



# Board of State and Community Corrections Adult Reentry Grant Cohort III Bidders Conference

March 3, 2022



# AGENDA

- ❖ **Welcome and Introductions**
- ❖ **Overview of the BSCC**
- ❖ **Overview of the Adult Reentry Grant**
- ❖ **Overview of the ESC/Scoring Panel**
- ❖ **Request for Proposals (RFP) Overview**
- ❖ **Rating Process**
- ❖ **Components of the RFP**
- ❖ **Proposal Instructions**

# **BSCC STAFF**

## **ADULT REENTRY GRANT TEAM**

- ❖ **Adriana Regalado, Program Analyst**
- ❖ **Damon Hickman, Program Analyst**
- ❖ **Candace Keefauver, Program Analyst**
- ❖ **Danielle Feist, Staff Services Manager**
- ❖ **Ian Silva, Field Representative**
- ❖ **Tanya Thompson, Field Representative**



# BSCC OVERVIEW



# BSCC OVERVIEW

- ❖ **Established in Senate Bill 92**
- ❖ **Agency Charge:**
  - ❖ **Statewide leadership**
  - ❖ **Technical assistance**
  - ❖ **Promote effective partnerships**
- ❖ **5 Divisions**





# BSCC DIVISIONS

- ❖ Admin/Research/IT
- ❖ County Facilities Construction
- ❖ Corrections Planning and Programs
- ❖ Facilities Standards and Operations
- ❖ Standards and Training for Corrections

# Adult Reentry Grant

## ARG Overview

COMMUNITY SUPPORT  
SMALL GRANT PROGRAM

At A Glance

# ADULT REENTRY GRANT PROGRAM OVERVIEW

- ◆ Established in the Budget Act of 2018 to provide funding for Community-Based Organizations to deliver reentry services for individuals formerly incarcerated in state prison
- ◆ The Budget Act of 2018 Appropriation (\$50,000,000)
  - Rental Assistance
  - Warm Handoff
  - Rehabilitation of existing property or buildings
- ◆ The Budget Act of 2019 appropriation (\$32,950,000)
- ◆ The Budget Act of 2020 appropriation (\$37,000,000)
- ◆ The Budget Act of 2021 appropriation (\$67 million)



# ADULT REENTRY GRANT PROGRAM OVERVIEW

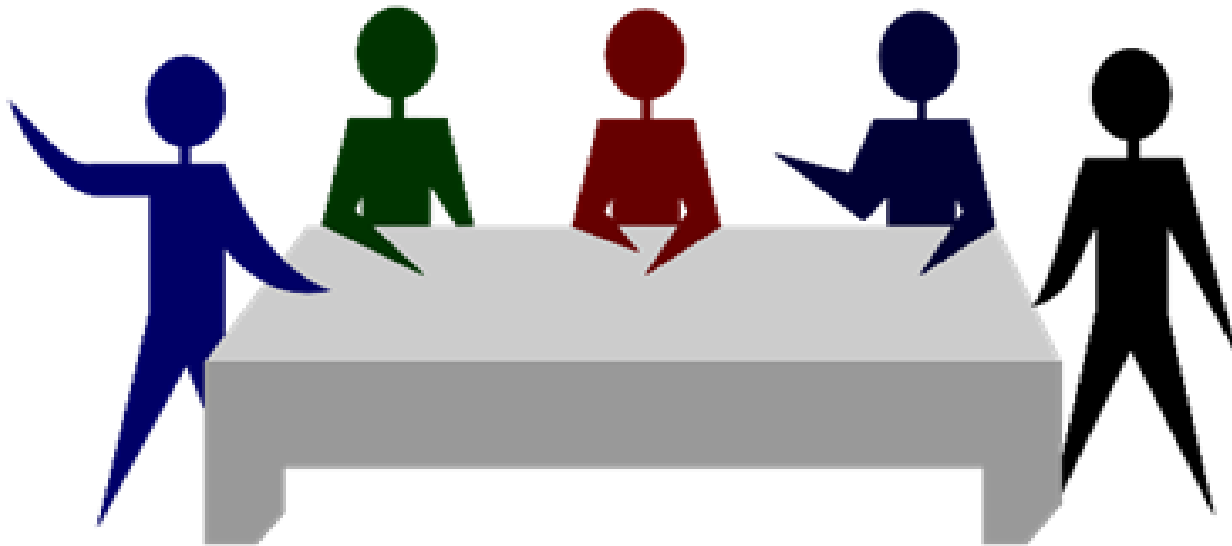
- ◆ Budget Act of 2021 includes legislative language that ARG services are to be **PRIORITIZED** for individuals released to state parole



# ADULT REENTRY GRANT PROGRAM OVERVIEW

- ✓ **Rental Assistance—\$58,226,250 has been awarded to 24 CBO's**
- ✓ **Warm Handoff—\$42,501,250 has been awarded to 90 CBO's**
- ✓ **Rehabilitation of existing property—\$5,000,000 has been awarded to 1 CBO**

# Executive Steering Committee (ESC)



# WHAT IS AN ESC

- ❖ Special committee appointed by the BSCC
- ❖ Four Basic Goals:
  - ❑ Systematically involving those with the most specific knowledge;
  - ❑ Obtaining the participation of those who must carry out the decision;
  - ❑ Avoiding premature closures of any effort that could lead to the decisions going in undesirable directions; and,
  - ❑ Accomplish all this while still bringing the project in on schedule.

# BENEFITS OF AN ESC

- ❖ Work collaboratively in changing environments;
- ❖ Establish rapport and gain buy-in, support, and commitment;
- ❖ Motivate others to “do more with less;”
- ❖ Dissolve or overcome resistance; and
- ❖ Create positive partnerships critical for success



# ROLE OF THE ESC

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

# ROLE OF THE ESC

**The ESC is responsible for:**

- ✓ **Using a process that is fair to all**
- ✓ **Using accepted measurement principles**
- ✓ **Using a process that will withstand challenges**
- ✓ **Selecting the most meritorious proposals**
- ✓ **Ensuring all bidders feel they have been treated fairly**

# ROLE OF THE ESC

## Basic Steps Of the ESC Process

1. ESC meets to develop the RFP
2. RFP is released to the field
3. Applicant proposals submitted to BSCC
4. Proposals reviewed for technical compliance
5. ESC meets for rater training
6. Proposals are distributed to ESC for reading
7. ESC reads proposals and submits initial rating to BSCC
8. BSCC staff compile rating submissions to create funding recommendations
9. Recommendations go to the BSCC Board for approval



**Questions**

# REQUEST FOR PROPOSALS

## RFP OVERVIEW





# RFP OVERVIEW

## Due Date and Submission Instructions (pg. 2)

- ❖ Proposal Due Date: **April 8, 2022**
- ❖ Proposals **MUST** be received by 5:00 P.M.
- ❖ A complete Proposal Package will include:
  - ✓ 1 PDF file that contains the Proposal Narrative and all required attachments
  - ✓ An Excel version of the Budget Attachment
  - ✓ A digital OR wet blue ink signature and scanned via email: **[ARGCohort3@bscc.ca.gov](mailto:ARGCohort3@bscc.ca.gov)**

# RFP OVERVIEW

**Letter of Intent (pg. 3)**

**Letter of Intent to Apply: March 11, 2022**

- Non-Binding
- Applicants that submit a Notice of Intent to Apply and decide later not to apply will not be penalized
- [ARGCohort3@bscc.ca.gov](mailto:ARGCohort3@bscc.ca.gov)

# RFP OVERVIEW

## Description of the Grant (pg.4)

- Support to individuals formerly incarcerated in state prison

## Grant Period (pg. 4)

- October 1, 2022 to April 30, 2026
- Three-years and 7 months = grant period

## Eligibility (pg. 5)

- Community-Based Organizations (CBOs)
- 501(c)(3) status (i.e., nonprofit) verified via the California Secretary of State database:

<https://businesssearch.sos.ca.gov/>

# RFP OVERVIEW

## Eligibility (pg. 5)

**Any organization that receives ARG funding must:**

- ✓ Be duly organized, in existence, and in good standing at least 6 months
- ✓ 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 physical address

# RFP OVERVIEW

## Eligibility (pg. 5)

## Proposal Types

- Rental Assistance
- Warm Handoff and Reentry Services

## Applicant conditions

- Past and existing ARG grantees
- Grantee and Subcontractor



# RFP OVERVIEW

## Target Population (pg. 6)

- Formerly incarcerated individuals, 18 and older, with priority for those on state parole

### Includes:

- People leaving state prison that are on parole
- Those monitored by county probation departments through Post-Release Community Supervision (PRCS).

### Does not include:

- DJJ
- County Jail\*
- 1170(h)

# HOUSING FIRST



# RFP OVERVIEW

## What is Housing First? (pg. 6-8)

- ✓ Approach to service delivery and evidence-based model
- ✓ Uses housing as a tool, rather than a reward for recovery
- ✓ Provides or connects homeless people to permanent housing as quickly as possible
- ✓ Offers services as needed and requested on a voluntary basis



**Two Central  
Premises**

**Quick  
re-housing**

**Housing  
focused  
services**

# Housing Programs Must Adopt Housing First Under Senate Bill 1380 (Mitchell)



## All State Programs Must Focus On—

- **Connecting homeless people to an apartment as quickly as possible, removing barriers to housing homeless people typically face.**
- **Providing choice in whether to participate in person-centered services.**
- **Giving tenants leases with rights and responsibilities of tenancy.**



# Components of SB 1380: Voluntary Services

## Services Tailored to the Tenant, Not the Program

- **Emphasis on tenant-driven services plans, not predetermined goals.**



- **Service providers use evidence-based practices, offer whatever the tenant needs to obtain & sustain housing stability.**



- **Housing First is not “housing only.” Housing programs must offer services, but tenants are not required to participate. Program compliance is not a condition of tenancy or basis for eviction.**



Harm reduction

Housing stability

Engagement practices

Person-centered

Care coordination

Trauma-informed

Eviction prevention

## Tenants Have Lease Protections

# Components of SB 1380:

## Rights & Responsibilities of Tenancy

**Not time-  
limited**

(except some  
housing for  
homeless youth)

**Use of alcohol  
or drugs  
without lease  
violations is  
not basis for  
eviction**

**Tenants have a  
lease with rights  
& responsibilities  
of tenancy**



# Key Practices in a Housing First Strategy

**Simple application process**  
*for screening people in*

**Housing is permanent**

**Standard lease agreement**

Re-housing to avoid eviction is to be anticipated

Services are available to promote housing stability and well-being

Housing not contingent on compliance with services.

**Most effective with a low client-to-staff ratio**

**Incorporates a Harm Reduction approach**

# Harm Reduction Core Principles

Individuals have a  
voice

The focus is on  
reducing harm, not  
consumption

There are no pre-  
defined outcomes

The individual's  
decision to engage  
in risky behaviors  
is accepted

The individual is  
expected to take  
responsibility for  
his or her own  
behavior

The individual is  
treated with dignity

*Midwest Harm Reduction Institute*

# Screening In Quickly:

## Making the Application Process Accessible at All Points

What do you  
need to know  
to house  
someone?

What is the  
purpose of  
rejecting an  
applicant?

How long  
does your  
process take?

Is your program  
serving the most  
vulnerable  
people?

Are your  
entrance  
criteria as  
open as  
possible?

Do staff  
understand  
the applicant  
stress points?

# BURNING QUESTIONS





# RFP OVERVIEW

## **Sub-Applications & Eligible Activities (pg. 8)**

**Rental Assistance activities should focus on establishing or maintaining affordable, permanent housing.**

**Warm Handoff and Reentry Services should focus on services that lead to permanent housing (i.e. employment, training, etc.)**

# RFP OVERVIEW

## Eligible Activities (pg. 9)

Examples of Eligible Rental Related Services	Examples of Eligible Warm Handoff and Reentry Services
<p><b>Including but not limited to:</b></p> <ul style="list-style-type: none"><li>• Short-term emergency housing assistance</li><li>• Landlord incentives</li><li>• Permanent supportive housing</li><li>• Rent subsidies</li><li>• Transitional housing</li><li>• Stipends to friends and families who provide housing directly to a person who is eligible for ARG services. (Cannot exceed the fair market rental value of the housing provided.).</li><li>• Vouchers</li><li>• Move in costs</li><li>• Credit repair</li><li>• Coverage of back rent</li><li>• Other activities as necessary</li></ul>	<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><li>• Short-term or emergency housing support (up to 90 days)</li></ul>

# RFP OVERVIEW

## Funding Information (pg. 10)

<b>Sub-Application</b>	<b>Eligible Applicants May Request</b>	<b>Adult Reentry Program Funds Allocated to this Category</b>
Rental Assistance	Up to \$2,750,000 million for the entire 42-month grant period.	\$31,825,000
Warm Handoff and Reentry	Up to \$750,000 entire 42-month grant period.	\$31,825,000

# RFP OVERVIEW

## Grant Requirements (pg. 11-12)

- Grant Agreement
- Governing Board Resolution
- Supplanting
  - No Match Requirement
- Audit
  - Provide financial audit for service delivery period (October 1, 2022 – December 31, 2025)
  - Audit report due April 30, 2026
  - Expenses reimbursable for actual costs up to \$25,000



# RFP OVERVIEW

## Grant Requirements (pg. 13-14)

- Invoicing
- Grantee Orientation Meeting
- Travel
  - Gov. agencies
  - CBOs/ NGOs
  - Out-of-State Travel



# RFP OVERVIEW

## Grant Requirements (pg. 14)

- **Debarment, fraud, theft, embezzlement**  
(Appendix F pg. 84)
  
- **Compliance Monitoring Visits**  
Monitoring by BSCC to provide oversight,  
technical assistance and/or training  
(Appendix J pg.93-101)



# DISQUALIFICATION (PG. 16)

Disqualification - **PLEASE REVIEW CAREFULLY**



The following will result in an automatic disqualification:

- An electronic version of the complete proposal package is not received by 5:00 p.m. PST on April 8, 2022.
- The Applicant is not a Community-Based Organization located in the State of California.
- The applicant is not registered as a nonprofit in California or does not have 501(c)(3) status.
- Budget Attachment (Excel document) is incomplete, or the total amount included in the budget table does not match the requested amount included elsewhere in the application.
- Proposal Package does not contain the following sections:
  - Coversheet – accurately completed
  - Proposal Checklist – filled out and signed
  - Applicant Information Form – completed and signed
  - Proposal Narrative
  - ARG Budget Attachment (in Excel)
  - Project Work Plan (not to exceed 2 pages) (Sub-proposal Attachment A)
- Applicant's funding request was more than \$2,750,000 for Rental Assistance or \$750,000 for Warm Handoff and Reentry Services

**NOTE:** Disqualification means that the proposal will not move forward to the Executive Steering Committee for the Proposal Rating Process, and, therefore, will NOT be considered for funding.

# SUMMARY OF KEY DATES (PG. 18)

Activity	Date
Release Request for Proposals	February 11, 2022
Bidder's Conference (via Zoom)	March 3, 2022
Letter of Intent Due to the BSCC	March 11, 2022
<b>Sub-Proposals Due to the BSCC</b>	<b>April 8, 2022</b>
Proposal Rating Process and Development of Funding Recommendations	April-August 2022
BSCC Board Considers Funding Recommendations	September 8, 2022
Notice to Grantees	September 9, 2022
New Grants Begin	October 1, 2022
Mandatory New Grantee Orientation	November (TBD)

Any  
Questions



## ARG PROGRAM

# Adult Reentry Grant Rating Factors pg.17

Rating Factors	Point Range	Percent of Total Value	Weighted Rating Factor Score
<b>1 Project Need</b>	<b>0 - 5</b>	<b>10%</b>	<b>20</b>
<b>2 Project Description</b>	<b>0 - 5</b>	<b>35%</b>	<b>70</b>
<b>3 Project Organizational Capacity and Coordination</b>	<b>0 - 5</b>	<b>25%</b>	<b>50</b>
<b>4 Project Evaluation and Monitoring</b>	<b>0 - 5</b>	<b>10%</b>	<b>20</b>
<b>5 Project Budget</b>	<b>0 - 5</b>	<b>20%</b>	<b>40</b>
<b>Maximum Proposal Score</b>		<b>100%</b>	<b>200</b>
<i>A proposal must meet a threshold of <b>60%</b>, or minimum score of <b>120 total points</b> to be considered for funding.</i>			

## ARG PROGRAM

# PROPOSAL RATING PROCESS PG. 18

## 6-point Scoring Rubric

<b>Not Responsive</b> <b>0</b>	<b>Poor</b> <b>1</b>	<b>Fair</b> <b>2</b>	<b>Satisfactory</b> <b>3</b>	<b>Good</b> <b>4</b>	<b>Excellent</b> <b>5</b>
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.

## Proposal Instructions

### Cover Sheet pg.21

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

### Proposal Checklist pg.22

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

### Applicant Information Form pg. 24-25

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



## Proposal Instructions Cont.

### Proposal Narrative Sections

- ✓ Address each of the four (4) required sections below
  - ✓ Project Need
  - ✓ Project Description
  - ✓ Project Organizational Capacity & Coordination
  - ✓ Project Evaluation and Monitoring

### Proposal Instructions

### Narrative Sections

- ✓ Each section must be titled according to its section header as provided
- ✓ Within each section, address the information requested in the rating factors in a cohesive, comprehensive narrative format
- ✓ Do not include website links
- ✓ Number the pages
- ✓ Narrative for each sub-proposal cannot exceed **9 pages** in length

### **Proposal Instructions** **Narrative Sections**

- Unless otherwise noted, each narrative section must be formatted in:
- Ariel 12-Point Font
- 1.5-line spacing
- One (1) inch margins on all four sides
- 9 Page limit for the narrative section

## Proposal Instructions

# Proposal Budget

Address the Budget by completing the:

- ✓ Amended Budget Table and that includes a Budget Narrative

The Amended Budget Table is accessed through a **link** to an excel document contained in Amended RFP ( pg. 29)

The Budget section does not count toward the 9 pages of the narrative section

# Rating Factors

## Pg. 27-29 & 40-42

The ESC will evaluate the merits of each proposal received in terms of how well each applicant responds to the rating factors found in the:

- Project Need Narrative Section
- Project Description Narrative Section
- Project Organizational Capacity and Coordination
- Project Evaluation and Monitoring
- Budget Tables

Not Responsive 0	Poor 1	Fair 2	Satisfactory 3	Good 4	Excellent 5
The response fails to address the criteria.	The response addresses the criteria in a <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.

**Section 1. Rental Assistance Project Need**

(Percent of Total Value: 10%)

1.1	Description of the community(ies) need to be addressed by the Rental Assistance Program.
1.2	Description of the target population to be served by the Rental Assistance Program, including: <ul style="list-style-type: none"> <li>• Relationship of the identified target population to the purpose of the Rental Assistance Program.</li> <li>• Needs of identified target population.</li> <li>• The extent to which the project will address people who are homeless or at risk of being homeless.</li> </ul>
1.3	Local service gaps that contribute to the need for the Rental Assistance Program are identified.
1.4	Relevant local qualitative and/or quantitative data in support of the Rental Assistance Program need are provided.



**Section 2. Rental Assistance Project Description**

(Percent of Total Value: 35%)

<p>2.1</p>	<p>Description of the proposed program goals and objectives and impact that includes the relationship to the need and intent of the Rental Assistance Program.</p> <ul style="list-style-type: none"> <li>• The completed Work Plan (Attachment A of the Rental Assistance sub-proposal) is appropriate for the proposed project and aligns with the need and intent of the Rental Assistance Program. The plan identifies the top three goals and objectives and how these will be achieved in terms of the activities, responsible staff/partner agencies, outcome measures, data sources and start and end dates.</li> </ul>
<p>2.2</p>	<p>Description of the service types, sources of service, and method of delivery that will be made available to the target population in the proposed Rental Assistance Program including:</p> <ul style="list-style-type: none"> <li>• The plan for selecting the types and kinds of rental assistance to be provided to each participant.</li> <li>• The projected number of the target population to be served.</li> <li>• How rental assistance will be delivered, including length and duration.</li> <li>• Standards and methodology for determining amount of rental assistance funding to be made available to the target population. Include the median cost for rentals in the service area(s).</li> <li>• The roles, responsibilities and activities of staff delivering rental assistance.</li> <li>• The plan for the target population to attain more permanent housing.</li> </ul>

Section 2. Rental Assistance Project Description (Percent of Total Value: 35%)	
2.3	<p>Rationale for the proposed Rental Assistance 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>
2.4	Describe how the Rental Assistance Program meets or will meet the core components of Housing First.

**Section 3. Project Organizational Capacity and Coordination**

(Percent of Total Value: 25%)

<p>3.1</p>	<p>Description of applicant’s experience administering Rental Assistance services to the local target population, including:</p> <ul style="list-style-type: none"> <li>• Applicant’s current capacity to serve the target population and provide access to rental assistance.</li> <li>• How the proposed program, if funded, will increase capacity to serve the target population.</li> <li>• Description of readiness to proceed, if funded.</li> <li>• Key partners’ letters of commitment describing involvement aligned with the proposed project, if applicable. If partner agency(ies) are to be selected after the grant is awarded, then specify the process and criteria for selecting those partner agency(ies).</li> </ul>
<p>3.2</p>	<p>Description of the plan for selecting, recruiting, and referring the target population for the Rental Assistance Program.</p> <ul style="list-style-type: none"> <li>• Include written agreements with partnering or referring agencies that will help ensure the projected number of participants are served, if applicable.</li> </ul>

**Section 3. Project Organizational Capacity and Coordination**

(Percent of Total Value: 25%)

<p>3.3</p>	<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>
<p>3.4</p>	<p>Description of the outreach and community engagement efforts for the Rental Assistance Program to include:</p> <ul style="list-style-type: none"> <li>• How people with lived experience or who are system impacted contribute to the project’s design, implementation, and evaluation process.</li> <li>• How the applicant’s administration (staff, leadership, board members, etc.) incorporates people with lived experience or who are system impacted.</li> <li>• The cultural competence of staff and partner agencies and how it is relevant to the proposed project.</li> <li>• The extent to which the program promotes collaboration with other partner agencies.</li> </ul>

**Section 4. Rental Assistance Project Evaluation and Monitoring**

(Percent of Total Value: 10%)

4.1	Describe the plan to determine the staff and/or entity that will conduct the project evaluation and how monitoring activities will be incorporated in the various phases of the project; for example, start-up, implementation, service delivery period, etc.
4.2	Identify the process and outcome measures that are quantifiable and in line with the intent of the proposal and the objectives listed in the Work Plan.
4.3	Describe the preliminary plan for how to collect and evaluate baseline and outcome data related to the process and outcome measures identified in 4.2. Describe a plan for entering into data sharing agreements, if necessary.

**Section 5. Rental Assistance Project Budget**

(Percent of Total Value: 20%)

5.1

Provide complete and detailed budget information in each section of the Rental Assistance Budget Attachment (link below) that includes:

- A brief explanation supporting each expense.
- Expenses that are appropriate for the project's goals and planned activities

**Attachment A: Rental Assistance Sub-Proposal Work Plan**

Applicants for Rental Assistance grant funds must complete a one to two page Project Work Plan. This Project Work Plan identifies measurable goals and objectives, activities and services, the responsible parties, data to be used to measure outcomes and a tentative timeline. Completed plans should (1) identify the top three project goal(s) and objectives; (2) identify how the goal(s) will be achieved in terms of the activities, responsible staff/partners, start and end dates, and outcome measures; and (3) provide goal(s), objectives, and measures with a clear relationship to the need and intent of the grant. To build the Adult Reentry Grant Program Rental Assistance Project Work Plan, please use the form provided below. This form does NOT count toward the 9-page limit for the Proposal Narrative. Use Appendix D for information related to developing goals and objectives.

<b>(1) Goal:</b>			
Objectives (A, B, etc.):			
Outcome Measures:			
Project activities that will support the identified goal and objectives:	Responsible staff/ partners	Timeline	
		Start Date	End Date
List data and sources to be used to measure outcomes:			



**Section 1. Warm Handoff Reentry Services Project Need**

(Percent of Total Value: 10%)

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

**Section 2. Warm Handoff Reentry Services Project Description**  
 (Percent of Total Value: 35%)

<p>2.1</p>	<p>Description of the proposed program goals, objectives and impact that includes the relationship to the need and intent of the Warm Handoff and Reentry Services Program</p> <ul style="list-style-type: none"> <li>• The completed Work Plan (Attachment A of the Warm Handoff and Reentry Services sub-proposal) is appropriate for the proposed project and aligns with the need and intent of the Warm Handoff and Reentry Services Program. The plan identifies the top three goals and objectives and how these will be achieved in terms of the activities, responsible staff/partner agencies, outcome measures, data sources and start and end dates.</li> </ul>
<p>2.2</p>	<p>Description of the service types, sources of service, and method of delivery that will be made available to the target population in the proposed Warm Handoff and Reentry Services Program, including:</p> <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 the target population 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 that those agencies will provide and/or connect to, has been submitted. Proposed interventions and resources to be made available to the target population are outlined. If providing housing-based services or linking to housing based-services, describe how the program supports the core components of Housing First.</li> </ul>

**Section 2. Warm Handoff Reentry Services Program Description**

(Percent of Total Value: 35%)

- |     |  |
|-----|--|
| 2.3 | <p>Rationale for the proposed Warm Handoff and 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. Project Organizational Capacity and Coordination**

(Percent of Total Value: 25%)

<p>3.1</p>	<p>Description of applicant’s experience administering Warm Handoff and Reentry Services to the local target population, including:</p> <ul style="list-style-type: none"> <li>• Applicant’s current capacity to serve the target population and provide access to treatment and case management.</li> <li>• How the proposed project, if funded, will increase capacity to serve the target population.</li> <li>• Description of readiness to proceed, if funded.</li> <li>• Key partners’ letters of commitment describing involvement aligned with the proposed project, if applicable. If partner agency(ies) are to be selected after the grant is awarded, then specify the process and criteria for selecting those partner agency(ies).</li> </ul>
<p>3.2</p>	<p>Description of the plan for selecting, recruiting, and referring participants to the Warm Handoff and Reentry Services Program.</p> <ul style="list-style-type: none"> <li>• Include written agreements with partnering or referring agencies that will help ensure the projected number of participants are served, if applicable.</li> </ul>

Section 3. Project Organizational Capacity and Coordination (Percent of Total Value: 25%)	
3.3	Description of the timeline for the execution of contract(s) and the implementation of services such that they are in place in a reasonable timeframe to support the project.
3.4	<p>Description of outreach and community engagement efforts for the Warm Handoff and Reentry Services to include:</p> <ul style="list-style-type: none"> <li>• How people with lived experience or who are system impacted contribute to the project’s design, implementation, and evaluation process.</li> <li>• How the applicant’s administration (staff, leadership, board members, etc.) incorporates people with lived experience or who are system impacted.</li> <li>• The cultural competence of staff and partner agencies and how it is relevant to the proposed project.</li> <li>• The extent to which the program promotes collaboration with other partner agencies.</li> </ul>

**Section 1. Warm Handoff Reentry Services Project Evaluation and Monitoring**

(Percent of Total Value: 10%)

4.1	Describe the plan to determine the staff and/or entity that will conduct the project evaluation and how monitoring activities will be incorporated in the various phases of the project; for example, start-up, implementation, service delivery period, etc.
4.2	Identify the process and outcome measures that are quantifiable and in line with the intent of the proposal and the objectives listed in the Work Plan.
4.3	Describe the preliminary plan for how to collect and evaluate baseline and outcome data related to the process and outcome measures identified in 4.2. Describe a plan for entering into data sharing agreements, if necessary.

**Section 4: Warm Handoff Reentry Services Project Budget**

(Percent of Total Value: 20%)

5.1

Provide complete and detailed budget information in each section of the Warm Handoff and Reentry Services Budget Attachment (link below) that includes:

- A brief explanation supporting each expense.
- Expenses that are appropriate for the project's goals and planned activities.



# ARG PROGRAM

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

Applicants for Warm Handoff and Reentry Services grant funds must complete a one to two page Project Work Plan. This Project Work Plan identifies measurable goals and objectives, activities and services, the responsible parties, data to be used to measure outcomes and a tentative timeline. Completed plans should (1) identify the top three project goal(s) and objectives; (2) identify how the goal(s) will be achieved in terms of the activities, responsible staff/partners, start and end dates, and outcome measures; and (3) provide goal(s), objectives, and measures with a clear relationship to the need and intent of the grant. To build the Adult Reentry Grant Program Warm Handoff and Reentry Services Project Work Plan, please use the form provided below. This form does NOT count toward the 9-page limit for the Proposal Narrative. Use Appendix D for information related to developing goals and objectives.

<b>(1) Goal:</b>			
Objectives (A., B., etc.):			
Outcome Measures:			
Project activities that will support the identified goal and objectives:	Responsible staff/ partners	Timeline	
		Start Date	End Date
List data and sources to be used to measure outcomes:			
<b>(2) Goal:</b>			
Objectives (A., B., etc.):			
Outcome Measures:			
Project activities that will support the identified goal and objectives:	Responsible staff/ partners	Timeline	
		Start Date	End Date
List data and sources to be used to measure outcomes:			

# QUESTIONS



# BUDGET REQUIREMENTS

- ❖ Only apply for the amount of funds needed, up to the funding limit, for the grant period
- ❖ No match is required
- ❖ Funds must be requested in whole dollars only
- ❖ Budget line-item categories are limited to those contained in the Budget Attachment
- ❖ If no money is requested for a particular line item, enter \$0 in the budget table and “N/A” in the corresponding narrative

# BUDGET ATTACHMENT

**Rental Assistance Budget Attachment- [LINK](#)**

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



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

# **Evidence-Based Practice & Project Evaluation Requirements**

# USING PRINCIPLES OF EVIDENCE-BASED PRACTICE

- ◆ **What does this mean?**
  - ◆ **Project strategies should use data-driven decision-making practices during development, implementation, and appraisal**



# PRINCIPLES OF EVIDENCE-BASED PRACTICE

1. **Is there evidence or data to suggest that the intervention/strategy is likely to work?**
  - Used previously with positive results
  - Published research showing it's effective
  - Similar strategy used by another project

# PRINCIPLES OF EVIDENCE-BASED PRACTICE

2. Once an intervention/strategy is selected, will you be able to demonstrate that it is being carried out as intended?
  - Quality control monitoring
  - Strict procedure to make sure a previously-used model is followed
  - Have a plan to make necessary corrections

# PRINCIPLES OF EVIDENCE-BASED PRACTICE

3. **Is there a plan to collect data that will allow for an appraisal of whether the intervention strategy worked?**
  - **Does the strategy selected allow for collection of data/other info to measure outcomes?**
  - **Are there processes in place to identify, collect, and analyze that data/info?**

# EVIDENCE-BASED PRACTICES – IN YOUR APPLICATION

- ◆ **Describe your plan to measure program effectiveness**
  - ◆ **Qualitative data**
    - ◆ Written and/or spoken narratives
    - ◆ Can be used to explain/gain insight and understanding of events
  - ◆ **Quantitative data**
    - ◆ Numbers and mathematical calculations
    - ◆ Can be used to explain, predict, and/or provide statistical controls for analyses

# PROJECT EVALUATION REQUIREMENTS

- ◆ **Local Evaluation Plan (LEP)**
  - ◆ Due 6 months post-award:  
April 1, 2023
  
- ◆ **Local Evaluation Report (LER)**
  - ◆ Due 4 months post-project conclusion:  
April 30, 2026
  
- ◆ **Quarterly Progress Report (QPR)**
  - ◆ Discussed post-award
  - ◆ Technical Assistance Webinar

# PROJECT EVALUATION REQUIREMENTS

- ◆ **What does all this mean for you right now?**
  - ◆ **Intervention strategy**
    - ◆ How will you measure overall success?
    - ◆ How will you show the project was effective?
  - ◆ **Goals/Objectives**
    - ◆ How will you determine goal progress?
  - ◆ **Data Collection**
    - ◆ Will you need to establish partnerships?

# REQUIRED DOCUMENTS





# REQUIRED DOCUMENTS

## Each Sub-Proposal **MUST** Include:

- ✓ Proposal Cover Sheet (pg. 16)
- ✓ Proposal Checklist (pg. 17)
- ✓ Applicant Information Form (pg. 19-20)
- ✓ Proposal Narrative (pg. 21-23)
- ✓ Proposal Budget Table and Narrative (Excel)

# REQUIRED DOCUMENTS

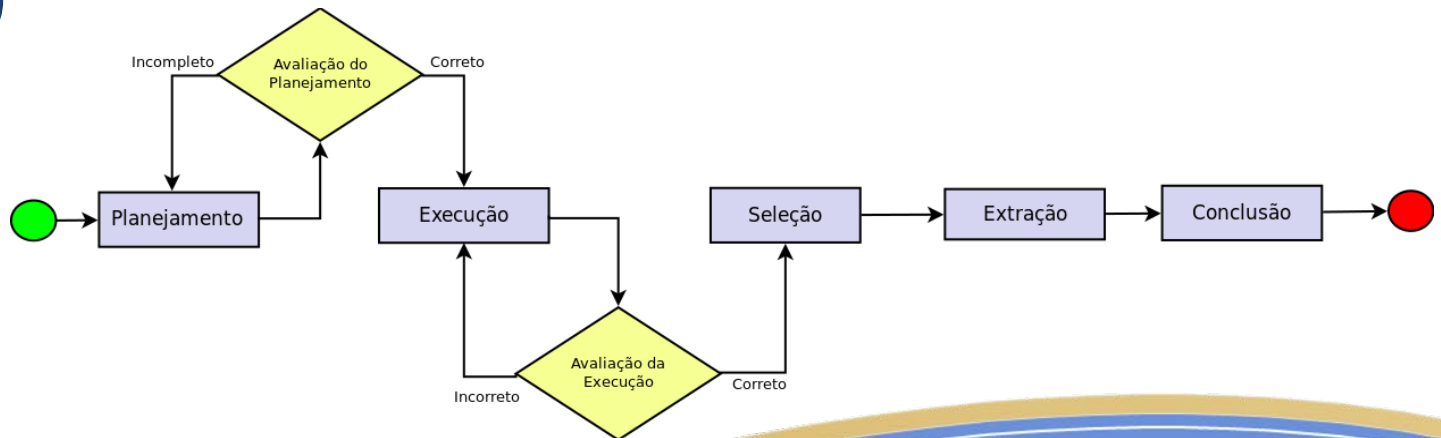
- ✓ Certification of Compliance with BSCC Policies on Debarment, Fraud, Theft and Embezzlement (Appendix H pg. 37)
- ✓ Verification of active registered status as a 501(c)(3) on the California Secretary of State's database  
(<https://businesssearch.sos.ca.gov/>)
- ✓ Work Plan (pg. 25)

# REQUIRED DOCUMENTS

- ✓ **Governing Board Resolution**
- ✓ **Signing authority (e.g., articles of incorporation, bylaws, or board resolution conferring authority to the signatory)**
- ✓ **Assurance of Government Organization Commitment**
- ✓ **Letter of Commitment is required if active involvement from a local government agency is proposed**

# OPTIONAL DOCUMENT

- ✓ One (1) Sub-Project flowchart or other visual representing the proposed project workflow, process, and/or intended outcomes and activities (not part of the 9 pages)



# REVIEW

## To-Dos:



- Read the RFP Several Times
- Be Familiar with the ARG Program Requirements
- Be Familiar with the Rating Factors and Criteria
- Design Your Program
- Identify/Select Services, Resources & Providers
- Develop Work Plan
- Follow Proposal Submittal Instructions to the Letter

# REVIEW

- ✓ Applicants must submit one electronic copy of the Sub-Proposal Package signed with a digital OR a wet blue ink signature
- ✓ The signed electronic Proposal must be received by the BSCC by:  
**5:00 p.m. on Friday, April 8, 2022**

# REVIEW

- ✓ **Email one signed copy of the proposal package to:**

**[ARGCohort3@bscc.ca.gov](mailto:ARGCohort3@bscc.ca.gov)**

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

## **Reminder:**

Proposals are due on Friday, April 8, 2022 by 5:00 P.M.

Proposals received after the due date and time will not be considered.

# ARG CONTACT INFORMATION

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THE  
BIG  
QUESTIONS