

# Residential Substance Abuse Treatment (RSAT) Program

## REQUEST FOR PROPOSALS

**Eligible Applicants:** Local Adult Detention Facilities

**Grant Period:** July 1, 2018 to June 30, 2019

**RFP Released:** February 9, 2018

**Proposals Due:** April 6, 2018



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### **CONFIDENTIALITY NOTICE**

All documents submitted as a part of the RSAT proposal are public documents and may be subject to a request via the California Public Records Act. The BSCC, as a state agency, may have to disclose these documents to the public. The BSCC cannot ensure the confidentiality of any information submitted in or with this proposal. (Gov. Code, § § 6250 et seq.)

Attachment C-4

## PART I: GRANT INFORMATION

### Contact Information

This Request for Proposals (RFP) provides the information necessary to prepare a proposal to the Board of State and Community Corrections (BSCC) for grant funds available through the federal Residential Substance Abuse and Treatment (RSAT) Grant Program.

The BSCC staff cannot assist the applicant or its partners with the actual preparation of the proposal. Any technical questions concerning the RFP, the proposal process or programmatic issues must be submitted by email to: [BSCCrsat\\_grants@bscc.ca.gov](mailto:BSCCrsat_grants@bscc.ca.gov).

The BSCC will accept and respond to questions about this RFP from February, 10 2018 to April 6, 2018.

### Proposal Due Date and Submission Instructions

Applicants must submit one original signed Proposal and one electronic copy of the original signed Proposal.

The signed Proposal must be received by the BSCC by **5:00 p.m. on April 6, 2018**.

1. Mail one original signed Proposal to the following address:

Board of State and Community Corrections  
Corrections Planning and Programs Division  
2590 Venture Oaks Way, Suite 200  
Sacramento, CA 95833  
Attn: RSAT Grant

2. Email one legible electronic copy of the signed Proposal to: [BSCCrsat\\_grants@bscc.ca.gov](mailto:BSCCrsat_grants@bscc.ca.gov). Acceptable formats include Microsoft Word, Microsoft Word Open XML Format Document, Portable Document Format (PDF) or Google Docs.

Note: BOTH the original hard copy and electronic version must be received by the date and time listed above.

**Proposals received after the due date and time will not be considered, regardless of postmark date.**

## Bidders' Conferences

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 for bidder's the conference are listed below:

### RSAT Bidder's Conference

**Wednesday March 7, 2018**

10:00 a.m.

Board of State and Community Corrections

1st Floor Training Room

2590 Venture Oaks Way

Sacramento, CA 95833

Note: RSAT Bidder's Conference will be livestreamed at [www.bscc.ca.gov](http://www.bscc.ca.gov).

## Background Information

The BSCC is the Designated State Administrative (DSA) agency for the RSAT Program, federally funded through the [Bureau of Justice Assistance](#) (BJA) as identified via Catalog of Federal Domestic Assistance CFDA number 16.593. The RSAT Program assists states and local governments in developing and implementing substance use disorder treatment programs in state, local, and tribal correctional and detention facilities, and supports efforts to create and maintain community-based aftercare services for offenders. Historically, the California RSAT Program has funded local detention facilities to provide in-custody treatment services with an aftercare component requirement placed on the grantees. Awards are made in the federal fiscal year of the appropriation. A total of \$942,139 in federal funding is available statewide for the 2018 California RSAT program.

## BSCC Executive Steering Committee Process

### **RSAT Executive Steering Committee**

To ensure successful program design and implementation, the BSCC uses Executive Steering Committees (ESCs) to inform decision making related to the Board's programs. The BSCC's ESCs typically 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.

The RSAT ESC includes a cross-section of subject matter experts on community engagement, prevention and intervention programs, law enforcement strategies, and rehabilitation and reentry, including individuals who have been impacted by the criminal justice system. A list of ESC members can be found on page 55 of this RFP.

### **Conflicts of Interest**

Existing law prohibits any grantee, subgrantee, partner or like party who participated on the above referenced RSAT ESC from receiving funds from the RSAT grants awarded under this RFP. Applicants who are awarded grants under this RFP are responsible for reviewing the RSAT ESC membership roster and ensuring that no grant dollars are passed through to any entity represented by any member of the RSAT ESC.

## **Project Description**

The principle purpose of the RSAT Program is to break the cycle of drugs and violence by reducing the demand, use, and trafficking of illegal drugs.

### **Eligibility**

Only local units of government representing adult jail detention facilities are eligible to apply and receive funding for the grant period. Only one jail detention facility within a county may submit a proposal.

While the intent is to receive a wide range of proposals representing California's diverse detention facilities, only the most meritorious proposals will be funded. Departments that have already developed RSAT substance abuse treatment programs but are seeking to continue or expand upon those efforts, as well as departments considering implementing a program for the first time, are encouraged to apply.

Applicants must be able to provide a jail-based substance use disorder treatment program that includes aftercare services. RSAT funding may be used for the in-custody component, the aftercare component or both. Applicants will be expected to identify any non-grant related funding that will be leveraged to support the overall program.

### **Grant Period**

Successful applicants will be funded for a three-year cycle, with the first year commencing July 1, 2018 and ending on June 30, 2019. A non-competitive Request for Application (RFA) for continuation funding will be issued for the second year (July 1, 2019 - June 30, 2020) and the third year (July 1, 2020 - June 30, 2021). Continued funding for the second and third years is contingent on the amount and availability of federal funding and on compliance with the RSAT program requirements. Applicants shall build their proposal, objectives, activities, and budget information for the first 12 months of the grant cycle.

### **Funding Amount**

A total of \$942,139 in federal RSAT funding is available statewide. Adult detention facilities will be allowed to request up to a maximum of \$314,046 for the period of July 1, 2018 through June 30, 2019 with the possibility of two additional years (see Grant Period

above). Applicants are encouraged to request only the amount of funds needed to support their proposal and not base the request on the maximum allowed. A 25 percent (25%) match of the funds awarded to the recipient (cash or in-kind) is required.

## Program Goal and Design

The goals of the RSAT Program are to enhance the capability of states, and units of local and tribal government to provide substance use disorder treatment for incarcerated inmates; prepare offenders for their reintegration into the communities from which they came by incorporating reentry planning activities into treatment programs; and assist offenders and their communities through the reentry process by delivering community-based treatment and other broad-based aftercare services. As previously indicated, the California RSAT funding for this grant period will be used to support local jail-based programs which must include both an “in-jail” component and an “aftercare” component. Funding may be directed at either the in-custody portion of the project, the aftercare portion, or both.

The program design must:

- Engage participants for at least three months and no more than 12 months.
- Focus on the inmate’s substance use diagnosis and addiction-related needs.
- Develop the inmate’s cognitive, behavioral, social, vocational, and other skills to solve the substance use and related problems.
- Prepare participants for successful community reintegration that may include post-release referral to appropriate evidence-based aftercare treatment and/or service providers including those that support the use of medication-assisted treatment.
- To the extent possible, jail-based programs should separate the treatment population from the general correctional population and program design should be based on effective scientific practices.
- Require urinalysis and/or other proven reliable forms of drug and alcohol testing for program participants, including both periodic and random testing of:
  - 1) The participant before he or she enters the in-jail component of the RSAT program;
  - 2) During the period in which the individual participates in the in-jail component of the RSAT program;
  - 3) The participant who has exited the in-jail component of the RSAT program if the individual remains in-custody; and
  - 4) To the extent possible, the participant who has exited the in-jail component of the RSAT program and has been released from custody under supervision that includes drug and alcohol testing.
- Provide aftercare services for up to one year to those individuals who have completed the in-jail component of the RSAT program.
- Provide coordination between the in-jail treatment program and other social service and rehabilitation programs, such as education and job training, parole supervision, halfway houses, self-help, and peer group programs.
- Collaborate with local authorities and organizations involved in substance use disorder treatment to assist in the placement of program participants into

community substance abuse treatment facilities or non-residential aftercare services upon release.

- Coordinate all aftercare services with local Substance Use Disorder Treatment and Behavioral Health Services Administration.

### **Evidence-based and Data-Driven Approaches <sup>1</sup>**

The BSCC is committed to supporting programs, practices, and strategies that are rooted in evidence and supported by data to produce better outcomes for the criminal and juvenile justice systems, and for the individuals who are involved in those systems.

Applicants seeking funding through this grant process will be required to demonstrate that services are directly linked to the implementation of evidence-based and promising practices and strategies that reduce recidivism. The following information is offered to help applicants in understanding the BSCC's broad view of evidence-based and promising practices that are supported by data and research:

The concept of evidence-based practices was developed outside of the criminal justice arena and is commonly used in other applied fields such as medicine, nursing and social work. In criminal justice, this term emphasizes measurable outcomes, and ensuring services and resources are actually effective in promoting rehabilitation and reducing recidivism. On a basic level, evidence-based practices include the following elements:

1. Evidence the intervention is likely to work (i.e., produce a desired benefit);
2. Evidence the intervention is being carried out as intended; and
3. Evidence allowing an evaluation of whether the intervention worked.

Evidence-based practices involves using research and scientific studies to identify interventions that reliably produce significant reductions in recidivism when correctly applied to target populations through the use of the following four (4) principles of effective intervention:

- Risk Principle – focuses attention on the crucial question of WHO is being served and calls for targeting higher risk individuals.
- Need Principle – requires that priority be given to addressing criminogenic risk/need factors with a clear focus on WHAT programs are delivered.
- Treatment Principle – conveys the importance of using behavioral treatment approaches to achieve the best possible outcomes and requires attention to the question of HOW programs are delivered.
- Fidelity Principle – draws attention to HOW WELL programs are delivered and reiterates the necessity that programs be implemented as designed.

Successful implementation of evidence-based practices also includes but is not limited to:

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<sup>1</sup> Lowenkamp and Latessa, 2003, Lowenkamp, 2003; Lowenkamp & Latessa, 2005a; Lowenkamp and Latessa, 2005b; Center for Criminal Justice Research and the Corrections Institute at the University of Cincinnati, Correctional Program Checklist Assessment



- Organizational development to create and sustain a culture accepting of best practices and evidence-based approaches that includes cultural and linguistic competencies;
- A commitment to initial and ongoing professional development and training;
- Use of validated risk/needs/responsivity assessment tools;
- Data collection and analysis;
- Use of case management strategies;
- Use of programs known to produce positive criminal justice outcomes;
- Quality assurance activities to ensure program fidelity;
- Performance management to improve programs, service delivery, and policies;
- A “systems change approach” to develop collaborations so tasks, functions and sub-units work effectively together and not at cross-purposes; and
- A focus on sustainability.

In discussions of evidence-based practices in criminal justice, it is common to distinguish between programs, strategies and promising practices/approaches.

Programs are designed to change the behavior of individuals in the criminal justice system and are measured by individual-level outcomes. For example, programs aiming to reduce substance use and antisocial behavior include Cognitive Behavioral Therapy, Behavioral Programs and Social Skills Training.

Strategies may include programs to change individual behavior; however, this term is often used to describe a general intervention approach that supports larger community or organizational level policy objectives. For example, case management is applied to improve the overall effectiveness and efficiency of criminal and juvenile justice agencies, while pretrial assessment is designed to enable informed decisions about which arrested defendants can be released pretrial without putting public safety at risk. Strategies can also refer to the application of effective practices that are correlated with a reduction in recidivism, such as the use of assessment tools, quality assurance protocols, and delivery of interventions by qualified and trained staff.

Promising practices/approaches, for purposes of this grant work, can be broadly construed to include crime-reduction and recidivism-reduction programs or strategies that have been implemented elsewhere with evidence of success, but with evidence not yet strong enough to conclude the success was due to the program or that it is highly likely to work if carried out in the applicant’s circumstances. The difference between evidence-based and promising practices/approaches is a difference in degree on the number of situations in which a program or strategy has been tested and the rigor of the evaluation methods used.

Applicants seeking to implement promising programs, approaches or strategies must describe the documentation, data and evidence available to support the approach and why it is best suited to the needs and objectives described in the application for funding. Applicants can find information on evidence-based treatment practices in the Substance Abuse and Mental Health Services Administration’s (SAMHSA) Guide to Evidence-Based

Practices available at [www.samhsa.gov/ebpwebguide](http://www.samhsa.gov/ebpwebguide) as well as in Attachment A of this RFP.

Reducing Racial and Ethnic Disparity (R.E.D.) Training Opportunity for Award Recipients Research<sup>2</sup> shows that youth and adults of color are significantly overrepresented in the criminal justice system in California. BSCC supports efforts to reduce racial and ethnic disparities and encourages others to do the same. The BSCC has undertaken a number of activities to ensure that California addresses this concern including trainings.

The applicant should consider how R.E.D. information may influence grant activities in the development of the RSAT grant proposal.

RSAT grant recipients may be included in training opportunities and will be invited to attend R.E.D. training by the BSCC if it is available during the project period. Grantees will be advised of the dates and locations after the start of the grant period. Additional information about R.E.D. can be found at:

<http://www.bscc.ca.gov/scppgrantfundedprograms.php> or applicants may contact the R.E.D. Coordinator, Field Representative Timothy Polasik, by telephone at (916) 350-0879 or by email [Timothy.Polasik@bscc.ca.gov](mailto:Timothy.Polasik@bscc.ca.gov)

## General Grant Requirements

### Grant Agreement

Applicants approved for funding by the BSCC are required to enter into a Grant Agreement with the BSCC. Grantees must agree to comply with all terms and conditions of the Grant Agreement See Attachment C for a sample contract (State of California: Contract and General Terms and Conditions.

The Grant Agreement start date is expected to be July 1, 2018. Grant Agreements 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 grant agreement execution may not be reimbursed. Grantees are responsible for maintaining their Grant Agreement, all invoices, records and relevant documentation for at least three years after the final payment under the contract.

### Board Resolution

Applicants must submit a resolution from their governing board addressing specified requirements as included in the sample Governing Board Resolution, which can be found

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<sup>2</sup> There are multiple studies confirming the disparities in the criminal and juvenile justice systems. BSCC has done extensive work with The W. Haywood Burns Institute (<http://www.burnsinstitute.org/>) on this issue as well as working with the National Council on Crime and Delinquency (NCCD) and the Center for Juvenile Justice Reform, Georgetown University

(<http://cjjr.georgetown.edu/certprogs/racialdisparities/racialdisparities.html>)

Created Equal: Racial and Ethnic Disparities in the US Criminal Justice System (NCCD: Hartney/Vuong March 2009)

in Attachment D. Grant recipients must have a resolution on file before a fully executed grant agreement can be completed. A signed resolution is not required at the time of proposal submission, but applicants are advised that no financial invoices will be processed for reimbursement until the appropriate documentation has been received by the BSCC.

### **Match Requirements**

As previously mentioned, funding for the RSAT Program requires a 25 percent match of the funds awarded to the recipient (cash or in-kind). Matching funds may be either state or local dollars. Federal funds are not an allowable match source for this grant.

### **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**

All grantees are required to have an audit completed within 180 days following the completion of the grant period, as specified below. Reasonable and necessary extensions to the due date may be granted by the BSCC, if requested. A grantee that willfully fails to submit an audit as required may be deemed ineligible for future BSCC grant funds pending compliance with the audit requirements of this grant.

The Grantee must provide to the BSCC copies of reports generated from either:  
The annual City/County Single Audit (as submitted to the State Controller's Office), or  
A Grant-Specific audit. The audit must cover the entire grant period.

The BSCC reserves the right to call for a program or financial audit at any time between the execution of the contract and three years following the end of the grant period.

### **Quarterly Invoices**

Disbursement of grant funds occurs on a reimbursement basis for costs incurred during a reporting period. The State Controller's Office will issue the warrant (check) to the individual designated on the application form as the Financial Officer for the grant. Grantees must submit invoices online to the BSCC on a quarterly basis, no later than 45 days following the end of each quarter. Grantees must maintain adequate supporting documentation for all costs claimed on invoices. BSCC staff will conduct on-site monitoring visits that will include a review of documentation maintained as substantiation for project expenditures.

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. See Attachment H for a sample progress report.

### **Grantee Orientation Process**

Following the start of the grant period, BSCC staff will conduct a Grantee Orientation in Sacramento (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 the Evaluator must attend. Grant recipients may use RSAT 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.

### **Units of Government**

Units of government may follow either their own written travel and per diem policy or the State's policy. Units of government that plan to use cars from a state, county, city, district car pool, or garage may budget either the mileage rate established by the car pool or garage, or the state mileage rate, not to exceed the loaning agency rate.

### **Community-Based Organizations (CBOs)**

A CBO receiving BSCC funds as a subgrantee must use the State travel and per diem policy, unless the Grantee's written travel policy is more restrictive than the State's, in which case it must be used. Reimbursement is allowed for the cost of commercial carrier fares, parking, bridge, and road tolls, as well as necessary taxi, bus, and streetcar fares.

### **Out-of-State Travel**

Out-of-state travel is restricted and only allowed in exceptional situations. Grantees must receive written BSCC approval prior to incurring expenses for out-of-state travel. Even if

previously authorized in the Grant Award, Grantees must submit to the BSCC a separate formal request (on Grantee letterhead) for approval. Out-of-state travel requests must include a detailed justification and budget information.

In addition, California prohibits travel, except under specified circumstances, to states that have been found by the California Attorney General to have discriminatory laws. The BSCC will not reimburse for travel to these states unless the travel meets a specific exception under Government Code section 11139.8, subdivision (c). For additional information, please see: <https://oag.ca.gov/ab1887>.

### **Debarment, Fraud, Theft or Embezzlement**

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

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

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

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

All applicants must complete Attachment E certifying that they are in compliance with the BSCC's policies on debarment, fraud, theft and embezzlement.

### **Compliance Monitoring Visits**

The BSCC staff will conduct periodic monitoring of each project to assess whether the project is in compliance with grant requirements and making progress toward grant objectives, and provide technical assistance as needed regarding fiscal, programmatic, evaluation and administrative requirements. For your reference, a Sample Monitoring Visit Checklist is contained in Attachment F.

### **RSAT National Conference**

At least one grantee will be invited to attend the National RSAT Conference (tentatively scheduled to be held in Chicago, Illinois at a date not yet determined). This conference typically runs for 2-3 days with no associated registration fees. RSAT grant funds may be

used to reimburse departments for travel related expenditures such as airfare, mileage, meals, lodging, and other per diem costs. Applicants who would like to be invited to attend this conference may include these costs in the budget section of this application under the “Other” category. Registration information regarding the date, time and location have not yet been determined.

## Evaluation Requirements

### Local Evaluation Plan and Final Local Evaluation Report

In addition to quarterly progress reports, projects selected for funding will be required to submit to the BSCC: (1) a Local Evaluation Plan (three months post-award) and, (2) a Local Evaluation Report (after the conclusion of the grant). See Attachment B for key definitions related to project evaluation.

- **Local Evaluation Plan** - The purpose of the Local Evaluation Plan is to ensure that projects funded by the BSCC can be evaluated. Applicants will be expected to include a detailed description of how they plan to assess the effectiveness of the proposed program in relationship to each of its goals and objectives identified in the Proposal. The Local Evaluation Plan should describe the evaluation design or model that will be used to evaluate the effectiveness of the project component(s), with the project goals and the objectives clearly stated. Applicants should include criteria for both process and outcome evaluations. Once submitted, any modifications to the Local Evaluation Plan must be approved in advance by the BSCC. (More detailed instructions on the Local Evaluation Plan will be made available to successful applicants.)
- **Local Evaluation Report** - Following project completion, grantees are required to complete a Final Local Evaluation Report which must be in a format prescribed by the BSCC. The purpose of the Local Evaluation Report is to determine whether the overall project (including each individual component) was effective in meeting the goals laid out in the Local Evaluation Plan. To do this, the grantee must assess and document the effectiveness of the activities that were implemented within each individual project component. These activities should have been identified in the previously submitted Local Evaluation Plan. (More detailed instructions on the Local Evaluation Plan and Report will be made available to successful applicants.)

Applicants are strongly encouraged to identify research partners early on and include them in the development of the proposal, to better ensure that the goals and objectives listed in the proposal are realistic and measurable. Applicants are also strongly encouraged (but not required) to use outside evaluators to ensure objective and impartial evaluations. Specifically, applicants are encouraged to partner with state universities or community colleges for evaluations. To assist in these efforts, applicants must set aside five (5) percent to ten (10) percent of the grant award requested for data collection, evaluation, and reporting activities and reflect this amount in the Proposed Budget section of the application.

Note: To the extent the local evaluation plan involves research in which either: (1) data is obtained through intervention or interaction with an individual or (2) identifiable private

information is obtained from program participants, the local evaluation plan must comply with the requirements of 28 C.F.R. Part 46. This includes compliance with all Office of Justice Programs policies and procedures regarding the protection of human research subjects, including obtainment of Institutional Review Board approval, if appropriate, and subject informed consent. For additional information on whether 28 C.F.R. Part 46 applies to your local evaluation plan, please see:

<https://ojp.gov/funding/Apply/Resources/ResearchDecisionTree.pdf>

## Proposal Selection Process

### Confirmation of Receipt of Proposal

Upon submission of a proposal, applicants will receive a confirmation email from the BSCC stating that the proposal has been received. The email will be sent to the individual that signed the application and the person listed as the Project Director.

### Disqualification

The following will result in an automatic disqualification:

- The original hard copy and electronic version of the Proposal are not received by 5:00 p.m. on April 6, 2018.

“Disqualification” means that the proposal will not be scored.

### Technical Compliance Review

It is the BSCC’s intent to avoid having otherwise worthy proposals eliminated from consideration due to relatively minor and easily corrected errors or omissions. Therefore, during the week immediately following the proposal due date, BSCC staff will conduct a review to determine whether a proposal is in compliance with all technical requirements. Applicants will have a limited opportunity to respond to deficiencies identified during the technical review process by making non-substantive changes that bring the proposal into technical compliance.

### Rating Process

Once a proposal passes the Technical Compliance Review, it will advance to the ESC for the Proposal Rating Process. The ESC will then read and rate each proposal in accordance with the prescribed rating factors listed in the table below.

The ESC members will base their scores on how well the applicant addresses the items listed under each rating factor within the Proposal Narrative and Budget Section. Following the Proposal Rating Process, the ESC will convene for a Final Rater Review meeting where they will develop funding recommendations for consideration by the BSCC Board.

At the conclusion of this process, applicants will be notified of the ESC’s funding recommendations. It is anticipated that the BSCC Board will act on the recommendations at its meeting on June 7, 2018. Applicant agencies and partners are not to contact members of the ESC or the BSCC Board to discuss proposals.

## Rating Factors

The rating factors that will be used and the maximum points allocated to each factor are shown in the table below. Each rating factor will be scored on a scale of 0-12. Each factor represents a percentage of the overall score, as shown in the column titled “Percentage”.

Rating Factors	Point Range	Percentage	Total Possible Weighted Score
Project Need	0 - 12	15%	36
Program Approach	0 - 12	15%	36
Organizational Capability	0 - 12	10%	24
Program Details	0 - 12	40%	96
Program Evaluation	0 - 12	10%	24
Budget/Timeline	0 - 12	5%	12
Sustainability	0 - 12	5%	12
Total Possible Weighted Score	-	100%	240

**PLEASE NOTE: TO BE CONSIDERED FOR FUNDING, THE FOLLOWING THRESHOLD SCORE MUST BE MET: A MINIMUM WEIGHTED SCORE OF 144 (60% OF THE 240 TOTAL POSSIBLE WEIGHTED SCORE)**

## Sample Scoring Rubric for 0-12 Point Range

No Evidence 0	Poor 1 – 3	Fair 4 – 6	Good 7 – 9	Very Good 10 – 12
The response does not address the rating criteria	The response is vague or incomplete and only partially addresses the rating criteria.  <i>ADDITIONAL DETAIL SPECIFIC TO EACH RATING FACTOR MAY BE ADDED HERE.</i>	The response addresses some but not all of the rating criteria or is non-specific and lacking focus.  <i>ADDITIONAL DETAIL SPECIFIC TO EACH RATING FACTOR MAY BE ADDED HERE.</i>	The response is reasonably comprehensive and clearly addresses many of the rating criteria listed above.  <i>ADDITIONAL DETAIL SPECIFIC TO EACH RATING FACTOR MAY BE ADDED HERE.</i>	The response is detailed, comprehensive and addresses all of the rating criteria listed above in a way that demonstrates a thorough understanding of the intent of the project.  <i>ADDITIONAL DETAIL SPECIFIC TO EACH RATING FACTOR MAY BE ADDED HERE.</i>



## Summary of Key Dates

The table below shows a timeline with key dates related to implementation of the RSAT Grant.

ACTIVITY	TENTATIVE TIMELINE
Release Request for Proposals (RFP) Solicitation	February 9, 2018
Bidders' Conference	March 7, 2018
Grant Proposal/Application Due to the BSCC (by noon)	April 6, 2018
Technical Compliance Review (TCR)	April 9-17, 2018
Non-substantive Changes Due	TBD following TCR
BSCC Board Meeting for Funding Approval	June 7, 2018
Grants Begin/Contracts Expected to Commence	July 1, 2018
Grantee Orientation	TBD July 2018

Attachment 01A

## PART II: PROPOSAL INSTRUCTIONS

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

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

Attachment C-4

# Residential Substance Abuse Treatment (RSAT) Grant

## PROPOSAL PACKAGE

### COVER SHEET

**Submitted by:**

INSERT NAME OF APPLICANT

**Date submitted:**

INSERT DATE

Attachment C-4

## RSAT Proposal Checklist

A complete RSAT Proposal package must contain the following (to be submitted in the order listed):

Required Items:		✓
1	Cover Sheet Insert Applicant Name and Date of Submission	
2	RSAT Proposal Checklist <ul style="list-style-type: none"> <li>Signed in blue ink by the authorized signatory (original signature)</li> </ul>	
3	Applicant Information Form <ul style="list-style-type: none"> <li>Signed in blue ink by the authorized signatory (original signature)</li> </ul>	
4	Proposal Narrative <ul style="list-style-type: none"> <li>20 pages or less</li> </ul>	
5	Budget Table <ul style="list-style-type: none"> <li>1 page – use template provided in RFP budget section</li> </ul>	
6	Budget Narrative	
Required Attachments		
7	Certification of Compliance with BSCC Policies on Debarment, Fraud, Theft and Embezzlement (Use Attachment E template provided) <ul style="list-style-type: none"> <li>Signed in blue ink by the authorized signatory (original signature)</li> </ul>	
8	RSAT Implementation Workplan (Use Attachment G template provided)	
9	In- Custody Program Schedule	
10	Aftercare Program Schedule	
Optional:		
11	Governing Board Resolution (Attachment D) <i>Note: The Governing Board Resolution is due prior to Grant Award Agreement, not at time of proposal submission.</i>	

I have reviewed this checklist and verified that all required items are included in this proposal packet.

X

\_\_\_\_\_  
Applicant Authorized Signature (see Applicant Information Form, Part L, next page)

**\* ATTACHMENTS OTHER THAN THOSE LISTED ABOVE WILL NOT CONSIDERED. \***

## Applicant Information Form: Instructions

- A. Applicant:** Complete the required information for the County Sheriff's Office submitting the proposal.
- B. Data Universal Numbers System (DUNS):** Provide Data Universal Numbers System (DUNS) number of the applicant.
- C. Tax Identification Number (TIN):** Provide tax identification number of the Applicant.
- 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. Grant Funds Requested:** Identify the amount of grant funds requested.
- G. Treatment Components That the RSAT Grant Funds Will Be Used For:** Applicants must be able to provide a jail-based substance use disorder treatment program that includes aftercare services. RSAT grant funding may be used for the in-custody component, the aftercare component or both. Identify what components the grant funds will be used for by checking the appropriate box.
- 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 Program 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.

## RSAT Applicant Information Form

<b>A. NAME OF APPLICANT</b>			
NAME OF APPLICANT			
<b>B. DATA UNIVERSAL NUMBER SYSTEM (DUNS)</b>		<b>C. TAX IDENTIFICATION NUMBER (TIN)</b>	
DUNS #		TIN #:	
STREET ADDRESS		CITY	STATE ZIP CODE
MAILING ADDRESS (if different)		CITY	STATE ZIP CODE
<b>D. PROJECT TITLE:</b>			
<b>E. PROJECT SUMMARY (100-150 words):</b>			
<b>F. GRANT FUNDS REQUESTED:</b>		<b>G. TREATMENT COMPONENTS THAT THE RSAT GRANT FUNDS WILL BE USED FOR (check one box):</b>	
\$		IN-CUSTODY <input type="checkbox"/>	AFTERCARE <input type="checkbox"/> BOTH <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
<b>J. DAY-TO-DAY PROGRAM CONTACT:</b>			
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 RSAT proposal are public documents and may be subject to a request via the California Public Records Act. The BSCC, as a state agency, may have to disclose these documents to the public. The BSCC cannot ensure the confidentiality of any information submitted in or with this proposal. (Gov. Code, § § 6250 et seq.)

## Proposal Narrative Section

Instructions: The Proposal Narrative 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 20 pages in length. For the Proposal Narrative, address each of the seven sections below. Each section should be titled according to its section header (e.g., Project Need, Project Description, and Project Evaluation). Within each section, address the bulleted items in a cohesive, comprehensive narrative format. Do not include website links.

These 20 pages do not include the Cover Sheet, Proposal Checklist, Applicant Information Form, Budget Table, Budget Narrative, In-Custody Program Schedule, Aftercare Program Schedule or other required attachments (see 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.

### 1. Project Need (Percent of Total Value: 15%)

#### Address the following in narrative form:

- Describe the department's need(s) related to substance abuse disorder treatment that will be addressed by this project including gaps in services that contribute to that need.
- Provide quantitative and qualitative local data to support the description of the need. Cite all data sources.
- Describe the relationship between the need and the grant goals as described in the RFP.

<b>Rating Criteria for Need</b> (Scored in total, on a scale of 0 – 12)	
1a	The applicant has described a compelling need for substance use disorder treatment.
1b	The applicant provided local documentation in the form of qualitative and quantitative data to support the description of need. The applicant described gaps in services that contribute to the need. All data sources are cited.
1c	The applicant has identified a strong relationship between the need for the program and the goals of the RSAT program as identified in the RFP.



## 2. Project Approach (Percent of Total Value: 15%)

Address the following in narrative form:

- Describe how the program will address grant goals.
- Describe how the program will address local needs.
- Identify the program approach to reducing recidivism.

Rating Criteria for Program Approach (Scored in total, on a scale of 0 – 12)	
2a	The applicant has sufficiently described how the program will address the grant goals.
2b	The applicant has sufficiently described how they will address local needs
2c	The applicant has clearly identified how the program will approach to recidivism reduction.

## 3. Project Details (Percent of Total Value: 40%)

Address the following in narrative form:

- Identify the target population (e.g. gender, age, offense history, criminogenic factors) and the estimated number of participants who will receive services during the grant period.
- Describe the process for assessing the risk, need, and responsivity of participants and the criteria for selecting participants into the program. Describe the process for determining the services a participant will receive and how participant progress will be assessed. Include the name of all assessment instruments or evaluation tools to be used.
- Provide a description of any existing in-jail substance use disorder treatment program/services currently provided. Include program content, duration, dosage/intensity, criteria for successfully completing the program, drug testing policy, how services are provided and tracked and how fidelity of the program is maintained. Address whether grant funding or other funding that will be used to support these existing services. Attach a program schedule.
- Provide a description of any new or enhanced in-jail substance use disorder treatment program/services proposed. Include program content, duration, and dosage/intensity, criteria for successfully completing the program, the drug testing policy, how services will be provided and tracked, and how fidelity of the program will be maintained.

Address whether the grant funding or other funding will be used to support these new or enhanced services. Attach a proposed program schedule.

- Provide a description of any existing aftercare substance use disorder treatment program/services currently provided. Include program content, duration, and dosage/intensity, criteria for successfully completing the program, drug testing policy, how services are provided and tracked, and how fidelity of the program is maintained. Address whether grant funding or other funding will be used to support these existing services. Attach a program schedule.
- Provide a description of any new or enhanced aftercare substance use disorder treatment program/services proposed. Include program content, duration, and dosage/intensity, criteria for successfully completing the program, the drug testing policy, how services are provided and tracked, and how fidelity of the program is maintained. Address whether grant or other funding will be used to support these new or enhanced aftercare services. Attach a proposed aftercare program schedule.
- Explain the extent to which Medication Assisted Treatment (MAT) may be incorporated into RSAT program to address opioid use reduction and aftercare needs.
- What evidence-based practices, intervention, and services will be provided and how will fidelity be maintained? Cite the evidence or research that demonstrates the practices, interventions and services are effective for the target population.

<b>Rating Criteria for Program Detail</b> (Scored in total, on a scale of 0 – 12)	
3a	The applicant clearly identified the target population (e.g. gender, age, offense history, criminogenic factors).
3b	The applicant projects a realistic and adequate number of participants to be served during the grant period.
3c	The applicant has a well-defined process for assessing the risk, need, and responsivity of program participants and criteria for selecting participants into the program. Names of assessment instruments or evaluation tools to support the process were identified.
3d	The applicant has identified an effective, viable method for determining what services a participant should receive and how participant progress will be assessed. Names of assessment instruments and/or evaluation tools to support the process were identified.
3e	The applicant has clearly described existing and proposed new or enhanced substance use disorder treatment programming for the in-custody component of the jail-based program that includes program content, duration, dosage/intensity, criteria for successful completion, drug testing policy, how services will be provided and tracked, how grant funding will enhance the current design or create a new one, how fidelity of the program will be maintained, and a program schedule has been provided as an attachment.

3f	The applicant has clearly described existing and proposed new or enhanced substance use disorder treatment programming for the after-care component that supports successful community reintegration resources and services. Description includes program content, duration, dosage/intensity, criteria for successful completion, drug testing policy, how services will be provided and tracked, how grant funding will enhance the current design or support a new one, and a program schedule has been provided as an attachment.
3g	The applicant has a well-articulated and reasonable plan for addressing opioid use reduction and the availability of post-release referrals for medication assisted treatment.
3h	The applicant has sufficiently identified evidence-based practices, interventions, and services to be provided and has cited credible evidence or research to demonstrate that these are effective for the target population. A credible plan for maintaining fidelity has been identified.

#### 4. Organizational Capacity (Percent of Total Value: 10%)

Address the following in narrative form:

- Describe staffing required to operate program including program management and oversight. Include management structure, list of service-providers and their qualifications.
- Describe the collaboration involved with internal and external stakeholders in the development, implementation and maintenance of the program. Identify all partner agencies/organizations that will be working on the grant. Describe their specific roles and responsibilities on the project.
- Provide an implementation workplan (use Attachment G template provided) that indicates readiness-to-proceed with the project if funded and includes an outline of the project's major phases and milestones through goals and objectives that are SMART: specific, measurable, achievable, relevant, and time- specific.

<b>Rating Criteria for Organizational Capacity</b> (Scored in total, on a scale of 0 – 12)	
4a	The applicant provided a clear description of staffing required to operate the program including program management and oversight (i.e., management structure, list of service-providers and their qualifications).
4b	The applicant provided evidence of collaboration with internal and external stakeholders in the development, implementation and maintenance of the program.
4c	An implementation workplan (Attachment G) for the entire project period is complete and thorough and adequately outlines the project's major phases and milestones through goals and objectives that are SMART: specific, measurable, achievable, relevant, and time- specific.

## 5. Project Evaluation (Percent of Total Value: 10%)

Address the following in narrative form:

- Describe approach to the required program evaluation by identifying key metrics for the project, including both process and outcome measures for in-custody and aftercare components.
  - Examples of process measures: services implemented on time, number of participants served, number of staff hired, number of service hours provided, etc.
  - Examples of outcome measures: reduction in recidivism rates among participants, number of aftercare participants placed in permanent housing, number of individuals employed/for how long, number of individuals completed intervention and remained arrest-free, etc.
- Describe how data to be collected relates to the RSAT program goals.
- Describe previous program evaluation experience and capability, including outside resources used.
- Identify staff that will conduct the program evaluation and evaluation report

<b>Rating Criteria for Evaluation</b> (Scored in total, on a scale of 0 – 12)	
4a	The applicant identified key metrics to be used in the program evaluation that included process and outcome measures for the in-custody and aftercare program components.
4b	The applicant clearly described how the data the program intends to collect directly ties to the RSAT program goals.
4c	The applicant provided sufficient evidence of previous program evaluation experience.
4d	The applicant has clearly identified the staff that will conduct the program evaluation and evaluation report.

## 6. Sustainability (Percent of Total Value: 5%)

Address the following in narrative form:

- Describe the plan for continuing the program after the end of the grant project.

<b>Rating Criteria for Evaluation</b> (Scored in total, on a scale of 0 – 12)	
6a	The applicant has provided a well formulated plan for how the program can be sustained.

## 7. Budget (Percent of Total Value: 5%)

The following Budget Table and Budget Narrative sections do not count toward the 20 pages allowed for the Program Narrative sections. The rating criteria for the Budget can be found on page 32 following the end of the Budget Narrative. The Budget sections must be filled out completely and accurately to pass the Technical Review Process. Please carefully check all math prior to submitting as fields do not auto-populate.

### 4a. Budget Table

**Instructions:** Complete the RSAT Budget Table on the following page to show the grant funds being requested (Column A) and the match funds being committed (Columns B and C).

While some departments may use different line items as a part of their budget processes, these are the line items that must be used when invoicing the BSCC for reimbursement of expenditures.

Note:

- Applicants are to copy and paste the Budget Table into a separate document.
- Report amounts in whole dollars only. Please double-check all math.
- Applicants are not required to request funds for every line item in the BSCC Budget. If you are not requesting funds for a certain line item, simply list \$0.
- All applicants must contribute a 25 percent (25%) match of the funds awarded to the recipient (cash or in-kind) is required.
- It is not necessary to align grant dollars with match dollars in the same line item, as long as the combined total of Columns B and C equals 25% of the total of Column A.

The federal formula used to calculate the match is:

Award Amount divided by .75%; multiplied by .25%

**Example:** For an award amount of \$350,000, match would be calculated as follows:

$\$350,000 / 75 \text{ percent} = \$466,667$  (total grant funding requested)

$25 \text{ percent} \times \$466,667 = \$116,667$  match

- All funds must be used consistent with the requirements of the BSCC Grant Administration Guide, located on the BSCC [website](#). Applicants should reference this Guide for definitions and other guidance in preparing a budget.

**BUDGET TABLE FY 2018-2019**

**RSAT Budget Table for \_\_\_\_\_**  
*Name of Applicant*

Total combined project costs of the In- Custody and Aftercare components (include all leveraged funding used to support the overall program): \$

Estimated project costs for In- Custody only component (include all leveraged funding used to support the overall program): \$

Estimated project costs for Aftercare only component of the program (include all leveraged funding used to support the overall program): \$

List all non-RSAT related funding sources that will be leveraged to support the project costs for the In-Custody only component (e.g., general fund, AB 109):

List all non-RSAT related funding sources leveraged to support the project costs for the Aftercare only component (e.g., general fund, AB 109):

**BSCC BUDGET**  
**For RSAT Grant Funds Requested**

<b>BSCC Budget Line Item</b>	<b>A. Grant Funds</b>	<b>B. Cash Match</b>	<b>C. In-Kind Match</b>	<b>D. Total (A+B+C)</b>
1. Salaries and Benefits	\$0	\$0	\$0	\$0
2. Services and Supplies	\$0	\$0	\$0	\$0
3. Professional Services	\$0	\$0	\$0	\$0
4. Community-Based/Non-Governmental Organization (CBO/NGO) Subcontracts	\$0	\$0	\$0	\$0
5. Indirect Costs	\$0	\$0	\$0	\$0
6. Equipment/Fixed Assets	\$0	\$0	\$0	\$0
7. Project Evaluation	\$0	\$0	\$0	\$0
8. Other (Travel, Training, etc.)	\$0	\$0	\$0	\$0
<b>TOTALS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

## What to include in each Budget Line Item:

1. **Salaries and Benefits:** In this line, include salaries and benefits ONLY for staff of the Applicant. Salaries and benefits associated with partner agencies, subgrantees or subcontractors should be included in the applicable line item (e.g. Professional Services, CBO Contracts, etc.).
2. **Services and Supplies:** In this line, include grant funds or match associated with services and supplies purchased or donated by the applicant. Services and supplies purchased by partner agencies, subgrantees or subcontractors should be included in the applicable line item (e.g. Professional Services, CBO Contracts, etc.).
3. **Professional Services:** In this line item, include grant funds or match associated with public agency or professional consultant subcontracts.
4. **Community-Based/Non-Governmental Organization (CBO/NGO) Subcontracts:** In this line, include grant funds or match associated with CBO subcontracts.
5. **Indirect Costs:** Indirect costs are shared costs that cannot be directly assigned to a particular activity, but are necessary to the operation of the organization and the performance of the project. Indirect costs must be based on either the applicant's approved Indirect Cost Rate Plan or on a Cost Allocation Plan. Indirect cost guidelines can be found in the BSCC Grant Administration Guide, located on the BSCC [website](#).
6. **Equipment and Fixed Assets:** In this line, include grant funds or match associated with equipment and fixed assets purchased or donated by the Applicant. Equipment and fixed assets are defined as nonexpendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. Items that do not meet this threshold should be included in the Services and Supplies category. Equipment and fixed assets purchased by partner agencies, subgrantees or subcontractors should be included in the applicable line item (e.g. Professional Services, CBO Contracts, etc.).
7. **Project Evaluation:** In this line, include all grant funds or match associated with evaluation efforts, even if they would otherwise fall into one of the other line items (e.g., Salaries & Benefits or Professional Services).
8. **Other (Travel, Training, Etc.):** In this line, include ONLY training, travel or other costs encumbered by the Applicant. Training, travel or other costs encumbered by partner agencies, subgrantees or subcontractors should be included in the applicable line item (e.g. CBO Subcontracts, etc.). Note: Out-of-state travel is permissible in certain cases. The use of federal funds for out-of-state travel is monitored very closely. Justification for out-of-state travel (OST) undergoes a high level of review and scrutiny and approval is granted only in limited cases. Even out-of-state travel included in a proposed budget requires separate approval by BSCC.

## 4b. Budget Narrative

**Instructions:** The purpose of the Budget Narrative is to provide support and explanation for the amounts requested (and match funds committed) in the Budget Table.

The Budget Narrative must be submitted in Arial 12-point font with one-inch margins on all four sides. The narrative must be 1.5-line spaced.

Provide the information listed under each line item below with narrative to explain how the requested grant funds and match will be used to achieve project goals. If you are not requesting funds in a particular category, list \$0 on the Grant Funds Requested line and "N/A" on the Narrative Detail line.

### 1. Salaries and Benefits

List the classification/title, percentage of time, salary or hourly rates, and benefits (if applicable) for every staff person from the applicant that will be funded by the grant or committed as match to the grant. Briefly describe their roles/responsibilities within the RSAT project.

a. **Grant Funds Requested: \$**

**Narrative Detail:**

b. **Match: \$**

**Narrative Detail:**

### 2. Services and Supplies

Itemize all services and supplies purchased by the applicant.

a. **Grant Funds Requested: \$**

**Narrative Detail:**

b. **Match: \$**

**Narrative Detail:**

### 3. Professional Services

List the names of any public agencies or professional consultants that will work on the project. Show the amount of funds allocated to each and itemize the services that will be provided. List any positions to be funded, including classification/title, percentage of time, salary or hourly rates, and benefits (if applicable).

a. **Grant Funds Requested: \$**

**Narrative Detail:**

b. **Match: \$**

**Narrative Detail:**



**4. Community-Based/Non-Governmental Organization (CBO/NGO) Subcontracts**

List the names of all CBO/NGO that will work on the project, if known. Show the amount of funds allocated to each and itemize the services that will be provided. Include any positions to be funded, including classification/title, percentage of time, salary or hourly rates, and benefits (if applicable). If a community partner has not been selected as of the date of the submission of the application, identify the amount of grant funds that will be allocated and describe the services to be provided.

**a. Grant Funds Requested: \$**

**Narrative Detail:**

**b. Match: \$**

**Narrative Detail:**

**5. Indirect Costs**

Itemize all indirect costs. Indirect costs must be based on either the grantee's approved Indirect Cost Rate Plan or on a Cost Allocation Plan. Indirect cost guidelines can be found in the BSCC Grant Administration Guide, located on the BSCC [website](#).

**a. Grant Funds Requested: \$**

**Narrative Detail:**

**b. Match: \$**

**Narrative Detail:**

**6. Equipment/Fixed Assets**

Itemize all equipment and fixed assets to be purchased by the Grantee.

**a. Grant Funds Requested: \$**

**Narrative Detail:**

**b. Match: \$**

**Narrative Detail:**

**7. Project Evaluation**

Itemize all costs associated with evaluation efforts for this project.

**a. Grant Funds Requested: \$**

**Narrative Detail:**

**b. Match: \$**

**Narrative Detail:**

**8. Other (Travel, Training, etc.)**

Itemize all costs that do not fit into the categories listed above, including travel and training. At a minimum, applicants should budget for attendance at the Grantee Orientation Meeting in Sacramento and the potential cost of attending the National RSAT Conference in Chicago.

**a. Grant Funds Requested: \$**

**Narrative Detail:**

**b. Match: \$**

**Narrative Detail:**

<b>Rating Criteria for Project Budget</b> Applied to both 7a Budget Table and 7b Budget Narrative (Scored in total, on a scale of 0 – 12)	
7a	The applicant has provided sufficient information about the overall cost of the program operations which includes the total dollar amount from all funding sources used to support the program.
7b	The applicant has provided estimates of the costs for both the in-custody component and aftercare component.
7c	The applicant has identified the various funding sources that are leveraged to support the overall project.
7d	The applicant has provided complete and detailed Budget information in each section, including language supporting each expense.
7e	The amount of grant funds requested is reasonable and appropriate given the proposed project's design and scope.

## PART III: ATTACHMENTS

### Attachment A: Evidence-Based Resources

The websites provided below may be useful to applicants in the proposal development process. This list is not exhaustive and it is offered as a suggested starting point for applicants to use in researching evidence-based programs, practices, and strategies.

Blueprints for Violence Prevention

<http://www.colorado.edu/cspv/blueprints/index.html>

Board of State and Community Corrections

[http://www.bscc.ca.gov/s\\_evidence-basedpractices\(ebp\).php](http://www.bscc.ca.gov/s_evidence-basedpractices(ebp).php)

California Institute of Behavioral Health Solutions

<http://www.cibhs.org/evidence-based-practices-0>

Coalition for Evidence-Based Policy

<http://evidencebasedprograms.org/>

CrimeSolutions.gov

<http://www.crimesolutions.gov/>

Evaluating Drug Control and System Improvement Projects

Guidelines for Project Supported by the Bureau of Justice Assistance

<https://www.bja.gov/evaluation/guide/documents/nijguide.html>

Find Youth Information

<http://www.findyouthinfo.gov/>

Justice Research and Statistic Association

<http://www.jrsa.org/>

National Criminal Justice Reference Service (NCJRS)

“Preventing and Reducing Youth Crime and Violence: Using Evidence-Based Practice.”

A report prepared by Peter Greenwood, Ph.D., for the California Governor’s Office of Gang and Youth Violence Policy, 2010.

<https://www.ncjrs.gov/App/Publications/abstract.aspx?ID=255934>

National Institute of Corrections

<http://nicic.gov/Library/>

National Institute of Justice, New Tool for Law Enforcement Executives

<http://nij.gov/five-things/>

National Reentry Resource Center

<http://nationalreentryresourcecenter.org/>

Office of Justice Programs – Crime Solutions.gov  
<http://www.CrimeSolutions.gov>

Office of Juvenile Justice and Delinquency Prevention Model Program Guide  
<http://www.ojjdp.gov/mpg/>

Peabody Research Institute, Vanderbilt University, Director Mark Lipsey  
<http://peabody.vanderbilt.edu/research/pri/publications.php>

Promising Practices Network  
<http://www.promisingpractices.net/>

Reducing Recidivism to Increase Public Safety: A Cooperative Effort by Courts and Probation Hon, J. Richard Couzens, Placer County Superior Court (Ret.)  
<http://www.courts.ca.gov/documents/EVIDENCE-BASED-PRACTICES-Summary-6-27-11.pdf>

Substance Abuse and Mental Health Services Administration  
[www.samhsa.gov/ebpwebguide](http://www.samhsa.gov/ebpwebguide)

The National Documentation Centre on Drug Use  
<http://www.drugsandalcohol.ie/3820/>

University of Cincinnati, Effective Programs/Curricula Recommendations  
[http://www.bscc.ca.gov/downloads/Univ\\_of\\_Cincinnati\\_Curricula\\_Recommendations\\_Oct\\_2011.pdf](http://www.bscc.ca.gov/downloads/Univ_of_Cincinnati_Curricula_Recommendations_Oct_2011.pdf)

Washington State Institute for Public Policy  
<http://www.wsipp.wa.gov/>

Attachment C-4

## Attachment B: Glossary of Key Terms

### Evaluation: Process Evaluation versus Outcome Evaluation

#### Process Evaluation<sup>3</sup>

The purpose of the process evaluation is to assess how program activities are being carried out in accordance with goals and objectives. Process measures are designed to answer the question: “What is the program actually doing and is this what we planned it to do?” Examples of process measures could include:

- Project staff have been recruited, hired and trained according to the proposal.
- Activities/strategies have been implemented on time according to the proposal.
- Number of interagency agreements entered into by the program compared to the number planned.
- Number of trainings conducted.
- Number of neighborhood meetings conducted.

#### Outcome Evaluation<sup>4</sup>

The purpose of the outcome evaluation is to identify whether the program “worked” in terms of achieving its goals and objectives. Outcome measures are designed to answer the question: “What results did the program produce?” Examples of outcome measures include:

- Results of pre/post surveys (e.g., changes in the reported confidence/trust in law enforcement among community members).
- Implementation of regular, ongoing community forums where law enforcement/community dialogue takes place.
- Changes in policies at the Lead Agency level to reflect procedural justice principles.

In an evidence-based practice approach, outcome evaluations must include not only the measures but also analysis of the extent to which the measured results can be attributed to the program rather than to coincidence or alternative explanations.

#### Goal versus Objective

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

In proposals, goals are defined by broad statements of what the program intends to accomplish, representing the long-term intended outcome of the program<sup>5</sup>.

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<sup>3</sup>Justice Research and Statistics Association, Juvenile Justice Evaluation Center. (2003, June). *Juvenile Justice Program Evaluation: An overview (Second Edition)* p. 7. Retrieved from <http://www.jrsa.org/njiec/publications/program-evaluation.pdf>.

<sup>4</sup> *Id* at pp. 7-8.

<sup>5</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/njiec/publications/program-evaluation.pdf>. See also New York State Division of Criminal Justice Services. *A Guide to Developing Goals and Objectives for Your Program*. Retrieved from <http://www.criminaljustice.ny.gov/ofpa/goalwrite.htm>.

Examples of goal statements<sup>6</sup>:

- To reduce the number of serious and chronic juvenile offenders.
- To divert nonviolent juvenile offenders from state juvenile correctional institutions.
- To restore the losses suffered by the victims of crimes.

Objectives are defined by statements of specific, measurable aims of program activities<sup>7</sup>. Objectives detail the tasks that must be completed to achieve goals<sup>8</sup>. Descriptions of objectives in the proposals should include three elements<sup>9</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>10</sup>:

- By the end of the program, young, drug-addicted juveniles will recognize the long-term consequences of drug use.
  - To place eligible juveniles in an intensive supervision program within two weeks of adjudication to ensure offender accountability and community safety.
- To ensure that juvenile offenders carry out all of the terms of the mediation agreements they have worked out with their victims by program completion.

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<sup>6</sup> *Id.* at p. 4.

<sup>7</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>8</sup> *Id.*; see *supra* fn 1.

<sup>9</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>10</sup> *Id.*

## Attachment C: Sample Grant Agreement & General Terms and Conditions

STATE OF CALIFORNIA  
**STANDARD AGREEMENT**  
 STD 213 (Rev 06/03)

AGREEMENT NUMBER <b>BSCC XXX-18</b>
--

REGISTRATION NUMBER
---------------------

1. This Agreement is entered into between the State Agency and the Contractor named below:

STATE AGENCY'S NAME

**BOARD OF STATE AND COMMUNITY CORRECTIONS**

CONTRACTOR'S NAME

2. The term of this Agreement is: July 1, 2018 through June 30, 2019

3. The maximum amount of this Agreement is: \$--  
---

4. The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made a part of the Agreement.

Exhibit A:	Scope of Work	4 pages
Exhibit B:	Budget Detail and Payment Provisions	3 pages
Exhibit C:	GTC 04/2017, General Terms and Conditions	4 pages
Exhibit D:	Special Terms and Conditions	6 pages
Exhibit E:	2017 RSAT Federal Special Conditions	10 pages
Attachment 1:	2018 RSAT Request for Proposals* <i>(by reference)</i>	
Attachment 2:	2018 RSAT Funding Application	xx pages
Appendix A:	2017 RSAT Executive Steering Committee	1 page
Appendix B:	Criteria for Non-Governmental Organizations Receiving RSAT Funds	2 pages

\* Items with an \* are incorporated by reference and available at [www.bscc.ca.gov](http://www.bscc.ca.gov)

**IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.**

### CONTRACTOR

CONTRACTOR'S NAME *(if other than an individual, state whether a corporation, partnership, etc.)*

BY *(Authorized Signature)*

DATE SIGNED *(Do not type)*

PRINTED NAME AND TITLE OF PERSON SIGNING

ADDRESS

### STATE OF CALIFORNIA

AGENCY NAME

**BOARD OF STATE AND COMMUNITY CORRECTIONS**

BY *(Authorized Signature)*

DATE SIGNED *(Do not type)*

PRINTED NAME AND TITLE OF PERSON SIGNING

**MARY JOLLS, Deputy Director**

ADDRESS

2590 Venture Oaks Way, Suite 200  
 Sacramento CA 95833

*California Department of  
 General Services Use Only*

Exempt per: SCM 1, 4.06

**EXHIBIT A**  
**SCOPE OF WORK**

**1. GRANT AGREEMENT – RESIDENTIAL SUBSTANCE ABUSE TREATMENT PROGRAM**

This Grant Agreement is between the State of California Board of State and Community Corrections, hereafter referred to as BSCC and xxx hereafter referred to as Grantee or Contractor.

**2. PROJECT SUMMARY AND ADMINISTRATION**

A. Project Summary here....

B. Grantee agrees to administer the project in accordance with Attachment 1: 2018 RSAT Request for Proposals, which is incorporate by reference, and Attachment 2: 2018 RSAT Funding Application, which is attached and hereto made part of this agreement.

**3. PROJECT OFFICIALS**

A. The BSCC's Executive Director or designee shall be the BSCC's representative for administration of the Grant Agreement and shall have authority to make determinations relating to any controversies that may arise under or in connection with the interpretation, performance, or payment for work performed under this Grant Agreement.

B. The Grantee's project officials shall be those identified as follows:

**Authorized Officer** with legal authority to sign:

Name:

Title:

Address:

Phone:

**Designated Financial Officer** authorized to receive warrants:

Name:

Title:

Address:

Phone:

Fax:

Email:

**Project Director** authorized to administer the project:

Name:

Title:

Address:

Phone:

Fax:

Email:



**EXHIBIT A**  
**SCOPE OF WORK**

- C. Either party may change its project representatives upon written notice to the other party.
- D. By signing this Grant Agreement, the Authorized Officer listed above warrants that he or she has full legal authority to bind the entity for which he or she signs.

**4. DATA COLLECTION**

Grantees will be required to comply with all of the data collection and reporting requirements as described in the 2018 RSAT Request for Proposals.

**5. REPORTING REQUIREMENTS**

- A. Grantee will submit quarterly progress reports, including results for the Federal performance indicators, in a format prescribed by the BSCC. These reports, which will describe progress made on program objectives and include required data, shall be submitted according to the following schedule:

**Progress Report Periods**

**Due no later than:**

- |  |                  |
|--|------------------|
| 1) July 1 through September 30, 2018   | October 15, 2018 |
| 2) October 1 through December 31, 2018 | January 15, 2019 |
| 3) January 1 through March 31, 2019    | April 15, 2019   |
| 4) April 1 through June 30, 2019       | July 15, 2019    |

- B. Grantees will submit a Local Evaluation Plan and a Final Local Evaluation Report as outlined in the Grant Requirements Section of the Request for Proposal.

**Local Evaluation Plan**

**Due: October 1, 2018**

**Final Local Evaluation Report**

**Due: October 1, 2021**

**6. PROJECT RECORDS**

- A. The Grantee shall establish an official file for the project. The file shall contain adequate documentation of all actions taken with respect to the project, including copies of this Grant Agreement, approved program/budget modifications, financial records, and required reports.
- B. The Grantee shall establish separate accounting records and maintain documents and other evidence sufficient to properly reflect the amount, receipt, and disposition of all project funds, including grant funds, any matching funds by the Grantee, and the total cost of the project. Source documentation includes copies of all awards, applications, approved modifications, financial records, and narrative reports.
- C. Personnel and payroll records shall include the time and attendance reports for all individuals reimbursed under the grant, whether they are employed full-time or part-time. Time and effort reports are required for consultants (subcontractors).
- D. The grantee shall maintain documentation of donated goods and/or services, including the basis for valuation.

**EXHIBIT A**  
**SCOPE OF WORK**

- E. Grantee agrees to protect records adequately from fire or other damage. When records are stored away from the Grantee's principal office, a written index of the location of records stored must be on hand and ready access must be assured.
- F. All Grantee records relevant to the project must be preserved a minimum of three (3) years after closeout of the grant project and shall be subject at all reasonable times to inspection, examination, monitoring, copying, excerpting, transcribing, and auditing by the BSCC or designees. If any litigation, claim, negotiation, audit, or other action involving the records has been started before the expiration of the three-year period, the records must be retained until the completion of the action and resolution of all issues which arise from it or until the end of the regular three-year period, whichever is later.

**7. CONFLICT OF INTEREST**

- A. Existing law prohibits any applicant entity, sub-grantee, partner or like party who participated on the 2018 RSAT Executive Steering Committee (ESC). See Appendix A) for receiving funds from the grant for which the ESC was established. Government Code 1090 prohibits participation of financially interested individuals in the ESC process. A person who is "financially interested" includes employees of any governmental, nongovernmental entity or service provider that might receive funding through the applicable grant project. Additionally, a member could be "financially interested" if he or she serves with an organization that might make a contribution to the applicable grant project.
- B. In cases of an actual conflict of interest with an ESC member, the Board may revoke the grant award and legal consequences could exist for the parties involved, including, but not limited to, repayment of the grant award.

**8. AUDIT**

Grantee must submit an audit of expenditures within 120 days following the end of the grant period. Grantees may choose either a program-specific audit or a single federal audit. Federal guidelines allow grantees receiving \$750,000 or more in federal funds in a fiscal year to use their federal justice assistance grant funds to pay for the cost of the audit. Grantees falling below the \$750,000 threshold must use non-federal funds (i.e., match funds) to pay for audit costs. For purposes of this grant award, please check one of the boxes below to indicate the grantee's choice for meeting the audit requirement.

- In conformance with Federal Office of Management and Budget (OMB) CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, and the California State Controller's Accounting Standards and Procedures, Chapter 23, Grant Accounting Index, the Grantee will submit a City/County Single Federal Audit Report as required by § 200.501 of Title 2 of the Code of Federal Regulations. The Audit Report must be submitted to the BSCC within the required timeframe of 120 days from the end of the grant period. NOTE: Should an extension be needed, please provide in advance of the deadline a written justification that indicates the reason(s) for the extension and the timeframe needed.

**EXHIBIT A**  
**SCOPE OF WORK**

**OR**

- In conformance with Federal Office of Management and Budget (OMB) CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, and the California State Controller’s Accounting Standards and Procedures Chapter 23, Grant Accounting Index, the grantee will provide a Program-Specific Final Audit Report to the BSCC within the required timeframe of 120 days from the end of the grant period.

**OR**

- In conformance with Federal Office of Management and Budget (OMB) CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, the non-governmental entity grantee **does not expend \$750,000 or more** in total federal awards during the fiscal year and is therefore, exempt from Federal audit requirements for this grant contract period. However, the entity understands that it must keep and maintain the grant records and make them available for review or audit by appropriate officials of the Federal agency, pass-through agency (i.e., the Board of State and Community Corrections) and Governmental Accountability Office.

**9. DATA UNIVERSAL NUMBERS SYSTEM (DUNS)**

The Contractor/grantee (entity entering into contract with the BSCC) must maintain active registration of their Data Universal Numbers System (DUNS) number, used for this Grant Agreement, throughout the term of the contract. An active DUNS number is also required to remain in compliance with the Federal Funding Accountability and Transparency Act (FFATA), a reporting tool that Federal prime awardees (i.e. prime contractors and prime grants recipients) use to capture and report subaward and executive compensation.

**EXHIBIT B**  
**BUDGET DETAIL AND PAYMENT PROVISIONS**

**1. INVOICING AND PAYMENTS**

- A. The Grantee shall be paid quarterly in arrears by submitting an invoice (Form 201) to the BSCC that outlines actual expenditures claimed for the invoicing period.

**Invoicing Periods**

**Invoice Due Date**

- |  |                  |
|--|------------------|
| 1) July 1 through September 30, 2018   | October 30, 2018 |
| 2) October 1 through December 31, 2018 | January 30, 2019 |
| 3) January 1 through March 31, 2019    | April 30, 2019   |
| 4) April 1 through June 30, 2019       | July 30, 2019    |

- B. The Grantee shall submit an invoice to the BSCC each invoicing period, even if grant funds are not expended or requested during the invoicing period. Supporting documentation must be submitted for expenditures upon BSCC's request. All supporting documentation must be maintained by the grantee on site and be readily available for review during BSCC site visits.

**2. GRANT AMOUNT AND LIMITATION**

- A. In no event shall the BSCC be obligated to pay any amount in excess of the grant award. Grantee waives any and all claims against the BSCC and the State of California and the Federal Government on account of project costs that may exceed the sum of the grant award.
- B. Under no circumstance will a budget item change be authorized that would cause the project to exceed the amount of the grant award identified in this Grant Agreement.
- C. In no event shall changes be authorized for the Indirect Cost line item that would result in that item exceeding the Grantee's approved Indirect Cost Rate Plan or Cost Allocation Plan.

**3. BUDGET CONTINGENCY CLAUSE**

- A. It is mutually agreed that if the Budget Act of the current year and/or any subsequent year covered under this Grant Agreement does not appropriate funds for the purposes of this program, this Grant Agreement shall be of no further force and effect. In this event, the BSCC shall have no liability to pay any funds whatsoever to Grantee or to furnish any other considerations under this Agreement and Grantee shall not be obligated to perform any provisions of this Grant Agreement.
- B. The Grantee will be funded for a three-year cycle, with a non-competitive Request for Application (RFA) for continuation funding to be issued for the second year (July 1, 2019 - June 30, 2020) and the third year (July 1, 2020 - June 30, 2021). Continued funding for the second and third years is contingent on the amount and availability of federal funding and on compliance with the RSAT program requirements. If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, the BSCC shall have the option to either cancel this Grant Agreement with no liability occurring to the BSCC or offer an agreement amendment to Grantee to reflect the reduced amount.
- C. This Grant Agreement is valid and enforceable only if sufficient funds are made available by the United States Congress and the State of California. Grantee agrees

**EXHIBIT B**  
**BUDGET DETAIL AND PAYMENT PROVISIONS**

that the BSCC's obligation to pay any sum to the Grantee under any provision of this agreement is contingent upon the availability of sufficient funds.

**4. PROJECT COSTS**

- A. Grantee is responsible for ensuring that actual expenditures are for eligible project costs. "Eligible" and "ineligible" project costs are set forth in the BSCC Grant Administration Guide which can be found under Quick Links, here:

[http://www.bscc.ca.gov/s\\_correctionsplanningandprograms.php](http://www.bscc.ca.gov/s_correctionsplanningandprograms.php)

The provisions of the BSCC Grant Administration Guide are incorporated by reference into this agreement and Grantee shall be responsible for adhering to the requirements set forth therein. To the extent any of the provisions of the BSCC Grant Administration Guide and this agreement conflict, the language in this agreement shall prevail.

- B. Grantee shall, upon demand, remit to the BSCC any grant funds not expended for eligible project costs or an amount equal to any grant funds expended by the Grantee in violation of the terms, provisions, conditions or commitments of this Grant Agreement.
- C. Grant funds must be used to supplement existing funds for program activities and may not replace (supplant) non-state/state grant funds that have been appropriated for the same purpose. Potential supplanting will be the subject of grant monitoring. Violations can result in a range of penalties (e.g., recoupment of monies provided under this grant, suspension of future program funding through BSCC grants, and civil/criminal penalties).

**5. PROMPT PAYMENT CLAUSE**

Payment will be made in accordance with, and within the time specified in, Government Code Chapter 4.5, commencing with Section 927.

**6. WITHHOLDING OF GRANT DISBURSEMENTS**

- A. The BSCC may withhold all or any portion of the grant funds provided by this Grant Agreement in the event the Grantee has materially and substantially breached the terms and conditions of this Grant Agreement.
- B. At such time as the balance of state funds allocated to the Grantee reaches five percent (5%), the BSCC may withhold that amount as security, to be released to the Grantee upon compliance with all grant provisions, including:
- 1) submittal and approval of the final invoice;
  - 2) submittal and approval of the final progress report;
  - 3) submittal and approval of any additional required reports; and
  - 4) submittal and approval of the final audit of expenditures.
- C. The BSCC will not reimburse Grantee for costs identified as ineligible for grant funding. If grant funds have been provided for costs subsequently deemed ineligible, the BSCC may either withhold an equal amount from future payments to the Grantee or require repayment of an equal amount to the State by the Grantee.
- D. In the event that grant funds are withheld from the Grantee, the BSCC's Executive Director or designee shall notify the Grantee of the reasons for withholding and advise

**EXHIBIT B  
BUDGET DETAIL AND PAYMENT PROVISIONS**

the Grantee of the time within which the Grantee may remedy the failure or violation leading to the withholding.

**7. PROJECT BUDGET**

<b>LINE ITEM</b>	<b>A. GRANT FUNDS</b>	<b>B. CASH MATCH</b>	<b>C. IN-KIND MATCH</b>	<b>D. TOTAL (A + B + C)</b>
1. Salaries and Benefits	\$0	\$0	\$0	\$0
2. Services and Supplies	\$0	\$0	\$0	\$0
3. Professional Services	\$0	\$0	\$0	\$0
4. Community-Based/Non-Governmental Organizations (CBO/NGO) Contracts	\$0	\$0	\$0	\$0
5. Indirect Costs	\$0	\$0	\$0	\$0
6. Equipment/Fixed Assets	\$0	\$0	\$0	\$0
7. Project Evaluation	\$0	\$0	\$0	\$0
9. Other (Travel, Training, etc.)	\$0	\$0	\$0	\$0
<b>TOTAL</b>	\$0	\$0	\$0	\$0

SAMPLE GRANT AGREEMENT

**EXHIBIT C**  
**GENERAL TERMS AND CONDITIONS**

**GTC 04/2017: GENERAL TERMS AND CONDITIONS**

1. **APPROVAL:** This Agreement is of no force or effect until signed by both parties and approved by the Department of General Services, if required. Contractor may not commence performance until such approval has been obtained.
2. **AMENDMENT:** No amendment or variation of the terms of this Agreement shall be valid unless made in writing, signed by the parties and approved as required. No oral understanding or Agreement not incorporated in the Agreement is binding on any of the parties.
3. **ASSIGNMENT:** This Agreement is not assignable by the Contractor, either in whole or in part, without the consent of the State in the form of a formal written amendment.
4. **AUDIT:** Contractor agrees that the awarding department, the Department of General Services, the Bureau of State Audits, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. Contractor agrees to maintain such records for possible audit for a minimum of three (3) years after final payment, unless a longer period of records retention is stipulated. Contractor agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, Contractor agrees to include a similar right of the State to audit records and interview staff in any subcontract related to performance of this Agreement. (Gov. Code §8546.7, Pub. Contract Code §10115 et seq., CCR Title 2, Section 1896).
5. **INDEMNIFICATION:** Contractor agrees to indemnify, defend and save harmless the State, its officers, agents and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, suppliers, laborers, and any other person, firm or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this Agreement, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by Contractor in the performance of this Agreement.
6. **DISPUTES:** Contractor shall continue with the responsibilities under this Agreement during any dispute.
7. **TERMINATION FOR CAUSE:** The State may terminate this Agreement and be relieved of any payments should the Contractor fail to perform the requirements of this Agreement at the time and in the manner herein provided. In the event of such termination the State may proceed with the work in any manner deemed proper by the State. All costs to the State shall be deducted from any sum due the Contractor under this Agreement and the balance, if any, shall be paid to the Contractor upon demand.
8. **INDEPENDENT CONTRACTOR:** Contractor, and the agents and employees of Contractor, in the performance of this Agreement, shall act in an independent capacity and not as officers or employees or agents of the State.

**EXHIBIT C**  
**GENERAL TERMS AND CONDITIONS**

**9. RECYCLING CERTIFICATION:** The Contractor shall certify in writing under penalty of perjury, the minimum, if not exact, percentage of post-consumer material as defined in the Public Contract Code Section 12200, in products, materials, goods, or supplies offered or sold to the State regardless of whether the product meets the requirements of Public Contract Code Section 12209. With respect to printer or duplication cartridges that comply with the requirements of Section 12156(e), the certification required by this subdivision shall specify that the cartridges so comply (Pub. Contract Code §12205).

**10. NON-DISCRIMINATION CLAUSE:** During the performance of this Agreement, Contractor and its subcontractors shall not deny the contract's benefits to any person on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status, nor shall they discriminate unlawfully against any employee or applicant for employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status. Contractor shall insure that the evaluation and treatment of employees and applicants for employment are free of such discrimination. Contractor and subcontractors shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code §12900 et seq.), the regulations promulgated thereunder (Cal. Code Regs., tit. 2, §11000 et seq.), the provisions of Article 9.5, Chapter 1, Part 1, Division 3, Title 2 of the Government Code (Gov. Code §§11135-11139.5), and the regulations or standards adopted by the awarding state agency to implement such article. Contractor shall permit access by representatives of the Department of Fair Employment and Housing and the awarding state agency upon reasonable notice at any time during the normal business hours, but in no case less than 24 hours' notice, to such of its books, records, accounts, and all other sources of information and its facilities as said Department or Agency shall require to ascertain compliance with this clause. Contractor and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement. (See Cal. Code Regs., tit. 2, §11105.)

Contractor shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the Agreement.

**11. CERTIFICATION CLAUSES:** The CONTRACTOR CERTIFICATION CLAUSES contained in the document CCC 04/2017

(<http://www.dgs.ca.gov/ols/Resources/StandardContractLanguage.aspx>) are hereby incorporated by reference and made a part of this Agreement by this reference as if attached hereto.

**12. TIMELINESS:** Time is of the essence in this Agreement.

**13. COMPENSATION:** The consideration to be paid Contractor, as provided herein, shall be in compensation for all of Contractor's expenses incurred in the performance hereof, including travel, per diem, and taxes, unless otherwise expressly so provided.



**EXHIBIT C**  
**GENERAL TERMS AND CONDITIONS**

**14. GOVERNING LAW:** This contract is governed by and shall be interpreted in accordance with the laws of the State of California.

**15. ANTITRUST CLAIMS:** The Contractor by signing this agreement hereby certifies that if these services or goods are obtained by means of a competitive bid, the Contractor shall comply with the requirements of the Government Codes Sections set out below.

A. The Government Code Chapter on Antitrust claims contains the following definitions:

- 1) "Public purchase" means a purchase by means of competitive bids of goods, services, or materials by the State or any of its political subdivisions or public agencies on whose behalf the Attorney General may bring an action pursuant to subdivision (c) of Section 16750 of the Business and Professions Code.
- 2) "Public purchasing body" means the State or the subdivision or agency making a public purchase. Government Code Section 4550.

B. In submitting a bid to a public purchasing body, the bidder offers and agrees that if the bid is accepted, it will assign to the purchasing body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2 (commencing with Section 16700) of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, materials, or services by the bidder for sale to the purchasing body pursuant to the bid. Such assignment shall be made and become effective at the time the purchasing body tenders final payment to the bidder. Government Code Section 4552.

C. If an awarding body or public purchasing body receives, either through judgment or settlement, a monetary recovery for a cause of action assigned under this chapter, the assignor shall be entitled to receive reimbursement for actual legal costs incurred and may, upon demand, recover from the public body any portion of the recovery, including treble damages, attributable to overcharges that were paid by the assignor but were not paid by the public body as part of the bid price, less the expenses incurred in obtaining that portion of the recovery. Government Code Section 4553.

D. Upon demand in writing by the assignor, the assignee shall, within one year from such demand, reassign the cause of action assigned under this part if the assignor has been or may have been injured by the violation of law for which the cause of action arose and (a) the assignee has not been injured thereby, or (b) the assignee declines to file a court action for the cause of action. See Government Code Section 4554.

**16. CHILD SUPPORT COMPLIANCE ACT:** For any Agreement in excess of \$100,000, the contractor acknowledges in accordance with Public Contract Code 7110, that:

A. The contractor recognizes the importance of child and family support obligations and shall fully comply with all applicable state and federal laws relating to child and family support enforcement, including, but not limited to, disclosure of information and compliance with earnings assignment orders, as provided in Chapter 8 (commencing with section 5200) of Part 5 of Division 9 of the Family Code; and

**EXHIBIT C**  
**GENERAL TERMS AND CONDITIONS**

B. The contractor, to the best of its knowledge is fully complying with the earnings assignment orders of all employees and is providing the names of all new employees to the New Hire Registry maintained by the California Employment Development Department.

**17. UNENFORCEABLE PROVISION:** In the event that any provision of this Agreement is unenforceable or held to be unenforceable, then the parties agree that all other provisions of this Agreement have force and effect and shall not be affected thereby.

**18. PRIORITY HIRING CONSIDERATIONS:** If this Contract includes services in excess of \$200,000, the Contractor shall give priority consideration in filling vacancies in positions funded by the Contract to qualified recipients of aid under Welfare and Institutions Code Section 11200 in accordance with Pub. Contract Code §10353.

**19. SMALL BUSINESS PARTICIPATION AND DVBE PARTICIPATION REPORTING REQUIREMENTS:**

A. If for this Contract Contractor made a commitment to achieve small business participation, then Contractor must within 60 days of receiving final payment under this Contract (or within such other period as may be specified elsewhere in this Contract) report to the awarding department the actual percentage of small business participation that was achieved. (Govt. Code § 14841.)

B. If for this Contract Contractor made a commitment to achieve disabled veteran business enterprise (DVBE) participation, then Contractor must within 60 days of receiving final payment under this Contract (or within such other time period as may be specified elsewhere in this Contract) certify in a report to the awarding department: (1) the total amount the prime Contractor received under the Contract; (2) the name and address of the DVBE(s) that participated in the performance of the Contract; (3) the amount each DVBE received from the prime Contractor; (4) that all payments under the Contract have been made to the DVBE; and (5) the actual percentage of DVBE participation that was achieved. A person or entity that knowingly provides false information shall be subject to a civil penalty for each violation. (Mil. & Vets. Code § 999.5(d); Govt. Code § 14841.)

**20. LOSS LEADER:** If this contract involves the furnishing of equipment, materials, or supplies then the following statement is incorporated: It is unlawful for any person engaged in business within this state to sell or use any article or product as a "loss leader" as defined in Section 17030 of the Business and Professions Code. [PCC 10344(e).]

**EXHIBIT D**  
**SPECIAL TERMS AND CONDITIONS**

**1. GRANTEE'S GENERAL RESPONSIBILITY**

- A. Grantee agrees to comply with all terms and conditions of this Grant Agreement. Review and approval by the BSCC is solely for the purpose of proper administration of grant funds and shall not be deemed to relieve or restrict the Grantee's responsibility.
- B. Grantee is responsible for the performance of all project activities identified in Attachment 1: 2018 RSAT Request for Proposals and Attachment 2: 2018 RSAT Funding Application.
- C. Grantee shall immediately advise the BSCC of any significant problems or changes that arise during the course of the project.

**2. GRANTEE ASSURANCES AND COMMITMENTS**

- A. Compliance with Laws and Regulations  
This Grant Agreement is governed by and shall be interpreted in accordance with the laws of the State of California. Grantee shall at all times comply with all applicable state laws, rules and regulations, and all applicable local ordinances.
- B. Compliance with Federal Laws and Regulations  
The Grantee hereby assures and certifies compliance with all federal statutes, regulations, policies, guidelines and requirements, including the 2017 RSAT Federal Special Conditions, which are included in this Grant Agreement as Exhibit E.
- C. Fulfillment of Assurances and Declarations  
Grantee shall fulfill all assurances, declarations, representations, and statements made by the Grantee in Attachment 1: 2018 RSAT Request for Proposals and Attachment 2: 2018 RSAT Funding Application, documents, amendments, approved modifications, and communications filed in support of its request for grant funds.
- D. Permits and Licenses  
Grantee agrees to procure all permits and licenses necessary to complete the project, pay all charges and fees, and give all notices necessary or incidental to the due and lawful proceeding of the project work.

**3. POTENTIAL SUBCONTRACTORS**

- A. In accordance with the provisions of this Grant Agreement, the Grantee may subcontract with providers for services needed to implement and/or support program activities. Grantee agrees that in the event of any inconsistency between this Grant Agreement and Grantee's agreement with a subcontractor, the language of this Grant Agreement will prevail.
- B. Nothing contained in this Grant Agreement, or otherwise, shall create any contractual relation between the BSCC and any subcontractors, and no subcontract shall relieve the Grantee of its responsibilities and obligations hereunder. The Grantee agrees to be as fully responsible to the BSCC for the acts and omissions of its subcontractors

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**SPECIAL TERMS AND CONDITIONS**

and of persons either directly or indirectly employed by any of them as it is for the acts and omissions of persons directly employed by the Grantee. The Grantee's obligation to pay its subcontractors is an independent obligation from the BSCC's obligation to make payments to the Grantee. As a result, the BSCC shall have no obligation to pay or to enforce the payment of any monies to any subcontractor.

- C. Grantee shall ensure that all subcontractors comply with all requirements of this Grant Agreement.
- D. Grantee assures that for any subcontract awarded by the Grantee, such as insurance and fidelity bonds, as is customary and appropriate, will be obtained.
- E. Grantee agrees to place appropriate language in all subcontracts for work on the project requiring the Grantee's subcontractors to:

1) Books and Records

Maintain adequate fiscal and project books, records, documents, and other evidence pertinent to the subcontractor's work on the project in accordance with generally accepted accounting principles. Adequate supporting documentation shall be maintained in such detail so as to permit tracing transactions from the invoices, to the accounting records, to the supporting documentation. These records shall be maintained for a minimum of three (3) years after the acceptance of the project's final audit of expenditures under the Grant Agreement, and shall be subject to examination and/or audit by the BSCC or designees, state government auditors or designees.

2) Access to Books and Records

Make such books, records, supporting documentations, and other evidence available to the BSCC or designee, the Department of General Services, the Department of Finance, the California State Auditor and their designated representatives during the course of the project and for a minimum of three (3) years after acceptance of the project's final audit of expenditures. The Subcontractor shall provide suitable facilities for access, monitoring, inspection, and copying of books and records related to the grant-funded project.

**4. PROJECT ACCESS**

Grantee shall ensure that the BSCC, or any authorized representative, will have suitable access to project activities, sites, staff and documents at all reasonable times during the grant period including those maintained by subcontractors. Access to program records will be made available by both the grantee and the subcontractor for a period of three (3) years following the end of the project period.

**5. ACCOUNTING AND AUDIT REQUIREMENTS**

All funds received by the Grantee shall be deposited into separate fund accounts which identify the funds and clearly show the manner of their disposition. Grantee agrees that

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**SPECIAL TERMS AND CONDITIONS**

the audit and accounting procedures shall be in accordance with generally accepted government accounting principles and practices (see Accounting Standards and Procedures for Counties, California State Controller, Division of Local Government Fiscal Affairs) and adequate supporting documentation shall be maintained in such detail so as to provide an audit trail which will permit tracing transactions from support documentation to the accounting records to the financial reports and invoices. The Grantee further agrees to the following audit requirements:

**A. Federal Single Audit Act**

If the Grantee expends \$750,000 or more in a year in federal funds, Grantee agrees to comply with the provisions pursuant to the Federal Office of Management and Budget (OMB) CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. CFR Part 200 requires non-federal entities that meet the expenditure criteria to have either a single or program-specific audit conducted for that expenditure year.

**B. Interim Audit**

The BSCC reserves the right to call for a program audit or a system audit at any time between the execution of this Grant Agreement and the completion or termination of the project. At any time, the BSCC may disallow all or part of the cost of the activity or action determined to not be in compliance with the terms and conditions of this Grant Agreement, or take other remedies legally available.

**C. Annual Audit**

- 1) Within 120 calendar days of this Grant Agreement end date, all Grantees must obtain and submit an annual program audit to the BSCC. Only Grantees expending \$750,000 or more in a year are authorized to use federal funds to pay the costs associated with performing the audit. Should the federal single audit report include this grant project, the Grantee may submit the federal single audit to satisfy the annual audit requirement. The audit shall be prepared in accordance with generally accepted auditing standards and government auditing standards for financial and compliance audits.
- 2) Since the audit function must maintain organizational independence, the Grantee's financial officer for this project shall not perform the annual audit. If the Grantee's internal auditor performs the audit, the auditor must be organizationally independent from the Grantee's accounting and project management functions. Additionally, Grantee's internal auditors who report to the financial officer, or to whom the financial officer reports, shall not perform the audit. The person conducting the audit shall be a certified public accountant, unless a Grantee auditor completes the audit.

**6. Debarment, Fraud, Theft or Embezzlement**

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

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

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

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

All Grantees must have on file with the BSCC a completed and signed Certification of Compliance with BSCC Policies on Debarment, Fraud, Theft and Embezzlement (Required as Attachment E of the original Proposal Package).

**7. MODIFICATIONS**

No change or modification in the project will be permitted without prior written approval from the BSCC. Changes may include modification to project scope, changes to performance measures, compliance with collection of data elements, and other significant changes in the budget or program components contained in the Attachment 1: 2018 RSAT Request for Proposals and Attachment 2: 2018 RSAT Funding Application. Changes shall not be implemented by the project until authorized by the BSCC.

**8. TERMINATION**

- A. This Grant Agreement may be terminated by the BSCC at any time after grant award and prior to completion of project upon action or inaction by the Grantee that constitutes a material and substantial breach of this Grant Agreement. Such action or inaction includes, but is not limited to:
- 1) substantial alteration of the scope of the grant project without prior written approval of the BSCC;
  - 2) refusal or inability to complete the grant project in a manner consistent with Attachment 1: 2018 RSAT Request for Proposals and Attachment 2: 2018 RSAT Funding Application, or approved modifications;
  - 3) failure to provide the required local match share of the total project costs; and
  - 4) failure to meet prescribed assurances, commitments, recording, accounting, auditing, and reporting requirements of the Grant Agreement.

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**SPECIAL TERMS AND CONDITIONS**

- B. Prior to terminating the Grant Agreement under this provision, the BSCC shall provide the Grantee at least 30 calendar days written notice stating the reasons for termination and effective date thereof. The Grantee may appeal the termination decision in accordance with the instructions listed in Exhibit D: Special Terms and Conditions, Number 9. Settlement of Disputes.

**9. SETTLEMENT OF DISPUTES**

- A. The parties shall deal in good faith and attempt to resolve potential disputes informally. If the dispute persists, the Grantee shall submit to the BSCC Corrections Planning and Grant Programs Division Deputy Director a written demand for a final decision regarding the disposition of any dispute between the parties arising under, related to, or involving this Grant Agreement. Grantee's written demand shall be fully supported by factual information. The BSCC Corrections Planning and Grant Programs Division Deputy Director shall have 30 days after receipt of Grantee's written demand invoking this Section "Disputes" to render a written decision. If a written decision is not rendered within 30 days after receipt of the Grantee's demand, it shall be deemed a decision adverse to the Grantee's contention. If the Grantee is not satisfied with the decision of the BSCC Corrections Planning and Grant Programs Division Deputy Director, the Grantee may appeal the decision, in writing, within 15 days of its issuance (or the expiration of the 30 day period in the event no decision is rendered), to the BSCC Executive Director, who shall have 45 days to render a final decision. If the Grantee does not appeal the decision of the BSCC Corrections Planning and Programs Division Deputy Director, the decision shall be conclusive and binding regarding the dispute and the Contractor shall be barred from commencing an action in court, or with the Victims Compensation Government Claims Board, for failure to exhaust Grantee's administrative remedies.
- B. Pending the final resolution of any dispute arising under, related to or involving this Grant Agreement, Grantee agrees to diligently proceed with the performance of this Grant Agreement, including the providing of services in accordance with the Grant Agreement. Grantee's failure to diligently proceed in accordance with the State's instructions regarding this Grant Agreement shall be considered a material breach of this Grant Agreement.
- C. Any final decision of the State shall be expressly identified as such, shall be in writing, and shall be signed by the Executive Director, if an appeal was made. If the Executive Director fails to render a final decision within 45 days after receipt of the Grantee's appeal for a final decision, it shall be deemed a final decision adverse to the Grantee's contentions. The State's final decision shall be conclusive and binding regarding the dispute unless the Grantee commences an action in a court of competent jurisdiction to contest such decision within 90 days following the date of the final decision or one (1) year following the accrual of the cause of action, whichever is later.
- D. The dates of decision and appeal in this section may be modified by mutual consent, as applicable, excepting the time to commence an action in a court of competent jurisdiction.

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**10. WAIVER**

The parties hereto may waive any of their rights under this Grant Agreement unless such waiver is contrary to law, provided that any such waiver shall be in writing and signed by the party making such waiver.

SAMPLE  
Attachment C-4  
GRANT  
AGREEMENT



**EXHIBIT E**  
**2017 RSAT FEDERAL SPECIAL CONDITIONS**

**1. Requirements of the award; remedies for non-compliance or for materially false statements**

The conditions of this award are material requirements of the award. Compliance with any certifications or assurances submitted by or on behalf of the recipient that relate to conduct during the period of performance also is a material requirement of this award.

Failure to comply with any one or more of these award requirements -- whether a condition set out in full below, a condition incorporated by reference below, or a certification or assurance related to conduct during the award period may result in the Office of Justice Programs ("OJP") taking appropriate action with respect to the recipient and the award. Among other things, the OJP may withhold award funds, disallow costs, or suspend or terminate the award. The Department of Justice ("DOJ"), including OJP, also may take other legal action as appropriate.

Any materially false, fictitious, or fraudulent statement to the federal government related to this award (or concealment or omission of a material fact) may be the subject of criminal prosecution (including under 18 U.S.C. 1001 and/or 1621, and/or 42 U.S.C. 3795a), and also may lead to imposition of civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. 3729-3730 and 3801-3812).

Should any provision of a requirement of this award be held to be invalid or unenforceable by its terms, that provision shall first be applied with a limited construction so as to give it the maximum effect permitted by law. Should it be held, instead, that the provision is utterly invalid or -unenforceable, such provision shall be deemed severable from this award.

**2. Applicability of Part 200 Uniform Requirements**

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by the Department of Justice (DOJ) in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements") apply to this 2017 award from the Office of Justice Programs (OJP).

The Part 200 Uniform Requirements were first adopted by DOJ on December 26, 2014. If this 2017 award supplements funds previously awarded by OJP under the same award number (e.g., funds awarded in 2014 or earlier years), the Part 200 Uniform Requirements apply with respect to all funds under that award number (regardless of the award date, and regardless of whether derived from the initial award or a supplemental award) that are obligated on or after the acceptance date of this 2017 award.

For more information and resources on the Part 200 Uniform Requirements as they relate to OJP awards and subawards ("subgrants"), see the Office of Justice Programs (OJP) website at:

<http://ojp.gov/funding/Part200UniformRequirements.htm>.

In the event that an award-related question arises from documents or other materials prepared or distributed by OJP that may appear to conflict with, or differ in some way from, the provisions of the Part 200 Uniform Requirements, the recipient is to contact OJP promptly for clarification.

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**2017 RSAT FEDERAL SPECIAL CONDITIONS**

**3. Compliance with DOJ Grants Financial Guide**

The Grantee agrees to comply with the Department of Justice Grants Financial Guide as posted on the OJP website (currently, the "DOJ Grants Financial Guide, effective December 2017"), including any updated version that may be posted during the period of performance. The DOJ Grants Financial Guide is accessible at:

[https://ojp.gov/financialguide/DOJ/pdfs/DOJ\\_FinancialGuide.pdf](https://ojp.gov/financialguide/DOJ/pdfs/DOJ_FinancialGuide.pdf)

**4. Requirement to report potentially duplicative funding**

If the Grantee currently has other active awards of federal funds, or if the recipient receives any other award of federal funds during the period of performance for this award, the recipient promptly must determine whether funds from any of those other federal awards have been, are being, or are to be used (in whole or in part) for one or more of the identical cost items for which funds are provided under this award. If so, the recipient will promptly notify, in writing, the grant manager for this OJP award.

**5. Requirements related to System for Award Management and Unique Entity Identifiers**

The Grantee must comply with applicable requirements regarding the System for Award Management (SAM), currently accessible at <http://www.sam.gov>. This includes applicable requirements regarding registration with SAM, as well as maintaining the currency of information in SAM.

The Grantee acknowledges and agrees to comply with any request related to the BSCC's requirement to comply with applicable restrictions on subawards ("subgrants") to first-tier subrecipients (first-tier "subgrantees"), including restrictions on subawards to entities that do not acquire and provide (to the recipient) the unique entity identifier required for SAM registration.

The details of all obligations related to SAM and to unique entity identifiers are posted on the OJP web site at <http://ojp.gov/funding/Explore/SAM.htm> (Award condition: System for Award Management (SAM) and Universal Identifier Requirements), and are incorporated by reference here.

**6. All subawards ("subgrants") must have specific federal authorization**

The Grantee, and any subgrantee at any tier, must comply with all applicable requirements for authorization of any subaward. This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a "subaward" (and therefore does not consider a procurement "contract").

The details of the requirement for authorization of any subaward are posted on the OJP web site at <http://ojp.gov/funding/Explore/SubawardAuthorization.htm> (Award condition: Award Condition: All subawards ("subgrants") must have specific federal authorization), and are incorporated by reference here.

**7. Specific post-award approval required to use a noncompetitive approach in any procurement contract that would exceed \$150,000**

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**2017 RSAT FEDERAL SPECIAL CONDITIONS**

The Grantee, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements to obtain specific advance approval to use a noncompetitive approach in any procurement contract that would exceed the Simplified Acquisition Threshold (currently, \$150,000). This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a procurement "contract" (and therefore does not consider a subaward).

The details of the requirement for advance approval to use a noncompetitive approach in a procurement contract under an OJP award are posted on the OJP web site at

<http://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm>. (Award condition: Specific post-award approval required to use a noncompetitive approach in a procurement contract (if contract would exceed \$150,000), and are incorporated by reference here.

8. Requirements pertaining to prohibited conduct related to trafficking in persons (including reporting requirements and OJP authority to terminate award)

The Grantee, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of recipients, subrecipients ("subgrantees"), or individuals defined (for purposes of this condition) as "employees" of the recipient or of any subrecipient.

The details of the recipient's obligations related to prohibited conduct related to trafficking in persons are posted on the OJP web site at <http://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm> (Award condition: Prohibited conduct by recipients and subrecipients related to trafficking in persons (including reporting requirements and OJP authority to terminate award) ), and are incorporated by reference here.

9. Compliance with applicable rules regarding approval, planning, and reporting of conferences, meetings, trainings, and other events

The Grantee and any subrecipient ("subgrantee") at any tier, must comply with all applicable laws, regulations, policies, and official DOJ guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (as that term is defined by DOJ), including the provision of food and/or beverages at such conferences, and costs of attendance at such conferences.

Information on the pertinent DOJ definition of conferences and the rules applicable to this award appears in the DOJ Grants Financial Guide (currently, as section 3.10 of "Postaward Requirements" in the "DOJ Grants Financial Guide, effective December 2017" accessible at: [https://ojp.gov/financialguide/DOJ/pdfs/DOJ\\_FinancialGuide.pdf](https://ojp.gov/financialguide/DOJ/pdfs/DOJ_FinancialGuide.pdf)).

10. Requirement for data on performance and effectiveness under the award

The Grantee acknowledges and agrees to comply with any request related to the BSCC's requirement to collect and maintain data that measure the performance and effectiveness

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**2017 RSAT FEDERAL SPECIAL CONDITIONS**

of activities under this award. The data must be provided to OJP in the manner (including within the timeframes) specified by OJP in the program solicitation or other applicable written guidance. Data collection supports compliance with the Government Performance and Results Act (GPRA) and the GPRA Modernization Act, and other applicable laws.

**11. OJP Training Guiding Principles**

Any training or training materials that the Grantee -- or any subrecipient ("subgrantee") at any tier -- develops or delivers with OJP award funds must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at <http://ojp.gov/funding/ojptrainingguidingprinciples.htm>.

**12. Effect of failure to address audit issues**

The Grantee understands and agrees that the DOJ awarding agency (OJP or OVW, as appropriate) may withhold award funds, or may impose other related requirements, if (as determined by the DOJ awarding agency) the recipient does not satisfactorily and promptly address outstanding issues from audits required by the Part 200 Uniform Requirements (or by the terms of this award), or other outstanding issues that arise in connection with audits, investigations, or reviews of DOJ awards.

**13. Potential imposition of additional requirements**

The Grantee agrees to comply with any additional requirements that may be imposed by the DOJ awarding agency (OJP or OVW, as appropriate) during the period of performance for this award, if the recipient is designated as "highrisk" for purposes of the DOJ high-risk grantee list.

**14. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 42**

The Grantee, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 42, specifically including any applicable requirements in Subpart E of 28 C.F.R. Part 42 that relate to an equal employment opportunity program.

**15. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 54**

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 54, which relates to nondiscrimination of the basis of sex in certain "education programs."

**16. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 38**

The Grantee, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 38, specifically including any applicable requirements regarding written notice to program beneficiaries and prospective program beneficiaries. Part 38 of 28 C.F.R., a DOJ regulation, was amended effective May 4, 2016.

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Among other things, 28 C.F.R. Part 38 includes rules that prohibit specific forms of discrimination on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice. Part 38 also sets out rules and requirements that pertain to Grantee and subrecipient ("subgrantee") organizations that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to recipients and subrecipients that are faith-based or religious organizations.

The text of the regulation, now entitled "Partnerships with Faith-Based and Other Neighborhood Organizations," is available via the Electronic Code of Federal Regulations (currently accessible at <https://www.ecfr.gov>), by browsing to Title 28-Judicial Administration, Chapter 1, Part 38, under e-CFR "current" data.

**17. Restrictions on "lobbying"**

Federal funds may not be used by the Grantee, or any subgrantee at any tier, either directly or indirectly, to support or oppose the enactment, repeal, modification or adoption of any law, regulation, or policy, at any level of government.

Should any question arise as to whether a particular use of Federal funds by a Grantee (or subgrantee) would or might fall within the scope of this prohibition, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

**18. Compliance with general appropriations-law restrictions on the use of federal funds (FY 2017)**

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions, including from various "general provisions" in the Consolidated Appropriations Act, 2017, are incorporated by reference and are set out at <https://ojp.gov/funding/Explore/FY17AppropriationsRestrictions.htm>.

Should a question arise as to whether a particular use of federal funds by a Grantee (or a subrecipient) would or might fall within the scope of an appropriations-law restriction, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

**19. Reporting Potential Fraud, Waste, and Abuse, and Similar Misconduct**

The Grantee and any subrecipients ("subgrantees") must promptly refer to the DOJ Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, subrecipient, contractor, subcontractor, or other person has, in connection with funds under this award -- (1) submitted a claim that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct.

Potential fraud, waste, abuse, or misconduct involving or relating to funds under this award should be reported to the OIG by-- (1) mail directed to: Office of the Inspector General, U.S. Department of Justice, Investigations Division, 950 Pennsylvania Avenue, N.W. Room 4706, Washington, DC 20530; (2) e-mail to: [oig.hotline@usdoj.gov](mailto:oig.hotline@usdoj.gov); and/or (3) the DOJ OIG

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hotline: (contact information in English and Spanish) at (800) 869-4499 (phone) or (202) 616-9881 (fax).

Additional information is available from the DOJ OIG website at <http://www.usdoj.gov/oig>.

**20. Restrictions and certifications regarding non-disclosure agreements and related matters**

No Grantee or subgrantee under this award, or entity that receives a procurement contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

The foregoing is not intended, and shall not be understood by the agency making this award, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

- 1) In accepting this award, the Grantee--
  - a. represents that it neither requires nor has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and
  - b. certifies that, if it learns or is notified that it is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.
- 2) If the Grantee does or is authorized under this award to make subgrants, procurement contracts, or both--
  - a. it represents that--
    - (1) it has determined that no other entity that the Grantee's application proposes may or will receive award funds (whether through a subgrant, procurement contract, or subcontract under a procurement contract) either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and
    - (2) it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and

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- b. it certifies that, if it learns or is notified that any subgrantee or subcontractor entity that receives funds under this award is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds to or by that entity, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

**21. Compliance with 41 U.S.C. 4712 (including prohibitions on reprisal; notice to employees)**

The Grantee must comply with, and is subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant.

The Grantee also must inform its employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.

Should a question arise as to the applicability of the provisions of 41 U.S.C. 4712 to this award, the recipient is to contact the DOJ awarding agency (OJP or OVW, as appropriate) for guidance.

**22. Encouragement of policies to ban text messaging while driving**

Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), DOJ encourages Grantees and subgrantees to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this award, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

**23. The Grantee agrees that federal funds under this award will be used to supplement but not supplant state or local government funds.**

**24. The State/Territory (State) will coordinate the design and implementation of treatment programs between State correctional representatives and the State alcohol and drug abuse agency (and, if appropriate, between representatives of local correctional agencies and representatives of either the State alcohol and drug abuse agency or any appropriate local alcohol and drug abuse agency, especially where there is opportunity to coordinate with initiatives funded through the Justice Assistance Grant (JAG) program).**

**25. The Grantee agrees that grant funds may be used to pay for data collection, analysis, and report preparation only if that activity is associated with federal reporting requirements. Other data collection, analysis, and evaluation activities are not allowable uses of grant funds.**

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- 26.** The State/Territory (State) will implement or continue to require urinalysis or other proven reliable forms of testing of individuals in correctional residential substance abuse treatment programs. Such testing shall include individuals released from residential substance abuse treatment programs who remain in the custody of the State.
- 27.** Program income (as defined in the Part 200 Uniform Requirements) must be used in accordance with the provisions of the Part 200 Uniform Requirements. Program income earnings and expenditures both must be reported on the quarterly Federal Financial Report, SF 425.
- 28.** With respect to this award, federal funds may not be used to pay cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that exceeds 110% of the maximum annual salary payable to a member of the federal government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. (An award recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-federal funds.)
- This limitation on compensation rates allowable under this award may be waived on an individual basis at the discretion of the OJP official indicated in the program announcement under which this award is made.
- 29.** The Grantee acknowledges and agrees to comply with any request related the BSCC's requirement to comply with applicable requirements to report first-tier subawards of \$25,000 or more and, in certain circumstances, to report the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients of award funds. Such data will be submitted to the FFATA Subaward Reporting System (FSRS). The details of recipient obligations, which derive from the Federal Funding Accountability and Transparency Act of 2006 (FFATA), are posted on the Office of Justice Programs web site at:  
<http://ojp.gov/funding/Explore/FFATA.htm> (Award condition: Reporting Subawards and Executive Compensation), and are incorporated by reference here. This condition, and its reporting requirement, does not apply to grant awards made to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).
- 30.** The Grantee agrees to submit to the BSCC for BJA review and approval any curricula, training materials, proposed publications, reports, or any other written materials that will be published, including web-based materials and web site content, through funds from this grant at least thirty (30) working days prior to the targeted dissemination date. Any written, visual, or audio publications, with the exception of press releases, whether published at the grantee's or government's expense, shall contain the following statements: "This project was supported by Grant No. 2017-RT-BX-0044 awarded by the Bureau of Justice Assistance. The Bureau of Justice Assistance is a component of the Department of Justice's Office of Justice Programs, which also includes the Bureau of Justice Statistics, the National Institute of Justice, the Office of Juvenile Justice and Delinquency Prevention, the Office for Victims of Crime, and the SMART Office. Points of view or opinions in this document are those of the author and do not necessarily represent the official position or policies of the



**EXHIBIT E**  
**2017 RSAT FEDERAL SPECIAL CONDITIONS**

U.S. Department of Justice." The current edition of the DOJ Grants Financial Guide provides guidance on allowable printing and publication activities.

- 31.** Approval of this award does not indicate approval of any consultant rate in excess of \$650 per day. A detailed justification must be submitted to and approved by the Office of Justice Programs (OJP) program office prior to obligation or expenditure of such funds.
- 32.** The Grantee understands and agrees that, to the extent that substance abuse treatment and related services are funded by this award, they will include needed treatment and services to address opioid abuse reduction.
- 33.** The Grantee agrees to comply with OJP grant monitoring guidelines, protocols, and procedures, and to cooperate with OJP (including the grant manager for this award and the Office of Chief Financial Officer (OCFO)) on all grant monitoring requests, including requests related to desk reviews, enhanced programmatic desk reviews, and/or site visits. The recipient agrees to provide to OJP all documentation necessary to complete monitoring tasks, including documentation related to any subawards made under this award. Further, the recipient agrees to abide by reasonable deadlines set by OJP for providing the requested documents. Failure to cooperate with OJP's grant monitoring activities may result in sanctions affecting the recipient's DOJ awards, including, but not limited to: withholdings and/or other restrictions on the recipient's access to grant funds; referral to the Office of the Inspector General for audit review; designation of the recipient as a DOJ High Risk grantee; or termination of an award(s).
- 34.** Recipient integrity and performance matters: Requirement to report information on certain civil, criminal, and administrative proceedings to SAM and FAPIIS

The Grantee acknowledges and agrees to comply with any request related the BSCC's requirement to comply with any and all applicable requirements regarding reporting of information on civil, criminal, and administrative proceedings connected with (or connected to the performance of) either this OJP award or any other grant, cooperative agreement, or procurement contract from the federal government. Under certain circumstances, recipients of OJP awards are required to report information about such proceedings, through the federal System for Award Management (known as "SAM"), to the designated federal integrity and performance system (currently, "FAPIIS").

The details of recipient obligations regarding the required reporting (and updating) of information on certain civil, criminal, and administrative proceedings to the federal designated integrity and performance system (currently, "FAPIIS") within SAM are posted on the OJP web site at <http://ojp.gov/funding/FAPIIS.htm> (Award condition: Recipient Integrity and Performance Matters, including Recipient Reporting to FAPIIS), and are incorporated by reference here.

**APPENDIX A**  
**2017-21 RSAT EXECUTIVE STEERING COMMITTEE ROSTER**

2017 RSAT Executive Steering Committee Roster

	<b>Name</b>	<b>Title</b>	<b>Organization</b>
<b>1</b>	Dean Growdon, Chair	Sheriff	Lassen County Sheriff's Department & BSCC Board Member
<b>2</b>	Shannon Robinson, MD	Senior Psychiatrist	Statewide Telepsychiatry Program, California Department of Corrections and Rehabilitation
<b>3</b>	Karen S. Dalton, Dr. PH	Jail Manager	Los Angeles County Sheriff's Department
<b>4</b>	Renee Smith	Programs & Service Manager	Solano County Sheriff's Office
<b>5</b>	Robert Hadley	Lieutenant	Butte County Sheriff's
<b>6</b>	Patricia Ceballos,	Reentry Program Coordinator	San Diego Sheriff's Department
<b>7</b>	Douglas Snell	Correctional Lieutenant	Avenal State Prison, California Department of Corrections and Rehabilitation

**APPENDIX B**

**CRITERIA FOR NON-GOVERNMENTAL ORGANIZATIONS RECEIVING RSAT FUNDS**

(Page 1 of 2)

The 2018 RSAT Request for Proposals (RFP) includes requirements that apply to non-governmental, community-based organizations. Grantees are responsible for ensuring that all contracted third parties continually meet these requirements as a condition of receiving any RSAT funds. The RFP describes these requirements as follows:

Any non-governmental, community organization that receives RSAT grant funds must:

- Have been duly organized, in existence, and in good standing as of June 1, 2018;
- Be registered with the California Secretary of State’s Office, if applicable;
- Have a valid business license, Employer Identification Number (EIN), and/or Taxpayer ID (if sole proprietorship);
- Have any other state or local licenses or certifications necessary to provide the services requested (e.g., facility licensing by the Department of Health Care Services), if applicable.
- Have a physical address.

CBOs that have recently reorganized or have merged with other qualified CBOs that were in existence prior to June 1, 2018 are also eligible, provided all necessary agreements have been executed and filed with the California Secretary of State prior to June 1, 2018.

In the table below, provide the name of the Grantee and list all contracted parties.

**Grantee:**

Name of Contracted Party	Address	Email / Phone	Meets All Requirements
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>

Grantees are required to update this list and submit it to BSCC any time a new third-party contract is executed after the initial assurance date. Grantees shall retain (on-site) applicable source documentation for each contracted party that verifies compliance with the requirements listed in the RSAT RFP. These records will be subject to the records and retention language found in Appendices A and C of the Standard Agreement.

The BSCC will not reimburse for costs incurred by any third party that does not meet the requirements listed above and for which the BSCC does not have a signed grantee assurance on file.

**APPENDIX B**  
**CRITERIA FOR NON-GOVERNMENTAL ORGANIZATIONS RECEIVING RSAT FUNDS**

(Page 2 of 2)

**A signature below is an assurance that all requirements listed above have been met.**

<b>AUTHORIZED SIGNATURE</b> <b>(This document must be signed by the person who is authorized to sign the Grant Agreement.)</b>			
NAME OF AUTHORIZED OFFICER	TITLE	TELEPHONE NUMBER	EMAIL ADDRESS
STREET ADDRESS	CITY	STATE	ZIP CODE
APPLICANT'S SIGNATURE <b>(Blue Ink Only)</b> X			DATE

SAMPLE  
Attachment C-4  
AGREEMENT

## Attachment D: Sample Governing Board Resolution

Before grant funds can be reimbursed, a grantee must submit a resolution from its Governing Board that delegates authority to the individual authorized to execute the grant agreement.

Below is sample language for a resolution. Applicants are encouraged (but not required) to submit the resolution with their application.

---

WHEREAS the (insert name of Lead Agency) desires to participate in the Residential Substance Abuse Treatment Program (RSAT) Grant administered by the Board of State and Community Corrections (hereafter referred to as BSCC).

NOW, THEREFORE, BE IT RESOLVED that the (insert title of designated official) be authorized on behalf of the (insert name of Governing Board) to submit the grant proposal for this funding and sign the Grant Agreement with the BSCC, including any amendments thereof.

BE IT FURTHER RESOLVED that grant funds received hereunder shall not be used to supplant expenditures controlled by this body.

BE IT FURTHER RESOLVED that the (insert name of Lead Agency) agrees to abide by the terms and conditions of the Grant Agreement as set forth by the BSCC.

Passed, approved, and adopted by the (insert name of Governing Board) in a meeting thereof held on (insert date) by the following:

Ayes:

Notes:

Absent:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Typed Name and Title: \_\_\_\_\_

ATTEST: Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Typed Name and Title: \_\_\_\_\_

**Attachment E: 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>			
<small>(This document must be signed by the person who is authorized to sign the Grant Agreement.)</small>			
NAME OF AUTHORIZED OFFICER	TITLE	TELEPHONE NUMBER	EMAIL ADDRESS
STREET ADDRESS	CITY	STATE	ZIP CODE
APPLICANT'S SIGNATURE (Blue Ink Only)			DATE
X			

**Attachment F: Example of BSCC Comprehensive Monitoring Visit Tool**

Corrections Planning and Grant Programs Division

**SAMPLE COMPREHENSIVE MONITORING VISIT (CMV) TOOL**

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

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

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

**Project Title:**

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

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

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

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

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

- 
- 
- 
- 

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

- 
- 
- 
- 

**Project Summary:**

## **SAMPLE**

### **I. ADMINISTRATIVE REVIEW**

---

#### **1. Executed Agreement**

The Grantee has a copy of the fully executed Standard Agreement in the official file (e-file is acceptable).

Yes  No

#### **2. BSCC Grant Administration Guide**

The Grantee has a copy of the BSCC Grant Administration Guide readily available and staff know how to use it (e-file is acceptable).

Yes  No

#### **3. Organizational Chart**

The Grantee has a current organizational chart for the department/unit/section responsible for programmatic oversight of the grant.

Yes  No

#### **4. Duty Statements**

The Grantee maintains duty statements for grant-funded staff that list specific activities related to the grant. Note: Standard job classifications usually are not acceptable, unless the position was created specifically for the grant.

Yes  No

#### **5. Timesheets**

5a. The Grantee maintains timesheets on all staff charged to the grant (including those claimed as match). Note: Estimates and/or percentages are not acceptable.

Yes  No

5b. The Grantee maintains functional timesheets or conducts time studies for split-funded positions (including those claimed as match). Note: Estimates and/or percentages are not acceptable.

Yes  No  N/A

#### **6. Staff Positions**

All authorized positions are filled and performing grant-related duties.

Yes  No

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

#### **7. Anticipated Changes**

Are there any anticipated changes to staff or the project?

Yes  No

If yes, explain in the Administrative Review Comments section.

#### **8. Subcontracts**

8a. Does this grant provide for subcontracted services?

Yes  No

If yes, list subcontracts awarded in the Administrative Review Comments section.

8b. Copies of the subcontract awards are contained within the official project file.

Yes  No  N/A



**SAMPLE**

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**

**SAMPLE**

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

**SAMPLE**

7b. Designated a person to coordinate compliance with the prohibitions against sex discrimination? **Yes**  **No**  **N/A**

7c. Notified applicants for admission and employment, employees, students, parents, and others that the grantee does not discriminate on the basis of sex in its educational programs or activities? **Yes**  **No**  **N/A**

**8. Findings**

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

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

**9. Limited English Proficiency**

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

**10. Training**

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

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

**11. Religious Activities**

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

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

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

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

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

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

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

---

**Field Representative Comments for Civil Rights Review Section:**

Number comments to correspond to the Civil Rights Review items.

## **SAMPLE**

### **III. FISCAL REVIEW**

---

#### **1. Budget File**

The Grantee maintains an official budget file for the project. **Yes**  **No**

#### **2. Fiscal Policies and Procedures**

2a. The Grantee maintains written procedures for the fiscal policies related to the grant and they are accessible by grants management staff. **Yes**  **No**

2b. The Grantee can explain its agency's claims, payments and reimbursement processes as they relate to this grant (i.e., agency checks and balances). **Yes**  **No**

#### **3. Invoices**

3a. Financial invoices are current and spending is on track. **Yes**  **No**

3b. Copies of the BSCC invoices for reimbursement are within the official file. **Yes**  **No**

3c. The fiscal/accounting records reviewed during the visit contained adequate supporting documentation for all claims on invoices, including match. **Yes**  **No**

3d. Salaries and benefits can be easily tied back to reimbursement invoices. **Yes**  **No**

3e. The Grantee maintains supporting documentation or a calculation methodology for indirect costs or overhead claimed (e.g., an approved Indirect Cost Rate Proposal). **Yes**  **No**  **N/A**

3f. Expenditures appear to meet contract eligibility, as defined in the BSCC Grant Administration Guide. **Yes**  **No**

#### **4. Tracking**

4a. BSCC contract funds are deposited into separate fund accounts or coded to distinguish grant funds from other fund sources. **Yes**  **No**

4b. The Grantee maintains a tracking system for purchases, including receipts and disbursements, related to the grant program. **Yes**  **No**

4c. Tracking reports are reviewed by management and/or program staff. **Yes**  **No**

4d. The Grantee can provide general ledgers documenting the entries for receipts and disbursements. **Yes**  **No**

**SAMPLE**

**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

**SAMPLE**

9d. Does the Grantee conduct desk audits of subcontract agencies?  
Yes  No  N/A

9e. Does the Grantee conduct site visits to subcontract agencies?  
Yes  No  N/A

**10. Audits**

10a. What type of audit report will the project submit?

- Single City/County Audit Report
- Program Specific Audit
- Other

10b. The Grantee has audit reports covering the agency's internal control structure within the last two years. Yes  No

---

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

Number comments to correspond to Fiscal Review items.

**IV. PROGRAM REVIEW**

Note: Some of the information collected in this section will be used to foster discussion and assist with technical assistance, not necessarily to determine compliance.

**1. Governing Body**

1a. Does the grant require formation of some type of governing body (steering committee, coordinating council, etc.) to guide grant activities?  
Yes  No  N/A

1b. If so, has this body been formed and is it meeting as required?  
Yes  No  N/A

1c. Are all of the required members participating? Yes  No  N/A

**2. Evidence-Based Interventions**

2a. List all interventions being used by the grantee.  
List in the Program Review Comments section.

2b. Which interventions do the grantee identify as "evidence-based?" Why? Based on what information? Explain in the Program Review Comments section.

2c. Does the Grantee have a quality assurance or fidelity monitoring process in place to ensure that interventions are implemented as intended? Yes  No

## **SAMPLE**

### **3. Assessments**

3a. If providing direct services, how are participants assessed for risk, need and responsibility? 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.

**SAMPLE**

**11. Other Requirements Reviewed**

Per this site visit review, programmatic requirements specific to this grant program are being met. **Yes**  **No**

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

Number comments to correspond to Program Review items

**V. DATA COLLECTION AND EVALUATION**

---

**1. Evaluator**

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

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

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

**2. Evaluation Plan**

Is the Grantee on track with the activities and milestones described in its Evaluation Plan? **Yes**  **No**  **N/A**

**3. Preliminary Evidence**

3a. Do the data collection efforts show any preliminary evidence that could impact the project? **Yes**  **No**  **N/A**

3b. Has the Grantee used this information to make improvements or changes to the project? **Yes**  **No**  **N/A**

---

**Field Representative Comments for Data Collection and Evaluation Section:**

Number comments to correspond to Data Collection and Evaluation Review items.

**VI. MONITORING SUMMARY**

---

**1. Outcome of Visit**

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

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

1c. Describe here:

**2. Technical Assistance**

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

2b. Describe here:



## Attachment G: RSAT Implementation Workplan

Applicants for RSAT grant funds shall complete a 1-page Project Implementation Workplan. This Project Implementation Workplan identifies measurable goals and objectives, activities and services, the responsible parties and a timeline. To build the RSAT Implementation Workplan, applicants should copy and paste the following tables into a separate document. List only the top three goals of the project aimed at project implementation for the first year of funding.

<b>Goal 1:</b>			
<b>Objectives:</b>	a) b) c)		
<b>Project Activities:</b> (that support goal and objectives)	Responsible staff/ partners	Timeline	
		Start Date	End Date

<b>Goal 2:</b>			
<b>Objectives:</b>	a) b) c)		
<b>Project Activities:</b> (that support goal and objectives)	Responsible staff/ partners	Timeline	
		Start Date	End Date

<b>Goal 3:</b>			
<b>Objectives:</b>	a) b) c)		
<b>Project Activities:</b> (that support goal and objectives)	Responsible staff/ partners	Timeline	
		Start Date	End Date

## Attachment H: Sample Progress Report

### SECTION 1: PROJECT INFORMATION

Grantee:			
Award Amount		Grant Award Number:	
Prepared by:		Phone Number:	
Title:		Date Submitted:	
Address:			

### REPORTING QUARTERS

### SECTION 2: GENERAL AWARD INFORMATION

1. Federal Award Amount:	
2. Amount Invoiced Year-to-Date (Sum of Quarterly Invoices):	
3. Percent of Award Invoiced to Date (Amount above/Annual Award):	
4. In relation to the expenditure status as identified above, are federal funds being expended as planned and on the schedule provided in your RSAT application?	
5. If not, please explain why, and describe what expenditure plans exist for the duration of the grant period:	
6. Are matching funds being claimed or expended as planned?	
7. If not, please explain why, and describe what expenditure plans exist for the duration of the grant period:	
8. Was there grant activity during the reporting period? Grant activity is defined as any proposed activity in the BJA-approved grant application that is implemented or executed with BJA grant funds.	
9. If No, please explain:	
10. Staffing – Indicate whether all positions included in the application have been filled:	
11. If positions remain unfilled, what is the plan and anticipated outcome for staffing of the program? Are surplus funds anticipated due to salary savings, and what is the plan for these funds?	

12. Please enter the amount of BJA funds (in dollars) including matching funds, spent in your RSAT program during the reporting period for the following areas:

Line Item	Grant Funds	Match Funds
A. Personnel		
B. Fringe Benefits		
C. Supplies		
D. Equipment		
E. Contract/Consultant Fees		
F. Construction		
G. Indirect Costs		
H. Other		

**SECTION 3: PROGRAM CHARACTERISTICS**

1. In the chart below, list the evidence-based substance abuse treatment programs that are implemented by your project. Provide a description, indicate the research or literature that supports it as being evidence-based, and check whether it meets the criteria as being effective, promising, or no effect/insufficient information.

Name of evidence-based substance abuse treatment program:	Brief Description:	Research or literature supporting program as being evidence-based:	Effective Program, Promising Program, or Insufficient Information:

2. In the chart below, list other evidence-based programs or practices that are implemented by your project. Provide a description, indicate the research or literature that supports it as being evidence-based, and check whether it meets the criteria as being effective, promising, or no effect/insufficient information.

Name of evidence-based substance abuse treatment program:	Brief Description:	Research or literature supporting program as being evidence-based:	Effective Program, Promising Program, or Insufficient Information:

**SECTION 4: JAIL/PRISON -BASED PROGRAMS-STAFF TRAINING**

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<p>1. Please enter the number of treatment staff who work directly with participants in the RSAT program. Staff is defined as all treatment employees, including but not limited to program managers, case managers, and clinicians. Do NOT count the number of mentors, volunteers, or interns.</p>	
<p>2. Of those reported in '1', how many are paid for at least partially using BJA program funds, including matching funds?</p>	
<p>3. Please enter the number of treatment staff members who were cross trained in the jail/prison-based portion of the RSAT program. This information should be based on the number of treatment staff or uniformed officers who received training in the implementation of assessment instruments, motivational interviewing (MI) techniques, accountability training, or addiction-related trainings, as well as the number of treatment staff who received officer training and other security training sessions.</p>	
<p>4. Please enter the number of custody staff who were cross trained in the jail/prison-based portion of the RSAT program. This information should be based on the number of custody staff/uniformed officers who received training in the implementation of assessment instruments, motivational interviewing (MI) techniques, accountability training, or addiction-related trainings, as well as the number of treatment staff who received officer training and other security training sessions.</p>	
<p><b>SECTION 5: RISK ASSESSMENT AND TREATMENT PLANNING</b>  Please report the number of individuals that is equal to the proportion of the federal funds (plus matching funds) of your annual budget for your RSAT program For example, if the BJA RSAT grant (plus matching funds) accounts for 65% of your total RSAT program budget, then please report on 65% of your program participants) * In Column F, Please report data for all funds.</p>	
<p>1. Of those who entered the jail/prison-based portion of the RSAT program during the reporting period, please enter the number of jail/prison-based participants who were administered a risk and need assessment. A risk and need assessment is an instrument to help identify factors that may lead a participant to reoffend. It pinpoints needed services to minimize those risks. Only include those individuals who have been admitted to the RSAT program.</p>	
<p>2. Please name the risk assessment instrument(s) that is used to assess risk/need:</p>	

<p>3. Of those who entered the jail/prison-based portion of the RSAT program during the reporting period, please enter the number of such individuals who were identified as having high criminogenic risks, such as significant substance abuse treatment needs. Please report the number of individuals that is equal to the proportion of the federal funds (plus matching funds) of your annual budget for the RSAT program.</p>	
<p>4. Of those who entered the jail/prison-based portion of the RSAT program during the reporting period, please enter the number with an individualized treatment plan. The number entered should be equal to or less than the number of participants currently enrolled and should be based on an unduplicated count of participants with an individualized treatment plan. Participants with updated individualized treatment plans should be counted only once.</p>	
<p>5. Please enter the total number of participants screened for entry into the jail-based RSAT program during the reporting period.</p>	
<p>6. Please enter the total number of jail/prison-based participants enrolled in the RSAT program for the reporting period.</p>	
<p>7. Please enter the number of NEW jail/prison-based participants admitted during the reporting period.</p>	
<p><b>SECTION 6: AMOUNT OF SERVICES PROVIDED</b>  Please report the number of individuals that is equal to the proportion of the federal funds (plus matching funds) of your annual budget for your RSAT program For example, if the BJA RSAT grant (plus matching funds) accounts for 65% of your total RSAT program budget, then please report on 65% of your program participants) * In Column F, Please report data for all funds.</p>	
<p>1. Please enter the number of jail/prison-based participants who were provided services during the reporting period with BJA RSAT program funds through the following treatment components.</p>	
<p>A. Substance abuse and treatment services:</p>	
<p>B. Cognitive and behavioral services (cognitive behavioral services include interventions that address criminal thinking and antisocial behavior):</p>	
<p>C. Employment services:</p>	
<p>D. Housing services:</p>	
<p>E. Mental health services:</p>	
<p>F. Other services:</p>	
<p>Please describe "Other Services" below:</p>	

2. Please enter the number of jail/prison-based participants who were provided with continuity of care arrangement or reentry or transitional planning services during the reporting period.	
3. Please enter the number of participants who successfully completed all requirements of the jail/prison-based portion of your RSAT program during the reporting period, and indicate the timeframes in which they were in the program.	
A. 0-3 months:	
B. 4-6 months:	
C. 7-9 months:	
D. 10 months or more:	
E. Total number of individuals who successfully completed the RSAT Program:	
4. Of those jail/prison-based participants who successfully completed all program requirements, please enter the number who were released to the community during the reporting period.	
A. Number of jail/prison-based successful completers released to the community:	
B. Of that number, how many individuals were released under correctional supervision:	
C. Of the number of successful completers released to the community, how many individuals were referred to an aftercare program. Aftercare programs are defined in 42 U.S.C. 3796ff-1©:	
5. Of those jail/prison-based program individuals that successfully completed, and were released to the community, please enter the number with a continuity of care arrangement or reentry or transitional plan. The number should be based on the number of participants with active treatment plans that continue in the community and on participants who receive referrals for services after their release into the community.	
6. Please enter the number of participants who left the program without successfully completing all requirements of the jail/prison-based portion of your RSAT program during the reporting period, and indicate the timeframes in which they were in the program.	
A. 0-3 months:	
B. 4-6 months:	
C. 7-9 months:	
D. 10 months or more:	
E. Total number of individuals who left without successfully completing the RSAT Program:	

**SECTION 7: Jail/Prison-Based Incompletes**

Please report the number of individuals that is equal to the proportion of the federal funds (plus matching funds) of your annual budget for your RSAT program For example, if the BJA RSAT grant (plus matching funds) accounts for 65% of your total RSAT program budget, then please report on 65% of your program participants) \* In Column F, Please report data for all funds.

For participants not successfully completing the jail/prison-based portion of the RSAT program, please provide the following:	Number
A. Number of participants who left without successfully completing the RSAT Program due to termination for a new charge.	
B. Number of participants who left without successfully completing the RSAT Program due to release or transfer to another correctional facility.	
C. Number of participants who left without successfully completing the RSAT Program due to death or serious illness.	
D. Number of participants who left without successfully completing the RSAT Program due to voluntary drop out.	
E. Number of participants who left without successfully completing the RSAT Program due to failure to meet the program requirements.	
F. Number of participants who left without successfully completing the RSAT Program due to violation of institutional rules.	
G. Number of participants who left without successfully completing the RSAT Program for other reasons (please specify below).	

**SECTION 8: ALCOHOL AND SUBSTANCE INVOLVEMENT**

Please report the number of individuals that is equal to the proportion of the federal funds (plus matching funds) of your annual budget for your RSAT program For example, if the BJA RSAT grant (plus matching funds) accounts for 65% of your total RSAT program budget, then please report on 65% of your program participants) \* In Column F, Please report data for all funds.

1. Please enter the number of jail/prison-based participants who were administered an alcohol/drug test (e.g., urinalysis test) before admission into your RSAT program. As a requirement, grantees must agree to implement or continue to require urinalysis or other proven reliable forms of testing, including both periodic and random testing (1) of an individual before the individual enters an RSAT program and during the period in which the individual participates in the treatment program; and (2) of an individual released from an RSAT program if the individual remains in the custody of the state.	
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<p>2. Of those enrolled in the jail-based portion of the RSAT program, please enter the total number of participants tested for alcohol or illegal substances during the reporting period. This should represent the total number of RSAT participants who were given drug tests. The number entered should be an unduplicated count only of participants who were tested for alcohol or illegal substances, and it should be equal to or greater than the number of participants who tested positive. If not, please check for data entry error.</p>	
<p>3. Of those enrolled in the jail/prison-based portion of the RSAT program, please enter the number of participants who tested positive for the presence of alcohol or illegal substances, during the reporting period. The number entered should be an unduplicated count only of participants who tested positive for alcohol or illegal substances, and it should be equal to or less than the total number of participants tested. If not, please check for data entry error. Alcohol and substance use information should be based on documented tests rather than self-reported information from program participants. Include all participants who received services during the reporting period, regardless of whether they successfully completed the RSAT program, left without completing it, or currently enrolled.</p>	
<p>4. During the reporting period, please enter the number of participants who were administered an alcohol/drug test (e.g., urinalysis test) within 30 days after successfully completing your residential drug treatment program and are still under supervision of the program.</p>	
<p>5. Of that number, how many tested positive for alcohol or illegal substances after program completion?</p>	
<p><b>SECTION 9: AFTERCARE PROGRAMS</b>  Please report the number of individuals that is equal to the proportion of the federal funds (plus matching funds) of your annual budget for your RSAT program For example, if the BJA RSAT grant (plus matching funds) accounts for 65% of your total RSAT program budget, then please report on 65% of your program participants) * In Column F, Please report data for all funds.</p>	
<p>1. Of those who entered the AFTERCARE portion of the RSAT program during the reporting period, please enter the number of participants who were administered a risk and need assessment. A risk and need assessment is an instrument to help identify factors that may lead a participant to reoffend. It pinpoints needed services to minimize those risks. Only include those individuals who have been admitted to the RSAT program.</p>	



2. Please name the risk assessment instrument(s) that is used to assess risk/need:	
3. Of those who entered the AFTERCARE portion of the RSAT program during the reporting period, please enter the number of such individuals who were identified as having high criminogenic risks, such as significant substance abuse treatment needs.	
4. Of those who entered the AFTERCARE portion of the RSAT program during the reporting period, please enter the number of participants who have an individualized treatment plan. The number entered should be equal to or less than the number of participants currently enrolled and should be based on an unduplicated count of participants with an individualized treatment plan. Participants with updated individualized treatment plans should be counted only once.	
<b>SECTION 10: NUMBER OF PARTICIPANTS RECEIVING AFTERCARE SERVICES</b> Please report the number of individuals that is equal to the proportion of the federal funds (plus matching funds) of your annual budget for your RSAT program For example, if the BJA RSAT grant (plus matching funds) accounts for 65% of your total RSAT program budget, then please report on 65% of your program participants) * In Column F, Please report data for all funds.	
1. Please enter the total number of aftercare participants who enrolled in the RSAT program as of the last day of the reporting period.	
2. Please enter the total number of aftercare participants who were screened for entry in the aftercare program during the reporting period.	
3. Please enter the number of NEW aftercare participants admitted during the reporting period.	
4. Of those newly admitted aftercare participants released to the community, please enter the number with a continuity of care arrangement or reentry or transitional plan. The number should be based on the number of participants with treatment referrals for services after their release into the community.	
<b>SECTION 11: AMOUNT OF AFTERCARE SERVICES PROVIDED</b> Please report the number of individuals that is equal to the proportion of the federal funds (plus matching funds) of your annual budget for your RSAT program For example, if the BJA RSAT grant (plus matching funds) accounts for 65% of your total RSAT program budget, then please report on 65% of your program participants) * In Column F, Please report data for all funds.	

1. Please enter the number of AFTERCARE participants who were provided services during the reporting period with BJA RSAT program funds through the following treatment components:	
A. Substance abuse and treatment services:	
B. Cognitive and behavioral services (cognitive behavioral services include interventions that address criminal thinking and antisocial behavior):	
C. Employment services:	
D. Housing services:	
E. Mental health services:	
F. Other services:	
Please describe "Other Services" below:	
<b>SECTION 12: AFTERCARE PROGRAM COMPLETION</b>	
Please report the number of individuals that is equal to the proportion of the federal funds (plus matching funds) of your annual budget for your RSAT program For example, if the BJA RSAT grant (plus matching funds) accounts for 65% of your total RSAT program budget, then please report on 65% of your program participants) * In Column F, Please report data for all funds.	
3. Please enter the number of participants who successfully completed all requirements of the AFTERCARE portion of your RSAT program during the reporting period, and indicate the timeframes in which they were in the program.	
A. 0-3 months:	
B. 4-6 months:	
C. 7-9 months:	
D. 10 months or more:	
E. Total number of individuals who successfully completed the RSAT Program:	
4. Of those AFTERCARE participants who successfully completed all program requirements, please enter the number who were released to the community during the reporting period.	
A. Number of AFTERCARE participants who successfully completed, and were released into the community:	
B. Of that number, how many individuals were released under correctional supervision:	
C. Of the number of successful completers released to the community, how many individuals were referred to an aftercare program. Aftercare programs are defined in 42 U.S.C. 3796ff-1©:	

<p>5. Of those AFTERCARE program individuals that successfully completed, and were released to the community, please enter the number with a continuity of care arrangement or reentry or transitional plan. The number should be based on the number of participants with active treatment plans that continue in the community and on participants who receive referrals for services after their release into the community.</p>	
<p>6. Please enter the number of participants who left the program without successfully completing all requirements of the AFTERCARE portion of your RSAT program during the reporting period, and indicate the timeframes in which they were in the program.</p>	
<p>A. 0-3 months:</p>	
<p>B. 4-6 months:</p>	
<p>C. 7-9 months:</p>	
<p>D. 10 months or more:</p>	
<p>E. Total number of individuals who left without successfully completing the RSAT Program:</p>	
<p><b>AFTERCARE Incompletes</b></p>	
<p>6. Please provide the following aftercare program participant related data:</p>	<p>Number</p>
<p>A. Number of participants who left without successfully completing the RSAT Program due to failure to meet program requirements.</p>	
<p>B. Number of participants who left without successfully completing the RSAT Program due to court or criminal involvement (technical violation, arrest, conviction, revocation, reincarceration).</p>	
<p>C. Number of participants who left without successfully completing the RSAT Program due to voluntary drop out.</p>	
<p>D. Number of participants who left without successfully completing the RSAT Program due to absconding.</p>	
<p>E. Number of participants who left without successfully completing the RSAT Program due to death or serious illness.</p>	
<p>F. Number of participants who left without successfully completing the RSAT Program due to violation of institutional rules.</p>	
<p>G. Number of participants who left without successfully completing the RSAT Program for other reasons (please specify below).</p>	
<p></p>	

**SECTION 13: ALCOHOL AND SUBSTANCE INVOLVEMENT FOR AFTERCARE PARTICIPANTS**

Please report the number of individuals that is equal to the proportion of the federal funds (plus matching funds) of your annual budget for your RSAT program. For example, if the BJA RSAT grant (plus matching funds) accounts for 65% of your total RSAT program budget, then please report on 65% of your program participants) \* In Column F, Please report data for all funds.

1. Please enter the number of participants who were administered an alcohol/drug test (e.g., urinalysis test) before admission into your AFTERCARE program. As a requirement, grantees must agree to implement or continue to require urinalysis or other proven reliable forms of testing, including both periodic and random testing (1) of an individual before the individual enters an RSAT program and during the period in which the individual participates in the treatment program; and (2) of an individual released from an RSAT program if the individual remains in the custody of the state.

2. Of those enrolled in the AFTERCARE portion of the RSAT program, please enter the total number of participants tested for alcohol or illegal substances during the reporting period. This should represent the total number of RSAT participants who were given drug tests. The number entered should be an unduplicated count only of participants who were tested for alcohol or illegal substances, and it should be equal to or greater than the number of participants who tested positive. If not, please check for data entry error.

3. Of those enrolled in the AFTERCARE portion of the RSAT program, please enter the number of participants who tested positive for the presence of alcohol or illegal substances, during the reporting period. The number entered should be an unduplicated count only of participants who tested positive for alcohol or illegal substances, and it should be equal to or less than the total number of participants tested. If not, please check for data entry error. Alcohol and substance use information should be based on documented tests rather than self-reported information from program participants. Include all participants who received services during the reporting period, regardless of whether they successfully completed the RSAT program, left without completing it, or currently enrolled.

4. During the reporting period, please enter the number of participants who were administered an alcohol/drug test (e.g., urinalysis test) within 30 days

after successfully completing your residential drug treatment program and are still under supervision of the program.

5. Of that number, how many tested positive for alcohol or illegal substances after program completion?

**SECTION 14: NARRATIVE QUESTIONS**

1. What were your accomplishments within this reporting period?

2. What goals were accomplished, as they related to your grant application?

3. What problems/barriers did you encounter, if any, within the reporting period that prevented you from reaching your goals or milestones?

4. Is there any assistance that BJA can provide to address any problems/barriers identified in question #3?

5. What major activities are planned for the next quarter?

6. Based on your knowledge of the criminal justice field, are there any innovative programs/accomplishments that you would like to share with BJA?

**SECTION 15: MEDICATION ASSISTED TREATMENT**

1. If your treatment program includes medication assisted treatment, which of the following medications are you utilizing?

A. We do not provide MAT (If No, Skip B and answer C, D, E. If Yes, Answer B and Skip C,D,E)

B. We do not have access to MAT (Skip next question)			
C. Naltrexone (Vivitrol, depot naltrexone)			
D. Buprenorphine or Buprenorphine/Naloxone (Bup/NX)(Suboxone)			
E. Methadone			
2. Of the total participants enrolled in your program, how many were deemed eligible for medication-assisted treatment and of those eligible, how many received MAT during the reporting period?			
A. Individuals Eligible for MAT:			
B. Individuals receiving at least one treatment:			
<b>SECTION 16: IMPACT OF LEGISLATION</b>			
1. Please enter the number of participants who left the program due to court resentencing as a result of Proposition 47 beginning January 1, 2015.			
2. How is Proposition 47 impacting your program:			
	SUBMIT		

Attachment C-4