
**BOARD OF
STATE AND
COMMUNITY
CORRECTIONS**



BOARD MEETING

NOVEMBER 19, 2020

AGENDA & REPORTS

916.445.5073
WWW.BSCC.CA.GOV

KATHLEEN T. HOWARD
Executive Director, BSCC

BOARD MEMBERS

LINDA M. PENNER
Chair, BSCC

KATHLEEN ALLISON
Secretary, CDCR

GUILLERMO VIERA ROSA
Director
Adult Parole Operations, CDCR

DEAN GROWDON
Sheriff, Lassen County

WILLIAM GORE
Sheriff, San Diego County

LEE LOR
Merced County Supervisor

LEE SEALE
Chief Probation Officer
Sacramento County

KELLY M. ZUNIGA
Chief Probation Officer
Kings County

GORDON S. BARANCO
Retired Judge
Alameda County

ANDREW MILLS
Chief of Police
City of Santa Cruz

SCOTT BUDNICK
Film Producer and Founder of
The Anti-Recidivism Coalition

DAVID STEINHART
Director, Commonweal
Juvenile Justice Program

NORMA CUMPIAN
Women's and Non-Binary Services Manager
Anti-Recidivism Coalition (ARC)



Board Meeting Agenda

November 19, 2020 - 10:00 a.m.

TELECONFERENCE & ZOOM PARTICIPATION ONLY

Pursuant to Governor's [Executive Order N-29-20](#)

Instructions for Attending ZOOM/Teleconference Board Meeting appear at the end of this agenda

To request to speak on an agenda item during the Board meeting, please email publiccomment@bscc.ca.gov Please state in the subject line on which item you would like to speak.

If you would like to submit written public comment on an agenda item, please email publiccomment@bscc.ca.gov

Routine items are heard on the consent calendar. All consent items are approved after one motion unless a Board member asks for discussion or separate action on any item. Anyone may ask to be heard on any item on the consent calendar prior to the Board's vote. Members of the public will be given the opportunity to give public comment during the Board's discussion of each item. There is a two-minute time limit on public comment unless otherwise directed by the Board Chair.

I. Call Meeting to Order

II. Information Items

1. COVID-19 Update
2. Chair's Report
3. Executive Director's Report
4. Legal Update
5. FSO Inspection Update

III. Action: Consent Items

- A. Minutes from the September 10, 2020 Board Meeting: **Requesting Approval**
- B. Assembly Bill 1196: Peace Officers: Use of Force: Implementation: Standards for Training in Corrections (STC): Training Certification Prohibition Update: **Requesting Approval**

- C. Proud Parenting Grant Program No-Cost, Six-Month Extensions: **Requesting Approval**

IV. Action: Discussion Items

- D. Title II Grant Program: Identifying Effective Interventions and Replicable Strategies for Reducing Racial and Ethnic Disparities (RED) Request for Proposals: **Requesting Approval**
- E. Standards and Training For Corrections Compliance Report and Annual Update: **Information Only**
- F. Indigent Defense Grant Program Funding Recommendations: **Requesting Approval**
- G. Adult Reentry Grant Warm Handoff Request for Proposals: **Requesting Approval**
- H. Proposition 64 Public Health and Safety Grant Program Executive Scoring Panel Chair and Updated Request for Proposals: **Requesting Approval**
- I. Coronavirus Emergency Supplemental Funding Program (CESF) Request for Applications: **Requesting Approval**
- J. Senate Bill 823: Implementation and Planning of Youth Programs and Facilities Grant Program Request for Information: **Requesting Approval**

V. Public Comments

Public comment about any agenda item or any future agenda items may be heard at this time.

VI. Adjourn

Next Meeting:

Thursday, February 11, 2021

Instructions for Attending ZOOM/Teleconference Board Meeting:

Please use this link to download the ZOOM application on to your device prior to the meeting:

Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to join:
[November 19, 2020 Zoom](#)

Passcode: 308896

Or join by phone:

Dial(for higher quality, dial a number based on your current location):
US: +1 669 900 9128 or +1 346 248 7799 or +1 253 215 8782 or +1 312
626 6799 or +1 646 558 8656 or +1 301 715 8592

Webinar ID: 813 5658 0647

[International numbers available:](#)

Information Item 5
Facilities Standards and
Operations
Inspection Update



LINDA M. PENNER
Chair

KATHLEEN T. HOWARD
Executive Director

STATE OF CALIFORNIA

BOARD OF STATE AND COMMUNITY CORRECTIONS

2590 VENTURE OAKS WAY, SUITE 200 ♦ SACRAMENTO CA 95833 ♦ 916.445.5073 ♦ BSCC.CA.GOV



GAVIN NEWSOM
Governor

Facilities Standards and Operations Enhanced Inspection Process Update

Summary

This agenda item provides an update on the BSCC's Enhanced Inspection Process (EIP) since the September 2020 Board Meeting.

BSCC Facility Standards and Operations (FSO) Division staff have begun the 2020/2022 Biennial Inspection Cycle, and this report will provide some details on the completed inspections in recent months.

Going forward, BSCC staff will provide the Board with regular updates on facility inspections, including status of noncompliance and instances where inspections were postponed due to COVID-19 outbreaks in facilities.

Background

FSO Division Field Representatives have begun conducting detention facility inspections as part of the 2020/2022 Biennial Inspection Cycle. (Pen. Code, § 6031.) As discussed at the September meeting, Field Representatives currently are conducting targeted inspections, focusing on those agencies where there were a significant number of items of noncompliance in the previous inspection cycle and where significant items of noncompliance are evident.

In accordance with the EIP, Field Representatives provide facility administrators with an initial inspection report at the close of the on-site inspection, typically during the exit briefing. The initial inspection report identifies outstanding items of noncompliance, which starts a clock for agencies to address these items.

The purpose of the EIP is to implement the Governor's direction to strengthen the state's oversight of jails. In accordance with this direction, the EIP will provide increased transparency in the inspection process that includes regular Board updates on facility noncompliance status and requires facility administrators to address items of noncompliance expeditiously. Board members will have the opportunity to receive updates and discuss the circumstances surrounding the items of noncompliance at each meeting.

Upon receipt of the initial inspection report, agencies will have 30 days either to correct outstanding items of noncompliance or to submit a corrective action plan (CAP) outlining how those items will be addressed. Those agencies submitting a CAP must outline how items will be corrected within 60 days of the BSCC's receipt of the plan. Agencies failing to submit a CAP or failing to correct items of noncompliance within 60 days will be asked to be appear before the Board at the next regularly scheduled meeting.

Prior to returning to the field to launch the enhanced inspection process, the BSCC developed travel guidance in collaboration with the California Department of Public Health. The guidance adheres to federal, state, and, local guidelines for use of personal protective equipment, COVID-19 symptom monitoring, and, social distancing. In addition, Field Representatives and other staff entering a local detention facility where people are housed must first receive a negative result on a COVID-19 PCR test.

The following agencies have received a targeted inspection since the implementation of the September Board meeting:

- Trinity County Sheriff's Office
- Mono County Sheriff's Office
- Modoc County Sheriff's Office

Staff will provide the Board Members with updated information on status of the items of noncompliance during the meeting.

A targeted inspection was scheduled for the Riverside County Sheriff's Department in October, however, due to an outbreak of COVID-19 in the facility, that site visit has been postponed. Additional inspections have been scheduled and staff will continue to provide updates at each Board meeting.

The BSCC will hold a listening session in December to receive additional public and stakeholder feedback about the EIP. Information about the Zoom session will be posted on the BSCC website. In addition, the BSCC will accept written comments at: regulations@bscc.ca.gov

Agenda Item A

KATHLEEN T. HOWARD
Executive Director, BSCC

BOARD MEMBERS

LINDA M. PENNER
Chair, BSCC

RALPH DIAZ
Secretary, CDCR

GUILLERMO VIERA ROSA
Director
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Women's and Non-Binary Services Manager
Anti-Recidivism Coalition (ARC)



MINUTES
BOARD OF STATE AND COMMUNITY CORRECTIONS MEETING
THURSDAY, SEPTEMBER 10, 2020

Meeting Held Via Zoom & Teleconference
Pursuant to Governor's [Executive Order N-29-20](#)

I. Call to Order

Chair Linda Penner called the meeting to order at 10:03 AM.

Chair Penner welcomed the Board Members and the public to the Zoom & Teleconference meeting.

Board Secretary Adam Lwin provided instructions to the Board members and the public for participation in the Zoom meeting.

Penner administered the Oath to the Governor's appointment of new Board members: Merced County Supervisor, Ms. Lee Lor and Kings County Probation Chief, Ms. Kelly Zuniga. Penner also announced the Governor's reappointment of Sheriff Dean Growdon to the Board.

Lwin called roll and announced that there was a quorum.

The following members were in attendance on Zoom or Teleconference:

Chair Penner	Mr. Diaz	Mr. Viera Rosa	Mr. Growdon
Mr. Gore	Ms. Lor	Mr. Seale	Ms. Zuniga
Mr. Baranco	Mr. Mills	Mr. Budnick	Mr. Steinhart
Ms. Cumpian			

ABSENT BOARD MEMBERS:

Mr. Seale

II. Closed Session – Consultation with Legal Counsel Regarding Significant Exposure to Litigation (Gov. Code, § 11126, subd. (e)(1)(B) & (e)(2)(B))

Board members went into closed session at 10:19 AM.

Board members returned to open session at 11:04 AM.

III. Information Items

Penner announced the retirement of Secretary Ralph Diaz and the Governor's appointment of Kathleen Allison as the new Secretary of CDCR.

Chair Penner reported on [Senate Bill 823](#) Juvenile justice realignment: Office of Youth and Community Restoration and its impact on the agency. More information on SB 823 was presented by Executive Director Howard.

1. COVID-19 Update:

Executive Director Kathleen Howard reported on the following:

- On July 31, 2020 the BSCC launched the COVID-19 data dashboard and collected cases of COVID from local facilities. The BSCC collected information about:
 - Facility population
 - Number of COVID-19 test that have been administered
 - Number of positive tests
 - Number of hospitalizations
 - Number of resolved cases
 - Number of deaths.
- Four weeks of data has been published on the dashboard.
- Fresno and Orange counties had higher rates of positive cases.
- Both adult and juvenile facilities have reported.

3. Executive Director Report & [Legislative Report](#):

Executive Director Kathleen Howard reported on the following:

On September 2, 2020 [Center on Juvenile and Criminal Justice \(CJCJ\)](#) sent a public comment letter to the Board members that was posted on the BSCC's website and shared with the Board members on September 3, 2020.

Counsel Aaron Maguire gave the [Legislative report](#):

Counsel Maguire reported on the following:

- ❖ [Assembly Bill 732](#): *County jails: prisons: incarcerated pregnant persons.* If the Governor signs the bill, the bill would impact the BSCC regulation revisions process.
- ❖ [Assembly Bill 1196](#): *Peace officers: use of force: Would require modifications to standards and training for corrections (STC).* Action was taken during the last meeting to ban carotid holds and it will be revisited upon signing by the Governor. This bill may impact the STC training and regulations revisions.
- ❖ [Assembly Bill 1872](#): *Cannabis:* This bill would impact the Proposition 64 grant and would change the guidelines to include that counties allowing either indoor or outdoor cultivation of marijuana or both be eligible for the grant funding.
- ❖ [Assembly Bill 2483](#): *County jails: recidivism: reports:* Local sheriffs would be required to collect recidivism reports and the BSCC would need to collect the reports and compile data if the Governor signs this bill.
- ❖ [Senate Bill 369](#): *Prisoners: California Reentry Commission:* Would require the BSCC to coordinate with CDCR on the reentry grants if the Governor signs the bill.

5. Legal Update:

Counsel reminded Board members who might have a remote interest on grant items during the funding discussions to recuse themselves pursuant to Government Code section 1091.

6. [Edward Byrne Memorial Justice Assistance Grant \(JAG\) Strategic Plan Update](#)

Executive Director Howard continued to report on the following:

- Edward Byrne Justice Assistance Grant (Byrne/JAG): The BSCC is continuing to work on the strategic planning, which will begin October 2022. There are eight service areas under this grant eligible for funding. Listening sessions and a survey will inform the RFP.

7. Update on Division of Juvenile Justice (DJJ) Realignment

- Executive Director Howard reported on [Senate Bill 823](#) Juvenile justice realignment: Office of Youth and Community Restoration and its impact on the agency.
- Under Senate Bill 823 the custody and care of juveniles in the Division of Juvenile Justice will be transferred to counties beginning July 2021. The state Division of Juvenile Justice will eventually close when all youth presently housed

in state institutions have completed their terms of confinement. A new Office of Youth and Community Restoration in HHS with ombudsman and grantmaking functions related to realignment will be developed starting July 2021.

- The BSCC would continue to inspect county juvenile facilities and conduct ongoing Title 15 and Title 24 regulations revisions.

Counsel Maguire reported on the following:

- Intake at CDCR-DJJ is required to close on July 1, 2021 with some adjustments.
- The bill requires that all juvenile justice grants currently administered by BSCC would be transferred to HHS effective by 2025, starting with the Realignment Block Grant in FY 21-22.
- The new HHS office will develop a state-level ombudsman to receive complaints about the handling or processing of youth in county custody and find resolutions.
- A Juvenile Justice Realignment Block Grant would also be established by the bill to provide funding to counties to develop new programs. There will be a new planning process and locals will need to submit plans to the state to qualify for block grant funds.
- A data requirement has been added in which the Department of Justice will need to produce a plan by January 1, 2023 to upgrade or replace the state juvenile justice data back known as the Juvenile Court and Probation Statistical System JCPSS.

Mr. Steinhart stated that Chief Probation Officers and counties will work together to implement the changes.

Public Comment was heard for the Information Items 1 through 7:

James Martinez (MILPA): COVID-19 data dashboard should have cumulative data.

End of Public Comment

IV. Action: Consent Items:

A. [Minutes from the August 13, 2020 Board Meeting: Requesting Approval](#)

B. [Proposed 2021 Board of State and Community Corrections Meeting Schedule: Requesting Approval](#)

Mr. Gore moved approval. Mr. Diaz seconded. The motion carried for consent items A and B.

V. Discussion Items:

C. [Facilities Standards and Operation \(FSO\) Enhanced Inspections of Local Detention Facilities: Update: Requesting Approval](#)

Deputy Director Allison Ganter presented Agenda Item C, which focused on onsite inspections of detention facilities with the enhanced inspection process. The enhanced inspection will include a timeline, detail, and updates to the Board.

Then Board approved staff's recommendation of the proposed enhanced inspections [process workflow](#).

The Board had a discussion of the new process flow, timeline, audits, and interaction with those incarcerated in the facilities.

Public comment was heard for Agenda Item C:

Avalon Edwards (Starting Over Inc.): Asked the BSCC to speak to incarcerated individuals privately to prevent bias and asked for surprised inspections.

Renee Menart (CJCJ): Asked BSCC to include regular noncompliance reports for communities and have community meetings for BSCC decisions.

Dominique Nong (Children's Defense Fund): Inspections on noncompliance inspection reports should be posted immediately.

Ed Little: Asked that the Board adopt the recommendations in the [CJCJ letter](#) on inspections.

Brian Goldstein (CJCJ): Asked why the BSCC did not note noncompliance issues in juvenile facilities.

Deputy Director Ganter responded that future analysis will include noncompliance reports for juvenile facilities.

Chair Penner stated that the BSCC will resume listening sessions in the future to tackle issues raised.

End of Public Comment

Mr. Baranco moved approval. Mr. Mills seconded. The motion carried.

D. Coronavirus Emergency Supplemental Funding Program Funding Recommendations: Requesting Approval

Deputy Director Ricardo Goodridge presented this agenda item.

The Board approved the following:

- Award \$41.7 million in federal Coronavirus Emergency Supplemental Funding (CESF) to a designated fiscal agent in each county to prevent, prepare for, and respond to the coronavirus.
- As part of the Request for Application (RFA) process, require counties to establish advisory bodies consisting of cities, tribes, and CBOs to collaborate on the development of local CESF priorities and a plan for allocating funding with a specific focus on meeting the CESF re-entry needs of people in the county.
- Require the designated fiscal agent in each county to pass through a minimum of 20% of the CESF award to community-based organizations.
- Authorizes staff to develop a CESF RFA.

Public comment was heard for Agenda Item D:

Ed Little (California for Safety & Justice): The BSCC should leverage CESF resources to communities of color, reentry services, and to CBOs to help essential programs.

Rene Menart (CJCJ): Asked that 50% of the CESF funds be allocated to CBOs.

Dominique Nong (Children's Defense Fund): Asked that the minimum request for applications focus on CBOs.

Board members had a discussion on the allocation amounts and the request for applications and said that it should be more flexible, detailed and specific and include community input.

End of Public Comment

Mr. Baranco moved approval. Mr. Mills seconded. Mr. Growdon, Mr. Gore, Ms. Lor, and Ms. Zuniga recused themselves from the vote pursuant to Government Code section 1091. The motion carried.

E. Adult Reentry Grant Warm Handoff Request for Proposals Development Process for 2020-2021: Requesting Approval

Field Representative Tanya Hill presented Agenda Item E.

The Board approved the following:

- Posting of the draft Adult Reentry Grant Warm Hand-Off RFP with amendments limiting eligibility to new applicants and technical amendments for public comment;
- Approve the use of a Scoring Committee for the purpose of scoring proposals.

End of Public Comment

Mr. Gore moved approval. Mr. Diaz seconded. Mr. Baranco, Mr. Budnick, and Ms. Cumpian recused from the vote pursuant to Government Code section 1091. The motion carried.

F. California Violence Intervention and Prevention (CalVIP) Grant Funding Recommendations: Requesting Approval

Field Representative Katrina Jackson presented Agenda Item F.

The Board approved the following:

- Fully fund 12 city proposals, 5 small city proposals, and 13 CBO proposals for programs and initiatives to prevent and reduce violence.
- Partially fund Southern California Crossroads and the City of Marysville, which fell at the funding cut-off on the CBO and City rank ordered lists.
- Fund the City of Los Angeles for a \$3 million non-competitive grant.

- In the event a grantee is unable to accept the conditional grant award, authorize staff to accept relinquished awards. Relinquished awards will be used first to fully fund the grant receiving a partial award and second to offer conditional awards to grantees next in line on the CBO rank ordered list.

Mr. Mills thanked the staff and the ESC members for the work on this grant.

General Counsel Maguire asked for a modification of staff's recommendation to include:

- Staff to work with Counsel and other staff when entering the grant agreement process, pursuant to the previous closed session discussion during the meeting.

Mr. Steinhart moved approval. Mr. Gore seconded. Mr. Baranco recused himself from the vote pursuant to Government Code section 1091. Mr. Budnick was absent during the vote. Ms. Cumpian abstained. The motion carried.

G. Proposition 64 Public Health and Safety Grant Program Funding Recommendations: Requesting Approval

Field Representative Helene Zentner presented Agenda Item G.

The Board approved the following:

- Fully fund the [10 Proposition 64](#) proposals totaling \$9,982,064 for grant projects that will assist in mitigating local impacts due to the legalization of recreational cannabis in California.

Mr. Gore moved approval. Mr. Steinhart seconded. Mr. Mills recused himself from the vote pursuant to Government Code section 1091. Mr. Budnick was absent during the vote. The motion carried.

H. Residential Substance Abuse Treatment Program: Appointment of Chair and Establishment of an Executive Steering Committee: Requesting Approval

Field Representative Colleen Stoner presented Agenda Item H.

The Board approved the following:

- Authorize an ESC to oversee the development of the RSAT Program RFP and grant recommendations;
- Appoint BSCC Member Sheriff Dean Growdon as Chair of the ESC

- Delegate authority to the Chair to work with BSCC staff to establish an ESC membership and to modify membership if needed and;
- Approve the activities and tentative timeline associated with development of the RFP.

Mr. Growdon thanked Ms. Stoner for her work on the grant.

Mr. Steinhart moved approval. Mr. Baranco seconded. Mr. Budnick was absent during the vote. The motion carried.

I. Youth Reinvestment Grant (YRG): Modification to Los Angeles County's Award and Reallocation of Funding: **Requesting Approval**

Field Representative Kimberly Bushard presented Agenda Item I:

The Board approved the following:

- Approve a \$997,952 reduction to Los Angeles County's Cohort 1 YRG award.
- Approve augmentations totaling \$997,952 to three YRG Cohort 2 grantees that did not receive full funding which included:
 - \$240,044 to The AMAAD Institute
 - \$377,849 to Flintridge Center
 - \$380,059 to Centinela Youth Services

Public comment was heard for Agenda Item I:

Jessica Ellis (Centinela Youth Service): Thanked the BSCC for increasing the funding and support for the organization and highlighted the great works the agency has done with the funding.

End of Public Comment

Mr. Steinhart moved approval. Mr. Gore seconded. Mr. Budnick was absent during the vote. The motion carried.

VI. Public Comments

Brian Goldstein (CJCJ): Asked what steps the BSCC is taking to ensure all counties are reporting COVID-19 testing data.

VII. Adjourn

The meeting adjourned at: 1:43 pm.

Next Meeting:

❖ BSCC Board Meeting: November 19, 2020 (Via Zoom)

ATTENDANCE ROSTER

BSCC BOARD MEMBERS:

1. Chair Penner, Chair, Board of State and Community Corrections
2. Mr. Diaz, Secretary, California Department of Corrections & Rehabilitation (CDCR)
3. Mr. Viera Rosa, Director Division of Adult Parole CDCR
4. Mr. Growdon, Sheriff, Nevada County
5. Mr. Gore, Sheriff, San Diego County
6. Ms. Lor, Merced County Supervisor
7. Mr. Seale, Chief Probation Officer, Sacramento County
8. Ms. Zuniga, Chief Probation Officer, Kings County
9. Mr. Baranco, Retired Judge, Alameda County
10. Mr. Mills, Chief of Police, Santa Cruz County
11. Mr. Budnick, Founder, Anti-Recidivism Coalition
12. Mr. Steinhart, Director, Commonweal Juvenile Justice Program
13. Ms. Cumpian, Women's and Non-Binary Services Manager Anti-Recidivism Coalition

BSCC STAFF:

Kathleen T. Howard, Executive Director
Aaron Maguire, General Counsel
Tracie Cone, Communications Director
Ricardo Goodridge, Deputy Director, Corrections Planning and Grant Programs
Allison Ganter, Deputy Director, Facilities Standards & Operations
Adam Lwin, Board Secretary
Tanya Hill, Field Representative, Corrections Planning and Grants Program
Katrina Jackson, Field Representative, Corrections Planning and Grants Program
Helene Zentner, Field Representative, Corrections Planning and Grants Program
Kimberly Bushard, Field Representative, Corrections Planning and Grants Program

Agenda Item B

MEETING DATE: November 19, 2020

AGENDA ITEM: B

TO: BSCC Chair and Members

FROM: Evonne Garner, Deputy Director, evonne.garner@bscc.ca.gov

SUBJECT: Assembly Bill 1196: Peace Officers Use of Force Implementation – Standards and Training for Corrections (STC) Training Certification Prohibition Update: **Requesting Approval**

Summary

This agenda item requests Board approval of a policy change to the Standards and Training for Corrections (STC) program that would prohibit certification of choke hold training. The change would comply with the provisions of Assembly Bill 1196 which, among other things, prohibits the use of a carotid restraint or choke hold by law enforcement agencies (Attachment B-1). This request supplements the prohibition of carotid hold training that was approved by the Board on August 13, 2020.

Background

The Standards and Training for Corrections Division within the BSCC establishes minimum selection and training standards for correctional staff and probation officers and monitors compliance with those standards. (Pen. Code, § 6035.) In the wake of the death of George Floyd and the resulting nationwide demonstrations, on June 5, 2020, Governor Newsom announced new policing and criminal justice reforms. Those reforms included an order that the carotid hold be removed from state police training programs and state training materials. (Attachment B-1). The Governor also committed to working with the Legislature on a statewide ban that would apply to all police forces across the state. On September 30, Governor Newsom signed AB 1196, which prohibits a law enforcement agency from authorizing the use of a carotid restraint or choke hold.

In accordance with the Governor's June 5 directive specific to the removal of the carotid hold from state policing training programs, Chair Penner issued a memo to the field on June 10, 2020, notifying agencies of the suspension of the certification of all courses that included carotid control hold training, and prohibiting the delivery of carotid control hold training under a STC certification. On August 13, 2020, the Board made those suspensions permanent.

The passage of AB 1196 extends beyond the Governor's earlier directive prohibiting carotid hold training. It prohibits the use of both the carotid and choke holds. This Board item seeks board approval to make a conforming change to BSCC's training manuals to prohibit training on choke holds similar to the prohibition that was adopted for carotid hold training. Additional conforming changes will also be included in the revision of the Title 15 facility operating standards, which are currently under revision.

Recommendation/Action Needed

Staff recommends the Board:

1. Conform STC's policy manuals for agencies and training providers to include language indicating that choke hold training cannot be included in certified courses.

Attachments

B-1: Assembly Bill 1196

Attachment B-1

Assembly Bill No. 1196

CHAPTER 324

An act to add Section 7286.5 to the Government Code, relating to officers.

[Approved by Governor September 30, 2020. Filed with
Secretary of State September 30, 2020.]

LEGISLATIVE COUNSEL'S DIGEST

AB 1196, Gipson. Peace officers: use of force.

Existing law authorizes a peace officer to make an arrest pursuant to a warrant or based upon probable cause, as specified. Under existing law, an arrest is made by the actual restraint of the person or by submission to the custody of the arresting officer. Existing law authorizes a peace officer to use reasonable force to effect the arrest, to prevent escape, or to overcome resistance.

Existing law requires law enforcement agencies to maintain a policy on the use of force, as specified. Existing law requires the Commission on Peace Officer Standards and Training to implement courses of instruction for the regular and periodic training of law enforcement officers in the use of force.

This bill would prohibit a law enforcement agency from authorizing the use of a carotid restraint or a choke hold, as defined.

By requiring local agencies to amend use of force policies, this bill would impose a state-mandated local program.

The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state. Statutory provisions establish procedures for making that reimbursement.

This bill would provide that, if the Commission on State Mandates determines that the bill contains costs mandated by the state, reimbursement for those costs shall be made pursuant to the statutory provisions noted above.

The people of the State of California do enact as follows:

SECTION 1. Section 7286.5 is added to the Government Code, to read:
7286.5. (a) A law enforcement agency shall not authorize the use of a carotid restraint or choke hold by any peace officer employed by that agency.

(b) As used in this section, the following terms are defined as follows:

(1) "Carotid restraint" means a vascular neck restraint or any similar restraint, hold, or other defensive tactic in which pressure is applied to the sides of a person's neck that involves a substantial risk of restricting blood

flow and may render the person unconscious in order to subdue or control the person.

(2) “Choke hold” means any defensive tactic or force option in which direct pressure is applied to a person’s trachea or windpipe.

(3) “Law enforcement agency” means any agency, department, or other entity of the state or any political subdivision thereof, that employs any peace officer described in Chapter 4.5 (commencing with Section 830) of Title 3 of Part 2 of the Penal Code.

SEC. 2. If the Commission on State Mandates determines that this act contains costs mandated by the state, reimbursement to local agencies and school districts for those costs shall be made pursuant to Part 7 (commencing with Section 17500) of Division 4 of Title 2 of the Government Code.

Agenda Item C

MEETING DATE: November 19, 2020

AGENDA ITEM: C

TO: BSCC Chair and Members

FROM: Helene Zentner, Field Representative, helene.zentner@bscc.ca.gov

SUBJECT: Proud Parenting Grant Program, No-Cost Extensions: **Requesting Approval**

Summary

This agenda item requests Board approval of a no-cost, six-month extension for all grantees funded under the Proud Parenting Grant Program (PPGP). These grantees experienced significant barriers to the continuity of services due to the coronavirus (COVID-19) pandemic, including but not limited to the mandatory stay-at-home Executive Order and the closing of schools beginning with the 2020 spring quarter. The extensions would compensate for the interruption or loss of service time as well as the additional time spent in shifting from business-as-usual to implementing alternative methods for service, thus allowing grantees additional time to continue their programs under their new formats, spend down the grant funds, and claim in-kind matching funds in accordance with their Grant Agreements.

Background

Each year, the California State Budget Act appropriates local assistance grant funding in the amount of \$835,000 for parenting services to young parents and expectant parents, up to the age of 25 (at time of project participation enrollment), who were involved in the criminal/juvenile justice systems and/or considered crossover youth within the child welfare system. The three-year PPGP contracts commenced on July 1, 2018 and are currently scheduled to end on June 30, 2021.

Grant recipients include five (5) Community-Based Organizations, one (1) County Office of Education, and one (1) Probation Department. Types of services previously halted and, in some cases still shuttered, include in-home services for the families, in-school curricula, in-custody programming, and continuity of - and links to - other services within the community as other CBOs are facing similar challenges. Attachment C-1 provides summaries of the current PPGP projects.

As a result of the coronavirus (COVID-19) pandemic and the on-going challenges still impacting components of these programs, grantee spending has been slower, referral-systems have been interrupted, and participant retention has become more difficult with competing priorities for families. Additionally, the grant requires in-kind match contributions from outside partnerships; however, the continued impacts of not being able to share resources, providers teleworking, and some community resources unable to reopen have impacted these parenting-service projects. Providing an additional six (6) months to the current PPGP Grant Agreements will support projects in their recovery efforts by continuing to: reimagine methods for receiving referrals; improve engagement and maintaining client participation, strengthen remote service components and bolster community partnerships.

Recommendation/Action Needed

1. Staff recommends that the Board approve a no-cost, 6-month grant-term extension for all grantees currently funded under the Proud Parenting Grant Program.

Attachments

C-1: Proud Parenting Grant Programs Project Summaries

Attachment C-1

Proud Parenting Grant Program Summaries

Champions Recovery Alternative Programs, Inc. Proud Parenting project in Kings County serve teen and transitional-age youth parents who were system-impacted, in a developmentally appropriate evidence-based model. The overarching goals include wellness of the parent and child(ren), prosocial behavioral and cognitive changes, reductions in criminogenic maladaptive patterns, and disruptions of intergenerational neglect and abuse.

Encompass Community Services' Papás Proud Parenting project in Santa Cruz County utilizes two primary empirically supported curricula (Personal & Professional Development and Supporting Father Involvement), as well as a broad network of agency partners to create lasting community impact. The three goals of the Papás Program are: 1) reduce recidivism through economic stability among participants and their children; 2) increase parenting knowledge, positive parent-child interactions, and improved co-parenting relationships; and, 3) strengthen community awareness and linkages between organizations to provide sustainable, system-wide impact.

Fathers & Families of San Joaquin (FFSJ) provides socially and culturally relevant services to help build a foundation for intergenerational healing and leadership. FFSJ works in community-centered alternatives to detention and programs that reduce recidivism among formerly incarcerated youth men of color and innovative youth development approaches focused on healing, culture, and leadership. FFSJ provides parenting training and key services to young high-risk young parents focusing on healing, cultural practices while promoting leadership of youth gripped by violence, trauma, and pain.

Imperial County Probation Department and its community-based partners provide parenting services to young parents or expectant parents using a multi-faceted, culturally-appropriate and strengths-based program which follows the Principles of Effective Intervention: service delivery responding to the risk/needs of the participant; services directed by a Service Plan; and services that are delivered in evidence-based, cognitive behavioral skills groups (Nurturing Parenting and Aggression Replacement Training). Case management services ensure young parents receive access to medical and economic community-based resources to maintain their success as parents.

Proud Parenting Grant Program Summaries

Neutral Ground's Padre a Padre program addresses the needs of the target population-teen fathers who have been involved in the justice system and/or child welfare system, within an area that encompasses the boundaries of the Santa Ana Unified School District (USD), a large urban district located in Orange County serving approximately 47,000 students PreK-12. The community served includes 91% socioeconomically disadvantaged and 99% minority status (96% LatinX). In collaboration with Santa Ana Heritage Museum, Santa Ana USD, and Santa Ana USD School Police, Project Kinship, Orangewood Foundation, the City of Santa Ana and the Santa Ana Police Department, Orange County Department of Education ACCESS program, and Pathways by Molina-Stay Process, Neutral Ground's Padre a Padre program provides workshops, continuity of education services, father mentors, mental health referrals, and employability development.

South Bay Community Services' (SBCS) PPGP program in San Diego County is an augmentation to the existing First 5 First Steps (F5FS) Home Visiting Program. SBCS provides one-on-one home visiting using the evidence-based Parent as Teachers curriculum as well as parenting groups provided at convenient neighborhood-based sites, and Care Coordination to ensure families can access all the resources they need. The program is overseen by the F5FS Advisory Committee and works closely with the South and Central Region Home Visiting Collaborative to ensure services link seamlessly with existing programs and to avoid duplication of services.

Tulare County Office of Education school sites project helps young parents become more effective at being a parent and break the intergenerational cycle of violence and delinquency. The Tulare County Proud Parenting Program (TCP3) utilizes a case management approach to ensure that all eligible participants are aware of, and referred to, the vast number of community resources available. Specifically, the TCP3 Case Manager works with each eligible participant to develop an individualized case management plan which, at a minimum, includes parenting classes.

Agenda Item D

MEETING DATE: November 19, 2020

AGENDA ITEM: D

TO: BSCC Chair and Members

FROM: Timothy Polasik, Field Representative, timothy.polasik@bscc.ca.gov

SUBJECT: Title II Grant Program: Identifying Effective Interventions and Replicable Strategies for Reducing Racial and Ethnic Disparities - Request for Proposals: **Requesting Approval**

Summary

This agenda item requests Board approval of the Title II Grant Program Request for Proposals (Attachment D-1) developed by the State Advisory Group on Juvenile Justice and Delinquency Prevention's (SACJJDP) Reducing Racial and Ethnicity Disparity Subcommittee Working Group (Attachment D-2). The SACJJDP is soliciting a contractor with Racial and Ethnic Disparity project experience to develop a State and County data dashboard, to conduct a review of a sample of factors that contribute to Racial and Ethnic Disparity, and to develop a replicable framework for determining the appropriate measurable intervention. The final product will assist the SACJJDP in making data-driven recommendations on the allocation of Title II funding directed towards reducing Racial and Ethnic Disparity in the Juvenile Justice system.

Background

The Juvenile Justice Reform Act (JJRA) of 2018 is the federal statute that establishes the Title II Grant Program. The U.S. Office of Juvenile Justice and Delinquency Prevention (OJJDP) administers the grant, in part, by awarding grants to states to support delinquency prevention and juvenile justice system improvement. The Board of State and Community Correction is the state agency that receives and administers California's Title II award. The BSCC must competitively award the majority of these funds to units of local government, nonprofits, nongovernmental organizations (NGOs) (referred to as local private agencies in the JJRA), and Indian tribes consistent with the purpose and intent of the JJRA.

OJJDP requires states that receive Title II awards to establish a State Advisory Group to advise on Title II activities. In California, this Advisory Group is the State Advisory Committee on Juvenile Justice and Delinquency Prevention (SACJJDP). The SACJJDP is a Governor-appointed committee serving as a standing BSCC Executive Steering Committee (ESC) that works on behalf of the Governor to support policy and programs that improve outcomes for young people in the justice system (Attachment D-3).

The Title II Grant Program promotes youth safety and well-being while in custody and identifies and supports successful and emerging reentry models. The SACJJDP developed the Title II Grant Program to provide alternatives to detention, aftercare and reentry services, diversion programs, mental health services, and mentoring, counseling, and training

programs for youth in the California juvenile justice system. The SACJJDP intended that programs focus on rehabilitation and building individual strengths instead of punishment for past mistakes and deficits and that California's Racial and Ethnic Disparity (R.E.D.) of youth in the juvenile justice system be addressed.

Pursuant to the Juvenile Justice and Delinquency Prevention (JJDP) Act, 34 U.S.C. § 11133(a)(15), in order to achieve compliance with the R.E.D requirement, states and territories must "implement policy, practice, and system improvement strategies at the state, territorial, local, and tribal levels, as applicable, to identify and reduce racial and ethnic disparities among youth who come into contact with the juvenile justice system, without establishing or requiring numerical standards or quotas, by:

- Establishing or designating existing coordinating bodies, composed of juvenile justice stakeholders (including representatives of the educational system) at the state, local, or tribal levels, to advise efforts by states, units of local government, and Indian Tribes to reduce racial and ethnic disparities;
- Identifying and analyzing data on race and ethnicity at decision points in state, local, or tribal juvenile justice systems to determine which such points create racial and ethnic disparities among youth who come into contact with the juvenile justice system; and
- Developing and implementing a work plan that includes measurable objectives for policy, practice, or other system changes, based on the needs identified in the data collection and analysis under subparagraph (B)."

To address the above requirements, the SACJJDP developed the following charge:

The SACJJDP will hire a consultant or use a subject matter expert(s) to develop a detailed review of each county, including the assessment of county interventions that are resulting in the reduction of racial and ethnic disparity and the identification of challenges and barriers that may exist within the county juvenile justice system. The review would analyze the RRI data and other sources of data as well as county policies, processes, and procedures. The analysis would demonstrate where disparity exists within the juvenile justice system and the project will highlight projects that are particularly noteworthy and include information about what makes them noteworthy to provide a framework to help counties to develop more effective interventions and/or replicable strategies.

To fulfill this charge, the SACJJDP looked to the subject-matter experts on in its Reducing Racial and Ethnic Disparities (R.E.D) Subcommittee. The R.E.D. Subcommittee includes representatives from the SACJJDP and experts on disproportionate minority contact. The successful applicant will work closely with the R.E.D. Subcommittee to implement the deliverables in this RFP.

Key Request for Proposal Components

- Eligible applicants must have experience in juvenile justice or juvenile delinquency data analysis; and experience with Racial and Ethnic Disparity projects.
- The contractor will work with BSCC staff and the SACJJDP R.E.D. Subcommittee to select juvenile racial and ethnic disparity data elements and metrics to best analyze and identify disparities that will be included in data dashboards and report tables (statewide and county-level).
- The contractor will develop a data dashboard that summarizes the data and report tables that display juvenile racial and ethnic disparity data element. The data summary and report tables will be developed to provide statewide-level data and data for each county. These will be developed in a manner, with supporting documentation, that data collection, storage, and updates of the underlying data tables, report tables, and data dashboard(s) can be updated annually by BSCC staff.
- The contractor will conduct an in-depth review of sample of counties to identify the factors, including policies and practices that contribute to racial and ethnic disparities; challenges and barriers to reducing racial and ethnic disparities; and, policies, practices, and interventions that reduce racial and ethnic disparities. The sampling methodology to select counties for the thorough review shall consider the data and information gathered.
- The review of the sample of counties shall be used to develop a framework that will assist in determining the most appropriate, measurable interventions and/or replicable strategies to implement to reduce racial and ethnic disparities. Documentation shall be provided that describes the purpose, sampling methodology, review method with enough detail to be replicated, and to review results.
- A maximum of \$300,000 may be requested with a project period of up to 18 months from the contract start date.

RFP Activities and Tentative Timeline

Below is a tentative timeline of activities necessary to administer a competitive RFP for the Title II Grant Program.

Activity	Date
RFP Presented for Board Approval	November 19, 2020
Release Request for Proposals	November 20, 2020
Written Questions Submittal Deadline	December 3, 2020
Answers to Written Questions Published	December 17, 2020
Proposals Due to the BSCC	January 29, 2021
Proposal Rating Process and Development of Funding Recommendations	March 26, 2021
Present Funding Recommendations to Board	April 8, 2021
Contract Begins	June 1, 2021

Recommendation/Action Needed

Staff recommends that the Board:

1. Approve and authorize release of the RFP as recommended by the Reducing Racial and Ethnicity Disparity Subcommittee Working Group and approved by the SACJJDP.

Attachments

D-1: Title II Grant Program Request for Proposals

D-2: State Advisory Committee on Juvenile Justice and Delinquency Prevention, Reducing Racial and Ethnicity Disparity Working Subcommittee Roster

D-3: State Advisory Committee on Juvenile Justice and Delinquency Prevention, Reducing Racial and Ethnicity Disparity Subcommittee Working Group Roster

Attachment D-1



LINDA M. PENNER
Chair

KATHLEEN T. HOWARD
Executive Director

STATE OF CALIFORNIA

BOARD OF STATE AND COMMUNITY CORRECTIONS

2590 VENTURE OAKS WAY, SUITE 200 ♦ SACRAMENTO CA 95833 ♦ 916.445.5073 ♦ BSCC.CA.GOV

Attachment D-1



GAVIN NEWSOM
Governor

REQUEST FOR PROPOSALS Notice to Prospective Proposers

November 20, 2020

You are invited to review and respond to this Request for Proposals (RFP), entitled **Title II Grant Program: Identifying Effective Interventions and Replicable Strategies for Reducing Racial and Ethnic Disparities**. In submitting your proposal, you must comply with these instructions.

Note: For private companies, all agreements entered into with the State of California will include by reference General Terms and Conditions that may be viewed and downloaded at: <https://www.dgs.ca.gov/OLS/Resources/Page-Content/Office-of-Legal-Services-Resources-List-Folder/Standard-Contract-Language>. If you do not have internet access, a hard copy can be provided by contacting Jessica Espinoza as listed below:

For California State Universities, all agreements entered into with the State of California will include by reference University Terms and Conditions that may be viewed and downloaded at <https://www.ucop.edu/research-policy-analysis-coordination/research-sponsors-agreements/state-of-california/cma-templates.html>.

In the opinion of the Board of State and Community Corrections (BSCC), this RFP is complete and without need of explanation. However, if you have questions, or if you need any clarifying information, the contact person for this RFP is:

Jessica Espinoza
Board of State and Community Corrections
BSCCProcurement@bscc.ca.gov

Please Note: No verbal information given will be binding upon the BSCC unless such information is issued in writing as an official addendum.

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A. BACKGROUND

The Juvenile Justice Reform Act (JJRA) of 2018 is the federal statute that establishes the Title II Grant Program. The U.S. Office of Juvenile Justice and Delinquency Prevention (OJJDP) administers the grant, in part, by awarding grants to states to support delinquency prevention and juvenile justice system improvement. The Board of State and Community Correction (BSCC) is the state agency that receives and administers California's Title II award. The BSCC must competitively award the majority of these funds to units of local government, nonprofit, nongovernmental organizations (NGOs) (referred to as local private agencies in the JJRA), and Indian tribes consistent with the purpose and intent of the JJRA.

OJJDP requires states that receive Title II awards to establish a State Advisory Group to advise on Title II activities. In California, this Advisory Group is the State Advisory Committee on Juvenile Justice and Delinquency Prevention (SACJJDP). The SACJJDP is a Governor-appointed committee serving as a standing BSCC Executive Steering Committee (ESC) that works on behalf of the Governor to support policy and programs that improve outcomes for young people in the justice system.

In order to receive Title II funding, each state must submit a 3-year juvenile justice State Plan to OJJDP that describes the planned areas of focus. The SACJJDP developed California's 2018-2020 State Plan, which was then approved by the Board and accepted by OJJDP. For more information about SACJJDP and the Title II State Plan click here: <http://www.bscc.ca.gov/wp-content/uploads/2018-20-State-Plan-OJJDP-Title-II-Formula-Grants-Program.pdf>.

The SACJJDP has set the following priorities for California's current Title II Grant Program: providing alternatives to detention, promoting youth safety and well-being while in custody and identifying and supporting successful and emerging reentry models. The current plan also intends that in-custody programs focus on rehabilitation and building individual strengths instead of punishment for past mistakes and deficits. It intends that California's Racial and Ethnic Disparity (R.E.D.) of youth in the juvenile justice system be addressed.

Pursuant to the JJRA, 34 U.S.C. § 11133(a)(15), in order to achieve compliance with the R.E.D requirement, states and territories must "implement policy, practice, and system improvement strategies at the state, territorial, local, and tribal levels, as applicable, to identify and reduce racial and ethnic disparities among youth who come into contact with the juvenile justice system, without establishing or requiring numerical standards or quotas, by:

- Establishing or designating existing coordinating bodies, composed of juvenile justice stakeholders (including representatives of the educational system) at the state, local, or tribal levels, to advise efforts by states, units of local government, and Indian Tribes to reduce racial and ethnic disparities;
- Identifying and analyzing data on race and ethnicity at decision points in state, local, or tribal juvenile justice systems to determine which such points create racial and ethnic disparities among youth who come into contact with the juvenile justice system; and
- Developing and implementing a work plan that includes measurable objectives for policy, practice, or other system changes, based on the needs identified in the data collection and analysis under subparagraph (B)."

To address the above requirements, the SACJJDP developed the following charge:

The SACJJDP will hire a consultant or use a subject matter expert(s) to develop a detailed review of each county, including the assessment of county interventions that are resulting in the reduction of racial and ethnic disparity and the identification of challenges and barriers that may exist within the county juvenile justice system. The review would analyze the RRI data and other sources of data as well as county policies, processes, and procedures. The analysis would demonstrate where disparity exists within the juvenile justice system and the project will highlight projects that are particularly noteworthy, and include information about what makes them noteworthy to provide a framework to help counties to develop more effective interventions and/or replicable strategies.

To fulfill this charge, the SACJJDP looked to the subject matter experts on in its Reducing Racial and Ethnic Disparities (R.E.D) Subcommittee. The R.E.D. Subcommittee includes representatives from the SACJJDP and experts on disproportionate minority contact. The successful applicant will work closely with the R.E.D. Subcommittee to implement the deliverables in this RFP.

B. PURPOSE AND DESCRIPTION OF SERVICES

The purpose of this Request for Proposals (RFP) is to solicit proposals from universities, research firms, and consultants to develop a statewide and county level framework that identifies racial and ethnic disparities and effective interventions and/or replicable strategies for addressing racial and ethnic disparities in California.

This RFP requests an evaluation of racial and ethnic disparities in juveniles at the state and county level. This evaluation should:

- identify and select juvenile racial and ethnic disparity indicators, which will be used to develop data dashboards and report tables at the statewide and county level.
- conduct a review of each county using existing data that identifies juvenile racial and ethnic disparities to select a sample of counties for the in-depth review.
- conduct an in-depth review of a sample of counties to further investigate factors, including policies and practices that contribute to racial and ethnic disparities; challenges and barriers to reducing racial and ethnic disparities; and policies, practices, and interventions that reduce racial and ethnic disparities.
- develop a framework that will assist the state and counties in determining the most appropriate, measurable interventions and/or replicable strategies to implement to reduce racial and ethnic disparities.

Applicants are requested to provide a proposal that;

- 1) defines the target population for this project as youth who entered the justice system before 18 years of age; and may include transitional age youth up to 26 years of age.
- 2) Completes the work in consultation with BSCC Staff, the SACJJDP, and R.E.D. Subcommittee. Key decisions regarding the specific data elements, metrics, and information collected will be determined in conjunction with the R.E.D. Subcommittee.

- 3) focuses on the selection of data elements, metrics, and information that is targeted and most useful for understanding where juvenile racial and ethnic disparities occur and the best practices for reducing these disparities.
- 4) takes into consideration, in their sampling strategy for the in-depth review, variations in practices and policies across agencies and jurisdictions within Counties. Includes documentation of the methodology used for each deliverable with enough detail that all aspects are replicable by BSCC staff or the R.E.D. Committee.
- 5) addresses, in their sampling strategy for the in-depth review, the diversity of counties within California including but not limited to tribal jurisdictions, geography, population/size of County, and demographics.

Respondents to this RFP must include in the proposal a clear description of how they will achieve each of the components of the project plan listed above and how they will comply with each deliverable enumerated below.

C. DELIVERABLES

- 1) The contractor will work with BSCC staff and the SACJJD R.E.D. Subcommittee to select juvenile racial and ethnic disparity data elements and metrics to best analyze and identify disparities that will be included in data dashboards and report tables (statewide and county-level). That is, the R.E.D. Subcommittee will select data elements and/or metrics, based on options presented by the contractor, to identify racial and ethnic disparities at the state and county-level. The data elements and/or metrics will:
 - Provide the percent distribution of race or ethnic groups compared to the general population distribution for the following nine points: arrest, court referral, pre-trial detention, diversion, petitioned, delinquency finding, probation placement, secure confinement, and adult court transfer.
 - Provide data for the following nine points: arrest, court referral, pre-trial detention, diversion, petitioned, delinquency finding, probation placement, secure confinement, and adult court transfer.
 - May provide other metrics to analyze disparities as identified in coordination with the R.E.D. Subcommittee. These may include but are not limited to percent distribution by offense type (e.g., felony, misdemeanor, status) and other demographic characteristics (e.g., gender, age).
 - May include further analysis within a county to identify possible city-level influences of racial and ethnic disparities.

The contractor should assist and guide the SACJJD R.E.D Subcommittee with selecting data elements that are the most useful.

Documentation of the data elements and/or metrics including the source and the reason for their selection shall be provided.

- 2) The contractor will develop a data dashboard that summarizes the data and report tables that display juvenile racial and ethnic disparity data elements identified as part of Deliverable #1. The data summary and report tables will be developed to provide statewide level data and data for each county. These will be developed in a manner, with supporting documentation, that data collection, storage, and updates of the underlying data tables, report tables, and data dashboard(s) can be updated annually by BSCC staff. The contractor will coordinate the selection of software used for dashboards with BSCC staff and prioritize software that is readily available, with limited cost, and relatively easy to learn.

Documentation shall be provided that describes the purpose, analysis methods in sufficient detail to be replicated, and the results of the analysis.

- 3) Conduct an in-depth review of a sampling of counties to identify the:
 - factors, including policies and practices that contribute to racial and ethnic disparities;
 - challenges and barriers to reducing racial and ethnic disparities; and,
 - policies, practices, and interventions that reduce racial and ethnic disparities.

The sampling methodology to select counties for the thorough review shall consider the data and information gathered as part of Deliverable #2 (data dashboards and report tables; counties with greater ethnic disparity as well as those that have made significant improvements).

The review of the sample of counties shall be used to develop a framework that will assist in determining the most appropriate, measurable interventions and/or replicable strategies to implement to reduce racial and ethnic disparities.

Documentation shall be provided that describes the purpose, sampling methodology, review method with enough detail to be replicated, and the review results.

- 4) The contractor will participate in conference calls, virtual meetings, and in-person meetings with BSCC staff and SACJJDP committee members as needed during the project period, to be completed within 18 months of the contract start date.
- 5) Generally, the meeting format will be virtual; however, up to four in-person one-day meetings may be planned over the course of the contract period (assuming COVID-19 restrictions have been lifted).
- 6) The contractor will make presentations, either virtually or in-person, to present the findings and outcomes of the project to the SACJJDP, R.E.D. Subcommittee, and BSCC Board. The contractor will be available for engagement by SACJJDP, R.E.D. Subcommittee, and the BSCC Board to discuss the project deliverables and findings. There will be no more than four virtual or in-person presentations requested.

D. TITLE II RACIAL AND ETHNIC DISPARITY WORKING GROUP PROCESS

To ensure successful program design and implementation, the BSCC uses Executive Steering Committees (ESCs) and Working Groups to inform decision making related to the Board's programs. ESCs and Working Groups are convened as the need arises, to carry out specified tasks including the development of RFPs for grant funds. Title II ESCs and Working Groups submit award recommendations to the SACJJDP, the SACJJDP then presents the recommendation to the BSCC Board and the Board then approves, rejects, or revises those recommendations. BSCC's ESCs and Working Groups are typically 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. Members of ESCs are not paid for their time but are reimbursed for travel expenses incurred to attend meetings. SACJJDP serves as a standing ESC of the Board (see Appendix 1). The SACJJDP established a Title II Racial and Ethnic Disparity Working Group for the purpose of this RFP. A list of Working Group members can be found in Appendix 2.

Conflicts of Interest

Existing law prohibits any grantee, subgrantee, partner or like party who participated on the Title II Racial and Ethnic Disparity Working Group, or who is a member of SACJJDP from receiving funds awarded under this RFP. Applicants who are awarded grants under this RFP are responsible for reviewing the SACJJDP and Title II Working Group membership rosters and ensuring that no grant dollars are passed through to any entity represented by any member of the SACJJDP or Title II ESC.

See Appendix 1 for the State Advisory Committee for Juvenile Justice and Delinquency Prevention Membership Roster and Appendix 2 for the Title II Racial and Ethnic Disparity Working Group Roster.

E. INFORMATION & BUSINESS RULES

- 1) Once feedback has been incorporated into the final product, and the final product has been agreed upon by the contractor, the SACJJDP, and the BSCC, products produced under this RFP will give attribution to the contractor. The attribution statement will be agreed upon between the contractor and the BSCC before products are finalized for distribution.

F. MINIMUM QUALIFICATIONS FOR PROPOSERS

The proposer must have, at a minimum, the following qualifications and experience:

- 1) Must be qualified to do business in the State of California;
- 2) Must have experience in juvenile justice or juvenile delinquency data analysis; and experience with Racial and Ethnic Disparity projects.
- 3) Must provide two relevant work product samples that demonstrate the breadth of experience identified in #2.

G. PROPOSAL REQUIREMENTS AND INFORMATION

1. Key Action Dates

Event	Date
RFP Available to Prospective Proposers	Friday, November 20, 2020
Written Question Submittal Deadline	Thursday, December 3, 2020 by 5:00 pm
Answers to Written Questions Published	Thursday, December 17, 2020 by 5:00 pm
Final Date for Proposal Submission	Tuesday, January 29, 2021 by 5:00 pm
Notice of Intent to Award	Monday, April 12, 2021
Proposed Award Date	Monday, April 19, 2021
Contract Initiated	Monday, April 19, 2021
Contract Signed	On or about Monday, June 1, 2021
Project Period End Date	Within 18 months of the signed contract

2. Work Plan and Work Schedule Requirements

The applicant shall submit a work plan and work schedule for completion of the project that identifies each major task, necessary subtask, and/or specific milestones, including responsible parties and a timeline, by which progress can be measured and payments made.

3. Cost Detail Format and Requirements

The proposed tasks and milestones should be broken down in the outline of the Work Plan and Work Schedule. The total costs of all tasks and milestones cannot exceed \$300,000. Use the Sample Cost Proposal Worksheet (Attachment 4) as a guide in preparing your cost proposal.

4. Payments and Invoicing

Invoices must be submitted to the BSCC upon completion of a deliverable as outlined in the Work Schedule.

5. Submission of Proposal

Applicants must submit an electronic version of the complete proposal package to the BSCC by 5:00 p.m. on January 19, 2021 [see dates and times shown in Section F, Proposal Requirements and Information (Item 1 - Key Action Dates)]. Proposals received after this date and time will not be considered.

A complete proposal package will include:

- 1) One pdf file that contains the signed proposal (e-signatures are acceptable; see Section H, Required Proposal Abstract and Narrative, and Section I, Required Attachments).
- 2) Two pdf files that contain the two required work product samples. Each work product sample shall be a separate file (Attachment 12 and Attachment 13).

If the BSCC does not receive an email containing the complete proposal package by 5:00 p.m. on January 19, 2021, the proposal will not be considered.

Email the complete proposal package to: BSCCProcurement@bscc.ca.gov

If the proposal is made under a fictitious name or business title, the actual legal name of the proposer must be provided.

6. Proposal Content:

- a) All proposals shall include a narrative addressing the items identified in Section H, Required Narrative, and the documents identified in Section I, Required Attachment Checklist (Attachment 1, page 14).
- b) Proposals must be submitted for the performance of all the services described herein.
- c) A proposal may be rejected if it is conditional or incomplete, or if it contains any alterations of form or other irregularities of any kind. The State may reject any or all proposals and may waive an immaterial deviation in a proposal. The State's waiver of an immaterial deviation shall in no way modify the RFP document or excuse the proposer from full compliance with all requirements if awarded the agreement.
- d) Costs incurred for developing proposals and in anticipation of award of the agreement are entirely the responsibility of the proposer and shall not be charged to the State of California.
- e) An individual who is authorized to bind the proposing firm contractually shall sign the Attachment 2, Proposal/Proposer Certification Sheet (page 15). The signature must indicate the title or position that the individual holds in the firm. An unsigned proposal may be rejected.
- f) A proposer may modify a proposal after its submission by withdrawing its original proposal and resubmitting a new proposal prior to the proposal submission deadline as set forth in the Key Action Dates (page 6).
- g) A proposer may withdraw its proposal by submitting a written withdrawal request to the State, signed by the proposer or an authorized agent in accordance with (e) above. A proposer may thereafter submit a new proposal prior to the proposal submission deadline of January 19, 2021.
- h) The awarding agency may modify the RFP prior to the date fixed for submission of proposals by the issuance of an addendum to all parties who received a proposal package.
- i) The awarding agency reserves the right to reject all proposals. The agency is not required to award an agreement.
- j) Before submitting a response to this solicitation, proposers should review, correct all errors, and confirm compliance with the RFP requirements.
- k) More than one proposal from an individual, firm, partnership, corporation, or association under the same or different names, will not be considered.
- l) The State does not accept alternate contract language from a prospective contractor. A proposal with such language will be considered a counter proposal and will be rejected. The State's General Terms and Conditions (GTC, 04/2017) are not negotiable.
- m) No oral understanding or agreement shall be binding on either party.

7. Evaluation Process

- a) At the time of proposal opening, each proposal will be checked for submission by the required date/time and for the presence or absence of required information in

conformance with the submission requirements of this RFP. Late proposals will be disqualified.

- b) Proposals that contain false or misleading statements, or which provide references that do not support an attribute or condition claimed by the proposer, may be rejected.
- c) Award, if made, will be to the highest scored responsive proposal.
- d) Proposal Evaluation System

Proposals that meet the minimum qualifications will be evaluated and scored by the BSCC according to the Rating Factors (RF) shown in the table below. Applicants are asked to address each of these Rating Factors as part of their proposal.

Rating Factor		Point Range	Percent of Total Value	Weighted RF Score
1	Qualifications and Experience	0 - 5	20%	20
2	Project Plan	0 - 5	40%	40
3	Work Plan and Work Schedule	0 - 5	20%	20
4	Project Budget	0 - 5	20%	20
Total Possible Proposal Score:			100%	100

Raters will assign points to an applicant's response in each of the Rating Factor categories on a scale of 0 – 5, according to the Six-Point Rating Scale shown below. Each Rating Factor point assignment is then weighted according to the "Percent of Total Value" column associated with each Rating Factor to arrive at the Weighted Score for each Rating Factor. The Weighted Scores are then added together to calculate the Total Proposal Score.

Non-Response 0	Poor 1	Fair 2	Satisfactory 3	Good 4	Excellent 5
The response fails to address any of the criteria.	The response addresses the criteria in a very inadequate way.	The response addresses the criteria in a non-specific or unsatisfactory way.	The response addresses the criteria in an adequate way.	The response addresses the criteria in a substantial way.	The response addresses the criteria in an outstanding way.

8. Award and Protest

- a) Notice of the proposed award shall be posted in a public place in the office of the Board of State and Community Corrections, 2590 Venture Oaks way, Suite 200 Sacramento, CA 95833, as well as on BSCC's website (www.bscc.ca.gov) for five (5) working days prior to awarding the agreement.
- b) If any proposer, prior to the award of agreement, files a protest with the Board of State and Community Corrections and the Department of General Services, Office of Legal Services, 707 Third Street, 7th Floor, Suite 7-330, West Sacramento, CA 95605, on the grounds that the (protesting) proposer would have been awarded the contract had the agency correctly applied the evaluation system in the RFP, or if the agency followed the evaluation and scoring methods in the RFP, the agreement shall not be awarded until either the protest has been withdrawn or the Department of General Services has decided the matter. It is suggested that you submit any protest by certified or registered mail.
- c) Within five (5) days after filing the initial protest, the protesting proposer shall file with the Department of General Services, Office of Legal Services and the Board of State and Community Corrections a detailed statement specifying the grounds for the protest.
- d) Upon resolution of the protest and award of the agreement, Contractor must complete and submit to the awarding agency the Payee Data Record (STD 204), to determine if the Contractor is subject to state income tax withholding pursuant to California Revenue and Taxation Code Sections 18662 and 26131. This form can be found at: <https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std204.pdf>.
No payment shall be made unless a completed STD 204 has been returned to the awarding agency. Upon resolution of the protest and award of the agreement, Contractor must sign and submit to the awarding agency, page one (1) of the Contractor Certification Clauses (CCC), which can be found at: <https://www.dgs.ca.gov/-/media/Divisions/OLS/Resources/CCC-042017.pdf?la=en&hash=4DE3E4DC414511AE378794200BA43EBF91C758EE>

9. Disposition of Proposals

- a) Upon proposal opening, all documents submitted in response to this RFP will become the property of the State of California and will be regarded as public records under the California Public Records Act (Government Code Section 6250 et seq.) and subject to review by the public.
- b) Proposal packages may be returned only at the proposer's expense, unless such expense is waived by the awarding agency.

10. Agreement Execution and Performance

- a) Performance shall start no later than fourteen (14) days, or on the express date set by the awarding agency and the Contractor, after all approvals have been obtained and the agreement is fully executed. Should the Contractor fail to commence work at the agreed upon time, the awarding agency, upon five (5) days written notice to the Contractor, reserves the right to terminate the agreement. In addition, the Contractor shall be liable to the BSCC for the difference between Contractor's Proposal price and the actual cost of performing work by another contractor.
- b) All performance under the agreement shall be completed on or before the termination date of the agreement.

H. PREFERENCE AND PARTICIPATION PROGRAM INFORMATION

1. Small Business Preference

Section 14835 et seq. of the California Government Code requires that five percent (5%) preference be given to any Proposer who is certified by the State as a California small business, or any Proposer who qualifies as a non-small business claiming at least 25% California certified small business sub-contractor participation. The rules and regulations of this law, including the definition of a small business, or qualifying non-small business, are contained in Title 2, California Code of Regulations, Section 1896 et seq. The definition of non-profit veteran service agencies qualifying as a small business is contained in MVC section 999.50 et seq.

The method used in determining the successful bidder for an RFP Secondary follows:

- Calculate 5% of the highest responsible bidder's total score.
- Add the amount calculated above to the score of each of the certified small business or microbusinesses. This new amount is the total score.
- Award of the contract must go to the responsive proposal with the highest point count.

Proposals desiring to claim this preference must submit a fully executed copy of Attachment 10.

2. Disabled Veteran Business Enterprise (DVBE)

DVBE PARTICIPATION FOR THIS SOLICITATION HAS BEEN WAIVED

3. Target Area Contract Preference Act (TACPA)

Preference will be granted to California based Contractors in accordance with Government Code Section 4530 whenever a contract for goods and services are in excess of \$100,000 and the Contractor meets certain requirements as defined in the California Code (Title 2, Section 1896.30) regarding labor needed to produce the goods or provide the service

being procured. Proposers desiring to claim Target Area Contract Preferences Act shall complete Std. Form 830 and DGS/PD 826, and submit both forms with the final proposal.

Proposals desiring to claim this preference must submit a fully executed copy of Attachment 11.

I. REQUIRED PROPOSAL ABSTRACT AND NARRATIVE

Applicants are required to provide a Proposal Abstract, Proposal Narrative, and Proposal Budget as described below. The Proposal Abstract, Proposal Narrative, and Budget Narrative (see below) must be submitted in Arial 12-point font with one-inch margins on all four sides, and it must be 1.5-line spaced. The Proposal Narrative cannot exceed **12 numbered pages** in length. The Proposal Budget (provided as Attachment 4) can be up to **5 numbered pages** in length.

1. **Proposal Abstract** – Provide a summary of the proposed project. The Proposal Abstract cannot exceed **1-page** length. This section will not be included in the rating of the proposal. It does count toward the 12-page limit.
2. **Proposal Narrative** – For the Proposal Narrative, address each of the three (3) Rating Factor sections below.
 1. **Qualifications and Experience**
 2. **Project Plan**
 3. **Work Plan and Work Schedule (can be addressed in table format as Attachment 3)**

Each section should be titled according to its section header as provided (e.g., Qualifications and Experience). Within each section, address the Rating Factor and its criteria (bulleted lists provided below) in a comprehensive narrative format.

3. **Proposal Budget** – The Proposal Budget is provided as Attachment 4 and is comprised of two components: The Project Budget and a Budget Narrative description relating the expenses to the proposed project plan. Combined, these two components of the Proposal Budget should address the Project Budget Rating Factor and its criteria (bulleted lists provided below) in a comprehensive manner. Attachment 4 can be up to **5 numbered pages** in length and does not count toward the Project Narrative 12-page limit.

Note the aspects of the budget which cannot be changed due to Federal funding requirements which can be found in the US Department of Justice (DOJ) Grant Financial Guide. These include:

- Allowable Costs
- Indirect Costs
- Consultant Rates
- Property Standards
- Procurement

The US DOJ Financial Guide can be found here:

https://www.ojp.gov/sites/g/files/xyckuh241/files/media/document/DOJ_FinancialGuide_1.pdf

The response to each Rating Factor will be evaluated with a single rating based on a scale of 0 – 5. Addressing each criterion does not itself merit a high rating; rather, although each criterion is to be addressed, it is the quality of the response to each that will be evaluated.

The 12-page limit does not include any required attachments (see Section J, Required Attachments). It is up to the applicant to determine how best to use the total 12-page limit in addressing each section. However, as a guide, the percent of total value is provided for each section.

Address the Rating Factors below in narrative form:

Section 1. Qualifications and Experience (Percent of Total Value: 20%) Address the criteria listed below that comprise the Qualification and Experience Rating Factor.	
1.1	Describe research experience of the principal investigator(s) in juvenile justice or juvenile delinquency data analysis; and experience with juvenile racial and ethnic disparity projects. Description should include: <ul style="list-style-type: none"> • background and experience pertinent to the subject area. • experience with similar projects. • experience in California with juvenile justice or juvenile racial and ethnic disparity projects. • experience working with and incorporating data from many sources
1.2	Describe experience of the principal investigator(s) in developing recommendations related to racial and ethnic disparities in juvenile justice.
1.3	Identify additional members of the project team, if applicable, and describe their role, education, and experience. Include the oversight plan by the principal investigator(s).
1.4	The two work product samples provided (as attachments) demonstrate relevant experience to the project.

Section 2. Project Plan (Percent of Total Value: 40%) Address the criteria listed below that comprise the Project Plan Rating Factor.	
2.1	Description of the proposed project plan that ensures the collection of information needed (qualitative and/or quantitative data) to complete the project. The description should address the: <ul style="list-style-type: none"> • Identification and selection of the data elements and metrics to identify disparities. • Development of a state-wide and county-level data dashboard, reports, data tables, and any other reporting mechanisms. • Sampling methodology of counties to be included in the in-depth review. • Method for conducting the in-depth review of counties.

	<ul style="list-style-type: none"> Development of the framework that will assist in determining the most appropriate, measurable interventions and/or replicable strategies to implement to reduce racial and ethnic disparities.
2.2	Description of the plan for coordinating with the R.E.D. Subcommittee and BSCC staff.
2.3	Description of the plan for data management that incorporates the maintenance of data and data sharing with the BSCC and/or R.E.D. Subcommittee.
2.4	The project plan is clearly tied to the requirements of the project (see section B. Purpose and Description of Services and section C. Deliverables).

Section 3. Work Plan and Work Schedule (Percent of Total Value: 20%) Address the criteria listed below that comprise the Work Plan and Work Schedule Rating Factor.	
3.1	Provide a Work Plan and Work Schedule that identifies each major deliverable, task, necessary subtask, and or specific milestone(s), including responsible parties and a timeline, for successful completion of the project.
3.2	The Work Plan and Work Schedule are clearly tied to the proposed Project Plan and the requirements of the project (see section B. Purpose and Description of Services and section C. Deliverables).

Provide a Proposal Budget (Attachment 4) to address the Rating Factor below.

Section 4. Project Budget (Percent of Total Value: 20%) Address the criteria listed below that comprise the Project Budget Rating Factor.	
4.1	Present a detailed Project Budget (sample provided in Attachment 4) for the proposed project plan that directly relates to the activities.
4.2	The Budget Narrative describes how the expenses included in the budget relate to the proposed project plan and are inclusive of <u>all</u> the tasks required for successful completion of the project (see section B. Purpose and Description of Services and section C. Deliverables).

J. REQUIRED ATTACHMENTS

Refer to the following pages to view Required Attachments 1 through 13, that are a part of this agreement.

ATTACHMENT 1: REQUIRED ATTACHMENT CHECKLIST

Complete this checklist to confirm the items included as part of your proposal. Place a check mark or “X” next to each item that you are submitting to the BSCC. For your proposal to be responsive, all required attachments must be returned. This checklist should be returned with your proposal package.

	<u>Attachment</u>	<u>Attachment Name</u>
	Attachment 1	Required Attachment Checklist
	Attachment 2	Proposal/Proposer Certification Sheet
	Attachment 3	Work Plan and Work Schedule
	Attachment 4	Sample Proposal Budget Worksheet
	Attachment 5	Proposer References
	Attachment 6	Payee Data Record (STD 204) (if currently not on file)
	Attachment 7	Contractor Certification Clauses (CCC-307)
	Attachment 8	Darfur Contracting Act Certification
	Attachment 9	Bidders Declaration Form
	Attachment 10	Small Business Certification**
	Attachment 11	Target Area Contract Preference Act (TACPA)**
	Attachment 12	Work Sample # 1 (refer to Minimum Qualifications for Proposers, page 5). To be provided as a separate file.
	Attachment 13	Work Sample #2 (refer to Minimum Qualifications for Proposers, page 5). To be provided as a separate file.
** If applicable		

Proposers note: The state makes no warranty that the checklist is a full comprehensive listing of every requirement specified in the solicitation. Checking off the items on the checklist does not establish proposer’s intent nor does it constitute responsiveness to the requirement(s). The checklist is only a tool to assist proposers in compiling their final proposal. Proposers are encouraged to carefully read the entire solicitation. The need to verify all documentation and responses prior to the submission of final proposals cannot be over emphasized.

ATTACHMENT 2: PROPOSAL/PROPOSER CERTIFICATION SHEET

Completion Instructions: Complete the numbered items on the Proposal/Proposer Certification Sheet (following page) by following the instructions below.

Item #s	Instructions
1, 2, 2a, 3	Must be completed. These items are self-explanatory.
4	Check if your organization/firm is a sole proprietorship. A sole proprietorship is a form of business in which one person owns all the assets of the business in contrast to a partnership and corporation. The sole proprietor is solely liable for all the debts of the business.
5	Check if your organization/firm is a partnership. A partnership is a voluntary agreement between two or more competent persons to place their money, effects, labor, and skill, or some or all of them in lawful commerce or business, with the understanding that there shall be a proportional sharing of the profits and losses between them. An association of two or more persons to carry on, as co-owners, a business for profit.
6	Check if your organization/firm is a corporation. A corporation is an artificial person or legal entity created by or under the authority of the laws of a state or nation, composed, in some rare instances, of a single person and his successors, being the incumbents of a particular office, but ordinarily consisting of an association of numerous individuals.
7	Check if your organization/firm is a university. A University is an institution of higher (or tertiary) education and research, which awards academic degrees in various academic disciplines. Universities typically provide undergraduate education and postgraduate education.
8	Check if your organization/firm is "Other." Other is defined as not applicable to the categories listed in numbered items 4, 5, 6, or 7.
9	Enter your federal employee tax identification number.
10	Enter your corporation (organization/firm) number assigned by the California Secretary of State's Office. This is used for checking if a corporation is in good standing and qualified to conduct business in California.
11	Complete, if applicable, by indicating the type of license and/or certification that your firm possesses and that is required for the type of services being proposed.
12, 13, 14, 15	Must be completed with name of the proposer, not organization/firm name. These items are self-explanatory.
16	If certified as a California Small Business, place a check in the "yes" box, and enter your certification number on the line. If certified as a Disabled Veterans Business Enterprise, place a check in the "Yes" box and enter your service code on the line. If you are not certified to one or both, place a check in the "No" box. If your certification is pending, enter the date your application was submitted to OSDS.

ATTACHMENT 2: PROPOSAL/PROPOSER CERTIFICATION SHEET

This Proposal/Proposer Certification Sheet must be signed and returned along with all the "required attachments" as an entire package.

- A. Place all required attachments behind this certification sheet.
- B. The signature affixed hereon and dated certifies compliance with all the requirements of this proposal document. The signature below authorizes the verification of this certification.

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An unsigned Proposal/Proposer Certification Sheet may be cause for rejection

1. University/Company Name	2. Telephone Number ()	2a. Fax Number ()
3. Address		
Indicate your organization/firm type:		
4. <input type="checkbox"/> Sole Proprietorship 5. <input type="checkbox"/> Partnership 6. <input type="checkbox"/> Corporation 7. <input type="checkbox"/> University 8. <input type="checkbox"/> Other		
Indicate the applicable employee and/or corporation number:		
9. Federal Employee ID No. (FEIN)	10. California Corporation No.	
11. Indicate applicable license and/or certification information:		
12. Proposer's Name (Print)	13. Email	
14. Title		
15. Signature	16. Date	
17. Are you certified with the Department of General Services, Office of Small Business and Disabled Veteran Business Enterprise (OSDS) as:		
a. California Small Business Yes <input type="checkbox"/> No <input type="checkbox"/>	b. Disabled Veteran Business Enterprise Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, enter certification number:	If yes, enter your service code below:	
Cert. No: _____	Code: _____	
NOTE: A copy of your Certification is required to be included if either of the above items is checked "Yes".		
Date application was submitted to OSDS, if an application is pending:		

ATTACHMENT 3: WORK PLAN AND WORK SCHEDULE

ATTACHMENT 3: WORK PLAN AND WORK SCHEDULE

To be provided as a separate file. (Refer to Proposal Requirements and Information, page 6)

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ATTACHMENT 4: SAMPLE PROPOSAL BUDGET WORKSHEET AND NARRATIVE

Use this section to provide a budget worksheet and narrative that provides a description of how the expenses included in the budget table above relate to the proposed project plan and are inclusive of all the tasks required for successful completion of the project. Budget Information and a Sample Budget Detail Worksheet can be found here:

<https://www.justice.gov/ovw/page/file/1107316/download>

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ATTACHMENT 5: PROPOSER REFERENCES

Submission of this attachment is mandatory. Failure to comply and return this attachment with your proposal will cause your proposal to be rejected and deemed nonresponsive.

List below three (3) references for services performed within the last three (3) years, which are similar to the scope of work to be performed in this contract. If three (3) references cannot be provided, please explain why on an attached sheet of paper.

REFERENCE 1

Name of Firm			
Street Address	City	State	Zip Code
Contact Person	Telephone Number		
Dates of Service	Value or Cost of Service		
Brief Description of Service Provided			

REFERENCE 2

Name of Firm			
Street Address	City	State	Zip Code
Contact Person	Telephone Number		
Dates of Service	Value or Cost of Service		
Brief Description of Service Provided			

REFERENCE 3

Name of Firm			
Street Address	City	State	Zip Code
Contact Person	Telephone Number		
Dates of Service	Value or Cost of Service		
Brief Description of Service Provided			

ATTACHMENT 6: PAYEE DATA RECORD (STD 204)

Proposer must complete, sign and submit the Payee Data Record (STD 204).

<https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std204.pdf>

ATTACHMENT 7: CONTRACTOR CERTIFICATION CLAUSES (CCC-307)

Proposer must complete, sign and submit page 1 of the Contractor Certification Clauses (CCC-307).

<https://www.dgs.ca.gov/-/media/Divisions/OLS/Resources/CCC-042017.pdf?la=en&hash=4DE3E4DC414511AE378794200BA43EBF91C758EE>

ATTACHMENT 8: DARFUR CONTRACTING ACT

Proposer must complete, sign and submit the Darfur Contracting Act Form.

<https://www.dgs.ca.gov/-/media/Divisions/PD/Acquisitions/Solicitation-Document-Attachments/Darfur-Contracting-Act.pdf>

ATTACHMENT 9: BIDDER DECLARATION FORM (GSPD-05-105)

View and print this document at:

<https://www.documents.dgs.ca.gov/dgs/fmc/gspd/gspd05-105.pdf>

ATTACHMENT 10: SMALL BUSINESS CERTIFICATION

<https://www.dgs.ca.gov/PD/Services/Page-Content/Procurement-Division-Services-List-Folder/Certify-or-Re-apply-as-Small-Business-Disabled-Veteran-Business-Enterprise>

ATTACHMENT 11: TARGET AREA CONTRACT PREFERENCE ACT (TACPA)

View and print this document at:

<https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std830.pdf>
<https://www.documents.dgs.ca.gov/dgs/fmc/gspd/gspd0526.pdf>

ATTACHMENT 12: WORK SAMPLE # 1

To be provided as a separate file. (Refer to Minimum Qualifications for Proposers, page 5)

ATTACHMENT 13: WORK SAMPLE # 2

To be provided as a separate file. (Refer to Minimum Qualifications for Proposers, page 5)

APPENDIX 1: SACJJDP MEMBERSHIP ROSTER

	Name	Title	Organization/Agency	County
1	Rachel Rios (Chair)	Director	La Familia Counseling Center, Inc.	Sacramento
2	Carol Biondi (Vice- Chair)	Commissioner	Los Angeles County Commission for Children and Families	Los Angeles
3	Hon. Brian Back	Superior Court Judge	Ventura County Juvenile Court	Ventura
4	Chief Michelle Scray Brown	Chief Probation Officer	San Bernardino County Probation	San Bernardino
5	Dr. B.J. Davis	Adjunct Professor	Alliant International University	Sacramento
6	Dr. Carly Dierkhising	Assistant Professor	CSU Los Angeles	Los Angeles
7	Miguel A. Garcia	Youth Member	Legal Assistant, Daniel H. Cargnelutti, Esq.	Riverside
8	Juan Gomez	Director	Motivating Individual Leadership for Public Advancement	Los Angeles
9	Susan Harbert	Staff Attorney	Loyola Law School	Los Angeles
10	Gordon Jackson	National Director of Protect	3Strands Global Foundation	Sacramento
11	Ramon Leija	Advocate	Anti-Recidivism Coalition	Los Angeles
12	Kent Mendoza	Policy Coordinator	Anti-Recidivism Coalition	Los Angeles

13	Amika Mota	Prison Reentry Director	Young Women's Freedom Center	San Francisco
14	Vanessa Najar	Peer mentor	Puente Project at Sacramento City College	Sacramento
15	District Attorney Nancy O'Malley	District Attorney	Alameda County District Attorney's Office	Alameda
16	Winston Peters	Assistant Public Defender	Los Angeles County Public Defender's Office	Los Angeles
17	Dr. Mimi Silbert	Chief Executive Officer	Delancey Street Foundation	San Francisco
18	Dante Williams	Youth Advocate Manager	Stanford Youth Solutions	Sacramento
19	Amanda Clifford	Policy and Advocacy Associate	Bill Wilson Center	Santa Clara
20	Michelle Guymon	Director, Child Trafficking Unit	LA County Probation	Los Angeles
21	Elliot Housman-Turrubiate	Youth Victim Advocate	Native American Health Center	Sacramento

APPENDIX 2: SACJJD P R.E.D. WORKING GROUP ROSTER

	Name	Title	Organization/Agency	County
1	Rachel Rios (Co-Chair)	Director	SACJJD P Chair, La Familia Counseling Center, Inc.	Sacramento
2	Dr. Carly Dierkhising	Assistant Professor	CSU Los Angeles	Los Angeles
3	Dr. B.J. Davis	Adjunct Professor	Alliant International University	Sacramento
4	Elliot Housman-Turrubiate	Youth Victim Advocate	Native American Health Center	Sacramento
5	Tracy Kenny	Legislative Advocate	Family and Juvenile Law Advisory Committee	Sacramento
6	Dr. Dan Okada	Professor of Criminal Justice	CSU Sacramento	Sacramento
7	Dr. Mercedes Valadez	Assistant Professor of Criminal Justice	CSU Sacramento	Sacramento
8	Tracy Reece	Assistant Chief of Probation	San Bernardino County Probation	San Bernardino

APPENDIX 3: SAMPLE CONTRACT

**SAMPLE STANDARD AGREEMENT
(Universities)**

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STANDARD AGREEMENT

STD 213 (Rev 02/20)

STATE CONTROLLER'S OFFICE IDENTIFIER	AGREEMENT NUMBER
	REGISTRATION NUMBER

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

STATE AGENCY'S NAME

, hereinafter referred to as "State"

CONTRACTOR'S NAME

, hereinafter referred to as "University"

2. The term of this Agreement is: _____ through _____

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

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

- Exhibit A – A7:** A–Scope of Work; A1–Deliverables; A2–Key Personnel; A3–Authorized Representatives; A4–Use of Intellectual Property & Data; A5–Resumes/Biosketch; A6–Current & Pending Support; A7–Third Party Confidential Information (if applicable) page(s)
- Exhibit B – B–Budget;** B1–Budget Justification; B2– Subawardee Budgets (if applicable); B3– Invoice Elements page(s)
- Exhibit C* – University Terms and Conditions** UTC-220

Check mark additional Exhibits below, and attach applicable Exhibits or provide internet link:

- Exhibit D** – Additional Requirements Associated with Funding Sources page(s)
- Exhibit E** – Special Conditions for Security of Confidential Information page(s)
- Exhibit F** – Access to State Facilities or Computing Resources page(s)
- Exhibit G** – Negotiated Alternate UTC Terms page(s)

Items shown with an Asterisk (*) are hereby incorporated by reference and made part of this agreement as if attached hereto. You can find these documents on the [University of California, Office of the President](#) and the [California Department of General Services](#) websites.

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

CONTRACTOR		California Department of General Services Use Only
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		
BY (Authorized Signature)	DATE SIGNED (Do not type)	
PRINTED NAME AND TITLE OF PERSON SIGNING		
ADDRESS		

Exempt per:

EXHIBIT A

SCOPE OF WORK

Contract Grant

Does this project include Research (as defined in the UTC)? Yes No

PI Name: Click or tap here to enter text.

Project Title: Click or tap here to enter text.

Project Summary/Abstract

This project will develop a statewide and county level framework that identifies racial and ethnic disparities and effective interventions and/or replicable strategies for addressing racial and ethnic disparities in California.

If Third-Party Confidential Information is to be provided by the State:

- Performance of the Scope of Work is anticipated to involve use of third-party Confidential Information and is subject to the terms of this Agreement; **OR**
- A separate CNDA between the University and third-party is required by the third-party and is incorporated in this Agreement as Exhibit A7, Third Party Confidential Information.

A. Scope and Description

1. *Contractor Name ("Contractor")* agrees to provide the Board of State and Community Corrections (BSCC), (*type of service*) as described herein.
2. The agreement period is from (*date*) to (*date*).
3. The project representatives during the term of this agreement will be:

State Agency:	Contractor:
Name:	Name:
Phone:	Phone:
Cell:	Fax:

4. This project will develop a statewide and county level framework that identifies racial and ethnic disparities and effective interventions and/or replicable strategies for addressing racial and ethnic disparities in California.

The evaluation of racial and ethnic disparities in juveniles at the state and county level will:

- identify and select juvenile racial and ethnic disparity indicators, which will be used to develop data dashboards and report tables at the statewide and county level.
- conduct a review of each county using existing data that identifies juvenile racial and ethnic disparities to select a sample of counties for the in-depth review.
- conduct an in-depth review of a sample of counties to further investigate factors, including policies and practices that contribute to racial and ethnic disparities; challenges and barriers to reducing racial and ethnic disparities; and policies, practices, and interventions that reduce racial and ethnic disparities.
- develop a framework that will assist the state and counties in determining the most appropriate, measurable interventions and/or replicable strategies to implement to reduce racial and ethnic disparities.

5. Deliverables for this contract:

- a) The contractor will work with BSCC staff and the SACJJDP R.E.D. Subcommittee to select juvenile racial and ethnic disparity data elements and metrics to best analyze and identify disparities that will be included in data dashboards and report tables (statewide and county-level). That is, the R.E.D. Subcommittee will select data elements and/or metrics, based on options presented by the contractor, to identify racial and ethnic disparities at the state and county-level. The data elements and/or metrics will:
- Provide the percent distribution of race or ethnic groups compared to the general population distribution for the following nine points: arrest, court referral, pre-trial detention, diversion, petitioned, delinquency finding, probation placement, secure confinement, and adult court transfer.
 - Provide data for the following nine points: arrest, court referral, pre-trial detention, diversion, petitioned, delinquency finding, probation placement, secure confinement, and adult court transfer.
 - May provide other metrics to analyze disparities as identified in coordination with the R.E.D. Subcommittee. These may include but are not limited to percent distribution by offense type (e.g., felony, misdemeanor, status) and other demographic characteristics (e.g., gender, age).
 - May include further analysis within a county to identify possible city-level influences of racial and ethnic disparities.

The contractor will assist and guide the SACJJDP R.E.D. Subcommittee with selecting data elements that are targeted to the most useful.

Documentation of the data elements and/or metrics including the source and the reason for their selection shall be provided.

- b) The contractor will develop a data dashboard that summarizes the data and report tables that display juvenile racial and ethnic disparity data elements identified as part of Deliverable (a). The data summary and report tables will be developed to

provide statewide level data and data for each county. These will be developed in a manner, with supporting documentation, that data collection, storage, and updates of the underlying data tables, report tables, and data dashboard(s) can be updated annually by BSCC staff. The contractor will coordinate the selection of software used for dashboards with BSCC staff and prioritize software that is readily available, with limited cost, and relatively easy to learn.

Documentation shall be provided that describes the purpose, analysis methods in sufficient detail to be replicated, and the results of the analysis.

- c) Conduct an in-depth review of a sample of counties to identify the:
- Factors, including policies and practices that contribute to racial and ethnic disparities;
 - Challenges and barriers to reducing racial and ethnic disparities; and,
 - Policies, practices, and interventions that reduce racial and ethnic disparities.

The sampling methodology to select counties for the thorough review shall consider the data and information gathered as part of Deliverable (b) (data dashboards and report tables; counties with greater ethnic disparity as well as those that have made significant improvements).

The review of the sample of counties shall be used to develop a framework that will assist in determining the most appropriate, measurable interventions and/or replicable strategies to implement to reduce racial and ethnic disparities.

Documentation shall be provided that describes the purpose, sampling methodology, review method with enough detail to be replicated, and the review results.

- d) The contractor will participate in update conference calls, virtual meetings, and in-person meetings with BSCC staff and SACJJDP committee members, as needed during the project period, to be completed within 18 months of the contract start date.
- e) Generally, the meeting format will be virtual; however, up to four in-person one-day meetings may be planned over the course of the contract period (assuming COVID-19 restrictions have been lifted).
- f) The contractor will make presentations, either virtually or in-person, to present the findings and outcomes of the project to the SACJJDP, R.E.D. Subcommittee, and BSCC Board. The contractor will be available for engagement by SACJJDP, R.E.D. Subcommittee, and the BSCC Board to discuss the project deliverables and findings. There will be no more than three virtual or in-person presentations requested.

EXHIBIT A1

SCHEDULE OF DELIVERABLES

List all items that will be delivered to the State under the proposed Scope of Work. Include all reports, including draft reports for State review, and any other deliverables, if requested by the State and agreed to by the Parties.

Deliverable*	Description	Due Date

** If use of any Deliverable is restricted or is anticipated to contain Preexisting Data or copyrightable works with any restricted use, it must be clearly identified in Exhibit A4, Use of Preexisting Data, Copyrighted Works and Deliverables.*

EXHIBIT A2

KEY PERSONNEL

List Key Personnel as defined in the Agreement starting with the Principal Investigator (PI), by last name followed by Co-PIs. Then list all other Key Personnel in alphabetical order by last name. For each individual listed include his/her name, institutional affiliation, and role on the proposed project. Use additional consecutively numbered pages as necessary.

Last Name, First Name	Institutional Affiliation	Role on Project
PI:		
<i>Last name, First name</i>	<i>Institutional affiliation</i>	<i>Role on the project</i>
Co-PI(s) – if applicable:		
<i>Last name, First name</i>	<i>Institutional affiliation</i>	<i>Role on the project</i>
<i>Last name, First name</i>	<i>Institutional affiliation</i>	<i>Role on the project</i>
Other Key Personnel (if applicable):		
<i>Last name, First name</i>	<i>Institutional affiliation</i>	<i>Role on the project</i>
<i>Last name, First name</i>	<i>Institutional affiliation</i>	<i>Role on the project</i>

EXHIBIT A-3

AUTHORIZED REPRESENTATIVES AND NOTICES

The following individuals are the authorized representatives for the State and the University under this Agreement. Any official Notices issued under the terms of this Agreement shall be addressed to the Authorized Official identified below, unless otherwise identified in the Agreement.

Changes in the University Principal Investigator are subject to the Key Personnel section of this Agreement. Changes in other contact information may be made by notification, in writing, between the parties.

State Agency Contacts	University Contacts
Agency Name: <Agency Name>	University Name: <University Name>
Contract Project Manager (Technical) Name: <Name> <Title> Address: <Department> <Address> <City,State,Zip> Telephone: <Telephone#> Fax: <Fax#, if available> Email: <EmailAddress>	Principal Investigator Name: <Name> <Title> Address: <Department> <Address> <City,State,Zip> Telephone: <Telephone#> Fax: <Fax#, if available> Email: <EmailAddress>
Authorized Official (contract officer) Name: <Name> <Title> Address: <Department> <Address> <City,State,Zip> Telephone: <Telephone#> Fax: <Fax#, if available> Email: <EmailAddress> Send notices to (if different): Name: <Name> <Title> Address: <Department> <Address> <City,State,Zip> Telephone: <Telephone#> Fax: <Fax#, if available> Email: <EmailAddress>	Authorized Official Name: <Name> <Title> Address: <Department> <Address> <City,State,Zip> Telephone: <Telephone#> Fax: <Fax#, if available> Email: <EmailAddress> Send notices to (if different): Name: <Name> <Title> Address: <Department> <Address> <City,State,Zip> Telephone: <Telephone#> Fax: <Fax#, if available> Email: <EmailAddress>

<p>Administrative Contact</p> <p>Name: <Name> <Title></p> <p>Address: <Department> <Address> <City,State,Zip></p> <p>Telephone: <Telephone#></p> <p>Fax: <Fax#, if available></p> <p>Email: <EmailAddress></p>	<p>Administrative Contact</p> <p>Name: <Name> <Title></p> <p>Address: <Department> <Address> <City,State,Zip></p> <p>Telephone: <Telephone#></p> <p>Fax: <Fax#, if available></p> <p>Email: <EmailAddress></p>
<p>Financial Contact/Accounting</p> <p>Name: <Name> <Title></p> <p>Address: <Department> <Address> <City,State,Zip></p> <p>Telephone: <Telephone#></p> <p>Fax: <Fax#, if available></p> <p>Email: <EmailAddress></p>	<p>Authorized Financial Contact/Invoicing</p> <p>Name: <Name> <Title></p> <p>Address: <Department> <Address> <City,State,Zip></p> <p>Telephone: <Telephone#></p> <p>Fax: <Fax#, if available></p> <p>Email: <EmailAddress></p>

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EXHIBIT A4

USE OF PRE-EXISTING DATA, COPYRIGHTED WORKS AND DELIVERABLES

If either Party will be using any third-party or pre-existing data or copyrighted works that have restrictions on use, then list all such data or copyrighted works and the nature of the restriction below. If no third-party or pre-existing data or copyrighted works will be used, check "none" in this section.

- A. State: Pre-existing data and/or copyrighted works to be provided to the University from the State or a third party for use in the performance in the Scope of Work.

None or List:

Owner (State Agency or 3 rd Party)	Type of Data or copyrighted work (Restricted or Unrestricted)	Description	If Restricted, nature of restriction:

- B. University: Use of pre-existing data or copyrighted works included in Deliverables identified in Exhibit A1.

None or List:

Owner (University or 3 rd Party)	Type of Data or copyrighted work (Restricted or Unrestricted)	Description	If Restricted, nature of restriction:

- C. Anticipated restrictions on use of Project Data

If the University PI anticipates that any of the Project Data generated during the performance of the Scope of Work will have a restriction on use (such as subject identifying information in a data set) then list all such anticipated restrictions below. If there are no restrictions anticipated in the Project Data, then check "none" in this section.

None or List:

Owner (University or 3 rd Party)	Description	Nature of Restriction:

EXHIBIT A5

CURRICULUM VITAE (CV) / RÉSUMÉS / BIOSKETCH

Attach CV/Résumé/Biosketch for Key Personnel listed in Exhibit A2.

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EXHIBIT A6 (IF APPLICABLE)

**CURRENT & PENDING SUPPORT
(Will be incorporated, if applicable)**

University will provide current & pending support information for Key Personnel identified in Exhibit A2 at time of proposal and upon request from State agency. The “Proposed Project” is this application that is submitted to the State. Add pages as needed.

PI: NAME OF INDIVIDUAL					
Status (currently active or pending approval)	Award # (if available)	Source (name of the sponsor)	Project Title	Start Date	End Date
Proposed Project					
CURRENT					
CURRENT					
PENDING					
NAME OF INDIVIDUAL					
Status	Award #	Source	Project Title	Start Date	End Date
Proposed Project					
CURRENT					
CURRENT					
PENDING					
NAME OF INDIVIDUAL					
Status	Award #	Source	Project Title	Start Date	End Date
Proposed Project					
CURRENT					
CURRENT					
PENDING					
NAME OF INDIVIDUAL					
Status	Award #	Source	Project Title	Start Date	End Date
Proposed Project					
CURRENT					
CURRENT					
PENDING					
NAME OF INDIVIDUAL					
Status	Award #	Source	Project Title	Start Date	End Date
Proposed Project					
CURRENT					
CURRENT					
PENDING					

EXHIBIT A7 (IF APPLICABLE)

**Third Party Confidential Information
Confidential Nondisclosure Agreement**

(Identified in Exhibit A, Scope of Work – will be incorporated, if applicable)

If the scope of work requires the provision of third party confidential information to either the State or the Universities, then any requirement of the third party in the use and disposition of the confidential information will be listed below. The third party may require a separate Confidential Nondisclosure Agreement (CNDA) as a requirement to use the confidential information. Any CNDA will be identified in this Exhibit A7.

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EXHIBIT B

BUDGET DETAIL AND PAYMENT PROVISIONS

A. Invoicing and Payment

1. For services satisfactorily rendered, and upon receipt and approval of the invoices, the BSCC agrees to compensate the contractor, in monthly arrears, for actual expenditures incurred in accordance with the rates specified below:

DIRECT LABOR	HOURS	RATE	TOTAL
Title _____	_____	_____	_____
Title _____	_____	_____	_____
Title _____	_____	_____	_____
Title _____	_____	_____	_____
			\$ _____
SUBCONTRACTOR(S) COST ITEMIZED			\$ _____
INDIRECT COSTS (OVERHEAD AND FRINGE BENEFITS)			
Overhead Rate	_____	_____	
Fringe Benefits	_____	_____	
			\$ _____
DIRECT COSTS (EXCEPT LABOR)			
Travel Costs		_____	
Equipment and Supplies (Itemized)		_____	
Other Direct Costs (Itemized)		_____	
			\$ _____
TOTAL COSTS			\$ _____

2. The invoice must be submitted on the contractor's letterhead, signed by an authorized representative, and include the following information:
 - Agreement Number
 - Invoice Date
 - Description of work completed
 - Method of computing amount
 - Total amount due

3. Submit invoices to:
Board of State and Community Corrections
Attention: CalVIP
2590 Venture Oaks Way, Suite 200
Sacramento, CA 95833

Or

Accounting@bscc.ca.gov

4. Payment will be processed upon approval and acceptance of invoice. Payment terms shall be net forty-five (45) days, as required by the Prompt Payment Act.

B. Budget Contingency Clause

1. It is mutually agreed that if the Budget Act of the current year, and/or any subsequent years, covered under this agreement, does not appropriate sufficient funds for the program, this agreement shall be of no further force and effect. In this event, the BSCC shall have no liability to pay any funds, whatsoever, to the contractor, or to furnish any other considerations under this agreement, and the contractor shall not be obligated to perform any provisions of this agreement.

2. 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 agreement, with no liability occurring to the State, or offer an agreement amendment to the contractor which reflects the reduced amount.

EXHIBIT B1

Budget Justification

The Budget Justification will include the following items in this format.

Personnel

Name. *Starting with the Principal Investigator list the names of all known personnel who will be involved on the project for each year of the proposed project period. Include all collaborating investigators, individuals in training, technical and support staff or include as “to be determined” (TBD).*

Role on Project. *For all personnel by name, position, function, and a percentage level of effort (as appropriate), including “to-be-determined” positions.*

Fringe Benefits.

In accordance with University policy, explain the costs included in the budgeted fringe benefit percentages used, which could include tuition/fee remission for qualifying personnel to the extent that such costs are provided for by University policy, to estimate the fringe benefit expenses on Exhibit B.

Travel

Itemize all travel requests separately by trip and justify in Exhibit B1, in accordance with University travel guidelines. Provide the purpose, destination, travelers (name or position/role), and duration of each trip. Include detail on airfare, lodging and mileage expenses, if applicable. Should the application include a request for travel outside of the state of California, justify the need for those out-of-state trips separately and completely.

Materials and Supplies

Itemize materials supplies in separate categories. Include a complete justification of the project’s need for these items. Theft sensitive equipment (under \$5,000) must be justified and tracked separately in accordance with State Contracting Manual Section 7.29.

Equipment

List each item of equipment (greater than or equal to \$5,000 with a useful life of more than one year) with amount requested separately and justify each.

Consultant Costs

Consultants are individuals/organizations who provide expert advisory or other services for brief or limited periods and do not provide a percentage of effort to the project or program.

Consultants are not involved in the scientific or technical direction of the project as a whole. Provide the names and organizational affiliations of all consultants. Describe the services to be performed, and include the number of days of anticipated consultation, the expected rate of compensation, travel, per diem, and other related costs.

Subawardee (Consortium/Subrecipient) Costs

Each participating consortium organization must submit a separate detailed budget for every year in the project period in Exhibit B2 Subcontracts. Include a complete justification for the need for any subawardee listed in the application.

Other Direct Costs

Itemize any other expenses by category and cost. Specifically justify costs that may typically be treated as indirect costs. For example, if insurance, telecommunication, or IT costs are charged as a direct expense, explain reason and methodology.

Rent

If the scope of work will be performed in an off-campus facility rented from a third party for a specific project or projects, then rent may be charged as a direct expense to the award.

Indirect (Facilities & Administration) Costs

Indirect costs are calculated in accordance with the University budgeted indirect cost rate in Exhibit B.

EXHIBIT B2 (IF APPLICABLE)

Budget Estimates Pertaining to Subcontractors (when applicable)

Principal Investigator (Last, First):

COMPOSITE BUDGET: ESTIMATE FOR ENTIRE PROPOSED PROJECT PERIOD					
07/01/2019 to 05/31/202					

From: To:	7/1/2019 6/30/2020	7/1/2020 6/30/2021	7/1/2021 6/30/2022	7/1/2022 5/31/2023	TOTAL
BUDGET CATEGORY	Year 1	Year 2	Year 3	Year 4	TOTAL
PERSONNEL: <i>Salary and fringe benefits</i>	\$0	\$0	\$0	\$0	\$0
TRAVEL	\$0	\$0	\$0	\$0	\$0
MATERIALS & SUPPLIES	\$0	\$0	\$0	\$0	\$0
EQUIPMENT	\$0	\$0	\$0	\$0	\$0
CONSULTANT	\$0	\$0	\$0	\$0	\$0
SUBRECIPIENT	\$0	\$0	\$0	\$0	\$0
OTHER DIRECT COSTS (ODC)	<i>Subject to IDC Calc</i>				
ODC #1	Y	\$0	\$0	\$0	\$0
ODC #2	Y	\$0	\$0	\$0	\$0
ODC #3	Y	\$0	\$0	\$0	\$0
ODC #4	Y	\$0	\$0	\$0	\$0
ODC #5	Y	\$0	\$0	\$0	\$0
ODC #6	Y	\$0	\$0	\$0	\$0
TOTAL DIRECT COSTS		\$0	\$0	\$0	\$0
Indirect (F&A Costs)					
F&A Base					
<i>On-Campus</i>	<i>MTDC</i>	\$0	\$0	\$0	\$0
Indirect (F&A) Costs	40.00%	\$0	\$0	\$0	\$0
TOTAL ESTIMATED COSTS PER YEAR		\$0	\$0	\$0	\$0
TOTAL ESTIMATED COSTS FOR PROPOSED PROJECT PERIOD					\$0

JUSTIFICATION See Exhibit B1 – Follow the budget justification instructions.

Project Period Budget Flexibility

Prior approval is required for all budget changes to identified budget above.

EXHIBIT B3

Invoice and Detailed Transaction Ledger Elements

In accordance with Section 14 – Payment and Invoicing, the invoice, summary report and/or transaction/payroll ledger shall be certified by the University’s Financial Contact and the PI.

Summary Invoice – includes either on the invoice or in a separate summary document – by approved budget category (Exhibit B) – expenditures for the invoice period, approved budget, cumulative expenditures and budget balance available¹

- Personnel
- Equipment
- Travel
- Subawardee – Consultants
- Subawardee – Subcontract/Subrecipients
- Materials & Supplies
- Other Direct Costs
 - TOTAL DIRECT COSTS (if available from system)
- Indirect Costs
 - TOTAL

Detailed transaction ledger and/or payroll ledger for the invoice period ²

- University Fund OR Agency Award # (to connect to invoice summary)
- Invoice/Report Period (matching invoice summary)
- General Ledger Account/Object Code
- Doc Type (or subledger reference)
- Transaction Reference#
- Transaction Description, Vendor and/or Employee Name
- Transaction Posting Date
- Time Worked
- Transaction Amount

¹ If this information is not on the invoice or summary attachment, it may be included in a detailed transaction ledger.

² For salaries and wages, these elements are anticipated to be included in the detailed transaction ledger. If all elements are not contained in the transaction ledger, then a separate payroll ledger may be provided with the required elements.

EXHIBIT C

**University Terms and Conditions
UTC-116**

AB20 State/University Model Agreement Terms & Conditions

<https://www.dgs.ca.gov/OLS/Resources/Page-Content/Office-of-Legal-Services-Resources-List-Folder/Model-Contract-Language>

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**SAMPLE STANDARD AGREEMENT
(Private Companies)**

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STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

STANDARD AGREEMENT

STD 213 (Rev. 04/2020)

AGREEMENT NUMBER	PURCHASING AUTHORITY NUMBER (If Applicable)

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

CONTRACTING AGENCY NAME

CONTRACTOR NAME

2. The term of this Agreement is:

START DATE

THROUGH END DATE

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.

Exhibits	Title	Pages
Exhibit A	Scope of Work	
Exhibit B	Budget Detail and Payment Provisions	
Exhibit C *	General Terms and Conditions	
+		
-		

Items shown with an asterisk (), are hereby incorporated by reference and made part of this agreement as if attached hereto.*

These documents can be viewed at <https://www.dgs.ca.gov/OLS/Resources>

IN WITNESS WHEREOF, THIS AGREEMENT HAS BEEN EXECUTED BY THE PARTIES HERETO.

CONTRACTOR

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

CONTRACTOR BUSINESS ADDRESS	CITY	STATE	ZIP

PRINTED NAME OF PERSON SIGNING	TITLE

CONTRACTOR AUTHORIZED SIGNATURE	DATE SIGNED

STATE OF CALIFORNIA

CONTRACTING AGENCY NAME

CONTRACTING AGENCY ADDRESS	CITY	STATE	ZIP

PRINTED NAME OF PERSON SIGNING	TITLE

CONTRACTING AGENCY AUTHORIZED SIGNATURE	DATE SIGNED

CALIFORNIA DEPARTMENT OF GENERAL SERVICES APPROVAL	EXEMPTION (If Applicable)

EXHIBIT A

SCOPE OF WORK

A. Scope and Description

1. *Contractor Name ("Contractor")* agrees to provide the Board of State and Community Corrections (BSCC), (*type of service*) as described herein.
2. The agreement period is from (*date*) to (*date*).
3. The project representatives during the term of this agreement will be:

State Agency:	Contractor:
Name:	Name:
Phone:	Phone:
Cell:	Fax:

4. This project will develop a statewide and county level framework that identifies racial and ethnic disparities and effective interventions and/or replicable strategies for addressing racial and ethnic disparities in California.

The evaluation of racial and ethnic disparities in juvenile at the state and county level will :

- identify and select juvenile racial and ethnic disparity indicators, which will be used to develop data dashboards and report tables at the statewide and county level.
- conduct a review of each county using existing data that identifies juvenile racial and ethnic disparities to select a sample of counties for the in-depth review.
- conduct an in-depth review of a sample of counties to further investigate factors, including policies and practices that contribute to racial and ethnic disparities; challenges and barriers to reducing racial and ethnic disparities; and policies, practices, and interventions that reduce racial and ethnic disparities.
- develop a framework that will assist the state and counties in determining the most appropriate, measurable interventions and/or replicable strategies to implement to reduce racial and ethnic disparities.

5. Deliverables for this contract:

- a) The contractor will work with BSCC staff and the SACJJDP R.E.D. Subcommittee to select juvenile racial and ethnic disparity data elements and metrics to best analyze and identify disparities that will be included in data dashboards and report tables (statewide and county-level). That is, the R.E.D. Subcommittee will select data elements and/or metrics, based on options presented by the contractor, to identify racial and ethnic disparities at the state and county-level. The data elements and/or metrics will:

- Provide the percent distribution of race or ethnic groups compared to the general population distribution for the following nine points: arrest, court referral, pre-trial detention, diversion, petitioned, delinquency finding, probation placement, secure confinement, and adult court transfer.

- Provide data for the following nine points: arrest, court referral, pre-trial detention, diversion, petitioned, delinquency finding, probation placement, secure confinement, and adult court transfer.
- May provide other metrics to analyze disparities as identified in coordination with the R.E.D. Subcommittee. These may include but are not limited to percent distribution by offense type (e.g., felony, misdemeanor, status) and other demographic characteristics (e.g., gender, age).
- May include further analysis within a county to identify possible city-level influences of racial and ethnic disparities.

The contractor will assist and guide the SACJJDP R.E.D. Subcommittee with selecting data elements that are targeted to the most useful.

Documentation of the data elements and/or metrics including the source and the reason for their selection shall be provided.

- b) The contractor will develop a data dashboard that summarizes the data and report tables that display juvenile racial and ethnic disparity data elements identified as part of Deliverable (a). The data summary and report tables will be developed to provide statewide level data and data for each county. These will be developed in a manner, with supporting documentation, that data collection, storage, and updates of the underlying data tables, report tables, and data dashboard(s) can be updated annually by BSCC staff. The contractor will coordinate the selection of software used for dashboards with BSCC staff and prioritize software that is readily available, with limited cost, and relatively easy to learn.

Documentation shall be provided that describes the purpose, analysis methods in sufficient detail to be replicated, and the results of the analysis.

- c) Conduct an in-depth review of a sample of counties to identify the:
- Factors, including policies and practices that contribute to racial and ethnic disparities;
 - Challenges and barriers to reducing racial and ethnic disparities; and,
 - Policies, practices, and interventions that reduce racial and ethnic disparities.

The sampling methodology to select counties for the thorough review shall consider the data and information gathered as part of Deliverable (b) (data dashboards and report tables; counties with greater ethnic disparity as well as those that have made significant improvements).

The review of the sample of counties shall be used to develop a framework that will assist in determining the most appropriate, measurable interventions and/or replicable strategies to implement to reduce racial and ethnic disparities.

Documentation shall be provided that describes the purpose, sampling methodology, review method with enough detail to be replicated, and the review results.

- d) The contractor will participate in update conference calls, virtual meetings, and in-person meetings with BSCC staff and SACJJDP committee members, as needed during the project period, to be completed within 18 months of the contract start date.
- e) Generally, the meeting format will be virtual; however, up to four in-person one-day meetings may be planned over the course of the contract period (assuming COVID-19 restrictions have been lifted).
- f) The contractor will make presentations, either virtually or in-person, to present the findings and outcomes of the project to the SACJJDP, R.E.D. Subcommittee, and BSCC Board. The contractor will be available for engagement by SACJJDP, R.E.D. Subcommittee, and the BSCC Board to discuss the project deliverables and findings. There will be no more than three virtual or in-person presentations requested.

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EXHIBIT B

BUDGET DETAIL AND PAYMENT PROVISIONS

A. Invoicing and Payment

1. For services satisfactorily rendered, and upon receipt and approval of the invoices, the BSCC agrees to compensate the contractor, in monthly arrears, for actual expenditures incurred in accordance with the rates specified below:

DIRECT LABOR	HOURS	RATE	TOTAL
Title _____	_____	_____	_____
Title _____	_____	_____	_____
Title _____	_____	_____	_____
Title _____	_____	_____	_____
			\$ _____
SUBCONTRACTOR(S) COST ITEMIZED			\$ _____
INDIRECT COSTS (OVERHEAD AND FRINGE BENEFITS)			
Overhead Rate	_____	_____	
Fringe Benefits	_____	_____	
			\$ _____
DIRECT COSTS (EXCEPT LABOR)			
Travel Costs		_____	
Equipment and Supplies (Itemized)		_____	
Other Direct Costs (Itemized)		_____	
			\$ _____
TOTAL COSTS			\$ _____

2. The invoice must be submitted on the contractor's letterhead, signed by an authorized representative, and include the following information:
 - Agreement Number
 - Invoice Date
 - Description of work completed
 - Method of computing amount
 - Total amount due

3. Submit invoices to:
Board of State and Community Corrections
2590 Venture Oaks Way, Suite 200
Sacramento, CA 95833

Or

Accounting@bscc.ca.gov

4. Payment will be processed upon approval and acceptance of invoice. Payment terms shall be net forty-five (45) days, as required by the Prompt Payment Act.

B. Budget Contingency Clause

3. It is mutually agreed that if the Budget Act of the current year, and/or any subsequent years, covered under this agreement, does not appropriate sufficient funds for the program, this agreement shall be of no further force and effect. In this event, the BSCC shall have no liability to pay any funds, whatsoever, to the contractor, or to furnish any other considerations under this agreement, and the contractor shall not be obligated to perform any provisions of this agreement.

4. 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 agreement, with no liability occurring to the State, or offer an agreement amendment to the contractor which reflects the reduced amount.

EXHIBIT C

GENERAL TERMS AND CONDITIONS (GTC 04/2017)

The State of California General Terms and Conditions will be included in the contract by reference to the internet site:

<https://www.dgs.ca.gov/OLS/Resources/Page-Content/Office-of-Legal-Services-Resources-List-Folder/Standard-Contract-Language>

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Attachment D-2

SACJJDP R.E.D. ESC ROSTER

	Name	Title	Organization/Agency	County
1	Rachel Rios (Co-Chair)	Director	SACJJDP Chair, La Familia Counseling Center, Inc.	Sacramento
2	Dr. Carly Dierkhising	Assistant Professor	CSU Los Angeles	Los Angeles
3	Dr. B.J. Davis	Adjunct Professor	Alliant International University	Sacramento
4	Elliot Housman-Turrubiate	Youth Victim Advocate	Native American Health Center	Sacramento
5	Tracy Kenny	Legislative Advocate	Family and Juvenile Law Advisory Committee	Sacramento
6	Dr. Dan Okada	Professor of Criminal Justice	CSU Sacramento	Sacramento
7	Dr. Mercedes Valadez	Assistant Professor of Criminal Justice	CSU Sacramento	Sacramento
8	Tracy Reece	Assistant Chief of Probation	San Bernardino County Probation	San Bernardino

Attachment D-3

SACJJD MEMBERSHIP ROSTER

	Name	Title	Organization/Agency	County
1	Rachel Rios (Chair)	Director	La Familia Counseling Center, Inc.	Sacramento
2	Carol Biondi (Vice-Chair)	Commissioner	Los Angeles County Commission for Children and Families	Los Angeles
3	Hon. Brian Back	Superior Court Judge	Ventura County Juvenile Court	Ventura
4	Chief Michelle Scray Brown	Chief Probation Officer	San Bernardino County Probation	San Bernardino
5	Dr. B.J. Davis	Adjunct Professor	Alliant International University	Sacramento
6	Dr. Carly Dierkhising	Assistant Professor	CSU Los Angeles	Los Angeles
7	Miguel A. Garcia	Youth Member	Legal Assistant, Daniel H. Cargnelutti, Esq.	Riverside
8	Juan Gomez	Director	Motivating Individual Leadership for Public Advancement	Los Angeles
9	Susan Harbert	Staff Attorney	Loyola Law School	Los Angeles
10	Gordon Jackson	National Director of Protect	3Strands Global Foundation	Sacramento
11	Ramon Leija	Advocate	Anti-Recidivism Coalition	Los Angeles
12	Kent Mendoza	Policy Coordinator	Anti-Recidivism Coalition	Los Angeles

Attachment D-3

13	Amika Mota	Prison Reentry Director	Young Women's Freedom Center	San Francisco
14	Vanessa Najar	Peer mentor	Puente Project at Sacramento City College	Sacramento
15	District Attorney Nancy O'Malley	District Attorney	Alameda County District Attorney's Office	Alameda
16	Winston Peters	Assistant Public Defender	Los Angeles County Public Defender's Office	Los Angeles
17	Dr. Mimi Silbert	Chief Executive Officer	Delancey Street Foundation	San Francisco
18	Dante Williams	Youth Advocate Manager	Stanford Youth Solutions	Sacramento
19	Amanda Clifford	Policy and Advocacy Associate	Bill Wilson Center	Santa Clara
20	Michelle Guymon	Director, Child Trafficking Unit	LA County Probation	Los Angeles
21	Elliot Housman-Turrubiate	Youth Victim Advocate	Native American Health Center	Sacramento

Agenda Item E

MEETING DATE:**AGENDA ITEM: E****TO:** BSCC Chair and Members**FROM:** Evonne Garner, Deputy Director, evonne.garner@bscc.ca.gov**SUBJECT:** Standards and Training for Corrections Compliance Report and Annual Update: **Information Only**

Summary

Section 318 of Title 15 of the California Code of Regulations directs the BSCC to annually monitor local correctional agency compliance with Standards and Training for Corrections (STC) training standards. This agenda item provides program statistics and compliance findings for the STC Division for Fiscal Year 2019-20.

Background

Beginning in March 2020, training courses across the state were cancelled due to COVID-19. In further response to the pandemic, emergency stay at home orders, social distancing requirements, and other measures were implemented that interrupted operations and prevented in person training. The inability of agencies to train staff in the last quarter of the fiscal year severely impeded agency efforts to comply with STC training requirements. On March 12, 2020, BSCC issued a field memo instructing local corrections agencies that training that was not completed due to COVID-19 would not be considered an out of compliance finding for FY 19-20 (Attachment E-1).

Also due to COVID-19, STC conducted virtual compliance reviews. The method of the review was dependent upon the electronic capabilities of each agency. For most agencies, the review consisted of a video or telephone interview and the review of electronic training records or a visual inspection of those records through a video call. Per the March 12, 2020 direction, any training non-compliance issue due to COVID-19 was identified as a mitigating circumstance and did not result in an out-of-compliance finding. Across the state, there were 64 staff who did not receive required core training in FY 19/20 due to COVID-19 and 2,826 staff who may have received some but not all required annual training hours (Attachment E-2). In total, slightly fewer than 9% of corrections staff did not fully comply with STC training standards as a direct result of COVID-19.

Agencies that were unable to comply with STC training standards due to COVID-19 were required to document the barriers. Additionally, staff that did not complete core training due to COVID were documented so that STC staff can follow up to ensure that they receive the required training when COVID-19 measures allow training to resume. In the meantime, STC is encouraging and agencies are seeking alternative ways to provide job training to their staff. Some agencies have their own training departments and their county orders have allowed them to resume limited training. Others are relying more heavily on computer-based training and STC is maintaining a list of certified courses for agency reference. Still others are using

on the job training modules and delivering training on site. The barriers and available solutions are unique to each agency and county and STC is working closely with participating agencies to assist them.

Program Statistics for Fiscal Year 2019-20

In Fiscal Year 2019-20, 157 Sheriff's Offices, Departments of Corrections, Probation Departments and Police Departments participated in the STC program. The total also includes four modified community correctional facilities that STC supports under a contract with CDCR.

Participation in the program is voluntary. Agencies that choose to participate in the program receive access to selection and training standards that have been validated for correctional classifications, technical assistance and training to support their training programs, and funding to offset the costs of meeting the STC standards.

Attachment E-3 provides data reflecting the number of:

- participating agencies for FY 2019-20
- participating staff by category
- job applicants tested using BSCC's selection examinations by position
- training hours by type of training
- staff training hours received by job classification
- trainings delivered by STC

These tables also provide comparative data for FY 2018-19.

Compliance Findings for Fiscal Year 2019-20

In accordance with Penal Code section 6035 and Title 15, Division 1, Chapter 1, Subchapter 1, Article 8, Section 318, STC is required to annually monitor participating agencies' adherence to the standards, policies and procedures of the STC Program. The purpose of this compliance-monitoring process is to ensure that each agency operates in accordance with its approved and funded Annual Training Plan, the program regulations, and the law. Of the 157 agencies that participated in the STC Program in 2019-20, 155 agencies were found to be "In Compliance" and two agencies were "Out of Compliance" with STC training requirements (Attachment E-4).

In Compliance – 155 agencies

An agency is "in compliance" when it has met 100 percent of its training obligation, or if mitigating circumstances were identified that prevented an agency from meeting its training obligation – including inability to train due to COVID-19. Each training file with a mitigating circumstance was evaluated to determine whether it met the criteria required by policy and adopted by the Board, which states:

Agencies can be found in compliance if staff fail to meet the training standard but meet the following criteria for approved mitigating circumstances:

- a. an employee's significant unanticipated leave at the end of the fiscal training year make it impractical to complete the required training;
- b. an employee was absent from work for 6 months or more within the fiscal training year;
- c. a personnel problem involving an employee, but the participating department has taken positive steps to correct the problem;
- d. an innocent error (e.g., record keeping error, clerical error, computer data entry error, etc.); or
- e. the number of staff or the number of hours lacking for full compliance is insignificant compared to the agency's total training obligation, and this occurred despite the agency exercising due diligence in the management and oversight of the training program.

In addition to the above criteria, Field Representatives may consider other unforeseen or extraordinary circumstances such as cancellation or non-availability of training courses.

As a result of this review, 155 agencies are in compliance with the policy.

Out of Compliance – 2 agencies

An agency is "out of compliance" when it has not met 100 percent of its training obligation and does not have an approved mitigating circumstance. Two agencies were found to be out of compliance with the requirements of the STC Program. Both of those agencies are in their first year of out-of-compliance status. (Attachment E-5)

The following are the mandatory sanctions adopted by the Board for local agencies found to be out of compliance:

- First Year: Notice to department head and respective county administrative officer (CAO); detailed Annual Training Plan; corrective action plan; quarterly on-site technical review; regular quarterly allocation.
- Second Year: Notice to department head and county CAO; detailed Annual Training Plan; comprehensive corrective action plan; quarterly on-site STC monitoring; retroactive allocation of funds quarterly.
- Third Year: Deny department participation in the STC Program for one year.

Attachment D-5 contains a list of agencies that are out of compliance, the number of eligible staff, the minimum required training hours, and the number of staff that failed to meet the training standard. Attachment E-6 provides a compliance history for all participating agencies.

All agencies found to be out of compliance for FY 2019-20 have submitted responsive corrective actions plans, as required by the STC, to remedy the deficiencies in the subsequent fiscal year.

Recommendation/Action Needed

This is an information item and does not require Board action.

Attachments

- E-1: BSCC Memo to Field
- E-2: COVID-19 Counts
- E-3: FY 2019-20 Program Stats
- E-4: FY 2019-20 Compliance Monitoring Findings
- E-5: FY 2019-20 Out of Compliance Agencies
- E-6: STC Compliance History

Attachment E-1



LINDA M. PENNER
Chair

KATHLEEN T. HOWARD
Executive Director

STATE OF CALIFORNIA

BOARD OF STATE AND COMMUNITY CORRECTIONS

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GAVIN NEWSOM
Governor

TO: All Sheriffs, Chief Probation Officers, Police Chiefs with TH/TI Jails, Jail Managers

FROM: Linda Penner, Chair, Board of State and Community Corrections

RE: CORONAVIRUS COVID-19 & BSCC PROGRAMS

On March 6, 2020, the Board of State and Community Corrections sent a memo to the field providing a reminder regarding the process to suspend Title 15 standards for adult and juvenile facilities. A copy of the memo can be found here:

<http://www.bscc.ca.gov/news/covid-19-jail-notification-procedures-outlined/>

Given the potential delays between implementing an emergency suspension and formal notification to the Board, we are now requesting that any instances of suspension of regulations related to COVID-19 be immediately reported to the facility's assigned Field Representative, which can be found here: http://www.bscc.ca.gov/wp-content/uploads/2019-FSO-FR-Assignments_Effect.-Sept-2019_FINAL-1.pdf

In-Person Visitation at Adult Local Detention Facilities:

In light of Governor's [Executive Order No. 25-20](#), and in consultation with the California Department of Public Health, it is recommended that adult local detention facilities suspend in-person visitation (except legal visits). Accordingly, I will approve any requests to suspend in-person visitation at adult facilities for the duration of the COVID-19 emergency pursuant to section 1012 of Title 15 of the California Code of Regulations.

Ongoing Biennial Inspections of Local Detention Facilities:

At this time, the BSCC will continue to conduct its biennial inspection of local detention facilities. To the extent that local detention facilities are directly impacted by COVID-19, the BSCC will work with facilities to ensure a review of policies and procedures if a physical, onsite inspection is not feasible. We will work with the facilities to reschedule inspections, if necessary and continue to provide ongoing technical assistance.

STC Training Compliance:

We have received several inquiries about compliance with STC training standards due to travel restrictions, cancellations of training conferences, or an overall need to suspend training due to COVID-19. To the extent training classes are cancelled, we are asking agencies to document the cancellation as related to COVID-19 and identify staff that may be out of compliance with STC requirements as a result. We will provide

technical assistance and will recommend alternatives to in-person training, such as online training or other opportunities to complete core training, if available. To the extent that training cannot be completed due to COVID-19, we will consider COVID-19 as a mitigating circumstance so that agencies are not found out of compliance with training standards and can have additional time to complete the training requirements. Please contact your assigned Field Representative for additional questions:
<http://www.bscc.ca.gov/wp-content/uploads/Agency-Contact-2020-March.pdf>

If you have any questions, please contact your respective Field Representatives.

Thank you,



LINDA PENNER
Chair

Attachment E-1

Attachment E-2

Agency Name	Agency Type	# of COVID Core	# of COVID Annual
Alameda	Probation	0	0
Alameda	Sheriff	0	48
Alpine	Probation	0	0
Amador	Probation	0	0
Amador	Sheriff	0	0
Anaheim	Police	0	3
Bell Gardens	Police	0	0
Berkeley	Police	0	0
Burbank	Police	0	0
Butte	Sheriff	0	2
Butte	Probation	0	0
Calaveras	Sheriff	0	0
Calaveras	Probation	0	0
Chula Vista	Police	0	0
Claremont	Police	0	0
Colusa	Sheriff	0	3
Colusa	Probation	0	0
Contra Costa	Probation	0	2
Contra Costa	Sheriff	0	0
Covina	Police	0	0
Del Norte	Probation	0	0
Del Norte	Sheriff	0	1
Delano	CCF	0	0
El Dorado	Probation	2	0
El Dorado	Sheriff	1	1
El Monte	Police	0	3
El Segundo	Police	1	0
Fremont	Police	1	13
Fresno	Probation	0	0
Fresno	Sheriff	0	167
Gardena	Police	0	3
Glendale	Police	0	2
Glendora	Police	0	2
Glenn	Sheriff	1	0
Glenn	Probation	0	0
Hawthorne	Police	0	0
Hayward	Police	0	14
Hermosa Beach	Police	0	6
Humboldt	Sheriff	0	0
Humboldt	Probation	1	0
Huntington Beach	Police	0	12

Agency Name	Agency Type	# of COVID Core	# of COVID Annual
Huntington Park	Police	0	2
Imperial	Probation	0	0
Imperial	Sheriff	0	5
Inglewood	Police	0	6
Inyo	Probation	0	0
Inyo	Sheriff	0	0
Kern	Probation	12	81
Kern	Sheriff	0	13
Kings	Sheriff	1	51
Kings	Probation	0	0
Lake	Sheriff	2	0
Lake	Probation	0	0
Lassen	Probation	0	0
Lassen	Sheriff	0	0
Lompoc	Police	1	0
Long Beach	Police	0	25
Los Angeles	Probation	1	592
Los Angeles	Sheriff	0	262
Los Angeles	Police	1	301
Madera	Dept.of Corrections	0	0
Madera	Probation	1	0
Manhattan Beach	Police	0	7
Marin	Probation	0	9
Marin	Sheriff	0	0
Mariposa	Probation	0	1
Mariposa	Sheriff	0	0
McFarland	CCF	0	0
Mendocino	Sheriff	0	11
Mendocino	Probation	1	0
Merced	Probation	0	3
Merced	Sheriff	0	0
Modoc	Sheriff	0	0
Modoc	Probation	0	0
Mono	Probation	0	0
Mono	Sheriff	0	0
Monterey	Police	0	0
Monterey	Probation	0	0
Monterey	Sheriff	0	11
Monterey Park	Police	0	4
Napa	Dept.of Corrections	0	59
Napa	Probation	0	13

Agency Name	Agency Type	# of COVID Core	# of COVID Annual
Nevada	Sheriff	0	0
Nevada	Probation	0	0
Newport Beach	Police	1	5
Orange	Probation	4	184
Orange	Sheriff	5	0
Palos Verdes Estates	Police	0	0
Pasadena	Police	0	7
Placer	Probation	0	0
Placer	Sheriff	1	12
Plumas	Sheriff	1	0
Plumas	Probation	0	0
Pomona	Police	0	8
Redondo Beach	Police	0	4
Riverside	Probation	0	2
Riverside	Sheriff	2	4
Sacramento	Probation	0	0
Sacramento	Sheriff	0	17
San Benito	Probation	1	0
San Benito	Sheriff	0	0
San Bernardino	Probation	0	0
San Bernardino	Sheriff	2	5
San Diego	Probation	5	0
San Diego	Sheriff	0	5
San Fernando	Police	0	7
San Francisco	Sheriff	0	306
San Francisco Adult	Probation	0	0
San Francisco Juv.	Probation	0	33
San Joaquin	Probation	0	0
San Joaquin	Sheriff	1	0
San Luis Obispo	Sheriff	0	70
San Luis Obispo	Probation	0	0
San Mateo	Sheriff	0	76
San Mateo	Probation	0	0
Santa Ana	Police	1	0
Santa Barbara	Sheriff	0	172
Santa Barbara	Probation	0	0
Santa Clara	Probation	1	0
Santa Clara	Sheriff	0	76
Santa Cruz	Probation	0	0
Santa Cruz	Sheriff	1	0
Santa Monica	Police	0	5

Agency Name	Agency Type	# of COVID Core	# of COVID Annual
Seal Beach	Police	0	0
Shafter	CCF	0	1
Shasta	Probation	0	0
Shasta	Sheriff	0	0
Sierra	Probation	0	0
Signal Hill	Police	0	0
Siskiyou	Probation	0	0
Siskiyou	Sheriff	0	0
Solano	Probation	0	0
Solano	Sheriff	4	0
Sonoma	Sheriff	0	5
Sonoma	Probation	0	0
South Gate	Police	0	4
Stanislaus	Sheriff	0	0
Stanislaus	Probation	1	31
Sutter	Sheriff	0	0
Sutter	Probation	1	0
Taft	CCF	1	0
Tehama	Probation	0	0
Tehama	Sheriff	0	0
Torrance	Police	0	11
Trinity	Sheriff	1	0
Trinity	Probation	0	0
Tulare	Sheriff	0	0
Tulare	Probation	0	0
Tuolumne	Sheriff	0	0
Tuolumne	Probation	0	0
Ventura	Probation	0	0
Ventura	Sheriff	0	35
West Covina	Police	0	0
Yolo	Sheriff	2	0
Yolo	Probation	1	0
Yuba	Probation	0	0
Yuba	Sheriff	0	3
Totals:		64	2826

Attachment E-3

Participating Departments

	Fiscal Year 2018/19	Fiscal Year 2019/20
Probation Departments	59	59
Sheriff Departments	54	54
Police Departments	38	38
Community Corrections Facilities	7	4
Local Departments of Corrections	2	2
Total Departments	160	157

Participating Staff by Category

	Fiscal Year 2018/19	Fiscal Year 2019/20
Adult Corrections Officers	15,916	16,138
Juvenile Corrections Officers	5,613	5,480
Probation Officers	6,474	6,356
Supervisors	3,463	3,296
Managers	956	954
Administrators	246	252
Total Participating Staff	32,668	32,476

Selection Examinations by Position

	Fiscal Year 2018/19	Fiscal Year 2019/20
Adult Corrections Officers	5,502	4,460
Juvenile Corrections Officers	5,418	7,766
Probation Officers	2,729	3,348
CO (CCF)	259	77
Total Exams Administered	13,908	15,651

Training Hours by Type

	Fiscal Year 2018/19	Fiscal Year 2019/20
Annual Hours	818,936	810,688
Core Hours	505,883	504,128
Total Training Hours	1,324,819	1,314,816

Staff Training Hours by Category

	Fiscal Year 2018/19	Fiscal Year 2019/20
Adult Corrections Officers	605,630	630,196
Juvenile Corrections Officers	215,704	196,544
Probation Officers	328,077	321,740
Supervisors	133,400	126,240
Managers	34,256	32,328
Administrators	7,752	7,768
Total Staff Training Hours	1,324,819	1,314,816

STC Delivered Training

	Fiscal Year 2018/19	Fiscal Year 2019/20
Training Managers Course	4	3
Instructor Development Course	11	7
Test Development	10	1
Lesson Plan Development	15	14
Using STC's Learning Portal	14	18
Training for Core Instructors	1	3
Core Coordinator & Regional	10	2
Total Courses Delivered	65	48

Attachment E-4

Out of Compliance Agencies FY 2019-20

Two agencies were found Out of Compliance. They are listed below and a summary of the compliance issues for each department is included.

Del Norte County Sheriff's Office

14 filled eligible corrections positions as of June 30, 2020

2 staff failed to meet the 24 hours of annual training requirement

Inyo County Probation Office

15 filled eligible corrections positions as of June 30, 2020

2 staff failed to meet the core training requirement (did not complete within one year of hire)

Statewide Out of Compliance Summary Table

Total Probation Departments	Total Sheriff's Offices	Total Police Departments	Modified Community Correctional Facility (MCCF)	Core Training Deficiencies		Annual Training Deficiencies	
				Total Agencies	Total Staff	Total Agencies	Total Staff
1	1	0	0	1	2	1	2

Attachment E-5

STC Compliance History

Fiscal Year	Out of Compliance	Substantial Compliance	Full Compliance	Total Participating Agencies
00/01	9	90	78	177
01/02	4	84	88	176
02/03*	13	83	83	179
06/07	42	66	69	177
07/08	20	80	78	178
08/09	23	70	87	180
09/10	12	85	77	174
10/11	9	83	79	171
11/12	8	73	83	164
12/13	6	75	78	159
Fiscal Year	Out of Compliance	In Compliance		Total Participating Agencies
13/14**	11	145		156
14/15	7	149		156
15/16	6	155		161
16/17	4	157		161
17/18	9	152		161
18/19	8	152		160
19/20	2	155		157

*Beginning in Fiscal year 03/04 and continuing through 05/06, the Governor's budget did not include training funds for local corrections agencies and compliance monitoring was suspended.

**Beginning in Fiscal Year 13/14, the compliance categories of Substantial Compliance and Full Compliance were combined into a single category of In Compliance.

Attachment E-6

FY 2019-2020 COMPLIANCE MONITORING FINDINGS

Agency	Agency Type	In Compliance	Out of Compliance
Alameda County	Probation Department	X	
Alameda County	Sheriff's Office	X	
Alpine County	Probation Department	X	
Amador County	Probation Department	X	
Amador County	Sheriff's Office	X	
Anaheim	Police Department	X	
Bell Gardens	Police Department	X	
Berkeley	Police Department	X	
Burbank	Police Department	X	
Butte County	Probation Department	X	
Butte County	Sheriff's Office	X	
Calaveras County	Probation Department	X	
Calaveras County	Sheriff's Office	X	
Chula Vista	Police Department	X	
Claremont	Police Department	X	
Colusa County	Probation Department	X	
Colusa County	Sheriff's Office	X	
Contra Costa County	Probation Department	X	
Contra Costa County	Sheriff's Office	X	
Covina	Police Department	X	
Del Norte County	Probation Department	X	
Del Norte County	Sheriff's Office		X
El Dorado County	Probation Department	X	
El Dorado County	Sheriff's Office	X	
El Monte	Police Department	X	
El Segundo	Police Department	X	
Fremont	Police Department	X	
Fresno County	Probation Department	X	
Fresno County	Sheriff's Office	X	
Gardena	Police Department	X	
Glendale	Police Department	X	
Glendora	Police Department	X	
Glenn County	Probation Department	X	
Glenn County	Sheriff's Office	X	
Hawthorne	Police Department	X	
Hayward	Police Department	X	
Hermosa Beach	Police Department	X	
Humboldt County	Probation Department	X	

FY 2019-2020 COMPLIANCE MONITORING FINDINGS

Agency	Agency Type	In Compliance	Out of Compliance
Humboldt County	Sheriff's Office	X	
Huntington Beach	Police Department	X	
Huntington Park	Police Department	X	
Imperial County	Probation Department	X	
Imperial County	Sheriff's Office	X	
Inglewood	Police Department	X	
Inyo County	Probation Department		X
Inyo County	Sheriff's Office	X	
Kern County	Probation Department	X	
Kern County	Sheriff's Office	X	
Kings County	Probation Department	X	
Kings County	Sheriff's Office	X	
Lake County	Probation Department	X	
Lake County	Sheriff's Office	X	
Lassen County	Probation Department	X	
Lassen County	Sheriff's Office	X	
Lompoc	Police Department	X	
Long Beach	Police Department	X	
Los Angeles	Police Department	X	
Los Angeles County	Probation Department	X	
Los Angeles County	Sheriff's Office	X	
Madera	Dept. of Corrections	X	
Madera County	Probation Department	X	
Manhattan Beach	Police Department	X	
Marin County	Probation Department	X	
Marin County	Sheriff's Office	X	
Mariposa County	Probation Department	X	
Mariposa County	Sheriff's Office	X	
Mendocino County	Probation Department	X	
Mendocino County	Sheriff's Office	X	
Merced County	Probation Department	X	
Merced County	Sheriff's Office	X	
Modoc County	Probation Department	X	
Modoc County	Sheriff's Office	X	
Mono County	Probation Department	X	
Mono County	Sheriff's Office	X	
Monterey	Police Department	X	
Monterey County	Probation Department	X	

FY 2019-2020 COMPLIANCE MONITORING FINDINGS

Agency	Agency Type	In Compliance	Out of Compliance
Monterey County	Sheriff's Office	X	
Monterey Park	Police Department	X	
Napa	Dept. of Corrections	X	
Napa County	Probation Department	X	
Nevada County	Probation Department	X	
Nevada County	Sheriff's Office	X	
Newport Beach	Police Department	X	
Orange County	Probation Department	X	
Orange County	Sheriff's Office	X	
Palos Verdes Estates	Police Department	X	
Pasadena	Police Department	X	
Placer County	Probation Department	X	
Placer County	Sheriff's Office	X	
Plumas County	Probation Department	X	
Plumas County	Sheriff's Office	X	
Pomona	Police Department	X	
Redondo Beach	Police Department	X	
Riverside County	Probation Department	X	
Riverside County	Sheriff's Office	X	
Sacramento County	Probation Department	X	
Sacramento County	Sheriff's Office	X	
San Benito County	Probation Department	X	
San Benito County	Sheriff's Office	X	
San Bernardino County	Probation Department	X	
San Bernardino County	Sheriff's Office	X	
San Diego County	Probation Department	X	
San Diego County	Sheriff's Office	X	
San Fernando	Police Department	X	
San Francisco Co Adult	Probation Department	X	
San Francisco Co Juv.	Probation Department	X	
San Francisco County	Sheriff's Office	X	
San Joaquin County	Probation Department	X	
San Joaquin County	Sheriff's Office	X	
San Luis Obispo Co	Probation Department	X	
San Luis Obispo Co	Sheriff's Office	X	
San Mateo County	Probation Department	X	
San Mateo County	Sheriff's Office	X	
Santa Ana	Police Department	X	

FY 2019-2020 COMPLIANCE MONITORING FINDINGS

Agency	Agency Type	In Compliance	Out of Compliance
Santa Barbara County	Probation Department	X	
Santa Barbara County	Sheriff's Office	X	
Santa Clara	Dept. of Corrections	X	
Santa Clara County	Probation Department	X	
Santa Cruz County	Probation Department	X	
Santa Cruz County	Sheriff's Office	X	
Santa Monica	Police Department	X	
Seal Beach	Police Department	X	
Shasta County	Probation Department	X	
Shasta County	Sheriff's Office	X	
Sierra County	Probation Department	X	
Signal Hill	Police Department	X	
Siskiyou County	Probation Department	X	
Siskiyou County	Sheriff's Office	X	
Solano County	Probation Department	X	
Solano County	Sheriff's Office	X	
Sonoma County	Probation Department	X	
Sonoma County	Sheriff's Office	X	
South Gate	Police Department	X	
Stanislaus County	Probation Department	X	
Stanislaus County	Sheriff's Office	X	
Sutter County	Probation Department	X	
Sutter County	Sheriff's Dept.	X	
Tehama County	Probation Department	X	
Tehama County	Sheriff's Office	X	
Torrance	Police Department	X	
Trinity County	Probation Department	X	
Trinity County	Sheriff's Office	X	
Tulare County	Probation Department	X	
Tulare County	Sheriff's Office	X	
Tuolumne County	Probation Department	X	
Tuolumne County	Sheriff's Office	X	
Ventura County	Probation Department	X	
Ventura County	Sheriff's Office	X	
West Covina	Police Department	X	
Yolo County	Probation Department	X	
Yolo County	Sheriff's Office	X	
Yuba County	Probation Department	X	

FY 2019-2020 COMPLIANCE MONITORING FINDINGS

Agency	Agency Type	In Compliance	Out of Compliance
Yuba County	Sheriff's Office	X	
Delano	CCF	X	
McFarland	CCF	X	
Shafter	CCF	X	
Taft	CCF	X	
157		155	2

Agenda Item F

MEETING DATE: November 19, 2020**AGENDA ITEM:** F**TO:** BSCC Chair and Members**FROM:** Ricardo Goodridge, Deputy Director, ricardo.goodridge@bscc.ca.gov**SUBJECT:** Indigent Defense Grant Program Funding Recommendations:
Requesting Approval

Summary

This agenda item requests Board approval of the Indigent Defense Grant Program as recommended by the California State Public Defender's Office in consultation with the Board of State and Community Corrections and the Department of Finance. If the proposed list of recommendations is approved, 19 counties will receive \$9,800,000 for indigent defense services.

Background

The Budget Act of 2020 (Senate Bill 74) established the Indigent Defense Grant Program and appropriated \$10,000,000 in funding (Attachment F-1). Per the Budget Act, \$9,800,000 is available for grants to county Public Defenders and up to \$200,000 may be allocated for an evaluation of the Indigent Defense Grant Program. The \$9.8 million allocation will be distributed among 19 counties to help address the staffing, training, and case management needs of Public Defender Offices in counties with a population of 550,000 residents or fewer. This targeted approach is intended to maximize limited funding in small to medium counties. Funding will be allocated as shown below:

County	Allocation	County	Allocation
El Dorado County	\$347,900	Santa Barbara	\$637,000
Humboldt County	\$416,500 <ul style="list-style-type: none"> \$323,400 to PDO \$93,100 to ADO 	Shasta County	\$347,900
Imperial County	\$347,900	Siskiyou County	\$274,400
Lassen County	\$274,400	Solano County	\$852,600 <ul style="list-style-type: none"> \$637,000 to PDO \$215,600 to ADO
Marin County	\$347,900	Sonoma County	\$882,000
Mendocino County	\$416,500 <ul style="list-style-type: none"> \$323,400 to PDO \$93,100 to ADO 	Stanislaus County	\$1,127,000
Merced County	\$984,900	Tulare County	\$637,000
Monterey County	\$637,000	Tuolumne County	\$274,400
Napa County	\$323,400	Yolo County	\$347,900
Nevada County	\$323,400		

ADO - Alternate Defender Office

PDO - Public Defender Office

In addition, BSCC will collaborate with the California State Public Defender's Office on the development of an external evaluation that measures the impact of the Indigent Defense Grant Program.

Recommendation/Action Needed

On behalf of the California State Public Defender's Office, staff recommends that the Board:

- Approve the Indigent Defense Grant Program Funding Recommendations; and
- Authorize staff to contract for an external evaluation of the Indigent Defense Grant Program.

Attachments

F-1: Budget Act of 2020 - Senate Bill 74

Attachment F-1

5227-109-0001—For local assistance, Board of
State and Community Corrections 10,000,000

Schedule:

4945-Corrections Planning
and Grant Programs
(1) 10,000,000

Provisions:

- The funds appropriated in this item are available to support grants to eligible county public defenders' offices for indigent defense services. Of this amount, up to \$200,000 shall be available to Board of State and Community Corrections to contract for an evaluation of the grant program. The Controller shall allocate the remaining balance to counties according to a schedule provided by the Board of State and Community Corrections, in consultation with the Department of Finance and the Office of the State Public Defender. County public defenders' offices shall report on the use of this funding for indigent defense in a manner determined by the Board of State and Community Corrections.
- 1.

Agenda Item G

MEETING DATE: November 19, 2020

AGENDA ITEM: G

TO: BSCC Chair and Members

FROM: Tanya Hill, Field Representative, tanya.hill@bscc.ca.gov

SUBJECT: Adult Reentry Grant Warm Handoff Request for Proposals Approval:
Requesting Approval

Summary

This agenda item requests Board approval to release the updated Request for Proposals for the Cohort II Adult Reentry Grant Warm Handoff grant program that includes staff edits and technical changes.

Background

Adult Reentry Grant

The Adult Reentry Grant program provides funding for community-based organizations to deliver reentry services for people formerly incarcerated in state prison. The grant was initially established in the [Budget Act of 2018](#) (Senate Bill 840, Chapter 29, Statutes of 2018) and provided \$50 million in funding for three components of reentry services as follows:

- \$25,000,000 for rental assistance
- \$9,350,000 for warm handoff
- \$15,000,000 for rehabilitation of existing property or buildings (Attachment G-1)

The Budget Act of 2019 (Assemble Bill 74, Chapter 23, Statutes of 2019) provided an additional \$32,950,000 divided equally between rental assistance and warm handoff ([Attachment G-2](#)) and, when added to the original allocation of grant funds, increased the total available funding as follows:

- \$40,651,250 for rental assistance
- \$25,001,250 for warm handoff

In July 2019, the Board approved 69 grant awards for both the rental assistance and warm handoff categories.

The Budget Act of 2020 (Assembly Bill 89, Chapter 7, Statutes of 2020) appropriated additional funding in the amount of \$37,000,000, divided equally between the rental assistance and warm handoff programs ([Attachment G-3](#)) and allocated funding as follows:

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

Request for Proposals: Warm Hand-Off Cohort II

The BSCC typically begins its Executive Steering Committee (ESC) process a year prior to making award recommendations to the Board. However, at the September 2020 Board Meeting, staff recommended that the RFP development process be expedited because of the additional urgency for reentry resources due to COVID-19 housing instability and the resulting early releases of individuals from state prison. In addition, because the initial RFP was developed only a year ago and no detailed feedback is available, substantive changes to the prior RFP were not warranted at that time. The Board approved staff's recommendation to make minor technical edits to the RFP in track changes and post for a 30-Day Public Comment Period so that the minor technical edits were easily identifiable in the review process.

Staff made the technical edits and the RFP was posted to the BSCC website on September 23, 2020 and remained available for public comment through October 23, 2020. One public comment was submitted from Community Solutions, Inc. Those comments were provided to the Board on September 10, 2020 and September 24, 2020. No additional comments were received during this public comment period.

Attached (Attachment G-5) is the proposed final copy of the RFP. Staff is requesting that the Board accept those changes and grant approval to release the RFP to the field.

Recommendation/Action Needed

Staff recommends that the Board:

1. Accept the staff edits and technical changes to the RFP; and
2. Approve the release of the Adult Reentry Grant Program Warm Handoff Cohort II RFP.

Attachments

G-1: Budget Act 2018 - Senate Bill 840

G-2: Budget Act 2019 - Assembly Bill 74

G-3: Budget Act 2020 - Assembly Bill 74

G-4: Public Comment Attachments

G-5: Final Revised Adult Reentry Grant RFP Warm Handoff Cohort II

Attachment G-1

**Senate Bill 840
Chapter 29**

Adult Reentry Grant Program – Budget Act 2018

5227-110-0001—For local assistance, Board of State and Community Corrections 50,000,000

Schedule:

(1) 4945-Corrections Planning and Grant Programs 50,000,000

Provisions:

1. Funds appropriated in this item shall be awarded by the Board of State and Community Corrections as competitive grants to community based organizations to support offenders formerly incarcerated in state prison. The board shall form an executive steering committee with members from relevant state agencies and departments with expertise in public health, housing, workforce development, and effective rehabilitative treatment for adult offenders, including, but not limited to, the Department of Housing and Community Development, the Office of Health Equity, county probation, representatives of reentry-focused community based organizations, criminal justice impacted individuals, and representatives of housing-focused community based organizations, to develop grant program criteria and make recommendations to the board regarding grant award decisions.
2. Of the amount appropriated in this item:
 - (a) \$25,000,000 shall be available for rental assistance.
 - (b) \$15,000,000 shall be available for the rehabilitation of existing property or buildings for housing offenders released from prison.
 - (c) \$9,350,000 shall be available to support the warm hand-off and reentry of offenders transitioning from prison to communities.
 - (d) Notwithstanding Provision 1 of this item, \$150,000 shall be available to support the Berkeley Underground Scholars Initiative at the University of California, Berkeley.
3. Of the amount appropriated in this item, \$500,000 shall be available to the Board of State and Community Corrections for transfer to Schedule (1) of Item 5227-001-0001 for costs to administer the grant programs and report on program outcomes. Funds transferred pursuant to this provision are available for encumbrance or expenditure until June 30, 2021.
4. Funds appropriated in this item are available for encumbrance or expenditure until June 30, 2021.

Attachment G-2

**Assembly Bill No. 74
Chapter 23
Adult Reentry Grant Program Budget Act of 2019**

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

Schedule:

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

Provisions:

Of the amount appropriated in this item, \$32,950,000 shall be awarded by the Board of State and Community Corrections as competitive grants to community-based organizations to support offenders formerly incarcerated in state prison. Of the amount identified in this provision, up to 5 percent shall be available to the Board of State and Community Corrections for transfer to Schedule (1) of Item 5227-001-0001 for costs to administer the grant programs. Funds transferred pursuant to this provision are available for encumbrance or expenditure until June 30, 2022. Of this amount:

1.
 - (a) \$16,475,000 shall be available for rental assistance. Priority shall be given to individuals released to state parole.
 - (b) \$16,475,000 shall be available to support the warm hand-off and reentry of offenders transitioning from state prison to communities. Priority shall be given to individuals released to state parole.
 - (c) The board shall form an executive steering committee with members from relevant state agencies and departments with expertise in public health, housing, workforce development, and effective rehabilitative treatment for adult offenders, including, but not limited to, the Department of Housing and Community Development, the Office of Health Equity, county probation departments, representatives of reentry-focused community-based organizations, criminal justice impacted individuals, and representatives of housing-focused community-based organizations to develop grant program criteria and make recommendations to the board regarding grant award decisions.

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

Of the amount appropriated in this item, \$4,000,000 shall be provided to the City of Oakland to prepare incarcerated people serving sentences of life with the possibility of parole for parole hearings with therapeutic counseling.

3.

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

4.

Attachment G-3

**Assembly Bill No. 74
Chapter 23
Adult Reentry Grant Program Budget Act of 2020**

SEC. 67.

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

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

Schedule:

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

Provisions:

1. Of the amount appropriated in this item, \$37,000,000 shall be awarded by the Board of State and Community Corrections as competitive grants to community-based organizations to support offenders formerly incarcerated in state prison. Of the amount identified in this provision, up to 5 percent shall be available to the Board of State and Community Corrections for transfer to Schedule (1) of Item 5227-001-0001 for costs to administer the grant programs. Funds transferred pursuant to this provision are available for encumbrance or expenditure until June 30, 2023. Of this amount:

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

(b) \$18,500,000 shall be available to support the warm handoff and reentry of offenders transitioning from state prison to communities. Priority shall be given to individuals released to state parole.

(c) The board shall form an executive steering committee with members from relevant state agencies and

departments with expertise in public health, housing, workforce development, and effective rehabilitative treatment for adult offenders, including, but not limited to, the Department of Housing and Community Development, the Office of Health Equity, county probation departments, representatives of reentry-focused community-based organizations, criminal justice impacted individuals, and representatives of housing-focused community-based organizations to develop grant program criteria and make recommendations to the board regarding grant award decisions.

2. Funds appropriated in this item are available for encumbrance or expenditure until June 30, 2023

Attachment G-4



community
solutions, inc.
creating conditions for change
www.csi-online.org

September 22, 2020
Board of State and Community Corrections
2590 Venture Oaks Way, Suite 200
Sacramento, California 95833

Madam Chair and Board Members,

This letter is submitted as public comment outlining Community Solutions, Incorporated's rationale as a proponent of allowing agencies who have previously received Adult Reentry Grant (ARG) Warm Hand Off (WHO) grant funding to be permitted to apply during the next round (Cohort II) of ARG WHO grant funding. We at Community Solutions, Inc. (CSI) understand and appreciate some of the reasoning for limiting eligibility to those who have yet to receive ARG WHO funding. On the surface this strategy portends to support a wider array of service providers and subsequently a more diverse set of services for the targeted population. When considering additional factors, I assert that this stipulation may actually be counterproductive to the objectives of the grant.

The BSCC endeavors to prevent and reduce crime by encouraging the use of evidence-based practices through the fair, prudent and efficient distribution of state and federal grant funds. The RFP Development Proposal in question states that limiting Cohort II to new applicants would allow new community-based organizations an opportunity to apply. The logic in this statement is, in my opinion, flawed. All CBOs had the opportunity to apply for funding in Cohort I, as is fair and prudent. Limiting the pool of applicants for Cohort II potentially limits the BSCC from choosing the most judicious and effective services in relation to the needs of the targeted population.

The BSCC is committed to supporting a focus on better outcomes in the criminal justice system and those involved in it. Applicants that seek funding through this grant process should use research and data-driven decision-making in the development, implementation, and evaluation of their grant-funded projects. In certain areas of California the number of CBOs available to serve the target population with evidence-based and best-practice interventions may be limited. Limiting the applicants could have the undesired effect of no services being provided in these areas or, in some instances, would deny returning citizens the opportunity to benefit from the very best services available in their community. Denying this opportunity does not give returning citizens the best odds for a successful and crime-free



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future. Beyond the impact it could have on the individual, there are negative consequences for the individual's family and the community as public safety can be compromised.

Cohort I took place before anyone could predict what the widespread effects of COVID19 would have on our communities. CBOs who received funding in Cohort I may also be, in some areas, the best suited to meet the particular needs of the target population within the confines and boundaries of a COVID19 society.

Also, there is plenty of room for middle ground options, including but not limited to:

1. Setting aside a reasonable percentage of the funds to be awarded to agencies yet to secure an award.
2. Provide a proposal scoring incentive for those who have yet to receive funding.

Thank you for your time and consideration. CSI supports solutions that promote equity and inclusion, without bias, in a fair and impartial selection process. We are equally committed to our role of creating conditions for change for those individuals and families we serve by ensuring that the services we provide are not only evidence-based, but are also implemented with fidelity. It is our collective responsibility to advocate for those who would receive services under this funding and to use public funds in a way that is responsible and that maximizes the opportunity for success for returning citizens.

It is our request that the Board allow for existing CBOs to be eligible for ARG WHO grant funding in Cohort II.

Michael Heck
State Director (CA)
Community Solutions, Inc.
1775 S. McClelland | Santa Maria, CA 93454
p: 805.347-0058 Ext. 312 | c: 805.264-3881
mheck@csimail.org

Attachment G-5

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

REQUEST FOR PROPOSALS

Eligible Applicants: California
Nonprofit Community-Based Organizations

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

RFP Released: November 20, 2020
Letters of Intent Due: January 8, 2021
Proposals Due: February 5, 2021 - 5:00 p.m.



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CONFIDENTIALITY NOTICE:

All documents submitted as a part of the Adult Reentry Grant Program proposal are public documents and may be subject to a request pursuant to the California Public Records Act. The BSCC cannot ensure the confidentiality of any information submitted in or with this proposal.
(Gov. Code, §§ 6250 et seq.)

Attachment G15

Part I: Grant Information

Contact Information

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

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

Background

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

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

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

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

Bidder's Conferences

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

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

Zoom Meeting link will be posted to BSCC website www.bscc.ca.gov.

Letter of Intent

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

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

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

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

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

ARGWarmHandoff@bscc.ca.gov

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

Proposal Due Date and Submission Instructions

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

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

Executive Steering Committee

Adult Reentry Grant Program Executive Steering Committee

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

Pursuant to SB 840, the BSCC was required to form an ESC with members from relevant state agencies and departments with expertise in public health, housing, workforce

development, and effective rehabilitative treatment for people returning from prison to develop grant-program criteria and make recommendations to the board regarding grant awards. Representatives were to include but were not limited to the:

- Department of Housing and Community Development;
- Office of Health Equity, California Department of Public Health;
- County Probation;
- Representatives of reentry-focused community-based organizations;
- Criminal justice impacted individuals; and
- Representatives of housing-focused community-based organizations.

Throughout the ESC process, there have been opportunities for stakeholder and public input into the development of the Adult Reentry grant program. For a list of ESC members see General RFP Appendix D.

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

Conflicts of Interest

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

Description of the Grant

Grant Period

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

Eligibility to Apply

Eligible applicants are Community-Based Organizations (CBOs) located in the State of California that have been determined by the IRS to have 501(c)(3) status (i.e., nonprofit). Verification of applicant's status as a 501(c)(3) must be submitted with the California Secretary of State database. <https://businesssearch.sos.ca.gov/>

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

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

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

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

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

NGOs include: nonprofit CBOs, for-profit CBOs, faith-based organizations (FBOs), evaluators (except government institutions such as universities), grant management companies and any other non-governmental agency or individual.

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

Any partnering NGO that receives Adult Reentry Grant Program funds as a subgrantee, grantee, or subcontractor must:

- Have been duly organized, in existence, and in good standing at least six months before entering into a fiscal agreement with the BSCC grantee;
- In either instance (applicant or partner) Non-governmental entities that have recently reorganized or have merged with other qualified non-governmental entities that were in existence prior to the six-month date are also eligible, provided all necessary agreements have been executed and filed with the California Secretary of State prior to the start date of the grant agreement or subcontract
- In addition, all NGOs must meet the following additional requirements:
 - Be registered with the California Secretary of State's Office, if applicable;
 - Have a valid business license, if required by the applicable local jurisdiction;
 - Have a valid Employer Identification Number (EIN) or Taxpayer ID (if sole proprietorship);
 - Have any other state or local licenses or certifications necessary to provide the services requested (e.g., facility licensing by the Department of Health Care Services), if applicable; and
 - Have a physical address.

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

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

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

Target Population

The target population identified in SB 840 are people who have been formerly sentenced to and released from state prison. This includes people leaving state prison that are on parole or those monitored by the probation departments of each county through Post-Release Community Supervision (PRCS).

Housing First Approach to Service Delivery

Senate Bill (SB)1380 (General RFP Appendix B) chaptered September 29, 2016 and effective January 1, 2017, requires a state agency that funds, implements, or administers a state program that provides housing or housing-related services to people experiencing homelessness or at risk of homelessness, to adopt guidelines and regulations to include Housing First policies.

It is important for applicants to be aware that SB 1380 applies to the Adult Reentry Grant Program. As such, this will require applicants proposing projects that include housing or housing-related services to people experiencing homelessness or at-risk of homelessness to incorporate the core components of Housing First in their proposed program design.

Housing First is an approach to serving people experiencing homelessness that recognizes a homeless person must first be able to access a decent, safe place to live, that does not limit length of stay (permanent housing), before stabilizing, improving health, reducing harmful behaviors, or increasing income. Under the Housing First approach, anyone experiencing homelessness is connected to a permanent home as quickly as possible and Housing First programs remove barriers to accessing housing and do not require sobriety or an absence of criminal history. It is based on the “hierarchy of need” in which people must access basic necessities like a safe place to live and food to eat before being able to achieve quality of life or pursue personal goals. Housing First values choice not only in where to live, but whether to participate in services. For this reason, tenants are not required to participate in services to access or retain housing.¹

Pursuant to SB 1380, the “core components of Housing First includes all of the following:

- 1) Tenant screening and selection practices that promote accepting applicants regardless of their sobriety or use of substances, completion of treatment, or participation in services.
- 2) Applicants are not rejected on the basis of poor credit or financial history, poor or lack of rental history, criminal convictions unrelated to tenancy, or behaviors that indicate a lack of “housing readiness.”
- 3) Acceptance of referrals directly from shelters, street outreach, drop-in centers, and other parts of crisis response systems frequented by vulnerable people experiencing homelessness.
- 4) Supportive services that emphasize engagement and problem solving over therapeutic goals and service plans that are highly tenant-driven without predetermined goals.
- 5) Participation in services or program compliance is not a condition of permanent housing tenancy.

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

- 6) Tenants have a lease and all the rights and responsibilities of tenancy, as outlined in California's Civil, Health and Safety, and Government codes.
- 7) The use of alcohol or drugs in and of itself, without other lease violations, is not a reason for eviction.
- 8) In communities with coordinated assessment and entry systems, incentives for funding promote tenant selection plans for supportive housing that prioritize eligible tenants based on criteria other than "first-come-first-serve," including, but not limited to, the duration or chronicity of homelessness, vulnerability to early mortality, or high utilization of crisis services. Prioritization may include triage tools, developed through local data, to identify high-cost, high-need homeless residents.
- 9) Case managers and service coordinators who are trained in and actively employ evidence-based practices for client engagement, including, but not limited to, motivational interviewing and client-centered counseling.
- 10) Services are informed by a harm-reduction philosophy that recognizes drug and alcohol use and addiction as a part of tenants' lives, where tenants are engaged in nonjudgmental communication regarding drug and alcohol use, and where tenants are offered education regarding how to avoid risky behaviors and engage in safer practices, as well as connected to evidence-based treatment if the tenant so chooses.
- 11) The project and specific apartment may include special physical features that accommodate disabilities, reduce harm, and promote health and community and independence among tenants."

Grantees awarded funding under the Adult Reentry Grant Program are required to support these core components of the Housing First model. They will be woven throughout the RFP and incorporated into the rating criteria. Applicants should develop proposals that reflect these principles to the extent that their projects include housing related services. Please note that programs that provide "recovery housing" do not have to comply with paragraphs (5) through (7) above. (Welf. & Inst. Code, § 8256, subd (c)(3)(B).) "Recovery housing" means sober living facilities and programs that provide housing in an abstinence-focused and peer-supported community if participation is voluntary, unless that participation is pursuant to a court order or is a condition of release for individuals under the jurisdiction of a county probation department of the Department of Corrections and Rehabilitation. (Welf. & Inst. Code, §8256, subd, (c)(3)(A).)

Eligible Activities

The statutory language authorizing the Adult Reentry Grant Program does not specify the types of Warm Handoff reentry services to be funded. Applicants should select programs that best fit the needs of the community. Additionally, the ESC has placed a priority on services that lead to permanent housing and the provision of critical-time intervention that meets the immediate needs of individuals upon their release from prison or from placement by parole in residential treatment.

Grant funds may be used to implement new activities and programs and/or augment existing funds dedicated to a project but may not replace or supplant funds that have been appropriated for the same purpose.

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

Adult Reentry Program grant funds may not be used for the acquisition of real property. For information on eligible and ineligible costs, refer to the *BSCC Grant Administration Guide*, found on the BSCC [website](#).

The table below includes *examples* of the types of Warm Handoff Reentry related services that could be funded by this grant. The list is not exhaustive and applicants are not required to implement these specific services. They are offered as suggestions only.

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

Funding Information

A total of \$17,575,000 is available for Warm Handoff Reentry Services. Eligible applicants will be allowed to request up to a maximum amount of \$500,000 for the entire grant period. Warm Handoff applicants are encouraged to request only the amount of funds needed to support their proposal and not base the request on the maximum allowed. **No match is required.**

Use of Effective Programs

The BSCC is committed to supporting a focus on better outcomes in the criminal justice system and for those involved in it. Applicants that seek funding through this grant process should use research and data driven decision-making in the development, implementation, and evaluation of their grant-funded projects.

The extent to which an applicant can demonstrate that the program and/or activities they have chosen has been shown to be the effective will be evaluated as a part of the rating process. In developing a proposal, it may be helpful for applicants to consider the following questions:

- 1. Is there evidence or data to suggest that the program is likely to work, i.e., produce a desired benefit?** *For example, was the program you selected used by another setting with documented positive results? Is there published research on the program you are choosing to implement showing its effectiveness? Is the program being used by another organization with a similar problem and similar target population?*
- 2. Once the program is selected, will you be able to demonstrate that it is being carried out as intended?** *For example, does this program provide for a way to monitor quality control or continuous quality improvement? If this program was implemented elsewhere, are there procedures in place to ensure that you are following the model closely (so that you are more likely to achieve the desired outcomes)?*
- 3. Is there a plan to collect evidence or data that will allow for an evaluation of whether the program “worked?”** *For example, will the program you selected allow for the collection of data or other evidence so that outcomes can be measured at the conclusion of the project? Do you have processes in place to identify, collect and analyze that data/evidence?*

Applicants are encouraged to develop a project that incorporates these evidence-informed principles but is tailored to fit the needs of the communities they serve. For additional information and resources related to evidence-based practices and data driven decision making see General RFP Appendix F.

General Grant Requirements

Grant Agreement

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

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

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

Governing Board Resolution

Applicants must submit a resolution from their governing board that the individual signing the application for Adult Reentry Grant funding is authorized on behalf of the governing

board to submit the grant proposal for this funding and sign the Grant Agreement with the BSCC, including any amendments thereof.

Supplanting

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

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

Audit Requirements

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

The California State Auditor, the California Department of Finance- Office of State Audits & Evaluation, the California State Controller's Office, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this grant.

Grantees are required to provide the BSCC with a financial audit that covers the service delivery period of the grant (July 1, 2021 through February 28, 2025). The audit report will be due no later than August 31, 2025. The financial audit shall be performed by a Certified Public Accountant. Expenses for the final audit may be reimbursed for actual costs up to \$25,000.

Funding Disbursement and Invoices

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

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

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

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

Quarterly Progress Reports

Grant award recipients are required to submit quarterly progress reports to the BSCC. Progress reports are a critical element in BSCC's monitoring and oversight process. Grantees that are unable to demonstrate that they are making sufficient progress toward project goals and objectives and that funds are being spent down in accordance with the Grant Award Agreement could be subject to the withholding of funds. Once grants are awarded, BSCC will work with grantees to create custom progress reports. Applicable forms and instructions will be available to grantees on the BSCC's website.

Grantee Orientation Process

Following the start of the grant period, BSCC staff will conduct a Grantee Orientation in Sacramento or via Zoom (at a date to be determined later). The purpose of this mandatory session is to review the program requirements, invoicing and budget modification processes, data collection and reporting requirements, as well as other grant management and monitoring activities. Typically, the Project Director, Financial Officer, Day-to-Day Contact, and major service providers attend. Grant recipients may use grant funds for travel-related expenditures such as airfare, mileage, meals, lodging and other per diem costs. Applicants should include anticipated costs in the budget section of the proposal under the "Other" category.

Travel

Travel is usually warranted when personal contact by project staff is the most appropriate method of conducting project-related business. Travel to and from training conferences may also be allowed. The most economical method of transportation, in terms of direct expenses to the project and the employee's time away from the project, must be used. Projects are required to include sufficient per diem and travel allocations for project-related personnel, as outlined in the Grant Award, to attend any mandated BSCC training conferences or workshops outlined in the terms of the program.

- **Community-Based Organizations (CBOs)**: A CBO receiving BSCC funds must use the State travel and per diem policy, unless the Grantee's written travel policy is more restrictive than the State's, in which case it must be used. Reimbursement is allowed for the cost of commercial carrier fares, parking, bridge, and road tolls, as well as necessary taxi, bus, and streetcar fares. This policy also applies to NGOs that subcontract with a CBO receiving a BSCC grant award.

Out-of-State Travel

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

previously authorized in the Grant Award, Grantees must submit to the BSCC a separate formal request (on Grantee letterhead) for approval. Out-of-state travel requests must include a detailed justification and budget information. In addition, California prohibits travel, except under specified circumstances, to states that have been found by the California Attorney General to have discriminatory laws. The BSCC will not reimburse for travel to these states unless the travel meets a specific exception under Government Code section 11139.8, subdivision (c). For additional information, please see: <https://oag.ca.gov/ab1887>.

Debarment, Fraud, Theft, or Embezzlement

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

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

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

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

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

Compliance Monitoring Visits

BSCC conducts compliance monitoring visits to grantees during the term of the grant. For your reference, a Sample Compliance Monitoring Visit Checklist is contained in General RFP Appendix I.

Overview of the RFP Process

Confirmation of Receipt of Proposal

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

Disqualification—PLEASE REVIEW CAREFULLY

The following will result in disqualification:



- An electronic version of the complete proposal package is not received by 5:00 p.m. PST on February 5, 2021.
- The Applicant is not a Community-Based Organization located in the State of California and registered with 501(c)(3) status (i.e. nonprofit).
- Proposal Narrative does not meet the narrative formatting requirements below:
 - Arial 12-point font
 - One-inch margins on all four sides
 - 1.5-line spacing
- Proposal Narrative exceeds 9 numbered pages in length.
- Budget Attachment (Excel document) is incomplete or the total amount included in the budget table does not match the requested amount included elsewhere in the application.
- Budget Attachment (Excel document) exceeds 4 pages in length.
- Proposal Package does not contain all required sections:
 - Coversheet – accurately completed
 - Proposal Checklist – filled out and signed
 - Applicant Information Form – completed and signed with a digital signature OR a wet signature that will be scanned with the completed proposal package
 - Proposal Narrative
 - ARG Budget Attachment (in Excel)
 - Letters of Support from Key Partners (if applicable)
 - Assurance of Government Organizations Agreement- completed and signed (Appendix E)
 - *Criteria for Non-Governmental Organizations Receiving BSCC Grant Funds* (Appendix J) – completed and signed
 - *Certification of Compliance with BSCC Policies on Debarment, Fraud, Theft and Embezzlement* (Appendix H) – completed and signed
 - Project Work Plan (not to exceed 1 page)
 - Verification from the California Secretary of State Office of Applicant's active status and registration as a 501 (c)(3)
- Applicant's funding request was more than \$500,000

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

Rating Process

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

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

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

Summary of Key Dates

The following table shows an estimated timeline of key dates related to the Adult Reentry Program.

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

Scoring Process

Rating Factors

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

Adult Reentry Program Rating Factors and Scoring System

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

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

Threshold/Minimum Score

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

Six-Point Rating Scale

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

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

Warm Handoff Reentry Services Proposal Instructions

The following items are included in this section:

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

Attachment G-5

Adult Reentry Grant Program

**Warm Handoff Reentry Services
Proposal Package Coversheet**

Submitted by:

Applicant Name:

Date Submitted:

Date:

Warm Handoff Reentry Services Proposal Checklist

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

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

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

X _____
Applicant Authorized Signature (see Applicant Information Form, next page)

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

Warm Handoff Reentry Services Applicant Information Form: Instructions

- A. Applicant:** Complete the required information for the community-based organization submitting the proposal.
- B. Tax Identification Number:** Provide tax identification number of the Applicant.
- C. CBO Applicants** List the names of the towns and cities (not the county) in which your CBO is proposing to provide Adult Reentry Program Warm Handoff funded services.
- D. Project Title:** Provide the title of the project.
- E. Project Summary:** Provide a summary (100-150 words) of the proposal. Note: this information will be posted to the BSCC's website for informational purposes.
- F. Applicant is a 501(c)(3):** Identify whether your organization meets requirements of 501(c)(3) status with the IRS. Check either yes or no.
- G. Verification of 501(c)(3) status:** Provide verification of the applicants active registered status as a 501(c)(3) with the California Secretary of State's database. <https://businesssearch.sos.ca.gov/>
- H. Project Director:** Provide the name, title, and contact information for the individual responsible for oversight and management of the project. This person must be an employee of the Grantee.
- I. Financial Officer:** Provide the name, title, and contact information for the individual responsible for fiscal oversight and management of the project. Typically, this is the individual that will certify and submit invoices. This person must be an employee of the Grantee.
- J. Day-to-Day Project Contact:** Provide the name, title and contact information for the individual who serves as the primary contact person for the grant. Typically, this individual has day-to-day oversight for the project. This person must be an employee of the Grantee.
- K. Day-to-Day Fiscal Contact:** Provide the name, title and contact information for the individual who serves as the primary contact person for fiscal matters related to the grant. This may be the individual who prepares the invoices for approval by the Financial Officer. This person must be an employee of the Grantee.
- L. Authorized Signature:** Complete the required information for the person authorized to sign for the Applicant. This individual must read the assurances under this section, then sign and date in the appropriate fields. Provide evidence of signing authority (e.g., articles of incorporation, bylaws, or board resolution conferring authority to the signatory).

Warm Handoff Reentry Services Applicant Information Form

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

J. DAY-TO-DAY <u>PROGRAM</u> CONTACT:			
NAME	TITLE	TELEPHONE NUMBER	
STREET ADDRESS		FAX NUMBER	
CITY	STATE	ZIP CODE	EMAIL ADDRESS
K. DAY-TO-DAY <u>FISCAL</u> CONTACT:			
NAME	TITLE	TELEPHONE NUMBER	
STREET ADDRESS		FAX NUMBER	
CITY	STATE	ZIP CODE	EMAIL ADDRESS
L. AUTHORIZED SIGNATURE			
<p>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.</p>			
NAME OF AUTHORIZED OFFICER	TITLE	TELEPHONE NUMBER	EMAIL ADDRESS
STREET ADDRESS	CITY	STATE	ZIP CODE
APPLICANT'S SIGNATURE (Blue Ink Only)			DATE
X			

CONFIDENTIALITY NOTICE:

All documents submitted as a part of the Adult Reentry Program Warm Handoff Reentry Services sub-proposal are public documents and may be subject to a request pursuant to the California Public Records Act. The BSCC cannot ensure the confidentiality of any information submitted in or with this proposal.
(Gov. Code, § § 6250 et seq.)

Instructions for Proposal Narrative and Project Budget for Warm Handoff Reentry Services Proposal

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

- 1) Warm Handoff Reentry Services - Project Need**
- 2) Warm Handoff Reentry Services - Project Description**
- 3) Warm Handoff Reentry Services – Organizational Capacity and Coordination**

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

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

4) Warm Handoff Reentry Services - Project Budget

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

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

It is up to the applicant to determine how to use the total page limit in addressing each section, however as a guide, the percent of total point value for each section is listed under each header.

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

Six-Point Rating Scale

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

Address the Rating Factor below in narrative form:

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

Address the Rating Factor below in narrative form:

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

Section 2. Warm Handoff Reentry Services Program Description

(Percent of Total Value: 40%)

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

Section 3. Organizational Capacity and Coordination

(Percent of Total Value: 20%)

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

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

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

Warm Handoff Reentry Services Budget Attachment Instructions:

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

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

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

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

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

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

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

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

General RFP Appendices

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

General RFP Appendix A: Senate Bill 840

Adult Reentry Grant

The Budget Act of 2018 (Senate Bill 840, Chapter 29, Statutes of 2018¹)

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

Provisions:

1. Funds appropriated in this item shall be awarded by the Board of State and Community Corrections as competitive grants to community based organizations to support offenders formerly incarcerated in state prison. The board shall form an executive steering committee with members from relevant state agencies and departments with expertise in public health, housing, workforce development, and effective rehabilitative treatment for adult offenders, including, but not limited to, the Department of Housing and Community Development, the Office of Health Equity, county probation, representatives of reentry-focused community based organizations, criminal justice impacted individuals, and representatives of housing-focused community based organizations, to develop grant program criteria and make recommendations to the board regarding grant award decisions.
2. Of the amount appropriated in this item:
 - (a) \$25,000,000 shall be available for rental assistance.
 - (b) \$15,000,000 shall be available for the rehabilitation of existing property or buildings for housing offenders released from prison.
 - (c) \$9,350,000 shall be available to support the warm Handoff and reentry of offenders transitioning from prison to communities.
 - (d) Notwithstanding Provision 1 of this item, \$150,000 shall be available to support the Berkeley Underground Scholars Initiative at the University of California, Berkeley.
3. Of the amount appropriated in this item, \$500,000 shall be available to the Board of State and Community Corrections for transfer to Schedule (1) of Item 5227-001-0001 for costs to administer the grant programs and report on program outcomes. Funds transferred pursuant to this provision are available for encumbrance or expenditure until June 30, 2021.
4. Funds appropriated in this item are available for encumbrance or expenditure until June 30, 2021.

¹ http://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201720180SB840

General RFP Appendix B: Assembly Bill 74

Assembly Bill No. 74 Chapter 23

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

Schedule:

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

Provisions:

Of the amount appropriated in this item, \$32,950,000 shall be awarded by the Board of State and Community Corrections as competitive grants to community-based organizations to support offenders formerly incarcerated in state prison. Of the amount identified in this provision, up to 5 percent shall be available to the Board of State and Community Corrections for transfer to Schedule (1) of Item 5227-001-0001 for costs to administer the grant programs. Funds transferred pursuant to this provision are available

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

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

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

The board shall form an executive steering committee with members from relevant state agencies and departments with expertise in public health, housing, workforce development, and effective rehabilitative treatment for adult offenders, including, but not limited to, the Department of Housing and Community Development, the Office of Health Equity, county probation departments, representatives of reentry-focused community-based organizations, criminal justice impacted individuals, and representatives of housing-focused community-based organizations to develop grant program criteria and make recommendations to the board regarding grant award

- (c) decisions.

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

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

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

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

Attachment G-5

General RFP Appendix C: Assembly Bill 89

Assembly Bill No. 89 Chapter 7

SEC. 67.

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

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

Schedule:

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

Provisions:

1. Of the amount appropriated in this item, \$37,000,000 shall be awarded by the Board of State and Community Corrections as competitive grants to community-based organizations to support offenders formerly incarcerated in state prison. Of the amount identified in this provision, up to 5 percent shall be available to the Board of State and Community Corrections for transfer to Schedule (1) of Item 5227-001-0001 for costs to administer the grant programs. Funds transferred pursuant to this provision are available for encumbrance or expenditure until June 30, 2023. Of this amount:

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

(b) \$18,500,000 shall be available to support the warm handoff and reentry of offenders transitioning from state prison to communities. Priority shall be given to individuals released to state parole.

(c) The board shall form an executive steering committee with members from relevant state agencies and departments with expertise in public health, housing, workforce development, and effective rehabilitative treatment for adult offenders, including, but not limited to, the Department of Housing and Community Development, the Office of Health Equity, county probation departments, representatives of reentry-focused community-based organizations, criminal justice impacted individuals, and representatives of housing-focused community-based organizations to develop grant program criteria and make recommendations to the board regarding grant award decisions.

2. Funds appropriated in this item are available for encumbrance or expenditure until June 30, 2023.

General RFP Appendix D: ARG Executive Steering Committee Roster

Adult Reentry Grant ESC Roster

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

General RFP Appendix E: Assurance of Government Organizations Agreement

Letter of Support/Agreement from Government Agencies

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

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

_____ Name of Government Agency

_____ Name and Title of Government Agency Head

_____ Name of Government Agency

_____ Name and Title of Government Agency Head

_____ Name of Government Agency

_____ Name and Title of Government Agency Head

_____ Name of Government Agency

_____ Name and Title of Government Agency Head

_____ Name of Government Agency

_____ Name and Title of Government Agency Head

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

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

Or

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

X _____ Date: _____

Applicant's Authorized Signature

General RFP Appendix F: Resource Lists and Glossary Terms

Housing First

Below are links to resources related to Housing First information and resources that applicants may find useful in developing a program and sub-proposal for the Adult Reentry Grant Program. This list is not meant to be exhaustive but may be a starting point for applicants:

1. Housing First - Corporation for Supportive Housing PowerPoint
<http://www.bscc.ca.gov/downloads/ARG%20Ppt%20PDF-Housing%20First.pdf>
2. Housing First Checklist: Assessing Projects and Systems for a Housing First Orientation
https://www.usich.gov/resources/uploads/asset_library/Housing_First_Checklist_FINAL.pdf
3. What is Housing First? California Department of Housing and Community Development
<http://hcd.ca.gov/grants-funding/active-funding/docs/Housing-First-Fact-Sheet.pdf>
4. Housing First in Permanent Supportive Housing
<https://www.hudexchange.info/resources/documents/Housing-First-Permanent-Supportive-Housing-Brief.pdf>
5. Wikipedia Housing First
https://en.wikipedia.org/wiki/Housing_First
6. Deploying Housing First Systemwide
<https://www.usich.gov/solutions/housing/housing-first/>
7. Reentry and Housing
<http://www.reentryandhousing.org/private-housing/>
8. National Crime Institute - Crime Solutions.com
<https://www.crimesolutions.gov/TopicDetails.aspx?ID=36>
9. National Reentry Resource Center
<https://csgjusticecenter.org/reentry/housing-and-reentry-resources/>

Principles of Effective Intervention

During the past two decades, there has been renewed interest in examining correctional research. These efforts have been led by researchers such as Gendreau, Andrews, Cullen, Lipsey and others.² Much evidence has been generated, leading to the conclusion that many rehabilitation programs have, in fact, produced significant reductions in recidivism. The next critical issue became the identification of those characteristics most commonly associated with effective programs. Through the work of numerous scholars (Andrews et al., 1990³; Cullen and Gendreau, 2000⁴; Lipsey 1999⁵), several “principles of effective intervention” have been identified. These principles can be briefly categorized as the following:

- Assess Actuarial Risk/Needs
- Enhance Intrinsic Motivation
- Target Interventions
 - Risk Principle
 - Need Principle
 - Responsivity Principle
 - Dosage
 - Treatment Principle
- Skill Train with Directed Practice
- Increase Positive Reinforcement
- Engage Ongoing Support in Natural Communities
- Measure Relevant Processes/Practices
- Provide Measurement Feedback

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

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

In proposals, goals are defined by broad statements of what the program intends to accomplish, representing the long-term intended outcome of the program⁶.

Examples of goal statements⁷:

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

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

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

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

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

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

⁷ *Id.* at p. 4.

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

Objectives are defined by statements of specific, measurable aims of program activities⁸. Objectives detail the tasks that must be completed to achieve goals⁹. Descriptions of objectives in the proposals should include three elements¹⁰:

- 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 objectives¹¹:

- By the end of the program, drug-addicted youth under the age of 17 will recognize the long-term consequences of drug use.
 - To place eligible youth in an intensive supervision program within two weeks of adjudication to ensure offender accountability and community safety.
- To ensure that youth who have harmed others, and have agreed to participate in the program, carry out all the terms of the mediation agreements they have worked out with their victims by program completion.

Harm Reduction

Harm reduction is a set of practical strategies that reduce negative consequences of drug use. It incorporates a spectrum of strategies that move through stages of safer use, managed use, and abstinence. Harm reduction strategies meet drug users “where they’re at,” addressing conditions of use with the use itself. It can also be used to address other behavioral health concerns.

Harm Reduction Principles:

- The individual has a voice in the process and identifies goals and a path to achieve them
- Workers raise awareness of risk and strategies to reduce harm
- The focus is on reducing harm, not consumption
- There are no pre-defined outcomes
- Abstinence may be a goal but alternatives to reduce risk are equally valued
- The Individual’s decisions to engage in risky behaviors is accepted
- Does not condone risk that can cause serious harm
- The individual is expected to take responsibility for his or her own behavior
- The individual is treated with dignity
- Recovery is a non-linear process
- Services are highly accessible: low barriers, informal atmosphere, extended hours¹²

⁸ 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>.

⁹ *Id.*; see *supra* fn 1.

¹⁰ 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>.

¹¹ *Id.*

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

General RFP Appendix G: Sample Draft Grant Agreement

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

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

Attachment G-5

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

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

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

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

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

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

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

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

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

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

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

General RFP Appendix I: 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:

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

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

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

9. Budget Modifications

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

Yes No N/A

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

Yes No

If yes, explain in the Administrative Review Comments section.

10. Fidelity Bond

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

Yes No N/A

Field Representative Comments for Administrative Review Section:

Number comments to correspond to the Administrative Review items.

II. CIVIL RIGHTS REVIEW

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

1. Equal Employment Opportunity Plan

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

Yes No

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

2. EEOP Short Form

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

Yes No N/A

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

3. Notification to Program Participants

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

4. Notification to Employees

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

Explain in Civil Rights Review Comments section.

5. Complaints

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

Yes No N/A

6. Discrimination on the Basis of Disability

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

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

Yes No N/A

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

Yes No N/A

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

Yes No N/A

7. Discrimination on the Basis of Sex

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

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

Yes No N/A

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

Yes No N/A

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

Yes No N/A

8. Findings

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

Yes No N/A

9. Limited English Proficiency

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

10. Training

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

Yes No N/A

11. Religious Activities

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

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

Yes No N/A

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

Yes No N/A

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

Yes No N/A

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

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**

5. Equipment/Fixed Assets

5a. Did the Grantee purchase or lease equipment/fixed assets with grant funds?

Yes No

5b. The Grantee received prior approval from BSCC for purchases of equipment and/or fixed assets that were more than \$3,500 per item.

Yes No N/A

5c. The equipment/fixed assets were listed in the budget or in a Budget Modification.

Yes No N/A

5d. The Grantee maintains an inventory list of equipment/fixed assets purchased with grant funds.

Yes No N/A

5e. The Grantee maintains proof of receipt of equipment/fixed assets.

Yes No N/A

6. Supplanting

The Grantee can verify that expenditures submitted for grant reimbursement (including salaries and benefits) are not also claimed/reimbursed under another separate agreement or funding stream (supplanting).

Yes No

7. Match

7a. The Grantee is in compliance with the match requirement.

Yes No N/A

7b. If the Grantee is currently under-matched, is there a plan to meet the contractually obligated match amount?

8. Project Income

Does the Grantee generate income from grant funds (e.g., fundraisers, registration fees, etc.)?

Yes No N/A

9. Subcontracts

9a. Does the Grantee require subcontract agencies to submit source documentation with their billing invoice?

Yes No N/A

9b. What type of documentation detail does the agency keep for subcontractor service delivery billing (to include list of positions funded, documented staff hours, list of services delivered, client sign-in logs, time/duration of services, other invoice detail, etc.)?

Describe in the Fiscal Review Comments section.

9c. Is the source documentation sufficient to justify charges?

Yes No N/A

9d. Does the Grantee conduct desk audits of subcontract agencies?

Yes No N/A

9e. Does the Grantee conduct site visits to subcontract agencies?

Yes No N/A

10. Audits

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

Single City/County Audit Report

Program Specific Audit

Other

10b. The Grantee has audit reports covering the agency's internal control structure within the last two years.

Yes No

Field Representative Comments for Fiscal Review Section:

Number comments to correspond to Fiscal Review items.

IV. PROGRAM REVIEW

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

1. Governing Body

1a. Does the grant require formation of some type of governing body (steering committee, coordinating council, etc.) to guide grant activities?

Yes No N/A

1b. If so, has this body been formed and is it meeting as required?

Yes No N/A

1c. Are all of the required members participating?

Yes No N/A

2. Evidence-Based Interventions

2a. List all interventions being used by the grantee.

List in the Program Review Comments section.

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

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

3. Assessments

3a. If providing direct services, how are participants assessed for risk, need and responsivity? *Explain in the Program Review Comments section.*

3b. How is that information used? *Explain in the Program Review Comments section.*

4. Staff Training

4a. Do all project staff receive an orientation and/or training pertinent to the grant project?

Yes No

4b. Are there opportunities for ongoing training for staff affiliated with the grant?

Yes No

5. Policies & Procedures

5a. Did the Grantee develop a written Policies & Procedures Manual or Program Manual specific to the grant project? Yes No

5b. Are they accessible to staff?

Yes No

6. Case Management/Tracking

6a. Does the Grantee maintain an automated or web-based case management and/or data collection system to track clients served by the grant?

Yes No N/A

6b. If not, how are services and/or clients tracked?

Explain in the Program Review Comments section.

7. Source Documentation

The Grantee maintains appropriate source documentation (e.g., case records, case files, sign-in sheets, etc.) for the clients served. **Yes** **No** **N/A**

8. Progress Reports

8a. Progress Reports are current. **Yes** **No**

8b. Program records reviewed at the site visit provided sufficient detail to support information reported in Progress Reports. **Yes** **No**

If no, explain in the Program Review Comments section.

9. Problems

The Grantee has experienced operational or service delivery problems.

If yes, explain in the Program Review Comments section. **Yes** **No**

10. Sustainability

Does the grantee have a sustainability plan to continue service delivery after grant funds expire?

Yes **No**

Describe in the Program Review Comments section.

11. Other Requirements Reviewed

Per this site visit review, programmatic requirements specific to this grant program are being met.

Yes **No**

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-5

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

(Page 1 of 2)

The Adult Reentry Grant Request for Proposals (RFP) includes requirements that apply to non-governmental organizations that receive funds under this grant. All grantees are responsible for ensuring that any contracted third parties continually meet these requirements as a condition of receiving Adult Reentry Grant funds. The RFP describes these requirements as follows:

Any non-governmental organization that receives Adult Reentry Grant funds (as either a direct grantee, subgrantee or subcontractor) must:

- Have been duly organized, in existence, and in good standing at least six months before entering into a fiscal agreement with the BSCC or with the Adult Reentry Grant grantee;
- In either instance (applicant or subgrantee), non-governmental entities that have recently reorganized or have merged with other qualified non-governmental entities that were in existence prior to the six-month date are also eligible, provided all necessary agreements have been executed and filed with the California Secretary of State prior to the start date of the grant agreement or subcontractor;
- Be registered with the California Secretary of State’s Office, if applicable;
- Have a valid business license, Employer Identification Number (EIN), or Taxpayer ID (if sole proprietorship);
- Have any other state or local licenses or certifications necessary to provide the services requested (e.g., facility licensing by the Department of Health Care Services), if applicable; and
- Have a physical address.

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

Grantee:

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

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

Unless prior approval is obtained, the BSCC prohibits disbursement or reimbursement to any NGO that does not meet the requirements listed above and for which the BSCC does not have a signed grantee assurance on file.

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

AUTHORIZED SIGNATURE (This document must be signed by the person who is authorized to sign the Grant Agreement.)			
NAME OF AUTHORIZED OFFICER	TITLE	TELEPHONE	
STREET ADDRESS	CITY	STATE	ZIP CODE
EMAIL ADDRESS			
SIGNATURE x		DATE	

Agenda Item H

MEETING DATE: November 19, 2020

AGENDA ITEM: H

TO: BSCC Chair and Members

FROM: Helene Zentner, Field Representative, helene.zentner@bscc.ca.gov

SUBJECT: Amended Proposition 64 Public Health & Safety Grant Program Request for Proposals and Executive Scoring Panel Chair: **Requesting Approval**

Summary

This agenda item requests the Board approve the release of the amended Proposition 64 Public Health & Safety Grant Program Request for Proposals that expands eligibility requirements for Cohort 2 (Attachment H-1), appoint a Chair for the Proposition 64 Public Health and Safety Grant Program Scoring Panel, delegate authority to the Chair to work with BSCC staff to establish the Scoring Panel membership, and authorize the Scoring Panel to make funding recommendations to the Board.

Background

The Proposition 64 Public Health & Safety (Prop 64 PH&S) Grant Program was established as part of a voter-approved initiative in November 2016, the *Control, Regulate and Tax Adult Use of Marijuana Act* (AUMA). This initiative legalized the recreational use of cannabis in California for individuals 21 years of age and older. As part of the initiative, a portion of tax revenue generated from the cultivation and retail sale of cannabis or cannabis products would go toward implementing AUMA within the State and would provide funds for a variety of grant programs to assist in mitigating impacts due to the legalization of recreational cannabis.

In Budget Year 2019-20, Revenue and Taxation Code (RTC) section 34019, subdivision (f)(3)(C) provided that funds derived from tax revenues collected as part of AUMA were to go to the “the Board of State and Community Corrections for making grants to local governments to assist with law enforcement, fire protection, or other local programs addressing public health and safety associated with the implementation of the Control, Regulate and Tax Adult Use of Marijuana Act.” However, “[t]he board shall not make any grants to local governments which have banned the cultivation, including personal cultivation... or retail sale of cannabis or cannabis products...”

An Executive Steering Committee (ESC) convened to begin development on the Request for Proposals (RFP) last October 2019. The outcome of the ESC’s work was a comprehensive competitive solicitation addressing youth development/youth prevention and intervention, public health, public safety, and environmental impacts due to the legalization of cannabis in California.

On September 18, 2020, Assembly Bill (AB) 1872, signed by Governor Newsom, amended RTC section 34019 (Attachment H-2), subdivision (f)(3)(C) to allow for broader Prop 64 PH&S funding eligibility criteria. The amended language, in pertinent part, now states “*The board shall not make any grants to local governments that ban both indoor and outdoor commercial cannabis cultivation, or ban retail sale of cannabis or cannabis products pursuant to Section 26200 of the Business and Professions Code or as otherwise provided by law.*”

Amended Request for Proposals for Cohort 2

As the Prop 64 PH&S Grant Program RFP, developed by the ESC (Attachment H-3), was approved for release earlier this year, and since monies were just awarded by this Board at its last meeting in September, this document remains highly relevant aside from the change in the RTC. To facilitate an expedited solicitation process and award a new cohort of grantees as soon as possible, staff has updated the original Prop 64 PH&S Grant Program RFP to include the amended RTC and made other non-substantive changes to the document. If approved by the Board, this updated RFP solicitation for a new round of Prop 64 funding for Cohort 2 could be released to the field immediately.

Key Updates to the Prop 64 PH&S Grant Program RFP

- **Eligibility:** Eligible applicants for the Prop 64 PH&S Cohort 2 Grant Program are local governments (i.e., Counties and Cities) in California that do not ban **both** indoor and outdoor commercial cannabis cultivation, or ban retail sale of cannabis or cannabis products per AB 1872, amendment to RTC section 34019, subdivision (f)(3)(C).
 - In addition, local governments awarded Proposition 64 PH&S Grant funds under the previous RFP are ineligible to apply to this current solicitation.
- **Definitions:** “Ban commercial cannabis cultivation” is defined as regulations, ordinances, or amendments to local government charters that prohibit:
 - indoor commercial cannabis cultivation (including mixed light cultivation), **and**
 - outdoor commercial cannabis cultivation.
- **Funding Total:** The total amount available for this round of funding for Cohort 2 applicants is \$51,788,690. This amount is contingent on timely deposits to the BSCC through the Proposition 64 Initiative (the Control, Regulate and Tax Adult Use of Marijuana Act) via the State and Local Government Law Enforcement Account in fiscal year 2020-21.
- **Cohort 2 Timeline:** The tentative timeline of activities necessary to administer a competitive RFP for the Prop 64 PH&S Grant Program Cohort 2 has been updated as follows:

TENTATIVE TIMELINE	ACTIVITY
November 19, 2020	Selection of Scoring Panel Chair and release the amended Cohort 2 RFP to the field (contingent on BSCC Board approval)
December 10, 2020	Bidders' Conference
January 29, 2021	Proposals due to the BSCC
Mid-February 2021	Scoring Panel Training
Mid-March 2021	Scoring Panel rating of proposals complete
April 8, 2021	Present Scoring Panel's funding recommendations to the BSCC Board for approval
May 1, 2021	Grants for Cohort 2 begin

- Non-Substantive Edits to the RFP: Updates include all dates associated with the current grant period, including draft contract dates, a new grant email address for this Cohort, Grantee Orientation information, and the addition of the Scoring Panel.

All other grant components remain unchanged.

Scoring Panel Chair

Contingent on approving the amended RFP for Cohort 2, staff is also requesting the Board appoint a Chair for the Prop 64 PH&S Grant Program Scoring Panel. Staff will reach out to previous members of the Prop 64 PH&S ESC for their expertise. Recruitment for additional panel members will begin on November 20, 2021 for a minimum of 30 days.

Recommendation/Action Needed

Staff recommends the Board:

1. Approve the release of the amended Prop 64 PH&S Grant Program Request for Proposals, Cohort 2;
2. Appoint a Chair of the Proposition 64 PH&S Grant Scoring Panel;
3. Delegate authority to the Chair to work with BSCC staff to establish a Scoring Panel with relevant subject-matter expertise; and
4. Authorize the Scoring Panel to make funding recommendations to the Board.

Attachments

H-1: Proposition 64 Public Health & Safety Grant Program Amended Request for Proposals for Cohort 2

H-2: Amended Revenue and Taxation Code section 34019

H-3: Proposition 64 Public Health & Safety Grant Program Executive Steering Committee Member Roster

Attachment H-1



Proposition 64 Public Health and Safety Grant Program

REQUEST FOR PROPOSALS COHORT 2

Eligible Applicants:
California Counties
California Cities

Grant Period: May 1, 2021 to April 30, 2024

RFP Released: November 20, 2020

Letters of Intent Due: December 18, 2020

Proposals Due: January 29, 2021



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Attachment H-1

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CONFIDENTIALITY NOTICE

All documents submitted as a part of the Proposition 64 Public Health and Safety Grant Program proposal are public documents and may be subject to a request pursuant to the California Public Records Act. The BSCC cannot ensure the confidentiality of any information submitted in or with this proposal. (Gov. Code, §§ 6250 et seq.)

PART I: GRANT INFORMATION

Grant Program Background

In November of 2016, voters approved Proposition 64, the *Control, Regulate and Tax Adult Use of Marijuana Act* (AUMA). AUMA legalized the recreational use of marijuana in California for individuals 21 years of age and older. Proposition 64, in pertinent part, provides that a portion of the tax revenue from the cultivation and retail sale of cannabis or cannabis products will be appropriated:

~~*To the Board of State and Community Corrections for making grants to local governments to assist law enforcement, fire protection, or other local programs addressing public health and safety associated with the implementation of the Control, Regulate and Tax Adult Use of Marijuana Act. The board shall not make any grants to local governments which have banned the cultivation, including personal cultivation... or retail sale of marijuana or marijuana products... (Rev. & Tax Code, § 34019, subd. (f)(3)(C).)*~~

To the Board of State and Community Corrections for making grants to local governments to assist with law enforcement, fire protection, or other local programs addressing public health and safety associated with the implementation of the Control, Regulate and Tax Adult Use of Marijuana Act. The board shall not make any grants to local governments that ban both indoor and outdoor commercial cannabis cultivation, or ban retail sale of cannabis or cannabis products pursuant to Section 26200 of the Business and Professions Code or as otherwise provided by law.

Total funding available for this **Cohort 2** Request for Proposals (RFP) is \$24,700,000 **\$51,788,690**. **The total available grant funds in this RFP is contingent on timely deposits made available to the BSCC through the Proposition 64 Initiative (the Control, Regulate and Tax Adult Use of Marijuana Act) via the State and Local Government Law Enforcement Account in fiscal year 2020-21.** Successful applicants will be funded for a three-year grant project cycle commencing on ~~October 1, 2020 and ending on September 30, 2023~~ **May 1, 2021 and ending on April 30, 2024.**

Contact Information

This Request for Proposal (RFP) provides the information necessary to prepare a proposal to the BSCC for grant funds available through the Prop 64 PH&S 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:
Prop64_Grant2@bscc.ca.gov.

The BSCC will accept and respond to questions about this RFP until ~~June 5, 2020~~ **January 29, 2021**. Frequently asked questions and answers (FAQs) concerning the BSCC's RFP process and the Prop 64 solicitation will be posted on the BSCC website and updated periodically through ~~June 5, 2020~~ **January 29, 2021**.

Bidders' Conference

Prospective applicants are invited – but not required – to attend a Bidders' Conference. The purpose of a Bidders' Conference is to answer technical questions from prospective bidders (applicants) and provide clarity on RFP instructions. There is no preference given to applicants who attend the Bidders' Conference. Details for the Bidders' Conference are listed below:

Proposition 64 Public Health and Safety Grant Program Cohort 2 Bidders' Conference

~~Wednesday, February 26, 2020~~

Thursday, December 10, 2020

1:00 p.m.

Via Zoom:

<Zoom link placeholder>

We request that applicants who plan to attend the Bidders' Conference, RSVP by email with their name, title, and name of their agency/organization.

EMAIL RSVP to: **Prop64_Grant2@bscc.ca.gov**.

(Subject line: Prop 64 PH&S Grant Program Bidders' Conference)

Please note: The Prop 64 PH&S Grant Program Bidders' Conference will be recorded and posted to the BSCC website for future reference.

Lead Public Agency

All Prop 64 PH&S local government grantees are required to designate a Lead Public Agency (LPA) to serve as the coordinator for all grant activities. LPA means a governmental agency with local authority of or within that county or city. The applicant may choose to fill the role of LPA itself or it may designate a department, agency, or office under its jurisdiction to serve as the LPA. The role of the LPA is to coordinate with local government agencies and non-governmental organizations (if applicable) to ensure successful implementation of the grant program. The LPA is responsible for data collection and management, overseeing evaluative activities, and will serve as the primary point of contact with the BSCC.

Letter of Intent

Applicants interested in applying for the Prop 64 **Cohort 2** PH&S Grant Program are asked, but are not required, to submit a non-binding Letter of Intent. These letters will aid the BSCC in planning for the proposal review process.

There is no formal template for the letter, but it should include the following information:

- Name of the Applicant (city, county, or city and county),
- Name of the lead public agency (LPA),
- A brief statement indicating the county or city's intent to submit a proposal, and
- Name of a contact person.

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

Please submit your non-binding Letter of Intent by ~~May 1, 2020~~ **December 18, 2020** via email or U.S. mail, using one of the following submission options:

Email Responses: **Prop64_Grant2@bscc.ca.gov**
(Subject line: Prop 64 Grant Letter of Intent)

U.S. Mail Responses: Board of State and Community Corrections
Corrections Planning and Grant Programs Division
2590 Venture Oaks Way, Suite 200
Sacramento, CA 95833
Attn: Prop 64 Grant Letter of Intent

Proposal Due Date and Submission Instructions

The Proposition 64 Public Health and Safety Grant Program Proposal Package is provided at the end of this document and is provided in a fillable format. Using the Tab key will allow the applicant access to those areas requiring information. Applicants must submit one (1) electronic copy of the original signed proposal (**e-signatures will be accepted**) to the BSCC by **5:00 p.m. on ~~June 5, 2020~~ January 29, 2021**.

A complete proposal package includes a scanned copy of the signed proposal and all required attachments as described on the Proposal Checklist (page 71).

Email the proposal package in a single email to: **Prop64_Grant2@bscc.ca.gov**.

If the BSCC does not receive an email containing the complete proposal package by 5:00 p.m. (PST) on ~~June 5, 2020~~ January 29, 2021, the proposal will not be considered.

Eligibility for Funding

Eligible applicants must be local governments that have not banned **both** indoor and outdoor commercial **cannabis** cultivation, or retail sale of marijuana or marijuana products.

Local governments awarded Proposition 64 PH&S Grant funds in the previous RFP are ineligible to apply to this current solicitation.

For purposes of this RFP, the following definitions apply:

“Local governments” means cities, counties, and cities and counties in the State of California.

“Banned the cultivation” means

Regulations, ordinances, or amendments to local government charters that prohibit **both the:**

- indoor commercial **cannabis** cultivation (including mixed light cultivation), **and**
- ~~indoor personal cultivation (including mixed light cultivation),~~
- outdoor commercial **cannabis** cultivation, ~~or~~
- ~~outdoor personal cultivation~~ within the local government’s jurisdiction/authority that is not otherwise preempted by state law.

NOTE: Cultivation of cannabis is not banned by a local government if the local government restricts cultivation activities to specific locations pursuant to local zoning ordinances or if the local government requires licensure for specific commercial **cannabis** cultivation activities provided that such restrictions do not result in the prohibition of all indoor commercial cultivation, ~~indoor personal cultivation,~~ **and** outdoor commercial **cannabis** cultivation, ~~or outdoor personal cultivation~~ activities within the local government’s jurisdiction/authority (see Appendix A).

“Banned the retail sale” means

- Regulations, ordinances, or amendments to local government charters that prohibit the local establishment or local operation of any or all businesses licensed under Division 10 (commencing with Section 26000) of the Business and Professions Code.
- Businesses must be allowed to have a physical presence (i.e., brick and mortar location) within the local government’s jurisdiction/authority.

NOTE: Retail sale of cannabis is not banned by a local government if the local government restricts the retail sale of cannabis to specific locations pursuant to local zoning ordinances, or if the local government requires licensure for specific retail sales activities provided that such restrictions do not result in the prohibition of all retail sales in the local government’s jurisdiction/authority (see Appendix A).

Cannabis delivery services operating within the jurisdiction of a local government without a physical retail presence (i.e., brick and mortar location(s)) within that jurisdiction does not make the local government eligible for Prop 64 funding.

Local governments in California must meet the above eligibility criteria by ~~June 5, 2020~~ **January 29, 2021** to be considered for funding under this Prop 64 PH&S **Cohort 2** Grant Program RFP and must maintain eligibility for the duration of the grant period.

Applicants are required to submit a Letter of Eligibility (as part of the RFP submittal process), detailing how the city, county, or city and county meets the above criteria, including the dates the regulations, ordinances, or amendments to local government charters became enacted/effective (see Appendix B). Jurisdictions *in the process* of legalizing the cultivation or retail sale of marijuana or marijuana products will be ineligible for current funding under this Prop 64 PH&S **Cohort 2** Grant Program RFP.

Additionally, if a grant award is made to a city, county, or city and county (eligible at the time of award) but becomes ineligible post-award, the contract with the Grantee will be terminated and any remaining funds will cease to be disbursed for the rest of the contract term.

Grant Program Description

The purpose of this grant program is to fund projects that assist with law enforcement efforts, fire protection efforts, or other local projects addressing public health and safety associated with the implementation of the Control, Regulate and Tax Adult Use of Marijuana Act (AUMA).

Eligibility to Apply

Eligible applicants for Prop 64 PH&S Grant Program awards are:

- California Counties – Applications must be submitted by the Board of Supervisors or the Chief County Administrative Officer;
- California Cities – Applications must be submitted by the City Council or the Administrative Office of the City;
- California City and County – Application must be submitted by the Board of Supervisors, the Chief Administrative Officer, or City Council;

In addition, counties and cities previously awarded Proposition 64 PH&S Grant monies are not eligible for this Cohort 2 funding.

Eligible applicants **may not** submit more than one (1) proposal for funding consideration.

However, two (2) or more cities, two (2) or more counties, or a combination of two (2) or more cities and/or counties, may collaborate to submit a collaborative proposal. The jurisdictions comprising the collaborative application are **not** required to be contiguous. Each city or county involved in a collaborative proposal **may not** apply for an individual proposal nor be part of another collaborative proposal. All applications submitted under a collaborative basis must meet the following criteria:

1. One city or county **must** be clearly designated as the lead applicant, that city or county must submit the application, and that city or county is responsible for all aspects of grant administration and management.

2. Every city or county involved in the collaborative proposal **must** be eligible for funding per the eligibility criteria identified on page 3 of this RFP.
3. Every city or county involved in the collaborative proposal **must** submit a resolution from its City Council or Board of Supervisors indicating support of the collaborative effort and identifying its role(s) and responsibility(ies) relative to the grant.

Eligible Activities

Applicants must propose activities/strategies that fall within the four (4) Project Purpose Areas (PPAs) defined below. Applicants may either implement new activities, strategies, or programs, *OR* expand existing activities, strategies, or programs (without the supplantation of funds – see Supplanting definition on page 12).

All project components and activities must link to the intent of the Prop 64 PH&S Initiative - local impacts due to the legalization of cannabis in California.

All applicants **must** address PPA 1 (Youth Development/Youth Prevention and Intervention) and are required to budget a minimum of ten percent (10%) of requested grant funds for this area. However, should a jurisdiction determine a greater need for PPA 1, applicants may budget up to the full requested grant (i.e., 100% requested in grant funds) for this area.

For the purposes of this RFP, youth are defined as under the age of 21 (i.e., individuals not of legal age to use and purchase cannabis products).

In addition to PPA 1 (Youth Development/Youth Prevention and Intervention), applicants may also identify and address one (1) or more of the other PPAs listed below as it relates to the local impact of legalizing cannabis. Project activities, strategies, and programmatic efforts may overlap within the listed PPAs. Each identified PPA activity, strategy, and programmatic effort does not have to relate to another identified PPA need(s). All project activities, strategies, and programmatic efforts must be associated with the implementation of AUMA (i.e., local impacts due to the legalization of cannabis in California).

Prop 64 PH&S Grant Program Project Purpose Areas (PPAs)

PPA 1: Youth Development/Youth Prevention and Intervention

This PPA is a mandatory component for the local Prop 64 PH&S Grant Project.

- Youth development programs should be designed to improve the lives of children and adolescents by meeting their basic physical, developmental, and social needs and by helping them to build the competencies needed to become successful adults.
- Youth Prevention and Intervention programs should address preventing youth substance use and addiction and/or intervening to promote healthy behaviors and environments while minimizing illness, injury, and other harms associated with substance use. Approaches may include preventing exposure, preventing youth

from progressing from substance use to misuse, and preventing the onset of addiction, overdose, and other harms associated with misuse.

Youth development/youth prevention and intervention programs should be trauma-informed, culturally relevant, developmentally appropriate, community-driven, and promising / evidence-based (refer to Appendix A and Appendix C). These programs are intentional, prosocial approaches that engage youth within their communities, schools, organizations, peer groups, and families in a manner that is productive and constructive; recognizes, utilizes, and enhances young people's strengths; and promotes positive outcomes for young people by providing opportunities, fostering positive relationships, and furnishing the support needed to build on their strengths. Programs for youth should increase the individual's protective factors (e.g., positive family support; caring adults; positive peer groups; strong sense of self/self-esteem, and engagement in school and community activities).

Activities that may be funded include but are not limited to: peer mentoring or community-based mentoring; job training/apprenticeships; substance use education; substance use treatment; prosocial activities; juvenile record expungement; and youth outreach programs.

PPA 2: Public Health

Public health refers to activities for protecting the safety and improving the health of communities through education, policy/infrastructure making, and research for the safety of the community.

Activities that may be funded include but are not limited to: public health training and education; public information and outreach; inspection and enforcement of cannabis businesses; behavioral and mental health treatment; cannabis product safety; testing/safety equipment; pesticide impact efforts; drinking and waste water system updates; air quality efforts; and other environmental-system updates.

PPA 3: Public Safety

Public Safety refers to the welfare and protection of the general public, including but not limited to the prevention and protection of the public from dangers affecting safety such as crimes, disasters, or impacts due to the legalization of cannabis.

Activities that may be funded include but are not limited to: public information and outreach; training efforts; law enforcement; code enforcement; community planning or development efforts; cannabis delivery compliance, protective safety equipment; update to technology systems (track & trace); transportation impacts, water storage issues; fire protection; fuel mitigation and/or fuel reduction; and wildland/urban interface planning and implementation.

PPA 4: Environmental Impacts

Environmental impact refers to the prevention of human injury, and promoting well-being by identifying and evaluating environmental resources and hazardous agents by limiting exposures to hazardous physical, chemical, and biological agents in air, water, soil, food, and other environmental media or settings that may adversely affect human health.

Activities that may be funded include but are not limited to: technology/software; odor abatement; nuisance abatement; forest management; hazardous clean-up; sediment testing; water systems and storage; cultivation code enforcement; aquatic protections; fire protections; and pesticide impacts.

General BSCC 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 Appendix D for a sample contract (State of California: Contract and General Terms and Conditions).

The Grant Agreement start date is expected to be ~~October 1, 2020~~ **May 1, 2021**. Grant Agreements are considered fully executed only after they are signed by both the Grantee and the BSCC. Work, services, and encumbrances should not begin prior to the Grant Agreement start date. If a grantee chooses to incur costs for reimbursement, any work, services, and encumbrances which 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 (3) years after the final payment under the contract.

Governing Board Resolution

Local governmental applicants must submit a resolution from their governing board addressing specified requirements as included in the sample Governing Board Resolution, which can be found in Appendix E. A signed resolution is not required at the time of proposal submission; however, grant recipients must have a resolution on file for the Prop 64 PH&S Grant before a fully executed grant agreement can be completed.

Funding Awards

Disbursement of grant funds occurs on a reimbursement basis for costs incurred during a reporting period. The State Controller's Office (SCO) will issue the warrant (check) to the individual designated on the application form as the Financial Officer for the grant. Grantees must submit invoices to the BSCC on a quarterly basis through the online process 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 a desk review process which requires grantees to submit electronic documentation to support all grant funds claimed during the invoicing period and on-site monitoring visits that will include a review of documentation maintained as substantiation for project expenditures.

Audit Requirements

Grantees are required to provide the BSCC with a financial audit no later than the end of the contract term (~~March 31, 2024~~ **October 31, 2024**). The financial audit shall be performed by a Certified Public Accountant or a participating county or city auditor that is organizationally independent from the participating county or city's project financial management functions. Expenses for this final audit may be reimbursed for actual costs up to \$25,000.

In addition, the BSCC reserves the right to call for a program or financial audit at any time between the execution of the grant agreement and three (3) years following the end of the grant period.

The Department of General Services, the Bureau of State Audits, Department of Finance, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this grant.

Quarterly Progress Reports

Grant award recipients are required to submit quarterly progress reports (QPRs) to the BSCC. QPRs are a critical element in BSCC's monitoring and oversight process. Grantees who are unable to demonstrate that they are making sufficient progress toward project goals and objectives and show that funds are being spent in accordance with the Grant Agreement could be subject to the withholding of funds. Once grants are awarded, the BSCC will work with grantees to create custom QPRs.

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 4-day session **training** is to review the program requirements, invoicing and budget modification processes, data collection and reporting requirements, evaluation requirements, as well as other grant management and monitoring activities. Typically, the Project Director, Financial Officer, and Day-to-Day Contact must attend. **If an in-person training is scheduled**, Grant recipients may use Prop 64 PH&S Grant funds for travel-related expenditures such as airfare, mileage, meals, lodging, and other per diem costs. Applicants should include anticipated **potential** travel costs in the budget section of the proposal under the "Other" category for this event.

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 Agreement, 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 carpool, or garage may budget either the mileage rate established by the carpool or garage, or the state mileage rate, not to exceed the loaning agency rate.

Non-Governmental Organizations (NGOs)

An NGO receiving BSCC funds must use the California State travel and per diem policy, unless the grantee's written travel policy is more restrictive than the State's, in which case it must be used. Reimbursement is allowed for the cost of commercial carrier fares, parking, bridge, and road tolls, as well as necessary taxi, bus, and streetcar fares. This policy applies equally to NGOs that receive grant funds directly from the BSCC and those that receive grant funds indirectly through a subcontract with another NGO that received a BSCC grant award.

Out-of-State Travel

Out-of-state travel is restricted and only allowed in exceptional situations. Grantees must receive written BSCC approval prior to incurring expenses for out-of-state travel. Even if previously authorized in the Grant Award, grantees must submit to the BSCC a separate formal request (on grantee letterhead) for approval. Out-of-state travel requests must include a detailed justification and budget information.

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

Debarment, Fraud, Theft, or Embezzlement

It is the policy of the BSCC to protect grant funds from unreasonable risks of fraudulent, criminal, or other improper use. As such, the BSCC will not enter into contracts or provide disbursements or 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 (3) 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 Appendix F certifying they are in compliance with the BSCC's policies on debarment, fraud, theft, and embezzlement.

Compliance Monitoring Visits

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. As needed, monitoring visits may also occur to provide technical assistance on fiscal, programmatic, evaluative, and administrative requirements. For your reference, a sample monitoring visit checklist is contained in Appendix G.

Project Funding Information

Grant Period

Successful proposals will be funded for a three-year grant project cycle commencing on ~~October 1, 2020 and ending on September 30, 2023~~ **May 1, 2021 and ending on April 30, 2024**.

However, additional time (~~October 1, 2023 through March 31, 2024~~ **May 1, 2021 through October 31, 2024**) is included in the term of the contract for the sole purposes of:

- 1) Finalizing and submitting a required Local Evaluation Report, and
- 2) Finalizing and submitting a required financial audit.

Funding Amount

A total of ~~\$24,700,000~~ **\$51,788,690** in state funding is available for local projects through this RFP, contingent on timely deposits to the BSCC through the Proposition 64 Initiative (the Control, Regulate and Tax Adult Use of Marijuana Act) via the State and Local Government Law Enforcement Account. The maximum amount for which any eligible single applicant may apply is \$1 million. Eligible collaborative applicants may submit one (1) proposal for a maximum of \$2 million, regardless of the number of local government partners collaborating on the application.

Applicants are encouraged to request only the amount of funds needed to support their proposal and the amount that can be justified with supporting documentation/information. All applicants must build their proposal, objectives, activities, timelines, and budget information for all three (3) years of the grant cycle. For example, if a single applicant is requesting the maximum award amount of \$1,000,000, the budget detail must clearly illustrate how that \$1,000,000 will be allocated across the entire three (3) years (see Budget Section for instructions).

All project components and activities must link to the intent of the Prop 64 PH&S Initiative - local impacts due to the legalization of cannabis in California.

Funding Distribution and Funding Thresholds

The total available funding of ~~\$24,700,000~~ **\$51,788,690** will be awarded within four categories and applicants will only compete with other applicants within that category. Recognizing that different sized jurisdictions have different capacities, resources, and needs, these categories were established so a percentage of the overall available funding

will be set aside for small, medium, and large counties (and cities within those counties). The categories and amounts available for each are as follows:

1. Small counties, and all cities within those counties, will compete for 20 percent (20%) of the total Prop 64 PH&S grant funds, which equates to \$4,940,000 **\$10,357,738**.
2. Medium counties, and all cities within those counties, will compete for 20 percent (20%) of the total Prop 64 PH&S grant funds which equates to \$4,940,000 **\$10,357,738**.
3. Large counties, and all cities within those counties, will compete for 20 percent (20%) of the total Prop 64 PH&S grant funds which equates to \$4,940,000 **\$10,357,738**.

The categorization of counties as small, medium, or large is based on county population figures published by the California Department of Finance (see Appendix H). Cities will be categorized based on the county they are located.

The remaining 40 percent (40%) of the total Prop 64 PH&S grant funds will be used to fund the overall highest-rated proposals not funded through the small, medium, and large county set-aside categories.

4. The highest rated proposals that did not receive an award under the above categories will compete for the remaining 40 percent (40%), or \$9,880,000 **\$20,715,476**, regardless of county size category.

Funds in the small, medium, and large categories will be awarded first. Should there be a proposal that is only partially funded through a county-size category due to not having sufficient funds for a full proposal request, those proposals will be fully funded first using funds within the 40 percent (40%) category.

If there are not sufficient qualified applicants in any set-aside county-size category to exhaust all funds, those funds will be used to augment the 40 percent (40%) highest-rated category.

Minimum Score

Applicants must receive at least **50%** of the total points available to be considered for funding (i.e., qualified applicants). See Rating Factors, page 15.

Match Requirement

The Prop 64 PH&S Grant Program does not require matching and/or leveraged funds.

Supplanting

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.

Supplanting is strictly prohibited for all BSCC grants. BSCC grant funds shall be used to support new program activities or to augment existing funds which expand current program activities. BSCC grant funds shall not be used to replace existing funds.

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.

Project Evaluation Requirements

In addition to quarterly progress reports (QPRs), projects selected for funding will be required to submit to the BSCC: (1) a Local Evaluation Plan and (2) a Local Evaluation Report.

Local Evaluation Plan - The purpose of the Local Evaluation Plan (LEP) 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 relation to each of its goals and objectives identified in the proposal. The LEP 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 LEP must be approved in advance by the BSCC. More detailed instructions on the LEP will be made available to successful applicants. See Appendix I for a sample of evaluation components.

Local Evaluation Report - Following project completion, grantees are required to complete a final Local Evaluation Report (LER) which must be in a format prescribed by the BSCC. The purpose of the final LER is to determine whether the overall project was effective in meeting the goals laid out in the LEP. To do this, the grantee must assess and document the effectiveness of the activities that were implemented. These activities should have been identified in the previously submitted LEP. More detailed instructions on the LER 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. Evaluation planning, oversight, and reporting activities may be funded by the Prop 64 PH&S Grant Program monies and should be identified within the applicant's proposed budget.

BSCC Executive Steering Committee Process

Prop 64 PH&S Grant Program Executive Steering Committee

To ensure successful program design and implementation, the BSCC uses Executive Steering Committees (ESCs) and Advisory Groups to inform decision-making related to the Board's programs. These committees 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 and Advisory Groups - 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. The Board then approves, rejects, or revises those recommendations. Members of ESCs are not paid for their time but are reimbursed for travel expenses incurred to attend meetings.

The Prop 64 PH&S Grant Program ESC included subject matter experts on education, public health and safety, environmental impacts, law enforcement, fire protection, cannabis licensing and cultivation, substance use, mental health, and the criminal and juvenile justice systems. A list of ESC members can be found in Appendix J.

Prop 64 PH&S Grant Program Scoring Panel

The BSCC will be using a Scoring Panel process to complete the reading and rating of proposals, and to develop scoring recommendations for the BSCC Board.

Conflicts of Interest

Existing law prohibits any grantee, subgrantee, partner, or like party who participated on the above referenced Prop 64 PH&S Grant Program ESC **Scoring Panel** from receiving funds from the grants awarded under this RFP. Applicants who are awarded grants under this RFP are responsible for reviewing the Prop 64 PH&S Grant Program ESC **Scoring Panel** membership roster and ensuring that no grant dollars are passed through to any entity represented by any member of the ESC **Scoring Panel**. **Scoring Panel membership will be posted to the BSCC website no later than January 2021.**

Overview of the RFP Process

Confirmation of Receipt of Proposal

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

Disqualification – **PLEASE READ THOROUGHLY**

“Disqualification” means the proposal will not move forward to the **ESC Scoring Panel** for the Proposal Rating Process and, therefore, will NOT be considered for funding under this grant.

The following will result in an **automatic disqualification**:

- The applicant is not a county or a city in California.
- **The applicant is currently receiving a Prop 64 PH&S Grant award.**
- The applicant does not meet the eligibility criteria for the Prop 64 PH&S Grant funding (see Eligibility for Funding, page 3).
- The funding request for a single application is more than \$1 million.
- The funding request for a collaborative application is more than \$2 million.
- An electronic version of the complete proposal package is not received by 5:00 p.m. on ~~Friday, June 5, 2020~~ **Friday, January 29, 2021**.
- The complete proposal package was not submitted using the BSCC Prop 64 PH&S Grant Program proposal template as provided at the end of this document including the narrative section formatting requirements set within the template:
 - Arial 12-point font
 - One-inch margins on all four sides
 - 1.5-line spacing
- The complete proposal package does not contain all required sections and attachments (**e-signatures will be accepted in place of originals**):
 - Coversheet - accurately completed
 - Prop 64 PH&S Grant Program Checklist - completed and signed in blue ink
 - Applicant Information Form - completed and signed in blue ink
 - Proposal Abstract
 - Proposal Narrative (Project Need, Project Description, & Project Evaluation)
 - Project Work Plan
 - Budget Table & Narrative
 - Certification of Compliance with BSCC Policies on Debarment, Fraud, Theft and Embezzlement (Appendix F) – completed and signed
 - Criteria for Non-Governmental Organizations Receiving Prop 64 PH&S Grant Funds (Appendix K) – completed and signed
 - Letter of Eligibility
 - Letter(s) of Commitment
- The Proposal Abstract exceeds the maximum limit of one (1) numbered page.
- The Proposal Narrative Section (Project Need, Project Description, & Project Evaluation) exceeds the maximum limit of eight (8) numbered pages.
- The Proposal Narrative Section contains footnotes, tables, graphs, charts, graphics and/or website links. (Note: two (2) additional pages are allowed for the above. See page 21 for instructions.)
- The Project Workplan is not on the template provided.

- The Project Workplan exceeds the maximum limit of two (2) numbered pages.
- The Budget Table exceeds the maximum limit of one (1) numbered page.
- The Budget Narrative exceeds the maximum limit of four (4) numbered pages.

Rating Process

Unless disqualified, proposals will advance to the Proposal Rating Process. The Prop 64 PH&S Grant Program **ESG Scoring Panel** members will read and rate each proposal in accordance with the prescribed rating factors listed in the table below.

The **ESG Scoring Panel** members will base their scores on how well an applicant addresses the items listed under each rating factor within the Proposal Narrative and Budget. ~~Following the Proposal Rating Process, the ESC may convene for a final rater review meeting where funding recommendations will be finalized for consideration by the BSCC Board.~~ **Scoring Panel ratings, once submitted to the BSCC, will be final.**

At the conclusion of this process, applicants will be notified of the funding recommendations. It is anticipated the BSCC Board will act on the recommendations at its meeting on ~~September 10, 2020~~ **April 8, 2021**. Applicants and partners are not to contact members of the **ESG Scoring Panel** nor the BSCC Board to discuss proposals.

Rating Factors

The Rating Factors to be used and the maximum points assigned to each factor are shown in the table below. Applicants are asked to address each of these factors as a part of their proposal. The ESC assigned a percent value to each of the Rating Factors, correlating to its importance (see Percent of Total Value column).

Prop 64 PH&S Grant Program Rating Factors and Point Values

	Rating Factors	Point Range	Percent of Total Value	Weighted Rating Factor Score
1	Project Need	1 - 5	25%	50
2	Project Description	1 - 5	50%	100
3	Project Evaluation	1 - 5	15%	30
4	Project Budget	1 - 5	10%	20
Maximum Rating Factor Score:			100%	200

Raters will score an applicant's response in each of the Rating Factor categories on a scale of 1-5, according to the Sample Scoring Rubric shown below. Each rating factor score is then weighted according to the "Percent of Total Value" column (determined by the ESC) associated with each Rating Factor to arrive at the final Weighted Score for each Rating Factor and then added together for a final overall proposal score.

Threshold/Minimum Score

A proposal must meet a threshold of **50%**, or minimum score of **100** total points to be considered for funding. Total points equal the weighted score plus preference points.

Scoring Rubric for 1-5 Point Range

Poor 1	Fair 2	Satisfactory 3	Good 4	Excellent 5
The response addresses the criteria in a very inadequate way.	The response addresses the criteria in a non-specific or unsatisfactory way.	The response addresses the criteria in an adequate way.	The response addresses the criteria in a substantial way.	The response addresses the criteria in an outstanding way.

Attachment H-1

PART II: PROPOSAL INSTRUCTIONS AND RATING FACTORS

The following section contains pertinent information on how to complete the Request for Proposal package for the Prop 64 PH&S **Cohort 2** Grant Program. Submittal instructions are contained in Part I, page 3.

- Proposal Abstract
- Proposal Narrative Sections
 1. Project Need
 2. Project Description
 3. Project Evaluation
- Project Workplan
- Project Budget Table and Budget Narrative
- Additional Request for Proposals Information, if applicable
- Required Request for Proposals Attachments
 1. Letter(s) of Commitment
 2. Letter of Eligibility
 3. Certification of Compliance with BSCC Policies on Debarment, Fraud, Theft and Embezzlement
 4. Criteria for Non-Governmental Organizations Receiving Prop 64 PH&S Grant Funds

***** THE REQUEST FOR PROPOSAL PACKAGE CAN BE FOUND AT THE END OF THIS ENTIRE DOCUMENT. THE PROPOSAL TEMPLATE IS PROVIDED IN A FILLABLE FORMAT. USING THE TAB KEY WILL ALLOW THE APPLICANT ACCESS TO THOSE AREAS REQUIRING INFORMATION. *****

Proposal Abstract

Instructions: The Proposal Abstract should provide a brief summary of the proposed project. The Proposal Abstract must be submitted using the BSCC Prop 64 PH&S **Cohort 2** Grant Program proposal template (a locked, fillable form) provided at the end of this document (Arial 12-point font with one-inch margins on all four sides and at 1.5-line spaced) and cannot exceed **one (1) numbered page** in length. This section will not be included in the rating of the Proposal.

Proposal Narrative

The Proposal Narrative should address the Project Need, Project Description, and Project Evaluation, using each of the section headers exactly as provided in the proposal template (a locked, fillable form). The Proposal Narrative must be submitted using the BSCC Prop 64 PH&S Grant Program proposal template provided at the end of this document (Arial 12-point font with one-inch margins on all four sides and at 1.5-line spaced) and cannot exceed **eight (8) numbered pages** in length.

Footnotes are not allowable within the Proposal Narrative section. Sources cited must be included within Proposal Narrative or may be referenced within the Additional RFP Information attachment.

It is up to the applicant to determine how best to use the 8-page limit in addressing each RFP section. If these narrative sections total more than eight (8) pages in length, the application will be disqualified (see page 14).

Do not include any of the following within your narrative:

- Footnotes
- Tables;
- Graphs;
- Charts;
- Graphics; or
- Website links.

The 8-page limitation for these sections does not include the following mandatory items:

- The Cover Sheet;
- The Proposal Checklist;
- The Applicant Information Form;
- The Project Abstract;
- The Project Work Plan;
- The Budget Table and Budget Narrative; nor
- Other required attachments (see Proposal Checklist).

Within each narrative section, address the following bulleted items in a cohesive, comprehensive, and concise narrative format.

Rating Criteria for Project Need

Percent of Total Value: 25%

Address the rating factor for Project Need in narrative form as defined below. The response will be evaluated with a single rating based on a scale of 1-5.

Project Need: The applicant articulated a need that is pertinent to the intent of the grant program. The elements that are to comprise the Project Need are listed below. Addressing each element does not in itself merit a high rating; rather, although each element is to be addressed (when applicable), it is the quality of the response to each that is to be evaluated.

1.1	Describe the need(s) related to the impact of the passage of Proposition 64.
1.2a	Demonstrate how the need(s) is related to Project Purpose Area (PPA) 1 - Youth Development/Youth Prevention and Intervention.
1.2b	Demonstrate how the need(s) is related to other PPA(s) selected (if applicable).
1.3	Describe why the need(s) described above is not met with existing resources.
1.4	Provide relevant qualitative and/or quantitative data with citations in support of the need(s).
1.5	Describe the process that was used to determine the need(s), including soliciting input from key stakeholders (e.g., community, public, private).

Rating Criteria for Project Description

Percent of Total Value: 50%

Address the rating factor for Project Description in narrative form as defined below. The response will be evaluated with a single rating based on a scale of 1-5.

Project Description: The applicant provided a description of the project that is related to the identified need and the intent of the grant program. The elements that are to comprise the Project Description are listed below. Addressing each element does not in itself merit a high rating; rather, although each element is to be addressed, it is the quality of the response to each that is to be evaluated.

2.1	<p>Describe the proposed project that will address the need(s) discussed in the Project Needs section. The description should:</p> <ul style="list-style-type: none">• Describe the components of the proposed project linked to the mandatory PPA 1 – Youth Development/Youth Prevention and Intervention.• Describe the components of the proposed project linked to other PPAs selected (if applicable).• Describe the target area and/or population which will be the focus of the project, including how and why it was selected.• If applicable, provide an estimate of how many individuals will be served and the process for determining which services/activities an individual/group will receive.
-----	--

Project Description: The applicant provided a description of the project that is related to the identified need and the intent of the grant program. The elements that are to comprise the Project Description are listed below. Addressing each element does not in itself merit a high rating; rather, although each element is to be addressed, it is the quality of the response to each that is to be evaluated.	
2.2	Provide rationale to support the selection of the proposed project which includes relevant evidence or research supporting its use to address the need as described in the Project Need section (include citations if appropriate).
2.3	Describe the extent to which the proposed project will utilize existing resources or projects.
2.4	Describe the experience, staffing, and/or partnerships your organization will use to implement the proposed project [include partners' Letter(s) of Commitment, if applicable]. If partners are to be selected after the grant is awarded, then specify the process and criteria for selecting those partners.
2.5	Provide a Project Work Plan (Appendix L- Sample) that: <ul style="list-style-type: none"> Identifies the project's goals and measurable objectives (see Appendix A for definitions) that address PPA 1 and other selected PPAs (if applicable) that are related to the need and intent of the grant. Identifies how the goals will be achieved in terms of the activities, responsible staff/partners, and start and end dates. Is appropriate to the proposed project.

Rating Criteria for Project Evaluation

Percent of Total Value: 15%

Address the rating factor for Project Evaluation in narrative form as defined below. The response will be evaluated with a single rating based on a scale of 1-5.

Project Evaluation: The applicant described how it will evaluate the effectiveness of the proposed project. The elements that are to comprise the Project Evaluation are listed below. Addressing each element does not in itself merit a high rating; rather, although each element is to be addressed, it is the quality of the response to each that is to be evaluated.	
3.1	Describe a plan to determine the staff and/or entity that will conduct the project evaluation and how evaluation activities will be incorporated in the various phases of the project (e.g., implementation, service delivery period).
3.2	Identify process and outcome measures that are quantifiable and in line with the intent of the grant.
3.3	Describe a reasonable plan for monitoring the project to ensure that the project components are implemented as intended.
3.4	Describe a preliminary plan for how to collect and evaluate baseline and outcome data related to the outcome measures. Provide for data sharing agreements, if necessary.
3.5	Describe a research design or methodology that will allow for an assessment of whether the strategy that was implemented achieved the intended outcomes.

Proposal Budget

Rating Criteria for Project Budget Percent of Total Value: 10%

Address the rating factor for Project Budget in narrative form as defined below. The response will be evaluated with a single rating based on a scale of 1-5.

Project Budget: The applicant provided budget information for the proposed project. The elements that are to comprise the Project Budget are listed below. Addressing each element does not itself merit a high rating; rather, although each element is to be addressed, it is the quality of the response to each that is to be evaluated.	
4.1	Provide a complete Budget Table that is appropriate for the proposed project.
4.2	Provide budget narrative that relates the expenses to the proposed project and is inclusive of all project components and the selected PPA(s).

As part of the application process, applicants are required to submit the RFP Budget Table and Narrative using the BSCC Prop 64 PH&S Grant Program proposal template provided at the end of this document (Arial 12-point font with one-inch margins on all four sides and at 1.5-line spaced).

- The Budget Table cannot exceed **one (1) numbered page** in length.
- The Budget Narrative cannot exceed **four (4) numbered pages** in length.

The Budget sections must be filled out completely and accurately. Applicants are solely responsible for the accuracy and completeness of the information entered in the Budget Section. All project costs must be directly related to the objectives and activities of the project demonstrating how the funds will be used to address the local need(s) due to the impact of legalizing cannabis in California. The Budget Table must cover the entire 3-year grant period.

For additional guidance related to grant budgets, refer to the **July 2020 BSCC Grant Administration Guide**, found under Quick Links on the Corrections Planning and Grant Programs home page: http://www.bscc.ca.gov/s_correctionsplanningandprograms/

Additional RFP Information

Applicants may include a maximum of two (2) additional numbered pages to the Proposal Package. Identify these pages with the header: Additional RFP Information. These pages must have a one-inch margin on all four sides and may **only** include endnotes, tables, charts, graphs and/or graphics, must be cited/referenced within the Proposal Narrative, must directly support the Proposal Narrative, and be legible. If more than two (2) pages are submitted, only the first two (2) will go forward to the raters.

RFP Mandatory Documents

Letter(s) of Commitment

Applicants must include at least one (1) Letter of Commitment as part of the application package. A Letter(s) of Commitment should express, not only support for the proposed project, but also the author's specific commitment toward ensuring the overall success of the project. There is no required format for the Letter(s) of Commitment; however, each letter must:

- ✓ be on the collaborating partner organization's letterhead
- ✓ detail the roles and responsibilities of the partnering agency within the Prop 64 PH&S Grant Program.

Letter of Eligibility

Applicants must provide a Letter of Eligibility detailing how the county or city meets the eligibility criteria (page 3), There is no required format for the Letter of Eligibility; however, a sample is provided (see Appendix B) and the letter must:

- ✓ Be on the county or city letterhead
- ✓ Include the titles of the regulations, ordinances, or amendments to local government charters
- ✓ Include the dates the regulations, ordinances, or amendments to local government charters became enacted/effective

Certification of Compliance with BSCC Policies on Debarment, Fraud, Theft and Embezzlement

Please see Appendix F

Criteria for Non-Governmental Organizations Receiving Prop 64 PH&S Grant Funds

Please see Appendix K.

APPENDICES

Attachment H-1

APPENDIX A
Glossary of Terms – Prop 64 PH&S Grant Cohort 2

DEFINITIONS FOR THE PURPOSES OF THE PROPOSITION 64 PUBLIC HEALTH AND SAFETY GRANT COHORT 2

Banned

Banned is to prohibit, forbid, or bar by a local government.

For the purposes of this RFP, if any one or more of the four (4) cultivation activities below are true, the local government is ineligible for Prop 64 PH&S funding:

Banned Cultivation

- ✓ All indoor commercial cultivation (including mixed light cultivation)
- ~~✓ All indoor personal cultivation (including mixed light cultivation)~~
- ✓ All outdoor commercial cultivation
- ~~✓ All outdoor personal cultivation~~

NOTE: Cultivation of cannabis is not considered banned by a local government if the local government restricts cultivation activities to specific locations pursuant to local zoning ordinances or if the local government requires licensure for specific commercial cultivation activities provided that such restrictions do not result in the prohibition of all indoor commercial **cannabis** cultivation, ~~indoor personal cultivation~~, **and all** outdoor commercial **cannabis** cultivation, or ~~outdoor personal cultivation activities~~ within the local government's jurisdiction/authority.

For the purposes of this RFP, if either of the retail sale activities below are true, the local government is ineligible for Prop 64 PH&S funding:

Banned Retail Sale

- ✓ Prohibiting establishment of business licensed under Division 10 of the Business and Professions Code
- ✓ Prohibiting operation of businesses licensed under Division 10 of the Business and Professions Code

NOTE: Retail sale of cannabis is not considered banned by a local government if the local government restricts the retail sale of cannabis to specific locations pursuant to local zoning ordinances, or if the local government requires licensure for specific retail sales activities provided that such restrictions do not result in the prohibition of all retail sales in the local government's jurisdiction/authority.

Community-based Organization

A community-based organization (CBO) is a nongovernmental organization that provides services to a community consisting of individuals, groups, or other organizations that constitute the local or community service population. In the context of the Prop 64 PH&S Grant Program, a CBO is generally considered to be a non-government, non-law enforcement organization that provides services individuals that are at risk of involvement

or already involved with the justice system. In this RFP, CBOs and nonprofit organizations are referred to as NGOs or Non-Governmental Organizations.

Community-Driven

Community-driven practices are programs and strategies that are derived from the traditional practices of a particular racial, ethnic, or cultural community and have been determined effective by the community.

Cultural Relevance

Cultural relevance acknowledges the influence of the youth's identity characteristics on the youth's experience of the world and incorporates perspectives into the program's environment. These identity characteristics include racial/ethnic, gender, class, religion, educational, sexual orientation, gender identity, family heritage, disability, and any other identity the youth communicates as important.

Every grantee and sub-grantee/sub-recipient that receives Prop 64 PH&S Grant funds should utilize programs, practices, and approaches that embed cultural relevancy.

Developmentally Appropriate

A service or intervention may be considered developmentally appropriate if it is based on a child's level of need, or developmental stage, rather than the child's chronological age.

Evidence-based / Promising Practices

Evidence-based practices are programs and strategies that have been found effective at improving positive or preventing negative health outcomes, using rigorous scientific research methods. Programs and strategies may be evidence-based across all populations, or only for particular cultures and identities.

Promising practices are programs and strategies that have shown some positive results and potential for improving desired health outcomes. They may have evidence from use in real-world settings, a strong theoretical framework, and/or expert opinion, but have not been fully replicated in scientific studies. Depending on the level of scientific evidence, these are sometimes referred to as "evidence-informed," "research-supported," or "emerging" practices.

Applicants may find it helpful to review the information on evidence-based practices in Appendix C of this RFP as well as in the Substance Abuse and Mental Health Services Administration's (SAMHSA) Guide to Evidence-Based Practices available at:

<https://www.samhsa.gov/ebp-resource-center>.

Financial Audit

A financial audit provides assurances that an organization's financial statements are free of material misstatement based upon the application of generally accepted accounting principles.

Mixed Light Cultivation

Mixed light cultivation occurs within a greenhouse, hoop-house, glasshouse, conservatory, hothouse, or other similar structure and uses a combination of natural and supplemental artificial lighting.

Service Need Determination

In considering whether to provide diversion services to potential program participants, service providers receiving funding under this grant must use an approach that is trauma-informed, culturally relevant and developmentally appropriate. Approaches could include, but are not limited to, surveys or interviews. Applicants must thoroughly explain and justify their proposed approach for deciding which youth will be selected or chosen for program participation. Every applicant must identify some methodology for determining whether a potential program participant would benefit from services and how youth will be matched with specific services that provide those benefits.

Trauma

Trauma is an experience that causes intense physical and psychological stress reactions. It can refer to a single event, multiple events, or a set of circumstances that is experienced by an individual as physically and emotionally harmful or threatening and that has lasting adverse effects on the individual's physical, social, emotional, cognitive, or spiritual well-being.

Trauma-Informed

A Trauma-Informed approach is one in which all parties involved recognize and respond appropriately to the impact of traumatic stress designed to the youth's individual needs and ensure the physical and psychological safety of all youth, family members, and staff. Trauma-informed care is an organizational structure and system framework that involves understanding, recognizing, and responding to traumatic stress reactions and the effects of all types of trauma. Trauma-informed care also emphasizes raising awareness and providing resources about trauma and the impact of trauma on youth, family members and staff.

Youth

Youth is defined as under the age of 21 (i.e., individuals not of legal age to use and purchase cannabis products).

EVALUATIVE TERMS

Local Evaluation Plan and Local Evaluation Report¹

The purpose of the Local Evaluation Plan and the Local Evaluation Report is to identify whether the program achieved its goals and objectives. Outcome measures are designed to answer the question: "What results did the program produce?" Examples of outcome measures could include:

¹Justice 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/pubs/juv-justice/program-evaluation.pdf>.

- Results of pre/post surveys (e.g., improvements in the number of high school graduates or reductions in law enforcement contacts).
- Implementation of programs aimed at increasing the number of youth enrolled in mentoring programs.
- Changes in policies that improve access to alcohol and substance use prevention services for youth.

Goal versus Objective

Goals and objectives are necessary components of the Local Evaluation Plan and the Project Work Plan. These common terms are 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 program².

Examples of goal statements³:

- To reduce the number of youths who commit serious offenses.
- To reduce the number of youths who exhibit a pattern of chronic offending.
- To divert youth who commit nonviolent offenses from state juvenile correctional institutions.
- To restore the losses suffered by the victims of crimes.
- To make improvements in academic behavior and/or achievement.
- To reduce rates of youth substance use in the target area.

Objectives are statements of specific, measurable aims of program activities. Objectives detail the tasks that must be completed to achieve goals. Descriptions of objectives in the proposals should include three elements:⁴

- 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:⁵

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

² 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/pubs/juv-justice/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>.

³ *Id.* at p. 4.

⁴ 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/pubs/juv-justice/program-evaluation.pdf>.

⁵ *Id.*

- To improve the self-discipline and study habits of youth enrolled.

Principles of Effective Intervention

During the past two decades, there has been renewed interest in examining correctional research. These efforts have been led by researchers such as Gendreau, Andrews, Cullen, Lipsey and others.⁶ Much evidence has been generated, leading to the conclusion that many rehabilitation programs have, in fact, produced significant reductions in recidivism. The next critical issue became the identification of those characteristics most commonly associated with effective programs. Through the work of numerous scholars (Andrews et al., 1990⁷; Cullen and Gendreau, 2000⁸; Lipsey 1999⁹), several “principles of effective intervention” have been identified. These principles can be briefly categorized as the following:

- Assess Risk/Needs
- Enhance Intrinsic Motivation
- Target Interventions
 - Risk Principle
 - Needs Principle
 - Responsivity Principle
 - Dosage
 - Treatment Principle
- Skill Train with Directed Practice
- Increase Positive Reinforcement
- Engage Ongoing Support in Natural Communities
- Measure Relevant Processes/Practices
- Provide Measurement Feedback

TERMS DEFINED BY THE PROPOSITION 64 INITIATIVE

Cannabis means all parts of the plant *Cannabis sativa* L., whether growing or not; the seeds thereof; the resin extracted from any part of the plant; and every compound, manufacture, salt, derivative, mixture, or preparation of the plant, its seeds or resin.

Cannabis accessories means any equipment, products or materials of any kind which are used, intended for use, or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, smoking, vaporizing, or containing cannabis, or for ingesting, inhaling, or otherwise introducing cannabis or cannabis products into the human body. (Health & Saf. Code, § 11018.2.)

⁶ For a thorough review of this research, see Cullen, F.T. and B.K. Applegate. 1998. *Offender rehabilitation: Effective correctional intervention*. Brookfield, Vt.: Ashgate Dartmouth.

⁷ Andrews, D.A., I. Zinger, R.D. Hoge, J. Bonta, P. Gendreau and F.T. Cullen. 1990. Does correctional treatment work? A clinically relevant and psychologically informed meta-analysis. *Criminology* 28(3):369-404.

⁸ Cullen, F.T. and P. Gendreau. 2000. Assessing correctional rehabilitation: Policy, practice, and prospects. In *Criminal justice 2000: Volume 3 – Policies, processes, and decisions of the criminal justice system*, ed. J. Horney, 109-175. Washington, D.C.: U.S. Department of Justice, National Institute of Justice.

⁹ Lipsey, M.W. 1999. Can intervention rehabilitate serious delinquents? *The Annuals of the American Academy of Political and Social Science*, 564(2):142-166.

Cannabis products means cannabis that has undergone a process whereby the plant material has been transformed into a concentrate, including, but not limited to, concentrated cannabis, or an edible or topical product containing cannabis or concentrated cannabis and other ingredients. (Health & Saf. Code, § 11018.1.)

Commercial marijuana activity includes the cultivation, possession, manufacture, distribution, processing, storing, laboratory testing, labeling, transportation, distribution, delivery or sale of marijuana and marijuana products as provided for in this division.

Cultivation means any activity involving the planting, growing, harvesting, drying, curing, grading, or trimming of marijuana.

Delivery means the commercial transfer of marijuana or marijuana products to a customer. Delivery also includes the use by a retailer of any technology platform owned and controlled by the retailer, or independently licensed under this division, that enables customers to arrange for or facilitate the commercial transfer by a licensed retailer of marijuana or marijuana products.

Distribution means the procurement, sale, and transport of marijuana and marijuana products between entities licensed pursuant to this division.

License means a state license issued under Section 26001 of the Business and Professions Code.

Licensee means any person or entity holding a license under Section 26001 of the Business and Professions Code.

Licensing authority means the state agency responsible for the issuance, renewal, or reinstatement of the license, or the state agency authorized to take disciplinary action against the licensee.

Local government (jurisdiction) means a city, county, or city and county.

Manufacture means to compound, blend, extract, infuse, or otherwise make or prepare a marijuana product.

Manufacturer means a person that conducts the production, preparation, propagation, or compounding of marijuana or marijuana products either directly or indirectly or by extraction methods, or independently by means of chemical synthesis, or by a combination of extraction and chemical synthesis at a fixed location that packages or repackages marijuana or marijuana products or labels or re-labels its container, that holds a state license pursuant to this division.

Marijuana has the same meaning as Cannabis (see above).

Nursery means a licensee that produces only clones, immature plants, seeds, and other agricultural products used specifically for the planting, propagation, and cultivation of marijuana.

Operation means any act for which licensure is required under the provisions of this division, or any commercial transfer of marijuana or marijuana products.

Package means any container or receptacle used for holding marijuana or marijuana products.

Purchaser means the customer who is engaged in a transaction with a licensee for purposes of obtaining marijuana or marijuana products.

Sell, sale, and to sell includes any transaction whereby, for any consideration, title to marijuana is transferred from one person to another, and includes the delivery of marijuana or marijuana products pursuant to an order placed for the purchase of the same and soliciting or receiving an order for the same, but does not include the return of marijuana or marijuana products by a licensee to the licensee from whom such marijuana or marijuana product was purchased.

Attachment 11

APPENDIX B
SAMPLE: Letter of Eligibility

Before grants can be awarded funds and receive an executed contract under the Proposition 64 Public Health and Safety Grant Program, the applying local jurisdiction (and all jurisdictions within a collaborative proposal) must assure they do not ban the following activities. Below is sample assurance language that, at a minimum, must be included in the Letter of Eligibility submitted to the Board of State and Community Corrections.

As an applicant, our jurisdiction(s) does not ban (i.e., prohibit, forbid, or bar):

- All indoor commercial **cannabis** cultivation (including mixed light cultivation) Regulation(s), ordinance(s), and or amendment(s) to our local government charter(s) that ensure the above are true- *<provide information including enacted/effective date(s)>*.
- All outdoor commercial **cannabis** cultivation Regulation(s), ordinance(s), and or amendment(s) to our local government charter(s) that ensure the above are true- *<provide information including enacted/effective date(s)>*.
- Establishment of business(es) licensed under Division 10 of the Business and Professions Code Regulation(s), ordinance(s), and or amendment(s) to our local government charter(s) that ensure the above are true- *<provide information including enacted/effective date(s)>*.
- Operation of businesses licensed under Division 10 of the Business and Professions Code Regulation(s), ordinance(s), and or amendment(s) to our local government charter(s) that ensure the above are true- *<provide information including enacted/effective date(s)>*.

Documentation detailed above will be provided to the BSCC upon request.

AUTHORIZED SIGNATURE		
(This document must be signed by the person who is authorized to sign the Grant Agreement.)		
NAME OF AUTHORIZED OFFICER		TITLE
STREET ADDRESS		
CITY	STATE	ZIP CODE
TELEPHONE NUMBER		EMAIL ADDRESS
AUTHORIZED OFFICER SIGNATURE (Blue Ink Only or E-signature)		DATE
X		

APPENDIX C 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_web-basedresourcesonevidence-basedpractices/

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>

Justice Research and Statistic Association

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

National Child Traumatic Stress Network

<https://www.NCTSN.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 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/>

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
<https://www.samhsa.gov/ebp-resource-center>

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

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

Attachment H-1

**APPENDIX D
SAMPLE: Grant Agreement**

STANDARD AGREEMENT
STD 213 (Rev 03/2019)

AGREEMENT NUMBER
BSCC XXX-21

PURCHASING AUTHORITY NUMBER (If Applicable)

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

CONTRACTING AGENCY NAME

BOARD OF STATE AND COMMUNITY CORRECTIONS

CONTRACTOR NAME

GRANTEE NAME

2. The term of this Agreement is:

START DATE

MAY 1, 2021

THROUGH END DATE

OCTOBER 31, 2024

3. The maximum amount of this Agreement is:

\$000,000.00

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

EXHIBITS	TITLE	PAGES
Exhibit A	Scope of Work	3
Exhibit B	Budget Detail and Payment Provisions	4
Exhibit C	General Terms and Conditions (04/2017)	4
Exhibit D	Special Terms and Conditions	5
Attachment 1*	Proposition 64 Public Health & Safety (Prop 64 PH&S) Grant Request for Proposals, Cohort 2	*xx
Attachment 2	Prop 64 PH&S Grant Proposal	xx
Appendix A	Prop 64 PH&S Executive Steering Committee Scoring Panel	1
Appendix B	Criteria for Non-Governmental Organizations Receiving BSCC Program Funds	2

* This item is hereby incorporated by reference and can be viewed at: xxxxxxxxx

IN WITNESS WHEREOF, THIS AGREEMENT HAS BEEN EXECUTED BY THE PARTIES HERETO.

CONTRACTOR

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

GRANTEE NAME

CONTRACTOR BUSINESS ADDRESS	CITY	STATE	ZIP
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PRINTED NAME OF PERSON SIGNING	TITLE
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CONTRACTOR AUTHORIZED SIGNATURE	DATE SIGNED
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STATE OF CALIFORNIA

CONTRACTING AGENCY NAME

BOARD OF STATE AND COMMUNITY CORRECTIONS

CONTRACTING AGENCY ADDRESS	CITY	STATE	ZIP
2590 Venture Oaks Way, Suite 200	Sacramento	CA	95833

PRINTED NAME OF PERSON SIGNING	TITLE
RICARDO GOODRIDGE	Deputy Director

CONTRACTING AGENCY AUTHORIZED SIGNATURE	DATE SIGNED
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EXHIBIT A: SCOPE OF WORK

1. GRANT AGREEMENT – PROPOSITION 64 PUBLIC HEALTH AND SAFETY GRANT

This Grant Agreement is between the State of California, Board of State and Community Corrections (hereafter referred to as BSCC) and _____ (hereafter referred to as the Grantee).

2. PROJECT SUMMARY AND ADMINISTRATION

- A. The Fiscal Years 2019-20 **and 2020-21** State Budget includes funding in the amount of **\$51,788,690** million for local assistance grants for the Proposition 64 Public Health and Safety (Prop 64 PH&S) **Cohort 2** Grant Program, to be administered by the Board of State and Community Corrections (BSCC).

The purpose of this grant program is to fund projects that assist with law enforcement efforts, fire protection efforts, or other local projects addressing public health and safety associated with the implementation of the Control, Regulate and Tax Adult Use of Marijuana Act (AUMA).

- B. Grantee agrees to administer the project in accordance with Attachment 1: Prop 64 PH&S Grant Program Request for Proposals **Cohort 2** (incorporated by reference) and Attachment 2: Grant Proposal, which are attached and hereto and 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 regarding 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:
Email:

Project Director authorized to administer the project:

Name:
Title:
Address:
Phone:
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 data collection and reporting requirements as described in Attachment 1: Prop 64 PH&S Grant Program Request for Proposals **Cohort 2** and Attachment 2: Grant Proposal.

5. REPORTING REQUIREMENTS

- A. Grantee will submit quarterly progress reports 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:

Quarterly Progress Report Periods

	Due no later than:
1. May 1, 2021 to June 30, 2021	August 15, 2021
2. July 1, 2021 to September 30, 2021	November 15, 2021
3. October 1, 2021 to December 31, 2021	February 15, 2022
4. January 1, 2022 to March 31, 2022	May 15, 2022
5. April 1, 2022 to June 30, 2022	August 15, 2022
6. July 1, 2022 to September 30, 2022	November 15, 2022
7. October 1, 2022 to December 31, 2022	February 15, 2023
8. January 1, 2023 to March 31, 2023	May 15, 2023
9. April 1, 2023 to June 30, 2023	August 15, 2023
10. July 1, 2023 to September 30, 2023	November 15, 2023
11. October 1, 2023 to December 31, 2023	February 15, 2024
12. January 1, 2024 to March 31, 2024	May 15, 2024
13. April 1, 2024 to April 30, 2024	June 15, 2024

Note: Project activity period ends April 30, 2024. The period of May 1, 2024 to October 31, 2024 is for completion of Final Local Evaluation Report and the financial audit only.

B. Evaluation Documents

- 1. Local Evaluation Plan
- 2. Final Local Evaluation Report

Due no later than:

July 1, 2021
October 31, 2024

C. Other

Financial Audit

Due no later than:

October 31, 2024

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.

EXHIBIT A: SCOPE OF WORK

- 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 and 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 also required for all subcontractors and consultants.
- D. The grantee shall maintain documentation of donated goods and/or services, including the basis for valuation.
- 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 grantee, subgrantee, partner or like party who participated on the Prop 64 PH&S ~~Executive Steering Committee~~ **Scoring Panel** (See Contract Appendix A) from receiving funds from the Prop 64 PH&S **Cohort 2** grants awarded under this RFP. Applicants who are awarded grants under this RFP are responsible for reviewing the Prop 64 PH&S ESC **Scoring Panel** membership roster (see Contract Appendix A) and ensuring that no grant dollars are passed through to any entity represented by the members of the Prop 64 PH&S ESC **Scoring Panel**.
- B. In cases of an actual conflict of interest with ~~an ESC~~ **a Scoring Panel** 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.

EXHIBIT B: BUDGET DETAIL AND PAYMENT PROVISIONS

1. INVOICING AND PAYMENTS (Grantee will select monthly or quarterly)

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

Quarterly Invoicing Periods:	Due no later than:
1. May 1, 2021 to June 30, 2021	August 15, 2021
2. July 1, 2021 to September 30, 2021	November 15, 2021
3. October 1, 2020 to December 31, 2020	February 15, 2021
4. January 1, 2021 to March 31, 2021	May 15, 2021
5. October 1, 2021 to December 31, 2021	February 15, 2022
6. January 1, 2022 to March 31, 2022	May 15, 2022
7. April 1, 2022 to June 30, 2022	August 15, 2022
8. July 1, 2022 to September 30, 2022	November 15, 2022
9. October 1, 2022 to December 31, 2022	February 15, 2023
10. January 1, 2023 to March 31, 2023	May 15, 2023
11. April 1, 2023 to June 30, 2023	August 15, 2023
12. July 1, 2023 to September 30, 2023	November 15, 2023
13. October 1, 2023 to December 31, 2023	February 15, 2024
14. January 1, 2024 to March 31, 2024	May 15, 2024
15. April 1, 2024 to April 30, 2024	June 15, 2024
<hr/>	
Final Invoicing Periods*:	Due no later than:
16. May 1, 2024 to June 30, 2024	August 15, 2024
17. July 1, 2024 to October 31, 2024	December 15, 2024

**Note: Only expenditures associated with completion of the Final Local Evaluation Report and the financial audit may be included on these last two invoices.*

- B. All project expenditures (excluding costs associated with the completion of the Final Local Evaluation Report and the financial audit) must be incurred by the end of the grant project period, April 30, 2024, and included on the invoice due June 15, 2024. Project expenditures incurred after April 30, 2024 will not be reimbursed.
- C. The Final Local Evaluation Report is due to BSCC by October 31, 2024. Expenditures incurred solely for the completion of the Final Local Evaluation Report during the period of May 1, 2024 to October 31, 2024 must be submitted on the invoice due December 15, 2024. Supporting fiscal documentation will be required for all expenditures claimed during the Final Invoicing Periods and must be submitted with your final invoice due no later than December 15, 2024.
- D. The financial audit is due to BSCC by October 31, 2024. Expenditures incurred solely for the completion of the financial audit during the period of May 1, 2024 to October 31, 2024 must be submitted on the invoice due December 15, 2024. Supporting fiscal documentation will be required for all expenditures claimed during the Final Invoicing Periods and must be submitted with your final invoice due no later than December 15, 2024.
- E. Grantee shall submit an invoice to the BSCC each invoicing period, even if grant funds are not expended or requested during the invoicing period.
- F. Upon the BSCC's request, supporting documentation must be submitted for project expenditures. Grantees are required to maintain supporting documentation for all

EXHIBIT B: BUDGET DETAIL AND PAYMENT PROVISIONS

expenditures on the project site for the life of the grant and make it readily available for review during BSCC site visits. See Exhibit A. Scope of Work, Item 6. Project Records.

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 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.

3. BUDGET CONTINGENCY CLAUSE

- A. This grant agreement is valid and enforceable only if sufficient funds are made available through the Proposition 64 Initiative (the Control, Regulate and Tax Adult Use of Marijuana Act) via the State and Local Government Law Enforcement Account. On or before July 15th of each fiscal year, the State Controller shall deposit funds derived from Proposition 64 taxes into the State and Local Government Law Enforcement Account pursuant to amended Revenue and Taxation Code section 34019, subdivision (f)(3). The grantee agrees 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 funding made available to the BSCC pursuant to amended Revenue and Taxation Code section 34019, subdivision (f)(3)(C).
- B. If Prop 64 PH&S funding is reduced or falls below estimates contained within the Prop 64 PH&S Request for Proposals Cohort 2, the BSCC shall have the option to either cancel this Grant Agreement with no liability occurring to the BSCC or offer an amendment to this agreement to the Grantee to reflect a reduced amount.
- C. If BSCC cancels the agreement pursuant to Paragraph 3(B) or Grantee does not agree to an amendment in accordance with the option provided by Paragraph 3(B), it is mutually agreed that the Grant Agreement shall have 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 except that Grantee shall be required to maintain all project records required by Paragraph 6 of Exhibit A for a period of three (3) years following the termination of this agreement.

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 ~~July 2020~~ BSCC Grant Administration Guide, which can be found under Quick Links here: 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.

EXHIBIT B: BUDGET DETAIL AND PAYMENT PROVISIONS

- B. Grantee is responsible for ensuring that invoices submitted to the BSCC claim actual expenditures for eligible project costs.
- C. 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.
- D. Grant funds must be used to support new program activities or to augment existing funds that expand current program activities. Grant funds shall not replace (supplant) any federal, state and/or local funds that have been appropriated for the same purpose. Violations can result in recoupment of monies provided under this grantor suspension of future program funding through BSCC grants.

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; and
 - 3) submittal and approval of any additional required reports, including but not limited to the Final Local Evaluation Report and the financial audit.
- 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 the Grantee of the time within which the Grantee may remedy the failure or violation leading to the withholding.

EXHIBIT B: BUDGET DETAIL AND PAYMENT PROVISIONS

7. PROJECT BUDGET

PROPOSED BUDGET LINE ITEMS	GRANT FUNDS REQUESTED
1. Salaries and Benefits	\$
2. Services and Supplies	\$
3. Professional Services	\$
4. Non-Governmental Organizations (NGO) Contracts	\$
5. Indirect Costs / Administrative Overhead (may not exceed 10% of grant award)	\$
6. Equipment / Fixed Assets	\$
7. Data Collection / Enhancement	\$
8. Program Evaluation	\$
9. Sustainability Planning	\$
10. Other (include travel & training costs)	\$
11. Financial Audit	\$
TOTAL	\$

Attachment #1

EXHIBIT C: GENERAL TERMS AND CONDITIONS (04/2017)

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, Department of Finance 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.
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

EXHIBIT C: GENERAL TERMS AND CONDITIONS (04/2017)

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.
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

EXHIBIT C: GENERAL TERMS AND CONDITIONS (04/2017)

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
- 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 time 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

EXHIBIT C: GENERAL TERMS AND CONDITIONS (04/2017)

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).)

SAMPLE
Attachment H-1

EXHIBIT D
SAMPLE - 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 are 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: Prop 64 PH&S Request for Proposals Cohort 2 and Attachment 2: Grant Proposal/Application for Funding.
- 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. Fulfillment of Assurances and Declarations
Grantee shall fulfill all assurances, declarations, representations, and statements made by the Grantee in Attachment 1: Prop 64 PH&S Request for Proposal Cohort 2 and Attachment 2: Grant Proposal/Application for Funding, documents, amendments, approved modifications, and communications filed in support of its request for grant funds.
- C. 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 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 his responsibilities and obligations hereunder. The Grantee agrees to be as fully responsible to the BSCC for the acts and omissions of its subcontractors 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 moneys to any subcontractor.
- C. Grantee shall ensure that all subcontractors comply with the eligibility requirements stated in the Prop 64 PH&S RFP Cohort 2 and described in Contract Appendix B.
- D. Grantee assures that for any subcontract awarded by the Grantee, such 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:

EXHIBIT D
SAMPLE - SPECIAL TERMS AND CONDITIONS

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 final grant project audit under the Grant Agreement and shall be subject to examination and/or audit by the BSCC or designees, state government auditors or designees, or by federal 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 State Controller's Office, the Department of General Services, the Department of Finance, 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 final grant project audit. 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 subcontractors for a period of three (3) years following the end of the grant period.

5. ACCOUNTING AND AUDIT REQUIREMENTS

A. Grantee agrees that accounting procedures for grant funds received pursuant to this Grant Agreement shall be in accordance with generally accepted government accounting principles and practices, and adequate supporting documentation shall be maintained in such detail as to provide an audit trail. Supporting documentation shall permit the tracing of transactions from such documents to relevant accounting records, financial reports and invoices.

B. Grantees are required to provide the BSCC with a financial audit within no later than the end of the contract term (October 31, 2023). The financial audit shall be performed by a Certified Public Accountant or a participating county or city auditor that is organizationally independent from the participating county or city's project financial management functions. Expenses for this final audit may be reimbursed for actual costs up to \$25,000.

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

6. 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

EXHIBIT D
SAMPLE - SPECIAL TERMS AND CONDITIONS

program components contained in the Application for Funding. Changes shall not be implemented by the project until authorized by the BSCC.

7. 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:
- 2) substantial alteration of the scope of the grant project without prior written approval of the BSCC;
 - 3) refusal or inability to complete the grant project in a manner consistent with Attachment 1: Prop 64 PH&S Request for Proposal/Application for Funding, or approved modifications;
 - 4) failure to provide the required local match share of the total project costs; and
 - 5) failure to meet prescribed assurances, commitments, recording, accounting, auditing, and reporting requirements of the Grant Agreement.
- 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 8. Settlement of Disputes.

8. 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 Grant 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.

EXHIBIT D
SAMPLE - SPECIAL TERMS AND CONDITIONS

- 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.

9. UNION ACTIVITIES

For all agreements, except fixed price contracts of \$50,000 or less, the Grantee acknowledges that applicability of Government Code §§16654 through 16649 to this Grant Agreement and agrees to the following:

- A. No State funds received under the Grant Agreement will be used to assist, promote or deter union organizing.
- B. Grantee will not, for any business conducted under the Grant Agreement, use any State property to hold meetings with employees or supervisors, if the purpose of such meetings is to assist, promote or deter union organizing, unless the State property is equally available to the general public for holding meetings.
- C. If Grantee incurs costs or makes expenditures to assist, promote or deter union organizing, Grantee will maintain records sufficient to show that no reimbursement from State funds has been sought for these costs, and that Grantee shall provide those records to the Attorney General upon request.

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

APPENDIX E
SAMPLE: Governing Board Resolution

Before grant funds can be reimbursed, a grantee must either (1) submit a resolution from its Governing Board that delegates authority to the individual authorized to execute the grant agreement or (2) provide sufficient documentation indicating that the prospective grantee has been vested with plenary authority to execute grant agreements (e.g., a City Council or County Board of Supervisors delegating such authority to an Agency head).

Below is assurance language that, **at a minimum**, must be included in the resolution submitted to the Board of State and Community Corrections.

WHEREAS the **(insert name of Local Government)** desires to participate in the Proposition 64 Public Health and Safety Grant Program funded through the California State and Local Government Law Enforcement Account and administered by the Board of State and Community Corrections (hereafter referred to as the 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 Local Government)** 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: _____

APPENDIX F
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.

AUTHORIZED SIGNATURE			
(This document must be signed by the person who is authorized to sign the Grant Agreement.)			
NAME OF AUTHORIZED OFFICER	TITLE	TELEPHONE NUMBER	
STREET ADDRESS	CITY	STATE	ZIP CODE
EMAIL ADDRESS			
AUTHORIZED OFFICER SIGNATURE ((Blue Ink Only or E-signature))			DATE
X			

APPENDIX G
SAMPLE: BSCC Comprehensive Monitoring Visit Tool

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

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

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

Contract Number: **Grant Amount:**

Project Title:

Project Director: **Financial Officer:**

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

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

Field Representative: **Date of Visit:**

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

Project Sites Visited (Name, Address):

Project Summary:

I. ADMINISTRATIVE REVIEW

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. *Note: Estimates and/or percentages are not acceptable.* Yes No

5b. The Grantee maintains functional timesheets or conducts time studies for split-funded positions.

Note: Estimates and/or percentages are not acceptable. Yes No N/A

6. Staff Positions

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

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

7. Anticipated Changes

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

8. Subcontracts

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

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

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

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

9. Budget Modifications

9a. Copies of project budget modifications are maintained in the official file. **Yes** **No** **N/A**

9b. Were there any substantial modifications made that were not approved by the BSCC? **Yes** **No**

If yes, explain in the Administrative Review Comments section.

10. Fidelity Bond

The Grantee maintains a Fidelity Bond (applicable for non-governmental entities only). **Yes** **No** **N/A**

Field Representative Comments for Administrative Review Section:
Number comments to correspond to the Administrative Review items.

II. CIVIL RIGHTS REVIEW

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

1. Equal Employment Opportunity Plan

1a. The Grantee has an Equal Employment Opportunity Plan (EEOP) on file for review. **Yes** **No**

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

2. EEOP Short Form

2a. If applicable: has the Grantee submitted an EEOP Short Form to the Office for Civil Rights (OCR), U.S. Department of Justice (DOJ) (i.e., 50 or more employees and \$750,000 or more in federal funds)? **Yes** **No** **N/A**

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

3. Notification to Program Participants

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

4. Notification to Employees

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

5. Complaints

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

Yes No N/A

6. Discrimination on the Basis of Disability

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

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

Yes No N/A

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

Yes No N/A

6c. Notified participants, beneficiaries, employees, applicants, and others that the grantee does not discriminate on the basis of disability? Yes No N/A

7. Discrimination on the Basis of Sex

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

7a. Adopted grievance procedures that provide for the prompt and equitable resolution of complaints alleging a violation of the DOJ regulations which prohibit discrimination on the basis of sex? Yes No N/A

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

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

8. Findings

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

Yes No N/A

9. Limited English Proficiency

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

10. Training

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

Yes No N/A

11. Religious Activities

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

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

Yes No N/A

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

Yes No N/A

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

Yes No N/A

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

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

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, participant sign-in logs, time/duration of services, other invoice detail, etc.)?

Describe in the Fiscal Review Comments section.

9c. Is the source documentation sufficient to justify charges? **Yes** **No** **N/A**

9d. Does the Grantee conduct desk audits of subcontract agencies?

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

9e. Does the Grantee conduct site visits to subcontract agencies?

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

10. Audits

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

Single City/County Audit Report

Program Specific Audit

Other

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

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 required members participating?

Yes No N/A

2. Evidence-Based Interventions

2a. List all interventions being used by the grantee.

List in the Program Review Comments section.

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

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

3. Assessments

3a. If providing direct services, how are participants assessed for risk, need and responsiveness? **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 participants served by the grant?

Yes No N/A

6b. If not, how are services and/or participants 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 participants served. **Yes** **No** **N/A**

8. Progress Reports

8a. Progress Reports are current. **Yes** **No**

8b. Program records reviewed at the site visit provided sufficient detail to support information reported in Progress Reports. **Yes** **No**

If no, explain in the Program Review Comments section.

9. Problems

The Grantee has experienced operational or service delivery problems.

If yes, explain in the Program Review Comments section. **Yes** **No**

10. Sustainability

Does the grantee have a sustainability plan to continue service delivery after grant funds expire? **Yes** **No**

Describe in the Program Review Comments section.

11. Other Requirements Reviewed

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

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:

SAMPLE
Attachment H-1

APPENDIX H
County Population Index
Source: California Department of Finance, Population Estimates, January 1, 2019

Large Counties (750,000 and above)

Los Angeles	10,253,716
San Diego	3,351,786
Orange	3,222,498
Riverside	2,440,124
San Bernardino	2,192,203
Santa Clara	1,954,286
Alameda	1,669,301
Sacramento	1,546,174
Contra Costa	1,155,879
Fresno	1,018,241
Kern	916,464
San Francisco	883,869
Ventura	856,598
San Mateo	774,485
San Joaquin	770,385

Medium Counties (200,001-749,999)

Stanislaus	558,972
Sonoma	500,675
Tulare	479,112
Santa Barbara	454,593
Monterey	445,414
Solano	441,307
Placer	396,691
Merced	282,928
San Luis Obispo	280,393
Santa Cruz	274,871
Marin	262,879
Butte	226,466
Yolo	222,581

Small Counties (Under 200,000)

El Dorado	191,848	Calaveras	45,117
Imperial	190,266	Siskiyou	44,584
Shasta	178,773	Amador	38,294
Madera	159,536	Lassen	30,150
Kings	153,710	Glenn	29,132
Napa	140,779	Del Norte	27,401
Humboldt	135,333	Colusa	22,117
Nevada	98,904	Plumas	19,779
Sutter	97,490	Inyo	18,593
Mendocino	89,009	Mariposa	18,068
Yuba	77,916	Trinity	13,688
Lake	65,071	Mono	13,616
Tehama	64,387	Modoc	9,602
San Benito	62,296	Sierra	3,213
Tuolumne	54,590	Alpine	1,162

APPENDIX I

SAMPLE: Local Evaluation Plan Components

The Prop 64 PH&S Grant Program Local Evaluation Plan (LEP) should, at a minimum, address the following:

Project Description as it pertains to the mandatory Project Purpose Area (PPA) 1: Youth Development/Youth Prevention and Intervention-

- Describe the intervention(s)/services/activities to be used in the project
- Define the target population (for example: gender age, system-involvement history, criminogenic factors, etc.)
- Define the criteria for participant eligibility
- Estimate the number of participants receiving intervention(s) per project component
- Describe the process for determining which interventions(s) a participant will receive
- Describe a plan to document the services within the intervention(s) provided to each participant
- Describe a plan for tracking participants in terms of progress in the project (for example start dates, attendance logs, dropouts, successful completions, etc.)

Project Description as it relates to the other PPAs, as applicable. Depending on the project's scope, goals, and objectives, the below PPAs may include the same or similar bullets from PPA 1. Additional LEP requirements may be added once grantees have been awarded and all Prop 64 PH&S Grant Program project components have been determined-

- PPA 2 – Public Health
- PPA 3 – Public Safety
- PPA 4 – Environmental Impact

Project Evaluation Design-

- Define project goals
- Define project objectives
- Define variables and measures that will be used to demonstrate whether each goal, and their corresponding objectives, were achieved
- Indicate who will be conducting the outcome evaluation (i.e., external contractor/agency, internal team/individual, etc.)
- Identify all data sources
- Define criteria for determining-
 - Participant success/failure in the project (PPA 1)
 - Activity success/failure in the project (PPAs 2, 3, and/or 4, as applicable)
- Describe the research design that will be used to complete the evaluation
 - Identify and define all outcome measures
 - How will the results be used to determine whether your project was effective?
 - Include any comparisons made

Project Oversight-

- Describe the project-oversight structure and overall decision-making process for the project
 - Describe the research design for the process evaluation
 - Identify and define all process evaluation measures
 - Describe how the process measure data will be used to monitor the effectiveness of the project

Attachment H-1

APPENDIX J
Prop 64 PH&S Grant Executive Steering Committee

	Name	Title	Organization /Agency
1	Linda Penner Chair	BSCC Board Member	Board of State and Community Corrections
2	Steve Carney	Chief Deputy, Cannabis Licensing Office	Santa Cruz County Sheriff's Office
3	Manuel Escandon	Director, Student Intervention & Prevention Department	Office of the Fresno County Superintendent of Schools
4	Hollie Hall	Consultant, PhD.	Watershed Resource Specialist Humboldt, Trinity, and Mendocino Counties
5	Tanja Heitman	Chief Probation Officer	Santa Barbara County
6	Amy Irani	Director	Environmental Health Nevada County
7	Vicki Jones	Environmental Health Division Director	Merced County Public Health
8	Jon Lopey	Sheriff	Siskiyou County
9	Renee Menart	Communication & Policy Analyst	Center on Juvenile and Criminal Justice
10	Dave Neilsen	Retired, Deputy Director	CA Department Alcohol & Drug Programs
11	Royal Ramey	Co-Founder	The Forestry and Fire Recruitment Program
12	Sarah Ruby	Deputy Public Defender	Santa Clara County
13	Michael Salvador	Police Chief	City of Atwater
14	Sharyn Turner	Registered Nurse	Nevada County Superintendent of Schools
15	Scott Whitney	Police Chief	City of Oxnard

APPENDIX K
Criteria for Non-Governmental Organizations Receiving
Proposition 64 Public Health and Safety Grant Funds

(Page 1 of 2)

The Proposition 64 Public Health and Safety (Prop 64 PH&S) Grant Program Request for Proposals (RFP) includes requirements that apply to non-governmental organizations that receive funds under this grant. All grantees are responsible for ensuring that any contracted third parties continually meet these requirements as a condition of receiving Prop 64 PH&S funds. The RFP describes these requirements as follows.

Any non-governmental organization that receives Prop 64 PH&S grant funds (as either subgrantee or subcontractor) must:

- Have been duly organized, in existence, and in good standing for at least six months prior to the effective date of its fiscal agreement with the BSCC or with the Prop 64 PH&S grantee. Non-governmental entities that have recently reorganized or have merged with other qualified non-governmental entities that were in existence prior to the six-month date are also eligible, provided all necessary agreements have been executed and filed with the California Secretary of State prior to the start date of the grant agreement with the BSCC or the start date of the grantee-subcontractor fiscal agreement.
- 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; and
- Have a physical address.

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

Grantee:

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

Grantees are required to update this list and submit it to the BSCC any time a new third-party contract is executed after the initial assurance date. Grantees shall retain (on-site) applicable source documentation for each contracted party that verifies compliance with the requirements listed in the Prop 64 PH&S Grant RFP. These records will be subject to the records and retention language found in Appendices A and C of the Standard Agreement.

Unless prior approval is obtained, the BSCC prohibits disbursement or reimbursement to any NGO that does not meet the requirements listed above and for which the BSCC does not have a signed grantee assurance on file.

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

AUTHORIZED SIGNATURE (This document must be signed by the person who is authorized to sign the Grant Agreement.)			
NAME OF AUTHORIZED OFFICER	TITLE		TELEPHONE
STREET ADDRESS	CITY	STATE	ZIP CODE
EMAIL ADDRESS			
SIGNATURE (Blue Ink Only or E-signature) x			DATE

APPENDIX L
SAMPLE: Prop 64 PH&S Grant Program Work Plan

Applicants must complete Project Work Plan. This Project Work Plan identifies measurable goals and objectives, activities and services, the responsible parties and a timeline. Completed plans should (1) identify the project’s top goals and objectives (this must include at least one goal for the required youth development/youth prevention and intervention PPA); (2) identify how the top goals will be achieved in terms of the activities, responsible staff/partners, and start and end dates; and (3) provide goals and objectives with a clear relationship to the need and intent of the grant. Applicants must use the Grant Work Plan provided within the Proposal Package at the end of this document. The form cannot exceed two (2) numbered pages and does not count toward the eight (8) numbered page limit for the Proposal Narrative. Proposal Work Plan document to be submitted is provided within the Proposal Package.

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

PROPOSITION 64
PUBLIC HEALTH & SAFETY
GRANT PROGRAM
COHORT 2

PROPOSAL PACKAGE*
COVER SHEET

Submitted by (Name of eligible applicant):

DATE SUBMITTED TO THE BSCC:

**The Proposition 64 Public Health and Safety Grant Program Proposal Package is provided in a fillable format. Using the Tab key will allow the applicant access to those areas requiring information.*

**PROPOSITION 64 PUBLIC HEALTH & SAFETY GRANT PROGRAM:
PROPOSAL CHECKLIST**

A complete proposal package for funding under the Proposition 64 PH&S Grant Program must contain the following items:

Required Items:		✓
1	Cover Sheet (previous page)	<input type="checkbox"/>
2	Proposition 64 PH&S Grant Program Proposal Checklist <ul style="list-style-type: none"> Originally signed in blue ink by the authorized signatory (e-signatures are acceptable) 	<input type="checkbox"/>
3	Applicant Information Form <ul style="list-style-type: none"> Originally signed in blue ink by the authorized signatory (e-signatures are acceptable) 	<input type="checkbox"/>
4	Proposal Abstract <ul style="list-style-type: none"> No more than one (1) page 	<input type="checkbox"/>
5	Proposal Narrative to include Project Need, Project Description, Project Evaluation Sections <ul style="list-style-type: none"> No more than eight (8) pages 	<input type="checkbox"/>
6	Project Work Plan <ul style="list-style-type: none"> No more than 2 pages using the template provided (see Appendix L for instructions) 	<input type="checkbox"/>
7	Budget Information (Budget Table & Narrative) <ul style="list-style-type: none"> Use BSCC templates provided Budget Narrative must be no more than four (4) pages 	<input type="checkbox"/>
8	Additional Request for Proposals Information, if applicable <ul style="list-style-type: none"> No more than two (2) pages 	<input type="checkbox"/>
9	Letter(s) of Commitment	<input type="checkbox"/>
10	Letter of Eligibility (see Appendix B)	<input type="checkbox"/>
11	Certification of Compliance with BSCC Policies on Debarment, Fraud, Theft and Embezzlement (Appendix F) <ul style="list-style-type: none"> Originally signed in blue ink by the authorized signatory (e-signatures are acceptable) 	<input type="checkbox"/>
12	Criteria for Non-Governmental Organizations Receiving Proposition 64 Public Health and Safety Grant Funds (Appendix K) <ul style="list-style-type: none"> Originally signed in blue ink by the authorized signatory (e-signatures are acceptable) 	<input type="checkbox"/>
Optional:		
13	Governing Board Resolution (Appendix E) <i>Note: The Governing Board Resolution is due prior to contract execution, but is <u>not</u> required at the time of proposal submission.</i>	<input type="checkbox"/>

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

X _____

Applicant Authorized Signature (Blue Ink Only or E-signature) (see Applicant Information Form, Part O, next page)

*****ATTACHMENTS OTHER THAN THOSE LISTED ABOVE OR MORE THAN THE ALLOWED PAGE LIMIT WILL NOT BE CONSIDERED*****

Applicant Information Form: Instructions

- A. **Applicant:** Complete the required information for the local government submitting the proposal. If Applicant is a city, provide name as City of <NAME>; if Applicant is a county, provide name as <NAME> County.
- B. **Tax Identification Number:** Provide the tax identification number of the Applicant.
- C. **Project Title:** Provide the title of the proposed Prop 64 PH&S Grant project.
- D. **Project Summary:** Provide a summary (100-150 words) of the proposed project. Note: this information may be posted to the BSCC's website for informational purposes.
- E. **Grant Funds Requested:** Enter the total amount of Prop 64 PH&S Grant Program funds you are requesting. Use whole numbers (no decimal points).
- F. **Project Purpose Area (PPA) 1 – Youth Development/Youth Prevention & Intervention (Mandatory):** Enter the amount of Prop 64 PH&S grant funds that will be used for PPA 1. Amount must be at least 10% of the funds requested in Section E. Use whole numbers (no decimal points).
- G. **Project Purpose Areas 2, 3, & 4:** In addition to PPA 1, identify other PPAs the Applicant proposes to be implemented as part of the Prop 64 PH&S Grant Program. Check as many boxes as are applicable.
- H. **Lead Public Agency (LPA):** Indicate which local public agency will be Lead of the Prop 64 PH&S Grant Program.
- I. **Project Director:** Provide the name, title, and contact information for the individual responsible for oversight and management of the proposed project. This person must be an employee of the Applicant agency or LPA.
- J. **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 Applicant agency or LPA.
- K. **Day-to-Day Project Contact:** Provide the name, title, and contact information for the individual who serves as the primary contact person for the grant. Typically, this individual has day-to-day oversight for the project.
- L. **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.
- M. **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 (**e-signature is acceptable**) and date in the appropriate fields.

**Proposition 64 Public Health & Safety Grant Program
Applicant Information Form**

A. APPLICANT: City of <Name> or <Name> County		B. TAX IDENTIFICATION NUMBER:	
NAME OF APPLICANT		TAX IDENTIFICATION #	
STREET ADDRESS	CITY	STATE	ZIP CODE
MAILING ADDRESS (if different)	CITY	STATE	ZIP CODE
C. PROJECT TITLE:			
D. PROJECT SUMMARY (100-150 words):		E. GRANT FUNDS REQUESTED:	\$
F. PROJECT PURPOSE AREA 1- YOUTH DEVELOPMENT/YOUTH PREVENTION & INTERVENTION (MANDATORY): Must be at least 10% of the amount in Section E			\$
G. PROJECT PURPOSE AREAS 2, 3, & 4 (In addition to PPA 1, check all that apply for the proposed project)			
<input type="checkbox"/> PPA 2: Public Health <input type="checkbox"/> PPA 3: Public Safety <input type="checkbox"/> PPA 4: Environmental Impact			
H. LEAD PUBLIC AGENCY:			
I. PROJECT DIRECTOR:			
NAME	TITLE	DEPARTMENT/AGENCY	
STREET ADDRESS		CITY	
STATE	ZIP CODE	TELEPHONE NUMBER	
EMAIL ADDRESS			
J. FINANCIAL OFFICER:			
NAME	TITLE	DEPARTMENT/AGENCY	
STREET ADDRESS		CITY	
STATE	ZIP CODE	TELEPHONE NUMBER	
EMAIL ADDRESS			
PAYMENT MAILING ADDRESS (if different)	CITY	STATE	ZIP CODE

K. DAY-TO-DAY PROGRAM CONTACT:		
NAME	TITLE	DEPARTMENT/AGENCY
STREET ADDRESS		CITY
STATE	ZIP CODE	TELEPHONE NUMBER
EMAIL ADDRESS		

L. DAY-TO-DAY FISCAL CONTACT:		
NAME	TITLE	DEPARTMENT/AGENCY
STREET ADDRESS		CITY
STATE	ZIP CODE	TELEPHONE NUMBER
EMAIL ADDRESS		

M. AUTHORIZED SIGNATURE*: By signing this application, I hereby certify I am vested by the Applicant with the authority to enter into contract with the BSCC, and the grantee and any subcontractors will abide by the laws, policies, and procedures governing this funding.			
NAME OF AUTHORIZED OFFICER	TITLE	TELEPHONE NUMBER	
STREET ADDRESS	CITY	STATE	ZIP CODE
EMAIL ADDRESS			
SIGNATURE (Blue Ink Only or E-signature)			DATE

* Authorized Signature: Must be a representative with the authority to sign documents and obligate the applicant.

**Proposition 64 Public Health & Safety Grant Program
Request for Proposals Document**

Proposal Abstract

The Proposal Abstract may not exceed one (1) page.

Attachment H-1

Proposal Narrative

The Proposal Narrative section may not exceed eight (8) pages in total. See pages 19-20 for corresponding Rating Factors and Criteria.

1. Project Need (Percent of Total Value: 25%)

2. Project Description (Percent of Total Value: 50%)

3. Project Evaluation (Percent of Total Value: 15%)

Attachment H-1

Prop 64 PH&S Grant Program Request for Proposals Project Work Plan

The Project Work Plan may not exceed two (2) pages. See Appendix L for full instructions.

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

Proposal Budget

4. Project Budget – Table and Narrative (Percent of Total Value: 10%)

A. Budget Table (use the table provided below): Applicants are limited to the use of the Line Item categories listed and are not required to request funds for every Line Item listed. If a budget line item is not applicable for the proposed project, complete with entering \$0.

Total Grant Funds Requested: Complete this column, for the total grant funds requested for the full 3-Year grant funding term (~~October 1, 2020 to September 30, 2023~~ **May 1, 2021 to April 30, 2024**) for all grant related activities/items. The Total amount for this column must equal the dollar amount provided in Section E of the Application Information Form. Use whole numbers only.

Grant Funds Proposed for PPA 1 (Youth Development/Youth Prevention & Intervention): Of the grant funds requested within each line item for the “Total Grant Funds Requested” column, complete this column for the grant funds to be used specifically for the mandatory PPA 1- Youth Development/Youth Prevention & Intervention for the full 3-Year grant funding term (~~October 1, 2020 to September 30, 2023~~ **May 1, 2021 to April 30, 2024**). This column **MUST** total at least ten percent (10%) of the Total Grant Funds Requested column and must equal the dollar amount provided in Section F of the Application Information Form. Use whole numbers only.

Please verify total amounts as columns do not auto-calculate.

PROPOSED BUDGET LINE ITEMS	GRANT FUNDS REQUESTED		*GRANT FUNDS PROPOSED FOR PPA 1
1. Salaries and Benefits	\$	→	\$
2. Services and Supplies	\$	→	\$
3. Professional Services	\$	→	\$
4. Non-Governmental Organizations (NGO) Contracts	\$	→	\$
5. Indirect Costs / Administrative Overhead (may not exceed 10% of grant award)	\$	→	\$
6. Equipment / Fixed Assets	\$	→	\$
7. Data Collection / Enhancement	\$	→	\$
8. Program Evaluation	\$	→	\$
9. Sustainability Planning	\$	→	\$
10. Other (include travel & training costs)	\$	→	\$
11. Financial Audit	\$	→	\$
TOTAL	\$	→	\$ *

* This column **MUST** total at least ten percent (10%) of the Total Grant Funds Requested.

B. Budget Narrative Instructions (use the template provided on the following pages):

The Budget Narrative must provide sufficient detail in each category regarding how the Prop 64 PH&S Grant Program funds are anticipated to be expended to implement and operate the proposed project as identified in the Project Description and the Budget Table (previous page). The proposal must provide justification that the amount of grant funds requested is reasonable and appropriate given the proposed project's design and scope, and how the requested amounts will serve to meet the stated goals and objectives. Applicants are limited to the use of the Line Item categories listed, however applicants are not required to request funds for every Line Item. If a budget line item is not applicable for the proposed project, complete with entering N/A. All funds must be used consistent with the requirements of the BSCC Grant Administration Guide, located on the BSCC website, including any updated version that may be posted during the term of the grant agreement. The BSCC will notify grantees whenever an updated version is posted. Definitions for the Prop 64 PH&S Grant Program Budget Line Items are as follows.

- 1. Salaries and Benefits:** List the classification/title, percentage of time, salary or hourly rates, and benefits (as applicable) for each staff person that will be funded by the grant, either by the Applicant or the Lead Public Agency (LPA). Briefly describe their roles/responsibilities within the Prop 64 PH&S Grant Program.

*Do not include information for public agency subcontractors or professional consultants; that information should be provided under the Professional Services Line Item and/or the Program Evaluation Line Item, as applicable.

*Do not include information for NGO subcontractors; that information should be provided under Non-Governmental Organization (NGO) Contracts Line Item.

- 2. Services and Supplies:** Include and itemize all services and supplies to be purchased by the Prop 64 PH&S Grant Program.

*Services and supplies to be purchased by NGOs, partner agencies, subgrantees, or subcontractors must be included in the applicable line item (e.g., Professional Services Line Item, NGO Contracts Line Item).

- 3. Professional Services:** List the names of any public agency(ies) or professional consultant(s) that will work on and be funded by the Prop 64 PH&S Grant Program. Show the amount of funds allocated to each agency/consultant 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).

*Do not include information for subcontractors or consultants solely for the purpose(s) of Project Evaluation; that information should be provided under the Program Evaluation Line Item.

- 4. Non-Governmental Organization (NGO) Subcontracts:** List the names of all NGOs that will work on and be funded by the Prop 64 PH&S Grant Program. 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.

5. **Indirect Costs:** Indirect costs may be charged as an amount not to exceed ten percent (10%) of the actual total direct project 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 cost guidelines can be found in the BSCC Grant Administration Guide located on the BSCC website.
6. **Equipment and Fixed Assets:** Include grant funds associated with equipment and fixed assets purchased by the Prop 64 PH&S Grant Program. Equipment and fixed assets are defined as nonexpendable personal property having a useful life of more than one (1) 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 Line Item Category. Itemize all equipment and fixed assets to be purchased by the Prop 64 PH&S Grant Program.

*Equipment and fixed assets purchased by partner agencies, NGOs, subgrantees, or subcontractors must be included in the applicable Line Item (e.g., Professional Services Line Item, NGO Contracts Line Item).
7. **Data Collection / Enhancements:** Include and itemize all grant fund costs associated with the project's data collection efforts and/or necessary enhancements to an existing data collection mechanism to capture the data required for the Prop 64 PH&S Grant Program.
8. **Program Evaluation:** Include and itemize all grant fund costs associated with evaluation efforts for this project. This should include any subcontracts funded by the Prop 64 PH&S Grant Program solely for the purposes of Program Evaluation.
9. **Sustainability Planning:** Itemize all costs associated with the Applicant's efforts for sustaining this project after the Prop 64 PH&S Grant Program has ended.
10. **Other (Travel & Training costs):** Itemize all costs that do not fit into the Line Item Categories listed above, including travel and training. At a minimum, applicants should budget for at least four (4) project-related individuals to travel to Sacramento for a Grantee Orientation.

*For this Line Item, do not include "other" costs for partner agencies, NGOs, subgrantees, or subcontractors. These costs must be included in the applicable Line Item (e.g., Professional Services Line Item, NGO Contracts Line Item).

NOTE: Out-of-State travel using grant funding is permissible only in rare cases and is monitored very closely. Out-of-State travel included in the proposed budget does not guarantee automatic approval; these travel requests undergo a high level of review and scrutiny and approval is granted only in limited cases. Out-of-State travel requests require separate and prior approval by the BSCC.

11. Financial Audit: Up to \$25,000 may be allocated for an end of project financial audit. The audit provides assurances that an organization's financial statements are free of material misstatement based upon the application of generally accepted accounting principles.

Attachment H-1

Budget Narrative

The Budget Narrative may not exceed four (4) pages. Dollar amounts must be in whole numbers and match the corresponding Line Item amounts provided in the Budget Table.

1. **Salaries and Benefits:** \$

2. **Services and Supplies:** \$

3. **Professional Services:** \$

4. **Non-Governmental Organizations (NGO) Contracts:** \$

5. **Indirect Costs (not to exceed 10% of the actual total direct project costs):** \$

6. **Equipment / Fixed Assets:** \$

7. **Data Collection / Enhancement:** \$

8. **Program Evaluation:** \$

9. **Sustainability Planning:** \$

10. **Other (include travel and training costs):** \$

11. **Financial Audit:** \$

Additional Request for Proposals Information

Applicants may include a maximum of two (2) additional numbered pages entitled “Additional RFP Information” to the Proposal Package. These pages must have a one-inch margin on all four sides and may **only** include endnotes, tables, charts, graphs and/or graphics, must be cited/referenced within the Proposal Narrative, must directly support the Proposal Narrative, and must be legible.

Attachment H-1

Attachment H-2

REVENUE AND TAXATION CODE - RTC

DIVISION 2. OTHER TAXES [6001 - 60709]

(Heading of Division 2 amended by Stats. 1968, Ch. 279.)

PART 14.5. Cannabis Tax [34010 - 34021.5]

(Heading of Part 14.5 amended by Stats. 2017, Ch. 27, Sec. 161.)

34019.

SEC. 4.

Section 34019 of the Revenue and Taxation Code is amended to read:

34019.

(a) Beginning with the 2017–18 fiscal year, the Department of Finance shall estimate revenues to be received pursuant to Sections 34011 and 34012 and provide those estimates to the Controller no later than June 15 of each year. The Controller shall use these estimates when disbursing funds pursuant to this section. Before any funds are disbursed pursuant to subdivisions (b), (c), (d), and (e) of this section, the Controller shall disburse from the Tax Fund to the appropriate account, without regard to fiscal year, the following:

(1) Reasonable costs incurred by the board for administering and collecting the taxes imposed by this part; provided, however, such costs shall not exceed 4 percent of tax revenues received.

(2) Reasonable costs incurred by the bureau, the Department of Consumer Affairs, the Department of Food and Agriculture, and the State Department of Public Health for implementing, administering, and enforcing Division 10 (commencing with Section 26000) of the Business and Professions Code to the extent those costs are not reimbursed pursuant to Section 26180 of the Business and Professions Code. This paragraph shall remain operative through the 2022–23 fiscal year.

(3) Reasonable costs incurred by the Department of Fish and Wildlife, the State Water Resources Control Board, and the Department of Pesticide Regulation for carrying out their respective duties under Division 10 (commencing with Section 26000) of the Business and Professions Code to the extent those costs are not otherwise reimbursed.

(4) Reasonable costs incurred by the Controller for performing duties imposed by the Control, Regulate and Tax Adult Use of Marijuana Act, including the audit required by Section 34020.

(5) Reasonable costs incurred by the Department of Finance for conducting the performance audit pursuant to Section 26191 of the Business and Professions Code.

(6) Reasonable costs incurred by the Legislative Analyst’s Office for performing duties imposed by Section 34017.

(7) Sufficient funds to reimburse the Division of Labor Standards Enforcement and the Division of Occupational Safety and Health within the Department of Industrial Relations and the Employment Development Department for the costs of applying and enforcing

state labor laws to licensees under Division 10 (commencing with Section 26000) of the Business and Professions Code.

(b) The Controller shall next disburse the sum of ten million dollars (\$10,000,000) to a public university or universities in California annually beginning with the 2018–19 fiscal year until the 2028–29 fiscal year to research and evaluate the implementation and effect of the Control, Regulate and Tax Adult Use of Marijuana Act, and shall, if appropriate, make recommendations to the Legislature and Governor regarding possible amendments to the Control, Regulate and Tax Adult Use of Marijuana Act. The recipients of these funds shall publish reports on their findings at a minimum of every two years and shall make the reports available to the public. The bureau shall select the universities to be funded. The research funded pursuant to this subdivision shall include but not necessarily be limited to:

(1) Impacts on public health, including health costs associated with cannabis use, as well as whether cannabis use is associated with an increase or decrease in use of alcohol or other drugs.

(2) The impact of treatment for maladaptive cannabis use and the effectiveness of different treatment programs.

(3) Public safety issues related to cannabis use, including studying the effectiveness of the packaging and labeling requirements and advertising and marketing restrictions contained in the act at preventing underage access to and use of cannabis and cannabis products, and studying the health-related effects among users of varying potency levels of cannabis and cannabis products.

(4) Cannabis use rates, maladaptive use rates for adults and youth, and diagnosis rates of cannabis-related substance use disorders.

(5) Cannabis market prices, illicit market prices, tax structures and rates, including an evaluation of how to best tax cannabis based on potency, and the structure and function of licensed cannabis businesses.

(6) Whether additional protections are needed to prevent unlawful monopolies or anti-competitive behavior from occurring in the adult-use cannabis industry and, if so, recommendations as to the most effective measures for preventing such behavior.

(7) The economic impacts in the private and public sectors, including, but not necessarily limited to, job creation, workplace safety, revenues, taxes generated for state and local budgets, and criminal justice impacts, including, but not necessarily limited to, impacts on law enforcement and public resources, short and long term consequences of involvement in the criminal justice system, and state and local government agency administrative costs and revenue.

(8) Whether the regulatory agencies tasked with implementing and enforcing the Control, Regulate and Tax Adult Use of Marijuana Act are doing so consistent with the purposes of the act, and whether different agencies might do so more effectively.

(9) Environmental issues related to cannabis production and the criminal prohibition of cannabis production.

(10) The geographic location, structure, and function of licensed cannabis businesses, and demographic data, including race, ethnicity, and gender, of license holders.

(11) The outcomes achieved by the changes in criminal penalties made under the Control, Regulate and Tax Adult Use of Marijuana Act for cannabis-related offenses, and the outcomes of the juvenile justice system, in particular, probation-based treatments and the frequency of up-charging illegal possession of cannabis or cannabis products to a more serious offense.

(c) The Controller shall next disburse the sum of three million dollars (\$3,000,000) annually to the Department of the California Highway Patrol beginning with the 2018–19 fiscal year until the 2022–23 fiscal year to establish and adopt protocols to determine whether a driver is operating a vehicle while impaired, including impairment by the use of cannabis or cannabis products, and to establish and adopt protocols setting forth best practices to assist law enforcement agencies. The department may hire personnel to establish the protocols specified in this subdivision. In addition, the department may make grants to public and private research institutions for the purpose of developing technology for determining when a driver is operating a vehicle while impaired, including impairment by the use of cannabis or cannabis products.

(d) The Controller shall next disburse the sum of ten million dollars (\$10,000,000) beginning with the 2018–19 fiscal year and increasing ten million dollars (\$10,000,000) each fiscal year thereafter until the 2022–23 fiscal year, at which time the disbursement shall be fifty million dollars (\$50,000,000) each year thereafter, to the Governor’s Office of Business and Economic Development, in consultation with the Labor and Workforce Development Agency and the State Department of Social Services, to administer a community reinvestments grants program to local health departments and at least 50 percent to qualified community-based nonprofit organizations to support job placement, mental health treatment, substance use disorder treatment, system navigation services, legal services to address barriers to reentry, and linkages to medical care for communities disproportionately affected by past federal and state drug policies. The office shall solicit input from community-based job skills, job placement, and legal service providers with relevant expertise as to the administration of the grants program. In addition, the office shall periodically evaluate the programs it is funding to determine the effectiveness of the programs, shall not spend more than 4 percent for administrative costs related to implementation, evaluation, and oversight of the programs, and shall award grants annually, beginning no later than January 1, 2020.

(e) The Controller shall next disburse the sum of two million dollars (\$2,000,000) annually to the University of California San Diego Center for Medicinal Cannabis Research to further the objectives of the center, including the enhanced understanding of the efficacy and adverse effects of cannabis as a pharmacological agent.

(f) By July 15 of each fiscal year beginning in the 2018–19 fiscal year, the Controller shall, after disbursing funds pursuant to subdivisions (a), (b), (c), (d), and (e), disburse funds deposited in the Tax Fund during the prior fiscal year into sub-trust accounts, which are hereby created, as follows:

(1) Sixty percent shall be deposited in the Youth Education, Prevention, Early Intervention and Treatment Account, and disbursed by the Controller to the State Department of

Health Care Services for programs for youth that are designed to educate about and to prevent substance use disorders and to prevent harm from substance use. The State Department of Health Care Services shall enter into interagency agreements with the State Department of Public Health and the State Department of Education to implement and administer these programs. The programs shall emphasize accurate education, effective prevention, early intervention, school retention, and timely treatment services for youth, their families and caregivers. The programs may include, but are not limited to, the following components:

(A) Prevention and early intervention services including outreach, risk survey and education to youth, families, caregivers, schools, primary care health providers, behavioral health and substance use disorder service providers, community and faith-based organizations, fostercare providers, juvenile and family courts, and others to recognize and reduce risks related to substance use, and the early signs of problematic use and of substance use disorders.

(B) Grants to schools to develop and support student assistance programs, or other similar programs, designed to prevent and reduce substance use, and improve school retention and performance, by supporting students who are at risk of dropping out of school and promoting alternatives to suspension or expulsion that focus on school retention, remediation, and professional care. Schools with higher than average dropout rates should be prioritized for grants.

(C) Grants to programs for outreach, education, and treatment for homeless youth and out-of-school youth with substance use disorders.

(D) Access and linkage to care provided by county behavioral health programs for youth, and their families and caregivers, who have a substance use disorder or who are at risk for developing a substance use disorder.

(E) Youth-focused substance use disorder treatment programs that are culturally and gender competent, trauma-informed, evidence-based and provide a continuum of care that includes screening and assessment (substance use disorder as well as mental health), early intervention, active treatment, family involvement, case management, overdose prevention, prevention of communicable diseases related to substance use, relapse management for substance use and other cooccurring behavioral health disorders, vocational services, literacy services, parenting classes, family therapy and counseling services, medication-assisted treatments, psychiatric medication and psychotherapy. When indicated, referrals must be made to other providers.

(F) To the extent permitted by law and where indicated, interventions shall utilize a two-generation approach to addressing substance use disorders with the capacity to treat youth and adults together. This would include supporting the development of family-based interventions that address substance use disorders and related problems within the context of families, including parents, foster parents, caregivers and all their children.

(G) Programs to assist individuals, as well as families and friends of drug using young people, to reduce the stigma associated with substance use including being diagnosed with a substance use disorder or seeking substance use disorder services. This includes

peer-run outreach and education to reduce stigma, anti-stigma campaigns, and community recovery networks.

(H) Workforce training and wage structures that increase the hiring pool of behavioral health staff with substance use disorder prevention and treatment expertise. Provide ongoing education and coaching that increases substance use treatment providers' core competencies and trains providers on promising and evidenced-based practices.

(I) Construction of community-based youth treatment facilities.

(J) The departments may contract with each county behavioral health program for the provision of services.

(K) Funds shall be allocated to counties based on demonstrated need, including the number of youth in the county, the prevalence of substance use disorders among adults, and confirmed through statistical data, validated assessments, or submitted reports prepared by the applicable county to demonstrate and validate need.

(L) The departments shall periodically evaluate the programs they are funding to determine the effectiveness of the programs.

(M) The departments may use up to 4 percent of the moneys allocated to the Youth Education, Prevention, Early Intervention and Treatment Account for administrative costs related to implementation, evaluation, and oversight of the programs.

(N) If the Department of Finance ever determines that funding pursuant to cannabis taxation exceeds demand for youth prevention and treatment services in the state, the departments shall provide a plan to the Department of Finance to provide treatment services to adults as well as youth using these funds.

(O) The departments shall solicit input from volunteer health organizations, physicians who treat addiction, treatment researchers, family therapy and counseling providers, and professional education associations with relevant expertise as to the administration of any grants made pursuant to this paragraph.

(2) Twenty percent shall be deposited in the Environmental Restoration and Protection Account, and disbursed by the Controller as follows:

(A) To the Department of Fish and Wildlife and the Department of Parks and Recreation for the cleanup, remediation, and restoration of environmental damage in watersheds affected by cannabis cultivation and related activities including, but not limited to, damage that occurred prior to enactment of this part, and to support local partnerships for this purpose. The Department of Fish and Wildlife and the Department of Parks and Recreation may distribute a portion of the funds they receive from the Environmental Restoration and Protection Account through grants for purposes specified in this paragraph.

(B) To the Department of Fish and Wildlife and the Department of Parks and Recreation for the stewardship and operation of state-owned wildlife habitat areas and state park units in a manner that discourages and prevents the illegal cultivation, production, sale, and use of cannabis and cannabis products on public lands, and to facilitate the

investigation, enforcement, and prosecution of illegal cultivation, production, sale, and use of cannabis or cannabis products on public lands.

(C) To the Department of Fish and Wildlife to assist in funding the watershed enforcement program and multiagency taskforce established pursuant to subdivisions (b) and (c) of Section 12029 of the Fish and Game Code to facilitate the investigation, enforcement, and prosecution of these offenses and to ensure the reduction of adverse impacts of cannabis cultivation, production, sale, and use on fish and wildlife habitats throughout the state.

(D) For purposes of this paragraph, the Secretary of the Natural Resources Agency shall determine the allocation of revenues between the departments. During the first five years of implementation, first consideration should be given to funding purposes specified in subparagraph (A).

(E) Funds allocated pursuant to this paragraph shall be used to increase and enhance activities described in subparagraphs (A), (B), and (C), and not replace allocation of other funding for these purposes. Accordingly, annual General Fund appropriations to the Department of Fish and Wildlife and the Department of Parks and Recreation shall not be reduced below the levels provided in the Budget Act of 2014 (Chapter 25 of the Statutes of 2014).

(3) Twenty percent shall be deposited into the State and Local Government Law Enforcement Account and disbursed by the Controller as follows:

(A) To the Department of the California Highway Patrol for conducting training programs for detecting, testing and enforcing laws against driving under the influence of alcohol and other drugs, including driving under the influence of cannabis. The department may hire personnel to conduct the training programs specified in this subparagraph.

(B) To the Department of the California Highway Patrol to fund internal California Highway Patrol programs and grants to qualified nonprofit organizations and local governments for education, prevention, and enforcement of laws related to driving under the influence of alcohol and other drugs, including cannabis; programs that help enforce traffic laws, educate the public in traffic safety, provide varied and effective means of reducing fatalities, injuries, and economic losses from collisions; and for the purchase of equipment related to enforcement of laws related to driving under the influence of alcohol and other drugs, including cannabis.

(C) To the Board of State and Community Corrections for making grants to local governments to assist with law enforcement, fire protection, or other local programs addressing public health and safety associated with the implementation of the Control, Regulate and Tax Adult Use of Marijuana Act. The board shall not make any grants to local governments ~~which have banned the cultivation, including personal cultivation under paragraph (3) of subdivision (b) of Section 11362.2 of the Health and Safety Code, or that ban both indoor and outdoor commercial cannabis cultivation, or ban~~ retail sale of cannabis or cannabis products pursuant to Section 26200 of the Business and Professions Code or as otherwise provided by law.

(D) For purposes of this paragraph, the Department of Finance shall determine the allocation of revenues between the agencies; provided, however, beginning in the 2022–

23 fiscal year the amount allocated pursuant to subparagraph (A) shall not be less than ten million dollars (\$10,000,000) annually and the amount allocated pursuant to subparagraph (B) shall not be less than forty million dollars (\$40,000,000) annually. In determining the amount to be allocated before the 2022–23 fiscal year pursuant to this paragraph, the Department of Finance shall give initial priority to subparagraph (A).

(g) Funds allocated pursuant to subdivision (f) shall be used to increase the funding of programs and purposes identified and shall not be used to replace allocation of other funding for these purposes.

(h) Effective July 1, 2028, the Legislature may amend this section by majority vote to further the purposes of the Control, Regulate and Tax Adult Use of Marijuana Act, including allocating funds to programs other than those specified in subdivisions (d) and (f). Any revisions pursuant to this subdivision shall not result in a reduction of funds to accounts established pursuant to subdivisions (d) and (f) in any subsequent year from the amount allocated to each account in the 2027–28 fiscal year. Prior to July 1, 2028, the Legislature may not change the allocations to programs specified in subdivisions (d) and (f).

SEC. 5.

The Legislature finds and declares that this act furthers the purposes and intent of the Control, Regulate and Tax Adult Use of Marijuana Act, enacted as Proposition 64 of 2016.

SEC. 6.

This act is a bill providing for appropriations related to the Budget Bill within the meaning of subdivision (e) of Section 12 of Article IV of the California Constitution, has been identified as related to the budget in the Budget Bill, and shall take effect immediately.

Attachment H-3

**Proposition 64 Public Health & Safety (Prop 64 PH&S) Grant Program
Executive Steering Committee Membership Roster**

	Name	Title	Organization /Agency
1	Linda Penner Chair	BSCC Board Member	Board of State and Community Corrections
2	Steve Carney	Chief Deputy, Cannabis Licensing Office	Santa Cruz County Sheriff's Office
3	Manuel Escandon	Director, Student Intervention & Prevention Department	Office of the Fresno County Superintendent of Schools
4	Hollie Hall	Consultant, PhD.	Watershed Resource Specialist Humboldt, Trinity, and Mendocino Counties
5	Tanja Heitman	Chief Probation Officer	Santa Barbara County
6	Amy Irani	Director	Environmental Health Nevada County
7	Vicki Jones	Environmental Health Director	Merced County Public Health
8	Jon Lopey	Sheriff	Siskiyou County
9	Renee Menart	Communication & Policy Analyst	Center on Juvenile and Criminal Justice
10	Dave Neilsen	Retired, Deputy Director	CA Department Alcohol & Drug Programs
11	Royal Ramey	Co-Founder	The Forestry and Fire Recruitment Program
12	Sarah Ruby	Deputy Public Defender	Santa Clara County
13	Michael Salvador	Police Chief	City of Atwater
14	Sharyn Turner	Registered Nurse	Nevada County Superintendent of Schools
15	Scott Whitney	Police Chief	City of Oxnard

Agenda Item I

MEETING DATE: November 19, 2020

AGENDA ITEM: I

TO: BSCC Chair and Members

FROM: Ricardo Goodridge, Deputy Director, ricardo.goodridge@bscc.ca.gov

SUBJECT: Coronavirus Emergency Supplemental Funding Program (CESF)
Request for Applications: **Requesting Approval**

Summary

This agenda item requests Board approval and release of the Coronavirus Emergency Supplemental Funding Program Proposal Instructions and Application Packet (Attachment I-1). The program provides funding to county governments to help respond to the current pandemic. Counties are required to establish a CESF Local Advisory Committee that at a minimum includes representatives from non-governmental community-based organizations, Tribes, and cities within the county that are impacted by the proposal. Counties must also pass through at least 20 percent of the CESF award to non-governmental community-based organization(s) impacted by coronavirus and providing services in the county

Background

The Coronavirus Emergency Supplemental Funding (CESF) program is administered by the U.S. Department of Justice, Bureau of Justice Assistance (BJA). CESF provides funding to states, local units of government, and tribes to prevent, prepare for, and respond to the coronavirus (Attachment I-2). Allowable projects and purchases include, but are not limited to, overtime, equipment (including law enforcement and medical personal protective equipment), hiring, supplies (such as gloves, masks, sanitizer), training, travel expenses (particularly related to the distribution of resources to the most impacted areas), and addressing the medical needs of inmates and detainees in state, local, and tribal prisons, jails, and detention centers.

A total of \$93,684,166 is available to California as shown below (Attachment I-2 and I-3):

- \$58,518,568 to the BSCC as the state administering agency
- \$35,165,598 to local governments through a sperate federal application process

Public Comment

On June 12, 2020, the BSCC launched a 30-day public comment period seeking input on how the CESF allocation should be used. A dedicated CESF email address was established and 70 public comments were received from community-based organizations (CBOs), local governments (both city and county), concerned citizens, public and private organizations, law enforcement, the faith-based community, and the Legislature. Public comments can be found at: <https://drive.google.com/drive/folders/1C-LS6dRZiL-FQPMR8coU-Cyuy0dU-pDv>.

Common themes include, but are not limited to, requests to fund:

- COVID-19 testing
- Community-based organizations
- Community-based alternatives to policing
- Increased Staffing
- Food and Housing
- Hygiene and Cleaning Supplies
- Personal Protective Equipment (PPE)
- Pre-Trial Services
- Technology Enhancements (laptops, smart phones, hotspots, etc.)

The broad range of public input underscored the need for a flexible approach that supports and funds locally identified priorities. To that end, the CESF Request for Application (RFA) ask applicants to describe their local need(s) and how the award will help address the identified need(s).

CESF Application Process

At the September 2020 meeting, the Board authorized staff to develop a Request for Application using a \$41,763,011 formula allocation (Attachment I-4).

Key Request for Application Components

- Eligible applicants are California Counties.
- Funds awarded under the CESF Program must be used to prevent, prepare for, and respond to the coronavirus with a focus on meeting CESF re-entry related needs.
- Counties must pass-through at least 20 percent of the CESF award to non-governmental community-based organization(s) impacted by coronavirus and providing services in the county.
- Counties are required to establish a CESF Local Advisory Committee that at a minimum includes representatives from non-governmental community-based organizations, Tribes, and cities within the county that are impacted by the proposal.
- Successful applicants will be funded from March 31, 2021 to January 31, 2022.

RFA Activities and Tentative Timeline

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

Activity	Date
Release Request for Applications	November 20, 2020
Virtual Bidder's Conference	December 16, 2020
Proposals Due to the BSCC	February 1, 2021
Proposal Review	February - March, 2021
New Grants Begin	March 31, 2021
Mandatory New Grantee Orientation	April 7, 2021

Recommendation/Action Needed

Staff recommends that the Board:

- Approve and authorize release of the Coronavirus Emergency Supplemental Funding Program Proposal Instructions and Application Packet.

Attachments

- I-1: CESF Request for Applications
- I-2: CESF Local and State Allocations
- I-3: California CESF Allocation by City and County
- I-4: CESF Formula Allocation

Attachment I-1

Attachment I-2

CESF Local and State Total Allocations

State/Territory	Eligible State Allocation	Eligible Local Allocation	State Total
Alabama	\$9,645,679	\$4,837,468	\$14,483,147
Alaska	\$3,585,351	\$1,797,360	\$5,382,711
American Samoa	\$2,231,620	N/A	\$2,231,620
Arizona	\$12,430,204	\$7,130,139	\$19,560,343
Arkansas	\$6,926,980	\$3,586,223	\$10,513,203
California	\$58,518,568	\$35,165,598	\$93,684,166
Colorado	\$9,184,619	\$5,023,213	\$14,207,832
Connecticut	\$5,875,620	\$2,766,075	\$8,641,695
Delaware	\$3,536,720	\$1,753,004	\$5,289,724
District of Columbia	\$5,999,524	N/A	\$5,999,524
Florida	\$31,797,466	\$18,552,326	\$50,349,792
Georgia	\$15,840,333	\$7,982,114	\$23,822,447
Guam	\$2,932,867	N/A	\$2,932,867
Hawaii	\$3,642,919	\$1,890,028	\$5,532,947
Idaho	\$3,912,375	\$1,567,287	\$5,479,662
Illinois	\$19,956,148	\$10,859,472	\$30,815,620
Indiana	\$11,090,030	\$6,329,361	\$17,419,391
Iowa	\$5,754,321	\$2,986,529	\$8,740,850
Kansas	\$6,061,106	\$3,203,026	\$9,264,132
Kentucky	\$6,827,620	\$3,375,231	\$10,202,851
Louisiana	\$9,688,333	\$5,039,792	\$14,728,125
Maine	\$3,266,879	\$1,135,817	\$4,402,696
Maryland	\$11,173,909	\$6,623,660	\$17,797,569
Massachusetts	\$11,144,355	\$5,477,869	\$16,622,224
Michigan	\$16,407,017	\$8,443,973	\$24,850,990
Minnesota	\$8,145,268	\$3,651,694	\$11,796,962
Mississippi	\$5,531,638	\$2,879,409	\$8,411,047
Missouri	\$11,631,106	\$5,515,575	\$17,146,681
Montana	\$3,457,033	\$1,302,796	\$4,759,829
Nebraska	\$4,337,801	\$2,122,678	\$6,460,479
Nevada	\$7,385,200	\$4,190,638	\$11,575,838
New Hampshire	\$3,454,070	\$1,286,444	\$4,740,514
New Jersey	\$11,816,087	\$6,071,414	\$17,887,502
New Mexico	\$6,059,069	\$3,391,930	\$9,450,999
New York	\$27,869,326	\$17,212,249	\$45,081,575
North Carolina	\$15,371,484	\$8,024,924	\$23,396,407
North Dakota	\$2,082,871	\$831,523	\$2,914,393
No. Mariana Islands	\$1,509,123	N/A	\$1,509,123
Ohio	\$15,954,497	\$8,455,113	\$24,409,610
Oklahoma	\$7,752,847	\$3,866,386	\$11,619,233
Oregon	\$6,811,383	\$3,158,062	\$9,969,445
Pennsylvania	\$17,628,002	\$8,436,677	\$26,064,679
Puerto Rico	\$8,823,415	N/A	\$8,823,415

State/Territory	Eligible State Allocation	Eligible Local Allocation	State Total
Rhode Island	\$3,226,449	\$1,347,968	\$4,574,417
South Carolina	\$9,813,471	\$4,771,716	\$14,585,187
South Dakota	\$3,291,196	\$1,505,618	\$4,796,814
Tennessee	\$13,942,098	\$7,204,285	\$21,146,383
Texas	\$41,975,871	\$24,592,948	\$66,568,819
Utah	\$5,465,514	\$2,649,050	\$8,114,564
Vermont	\$2,082,871	\$452,260	\$2,535,131
Virgin Islands	\$2,932,867	N/A	\$2,932,867
Virginia	\$10,832,775	\$5,337,956	\$16,170,732
Washington	\$10,885,923	\$5,804,685	\$16,690,608
West Virginia	\$4,410,710	\$1,906,050	\$6,316,760
Wisconsin	\$9,078,371	\$4,935,544	\$14,013,915
Wyoming	\$2,082,871	\$493,446	\$2,576,317
Totals:	\$563,071,769	\$286,924,604	\$849,996,373

Attachment I-3

State	Jurisdiction Name	Government Type	Joint Allocation
CA	ADELANTO CITY	Municipal	\$54,789
CA	ALAMEDA CITY	Municipal	\$41,660
CA	ALAMEDA COUNTY	County	\$133,882
CA	ALHAMBRA CITY	Municipal	\$36,679
CA	ANAHEIM CITY	Municipal	\$281,722
CA	ANTIOCH CITY	Municipal	\$161,353
CA	APPLE VALLEY TOWN	Municipal	\$58,791
CA	ARVIN CITY	Municipal	\$42,942
CA	ATWATER CITY	Municipal	\$44,376
CA	AZUSA CITY	Municipal	\$37,355
CA	BAKERSFIELD CITY	Municipal	\$411,905
CA	BALDWIN PARK CITY	Municipal	\$70,790
CA	BANNING CITY	Municipal	\$37,433
CA	BARSTOW CITY	Municipal	\$71,392
CA	BEAUMONT CITY	Municipal	\$35,016
CA	BELL CITY	Municipal	\$51,471
CA	BELLFLOWER CITY	Municipal	\$85,127
CA	BERKELEY CITY	Municipal	\$135,693
CA	BRAWLEY CITY	Municipal	\$33,734
CA	BUENA PARK CITY	Municipal	\$58,714
CA	BURBANK CITY	Municipal	\$46,941
CA	BUTTE COUNTY	County	\$37,658
CA	CALAVERAS COUNTY	County	\$36,224
CA	CARLSBAD CITY	Municipal	\$47,395
CA	CARSON CITY	Municipal	\$106,637
CA	CERES CITY	Municipal	\$40,374
CA	CHICO CITY	Municipal	\$77,205
CA	CHINO CITY	Municipal	\$49,431
CA	CHULA VISTA CITY	Municipal	\$166,711
CA	CITRUS HEIGHTS CITY	Municipal	\$85,279
CA	CLOVIS CITY	Municipal	\$55,621
CA	COACHELLA CITY	Municipal	\$33,357
CA	COLTON CITY	Municipal	\$48,526
CA	COMPTON CITY	Municipal	\$247,611
CA	CONCORD CITY	Municipal	\$105,655
CA	CONTRA COSTA COUNTY	County	\$82,337
CA	CORONA CITY	Municipal	\$46,789
CA	COSTA MESA CITY	Municipal	\$87,467
CA	COVINA CITY	Municipal	\$33,508
CA	CULVER CITY	Municipal	\$41,660
CA	DALY CITY	Municipal	\$56,072
CA	DELANO CITY	Municipal	\$55,166
CA	DESERT HOT SPRINGS CITY	Municipal	\$56,526
CA	DINUBA CITY	Municipal	\$41,357
CA	DOWNEY CITY	Municipal	\$82,260
CA	EAST PALO ALTO CITY	Municipal	\$32,226
CA	EL CAJON CITY	Municipal	\$89,355
CA	EL CENTRO CITY	Municipal	\$41,808
CA	EL DORADO COUNTY	County	\$56,526

State	Jurisdiction Name	Government Type	Joint Allocation
CA	EL MONTE CITY	Municipal	\$98,035
CA	ELK GROVE CITY	Municipal	\$127,767
CA	EMERYVILLE CITY	Municipal	\$32,903
CA	ESCONDIDO CITY	Municipal	\$125,276
CA	EUREKA CITY	Municipal	\$50,185
CA	FAIRFIELD CITY	Municipal	\$113,806
CA	FONTANA CITY	Municipal	\$180,217
CA	FREMONT CITY	Municipal	\$89,657
CA	FRESNO CITY	Municipal	\$683,062
CA	FRESNO COUNTY	County	\$252,969
CA	FULLERTON CITY	Municipal	\$77,205
CA	GARDEN GROVE CITY	Municipal	\$124,600
CA	GARDENA CITY	Municipal	\$77,884
CA	GILROY CITY	Municipal	\$43,922
CA	GLENDALE CITY	Municipal	\$52,524
CA	HANFORD CITY	Municipal	\$65,280
CA	HAWTHORNE CITY	Municipal	\$141,051
CA	HAYWARD CITY	Municipal	\$132,068
CA	HEMET CITY	Municipal	\$126,484
CA	HESPERIA CITY	Municipal	\$76,676
CA	HIGHLAND CITY	Municipal	\$47,318
CA	HUMBOLDT COUNTY	County	\$60,602
CA	HUNTINGTON BEACH CITY	Municipal	\$93,807
CA	HUNTINGTON PARK CITY	Municipal	\$96,298
CA	IMPERIAL COUNTY	County	\$39,018
CA	INDIO CITY	Municipal	\$125,354
CA	INGLEWOOD CITY	Municipal	\$180,369
CA	IRVINE CITY	Municipal	\$35,094
CA	JURUPA VALLEY CITY	Municipal	\$65,809
CA	KERN COUNTY	County	\$515,072
CA	KINGS COUNTY	County	\$33,508
CA	LA MESA CITY	Municipal	\$41,734
CA	LAKE COUNTY	County	\$45,281
CA	LAKE ELSINORE CITY	Municipal	\$35,393
CA	LAKEWOOD CITY	Municipal	\$57,583
CA	LANCASTER CITY	Municipal	\$251,084
CA	LASSEN COUNTY	County	\$58,008
CA	LAWNDALE CITY	Municipal	\$42,865
CA	LEMON GROVE CITY	Municipal	\$35,545
CA	LIVERMORE CITY	Municipal	\$43,242
CA	LODI CITY	Municipal	\$79,318
CA	LOMPOC CITY	Municipal	\$46,638
CA	LONG BEACH CITY	Municipal	\$657,554
CA	LOS ANGELES CITY	Municipal	\$6,375,560
CA	LOS ANGELES COUNTY	County	\$1,314,279
CA	LYNWOOD CITY	Municipal	\$101,202
CA	MADERA CITY	Municipal	\$100,599
CA	MADERA COUNTY	County	\$91,997
CA	MANTECA CITY	Municipal	\$53,810

State	Jurisdiction Name	Government Type	Joint Allocation
CA	MARIN COUNTY	County	\$58,008

State	Jurisdiction Name	Government Type	Joint Allocation
CA	MENDOCINO COUNTY	County	\$69,733
CA	MERCED CITY	Municipal	\$136,975
CA	MERCED COUNTY	County	\$112,827
CA	MODESTO CITY	Municipal	\$468,128
CA	MONTCLAIR CITY	Municipal	\$49,886
CA	MONTEBELLO CITY	Municipal	\$43,393
CA	MONTEREY COUNTY	County	\$58,337
CA	MORENO VALLEY CITY	Municipal	\$173,880
CA	MOUNTAIN VIEW CITY	Municipal	\$33,660
CA	NAPA CITY	Municipal	\$65,354
CA	NAPA COUNTY	County	\$58,008
CA	NATIONAL CITY	Municipal	\$67,168
CA	NORWALK CITY	Municipal	\$94,787
CA	OAKLAND CITY	Municipal	\$1,330,582
CA	OCEANSIDE CITY	Municipal	\$153,578
CA	ONTARIO CITY	Municipal	\$138,258
CA	ORANGE CITY	Municipal	\$46,638
CA	ORANGE COUNTY	County	\$53,810
CA	OXNARD CITY	Municipal	\$209,498
CA	PALM SPRINGS CITY	Municipal	\$63,695
CA	PALMDALE CITY	Municipal	\$166,633
CA	PARAMOUNT CITY	Municipal	\$69,430
CA	PASADENA CITY	Municipal	\$111,618
CA	PERRIS CITY	Municipal	\$44,904
CA	PETALUMA CITY	Municipal	\$51,091
CA	PICO RIVERA CITY	Municipal	\$49,431
CA	PITTSBURG CITY	Municipal	\$63,695
CA	PLACER COUNTY	County	\$65,055
CA	POMONA CITY	Municipal	\$182,028
CA	PORTERVILLE CITY	Municipal	\$48,903
CA	RANCHO CORDOVA	Municipal	\$67,468
CA	RANCHO CUCAMONGA CITY	Municipal	\$64,826
CA	RED BLUFF CITY	Municipal	\$32,980
CA	REDDING CITY	Municipal	\$150,108
CA	REDLANDS CITY	Municipal	\$49,280
CA	REDONDO BEACH CITY	Municipal	\$39,318
CA	REDWOOD CITY	Municipal	\$42,488
CA	REEDLEY CITY	Municipal	\$35,016
CA	RIALTO CITY	Municipal	\$96,072
CA	RICHMOND CITY	Municipal	\$221,800
CA	RIDGECREST CITY	Municipal	\$33,206
CA	RIVERSIDE CITY	Municipal	\$364,813
CA	RIVERSIDE COUNTY	County	\$188,746
CA	ROHNERT PARK CITY	Municipal	\$47,469
CA	ROSEMEAD CITY	Municipal	\$37,355
CA	ROSEVILLE CITY	Municipal	\$50,942
CA	SACRAMENTO CITY	Municipal	\$795,286
CA	SACRAMENTO COUNTY	County	\$643,442
CA	SALINAS CITY	Municipal	\$235,764

State	Jurisdiction Name	Government Type	Joint Allocation
CA	SAN BERNARDINO CITY	Municipal	\$632,422

State	Jurisdiction Name	Government Type	Joint Allocation
CA	SAN BERNARDINO COUNTY	County	\$204,217
CA	SAN BUENAVENTURA CITY	Municipal	\$90,714
CA	SAN DIEGO CITY	Municipal	\$1,217,682
CA	SAN DIEGO COUNTY	County	\$307,082
CA	SAN FRANCISCO CITY AND COUNTY	Municipal	\$1,449,067
CA	SAN JOAQUIN COUNTY	County	\$179,917
CA	SAN JOSE CITY	Municipal	\$865,998
CA	SAN LEANDRO CITY	Municipal	\$107,391
CA	SAN LUIS OBISPO CITY	Municipal	\$41,431
CA	SAN LUIS OBISPO COUNTY	County	\$61,659
CA	SAN MARCOS CITY	Municipal	\$42,488
CA	SAN MATEO CITY	Municipal	\$58,562
CA	SAN MATEO COUNTY	County	\$70,864
CA	SAN PABLO CITY	Municipal	\$46,867
CA	SAN RAFAEL CITY	Municipal	\$51,242
CA	SANTA ANA CITY	Municipal	\$368,135
CA	SANTA BARBARA CITY	Municipal	\$85,807
CA	SANTA BARBARA COUNTY	County	\$60,602
CA	SANTA CLARA CITY	Municipal	\$39,923
CA	SANTA CLARA COUNTY	County	\$70,261
CA	SANTA CLARITA CITY	Municipal	\$78,033
CA	SANTA CRUZ CITY	Municipal	\$107,845
CA	SANTA CRUZ COUNTY	County	\$65,506
CA	SANTA MARIA CITY	Municipal	\$109,050
CA	SANTA MONICA CITY	Municipal	\$122,637
CA	SANTA ROSA CITY	Municipal	\$149,879
CA	SELMA CITY	Municipal	\$58,714
CA	SHASTA COUNTY	County	\$131,540
CA	SIMI VALLEY CITY	Municipal	\$40,149
CA	SOLANO COUNTY	County	\$58,008
CA	SONOMA COUNTY	County	\$140,146
CA	SOUTH GATE CITY	Municipal	\$143,013
CA	SOUTH SAN FRANCISCO CITY	Municipal	\$40,751
CA	STANISLAUS COUNTY	County	\$95,241
CA	STOCKTON CITY	Municipal	\$972,181
CA	SUNNYVALE CITY	Municipal	\$37,584
CA	SUSANVILLE CITY	Municipal	\$42,488
CA	SUTTER COUNTY	County	\$58,008
CA	TEHAMA	County	\$58,008
CA	THOUSAND OAKS CITY	Municipal	\$35,622
CA	TORRANCE CITY	Municipal	\$55,772
CA	TRACY CITY	Municipal	\$37,584
CA	TULARE CITY	Municipal	\$58,939
CA	TULARE COUNTY	County	\$82,637
CA	TUOLUMNE COUNTY	County	\$39,018
CA	TURLOCK CITY	Municipal	\$91,391
CA	UNION CITY	Municipal	\$60,450
CA	UPLAND CITY	Municipal	\$53,356
CA	VACAVILLE CITY	Municipal	\$49,357

State	Jurisdiction Name	Government Type	Joint Allocation
CA	VALLEJO CITY	Municipal	\$236,366

State	Jurisdiction Name	Government Type	Joint Allocation
CA	VENTURA COUNTY	County	\$38,941
CA	VICTORVILLE CITY	Municipal	\$180,143
CA	VISALIA CITY	Municipal	\$116,600
CA	VISTA CITY	Municipal	\$81,883
CA	WATSONVILLE CITY	Municipal	\$63,318
CA	WEST COVINA CITY	Municipal	\$60,602
CA	WEST HOLLYWOOD CITY	Municipal	\$61,053
CA	WEST SACRAMENTO CITY	Municipal	\$56,072
CA	WESTMINSTER CITY	Municipal	\$67,394
CA	WHITTIER CITY	Municipal	\$60,073
CA	WOODLAND CITY	Municipal	\$50,562
CA	YOLO COUNTY	County	\$58,008
CA	YUBA CITY	Municipal	\$56,072
CA	YUBA COUNTY	County	\$49,886
	Local total		\$35,165,598

Attachment I-4

County	Population Estimate Jan. 2020	CESF Total Local Allocation	BSCC Recommended Allocation Plan		Parity Check
			Target Allocation (about \$1.93/person)	Adjusted Allocation (Target minus CESF Total Local Allocation)	
Alameda County	1,670,834	2,107,528	\$3,229,031	\$1,121,503.18	1.932586
Alpine County	1,142		\$2,207	\$2,207.01	1.932586
Amador County	37,676		\$72,812	\$72,812.13	1.932586
Butte County	210,291	114,863	\$406,406	\$291,542.54	1.932586
Calaveras County	45,023	36,224	\$87,011	\$50,786.84	1.932586
Colusa County	21,902		\$42,328	\$42,327.51	1.932586
Contra Costa County	1,153,561	681,707	\$2,229,356	\$1,547,649.38	1.932586
Del Norte County	27,298		\$52,756	\$52,755.75	1.932586
El Dorado County	193,227	56,526	\$373,428	\$316,901.89	1.932586
Fresno County	1,023,358	1,085,382	\$1,977,728	\$892,345.82	1.932586
Glenn County	29,400		\$56,818	\$56,818.04	1.932586
Humboldt County	133,302	110,787	\$257,618	\$146,830.64	1.932586
Imperial County	188,777	114,560	\$364,828	\$250,267.88	1.932586
Inyo County	18,584		\$35,915	\$35,915.19	1.932586
Kern County	917,553	1,058,291	\$1,773,251	\$714,959.51	1.932586
Kings County	153,608	98,788	\$296,861	\$198,072.74	1.932586
Lake County	64,040	45,281	\$123,763	\$78,481.84	1.932586
Lassen County	28,833	100,496	\$55,722		3.485451
Los Angeles County	10,172,951	11,661,503	\$19,660,107	\$7,998,604.45	1.932586
Madera County	158,147	192,596	\$305,633	\$113,036.75	1.932586
Marin County	260,831	109,250	\$504,078	\$394,828.46	1.932586
Mariposa County	18,067		\$34,916	\$34,916.04	1.932586
Mendocino County	87,946	69,733	\$169,963	\$100,230.25	1.932586
Merced County	283,521	294,178	\$547,929	\$253,750.85	1.932586
Modoc County	9,570		\$18,495	\$18,494.85	1.932586
Mono County	13,464		\$26,020	\$26,020.34	1.932586
Monterey County	441,143	294,101	\$852,547	\$558,445.99	1.932586
Napa County	139,088	123,362	\$268,800	\$145,437.59	1.932586
Nevada County	98,114		\$189,614	\$189,613.79	1.932586
Orange County	3,194,332	1,294,586	\$6,173,323	\$4,878,736.80	1.932586
Placer County	403,711	115,997	\$780,206	\$664,209.42	1.932586
Plumas County	18,260		\$35,289	\$35,289.03	1.932586
Riverside County	2,442,304	1,398,199	\$4,719,964	\$3,321,764.66	1.932586
Sacramento County	1,555,365	1,719,242	\$3,005,877	\$1,286,635.35	1.932586
San Benito County	62,353		\$120,503	\$120,502.56	1.932586
San Bernardino County	2,180,537	2,055,600	\$4,214,076	\$2,158,476.30	1.932586
San Diego County	3,343,355	2,375,897	\$6,461,323	\$4,085,425.63	1.932586
San Francisco County	897,806	1,449,067	\$1,735,088	\$286,020.73	1.932586
San Joaquin County	773,632	1,322,810	\$1,495,111	\$172,300.74	1.932586
San Luis Obispo County	277,259	103,090	\$535,827	\$432,736.99	1.932586
San Mateo County	773,244	300,963	\$1,494,361	\$1,193,397.89	1.932586
Santa Barbara County	451,840	302,097	\$873,219.87	\$571,122.87	1.932586
Santa Clara County	1,961,969	1,091,348	\$3,791,674.74	\$2,700,326.74	1.932586
Santa Cruz County	271,233	236,669	\$524,181.23	\$287,512.23	1.932586
Shasta County	178,045	281,648	\$344,087.36	\$62,439.36	1.932586
Sierra County	3,201		\$6,186.21	\$6,186.21	1.932586
Siskiyou County	44,461		\$85,924.73	\$85,924.73	1.932586
Solano County	440,224	457,537	\$850,770.95	\$393,233.95	1.932586
Sonoma County	492,980	388,585	\$952,726.48	\$564,141.48	1.932586
Stanislaus County	557,709	695,134	\$1,077,820.87	\$382,686.87	1.932586
Sutter County	100,750	114,080	\$194,708.09	\$80,628.09	1.932586
Tehama County	65,129	90,988	\$125,867.42	\$34,879.42	1.932586
Trinity County	13,548		\$26,182.68	\$26,182.68	1.932586
Tulare County	479,977	348,436	\$927,597.06	\$579,161.06	1.932586
Tuolumne County	54,917	39,018	\$106,131.85	\$67,113.85	1.932586
Ventura County	842,886	414,924	\$1,628,950.08	\$1,214,026.08	1.932586
Yolo County	221,705	164,642	\$428,464.08	\$263,822.08	1.932586
Yuba County	78,887	49,886	\$152,456	\$102,569.95	1.932586
Grand Total	39,782,870	35,165,599	\$76,883,836	\$41,763,010.99	1.933712

Minimum:	\$2,207
Maximum:	\$7,998,604
Average:	\$732,684
SD:	\$1,398,597

Agenda Item J

MEETING DATE:**AGENDA ITEM: J****TO:** BSCC Chair and Members**FROM:** Kathleen T. Howard, Kathleen.Howard@bscc.ca.gov, Executive Director
John Prince, John.Prince@bscc.ca.gov, Deputy Director**SUBJECT:** Regional Youth Programs and Facilities Grant Program: Planning and Implementation of Senate Bill 823

Summary

This agenda item proposes the establishment of a working group to determine what type of survey and information should be requested from counties for the implementation of the Youth Programs and Facilities Grant Program portion of Senate Bill 823 (Chapter 337, Statutes of 2020). Specifically, this item proposes the formation of a working group, co-chaired by Chair Linda Penner and BSCC Board Member David Steinhart, to develop a request for information (RFI) for counties to respond to about proposed uses for the \$9.6 million in grant funding.

Background

On September 30, 2020, Governor Newsom signed Senate Bill 823, which began the closure of the state's Division of Juvenile Justice, realigning those state functions to county governments. As part of SB 823, \$9.6 million was set aside for the Board of State and Community Corrections to "award one-time grants, to counties for the purpose of providing resources for infrastructure related needs and improvements to assist counties in the development of a local continuum of care." The direction to the Board in the legislation follows:

CHAPTER 5. Regional Youth Programs and Facilities Grant Program

Welfare and Institutions Code sec. 2250.

(a) Nine million six hundred thousand dollars (\$9,600,000) is hereby appropriated from the General Fund to the Youth Programs and Facilities Grant Program, which shall be administered by the Board of State and Community Corrections, to award one-time grants, to counties for the purpose of providing resources for infrastructure related needs and improvements to assist counties in the development of a local continuum of care.

(b) Each entity receiving a grant from the Youth Programs and Facilities Grant Program shall submit a detailed report to the office with the following information:

(1) An accounting of expenditures.

- (2) A description of the physical and system enhancements made.
- (3) How many regional placement beds were supported with the funding.
- (4) What proportion of the regional placement beds were contracted to other counties and which counties.
- (c) A local public agency that has responsibility for making arrests and detaining suspects as its primary responsibility, or which is responsible for prosecutions, is ineligible to apply for this grant.
- (d) Funds from the Youth Programs and Facilities Grant Program shall not be used by counties to enter into contracts with private entities whose primary business is the custodial confinement of adults or youth in a prison or prison-like setting.
- (e) (1) The Board of State and Community Corrections shall complete and submit, no later than October 1, 2024, a report to the budget and public safety policy committees of the Legislature describing the expenditures of the Youth Programs and Facilities Grant Program, including, but not limited to, recipients and award amounts, how funding was spent, how many regional placements were supported and a detailed description of the counties that contracted to utilize the regional facility beds. The report shall also be made available to the public on the board's internet website.
- (2) The report required by paragraph (1) shall be submitted in compliance with Section 9795 of the Government Code.
- (f) Any costs incurred by the office in connection with the development or administration of the grant program shall be deducted from the amount appropriated before awarding any grants, not to exceed five percent of the amount appropriated.
- (g) This chapter shall remain in effect only until January 1, 2026, and as of that date is repealed.

Earlier amendments to SB 823 had proposed that \$34 million in grant funding would be used for the establishment of regional youth facilities. (Assem. Amend. to Sen. Bill No. 823 (2019-2020 Reg. Sess.) August 24, 2020 at p. 79.) Although the final approved version of SB 823 contains references to regionalization, including requirements that the numbers of "regional placement beds" be reported, there are fewer limitations placed on the use of this grant funding. However, promotion of regionalization for certain DJJ programming may be desirable (e.g. specialized sex offender treatment programs or gender-specific programming). Given the lack of specific direction for the use of these funds, it is recommended that a request for information (RFI) be developed to solicit from counties information on the types of projects that should be funded for this grant program. Information that would be useful in further developing this grant program could include:

- The number and geographic location of counties willing and able to support regionalization;
- The number and geographic location of counties willing to support specialized programming;
- Whether funding is needed for other planning activities;
- Whether funding is needed by additional counties impacted by SB 823.

Given that intake at DJJ will stop on July 1, 2021, and the need for this grant funding for planning and infrastructure purposes should be expedited, it is further recommended that the RFI be further developed through a working group established by the Board. Specifically, it is recommended that Chair Linda Penner and Board Member David Steinhart co-chair a working group with BSCC staff to develop the criteria for the RFI and the RFI be released to the field as soon as possible and without additional board approval. Additional grant development and funding recommendations will be brought back to the Board for additional approval at a future board meeting.

Recommendation/Action Needed

- 1) Establish a working group comprised of Chair Linda Penner and Board Member David Steinhart and task the working group with developing an RFI to gather additional information for the development of the Youth Facilities Grant Program.
- 2) Delegate authority to the working group to release the RFI to the field without additional approval from the Board.