

TO: Chair and Members

DATE: July 10, 2014

SUBJECT: Executive Steering Committee and Timeline for the Residential Substance Abuse Treatment (RSAT) for State Prisoners Program and Approval for Funding. Requesting Approval.

AGENDA ITEM: F

**ACTION: X
INFORMATION:**

**RESOURCE PERSON: Colleen Stoner, Field Representative
Colleen.Stoner@bscc.ca.gov**

Summary:

This agenda item requests permission to create an Executive Steering Committee (ESC) to oversee the development of a Request for Proposal (RFP) using Residential Substance Abuse Treatment for State Prisoners (RSAT) Program funds.

Background:

The Board of State and Community Corrections (BSCC) is the Designated State Administrative (DSA) agency for the RSAT Program, federally funded through the Bureau of Justice Assistance (BJA). The RSAT Program assists states and local governments in developing and implementing substance abuse treatment programs in state, local, and tribal correctional and detention facilities, and supports efforts to create and maintain community-based aftercare services for offenders. Historically, the California RSAT Program has funded state and local detention facilities to provide in-custody treatment services with an aftercare component requirement placed on the grantees. Awards are made in the federal fiscal year of the appropriation and may be expended during the following 3 years. The BSCC has applied for the 2014 federal funding and anticipates notification of the grant award in August 2014.

It is anticipated that approximately \$719,062 will be available in RSAT funding to award to subrecipients through a competitive bid process. In the interest of making sure the funding reaches the local level in a timely way, the BSCC staff is seeking approval to establish an ESC so that the RFP process can be poised to move forward as soon as formal award notification is received from BJA.

RFP Activities and Timeline:

Below is the proposed tentative timeline of activities necessary to administer a competitive RFP for the RSAT Program.

ACTIVITY	TENTATIVE TIMELINE
Present ESC agenda item to BSCC	July 10, 2014
ESC to complete the development of the proposal requirements/evaluation criteria	September 30, 2014
BSCC staff to complete the development of the draft RFP based on ESC recommendations	October 30, 2014
Draft RFP emailed to ESC	October 31, 2014
ESC to review and edit draft application	November 17, 2014
BSCC staff to finalize RFP based on ESC edits	November 21, 2014
Final RFP sent to ESC members	November 21, 2014
Present the RFP for BSCC approval	January 8, 2015
Release of RFP to the field	January 12, 2015
Proposals due to BSCC	March 16, 2015
BSCC staff technical review of proposals completed	March 24, 2015
ESC Rater Training Completed	April 1, 2015
Proposals and rating material mailed to ESC	April 1, 2015
ESC rating of proposals completed	April 15, 2015
ESC convened to finalize rating	April 23, 2015
Present funding recommendations to the BSCC	May 14, 2015
Begin contract development process	May 15, 2015
Project period begins	July 1, 2015
Project directors meeting	July 23, 2015
Project period ends	June 30, 2015

Recommendation/Action Needed:

BSCC staff requests approval to use approximately \$719,062 in RSAT funds to support developing and implementing substance abuse treatment programs statewide. Additionally, staff is recommending that the BSCC:

1. Authorize an ESC to oversee the development and release of the RFP;
2. Appoint a BSCC member as Chair of the ESC and authorize approval of the Chair to release the RFP upon its completion;
3. Direct staff to work with the Chair to assemble and convene an ESC of subject matter experts; and
4. Approve the activities and tentative timeline associated with the RFP for the project.