to each that will be evaluated.	
5.1	Provide complete and detailed budget information with language to support each budget category, as applicable. The expenses must be appropriate to the proposed strategy.
5.2	Demonstrate how the amount of grant funds requested is commensurate with the scope of the proposal and the demonstrated need(s) for these additional resources (per AB 1603).
5.3	Describe how the dollar-for-dollar match requirement will be met (either cash or in-kind) (per AB 1603).

PART III: APPENDICES

Appendix A: BSCC's Crime Data Analysis

In defining “disproportionately impacted by violence,” the CalVIP ESC used the definitions provided AB 1603. AB 1603 states that a city is considered to be disproportionately impacted by violence if any of the following are true:

1. The city experienced 20 or more homicides per calendar year during two or more of the three calendar years immediately preceding the grant application for which the Department of Justice has available data.
2. The city experienced 10 or more homicides per calendar year [during two or more of the three calendar years immediately preceding the grant application] and had a homicide rate that was at least 50 percent (50%) higher than the statewide homicide rate during two or more of the three calendar years immediately preceding the grant application for which the Department of Justice has available data.
3. An applicant otherwise demonstrates a unique and compelling need for additional resources to address the impact of homicides, shootings, and aggravated assaults in the applicant’s community.

Under the definitions provided in criteria 1 and 2 from AB 1603, the BSCC identified 12 cities that were considered disproportionately impacted by violence and therefore eligible to apply for the grand funds.

After reviewing the number of homicides and homicide rates across California cities, the CalVIP ESC determined a city had a “unique and compelling need” if the city experienced 5 or more homicides per calendar year during two or more of the three calendar years immediately preceding the grant application for which the Department of Justice has available data.

Using this definition of “unique and compelling need,” the BSCC identified an additional 37 cities that were considered disproportionately impacted by violence. This brought the total number of cities eligible to apply for the general funds to 53.

The analysis of crime data was restricted to the 455 cities contained in both the California Department of Finance E-4 report (*Population Estimates for Cities, Counties, and the State, 2011-2021, with 2010 Census Benchmark*) and the Department of Justice’s Open Justice report (*Crimes and Clearances with Arson – 1985-2020*).

The following 32 cities were not included in the analysis, as data was absent from one of the data bases used: Amador, Bear Valley, Blue Lake, Broadmoor, Calipatria, Colfax, Corte Madera, Half Moon Bay, Kensington, Lake Shastina, Larkspur, Lathrop, Live Oak, Loomis, Loyalton, Maricopa, Millbrae, Plymouth, Point Arena, Portola, Portola Valley, San Anselmo, San Carlos, San Joaquin, San Juan Bautista, Shasta Lake, Stallion Springs, Tehama, Trinidad, Wasco, Willows, and Woodside. Should one of these 32 cities submit a proposal, BSCC will contact that city directly and gather the relevant statistics to ascertain whether it qualifies for eligibility.

Appendix B: Eligible Cities for CalVIP Funding

Table 2. Cities Eligible to Apply for CalVIP Funding*					
	City	Population	Option 1	Option 2	Option 3
1	Anaheim	357,059			X
2	Antioch	112,236			X
3	Bakersfield	394,328	X	X	X
4	Carson	92,121			X
5	Cathedral City	53,494			X
6	Chula Vista	273,384			X
7	Colton	54,051			X
8	Compton	98,447		X	X
9	Delano	53,110			X
10	El Cajon	103,576			X
11	El Monte	116,876			X
12	Fairfield	117,553			X
13	Fontana	211,519			X
14	Fresno	543,451	X	X	X
15	Gardena	60,732			X
16	Hayward	159,266			X
17	Hemet	84,391			X
18	Hesperia	95,834			X
19	Inglewood	110,925		X	X
20	Jurupa Valley	107,000			X
21	Lancaster	162,057			X
22	Long Beach	472,052	X		X
23	Los Angeles	3,975,234	X	X	X
24	Merced	88,261			X
25	Modesto	218,440			X
26	Moreno Valley	208,791			X
27	Norwalk	106,062			X
28	Oakland	432,327	X	X	X
29	Ontario	180,788			X
30	Oxnard	205,950			X
31	Palm Springs	47,509			X
32	Palmdale	156,910			X
33	Pasadena	145,061			X
34	Perris	78,575			X
35	Pomona	153,992		X	X
36	Rancho Cordova	78,333			X
37	Redlands	71,164			X
38	Rialto	102,813			X
39	Richmond	110,288		X	X
40	Riverside	328,766			X
41	Sacramento	513,626	X	X	X
42	Salinas	160,387			X
43	San Bernardino	217,935	X	X	X
44	San Diego	1,421,462	X		X
45	San Francisco	889,783	X		X
46	San Jose	1,041,466	X		X
47	Santa Ana	331,304			X
48	Santa Maria	107,205			X
49	Stockton	319,188	X	X	X
50	Tracy	95,861			X
51	Turlock	75,030			X
52	Vallejo	118,151		X	X
53	Victorville	127,518			X

Appendix C: Criteria for Non-Governmental Organizations Receiving BSCC Grant Funds

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

Any non-governmental organization that receives CalVIP grant funds (as either 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 CalVIP grantee;
 - Non-governmental entities that have recently reorganized or have merged with other qualified non-governmental entities that were in existence prior to the six-month date are also eligible, provided all necessary agreements have been executed and filed with the California Secretary of State prior to the start date of the grant agreement with the BSCC or the start date of the grantee-subcontractor fiscal agreement;
- Be a nonprofit and recognized by the Internal Revenue Service as a 501(c)(3) organization;
- Employ persons or volunteers that have a minimum of three (3) years of combined experience in implementing violence reduction strategies and have implemented these strategies within the past five (5) years;
- Be registered with the California Secretary of State's Office;
- Have an Employer Identification Number (EIN);
- 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 in the State of California. (An agent for service of process with a California address is insufficient.)

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"/>

Grantees are required to update this list and submit it to the BSCC any time a new third-party contract is executed after the initial assurance date. Grantees shall retain (on-site) applicable source documentation for each contracted party that verifies compliance with the requirements listed in the 2021 CalVIP RFP. These records will be subject to the records and retention language found in Appendices A and C of the Standard Agreement.

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

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

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

Appendix D: Glossary of Terms and Resources

Case Management

The Commission for Case Manager Certification defines case management as a collaborative process that assesses, plans, implements, coordinates, monitors, and evaluates the options and services required to meet the client's health and human service needs. It is characterized by advocacy, communication, and resource management and promotes quality and cost-effective interventions and outcomes.

Case management is an area of specialty practice within the health and human services professions. Its underlying premise is that everyone benefits when clients reach their optimum level of wellness, self-management, and functional capability. Case management facilitates the achievement of client wellness and autonomy through advocacy, assessment, planning, communication, education, resource management and service facilitation. Based on the needs and values of the client, and in collaboration with all service providers, the case manager links clients with appropriate providers and resources throughout the continuum of health and human services and care settings, while ensuring that the care provided is safe, effective, client-centered, timely, efficient, and equitable. This approach achieves optimum value and desirable outcomes for all community partners and interested parties.

Collective Efficacy

Social cohesion describes how residents think and feel about their neighborhood. Collective efficacy describes what residences are willing to do to improve their neighborhoods. Although social cohesion is the foundation of collective efficacy, at the core of collective efficacy are the willingness to intervene and the capacity for informal social control.

<https://nij.ojp.gov/topics/articles/collective-efficacy-taking-action-improve-neighborhoods>

Cognitive Behavioral Therapy

According to the American Psychological Association, cognitive behavioral therapy (CBT) is a form of psychological treatment that has been demonstrated to be effective for a range of problems including depression, anxiety disorders, alcohol and drug use problems, marital problems, eating disorders, and severe mental illness. Numerous research studies suggest that CBT leads to significant improvement in functioning and quality of life. In many studies, CBT has been demonstrated to be as effective as, or more effective than, other forms of psychological therapy or psychiatric medications.

It is important to emphasize that advances in CBT have been made on the basis of both research and clinical practice. Indeed, CBT is an approach for which there is ample scientific evidence that the methods that have been developed actually produce change. In this manner, CBT differs from many other forms of psychological treatment.

CBT is based on several core principles, including:

1. Psychological problems are based, in part, on faulty or unhelpful ways of thinking.
2. Psychological problems are based, in part, on learned patterns of unhelpful behavior.
3. People suffering from psychological problems can learn better ways of coping with them, thereby relieving their symptoms and becoming more effective in their lives.

CBT treatment usually involves efforts to change thinking patterns. These strategies might include:

- Learning to recognize one's distortions in thinking that are creating problems, and then to reevaluate them in light of reality.
- Gaining a better understanding of the behavior and motivation of others.
- Using problem-solving skills to cope with difficult situations.
- Learning to develop a greater sense of confidence in one's own abilities.

CBT treatment also usually involves efforts to change behavioral patterns. These strategies might include:

- Facing one's fears instead of avoiding them.
- Using role playing to prepare for potentially problematic interactions with others.
- Learning to calm one's mind and relax one's body.
- Not all CBT will use all of these strategies. Rather, the psychologist and patient/client work together, in a collaborative fashion, to develop an understanding of the problem and to develop a treatment strategy.

CBT places an emphasis on helping individuals learn to be their own therapists. Through exercises in the session as well as “homework” exercises outside of sessions, patients/clients are helped to develop coping skills, whereby they can learn to change their own thinking, problematic emotions, and behavior.

CBT therapists emphasize what is going on in the person's current life, rather than what has led up to their difficulties. A certain amount of information about one's history is needed, but the focus is primarily on moving forward in time to develop more effective ways of coping with life.

Cultural Competence

Cultural competence⁷ is a set of congruent behaviors, attitudes, and policies that come together in a system, agency or among professionals and enable that system, agency, or those professions to work effectively in cross-cultural situations.

The word **culture** is used because it implies the integrated pattern of human behavior that includes thoughts, communications, actions, customs, beliefs, values and institutions of a racial, ethnic, religious, or social group. The word **competence** is used because it implies having the capacity to function effectively. Essential elements that contribute to a system's, institution's, or agency's ability to become more culturally competent include:

1. Valuing diversity
2. Having the capacity for cultural self-assessment
3. Being conscious of the dynamics inherent when cultures interact
4. Having institutionalized culture knowledge
5. Having developed adaptations to service delivery reflecting an understanding of cultural diversity

These five elements should be manifested at every level of an organization including policy making, administrative, and practice. In addition, these elements should be reflected in the attitudes, structures, policies, and services of the organization.

⁷ Cross, T., Bazron, B., Dennis, K., & Isaacs, M., (1989). *Towards A Culturally Competent System of Care, Volume I*. Washington, DC: Georgetown University Child Development Center, CASSP Technical Assistance Center.

Diversion⁸

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.

Evaluation: Process Evaluation versus Outcome Evaluation

Process Evaluation⁹

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

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

Outcome Evaluation¹⁰

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).

⁸ Diversion Law and Legal Definition, US Legal, <https://definitions.uslegal.com/d/diversion/>

⁹ Justice Research and Statistics Association, Juvenile Justice Evaluation Center. (2003, June). *Juvenile Justice Program Evaluation: An overview (Second Edition)* p. 7. Retrieved from www.jrsa.org/pubs/juv-justice/program-evaluation.pdf

¹⁰ *Id* at pp. 7-8.

- 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.

Focused Deterrence

Focused deterrence strategies are problem-oriented strategies that follow the core principles of deterrence theory. The strategies target specific criminalized behavior committed by a small number of individuals identified as being high risk of committing or being involved in violence who are vulnerable to sanctions and punishment. These individuals are directly engaged and informed that continued violence and criminalized behavior will not be tolerated. Targeted individuals are also informed about how the criminal legal system (such as the police and prosecutors) may respond to continued criminalized behavior; mainly that all potential sanctions, or levers, will be applied. The deterrence-based message is reinforced through intense engagement of individuals, or groups of individuals (group or collective violence), who continue to create harm despite previous attempts to intervene. In addition to deterring violent behavior, the strategies also reward positive behavior change among targeted individuals by providing significant financial incentives for participation and positive behavior as a gateway to developing intrinsic motivation that arises from internal and not external rewards.

Focused deterrence strategies generally target youth and adults engaged in group violence. Many focused deterrence interventions have primarily targeted incidents of homicide and serious violence (criminalized activities that usually involve repeated violent behavior) in urban settings (Kennedy 2006).

The focused deterrence framework was developed in Boston during the 1990s. Operation Ceasefire (Boston) was a problem-oriented policing project to stop serious group violence by directly communicating to groups of individuals that violence would no longer be tolerated and was backed by harsh legal sanctions for those who continued to engage in or commit harm. At the same time, youth workers, probation and parole officers, and other community-based organizations offered services and resources to groups engaged in criminalized behaviors. While certain aspects of Ceasefire are beneficial, such as the targeted efforts, threats of or enacting harsh sanctions are not. CBOs should be prioritized in the response, and the response should be restorative and non-punitive.

At a general level, the approach of focused deterrence strategies should include the following:

1. Selecting a particular crime problem (such as homicide),
2. Convening an interagency working group that may include law enforcement, and prioritize social service, and community-based practitioners,
3. Developing a response to individuals or groups of individuals that uses a variety of sanctions (“pulling levers”) to stop continued violent behavior,
4. Focusing social services and community resources on target individuals identified by law enforcement, and

5. Directly and continually communicating with individuals to offer support and provide a better understanding of the implications of violence on individuals and communities.

For more information on focused deterrence, please review the links below:

1. <https://www.crimesolutions.gov/Practice Profile Details>
2. [National Network for Safe Communities – Group Violence Intervention: An Implementation Guide](#)
3. [National Network for Safe Communities – Custom Notifications](#)
4. [The National Network for Safe Communities – Drugs, Race, and Common Ground: Reflections on the High Point Intervention](#)

Goal versus Objective

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.¹¹

Examples of goal statements include:¹²

- To reduce the number of youth repeating criminalized behaviors.
- To divert youth who commit nonviolent crimes from state juvenile correctional institutions.
- To restore the losses suffered by the victims of crimes.

Objectives are defined by statements of specific, measurable aims of program activities.¹³ Objectives detail the tasks that must be completed to achieve goals.¹⁴ Descriptions of objectives in the proposals should include three elements:¹⁵

- 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 include:¹⁶

- By the end of the program, youth suffering from addiction will recognize the long-term consequences of drug use.
 - To place eligible youth in an intensive healing program within two weeks of adjudication to ensure offender accountability and community safety.

¹¹ Justice Research and Statistics Association, Juvenile Justice Evaluation Center. (2003, June). *Juvenile Justice Program Evaluation: An overview (Second Edition)*. Retrieved from www.jrsa.org/pubs/juv-justice/program-evaluation.pdf. See also New York State Division of Criminal Justice Services. *A Guide to Developing Goals and Objectives for Your Program*. Retrieved from <http://www.criminaljustice.ny.gov/ofpa/goalwrite.htm>.

¹² *Id.* at p. 4.

¹³ National Center for Justice Planning. Overview of Strategic Planning. *Where Do We Want to Be? Goals and Objectives*. Retrieved from <https://web.archive.org/web/20180116031203/http://ncjp.org/strategic-planning/overview/where-do-we-want-be/goals-objectives>.

¹⁴ *Id.*; see *supra* fn 1.

¹⁵ Justice Research and Statistics Association, Juvenile Justice Evaluation Center. (2003, June). *Juvenile Justice Program Evaluation: An overview (Second Edition)* p. 5. Retrieved from www.jrsa.org/pubs/juv-justice/program-evaluation.pdf

¹⁶ *Id.*

- To ensure that youth carry out all of the terms of the mediation agreements they have worked out with their victims by program completion.

Hospital-Based Violence Intervention Programs (www.nnhvip.org)

Hospital-based violence intervention programs (HVIPs) vary in the specifics of their design and scope, but typically include a brief intervention in the emergency department or at hospital bedside and post-discharge intensive community-based case management services. HVIP services are provided by culturally competent Violence Prevention Professionals who often also serve in a mentorship capacity. HVIPs are rooted in the philosophy that violence is preventable, and that violent injury offers a “teachable moment” and unique opportunity to break cycles of violence. HVIPs embrace a public health approach to violence prevention as they are grounded in data which indicate that victims of violence are at elevated risk for re-injury and violence perpetration. This model has been the subject of numerous peer-reviewed studies indicating promising impact on injury recidivism, criminal justice contact, and trauma symptoms. HVIPs are now a recommended practice by the federal government.

This strategy aims to (1) provide trained crisis intervention and long-term case management and mentoring home visits and follow-up assistance to youth who are hospitalized for violent injuries, on probation, or identified as being highly at risk for dropout or suspension from school, as well as to their family and friends; (2) prevent retaliatory violence and reduce the total number of youth injured by interpersonal violence; (3) reduce reentry into the hospital and the criminal justice system; (4) prevent dropout and suspension from school for violent incidents; (5) link youth with local resources that help them live nonviolent lifestyles; and (6) provide positive peer role models and promote positive alternatives to violence.

For more information on hospital-based intervention, please review the links below:

1. National Network of Hospital-based Violence Intervention Programs: www.nnhvip.org
2. [Key Components of Hospital-based Violence Intervention Programs](#)
3. The Health Alliance for Violence Intervention: www.thehavi.org

Mentoring

For more information on mentoring, please review the links below:

1. [The Center for Evidence-Based Mentoring](#)
2. [Mentor Resources and Publications](#)
3. [How to Start a Mentoring Program](#)

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.¹⁷ 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

¹⁷ 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.

effective programs. Through the work of numerous scholars (Andrews et al., 1990¹⁸; Cullen and Gendreau, 2000¹⁹; Lipsey 1999²⁰), several “principles of effective intervention” have been identified. These principles can be briefly categorized as the following:

- Assess Actuarial Risk/Needs
- 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

Street Outreach

Street outreach typically occurs inside the framework of a cooperative relationship with other agencies, including probation, law enforcement, social services, and schools. Outreach workers are referred to as “street” outreach workers because their work is not office-based or even institutional- or school-based, but occurs primarily in the targeted neighborhoods, at the street and home level. The model relies on the use of culturally appropriate staff that respond to shootings to prevent retaliation and detect and resolve conflicts that are likely to lead to shootings. They develop relationships with high risk individuals who are likely to engage in gun violence and link them with resources such as education and job training. Staff collaborates with neighborhood organizations and other community groups to organize neighborhood events and public education activities that promote a no-shooting message. The strategy aims to change behaviors, attitudes, and social norms directly related to gun violence.

Example of Street Outreach: The Cure Violence Approach (www.cvg.org)

Cure Violence is an example of a street outreach model that is used around the country. The Cure Violence model was developed in 1995 by the Chicago Project for Violence Prevention, under the auspices of the University of Illinois at Chicago’s School of Public Health. Cure Violence takes a public health approach to stopping shootings and killings, focusing on interrupting violence and the transmission of norms that promote it.

Using a multi-pronged approach to prevent shootings involving youth and young adults from ages 14-25, the model relies on the use of culturally appropriate staff who respond to

¹⁸ 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.

¹⁹ 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.

²⁰ Lipsey, M.W. 1999. Can intervention rehabilitate serious delinquents? *The Annuals of the American Academy of Political and Social Science*, 564(2):142-166.

shootings to prevent retaliation and detect and resolve conflicts that are likely to lead to shootings. They develop relationships with high risk individuals who are likely to engage in gun violence and link them with resources such as education and job training. Staff collaborates with neighborhood organizations and other community groups to organize neighborhood events and public education activities that promote a no-shooting message. The strategy aims to change behaviors, attitudes, and social norms directly related to gun violence.

Cure Violence stops the spread of violence by using the methods and strategies associated with disease control:

1. Detecting and interrupting conflicts

Trained violence interrupters and outreach workers prevent shootings by identifying and mediating potentially lethal conflicts in the community and following up to ensure that the conflict does not reignite.

- a. Prevent Retaliations: Whenever a shooting happens, trained workers immediately work in the community and at the hospital to cool down emotions and prevent retaliations – working with the victims, friends and family of the victim, and anyone else is connected with the event.
- b. Mediate Ongoing Conflicts: Workers identify ongoing conflicts by talking to key people in the community about ongoing disputes, recent arrests, recent prison releases, and other situations and use mediation techniques to resolve them peacefully.
- c. Keep Conflicts ‘Cool’: Workers follow up with conflicts for as long as needed, sometimes for months, to ensure that the conflict does not become violent.

2. Identifying and treating the highest risk individuals

Trained, culturally-appropriate outreach workers work with the highest risk individuals to make them less likely to commit violence by meeting them where they are at, talking to them about the costs of using violence, and helping them to obtain the social services they need – such as job training and drug treatment.

- a. Access Highest Risk: Workers utilize their trust with high-risk individuals to establish contact, develop relationships, begin to work with the people most likely to be involved in violence.
- b. Change Behaviors: Workers engage with high-risk individuals to convince them to reject the use of violence by discussing the cost and consequences of violence and teaching alternative responses to situations.
- c. Provide Treatment: Workers develop a caseload of clients who they work with intensively – seeing several times a week and assisting with their needs such as drug treatment, employment, leaving gangs.

3. Mobilizing the community to change norms

Workers engage leaders in the community as well as community residents, local business owners, faith leaders, service providers, and the high risk, conveying the message that the residents, groups, and the community do not support the use of violence.

- a. Respond to Every Shooting: Whenever a shooting occurs, workers organize a response where dozens of community members voice their objection to the shooting.

- b. Organize Community: Workers coordinate with existing and establish new block clubs, tenant councils, and neighborhood associations to assist.
- c. Spread Positive Norms: Program distributes materials and hosts events to convey the message that violence is not acceptable.

System-Impacted

Berkely Underground Scholars defines system-impacted as a person who is legally, economically, or familiarly affected in a negative way by the incarceration of a close relative. System-impacted also includes people who have been arrested and/or convicted without incarceration.

The 2021 CalVIP ESC further defined Indirectly and Directly System-Impacted as anyone who is directly affected by incarceration, the criminal legal system, community supervision and/or anyone who was involved with the youth foster care system.

Appendix E: Sample Letter of Commitment for Key Partners

If the success of the proposed strategy relies on the participation of an outside agency or organization – that is, if an entity other than the applicant is to play a necessary or critical role in project implementation – the applicant must include a Letter of Agreement, Letter of Commitment or other signed written agreement to demonstrate that the outside agency is aware of the proposed partnership and agrees to participate.

[to be submitted on letterhead of the OUTSIDE ENTITY]

To: Board of State and Community Corrections
Re: California Violence Intervention & Prevention (CalVIP) Grant
Date: [must be within 3 months of proposal submission]

This letter is being submitted to document that [NAME OF THE OUTSIDE ENTITY] agrees to partner on the CalVIP grant proposal being submitted by [NAME OF APPLICANT].

As a part of this grant, [NAME OF OUTSIDE ENTITY] agrees to [DESCRIBE THE NATURE OF THE PARTNERSHIP, I.E. WHAT THE OUTSIDE ENTITY IS AGREEING TO DO, ETC.].

Signed by,

Name, Title

[must be the Executive Officer, Department Head or other Authorized Representative of the Outside Entity]

Appendix F: 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

XXX

2. The term of this Agreement is:

START DATE

October 1, 2022

THROUGH END DATE

DECEMBER 31, 2025

3. The maximum amount of this Agreement is:

\$900,000.00

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	3
Exhibit B	Budget Detail and Payment Provisions	4
Exhibit C	General Terms and Conditions (04/2017)	4
Exhibit D	Special Terms and Conditions	4
Attachment 1*	California Violence Intervention & Prevention Grant Request for Proposals	*
Attachment 2	CalVIP Grant Proposal	xx
Appendix A	CalVIP Executive Steering Committee	1
Appendix B	Criteria for Non-Governmental Organizations Receiving BSCC Program Funds	2

* This item is hereby incorporated by reference and can be viewed at: http://www.bscc.ca.gov/s_cpqpcalvipgrant/

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, Suite 200

CITY

Sacramento

STATE

CA

ZIP

95833

PRINTED NAME OF PERSON SIGNING

RICARDO GOODRIDGE

TITLE

Deputy Director

CONTRACTING AGENCY AUTHORIZED SIGNATURE

DATE SIGNED

EXHIBIT A: SCOPE OF WORK

1. GRANT AGREEMENT – CALIFORNIA VIOLENCE AND INTERVENTION (CaVIP) 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 or Contractor).

2. PROJECT SUMMARY AND ADMINISTRATION

- A. The purpose of the CaVIP Grant is to improve public health and safety by supporting effective violence reduction initiatives in communities that are disproportionately impacted by violence, particularly group-member involved homicides, shootings, and aggravated assaults (Penal Code Sec. 14131(b)).
- B. Grantee agrees to administer the project in accordance with Attachment 1: CaVIP Request for Proposals (incorporated by reference) and Attachment 2: CaVIP Grant Proposal, which are attached 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

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.
- 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: CaVIP Request for Proposals and Attachment 2: CaVIP 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. 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

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 15, 2025
 May 15, 2025
 August 15, 2025

B. Evaluation Documents

1. Local Evaluation Plan
2. Final Local Evaluation Report

Due no later than:

- April 3, 2023
 December 31, 2025

C. Other

Financial Audit Report

Due no later than:

December 31, 2025

6. PROJECT RECORDS

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

EXHIBIT A: SCOPE OF WORK

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 CalVIP Executive Steering Committee (See Appendix A) from receiving funds from the CalVIP grants awarded under this RFP. Applicants who are awarded grants under this RFP are responsible for reviewing the CalVIP ESC membership roster (see Appendix A) and ensuring that no grant dollars are passed through to any entity represented by the members of the CalVIP 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, December 31, 2025. The financial audit shall be performed by a Certified Public Accountant or a participating county or city auditor that is organizationally independent from the participating county'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** (grantee to select monthly or quarterly)

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

Monthly Invoicing Periods:

1. September 1, 2022 to September 30, 2022	November 15, 2022
2. October 1, 2022 to October 31, 2022	December 15, 2022
3. November 1, 2022 to November 30, 2022	January 15, 2023
4. December 1, 2022 through December 31, 2022	February 15, 2023
5. January 1, 2023 to January 31, 2023	March 15, 2023
6. February 1, 2023 to February 28, 2023	April 15, 2023
7. March 1, 2023 to March 31, 2023	May 15, 2023
8. April 1, 2023 to April 30, 2023	June 15, 2023
9. May 1, 2023 to May 31, 2023	July 15, 2023
10. June 1, 2023 to June 30, 2023	August 15, 2023
11. July 1, 2023 to July 31, 2023	September 15, 2023
12. August 1, 2023 to August 31, 2023	October 15, 2023
13. September 1, 2023 to September 30, 2023	November 15, 2023
14. October 1, 2023 to October 31, 2023	December 15, 2023
15. November 1, 2023 to November 30, 2023	January 15, 2024
16. December 1, 2023 to December 31, 2023	February 15, 2024
17. January 1, 2024 to January 31, 2024	March 15, 2024
18. February 1, 2024 to February 29, 2024	April 15, 2024
19. March 1, 2024 to March 31, 2024	May 15, 2024
20. April 1, 2024 to April 30, 2024	June 15, 2024
21. May 1, 2024 to May 31, 2024	July 15, 2024
22. June 1, 2024 to June 30, 2024	August 15, 2024
23. July 1, 2024 to July 31, 2024	September 15, 2024
24. August 1, 2024 to August 31, 2024	October 15, 2024
25. September 1, 2024 to September 30, 2024	November 15, 2024
26. October 1, 2024 to October 31, 2024	December 15, 2024
27. November 1, 2024 to November 30, 2024	January 15, 2025
28. December 1, 2024 to December 31, 2024	February 15, 2025
29. January 1, 2025 to January 31, 2025	March 15, 2025
30. February 1, 2025 to February 28, 2025	April 15, 2025
31. March 1, 2025 to March 31, 2025	May 15, 2025
32. April 1, 2025 to April 30, 2025	June 15, 2025
33. May 1, 2025 to May 31, 2025	July 15, 2025
34. June 1, 2025 to June 30, 2025	August 15, 2025

Final Invoicing Periods*:

35. July 1, 2025 to July 31, 2025	September 15, 2025
36. August 1, 2025 to August 31, 2025	October 15, 2025
37. September 1, 2025 to September 30, 2025	November 15, 2025
38. October 1, 2025 to October 31, 2025	December 15, 2025
39. November 1, 2025 to November 30, 2025	January 15, 2026

EXHIBIT B: BUDGET DETAIL AND PAYMENT PROVISIONS

40. December 1, 2025 to December 31, 2025 February 15, 2026

**Note: Project activity period ends June 30, 2025. The period of July 1, 2025 to December 31, 2025 is for completion of Final Local Evaluation Report and financial audit only.*

- B. 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. 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

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 15, 2025
 May 15, 2025
 August 15, 2025

Final Invoicing Periods*:

13. July 1, 2025 to September 30, 2025
14. October 1, 2025 to December 31, 2025

Due no later than:

- November 15, 2025
 February 15, 2026

**Note: Project activity period ends June 30, 2025. The period of July 1, 2025 to December 31, 2025 is for completion of Final Local Evaluation Report and financial audit only.*

- B. All 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, June 30, 2025, and included on the invoice due August 15, 2025. Project expenditures incurred after June 30, 2025 will not be reimbursed.
- C. The Final Local Evaluation Report is due to BSCC by December 31, 2025. Expenditures incurred for the completion of the Final Local Evaluation Report during the period of July 1, 2025 to December 31, 2025 must be submitted during the Final Invoicing Period(s), with the final invoice due on February 15, 2026. Supporting fiscal documentation will be required for all expenditures claimed on during the Final Invoicing Periods and must be submitted with the final invoice.
- D. The financial audit is due to BSCC by December 31, 2025. Expenditures incurred for the completion of the financial audit during the period of July 1, 2025 to December 31, 2025 must be submitted during the Final Invoicing Periods, with the final invoice due on February 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.
- D. Grantee shall submit an invoice to the BSCC each invoicing period, even if grant funds are not expended or requested during the invoicing period.
- E. Upon the BSCC's request, supporting documentation must be submitted for project expenditures. Grantees are required to maintain supporting documentation for all expenditures on the project site for the life of the grant and make it readily available for review during BSCC site visits. See Exhibit A. Scope of Work, Item 6. Project Records.

EXHIBIT B: BUDGET DETAIL AND PAYMENT PROVISIONS

2. GRANT AMOUNT AND LIMITATION

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

3. BUDGET CONTINGENCY CLAUSE

- A. This grant agreement is valid through CalVIP funding generated from the General Fund. The Grantee agrees that the BSCC's obligation to pay any sum to the grantee under any provision of this agreement is contingent upon the availability of sufficient funding granted through the passage of Assembly Bill 129 (Statutes of 2021, Chapter 21), also known as the California Budget Act of 2021. It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Grant Agreement does not appropriate sufficient funds for the program, this Grant Agreement shall be of no further force and effect. In this event, the BSCC shall have no liability to pay any funds whatsoever to Grantee or to furnish any other considerations under this Agreement and Grantee shall not be obligated to perform any provisions of this Grant Agreement.
- B. If CalVIP funding is reduced or falls below estimates contained within the CalVIP 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/

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

- B. Grantee is responsible for ensuring that invoices submitted to the BSCC claim actual expenditures for eligible project costs.
- 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

EXHIBIT B: BUDGET DETAIL AND PAYMENT PROVISIONS

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**

BSCC Budget Line Item	A. Grant Funds	B. Match	C. Total (A+B)
1. Salaries and Benefits	\$0	\$0	\$0
2. Services and Supplies	\$0	\$0	\$0
3. Health and Wellness	\$0	\$0	\$0
4. Professional Services or Public Agency Subcontracts	\$0	\$0	\$0
5. Non-Governmental Organization (NGO) Subcontracts	\$0	\$0	\$0
6. Equipment/Fixed Assets	\$0	\$0	\$0
7. Project Evaluation	\$0	\$0	\$0
8. Financial Audit	\$0	\$0	\$0
9. Other (Travel, Training, etc.)	\$0	\$0	\$0
10. Indirect Costs	\$0	\$0	\$0
TOTALS	\$0	\$0	\$0

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

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

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

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

- 11. CERTIFICATION CLAUSES:** The CONTRACTOR CERTIFICATION CLAUSES contained in the document [CCC 04/2017](#) 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

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

to the purchasing body pursuant to the bid. Such assignment shall be made and become effective at the time the purchasing body tenders final payment to the bidder. Government Code Section 4552.

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

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

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

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

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

19. SMALL BUSINESS PARTICIPATION AND DVBE PARTICIPATION REPORTING REQUIREMENTS:

- A. If for this Contract Contractor made a commitment to achieve small business participation, then Contractor must within 60 days of receiving final payment under this Contract (or within such other time period as may be specified elsewhere in this Contract) report to the awarding department the actual percentage of small business participation that was achieved. (Govt. Code § 14841.)
- B. If for this Contract Contractor made a commitment to achieve disabled veteran business enterprise (DVBE) participation, then Contractor must within 60 days of receiving final payment under this Contract (or within such other time period as may be specified elsewhere in this Contract) certify in a report to the awarding department: (1) the total amount the prime Contractor received under the Contract; (2) the name and address of the DVBE(s) that participated in the performance of the Contract; (3) the amount each DVBE received from the prime Contractor; (4)

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

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

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

SAMPLE

EXHIBIT D: SPECIAL TERMS AND CONDITIONS

1. GRANTEE'S GENERAL RESPONSIBILITY

- 5. 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.
- D. Grantee is responsible for the performance of all project activities identified in Attachment 1: CalVIP Request for Proposals Request for Proposals and Attachment 2: CalVIP Grant Proposal.
- E. 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: CalVIP Request for Proposals Request for Proposals and Attachment 2: CalVIP 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 CalVIP 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

EXHIBIT D: SPECIAL TERMS AND CONDITIONS

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

2) Access to Books and Records

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

4. PROJECT ACCESS

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

5. ACCOUNTING AND AUDIT REQUIREMENTS

- A. Grantee agrees that accounting procedures for grant funds received pursuant to this Grant Agreement shall be in accordance with generally accepted government accounting principles and practices, and adequate supporting documentation shall be maintained in such detail as to provide an audit trail. Supporting documentation shall permit the tracing of transactions from such documents to relevant accounting records, financial reports and invoices.
- B. Grantees are required to provide the BSCC with a financial audit no later than the end of the contract term, December 31, 2025. The financial audit shall be performed by a Certified Public Accountant or a participating county or city auditor that is organizationally independent from the participating county's or city's project financial management functions. Expenses for this final audit may be reimbursed for actual costs up to \$25,000
- C. The BSCC reserves the right to call for a program or financial audit at any time between the execution of this Grant Agreement and three 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

EXHIBIT D: SPECIAL TERMS AND CONDITIONS

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 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: CalVIP Request for Proposals Request for Proposals and Attachment 2: CalVIP 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: CalVIP Request for Proposals Request for Proposals and Attachment 2: CalVIP 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

EXHIBIT D: SPECIAL TERMS AND CONDITIONS

Grant Agreement. Grantee's written demand shall be fully supported by factual information. The BSCC Corrections Planning and Grant Programs Division Deputy Director shall have 30 days after receipt of Grantee's written demand invoking this Section "Disputes" to render a written decision. If a written decision is not rendered within 30 days after receipt of the Grantee's demand, it shall be deemed a decision adverse to the Grantee's contention. If the Grantee is not satisfied with the decision of the BSCC Corrections Planning and Grant Programs Division Deputy Director, the Grantee may appeal the decision, in writing, within 15 days of its issuance (or the expiration of the 30-day period in the event no decision is rendered), to the BSCC Executive Director, who shall have 45 days to render a final decision. If the Grantee does not appeal the decision of the BSCC Corrections Planning and Grant Programs Division Deputy Director, the decision shall be conclusive and binding regarding the dispute and the Contractor shall be barred from commencing an action in court, or with the Victims Compensation Government Claims Board, for failure to exhaust Grantee's administrative remedies.

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

9. UNION ACTIVITIES

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

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

EXHIBIT D: SPECIAL TERMS AND CONDITIONS

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.

SAMPLE

APPENDIX A to the Grant Agreement: CalVIP EXECUTIVE STEERING COMMITTEE ROSTER

CalVIP Executive Steering Committee for Grant Cycle from October 1, 2022 to December 31, 2025

	Name	Title & Organizational Affiliation	From
1	Chief Andy Mills, Chair	Chief of Police, City of Palm Springs & Board Member, BSCC	Palm Springs
2	Stephen Lindley	Teacher, Lee V. Pollard High School	San Diego
3	Tina Curiel-Allen	Cal Crew Program Manager, Five Keys	Central Valley
4	Natasha Johnson	Policy Analyst, National Institute for Criminal Justice Reform	Oakland
5	Tina Rodriguez	Statewide Manager, Californians for Safety and Justice	Central Valley
6	Mike McLively	Senior Staff Attorney Gifford Law Center to Prevent Gun Violence	San Francisco
7	Gaynorann Siataga	Community Advocate, All Islanders Gather as One	San Francisco
8	Saun Hough	CA Partnership Manager, Californians for Safety and Justice	Los Angeles
9	Mark Slaughter		Sacramento
10	Jackie Reed	CEO, Women Initiating Success Envisioned Inc.	San Diego
11	Jessie Leavitt	Policy Analyst, State Bar of California & Senior corporate Counsel, NetScout Systems, Inc.	Oakland
12	Tim Kornegay	Director, LiveFree California	Los Angeles
13	Mary Roberts	State of CA Retiree, Administrative Office of the Courts	Oakland
14	Mona Cadena	Advocacy Director, Equal Justice USA	San Francisco
15	Amir Chapel	Policy Analyst, National Institute for Criminal Justice Reform	Marina
16	Keith Baker	Research Analyst/Co-Leader, Los Angeles County Department of Public Health	Los Angeles

APPENDIX B to the Grant Agreement: Criteria for Non-Governmental Organizations Receiving BSCC Funds

The 2021-22 CalVIP 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 any CalVIP funds. The RFP describes these requirements as follows:

A non-governmental organization (as either a direct grantee or subgrantee or subcontractor) must meet the following criteria:

- Have been duly organized, in existence, and in good standing at least six months before entering into a fiscal agreement with the BSCC or with the CalVIP grantee;
- In either instance (applicant or subgrantee), non-governmental entities that have recently reorganized or have merged with other qualified non-governmental entities that were in existence prior to the six-month date are also eligible, provided all necessary agreements have been executed and filed with the California Secretary of State prior to the start date of the grant agreement or subcontractor
- Be registered with the California Secretary of State’s Office, if applicable;
- Have a valid business license, 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), non-profit 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).

Provide your agency name and in the table list information for 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"/>
			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 CalVIP 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 reimburse for costs incurred by any third party that does not meet the requirements listed above and for which the BSCC does not have a signed grantee assurance on file.

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

AUTHORIZED SIGNATURE (This document must be signed by the person who is authorized to sign the Grant Agreement.)			
NAME OF AUTHORIZED OFFICER	TITLE		TELEPHONE NUMBER
STREET ADDRESS	CITY	STATE	ZIP CODE
EMAIL ADDRESS			
SIGNATURE X		DATE	

SAMPLE

Appendix G: Sample Governing Board Resolution

California Violence Intervention and Prevention (CalVIP) Grant

WHEREAS the *(insert name of Applicant Agency)* desires to participate in the 2022 California Violence Intervention & Prevention funded through the California State General Fund and administered by the Board of State and Community Corrections (hereafter referred to as the 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 Agency)* agrees to ensure all matching funds required for the above grant are provided and 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 H: Local Evaluation Plan & Local Evaluation Report

California Violence Intervention & Prevention (CalVIP) Grant Preliminary Guidelines for the Local Evaluation Plan

The California Violence Intervention & Prevention (CalVIP) 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.

Project Background

- Information essential to understanding the grantee's project.
- A description of how the project matches the theory behind its development.
- A description of the criteria used to determine participant eligibility.
- A description of 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 proposal.

Evaluation Methods and Design

Describe the research design that will be used to *evaluate the conduct* (process evaluation²¹) and *the effectiveness* (outcome evaluation²²) of the program. This section should include:

- A description of the research design for the process evaluation.
 - Document how the activities in the proposal will be carried out.

²¹ See page 49 of the RFP for additional information on process and outcome evaluations.

¹⁶ Ibid.

- Describe the process variables and how they will be measured and defined.
- Describe procedures ensuring that a program will be implemented to fidelity, when applicable.
- A description of the research design for the outcome evaluation.
 - Describe criteria for participant eligibility and comparison group(s), including the comparison group eligibility criteria.
 - Define outcome measures.
 - Describe measurement instruments, programs, and interventions.
 - Include a definition of successful program completion.
 - Provide a rationale for determining whether outcomes are due to the project and not some other factor(s) unrelated to the project.
- For both the process and outcome evaluation, describe what data will be collected, their data source(s), and data collection methods (tools used to collect the data, frequency, and who and where the data will be collected).
- If multiple types of interventions will be employed, describe how the separate effects on outcome variables of each type of the intervention will be determined, if possible. If not possible, explain how the results will be interpreted given that outcomes might be due to complex interactions among interventions.

A 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.

California Violence Intervention & Prevention (CalVIP) Grant Preliminary Guidelines for Local Evaluation Report

The California Violence Intervention & Prevention (CalVIP) 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.

Executive Summary

The Executive Summary should be a synopsis of the project explaining: the project purpose; goals and objectives, including the extent to which they were achieved; research design; major findings, including unintended outcomes (positive and negative); project accomplishments; barriers faced, how they were overcome; lessons learned; and conclusions.

Project Background

- Information essential to understanding the grantee's project.
- A description of the criteria used to determine participant eligibility.
- A description of 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 proposal.

Evaluation Method and Design

- A description of the research design for the process evaluation.
 - Document how the activities in the proposal are being carried out.
 - Describe the process measures and how they are being measured and defined.
 - Describe the procedures ensuring that a program is being implemented to fidelity, when applicable.
- A description of the research design for the outcome evaluation.
 - Describe criteria for participant eligibility and comparison group(s), including the comparison group eligibility criteria.
 - Define outcome measures.
 - Describe measurement instruments, programs, and interventions.
 - Include a definition of successful program completion.
- For both the process and outcome evaluation, describe what data is being collected, their data source(s), and data collection methods (tools used to collect the data, frequency, and who and where were the data collected). Describe any difficulties in data collection, and how they may have influenced the results.

Evaluation Results and Discussion

- Provide data related the process evaluation. Describe any changes that were made as a result of the process evaluation findings.
- Total number of participants (unduplicated) must be included.
 - Include basic demographic information of your participants (age, gender, race/ethnicity).
 - Include the number of individuals that received various services.
- Progress towards 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 impeded your progress. If there were factors that impeded your progress, describe how they were addressed.
- Report results of any analyses and provide a detailed explanation related to the project's performance over the course of the grant.
- Report results of any analyses and provide a detailed explanation of findings as it relates to any other additional outcome measures.
- Provide a clear interpretation of the results and lessons learned.

Conclusions and Recommendations

- Discuss the effectiveness of different strategies employed.
- Make useful recommendations with specific guidance for what to replicate or do differently.

A Current Logic Model

A visual representation, as of the date of the report, 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 photos²³. While every effort will be made to include these in a statewide report, inclusion in the report is not guaranteed.

²³ 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 I: Certification of Compliance with BSCC Polices Regarding Debarment, Fraud, Theft and Embezzlement

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

1. debarred by any federal, state, or local government entities during the period of debarment; or
2. convicted of fraud, theft, or embezzlement of federal, state, or local government grant funds for a period of three (3) years following conviction.

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

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

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

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

I/We have not been convicted of any crime involving theft, fraud, or embezzlement of federal, state, or local grant funds within the last three (3) years. We will notify the BSCC should such debarment or conviction occur during the term of the Grant contract.

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

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

AUTHORIZED SIGNATURE (This document must be signed by the person who is authorized to sign the Grant Agreement.)			
NAME OF AUTHORIZED OFFICER	TITLE	TELEPHONE NUMBER	EMAIL ADDRESS
STREET ADDRESS		CITY	STATE ZIP CODE
APPLICANT'S SIGNATURE (Blue Ink or e-signature Only)			DATE
X			

Appendix J: CalVIP Executive Steering Committee

CalVIP Executive Steering Committee for Grant Cycle from
October 1, 2022 to December 31, 2025

	Name	Title & Organizational Affiliation	From
1	Chief Andy Mills, Chair	Chief of Police, City of Palm Springs & Board Member, BSCC	Palm Springs
2	Stephen Lindley	Teacher, Lee V. Pollard High School	San Diego
3	Tina Curiel-Allen	Cal Crew Program Manager, Five Keys	Central Valley
4	Natasha Johnson	Policy Analyst, National Institute for Criminal Justice Reform	Oakland
5	Tina Rodriguez	Statewide Manager, Californians for Safety and Justice	Central Valley
6	Mike McLively	Senior Staff Attorney, Gifford Law Center to Prevent Gun Violence	San Francisco
7	Gaynorann Siataga	Community Advocate, All Islanders Gather as One	San Francisco
8	Saun Hough	CA Partnership Manager, Californians for Safety and Justice	Los Angeles
9	Mark Slaughter	Supervising Attorney, Sacramento County Public Defender's Office	Sacramento
10	Jackie Reed	CEO, Women Initiating Success Envisioned Inc.	San Diego
11	Jessie Leavitt	Policy Analyst, State Bar of California & Senior corporate Counsel, NetScout Systems, Inc.	Oakland
12	Tim Kornegay	Director, LiveFree California	Los Angeles
13	Mary Roberts	State of CA Retiree, Administrative Office of the Courts	Oakland
14	Mona Cadena	Advocacy Director, Equal Justice USA	San Francisco
15	Amir Chapel	Policy Analyst, National Institute for Criminal Justice Reform	Marina
16	Keith Baker	Research Analyst/Co-Leader, Los Angeles County Department of Public Health	Los Angeles

Appendix K: CalVIP Project Work Plan Instructions

CalVIP applicants must complete a Project Work Plan. This 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 Project Work Plan provided within the Proposal Package at the end of this document.

This attachment cannot exceed one (1) page and does not count toward the twelve (12) numbered page limit for the Proposal Narrative. There are no margin, spacing or font restrictions for the Project Work Plan.

(1) Goal:			
Objectives (A., B., C...):	A. B. C.		
Project activities that support the identified goal and objectives:	Responsible staff/ partners	Timeline	
		Start Date	End Date
1. 2. 3.			
(2) Goal:			
Objectives (A., B., C...):	A. B. C.		
Project activities that support the identified goal and objectives:	Responsible staff/ partners	Timeline	
		Start Date	End Date
1. 2. 3.			
(3) Goal:			
Objectives (A., B., C...):	A. B. C.		
Project activities that support the identified goal and objectives:	Responsible staff/ partners	Timeline	
		Start Date	End Date
1. 2. 3.			

California Violence Intervention and Prevention (CalVIP) Grant Proposal

CalVIP Proposal Cover Sheet

Submitted by:

INSERT Name of Applicant

Grant Dollars Requested:

INSERT \$ Dollar Amount

Date Submitted:

INSERT Date of Submission to BSCC

CalVIP Proposal Checklist

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

	Required Items:	X
1	Completed Cover Sheet (previous page)	<input type="checkbox"/>
2	CalVIP Proposal Checklist (this page) <ul style="list-style-type: none"> Originally signed in blue ink by the authorized signatory or E-signature (no stamped signatures) 	<input type="checkbox"/>
3	Applicant Information Form <ul style="list-style-type: none"> Originally signed in blue ink by the authorized signatory or E-Signature (no stamped signatures) 	<input type="checkbox"/>
4	Proposal Narrative <ul style="list-style-type: none"> 12 pages or fewer Optional: 1-page bibliography (not counted toward 12 pages) 	<input type="checkbox"/>
5	Budget Attachment (includes Budget Tables and Narrative) <ul style="list-style-type: none"> 4 pages or fewer 	<input type="checkbox"/>
	Required Attachments for <u>All Applicants</u>:	
6	Letters of Commitment from Key Partners, if applicable (Appendix E)	<input type="checkbox"/>
7	Criteria for Non-Governmental Organizations Receiving BSCC Grant Funds (Appendix C) <ul style="list-style-type: none"> Originally signed in blue ink or e-signed by the authorized signatory (no stamped signatures) 	<input type="checkbox"/>
8	Certification of Compliance with BSCC Policies on Debarment, Fraud, Theft and Embezzlement (Appendix I) <ul style="list-style-type: none"> Originally signed in blue ink or e-signed by the authorized signatory (no stamped signatures) 	<input type="checkbox"/>
9	CalVIP Project Work Plan (Appendix K)	<input type="checkbox"/>
	Optional:	
10	Governing Board Resolution (Appendix G) 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 P, 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

- A. **Applicant:** Complete the required information for the city or community-based organization submitting the proposal. Indicate applicant type. For cities, the Applicant may be the city itself or a designated department or office. Check the appropriate box to indicate City or CBO.
- B. **Tax Identification Number:** Provide the tax identification number of the Applicant.
- C. **CBO Applicants ONLY – Location of Services:** Identify the city or cities where the CBO will provide services to residents. The city must be one of the 53 cities listed in Table 1 of the RFP.
- D. **CBO Applicants ONLY – Sub-Recipients:** CBOs are allowed to be a direct grantee and a subgrantee for up to two (2) other applications. List other applications where you are named as a sub-recipient.
- E. **Project Title:** Provide the title of the proposed project.
- F. **Name of Strategy (or Strategies) to be Implemented:** List the violence reduction strategy or strategies that will be implemented with the CalVIP funds (e.g. Focused Deterrence, Street Outreach, Hospital-Based Intervention, Mentoring, Case Management, etc.).
- G. **Project Summary:** Provide a summary (100-150 words) of the proposed project. Note: this information may be posted to the BSCC's website for informational purposes.
- H. **Key Partner Agencies:** List all key partner agencies (see page 14 of the RFP).
- I. **Type of Project to be Implemented:** Identify whether the project will be a NEW effort, an ENHANCEMENT of an existing effort (i.e. increased services provided to existing population) or an EXPANSION of an existing effort (i.e. additional individuals served).
- J. **Grant Funds Requested:** Enter the total amount of grant funds you are requesting.
- K. **Match Funds Committed:** Enter the total amount of match funds committed (must equal amount in item I).
- L. **City Applicants ONLY – Pass-Through Amount:** City applicants must enter the amount of grant funds that will be passed through to one or more CBO or public agencies or departments, other than law enforcement agencies or departments, that are primarily dedicated to community safety or violence prevention. Also enter the amount as a percentage (minimum 50%).
- M. **Project Director:** Provide the name, title, and contact information for the individual responsible for oversight and management of the proposed project. **This person must be an employee of the Applicant agency.**
- N. **Financial Officer:** Provide the name, title, and contact information for the individual responsible for fiscal oversight and management of the project. Typically, this is the individual that will certify and submit invoices. **This person must be an employee of the Applicant agency.**
- O. **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.
- P. **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.
- Q. **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

CalVIP Applicant Information Form

A. APPLICANT:		B. TAX IDENTIFICATION NUMBER:	
NAME OF APPLICANT		TAX IDENTIFICATION #	
STREET ADDRESS	CITY	STATE	ZIP CODE
MAILING ADDRESS (if different)	CITY	STATE	ZIP CODE
APPLICANT TYPE: <input type="checkbox"/> COMMUNITY-BASED ORGANIZATION (CBO) <input type="checkbox"/> CITY			
C. CBO APPLICANTS ONLY – LOCATION OF RESIDENTS RECEIVING SERVICES (MUST BE CITY OR CITIES LISTED IN TABLE 1):			
D. CBO APPLICANTS ONLY – LIST ANY APPLICATIONS WHERE YOU ARE NAMED AS A SUB-RECIPIENT			
E. PROJECT TITLE:			
F. STRATEGY TO BE IMPLEMENTED:			
G. PROJECT SUMMARY (100-150 words):			
G. KEY PARTNER AGENCIES (if applicable):	Name:	Letter of Commitment:	<input type="checkbox"/>
	Name:	Letter of Commitment:	<input type="checkbox"/>
	Name:	Letter of Commitment:	<input type="checkbox"/>
	Name:	Letter of Commitment:	<input type="checkbox"/>
	Name:	Letter of Commitment:	<input type="checkbox"/>
	Name:	Letter of Commitment:	<input type="checkbox"/>
H. TYPE OF PROJECT:	<input type="checkbox"/> NEW	<input type="checkbox"/> ENHANCEMENT	<input type="checkbox"/> EXPANSION
I. GRANT FUNDS REQUESTED:	\$	J. MATCH FUNDS:	\$
K. CITY APPLICANTS ONLY – PASS-THROUGH AMOUNT:	\$		%
L. PROJECT DIRECTOR:			
NAME	TITLE	TELEPHONE NUMBER (direct line)	
STREET ADDRESS		CITY	
STATE	ZIP CODE	EMAIL ADDRESS	
M. FINANCIAL OFFICER:			
NAME	TITLE	TELEPHONE NUMBER (direct line)	
STREET ADDRESS		CITY	
STATE	ZIP CODE	EMAIL ADDRESS	

PAYMENT MAILING ADDRESS (if different)	CITY	STATE	ZIP CODE
N. DAY-TO-DAY PROGRAM CONTACT:			
NAME	TITLE	TELEPHONE NUMBER (direct line)	
STREET ADDRESS		CITY	
STATE	ZIP CODE	EMAIL ADDRESS	

O. DAY-TO-DAY FISCAL CONTACT:			
NAME	TITLE	TELEPHONE NUMBER (direct line)	
STREET ADDRESS		CITY	
STATE	ZIP CODE	EMAIL ADDRESS	

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

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

CalVIP Proposal Narrative

The Proposal Narrative section may not exceed **twelve (12) pages** total. See pages 25-28 for corresponding Rating Factors and Rating Criteria.

1. Description of Community Need (Percent of Total Value: 15%)

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

3. Organizational Capacity and Coordination (Percent of Total Value: 20%)

4. Project Evaluation and Monitoring (Percent of Total Value: 12%)

CalVIP Project Work Plan (may not exceed one (1) page. See Appendix K for instructions)

(1) Goal:			
Objectives (A., B., C...):	A. B. C.		
Project activities that support the identified goal and objectives	Responsible staff/ partners	Timeline	
		Start Date	End Date
1. 2. 3. 4.			
(2) Goal:			
Objectives (A., B., C...):			
Project activities that support the identified goal and objectives	Responsible staff/ partners	Timeline	
		Start Date	End Date
1. 2. 3. 4.			
(3) Goal:			
Objectives (A., B., C...):	A. B. C.		
Project activities that support the identified goal and objectives	Responsible staff/ partners	Timeline	
		Start Date	End Date
1. 2. 3. 4.			

5. Project Budget (Percent of Total Value: 13%)

As part of the CalVIP proposal package, applicants are required to submit the 2022 CalVIP Grant 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 CalVIP Budget Attachment, [click here](#).

The Budget Attachment may not exceed **four (4) pages** total. See page 29 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. For example, if you are requesting \$1 million (with a \$1 million match), the Budget Table must total to \$2 million, and the corresponding Narrative must explain how that \$2 million will be spent over the grant period.

Additional guidance on grant budgets can be found in the *BSCC Grant Administration Guide*, located on the BSCC [website](#).

Additional RFP Mandatory Documents

Criteria for Non-Governmental Organizations Receiving BSCC Grant Funds

Please see Appendix C

Letters of Commitment from Key Partners

Please see Appendix E

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

Please see Appendix I

Agenda Item I

MEETING DATE: September 8, 2022 **AGENDA ITEM:** I

TO: BSCC Chair and Members

FROM: Dameion Renault, Field Representative, dameion.renault@bscc.ca.gov
Stacy Rilea, Research Data Specialist II, stacy.rilea@bscc.ca.gov

SUBJECT: Proposition 47 Grant Program: Evaluation of Program Participation and Analysis of Outreach to Underserved Communities. **Requesting Approval**

Summary

This agenda item proposes two projects to improve the Proposition 47 Grant Program:

- An outside, professional review and evaluation of the procedures for informing the field about the purpose and availability of Proposition 47 grant funding, with a focus on enhancing the number of qualified grant applicants across the state; and
- An analysis of the existing grantees' experiences in reaching underserved communities. Specifically, staff is interested in conducting semi-structured focus group interviews to examine strategies and procedures used by Proposition 47 grantees to successfully engage, recruit, and retain Latino participants.

Background

On November 4, 2014, California voters approved Proposition 47, which reduced from felonies to misdemeanors the penalties for certain non-serious and non-violent drug and property crimes. Proposition 47 was codified in Government Code sections 7599-7599.2 (Attachment I-1). Its purpose, as stated in the ballot initiative, is as follows:

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. (Criminal Sentences. Misdemeanor Penalties. Initiative Statute. California Proposition 47, Section 2 (2014).)

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 (a)(3).)

The Board began implementing the Proposition 47 Grant Program in October 2015 and held six regional meetings throughout California to gather public comment to inform the initial Proposition 47 Grant Program Request for Proposals. The Board has since made approximately \$340 million available in competitive RFPs in November 2016, January 2019, and February 2022¹.

To ensure Proposition 47 funding is having the desired impact, staff is proposing two projects to help inform the next RFP.

Evaluation of Program Participation

In the last round of Proposition 47 awards, there was a decline in new grant applicants and returning applicants. As such, staff recommends examining the implementation of the grant from the perspective of agencies that have received funding as well as prospective new grant applicants. An evaluation of what has worked well for grantees and what challenges were encountered would also be included.

This evaluation would include, but not be limited to, the following topics:

- The release of the Proposition 47 RFP and corresponding outreach process;
- The application process, including any technical assistance or targeted support provided to prospective grantees during the application process;
- The initiation of the grant for those awarded funding, including the overall contracting administrative processes and grantee orientation;
- The support, communication and oversight provided throughout the duration of the grant; and
- Completion procedures at the conclusion of the grant.

This information would be gathered through an RFP that solicits proposals from universities, research firms, and consultants to conduct an evaluation of the implementation of the Proposition 47 Grant Program, including recommendations for improving the process. The estimate cost for the evaluation will not exceed \$300,000.

Outreach to Underserved Communities

Staff also recommends conducting an evaluation on how grantees are serving certain underserved communities. Specifically, staff recommends conducting semi-structured focus group interviews to examine strategies and procedures used by Proposition 47 grantees to successfully engage, recruit, and retain Latino participants, pending the required research approval by an Internal Review Board (IRB). Attachment I-2 describes in more detail the rationale for the evaluation project and the procedure and protocols for conducting the semi-structured focus group interviews.

¹ Approximately \$103,651,000 was available in the 2016 RFP, \$96,434,500 in the 2019 RFP, and \$143,436,700 in the 2022 RFP.

These interviews will occur with:

- Staff from select Proposition 47 lead agencies (e.g., Project Director, Day-to-Day Contact);
- Staff employed by the partner Community Based Organizations (CBOs) who work directly with participants, managers at the partner CBOs; and
- Both Latino and non-Latino participants who have or are currently receiving mental health or substance-use disorder treatment through the Proposition 47 Grant Program.

Focus group interviews will be recorded and analyzed. Findings will be presented in multiple formats including:

- A brief, easy-to-read, technical assistance document or infographic providing effective strategies for recruiting, engaging, and retaining Latino participants, available on the BSCC website;
- Full research report describing study procedures, analyses, and findings, available on the BSCC website; and potentially
- a research presentation at a regional or national conference.

Prior to conducting the interviews, BSCC staff would obtain approval from an IRB to ensure the procedures and protocols of this project meet the U.S. Health and Human Services regulation requirements (45 C.F.R. part 46.) for the protection of human subjects in research.

Recommendation/Action Needed

Staff recommends that the Board:

- Approve a review and evaluation of the procedures for informing the field about the purpose and availability of Proposition 47 grant funding, with a focus on enhancing the number of qualified applicants across the state;
- Approve the drafting and submission of an IRB for approval to ensure procedures and protocols meet the U.S. Health and Human Services regulation requirements (45 C.F.R. part 46) for the protection of human subjects in research; and
- Approve an analysis of the existing grantees' experiences in reaching Latino participants in their grant programs, with a focus on reducing racial and ethnic disparities in the population of people receiving treatment and services in the Proposition 47 Grant program.

Attachments

I-1: Proposition 47

I-2: Evaluation Project Description

Attachment I-1

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 I-2

Improving Outreach to Underserved Communities

Background and Purpose

According to the National Alliance on Mental Illness (NAMI), Hispanic/Latino adults with mental illness are less likely to receive mental health care when compared to the U.S. average (34% versus 45%)¹. NAMI identifies several barriers this population faces when attempting to obtain mental health services including language, lack of medical insurance, legal status, and stigma finding culturally competent care. A similar pattern emerged for Latino individuals with substance use disorder (SUD). Less than 9 percent of Hispanic/Latinos with a SUD received treatment, relative to the U.S. average 12.2 percent². The purpose of this project is to collect information to assist with engaging individuals from the Hispanic, Latino, or Spanish population in need of mental health and substance use disorder treatment, with a focus on reducing racial and ethnic disparities in the population of people receiving treatment and services in the Proposition 47 Grant program.

While there is no expectation of proportional racial distribution relative to the population in Proposition 47 grant programs, for the current project, the racial distribution of adult participants who received services through the Proposition 47 grant program was compared to the racial distribution of arrest rates in the county. For both Cohort 1 and 2 (first two years only), almost half of Proposition 47 grantees served proportionally fewer individuals who identified as Hispanic, Latino, or Spanish origin relative to the proportion of Hispanics, Latino, or Spanish individuals arrested for felony property or drug crimes. While there may be various explanations for this discrepancy (e.g., Los Angeles City Attorney's Office's grant program targets a specific zip code within Los Angeles County, which may not have a large Hispanic/Latino population), the high percentage of grantees underserving this population should be examined so BSCC staff can provide better technical assistance. Grantees may be aware of this discrepancy in their participant population, but unsure how to address the problem. This project and subsequent documents will provide grantees resources that identifies effective strategies for engaging, recruiting, and retaining Hispanic, Latino, or Spanish participants.

For this project, BSCC staff would complete semi-structured focus group interviews with staff from the lead agency who received Proposition 47 funding, partner CBOs, and current and/or former participants. Grantees asked to participate in this project will be those who have either consistently excelled at serving participants who identify as Hispanic, Latino or Spanish or have substantially increased the proportion of these participants over time.

¹ <https://www.nami.org/Your-Journey/Identity-and-Cultural-Dimensions/Hispanic-Latinx>, retrieved May 17, 2022.

² <https://www.samhsa.gov/data/data-we-collect/nsduh-national-survey-drug-use-and-health>, retrieved May 19, 2022.

Semi-Structured Focus Group Interviews

The two primary purposes of these interviews are to 1) explore approaches to effectively recruit, engage, and retain Hispanic, Latino or Spanish participants; and 2) obtain participants' perspectives on the program from Hispanic, Latino or Spanish participants and compare them to the perspectives of participants of other races. Specifically, through semi-structured interviews, insight into effective practices and procedures that have resulted in higher proportion of participants who identify as Hispanic, Latino, or Spanish will be gained. These effective strategies will then be shared with current and future grantees to improve the recruitment, engagement, and/or retention of these participants.

At least four separate focus groups will be comprised for this project:

1. Representatives from the lead agencies (e.g., project directors)
2. Community-Based Organization (CBO) staff who work directly with participants
3. CBO supervisors and/or managers
4. Current and/or former participants

Grantees will be asked to recruit participants with approximately half identifying as Hispanic, Latino, or Spanish origin. Current and/or former participants must have received either mental health or substance use treatment while in the program, have been enrolled for at least 30 days, and be at least 18 years of age. To compensate participants for their time, they will receive a \$50 gift card³.

Interviews will be conducted via an online meeting platform (Zoom). Interviews will be recorded and later analyzed to identify themes and effective strategies. All interview participants will sign a consent form prior to participating and complete a brief survey reporting their race and gender for demographic purposes, which will only be reported in aggregate form. Additionally, once on the Zoom call, all individuals interviewed, will be asked to provide verbal consent to participating and to record their responses. In addition to stating this in the consent form, assurances will be verbally provided to participants that any comments made will remain anonymous, and no names or agency information will be associated with statements in the meeting transcript or project report. Additionally, the grantees/agencies that participated in the interviews will not be disclosed and no information will be tied to a specific grantee/agency/individual. Participants will not be required to answer questions. Once the recordings of the Zoom meetings have been transcribed and the accuracy verified, the video recordings will be destroyed.

³ Because lead agency and CBO staff will be completing the interview during work hours, no additional compensation will be provided to these groups.

Agenda Item J

MEETING DATE: September 8, 2022 **AGENDA ITEM:** J

TO: BSCC Chair and Members

FROM: Allison Ganter, Deputy Director, allison.ganter@bscc.ca.gov

SUBJECT: Local Detention Facilities Inspection Update: **Information Only**

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.

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 continue 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.

The list of items of noncompliance for juvenile detention facilities is located here: <https://app.smartsheet.com/b/publish?EQBCT=aafebf79b5d446b984d16a013d541c0d>

Information related to other outstanding items of noncompliance has been updated as appropriate. No current items of noncompliance are coded red, 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.

Recommendation/Action Needed

Information only.

Attachments

J-1: Outstanding Items of noncompliance [Adult](#) [Juvenile](#)



For additional information about this notice, agenda, to request notice of public meetings, to submit written material regarding an agenda item, or to request special accommodations for persons with disabilities, please contact:

Adam.Lwin@bscc.ca.gov or call (916) 324-2626

For general information about the BSCC:

visit www.bscc.ca.gov, call (916) 445-5073 or write to:
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California Governor
Gavin Newsom

