



**Amended**  
**Adult Reentry Grant Program**  
**Warm Handoff Reentry Services**  
**Cohort II**

**REQUEST FOR PROPOSALS**  
**Amended RFP—See RED text on**  
**Pages 17 & 21**

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

**Grant Period:** July 1, 2021 to February 28, 2025

**RFP Amended:** **January 21, 2021**  
**Letters of Intent Due:** January 8, 2021  
**Proposals Due:** **February 5, 2021 - 5:00 p.m.**



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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

### Contact Information

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This Request for Proposals (RFP) provides the information necessary to prepare proposals to the Board of State and Community Corrections (BSCC) for grant funds available through the Adult Reentry Grant Program. The BSCC staff cannot assist the applicant or its partners with the actual preparation of a proposal. Any technical questions concerning the RFP, the proposal process or programmatic issues must be submitted by email to: [ARGWarmHandoff@bscc.ca.gov](mailto:ARGWarmHandoff@bscc.ca.gov)

The BSCC will accept and respond to questions about this RFP until February 1, 2021. Questions and answers will be posted on the BSCC website and updated periodically up until February 4, 2021.

### Background

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The Adult Reentry Grant program provides funding for community-based organizations to deliver reentry services for people formerly incarcerated in state prison. The grant was initially established in the Budget Act of 2018 (Senate Bill 840, Chapter 29, Statutes of 2018) and additional funding was allocated to this effort through the Budget Act of 2019 (Assembly Bill 74, Chapter 23, Statutes of 2019). A total of 70 projects were awarded funding from this process and are currently underway (Appendices A and B respectively).

The Budget Act of 2020 (Assembly Bill 89, Chapter 7, Statutes of 2020) appropriated additional funding for the Adult Reentry Program in the amount of \$37,000,000 to be divided equally between Rental Assistance and Warm Handoff Programs and allocated as follows (Appendix C):

- \$17,575,000 for Rental Assistance
- \$17,575,000 for Warm Handoff Reentry Services
- \$1,850,000 to the BSCC for costs to administer the grant

This RFP will address only the funding available for the Warm Handoff Reentry Services component of the grant. Funding for the Rental Assistance Program component has been awarded separately outside of this Request for Proposals process.

### Bidder's Conferences

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Prospective applicants are invited, but not required, to attend a Bidder's Conference. The purpose of a Bidder's Conference is to answer technical questions from prospective bidders and provide clarity on RFP instructions. Details are listed below:

**Friday, December 11, 2020 at 10:00 a.m.**

**Zoom Meeting link will be posted to BSCC website [www.bscc.ca.gov](http://www.bscc.ca.gov).**

## Letter of Intent

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Applicants interested in applying for the Adult Reentry Program are asked, but not required, to submit a non-binding Letter of Intent. These statements will aid the BSCC in planning for the proposal review process.

There is no formal template for the Statement of Intent, but it should be submitted via email and include the following information:

- Name, address, and telephone number of the Community-Based Organization; and
- Name and contact information of the Executive Director or like position.

Failure to submit a Letter of Intent is not grounds for disqualification. Further, prospective Applicants that submit a Statement of Intent and decide later not to apply will not be penalized.

Please submit your non-binding Statement(s) of Intent by **January 8, 2021** via email to:

[ARGWarmHandoff@bscc.ca.gov](mailto:ARGWarmHandoff@bscc.ca.gov)

(Subject line: Adult Reentry Program Statement of Intent – [Name of CBO])

## Proposal Due Date and Submission Instructions

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Proposals must be received by 5:00 P.M. on Friday, February 5, 2021. Applicants must ensure the proposal package is signed with a digital signature OR a wet signature that is then scanned with the completed proposal package. Submit completed proposal packages via email to: [ARGWarmHandoff@bscc.ca.gov](mailto:ARGWarmHandoff@bscc.ca.gov)

**If the BSCC does not receive the proposal package on or before the due date and time noted above, the proposal will not be considered.**

## Executive Steering Committee

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### Adult Reentry Grant Program Executive Steering Committee

To ensure successful program design and implementation, the BSCC uses Executive Steering Committees to inform decision making related to the Board's programs. BSCC's Executive Steering Committees (ESCs) are composed of subject matter experts and stakeholders representing both the public and private sectors. The BSCC makes every attempt to include diverse representation on its ESCs, in breadth of experience, geography and demographics. ESCs are convened and approved by the BSCC Board, as the need arises, to carry out specified tasks, including the development of RFPs for grant funds. ESCs submit grant award recommendations to the BSCC Board and the Board then approves, rejects, or revises those recommendations. Members of the ESCs are not paid for their time but are reimbursed for travel expenses incurred to attend meetings.

Pursuant to SB 840, 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 General RFP Appendix D.

The content and design of the RFP as developed by the ESC remains in place for this second round of funding for the Adult Reentry Grant Warm Handoff Reentry Services program. A Scoring Panel will be used to read, score, and develop funding recommendations for the BSCC Board.

### **Conflicts of Interest**

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

## **Description of the Grant**

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### **Grant Period**

Successful proposals will be funded for approximately three years and 7 months commencing July 1, 2021 and ending February 28, 2025.

### **Eligibility to Apply**

Eligible applicants are 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 501(c)(3) must be submitted with the California Secretary of State database. <https://businesssearch.sos.ca.gov/>

Eligibility is limited to Community-Based Organizations that have not yet received \$500,000 in ARG Warm Handoff funding, including those candidates that applied for less than \$500,000 in the previous round of funding. To clarify, eligibility requirements are as follows:

- Applicants that applied in Round 1 and did not receive a conditional award **are eligible** to submit a new application in this current round of funding;
- A Warm Handoff applicant that applied for and was awarded less than \$500,000 **is eligible** to compete in this round of funding and may receive the difference between the amount received and \$500,000. For example, if an applicant applied

for \$300,000 in the first round, the applicant may apply for \$200,000 in this round. An applicant may only receive a total of \$500,000 combined for both rounds of funding;

- A Warm Handoff applicant that was conditionally awarded \$500,000 in the previous award period **is not eligible** to apply for this round of funding

Nonprofit CBOs may partner with other Non-Governmental Organizations (NGOs). However, only one nonprofit CBO can be the applicant and will be responsible for all aspects of grant administration and management.

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.

The applicant must have been duly organized, in existence, and in good standing as of November 20, 2019.

Any partnering NGO that receives Adult Reentry Grant Program funds as a subgrantee, grantee, 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 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 subcontract
- 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.

An eligible applicant may not submit more than one proposal for Warm Handoff Reentry Services.

Two or more organizations may submit a joint sub-proposal; however, a nonprofit CBO must be the Lead agency and applicant responsible for all aspects of grant administration and management.

An eligible applicant with multiple field offices or satellite projects may submit one proposal covering all (or multiple) field offices and satellite projects.

## Target Population

The target population identified in SB 840 are people 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 probation departments of each county through Post-Release Community Supervision (PRCS).

## Housing First Approach to Service Delivery

Senate Bill (SB)1380 (General RFP Appendix B) chaptered September 29, 2016 and effective January 1, 2017, 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.

It is important for applicants to be aware that SB 1380 applies to the Adult Reentry Grant Program. As such, this will require applicants proposing projects that include housing or housing-related services to people experiencing homelessness or at-risk of homelessness 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. For this reason, tenants are not required to participate in services to access or retain housing.<sup>1</sup>

Pursuant to SB 1380, the “core components of Housing First includes 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.

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<sup>1</sup> <http://hcd.ca.gov/grants-funding/active-funding/docs/Housing-First-Fact-Sheet.pdf>

- 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."

Grantees awarded funding under the Adult Reentry Grant Program are required to support these core components of the Housing First model. They 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 related services. 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)(3)(B).) "Recovery housing" means sober living facilities and programs that provide housing in an abstinence-focused and peer-supported community if 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 of the Department of Corrections and Rehabilitation. (Welf. & Inst. Code, §8256, subd, (c)(3)(A).)

## **Eligible Activities**

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The statutory language authorizing the Adult Reentry Grant Program does not specify the types of Warm Handoff reentry services to be funded. Applicants should select programs that best fit the needs of the community. Additionally, the ESC has placed 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 from placement by parole in residential treatment.

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 proposal includes collaboration and active involvement with a local government agency for which their agreement is needed, a letter of support signed by the agency head must be received from the agency and an ARG General Assurance of Government Organization Agreement must be signed by the applicant's authorized officer (Appendix E).

Adult Reentry Program grant funds may not be used for 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 Warm Handoff Reentry related services that could be funded by this grant. The list is not exhaustive and applicants are not required to implement these specific services. They are offered as suggestions only.

<b>Examples of Eligible Warm Handoff Reentry Services Application</b>
<p><b>Including but not limited to:</b></p> <ul style="list-style-type: none"><li>• Reach-in services</li><li>• Case management services</li><li>• Housing Navigation</li><li>• Transportation</li><li>• Food</li><li>• Emergency services</li><li>• Employment/vocational</li><li>• Social services</li><li>• Behavioral health care</li><li>• Mentors</li><li>• Transitional services</li><li>• System navigation</li><li>• 24-hour response</li></ul>

## **Funding Information**

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A total of \$17,575,000 is available for Warm Handoff Reentry Services. Eligible applicants will be allowed to request up to a maximum amount of \$500,000 for the entire grant period. Warm Handoff 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**

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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 program is likely to work, i.e., produce a desired benefit?** *For example, was the program you selected used by another setting with documented positive results? Is there published research on the program you are choosing to implement showing its effectiveness? Is the program being used by another organization with a similar problem and similar target population?*
- 2. Once the program is selected, will you be able to demonstrate that it is being carried out as intended?** *For example, does this program provide for a way to monitor quality control or continuous quality improvement? If this program was implemented elsewhere, are there procedures in place to ensure 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 program “worked?”** *For example, will the program 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 a project that incorporates these evidence-informed principles but is tailored to fit the needs of the communities they serve. For additional information and resources related to evidence-based practices and data driven decision making see General RFP Appendix F.

## General Grant Requirements

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### Grant Agreement

Applicants approved for funding by the BSCC Board are required to enter into a Grant Agreement with the BSCC. Grantees must agree to comply with all terms and conditions of the Grant Agreement.

See General RFP Appendix G for a sample grant agreement (*State of California: Contract and General Terms and Conditions*). The terms and conditions of the grant agreement may change before execution.

The Grant Agreement start date is expected to be July 1, 2021. Contracts are considered fully executed only after they are signed by both the Grantee and the BSCC. Work, services, and encumbrances cannot begin prior to the Grant Agreement start date. Work, services, and encumbrances that occur after the start date but prior to contract execution may not be reimbursed. Grantees are responsible for maintaining their Grant Agreement, all invoices, records, and relevant documentation for at least three years after the final payment under the contract.

### Governing Board Resolution

Applicants must submit a resolution from their governing board that the individual signing the 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.

### **Supplanting**

BSCC grant funds shall be used to support new program activities or to augment existing funds that expand current program activities. BSCC grant funds shall not be used to replace existing funds. Supplanting is strictly prohibited for all BSCC grants. When using outside funds as match, applicants must be careful not to supplant. Supplanting is the deliberate reduction in the amount of federal, state, or local funds being appropriated to an existing program or activity because grant funds have been awarded for the same purposes.

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

### **Audit Requirements**

Although state-funded grants do not have an audit requirement, unless specifically stated in state law or regulations, the BSCC reserves the right to call for a program or financial audit at any time between the execution of the contract and three (3) years following the end of the grant period.

The California State Auditor, the California Department of Finance- Office of State Audits & Evaluation, the California State Controller's Office, 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.

Grantees are required to provide the BSCC with a financial audit that covers the service delivery period of the grant (July 1, 2021 through February 28, 2025). The audit report will be due no later than August 31, 2025. 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.

### **Funding Disbursement and Invoices**

The BSCC will disburse one-third of awarded funds within 75 days of the execution date set forth in the grant agreement to the grantee. The grantee shall agree to deposit grant funds into a banking account established by the grantee and the grant funds shall not be comingled with any other funds. Any interest earned on the account may only be used for allowable expenses during the grant period. Grantees shall only use grant funds for allowable costs and shall provide invoices and supporting documentation to the BSCC quarterly. When a grantee expends 80% of the disbursed funds and has submitted the required documentation of those expenditures to the BSCC, and provided the grantee has met the other terms and conditions of the grant, the BSCC will disburse an additional one-third of the award under the same terms and conditions. The final one-third of the award shall be disbursed after a grantee expends 80% of the total disbursed funds. Any unspent funds remaining at the end of the grant period must be returned to the BSCC. Special requests for increased disbursement amounts should be submitted in writing to the Field Representative and will be considered on a case by case basis.

Applicants should be aware that budget proposals recommended for funding by the Scoring Panel and awarded by the Board, will still be subject to review and approval by

the BSCC staff to ensure all proposed costs listed within the budget narrative are allowable and eligible for reimbursement with Adult Reentry Grant funds. Regardless of any ineligible costs that may need to be addressed post award, the starting budget for the reimbursement invoices and the total amount requested will be the figures used for the contract/Standard Agreement.

Grantees must submit invoices with supporting documentation to the BSCC on a quarterly basis within 45 days following the end of the reporting period through an online process. Grantees must maintain adequate supporting documentation for all costs claimed on invoices for reimbursement. For additional information, refer to the *BSCC Grant Administration Guide*, found on the BSCC [website](#).

### **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, BSCC will work with grantees to create custom progress reports. Applicable forms and instructions will be available to grantees on the BSCC's website.

### **Grantee Orientation Process**

Following the start of the grant period, BSCC staff will conduct a Grantee Orientation in Sacramento or via Zoom (at 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 major service providers attend. 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 General RFP Appendix H 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 General RFP Appendix I.

## **Overview of the RFP Process**

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### **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. The email will be sent to the individual that signed the application and the person listed as the Project Director.

### **Disqualification—PLEASE REVIEW CAREFULLY**

**The following will result in disqualification:**



- An electronic version of the complete proposal package is not received by 5:00 p.m. PST on February 5, 2021.
- The Applicant is not a Community-Based Organization located in the State of California and registered with 501(c)(3) status (i.e. nonprofit).
- Proposal Narrative does not meet the narrative formatting requirements below:
  - Arial 12-point font
  - One-inch margins on all four sides
  - 1.5-line spacing
- Proposal Narrative exceeds 9 numbered pages in length.
- 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 required sections:
  - Coversheet – accurately completed
  - Proposal Checklist – filled out and signed
  - Applicant Information Form – completed and signed with a digital signature OR a wet signature that will be scanned with the completed proposal package
  - Proposal Narrative
  - ARG Budget Attachment (in Excel)
  - Letters of Support from Key Partners (if applicable)
  - Assurance of Government Organizations Agreement- completed and signed (Appendix E)
  - *Criteria for Non-Governmental Organizations Receiving BSCC Grant Funds* (Appendix J) – completed and signed
  - *Certification of Compliance with BSCC Policies on Debarment, Fraud, Theft and Embezzlement* (Appendix H) – completed and signed
  - Project Work Plan (not to exceed 1 page)
  - Verification from the California Secretary of State Office of Applicant’s active status and registration as a 501 (c)(3)
- Applicant’s funding request was more than \$500,000

**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.

## Rating Process

Unless disqualified, the proposal will advance to the Proposal Rating Process. The Scoring Panel will then read and rate each proposal in accordance with the prescribed rating factors listed in the table below.

The Scoring Panel members will base their ratings on how well an applicant addresses the items listed under each rating factor within the proposal Narrative and Budget Section.

At the conclusion of this process, applicants will be notified of the Scoring Panel’s funding recommendations. It is anticipated that the BSCC Board will act on the recommendations at its meeting in June 10, 2021. Applicants are not permitted to contact members of the Scoring Panel or the BSCC Board to discuss proposals.

### 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	November 20, 2020
Bidder’s Conference (Sacramento)	December 11, 2020
Letter of Intent Due to the BSCC	January 8, 2021
<b>Proposals Due to the BSCC</b>	<b>February 5, 2021</b>
Proposal Rating Process and Development of Funding Recommendations	February-May 2021
BSCC Board Considers Funding Recommendations	June 10, 2021
Notice to Grantees	June 15, 2021
New Grants Begin	July 1, 2021
Mandatory New Grantee Orientation	August 2021 (TBD)

## Scoring Process

### Rating Factors

Shown in the table below are four (4) Rating Factors and the maximum points assigned to each factor. A percent value is assigned to each of the four (4) rating factors, correlating to its importance (see Percent of Total Value Column).

### Adult Reentry Program Rating Factors and Scoring System

	Rating Factors	Point Range	Percent of Total Value	Weighted RF Score
1	Program Need	0-5	30%	45
2	Program Description	0-5	40%	60
3	Organizational Capacity and Coordination	0-5	20%	30
4	Budget Section	0-5	10%	15
<b>Maximum Possible Proposal Score:</b>			<b>100%</b>	<b>150</b>

Raters will assign points to an applicant's response in each of these rating factors on a scale of 0 – 5, according to the rating scale shown below. The points allocated to each rating factor are weighted according to the Percent of Total Value to arrive at the Weighted RF Score. The Weighted RF scores are summed to calculate the overall score for each proposal. The maximum possible proposal score is 150.

### Threshold/Minimum Score

A proposal must meet a threshold of **50%**, or minimum score of **75** total points to be considered for funding.

### Six-Point Rating Scale

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

What follows in this RFP is the application for Warm Handoff Reentry Services.

## Warm Handoff Reentry Services Proposal Instructions

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

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

---

**Adult Reentry Grant Program**

**Warm Handoff Reentry Services  
Proposal Package Coversheet**

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**Submitted by:**

Applicant Name:

**Date Submitted:**

Date:

## Warm Handoff Reentry Services Proposal Checklist

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

Required Items for the Warm Handoff Reentry Services Sub-Application:		✓
1	Warm Handoff Reentry Services Cover Sheet <ul style="list-style-type: none"> <li>Insert Applicant Name and Date of Submission</li> </ul>	
2	Warm Handoff Reentry Services Proposal Checklist <ul style="list-style-type: none"> <li>Signed in blue ink by the authorized signatory (original signature)</li> </ul>	
3	Warm Handoff Reentry Services Applicant Information Form <ul style="list-style-type: none"> <li>Signed in blue ink by the authorized signatory (original signature)</li> </ul>	
4	Warm Handoff Reentry Services Proposal Narrative <ul style="list-style-type: none"> <li>9 pages or less</li> </ul>	
5	Warm Handoff Reentry Services Proposal Budget Table and Narrative <ul style="list-style-type: none"> <li>Completed Warm Handoff Reentry Services Budget Attachment</li> </ul>	
6	Certification of Compliance with BSCC Policies on Debarment, Fraud, Theft, and Embezzlement (General RFP Appendix <a href="#">HE</a> ) <ul style="list-style-type: none"> <li>Signed in blue ink by the authorized signatory (original signature)</li> </ul>	
7	Verification of applicant's active registered status as a 501(c)(3) on the California Secretary of State's database must be submitted.	
8	Warm Handoff Reentry Services Project Work Plan (Attachment A)	
9	Governing Board Resolution	
10	Provide evidence of signing authority (e.g., articles of incorporation, bylaws, or board resolution conferring authority to the signatory)	
11	If the proposal includes collaboration and active involvement with a local government agency for which their agreement is needed, a letter of support signed by the agency head must be received from the agency	
12	Assurance of Government Organizations Agreement—completed and signed	
Optional Attachment:		✓
13	Project flowchart or other visual representing the proposed Warm Handoff 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 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 501(c)(3) status:** Provide verification of the applicants active registered status as a 501(c)(3) with the California Secretary of State's database. <https://businesssearch.sos.ca.gov/>
- 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 must 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 must 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 Reentry Services Applicant Information Form

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

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

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

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

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

**L. AUTHORIZED SIGNATURE**  
 By signing this application, I hereby certify that I am vested by the Applicant with the authority to enter into contract with the BSCC, and that the grantee and any subcontractors will abide by the laws, policies and procedures governing this funding.

NAME OF AUTHORIZED OFFICER	TITLE	TELEPHONE NUMBER	EMAIL ADDRESS
STREET ADDRESS	CITY	STATE	ZIP CODE
APPLICANT'S SIGNATURE (Blue Ink Only)			DATE
X			

**CONFIDENTIALITY NOTICE:**  
 All documents submitted as a part of the Adult Reentry Program Warm Handoff 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 Reentry Services Proposal**

**Instructions:** The Proposal Narrative section must be submitted in Arial 12-point font with one-inch margins on all four sides. The narrative must be 1.5-line spaced and cannot exceed **9 numbered pages** in length. For the Proposal Narrative, address each of the ~~two (2)~~ three (3) Rating Factor sections below.

**1) Warm Handoff Reentry Services - Project Need**

**2) Warm Handoff Reentry Services - Project Description**

**3) Warm Handoff Reentry Services – Organizational Capacity and Coordination**

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

**Instructions:** The Project Budget and Budget Narrative must be completed using the Warm Handoff Reentry Services Budget Attachment (an Excel workbook, a link and instructions are provided on page 24) For the Budget and Budget Narrative address the Rating Factor section below.

**4) Warm Handoff Reentry Services - Project Budget**

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

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

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.

Each of the four (4) rating factors will be assigned points according to the following 6-point rating scale:

**Six-Point Rating Scale**

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

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

<b>Section 1. Warm Handoff Reentry Services Project Need</b> (Percent of Total Value: 30%)	
1.1	Description of the community(ies) need to be addressed by the Warm Handoff Reentry Services Program.
1.2	Describe the target population to be served for the Warm Handoff Reentry Services Program, including: <ul style="list-style-type: none"> <li>• Relationship of the identified target population to the purpose of the Warm Handoff Reentry Services Program.</li> <li>• Needs of identified target population.</li> </ul>
1.3	Service gaps that contribute to the need for the Warm Handoff Reentry Services Program are identified.
1.4	Relevant local qualitative and/or quantitative data in support of the Warm Handoff Reentry Services Program need are provided.

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

<b>Section 2. Warm Handoff Reentry Services Program Description</b> (Percent of Total Value: 40%)	
2.1	Description of the proposed program goals, objectives and impact that includes the relationship to the need and intent of the Warm Handoff Reentry Services Program <ul style="list-style-type: none"> <li>• A Work plan (Attachment A of the Warm Handoff Reentry Services proposal) is completed identifying the top three goals and objectives and how these will be achieved in terms of the activities, responsible staff/partners, and start and end dates.</li> </ul>
2.2	Description of the services types, sources, and method of delivery that will be made available to participants in the proposed Warm Handoff Reentry Services Program, including: <ul style="list-style-type: none"> <li>• The plan for selecting the types and kinds of services to be provided to each participant (e.g., assessments).</li> <li>• The projected number of participants to be served.</li> <li>• How the services will be delivered, including length and duration.</li> <li>• The roles, responsibilities and activities of the case managers, system navigators or other staff delivering services.</li> <li>• A list of any outside agencies and the services they will provide and/or link to, has been submitted. Proposed interventions and resources to be made available to participants are outlined. If providing housing-based services or</li> </ul>

## Section 2. Warm Handoff Reentry Services Program Description

(Percent of Total Value: 40%)

	linking to housing based-services describe the extent to which the program supports the core components of Housing First.
2.3	<p>Rationale for the proposed Warm Handoff Reentry Services program which includes:</p> <ul style="list-style-type: none"><li>• The selection of evidence-based, promising, informed, or innovative practices, interventions, and services.</li><li>• A description of relevant evidence or research to support the selection of the proposed program for the target population and the community.</li></ul>

## Section 3. Organizational Capacity and Coordination

(Percent of Total Value: 20%)

3.1	<p>Description of applicant's experience administering warm Handoff reentry services to the target population, including:</p> <ul style="list-style-type: none"><li>• Applicant's current capacity to serve participants and provide access to treatment and case management.</li><li>• How the proposed project, if funded, will increase capacity to serve clients.</li><li>• Description of readiness to proceed, if funded.</li></ul>
3.2	<p>Description of the plan for selecting, recruiting, and referring participants for the Warm Handoff Reentry Services program.</p> <ul style="list-style-type: none"><li>• Agreements with partnering or referring organizations that will help ensure the projected number of participants are served are included.</li></ul>
3.3	<p>Description of the timeline for the execution of contract(s) and the implementation of services such that they are in place in a reasonable timeframe to support the project.</p>
3.4	<p>Description of outreach and community engagement efforts for the Warm Handoff Reentry Services to include:</p> <ul style="list-style-type: none"><li>• Efforts to include/hire people with lived experience into the administration or service delivery of the program.</li><li>• The extent to which the program promotes collaboration with other organizations.</li></ul>

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

<b>Section 4: Warm Handoff Reentry Services Project Budget</b> (Percent of Total Value: 10%)	
4.1	Provide complete and detailed budget information in each section of the Warm Handoff Reentry Services Budget Attachment (link below) that includes: <ul style="list-style-type: none"><li>• Language supporting each expense</li><li>• Expenses that are appropriate for the project’s goals and planned activities.</li></ul>

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

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

Upon submission, the Warm Handoff Reentry Services Budget Attachment will become Section 4 of the Warm Handoff Reentry Services Proposal and will be rated as such based on the Program Budget rating criteria listed above.

Applicants should be aware that budget proposals recommended for funding by the Scoring Panel and awarded by the Board, will still be subject to review and approval by the BSCC staff to ensure all proposed costs listed within the budget narrative are allowable and eligible for reimbursement with Adult Reentry Grant funds. Regardless of any ineligible costs that may need to be addressed post award, the starting budget for the reimbursement invoices and the total amount requested will be the figures used for the Standard Grant Agreement.

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

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

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

Applicants for Warm Handoff Reentry Services grant funds shall complete a 1-page Project Work Plan. This Project Work Plan identifies measurable goals and objectives, activities and services, the responsible parties, and a timeline. To build the Project Work Plan, applicants should copy and paste the following tables into a separate document. List only the top three goals of the project. Use Appendix F for information related to developing goals and objectives.

<b>Goal 1:</b>			
Objectives (A., B., etc.):			
Project activities that support the identified goal and objectives	Responsible staff/ partners	Timeline	
		Start Date	End Date
<b>Goal 2:</b>			
Objectives (A., B., etc.):			
Project activities that support the identified goal and objectives	Responsible staff/ partners	Timeline	
		Start Date	End Date
<b>Goal 3:</b>			
Objectives (A., B., etc.):			
Project activities that support the identified goal and objectives	Responsible staff/ partners	Timeline	
		Start Date	End Date

## General RFP Appendices

General RFP Appendix A .....	Senate Bill 840
General RFP Appendix B .....	Assembly Bill 74
General RFP Appendix C .....	Assembly Bill 74
General RFP Appendix D.....	2018 Adult Reentry Grant Executive Steering Committee Roster
General RFP Appendix E .....	Assurance of Government Organizations Agreement
General RFP Appendix F.....	Resources List: Housing First and Principles of Effective Intervention
General RFP Appendix G .....	Sample Grant Agreement
General RFP Appendix H.....	Certification of Compliance with BSCC Policies Regarding Debarment, Fraud, Theft and Embezzlement
General RFP Appendix I.....	Sample BSCC Comprehensive Monitoring Visit Tool
General RFP Appendix J.....	Criteria for Non-Governmental Organizations Receiving BSCC Funds

## General RFP Appendix A: Senate Bill 840

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### Adult Reentry Grant

The Budget Act of 2018 (Senate Bill 840, Chapter 29, Statutes of 2018<sup>1</sup>)

5227-110-0001—For local assistance, Board of  
State and Community Corrections..... 50,000,000  
Schedule: (1) 4945-Corrections Planning and Grant Programs..... 50,000,000

#### 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.

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<sup>1</sup> [http://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill\\_id=201720180SB840](http://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201720180SB840)

## General RFP Appendix B: Assembly Bill 74

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### Assembly Bill No. 74 Chapter 23

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

.....

Schedule:

	4945-Corrections Planning and Grant Programs	
(1)	.....	37,000,000

Provisions:

Of the amount appropriated in this item, \$32,950,000 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

1. for encumbrance or expenditure until June 30, 2022. Of this amount:

- (a) \$16,475,000 shall be available for rental assistance. Priority shall be given to individuals released to state parole.

- (b) \$16,475,000 shall be available to support the warm hand-off and reentry of offenders transitioning from state prison to communities. Priority shall be given to individuals released to state parole.

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

- (c) decisions.

2. Of the amount appropriated in this item, \$50,000 shall be provided to the City of Oakland to provide services for reentry support for individuals exonerated in California.

3. Of the amount appropriated in this item, \$4,000,000 shall be provided to the City of Oakland to prepare incarcerated people serving sentences of

life with the possibility of parole for parole hearings with therapeutic counseling.

4. Funds appropriated in this item are available for encumbrance or expenditure until June 30, 2022.

## General RFP Appendix C: Assembly Bill 89

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### Assembly Bill No. 89 Chapter 7

SEC. 67.

Item 5227-103-0001 of Section 2.00 of the Budget Act of 2020 is amended to read:

5227-103-0001—For local assistance, Board of  
State and Community Corrections ..... 37,000,000

Schedule:

(1) 4945-Corrections Planning  
and Grant Programs..... 37,000,000

Provisions:

1. Of the amount appropriated in this item, \$37,000,000 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, 2023. Of this amount:

(a) \$18,500,000 shall be available for rental assistance. Priority shall be given to individuals released to state parole.

(b) \$18,500,000 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, 2023.

## General RFP Appendix D: ARG Executive Steering Committee Roster

### Adult Reentry Grant ESC Roster

	Name	Title	Organization
1	Linda Penner, Co-Chair	BSCC Board Chair	Board of State and Community Corrections
2	Francine Tournour, Co-Chair	BSCC Board Member Director	City of Sacramento Office of Public Safety Accountability
3	Alfonso Valdez	Director	Public Policy Laboratory School of Social Science University of California, Irvine
4	Anna Wong	Senior Policy Associate	Haywood Burns Institute
5	Armand King	Co-Founder	Paving Great Futures
6	Catherine Kungu	Housing Policy Development Analyst	California Department of Housing & Community Development
7	Christopher Martin	Legislative Advocate	Housing California
8	Claudia Cappio	Fellow	Terner Center for Housing Innovation University of California, Berkeley
9	Curtis Notsinneh	Corrections Workforce Partnership Manager	California Workforce Development Board
10	Dana Moore	Deputy Director (A) & Assistant Deputy Director	Office of Health Equity California Department of Public Health
11	Eric Henderson	Policy Director	Initiate Justice
12	Hillary Blout	Executive Director	Sentence Review Project
13	Jeff Kettering	Chief Probation Officer	Merced County Probation Department
14	Paul Watson	President/CEO	The Global Action Research Center
15	Sharon Rapport	Associate Director	Corporation for Supportive Housing
16	Stephanie Welch	Executive Officer	Council on Criminal Justice and Behavioral Health, Cal. Department of Corrections and Rehabilitation
17	Sue DeLacy	Chief Deputy Probation Officer	Orange County Probation Department

# General RFP Appendix E: Assurance of Government Organizations Agreement

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## Letter of Support/Agreement from Government Agencies

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

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

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

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

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

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

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

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

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

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

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

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

\_\_\_\_ A Letter of Support /Agreement to collaborate and be actively involved the (Name of CBO) Adult Reentry Grant Project from each of the above identified government agencies is attached or has been previously submitted to and verified by the BSCC.

\_\_\_\_\_ I assure that all government agencies with which the (Name of CBO) Adult Reentry Grant Program will be collaborating, and with which active involvement is needed in the implementation and/or successful outcome of the project, have been listed above.

**Or**

\_\_\_\_\_ I assure that no active involvement and/or collaboration is needed from any local governmental agency for the successful implementation and/or successful outcome of the (Name of CBO) Adult Reentry Grant Project.

**X** \_\_\_\_\_ Date: \_\_\_\_\_

*Applicant's Authorized Signature*

## General RFP Appendix F: Resource Lists and Glossary Terms

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### Housing First

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 - Corporation for Supportive Housing PowerPoint  
<http://www.bscc.ca.gov/downloads/ARG%20Ppt%20PDF-Housing%20First.pdf>
2. Housing First Checklist: Assessing Projects and Systems for a Housing First Orientation  
[https://www.usich.gov/resources/uploads/asset\\_library/Housing\\_First\\_Checklist\\_FINAL.pdf](https://www.usich.gov/resources/uploads/asset_library/Housing_First_Checklist_FINAL.pdf)
3. 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>
4. Housing First in Permanent Supportive Housing  
<https://www.hudexchange.info/resources/documents/Housing-First-Permanent-Supportive-Housing-Brief.pdf>
5. Wikipedia Housing First  
[https://en.wikipedia.org/wiki/Housing\\_First](https://en.wikipedia.org/wiki/Housing_First)
6. Deploying Housing First Systemwide  
<https://www.usich.gov/solutions/housing/housing-first/>
7. Reentry and Housing  
<http://www.reentryandhousing.org/private-housing/>
8. National Crime Institute - Crime Solutions.com  
<https://www.crimesolutions.gov/TopicDetails.aspx?ID=36>
9. National Reentry Resource Center  
<https://csgjusticecenter.org/reentry/housing-and-reentry-resources/>

## Principles of Effective Intervention

During the past two decades, there has been renewed interest in examining correctional research. These efforts have been led by researchers such as Gendreau, Andrews, Cullen, Lipsey and others.<sup>2</sup> Much evidence has been generated, leading to the conclusion that many rehabilitation programs have, in fact, produced significant reductions in recidivism. The next critical issue became the identification of those characteristics most commonly associated with effective programs. Through the work of numerous scholars (Andrews et al., 1990<sup>3</sup>; Cullen and Gendreau, 2000<sup>4</sup>; Lipsey 1999<sup>5</sup>), 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

## Goal versus Objective for Use in Developing the Sub- Proposal Work Plans

Goals and objectives are terms in common use, sometimes used interchangeably because both refer to the intended results of program activities. Goals are longer-term than objectives, more broadly stated and govern the specific objectives to which program activities are directed.

In proposals, goals are defined by broad statements of what the program intends to accomplish, representing the long-term intended outcome of the program<sup>6</sup>.

Examples of goal statements<sup>7</sup>:

- To reduce the number of youth who commit serious and chronic offenses.

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<sup>2</sup> For a thorough review of this research, see Cullen, F.T. and B.K. Applegate. 1998. *Offender rehabilitation: Effective correctional intervention*. Brookfield, Vt.: Ashgate Dartmouth.

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

<sup>4</sup> Cullen, F.T. and P. Gendreau. 2000. Assessing correctional rehabilitation: Policy, practice, and prospects. In *Criminal justice 2000: Volume 3 – Policies, processes, and decisions of the criminal justice system*, ed. J. Horney, 109-175. Washington, D.C.: U.S. Department of Justice, National Institute of Justice.

<sup>5</sup> Lipsey, M.W. 1999. Can intervention rehabilitate serious delinquents? *The Annals of the American Academy of Political and Social Science*, 564(2):142-166.

<sup>6</sup> Justice Research and Statistics Association, Juvenile Justice Evaluation Center. (2003, June). *Juvenile Justice Program Evaluation: An overview (Second Edition)*. Retrieved from <http://www.jrsa.org/nijec/publications/program-evaluation.pdf>. See also New York State Division of Criminal Justice Services. *A Guide to Developing Goals and Objectives for Your Program*. Retrieved from <http://www.criminaljustice.ny.gov/ofpa/goalwrite.htm>.

<sup>7</sup> *Id.* at p. 4.

- To divert people from state correctional institutions for non-violent offenses.
- To restore the losses suffered by the victims of crimes.

Objectives are defined by statements of specific, measurable aims of program activities<sup>8</sup>. Objectives detail the tasks that must be completed to achieve goals<sup>9</sup>. Descriptions of objectives in the proposals should include three elements<sup>10</sup>:

- 1) Direction – the expected change or accomplishment (e.g., improve, maintain);
- 2) Timeframe – when the objective will be achieved; and
- 3) Target Population– who is affected by the objective.

Examples of program objectives<sup>11</sup>:

- By the end of the program, drug-addicted youth under the age of 17 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 offender accountability and community safety.
- To ensure that youth 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.

## Harm Reduction

Harm reduction is 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:

- The individual has a voice in the process and identifies goals and a path to achieve them
- Workers raise awareness of risk and strategies to reduce harm
- The focus is on reducing harm, not consumption
- There are no pre-defined outcomes
- Abstinence may be a goal but alternatives to reduce risk are equally valued
- The Individual’s decisions to engage in risky behaviors is accepted
- Does not condone risk that can cause serious harm
- The individual is expected to take responsibility for his or her own behavior
- The individual is treated with dignity
- Recovery is a non-linear process
- Services are highly accessible: low barriers, informal atmosphere, extended hours<sup>12</sup>

<sup>8</sup> National Center for Justice Planning. Overview of Strategic Planning. *Where Do We Want to Be? Goals and Objectives*. Retrieved from <http://ncjp.org/strategic-planning/overview/where-do-we-want-be/goals-objectives>.

<sup>9</sup> *Id.*; see *supra* fn 1.

<sup>10</sup> Justice Research and Statistics Association, Juvenile Justice Evaluation Center. (2003, June). *Juvenile Justice Program Evaluation: An overview (Second Edition)* p. 5. Retrieved from <http://www.jrsa.org/njiec/publications/program-evaluation.pdf>.

<sup>11</sup> *Id.*

<sup>12</sup> Corporation for Supportive Housing <http://www.homelesshouston.org/wp-content/uploads/2014/10/2a-Harm-Reduction-9-2014.pdf>

## **General RFP Appendix G: Sample Draft Grant Agreement**

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To view a copy of the Draft Grant Agreement, please use the link below:

**Warm Handoff Reentry Services Sample Draft Grant Agreement - [Link](#)**

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

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

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

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

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

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

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

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

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

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

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

**General RFP Appendix I: Example of BSCC Comprehensive Monitoring Visit Tool**

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Corrections Planning and Grant Programs Division  
**SAMPLE COMPREHENSIVE MONITORING VISIT (CMV) TOOL**

**Grantee:** **Award Year:** 1  2  3  4   
(as applicable)

**Grant Program:** **Federal Funds:**  **State Funds:**

**Contract Number:** **Grant Amount:**

**Project Title:**

**Project Director:** **Financial Officer:**

**Project Director Phone:** **Financial Officer Phone:**

**Project Director E-Mail:** **Financial Officer E-mail:**

**Field Representative:** **Date of Visit:**

**Persons Interviewed During the Monitoring (Name, Title, Agency):**

**Project Sites Visited (Name, Address):**

**Project Summary:**

## I. ADMINISTRATIVE REVIEW

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### 1. Executed Agreement

The Grantee has a copy of the fully executed Standard Agreement in the official file (e-file is acceptable). Yes  No

### 2. BSCC Grant Administration Guide

The Grantee has a copy of the BSCC Grant Administration Guide readily available and staff know how to use it (e-file is acceptable). Yes  No

### 3. Organizational Chart

The Grantee has a current organizational chart for the department/unit/section responsible for programmatic oversight of the grant. Yes  No

### 4. Duty Statements

The Grantee maintains duty statements for grant-funded staff that list specific activities related to the grant. *Note: Standard job classifications usually are not acceptable, unless the position was created specifically for the grant.* Yes  No

### 5. Timesheets

5a. The Grantee maintains timesheets on all staff charged to the grant (including those claimed as match). *Note: Estimates and/or percentages are not acceptable.* Yes  No

5b. The Grantee maintains functional timesheets or conducts time studies for split-funded positions (including those claimed as match). *Note: Estimates and/or percentages are not acceptable.* Yes  No  N/A

### 6. Staff Positions

All authorized positions are filled and performing grant-related duties. Yes  No

*If no, list all unfilled positions and explanations for vacancies in the Administrative Review Comments section.*

### 7. Anticipated Changes

Are there any anticipated changes to staff or the project? Yes  No   
*If yes, explain in the Administrative Review Comments section.*

### 8. Subcontracts

8a. Does this grant provide for subcontracted services? Yes  No   
*If yes, list subcontracts awarded in the Administrative Review Comments section.*

8b. Copies of the subcontract awards are contained within the official project file. Yes  No  N/A

8c. Subcontracts contain the required language from the BSCC contract (e.g., access to program and fiscal records, access to facility, access to program participants, Non-Discrimination clause, Civil Rights compliance). Yes  No  N/A

8d. Subcontracts appear to be in compliance with conflict of interest laws that prohibit individuals or organizations that participated on the Executive Steering Committee for this grant. Yes  No  N/A

**9. Budget Modifications**

9a. Copies of project budget modifications are maintained in the official file.

Yes  No  N/A

9b. Were there any substantial modifications made that were not approved by the BSCC?

Yes  No

*If yes, explain in the Administrative Review Comments section.*

**10. Fidelity Bond**

The Grantee maintains a Fidelity Bond (applicable for non-governmental entities only).

Yes  No  N/A

**Field Representative Comments for Administrative Review Section:**

*Number comments to correspond to the Administrative Review items.*

**II. CIVIL RIGHTS REVIEW**

*(for all federal grants; as applicable to state-funded programs)*

**1. Equal Employment Opportunity Plan**

1a. The Grantee has an Equal Employment Opportunity Plan (EEOP) on file for review.

Yes  No

1b. If yes, on what date did the Grantee prepare the EEOP?

**2. EEOP Short Form**

2a. If applicable: has the Grantee submitted an EEOP Short Form to the Office for Civil Rights (OCR), U.S. Department of Justice (DOJ) (i.e., 50 or more employees and \$750,000 or more in federal funds)?

Yes  No  N/A

2b. If yes, on what date did the Grantee submit the EEOP Short Form?

**3. Notification to Program Participants**

How does the Grantee notify program participants and beneficiaries that it does not discriminate on the basis of race, color, national origin, religion, sex, disability, and age in the delivery of services (e.g., posters, inclusion in program brochures, program materials, etc.)? *Explain in Civil Rights Review Comments section.*

**4. Notification to Employees**

How does the Grantee notify employees that it does not discriminate on the basis of race, color, national origin, religion, sex, disability, and age in the delivery of services (e.g., posters, dissemination of relevant orders or policies, recruitment materials, etc.)?

*Explain in Civil Rights Review Comments section.*

**5. Complaints**

There are written policies or procedures in place for notifying program beneficiaries how to file complaints alleging discrimination by the grantee with the BSCC or the OCR.

Yes  No  N/A

**6. Discrimination on the Basis of Disability**

If the Grantee has 50 or more employees and receives DOJ funding of \$25,000 or more, has the grantee:

6a. Adopted grievance procedures (for both employees and program participants) that incorporate due process standards and provide for prompt and equitable resolution of complaints alleging a violation of the DOJ regulations which prohibit discrimination on the basis of a disability in employment practices and the delivery of services?

Yes  No  N/A

6b. Designated a person to coordinate compliance with prohibitions against disability discrimination?

Yes  No  N/A

6c. Notified participants, beneficiaries, employees, applicants, and others that the grantee does not discriminate on the basis of disability?

Yes  No  N/A

## 7. Discrimination on the Basis of Sex

If the Grantee operates an education program or activity, have they taken the following actions?

7a. Adopted grievance procedures that provide for the prompt and equitable resolution of complaints alleging a violation of the DOJ regulations which prohibit discrimination on the basis of sex?

Yes  No  N/A

7b. Designated a person to coordinate compliance with the prohibitions against sex discrimination?

Yes  No  N/A

7c. Notified applicants for admission and employment, employees, students, parents, and others that the grantee does not discriminate on the basis of sex in its educational programs or activities?

Yes  No  N/A

## 8. Findings

The Grantee has complied with the requirement to submit to the OCR any findings of discrimination against the grantee issued by a federal or state court, or federal or state administering agency, on the grounds of race, color, religion, national origin, or sex.

Yes  No  N/A

## 9. Limited English Proficiency

What steps have been taken to provide meaningful access to its programs and activities to person who have limited English proficiency (LEP)? Include whether the grantee has developed a written policy on providing language access services to LEP persons.

## 10. Training

Training is conducted for the Grantee's employees on the requirements under federal civil rights laws.

Yes  No  N/A

## 11. Religious Activities

If the grantee conducts religious activities as part of its program or services, do they:

11a. Provide services to everyone regardless of religion or religious belief?

Yes  No  N/A

11b. Ensure it does not use federal funds to conduct inherently religious activities (such as prayer, religious instruction, or attempt to convert participants to another religion) and that such activities are kept separate in time or place from federally-funded activities?

Yes  No  N/A

11c. Ensure participation in religious activities is voluntary for beneficiaries of federally-funded programs?

Yes  No  N/A

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**Field Representative Comments for Civil Rights Review Section:**  
*Number comments to correspond to the Civil Rights Review items.*

**III. FISCAL REVIEW**

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**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

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**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**

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**Field Representative Comments for the Program Review Section:**

*Number comments to correspond to Program Review items.*

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**V. DATA COLLECTION AND EVALUATION**

**1. Evaluator**

Does the Grantee subcontract for its data collection and evaluation services?

**Yes**  **No**  **N/A**

*If yes, list name of organization and describe the relationship in the Data Collection and Evaluation Comments section.*

**2. Evaluation Plan**

Is the Grantee on track with the activities and milestones described in its Evaluation Plan?

**Yes**  **No**  **N/A**

**3. Preliminary Evidence**

3a. Do the data collection efforts show any preliminary evidence that could impact the project? **Yes**

**No**  **N/A**

3b. Has the Grantee used this information to make improvements or changes to the project?

**Yes**  **No**  **N/A**

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**Field Representative Comments for Data Collection and Evaluation Section:**  
*Number comments to correspond to Data Collection and Evaluation Review items.*

**VI. MONITORING SUMMARY**

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**1. Outcome of Visit**

1a. Does the project generally meet BSCC grant requirements? **Yes**  **No**

1b. If no, will a Compliance Improvement Plan be submitted? **Yes**  **No**

1c. Describe here:

**2. Technical Assistance**

2a. Does the Grantee have any technical assistance needs? **Yes**  **No**

2b. Describe here:

SAMPLE

# General RFP Appendix J: Criteria for Non-Governmental Organizations Receiving BSCC Grant Funds

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(Page 1 of 2)

The Adult Reentry Grant 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 Adult Reentry Grant funds. The RFP describes these requirements as follows:

Any non-governmental organization that receives Adult Reentry Grant funds (as either a direct grantee, 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 or with the Adult Reentry Grant 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.

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 Adult Reentry Grant RFP. These records will be subject to the records and retention language found in the Standard Grant 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.**

<b>AUTHORIZED SIGNATURE</b> (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 x		DATE	