



Board of State and Community Corrections  
Coronavirus Emergency Supplemental Funding (CESF) Program  
**Bidders' Conference**

**DECEMBER 16, 2020 | 10:00 AM**

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# WELCOME AND INTRODUCTIONS

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# AGENDA

- Welcome and Introductions
- BSCC Overview
- Introduction to the CESF Grant Program
  - History
  - Eligibility
  - Funding
- Grant Requirements
- Review Components of the Request for Applications
- Proposal Instructions
- Questions

# BSCC Overview

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

# BSCC Divisions

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## **Correctional Planning and Grant Programs (CPGP) Division**

- Criminal and Juvenile Justice Grant Programs

## **Standards and Training for Corrections (STC)**

- Selection, Training and Standards

## **County Facilities Construction (CFC)**

- Construction Financing for Facilities

## **Facilities Standards and Operations (FSO)**

- Inspections, Regulations, Compliance Monitoring

## **Administration, Research and Program Support**

- Agency Support, Research, IT units

# Background

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- Coronavirus Emergency Supplemental Funding (CESF) Program
- Administered by the U.S. Department of Justice, Bureau of Justice Assistance (BJA)
- Emergency federal funding
- Provides states, territories, tribes, and local governments with funding to prevent, prepare for and respond to the coronavirus

# Eligibility and Grant Period

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- Eligible applicants are California Counties.
- One (1) application must be submitted on behalf of the County. Applications must be submitted by the Board of Supervisors or the Chief County Administrative Officer.
- Applicants 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 within the applicant county.
- Eligible applicants will be funded for a 10-month period commencing March 31, 2021 and ending January 31, 2022.

# Funding Information

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- The total CESF allocation to California was \$93,684,166
  - \$58,518,568 - Administered by the BSCC
  - \$35,165,598 - Sent directly to cities and counties
- The state CESF Program allocation is \$58,518,568
  - \$15,000,000 was prior awarded to the California Department of Corrections and Rehabilitation to help expedite the emergency housing needs of people being released from state prisons
  - BSCC retained 3% for administrative purposes
- This **RFA makes \$41,763,011** is available to California Counties to prevent, prepare for, and respond to the coronavirus (See pg. 3-4. of the RFA)
- **Mandatory pass-through of at least 20 percent** to non-governmental community-based organization(s) impacted by coronavirus and providing services in the county



	County	Funding
1	Alameda County	\$1,121,503.18
2	Alpine County	\$2,207.01
3	Amador County	\$72,812.13
4	Butte County	\$291,542.54
5	Calaveras County	\$50,786.84
6	Colusa County	\$42,327.51
7	Contra Costa County	\$1,547,649.38
8	Del Norte County	\$52,755.75
9	El Dorado County	\$316,901.89
10	Fresno County	\$892,345.82
11	Glenn County	\$56,818.04
12	Humboldt County	\$146,830.64
13	Imperial County	\$250,267.88
14	Inyo County	\$35,915.19
15	Kern County	\$714,959.51
16	Kings County	\$198,072.74
17	Lake County	\$78,481.84
18	Lassen County	\$0
19	Los Angeles County	\$7,998,604.45
20	Madera County	\$113,036.75
21	Marin County	\$394,828.46
22	Mariposa County	\$34,916.04
23	Mendocino County	\$100,230.25
24	Merced County	\$253,750.85
25	Modoc County	\$18,494.85
26	Mono County	\$26,020.34
27	Monterey County	\$558,445.99
28	Napa County	\$145,437.59
29	Nevada County	\$189,613.79

	County	Funding
30	Orange County	\$4,878,736.80
31	Placer County	\$664,209.42
32	Plumas County	\$35,289.03
33	Riverside County	\$3,321,764.66
34	Sacramento County	\$1,286,635.35
35	San Benito County	\$120,502.56
36	San Bernardino County	\$2,158,476.30
37	San Diego County	\$4,085,425.63
38	San Francisco County	\$286,020.73
39	San Joaquin County	\$172,300.74
40	San Luis Obispo County	\$432,736.99
41	San Mateo County	\$1,193,397.89
42	Santa Barbara County	\$571,122.87
43	Santa Clara County	\$2,700,326.74
44	Santa Cruz County	\$287,512.23
45	Shasta County	\$62,439.36
46	Sierra County	\$6,186.21
47	Siskiyou County	\$85,924.73
48	Solano County	\$393,233.95
49	Sonoma County	\$564,141.48
50	Stanislaus County	\$382,686.87
51	Sutter County	\$80,628.09
52	Tehama County	\$34,879.42
53	Trinity County	\$26,182.68
54	Tulare County	\$579,161.06
55	Tuolumne County	\$67,113.85
56	Ventura County	\$1,214,026.08
57	Yolo County	\$263,822.08
58	Yuba County	\$102,569.95

# Eligible Activities

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- Funds awarded under the CESF Program must be utilized to prevent, prepare for, and respond to the coronavirus with a focus on meeting CESF re-entry related needs.
- Allowable projects and purchases include but are not limited to:
  - Addressing the medical needs of inmates in state, local, and tribal prisons, jails, and detention centers
  - Equipment (Includes law enforcement and medical personal protective equipment)
  - Hiring
  - Overtime
  - Supplies (Gloves, Masks, Sanitizer)
  - Training
  - Travel Expenses (Particularly costs related to the distribution of resources to the most impacted areas)

# Supplanting and Match

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- **Supplanting**

- 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.
- The CESF Program 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.

- **Match**

- There is **NO** CESF match requirement

# Important Dates

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Activity	Date
Release of the Request for Applications	November 20, 2020
Virtual Bidders' Conference	December 16, 2020
<b>Proposals Due to the BSCC</b>	<b>February 1, 2021</b>
New Grants Begin	March 31, 2021
Mandatory New Grantee Orientation	April 7, 2021

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# QUESTIONS



# Local Advisory Committee Requirements

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- Counties must form a CESF local Advisory Committee that includes stakeholders who have experience and expertise in the prospective projects and/or services to be implemented by the proposal.
- Membership
  - At a minimum includes representatives from Non-governmental community-based organizations, Tribes, and cities within the county that are impacted by the proposal.
  - May use an existing body, but it must include individuals with the appropriate experience and expertise.
  - A CESF Local Advisory Committee Roster must be provided as part of the application (Appendix D).

# Local Advisory Committee Responsibilities

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- The CESF Local Advisory Committee is responsible for the development, implementation, and oversight of the funded project.
- The Advisory Committee will, at a minimum advise on
  - How to identify and prioritize the most pressing needs to be addressed
  - How to identify the strategies, programs and/or services to be undertaken to address those needs;
  - The development and submission of the grant project; and
  - Ongoing implementation of the grant project.

# Conflict of Interest

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- Each applicant should consider state and local conflict of interest laws when selecting members of the CESF Local Advisory Committee.
- Applicants are advised to check with local counsel about potential conflicts.



# Evidence-Informed Principles

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Applicants should use data driven decision-making in the development and implementation of their grant-funded projects. In developing a proposal, it may be helpful for applicants to consider the following questions:

- Is there evidence or data to suggest that the program is likely to work, i.e., produce a desired benefit?
- Once the program is selected, will you be able to demonstrate that it is being carried out as intended?
- Is there a plan to collect evidence or data that will allow for an evaluation of whether the program “worked?”

For additional information and resources related to evidence-based practice and data driven decision making see Appendix F.

# General Grant Requirements

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- **Grant Agreement**

- Applicants approved for funding are required to enter into a Grant Agreement (contract) with the BSCC and agree to comply with all terms and conditions. A sample Grant Agreement is provided in Appendix G. The CESF Grant Agreement start date is March 31, 2021.

- **Governing Board Resolution**

- 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 H.
- A signed resolution is not required at the time the proposal submission, however, grant recipients must submit a signed resolution prior to any funding.

# General Grant Requirements (cont'd)

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- **Invoices**

- Disbursement of grant funds occurs on a reimbursement basis.
- Grant award recipients shall be paid in one lump sum.
- 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. Grant award recipients must submit invoices to the BSCC through an online process no later than 45 days following the end of the invoicing period. Grant award recipients must maintain adequate supporting documentation for all costs claimed on invoices.

- **Progress Reports**

- Grant award recipients are required to submit progress reports to the BSCC. Progress reports are a critical element in BSCC's monitoring and oversight process.

# General Grant Requirements (cont'd)

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- **Grantee Orientation**

- BSCC staff will conduct a virtual Grantee Orientation on April 7, 2021.
- 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 service providers attend.

- **Travel**

- If travel is warranted the most economical method of transportation must be utilized.
- Grantees that are units of government using BSCC funds may follow either their own written travel and per diem policy or the California State travel and per diem policy.
- Out of State travel is generally restricted and only allowed in exceptional situation. Grant recipients must receive written BSCC approval prior to incurring expenses for out-of-state travel.

# Debarment, Fraud, Theft or Embezzlement

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It is the policy of the BSCC to protect grant funds from unreasonable risk of fraudulent, criminal, or other improper use. 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.

# Debarment, Fraud, Theft or Embezzlement

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- Grant recipients must provide assurances 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 the application and that the grantee will immediately notify the BSCC should such debarment or conviction occur during the term of the grant contract (Appendix I).
- BSCC also requires all grant recipients include, as a condition of the award to a subgrantee or subcontractor, a requirement that the subgrantee or subcontractor will provide the same assurances to the grant recipient.

# Compliance Monitoring Visits

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- BSCC staff will monitor each project to assess whether the project is in compliance with grant requirements and making progress toward grant objectives.
- As needed, monitoring visits may also occur to provide technical assistance on fiscal, programmatic, evaluative, and administrative requirements. For your reference, a sample Monitoring Visit Checklist Tool is provided in Appendix J.

# Overview of the RFA Process

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- **Confirmation of Receipt of Application**

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

- **Review Process**

- BSCC staff will review each application for compliance with RFA criteria.

- **Key Dates**

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|-------------------------------|-----------------------|
| • Virtual Bidder's Conference | December 16, 2020     |
| • Proposals Due               | February 1, 2021      |
| • Proposal Review             | February - March 2021 |
| • Grant Begins                | March 31, 2021        |



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# QUESTIONS



# CESF Instructions and Application Packets

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## Two Documents

- CESF Proposal Instruction Packet
  - Includes background information, instructions, required attachments
- CESF Program Request for Application (RFA) package
  - Standalone application
  - Available on the BSCC website at [www.bscc.ca.gov](http://www.bscc.ca.gov)

# CESF Proposal Instructions

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The Proposal Narrative must address the following:

- Project Need
- Project Description
- CESF Local Advisory Committee criteria

The Proposal Narrative must be submitted using the template provided in the RFA. The narrative document must be submitted in Arial 12-point font with one-inch margins on all four sides and at 1.5-line spaced. The narrative cannot exceed **six (6) numbered** pages in length.

The CESF Local Advisory Committee Roster and Project Work Plan don't count towards the six-page limit.

# Budget Section

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Applicants are required to submit a CESF Budget which is an Excel Workbook

- The CESF Budget (workbook) can be accessed through a link in the CESF Proposal Instructions (Page 12).
- 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.
- Applicants must submit a budget using the provided template.

# Appendixes

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- Appendix A – Funding Allocation Chart
- Appendix B – Bureau of Justice Assistance: 2020 California CESF Allocation by City and County
- Appendix C – Criteria for Non-Governmental Organization Receiving CESF
- Appendix D – CESF Local Advisory Committee Membership Roster
- Appendix E - Project Work Plan
- Appendix F – Glossary of Terms
- Appendix – G Sample Grant Agreement
- Appendix – H Governing Board Resolution
- Appendix –I Certification of Compliance with BSCC policies and Debarment, Fraud, Theft and Embezzlement
- Appendix J – Sample Comprehensive Visit Monitoring Tool

# FAQs

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The BSCC will accept and respond to questions about this RFA until January 28, 2021. Questions and answers will be posted on the BSCC website and updated periodically up until January 28, 2021.

Submit Questions to:

- [CESF@bscc.ca.gov](mailto:CESF@bscc.ca.gov)

Visit the BSCC website:

- [http://www.bscc.ca.gov/s\\_cppgrantfundedprograms/](http://www.bscc.ca.gov/s_cppgrantfundedprograms/)

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# QUESTIONS



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# CONTACT INFORMATION

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