

## **Proud Parenting Grant Program**

# **REQUEST FOR PROPOSALS**

### **Eligible Applicants:**

California County Probation Departments  
California County Offices of Education  
Non-Profit Community-Based Organizations

**Grant Period:** July 1, 2018 to June 30, 2021

**RFP Released:** February 9, 2018

**Letters of Intent Due:** March 9, 2018

**Proposals Due:** March 30, 2018



# TABLE OF CONTENTS

## **PART I: GRANT INFORMATION**

Grant Program Background.....	1
Contact Information .....	1
Proposal Due Date and Submission Instructions.....	1
Grant Program Description .....	2
Letter of Intent .....	3
Project Funding Information.....	4
Project Evaluation Requirements .....	5
Bidder’s Conferences .....	6
BSCC Executive Steering Committee Process.....	7
Overview of the RFP Process.....	7
General BSCC Grant Requirements.....	9
Use of Effective Programs and Data-Driven Approaches.....	12
Reducing Racial and Ethnic Disparity.....	14
Summary of Key Dates.....	14

## **PART II: PROPOSAL INSTRUCTIONS AND RATING FACTORS**

Proposal Abstract .....	17
Proposal Narrative .....	17
1. Project Need (Percent of Total Value: 10%).....	17
2. Project Description and Work Plan (Percent of Total Value: 35%) .....	18
3. Project Collaboration (Percent of Total Value: 25%) .....	19
4. Evidence-Based Practices and Strategies (Percent of Total Value: 15%).....	20
5. Project Evaluation (Percent of Total Value: 5%).....	21
6. Project Budget (Percent of Total Value: 10%) .....	22
Proposal Attachments .....	25

## **APPENDICES**

APPENDIX A Criteria for Community-Based Organizations Receiving Proud Parenting Grant Program Funds.....	27
APPENDIX B Glossary of Terms.....	29
APPENDIX C SAMPLE: Local Evaluation Plan Components.....	32
APPENDIX D FY 2017-2018 Proud Parenting Grant Program Executive Steering Committee .....	33

APPENDIX E SAMPLE: Contract and General Terms and Conditions ..... 34

APPENDIX F SAMPLE: Governing Board Resolution ..... 53

APPENDIX G SAMPLE: Progress Report ..... 54

APPENDIX H Certification of Compliance with BSCC Policies Regarding Debarment,  
 Fraud, Theft, and Embezzlement ..... 60

APPENDIX I SAMPLE: BSCC Comprehensive Monitoring Visit Tool..... 61

APPENDIX J Evidence-Based Resources..... 71

**PROPOSAL PACKAGE**

Proud Parenting Grant Program Proposal Checklist

Applicant Information Form

Proposal Abstract

Proposal Narrative

1. Project Need (Percent of Total Value: 10%)
2. Project Description and Work Plan (Percent of Total Value: 35%)
3. Project Collaboration (Percent of Total Value: 25%)
4. Evidence-Based Practices and Strategies (Percent of Total Value: 15%)
5. Project Evaluation (Percent of Total Value: 5%)
6. Project Budget (Percent of Total Value: 10%)

Request for Proposals Project Attachments

## **CONFIDENTIALITY NOTICE**

All documents submitted as a part of the Proud Parenting 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

The Proud Parenting Grant Program, previously known as the “Young Men as Fathers Program,” was originally established in 1997 under the California Youth Authority. In 2005, the Corrections Standards Authority assumed grant administration responsibility for the program and in 2012, upon its establishment, the Board of State and Community Corrections (BSCC) assumed responsibility. This grant program funds parenting services to young parents and expectant parents between the ages of 14 and 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.

Funding for this grant program has historically been appropriated annually in the California State Budget Act at \$835,000.

### Contact Information

This Request for Proposals (RFP) provides the information necessary to prepare a proposal to the BSCC for grant funds available through the Proud Parenting 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: [helene.zentner@bscc.ca.gov](mailto:helene.zentner@bscc.ca.gov).

The BSCC will accept and respond to questions about this RFP until March 30, 2018. Frequent questions and answers (FAQs) concerning the BSCC’s RFP process and the Proud Parenting Grant Program application for funding will be posted on the BSCC website and updated periodically through March 30, 2018.

### Proposal Due Date and Submission Instructions

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

The signed Proposal must be received by the BSCC by **5:00 p.m. on March 30, 2018**.

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

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

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

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

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

## Grant Program Description

The purpose of this grant program is to fund parenting services to young parents or expectant parents (who were involved in the criminal/juvenile justice systems and/or involved in the child welfare system) to break the intergenerational cycle of violence and delinquency. Funded grant programs will do so by increasing parenting knowledge, improving attitudes about responsible parenting, relationships between parents and their children, as well as providing necessary life-skills training and self-esteem to the youthful program participants.

### Eligibility

Eligible applicants for Proud Parenting Grant Program awards are:

- County Probation Departments,
- County Offices of Education, and
- Non-Profit Community-based Organizations (CBOs) located in the State of California. Non-profit organizations are those that are recognized as exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code. Community-based organizations, whether as applicants or through grantee contracts, must be registered with 501(c)(3) status and meet the criteria listed below.

Each applicant may not submit more than one (1) proposal for funding. However, any applicant who applies as a direct grantee may be listed as a subgrantee or collaborating partner on a different application submittal. Applicants are also free to partner with other governmental or non-governmental entities (e.g. school districts, county departments, etc.) when collaborating for funding. However, a single entity from a collaborative application must be listed as the “lead” applicant.

### Criteria for All Community-based Organizations

Any community-based organization (CBO) that receives Proud Parenting Grant Program funds (as either a direct grantee, subgrantee or subcontractor) must:

- Have been duly organized, in existence, and in good standing as of August 1, 2017<sup>1</sup>;
- 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.

All CBOs submitting an RFP must sign and submit Appendix A, Criteria for Community-Based Organizations Receiving Proud Parenting Grant Program Funds as part of the completed RFP package in order to establish eligibility for an award. This document does not count toward the 10-page maximum for the Attachment section of the RFP.

All county agency applicants must submit Appendix A, Criteria for Community-Based Organizations Receiving Proud Parenting Grant Program Funds as part of the completed RFP package to document the compliance of any CBOs identified as partners in the proposal. All county agency grantees must submit updated Appendix A throughout the life of the grant agreement for any additional CBOs that may be awarded Proud Parenting funds through subcontracts after awards are made. The BSCC will not reimburse for costs incurred by CBOs that do not meet the BSCC's requirements.

Agencies currently receiving or who have received Proud Parenting Grant Program funding within the last five (5) years are eligible to apply for this round of grant funding; however, the proposed project must not be identical in the scope of work and the targeted geographical area as in the previously funded project.

## Letter of Intent

Applicants interested in applying for the Proud Parenting Grant Program are asked, but 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 be on letterhead of the applicant agency and include the following information:

- Name of the Applicant (County Probation Department, County Office of Education, or Community-Based Organization);
- A brief statement indicating the Applicant's intent to submit a Proposal;
- Signature by an agency representative

<sup>1</sup> CBOs that have recently reorganized or have merged with other qualified CBOs that were in existence prior to August 1, 2017 are also eligible, provided all necessary agreements have been executed and filed with the California Secretary of State prior to March 30, 2018.

Failure to submit a Letter of Intent is not grounds for disqualification. Further, 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 **March 9, 2018** via email or U.S. mail, using one of the following submission options:

**Email Responses:**            [helene.zentner@bscc.ca.gov](mailto:helene.zentner@bscc.ca.gov)  
(Subject line: Letter of Intent)

**U.S. Mail Responses:**    Board of State and Community Corrections  
                                         Corrections Planning and Grants Programs Division  
                                         2590 Venture Oaks Way, Suite 200  
                                         Sacramento, CA 95833  
                                         Attn: Proud Parenting Letter of Intent

## Project Funding Information

### Grant Period

Successful applicants will be funded for a three-year cycle<sup>2</sup> with the first year of the grant cycle commencing on July 1, 2018 through June 30, 2019.

Continuation funding for the second year (July 1, 2019 - June 30, 2020) and the third year (July 1, 2020 - June 30, 2021) will be issued to awardees contingent on the amount and availability of state funding,<sup>3</sup> and on compliance with the Proud Parenting Grant Program requirements.

### Funding Amount

A total of \$835,000 in state general funding is available statewide<sup>4</sup>. The maximum amount of funding for which any single applicant may apply is \$104,375 (for the first year of a three [3] year grant cycle) with the possibility of two additional years; each subsequent year funded at the amount requested in the original application for funding (see Grant Period above). Applicants must build their proposal, objectives, activities, timelines, and budget information for the first 12 months of the grant cycle only.

Applicants are encouraged to request only the amount of funds needed to support their proposal and not base the request solely on the maximum allowed (\$104,375).

Funding for the Proud Parenting Grant Program Grant is not a continual funding source for awarded projects. This funding is considered “seed” money or “seed” funding, awarded after the BSCC’s competitive RFP process to support projects in their first three (3) years of project implementation and operation.

<sup>2</sup> Provided grant funding is appropriated in the 2018-19, 2019-20, and 2020-21 State Budget Acts.

<sup>3</sup> Provided grant funding is appropriated in the 2019-20 and 2020-21 State Budget Acts, respectively.

<sup>4</sup> Provided grant funding is appropriated in the 2018-19 State Budget Act.



## **Match Requirement**

The Proud Parenting Grant Program Grant requires all applicants to contribute a 10 percent (10%) match for all grant funds awarded. This match shall be an in-kind contribution only.

In-kind match, also known as soft match, is the project's contribution of non-cash outlay of materials or resources to support a percentage of Proud Parenting Grant Program award activities. It may include non-cash outlay contributed by other public agencies and institutions, private organizations, and/or individuals. Examples include leveraged or donated professional services, office supplies, equipment, and volunteer time. In-kind match is meant to further prioritize the collaboration between stakeholders and partnering agencies.

In general, the value of in-kind contributions is determined by fair market value or actual lever, which must be identified separately in the application budget. Projects must maintain documentation to support the claimed match on all invoices submitted to the BSCC.

Reporting of expenditures of in-kind match contributions need not be made in exact proportion to the expenditure of grant funds. However, the full match contribution must be expended by the end of each annual grant cycle to receive all funds allocated.

Applicants are encouraged to budget only for the required in-kind match. There is no priority given to an applicant for matching more than the required 10 percent (10%). An awardee who applies for a specific match percentage will be held to that figure by contract and therefore, will not be allowed to reduce their contractually obligated match amount, even if it exceeds 10 percent (10%).

## **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, projects selected for funding will be required to submit to the BSCC: (1) a Local Evaluation Plan (three [3] months post-award) and, (2) a Local Evaluation Report (three [3] months after the conclusion of the grant). See Appendix B, Glossary of Terms, for key definitions related to project evaluation.

**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 C 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 Proud Parenting Grant Program monies or leverage matching funds for this purpose. It is highly recommended these activities be projected within the proposed budget.

## **Bidder's Conferences**

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 and provide clarity on RFP instructions. Details for the Bidders' Conference are listed below:

### **Proud Parenting Grant Program Bidder's Conference**

**Thursday, March 1, 2018**

10:00 a.m.

Board of State and Community Corrections

1<sup>st</sup> Floor Board Room

2590 Venture Oaks Way

Sacramento, CA 95833

*Note: The Proud Parenting Bidders' Conference will be livestreamed at [www.bscc.ca.gov](http://www.bscc.ca.gov).*

## BSCC Executive Steering Committee Process

### **Proud Parenting Grant Program Executive Steering Committee**

To ensure successful program design and implementation, the BSCC uses Executive Steering Committees (ESCs) to inform decision making related to the Board's programs. BSCC's ESCs 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. 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 ESCs are not paid for their time but are reimbursed for travel expenses incurred to attend meetings.

The Proud Parenting ESC includes subject matter experts on community engagement, prevention and intervention programs, mental/behavioral health, social services, law enforcement, including individuals who have been impacted by the justice and/or child welfare systems. A list of ESC members can be found in Appendix D.

### **Conflicts of Interest**

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

## 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 the proposal has been received. The email will be sent to the individual who signed the application and the person listed as the Project Director.

### **Disqualification**

The following will result in an automatic disqualification:

- The original hard copy and electronic version of the Proposal are not received by 5:00 p.m. on March 30, 2018.
- The applicant is not a County Probation Department, County Office of Education, or non-profit community-based organization located in California.

"Disqualification" means the proposal will not be scored and therefore, will not be considered for Proud Parenting Grant Program funding.

## Technical Compliance Review

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

## Rating Process

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

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

At the conclusion of this process, applicants will be notified of the ESC's funding recommendations. It is anticipated the BSCC Board will act on the recommendations at its meeting on June 7, 2018. Applicant agencies and partners are not to contact members of the ESC 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 will be asked to address each of these factors as a part of their proposal. The Proud Parenting Grant Program ESC assigned a percent value to each of the Rating Factors, correlating to its importance (see Percent of Total Value column).

### Proud Parenting Grant Program Rating Factors and Point Values

Rating Factors	Point Range	Percentage	Possible Maximum Weighted Score
Project Need	0 - 12	10%	24
Project Description and Work Plan	0 - 12	35%	84
Project Collaboration	0 - 12	25%	60
Evidence-Based Practices and Strategies	0 - 12	15%	36
Project Evaluation	0 - 12	5%	12
Project Budget	0 - 12	10%	24
<b>Total Possible Weighted Score</b>		<b>100%</b>	<b>240</b>

**\*\*\*PLEASE NOTE: TO BE CONSIDERED FOR FUNDING, A PROPOSAL MUST MEET A MINIMUM WEIGHTED SCORE OF 156 (65% OF THE 240 TOTAL POSSIBLE WEIGHTED SCORE)\*\*\***

Raters will score an applicant’s response in each of the Rating Factor categories on a scale of 0-12, according to the Sample Scoring Rubric shown below. Each rating factor score is then weighted according to the “Percentage” 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.

**Sample Scoring Rubric for 0-12 Point Range**

0 (No Evidence)	The response does not address the rating criteria.
1 – 3 (Poor)	The response is vague or incomplete and only partially addresses the rating criteria.
4 – 6 (Fair)	The response addresses some, but not all, of the rating criteria or is non-specific and lacking focus.
7 – 9 (Good)	The response is reasonably comprehensive and clearly addresses many of the rating criteria listed.
10 – 12 (Very Good)	The response is detailed, comprehensive and addresses all of the rating criteria listed in a way that demonstrates a thorough understanding of the intent of the project.

**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 E for a sample contract (State of California: Contract and General Terms and Conditions).

The Grant Agreement start date is expected to be July 1, 2018. Grant Agreements are considered fully executed only after they are signed by both the Grantee and the BSCC. Work, services, and encumbrances cannot begin prior to the Grant Agreement start date. Work, services, and encumbrances which occur after the start date but prior to grant agreement execution have the potentiality of not being 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.

## **Board Resolution**

Applicants must submit a resolution from their governing board addressing specified requirements as included in the sample Governing Board Resolution, which can be found in Appendix F. Grant recipients must have a resolution on file before a fully executed grant agreement can be completed. A signed resolution is not required at the time of proposal submission, but applicants are advised that no financial invoices will be processed for reimbursement until the appropriate documentation has been received by the BSCC.

## **Audit Requirements**

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 Department of General Services, the Bureau of State Audits, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this grant.

## **Grantee Orientation Process**

Following the start of the grant period, BSCC staff will conduct a Grantee Orientation in Sacramento (at a date to be determined later). The purpose of this mandatory session is to review the program requirements, invoicing and budget modification processes, data collection and reporting requirements, as well as other grant management and monitoring activities. Typically, the Project Director, Financial Officer, Day-to-Day Contact, and the Evaluator must attend. Grant recipients may use Proud Parenting Grant Program 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.

## **Quarterly Invoices**

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 on-site monitoring visits that will include a review of documentation maintained as substantiation for project expenditures.

## **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 who are unable to demonstrate that they are making sufficient progress toward project goals and objectives and that funds are being spent down in accordance with the Grant Award Agreement could be subject to the withholding of funds. Once grants are awarded, BSCC will work with grantees to create custom progress reports. Applicable forms and instructions will be available to grantees on the BSCC's website. See Appendix G for a sample progress report.

## **Travel**

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

### **Units of Government**

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

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

A CBO receiving BSCC funds as a direct grantee or subgrantee 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.

### **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 (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 H 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 project progress toward grant objectives, and provide technical assistance as needed regarding fiscal, programmatic, evaluative, and administrative requirements. For your reference, a Sample Monitoring Visit Checklist is contained in Appendix I.

## **Use of Effective Programs and Data-Driven Approaches<sup>5</sup>**

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

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

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

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

Evidence-based practices involves using research and scientific studies to identify interventions that reliably produce significant reductions in recidivism when correctly

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<sup>5</sup> Lowenkamp and Latessa, 2003, Lowenkamp, 2003; Lowenkamp & Latessa, 2005a; Lowenkamp and Latessa, 2005b; Center for Criminal Justice Research and the Corrections Institute at the University of Cincinnati, Correctional Program Checklist Assessment



applied to target populations through the use of the following four (4) principles of effective intervention:

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

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

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

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

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

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

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

It is encouraged that applicants seeking to implement promising programs, approaches, or strategies must describe the documentation, data, and evidence available to support the approach and why it is best suited to the needs and objectives described in the application for funding.

Applicants can find information on evidence-based treatment practices in the Substance Abuse and Mental Health Services Administration's (SAMHSA) Guide to Evidence-Based Practices available at [www.samhsa.gov/ebpwebguide](http://www.samhsa.gov/ebpwebguide) as well as in Appendix J of this RFP.

## Reducing Racial and Ethnic Disparity

Research<sup>6</sup> shows that youth and adults of color are significantly overrepresented in the criminal justice system in California. BSCC supports efforts to reduce racial and ethnic disparities and encourages others to do the same. The BSCC has undertaken a number of activities to ensure that California addresses this concern including trainings.

The applicant should consider how reducing racial and ethnic disparity (R.E.D.) information may influence grant activities in the development of the Proud Parenting Grant Program proposal.

Proud Parenting Grant Program funding recipients may be included in training opportunities and will be invited to attend R.E.D. training by the BSCC if it is available during the project period. Grantees will be advised of the dates and locations after the start of the grant period. Additional information about R.E.D. can be found at: <http://www.bscc.ca.gov/scppgrantfundedprograms.php> or applicants may contact the R.E.D. Coordinator, Field Representative Timothy Polasik, by telephone at (916) 350-0879 or by email [Timothy.Polasik@bscc.ca.gov](mailto:Timothy.Polasik@bscc.ca.gov)

## Summary of Key Dates

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<sup>6</sup> There are multiple studies confirming the disparities in the criminal and juvenile justice systems. BSCC has done extensive work with The W. Haywood Burns Institute (<http://www.burnsinstitute.org/>) on this issue as well as working with the National Council on Crime and Delinquency (NCCD) and the Center for Juvenile Justice Reform, Georgetown University (<http://cjjr.georgetown.edu/certprogs/racialdisparities/racialdisparities.html>)  
Created Equal: Racial and Ethnic Disparities in the US Criminal Justice System (NCCD: Hartney/Vuong March 2009)

The following table shows a timeline of key dates related to the Proud Parenting Grant Program.

Activity	Tentative Date
Release Request for Proposals Solicitation	February 9, 2018
Bidders' Conference	March 1, 2018
Letter of Intent Due to the BSCC	March 9, 2018
<b>Grant Proposal/Application Due to the BSCC No later than 5:00 p.m.</b>	<b>March 30, 2018</b>
Technical Compliance Review (TCR)	April 1-6, 2018
Non-Substantive Changes Due	To Be Determined after TCR
Proposal Rating Process and Development of Funding Recommendations	Mid-April – Early May, 2018
BSCC Board Meeting for Funding Approval	June 7, 2018
Grants Begin/Contracts Expected to Commence	July 1, 2018
Mandatory Grantee Orientation	To Be Determined (August 2018)

## PART II: PROPOSAL INSTRUCTIONS AND RATING FACTORS

The following section contains pertinent information on how to complete the Request for Proposal package to the BSCC. Submittal information is contained in Part I, page 1.

- Proposal Abstract
- Proposal Narrative Sections
  1. Project Need
  2. Project Description and Work Plan
  3. Project Collaboration
  4. Evidence-Based Practices and Strategies
  5. Project Evaluation
- Budget Table
- Budget Narrative
- Project Attachments
  - Letters of Commitment

**\*\*\*THE ENTIRE REQUEST FOR PROPOSALS PACKAGE FOR SUBMITTAL TO THE BSCC IS CONTAINED AT THE END OF THIS ENTIRE DOCUMENT.\*\*\***

## Proposal Abstract

Instructions: Provide a brief summary of the proposed project. The Proposal Abstract must be submitted in Arial 12-point font with one-inch margins on all four sides. Narrative must be 1.5-line spaced and cannot exceed **1 page** in length. This section will not be included in the rating of the Proposal.

## Proposal Narrative

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 **14 numbered pages** in length. For the Proposal Narrative, address each of the five (5) sections below. Each section should be titled according to its section header as provided (e.g., Project Need, Project Description and Work Plan, Project Collaboration, Evidence-based Practices and Strategies, and Project Evaluation). Within each section, address the bulleted items in a cohesive, comprehensive narrative format. Do not include website links.

The 14-page limitation for this section does not include the mandatory Cover Sheet, Proposal Checklist, Applicant Information Form, Project Abstract, Budget Table, Budget Narrative, or other required attachments (see Proposal Checklist).

It is up to the applicant to determine how to best use the total 14-page limit in addressing each section; however, as a guide, the percent of total point value for each section is listed within each header.

### 1. Project Need (Percent of Total Value: 10%)

**Address the following in narrative form:**

- Detail the local need(s) related to parenting services addressed by this project for youth who have been involved in the justice system and/or considered crossover youth within the child welfare system who are parents or expectant parents.
  - Use quantitative and qualitative data to support the description of the need. Cite all data sources.
- Describe the proposed project area and target population related to the need and supporting local data documentation.
- Identify existing resources, services, and activities available within the proposed project area available for the target population and what gaps in services will be addressed by this funding.

- Provide the nexus between the need for the proposed project and the goals of the Proud Parenting Grant Program as identified in the RFP.

<b>Rating Criteria for Project Need</b> (scored on a scale of 0-12; weighted at 10%)	
1.1	The applicant has described a compelling need for youthful parenting services, supported by local qualitative and quantitative data. Data sources are cited.
1.2	The project area and target population are clearly identified and correlate to the need for funding and local data documentation.
1.3	The applicant has identified existing resources, services and activities currently available for the target population/project area and has determined gaps in services to be address by this funding.
1.4	The applicant has determined a strong relationship between the need for the project and the goals of the Proud Parenting Grant Program as identified in the RFP.

**2. Project Description and Work Plan (Percent of Total Value: 35%)**

**Address the following in narrative form:**

- Describe the project to be implemented.
- Provide the project’s top three (3) goals and corresponding objectives for the project described. See Attachment A, Glossary of Terms, for definitions of the terms Goal and Objective.
- Detail the project’s proposed activities and services for the target population which support the identified goals and objectives.
- Outline the timeline for implementation tied to project activities and services as they relate to the identified goals and objectives.
- Detail the referral process proposed for youth who will be served by the Proud Parenting Grant Program.
- Describe the process that will be used to determine the services a participant will receive and how participant progress will be assessed.
- Provide a plan for selecting individual who will deliver the project activities and services, and how they will reflect the community which they are serving.
- Detail the plan for incorporating the principles of cultural competency into the proposed project. See Appendix A for definition.

- Illustrate the connection between the local need and the proposed project to be implemented.

<b>Rating Criteria for Project Description and Work Plan</b> (scored on a scale of 0-12; weighted at 35%)	
2.1	The applicant has clearly identified and described the project to be implemented with Proud Parenting Grant Program funding.
2.2	The applicant has analyzed and prioritized the top three (3) project goals and corresponding objectives for the proposed project.
2.3	The applicant has clearly communicated project activities and services for the target population which support each goal and objective.
2.4	The applicant has provided a reasonable timeline for implementation tied to the project activities and services as they relate to each prioritized goal and objective.
2.5	The applicant has detailed the referral process proposed for youth who will be served by the Proud Parenting Grant Program.
2.6	The applicant has described the process for determining the services a participant will receive and how participant progress will be assessed.
2.7	The applicant has clearly articulated a realistic plan for selecting the individuals who will deliver the project activities and services, and how they reflect the community which they are serving.
2.8	The applicant has a plan for incorporating the principles of cultural competency into the proposed project.
2.9	The applicant has provided a clear nexus between the local need described in the Project Need section and the project description.

**3. Project Collaboration (Percent of Total Value: 25%)**

**Address the following in narrative form:**

- Provide the steps taken and/or to be taken to establish a comprehensive collaborative effort within the community for this project.
- Identify all partnering agencies/organizations (committed and/or pledged) and describe their roles and responsibilities on the project. This includes in-kind match funding responsibilities.
- Describe how youth advocates (similar to the target population) have been included in the development, implementation, and oversight of the proposed project.
- Describe the collaborative readiness in providing services to the target population.

- Outline a well-formulated plan for how collaborative efforts will provide sustainability of the project after the Proud Parenting Grant Program funding ends.
- Provide a Letter(s) of Commitment demonstrating a partnering agency or organization’s pledge to participate in the proposed project. (\*Letter(s) of Commitment are referenced on page 25 of this RFP and are to be included as part of the Attachment Section identified in the Proud Parenting Grant Program Proposal Checklist.)

<b>Rating Criteria for Collaboration</b> (scored on a scale of 0-12; weighted at 25%)	
3.1	The applicant has illustrated steps taken and/or to be taken to establish a comprehensive collaborative effort for this project.
3.2	The applicant has clearly identified all partner agencies/organizations and described their roles and responsibilities on the project. This includes in-kind match funding responsibilities.
3.3	The applicant has consulted with and/or describes the process to include youth advocates (similar to the target population) in the development, implementation, and oversight of the project.
3.4	The applicant has supplied sufficient information to demonstrate collaborative readiness in providing services to the target population.
3.5	The applicant has outlined a well-formulated plan for how collaborative efforts will provide sustainability of the project after the Proud Parenting Grant Program funding ends.
3.6	The applicant has provided Letters of Commitment (within the Attachment Section) demonstrating a known or proposed partnering agency or organization’s commitment to participate in the project.

**4. Evidence-Based Practices and Strategies (Percent of Total Value: 15%)**

**Address the following in narrative form:**

- List and describe the intervention(s) proposed for project implementation.
- Provide information (research, meta-analysis, outcome evaluations) indicating the intervention (or its components) and/or project strategies have been effective elsewhere for similar target populations and project goals with sources being cited.
- Describe the population(s) for which each intervention has been shown to be, or is likely to be, effective and discuss how it is appropriate for the population being served by the Proud Parenting Grant Program project.
- Discuss what will be done to ensure local support factors necessary for the intervention (e.g., interagency partnerships, certified providers, criteria for



participation, culturally-relative program materials, etc.) can be implemented in the project setting.

- Provide a plan for maintaining fidelity to the intervention model identified for the project.

<b>Rating Criteria for Evidence-Based Practices and Strategies</b> (scored on a scale of 0-12; weighted at 15%)	
4.1	The applicant has described and listed the intervention(s) proposed for project implementation.
4.2	The applicant has provided sufficient information (research, meta-analysis, outcome evaluations) indicating the intervention (or its components) and/or project strategies have been effective elsewhere for similar target populations and project goals. Sources are cited.
4.3	The applicant has described the population(s) for which each intervention has been shown to be, or is likely to be, effective and has discussed how it is appropriate for the population to be served by the Proud Parenting Grant Program.
4.4	The applicant has discussed what will be done to ensure local support factors necessary for the intervention (e.g., interagency partnerships, certified providers, criteria for participation, culturally-relative program materials, etc.) can be implemented in the project setting.
4.5	The applicant has provided a plan for maintaining fidelity to the intervention model identified for the project.

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

**Address the following in narrative form:**

- Identify data measures that will be collected by the project and the entity that will be responsible for collecting the data.
- Describe how the data the project intends to collect directly ties to the Proud Parenting Grant Program proposed project goals and objectives.
- Describe a plan for evaluating the proposed project including identifying key metrics to be used in the program evaluation, including process and outcome measures for project components.
- Identify the entity that will conduct the Local Evaluation Plan and final Local Evaluation Report.

<b>Rating Criteria for Project Evaluation</b> (scored on a scale of 0-12; weighted at 5%)	
5.1	The applicant has identified data measures to be collected and the entity that will be responsible for collecting the data.
5.2	The applicant clearly described how the data the project intends to collect directly ties to the Proud Parenting Grant Program proposed project goals and objectives.
5.3	The applicant has clearly described a plan for evaluating the proposed project, including identifying key metrics to be used in the program evaluation that includes process and outcome measures for project components.
5.4	The applicant has identified the entity that will conduct the Local Evaluation Plan and final Local Evaluation Report.

**6. Project Budget (Percent of Total Value: 10%)**

The following Budget Table and Budget Narrative sections do not count toward the 14 pages allowed for the Program Narrative sections. The rating criteria for the Project Budget can be found at the end of this section (page 25). The Budget sections must be filled out completely and accurately to pass the Technical Compliance Review process. Carefully check the math within the Budget Table prior to submitting as fields do not auto-calculate, as well as figures calculated within the Budget Narrative section.

Complete the Proud Parenting Grant Program Budget Table on the following page to show the grant funds being requested (Column A) and the in-kind match funds being committed (Column B).

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

Note:

- Report amounts in whole dollars only. Please double-check all math calculations.
- Applicants are not required to request funds for every line item. If you are not requesting funds for a certain line item, simply list \$0.
- All applicants must contribute a 10 percent (10 %) in-kind match. It is not necessary to align grant dollars with match dollars in the same line item, as long as the total of Column C equals 10 percent (10%) of the total of Column A.
- All funds must be used consistent with the requirements of the *BSCC Grant Administration Guide*, located on the BSCC [website](#). Applicants should reference this Guide for definitions and other guidance in preparing a budget.

## 6A. Budget Table

<b>BSCC Budget Line Item</b>	<b>A. Grant Funds</b>	<b>B. In-Kind Match</b>	<b>C. Total (A+B)</b>
1.Salaries and Benefits	\$0	\$0	\$0
2.Services and Supplies	\$0	\$0	\$0
3.Professional Services	\$0	\$0	\$0
4.Community-Based Organization (CBO) Subcontracts	\$0	\$0	\$0
5.Indirect Costs (may not exceed 5% of the grant award)	\$0	\$0	\$0
6.Equipment/Fixed Assets	\$0	\$0	\$0
7.Data Collection/Enhancement	\$0	\$0	\$0
8.Project Evaluation	\$0	\$0	\$0
9.Sustainability Planning	\$0	\$0	\$0
10.Other (include travel, training, etc. costs)	\$0	\$0	\$0
<b>TOTALS</b>	\$0	\$0	\$0

### What to include in each Budget Line Item:

1. Salaries and Benefits: Include salaries and benefits for staff of the Applicant ONLY. Salaries and benefits associated with partner agencies, subgrantees or subcontractors should be included in the applicable line item (e.g. Professional Services, CBO Contracts, etc.). Include any in-kind match from the Applicant, if applicable
2. Services and Supplies: Include grant funds or in-kind match associated with services and supplies purchased or donated by the Applicant. Services and supplies purchased by partner agencies, subgrantees or subcontractors should be included in the applicable line item (e.g. Professional Services, CBO Contracts, etc.).
3. Professional Services: Include grant funds or in-kind match associated with public agency subcontracts or professional consultant subcontracts.
4. Community-Based Organization (CBO) Subcontracts: Include grant funds or in-kind match associated with CBO subcontracts.

5. Indirect Costs: For this grant, an Applicant may not claim more than five (5) percent (5%) in this line item. Indirect costs are shared costs that cannot be directly assigned to a particular activity but are necessary to the operation of the organization and the performance of the project. Indirect costs must be based on either the applicant's approved Indirect Cost Rate Plan or on a Cost Allocation Plan. Indirect cost guidelines can be found in the BSCC Grant Administration Guide, located on the BSCC [website](#).
6. Equipment and Fixed Assets: Include grant funds or in-kind match associated with equipment and fixed assets purchased or donated by the Applicant. Equipment and fixed assets are defined as nonexpendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. Items that do not meet this threshold should be included in the Services and Supplies category. Equipment and fixed assets purchased by partner agencies, subgrantees or subcontractors should be included in the applicable line item (e.g. Professional Services, CBO Contracts, etc.). Equipment and fixed assets over \$5,000 included in the proposed budget does not guarantee automatic approval; such purchases still require separate prior approval by BSCC.
7. Data Collection/Enhancement: Include all grant funds or in-kind match 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 Proud Parenting Grant Program.
8. Project Evaluation: Include all grant funds or in-kind match associated with evaluation efforts, even if they would otherwise fall into one of the other line items (e.g., Salaries & Benefits or Professional Services).
9. Sustainability Planning: Include all grant funds or in-kind match associated with planning efforts necessary to sustain the project after grant funding and corresponding contract has ceased (June 30, 2021).
10. Other (Travel, Training, Etc.): Include only training, travel or other costs set aside for such purposes by the Applicant. Training, travel or other costs allocated by partner agencies, subgrantees or subcontractors should be included in the applicable line item (e.g. CBO Subcontracts, etc.). Note: Out-of-state travel using grant funding is permissible in rare cases. The use of state funds for out-of-state travel is monitored very closely. Justification for out-of-state travel (OST) undergoes a high level of review and scrutiny and approval is granted only in limited cases. Out-of-state travel included in the proposed budget does not guarantee automatic approval; out-of-state travel request still require separate prior approval by BSCC.

## **6B. Budget Narrative**

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

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

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

<b>Rating Criteria for Project Budget</b> <b>Applied to both 6A Project Budget Table and 6B Project Budget Narrative</b> (Scored on a scale of 0 – 12; weighted at 10%)	
6.1	The applicant has provided sufficient information about the overall cost of the program operations which includes the total dollar amount from all funding sources used to support the program.
6.2	The applicant has identified the various funding sources that may be leveraged to support the overall project.
6.3	The applicant has provided complete and detailed budget information in each section, including language supporting each expense.
6.4	The amount of grant funds requested is reasonable and appropriate given the proposed project’s design and scope.
6.5	The applicant has provided a clear nexus between the line items and corresponding narrative) and the information provided within the Project Need section.

**Proposal Attachments**

**Letter(s) of Commitment**

A Letter of Commitment must be a statement of active participation by a collaborative partner(s) with the project. The Letter should specify any resources the entity will commit to the project and should identify what role/responsibility it will play in a successful project outcome.

There is no required format for the Letter(s) of Commitment; however, each Letter must be on the collaborating partner’s organization letterhead. Each Letter must be crafted to address a specific partner collaboration and should address, at a minimum:

- What the collaborator will contribute to the project,
- Information that the partner has the capacity to fulfill its roles/responsibilities, and
- Is committed to achieving the overall success of the Proud Parenting Grant Program project.

# APPENDICES

**APPENDIX A**  
**Criteria for Community-Based Organizations Receiving**  
**Proud Parenting Grant Program Funds**

(Page 1 of 2)

The 2017-18 Proud Parenting Grant Program Request for Proposals (RFP) includes requirements that apply to non-governmental, community-based organizations. Grantees are responsible for ensuring that all contracted third parties continually meet these requirements as a condition of receiving any Proud Parenting Grant Program funds. The RFP describes these requirements as follows:

Any Community-based Organization which receives Proud Parenting Grant Program funds must:

- Have been duly organized, in existence, and in good standing as of August 1, 2018;
- Be registered with the California Secretary of State’s Office, if applicable;
- Have a valid business license, Employer Identification Number (EIN), and/or Taxpayer ID (if sole proprietorship);
- Have any other state or local licenses or certifications necessary to provide the services requested (e.g., facility licensing by the Department of Health Care Services), if applicable.
- Have a physical address.
- Be exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code.

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

**Grantee:**

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

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

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

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

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



## APPENDIX B

### Glossary of Terms

#### **Cultural Competence**

Cultural competence<sup>7</sup> is a set of congruent behaviors, attitudes, and policies that come together in a system, agency or among professionals and enable that system, agency or those professions to work effectively in cross-cultural situations.

The word **culture** is used because it implies the integrated pattern of human behavior that includes thoughts, communications, actions, customs, beliefs, values and institutions of a racial, ethnic, religious or social group. The word **competence** is used because it implies having the capacity to function effectively. Five essential elements contribute to a system's institution's, or agency's ability to become more culturally competent which include:

1. Valuing diversity
2. Having the capacity for cultural self-assessment
3. Being conscious of the dynamics inherent when cultures interact
4. Having institutionalized culture knowledge
5. Having developed adaptations to service delivery reflecting an understanding of cultural diversity

These five elements should be manifested at every level of an organization including policy making, administrative, and practice. Further these elements should be reflected in the attitudes, structures, policies and services of the organization.

#### **Evaluation: Process Evaluation versus Outcome Evaluation Process Evaluation**<sup>8</sup>

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

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

#### **Outcome Evaluation**<sup>9</sup>

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

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<sup>7</sup> Cross, T., Bazron, B., Dennis, K., & Isaacs, M., (1989). *Towards A Culturally Competent System of Care, Volume I*. Washington, DC: Georgetown University Child Development Center, CASSP Technical Assistance Center.

<sup>8</sup>Justice Research and Statistics Association, Juvenile Justice Evaluation Center. (2003, June). *Juvenile Justice Program Evaluation: An overview (Second Edition)* p. 7. Retrieved from <http://www.jrsa.org/njiec/publications/program-evaluation.pdf>.

<sup>9</sup> *Id* at pp. 7-8.

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

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

### **Goal versus Objective**

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

In proposals, goals are defined by broad statements of what the program intends to accomplish, representing the long-term intended outcome of the program<sup>10</sup>.

Examples of goal statements<sup>11</sup>:

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

Objectives are defined by statements of specific, measurable aims of program activities<sup>12</sup>. Objectives detail the tasks that must be completed to achieve goals<sup>13</sup>. Descriptions of objectives in the proposals should include three elements<sup>14</sup>:

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

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<sup>10</sup> Justice Research and Statistics Association, Juvenile Justice Evaluation Center. (2003, June). *Juvenile Justice Program Evaluation: An overview (Second Edition)*. Retrieved from <http://www.jrsa.org/njiec/publications/program-evaluation.pdf>. See also New York State Division of Criminal Justice Services. *A Guide to Developing Goals and Objectives for Your Program*. Retrieved from <http://www.criminaljustice.ny.gov/ofpa/goalwrite.htm>.

<sup>11</sup> *Id.* at p. 4.

<sup>12</sup> National Center for Justice Planning. Overview of Strategic Planning. *Where Do We Want to Be? Goals and Objectives*. Retrieved from <http://ncjp.org/strategic-planning/overview/where-do-we-want-be/goals-objectives>.

<sup>13</sup> *Id.*; see *supra* fn 1.

<sup>14</sup> Justice Research and Statistics Association, Juvenile Justice Evaluation Center. (2003, June). *Juvenile Justice Program Evaluation: An overview (Second Edition)* p. 5. Retrieved from <http://www.jrsa.org/njiec/publications/program-evaluation.pdf>.

Examples of program objectives<sup>15</sup>:

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

### **Principles of Effective Intervention**

During the past two decades, there has been renewed interest in examining correctional research. These efforts have been led by researchers such as Gendreau, Andrews, Cullen, Lipsey and others.<sup>16</sup> Much evidence has been generated, leading to the conclusion that many rehabilitation programs have, in fact, produced significant reductions in recidivism. The next critical issue became the identification of those characteristics most commonly associated with effective programs. Through the work of numerous scholars (Andrews et al., 1990<sup>17</sup>; Cullen and Gendreau, 2000<sup>18</sup>; Lipsey 1999<sup>19</sup>), several “principles of effective intervention” have been identified. These principles can be briefly categorized as the following:

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

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<sup>15</sup> *Id.*

<sup>16</sup> For a thorough review of this research, see Cullen, F.T. and B.K. Applegate. 1998. *Offender rehabilitation: Effective correctional intervention*. Brookfield, Vt.: Ashgate Dartmouth.

<sup>17</sup> Andrews, D.A., I. Zinger, R.D. Hoge, J. Bonta, P. Gendreau and F.T. Cullen. 1990. Does correctional treatment work? A clinically relevant and psychologically informed meta-analysis. *Criminology* 28(3):369-404.

<sup>18</sup> Cullen, F.T. and P. Gendreau. 2000. Assessing correctional rehabilitation: Policy, practice, and prospects. In *Criminal justice 2000: Volume 3 – Policies, processes, and decisions of the criminal justice system*, ed. J. Horney, 109-175. Washington, D.C.: U.S. Department of Justice, National Institute of Justice.

<sup>19</sup> Lipsey, M.W. 1999. Can intervention rehabilitate serious delinquents? *The Annals of the American Academy of Political and Social Science*, 564(2):142-166.

## APPENDIX C

### SAMPLE: Local Evaluation Plan Components

A Local Evaluation Plan (LEP) should, at a minimum, address the following:

1. Project Goals:
2. Project Objectives:
3. Define the target population for example: gender age, offense history, criminogenic factors, etc.
4. Estimated number of participants receiving intervention(s) per project component.
5. Describe the process for determining which interventions(s) a participant will receive.
6. Plan to document the services within the intervention(s) provided to each participant.
7. Plan for tracking participants in terms of progress in the project for example start dates, attendance logs, dropouts, successful completions, etc.
8. Project-oversight structure and overall decision-making process for the project.
9. Overall project approach to ensuring project components are being monitored, assessed, and adjusted as necessary.
10. Plan for documenting activities performed by staff who are conducting the project.
11. Process Evaluation Variables.
12. Outcome variables that will be tracked.
13. Outcomes measures that will be tracked.
14. Logic model providing a graphic overview of the project.
15. Criteria for determining participant success for the intervention.
16. Criteria for determining participant success/failure in the project.
17. Detailed plan for assessing the effectiveness of the overall Proud Parenting project including all individual project components.
18. Identify method of determining if the project "worked" in terms of achieving the project set goals.
19. Describe the research design that will be used to complete the evaluation.
20. Plan for documenting cost of evaluation and cost per participant.

**APPENDIX D**  
**FY 2017-2018 Proud Parenting Grant Program**  
**Executive Steering Committee**

**Membership Roster**  
**November 2017**

	<b>Name</b>	<b>Title</b>	<b>Organization/Agency</b>	<b>County</b>
1	Michael Ertola (Chair)	Chief Probation Officer and BSCC Board Member	County Probation Department	Nevada County
2	Dr. Geoff Twitchell	Director of Treatment and Clinical Services	County Probation Department	San Diego County
3	Israel Villa	Program & Policy Coordinator	MILPA Collective	Monterey County
4	Vicki Imbach, MSW	Supervising Social Service Practitioner	Children & Family Services, Juvenile Dependency Court	San Bernardino County
5	Robert Wiseman	Executive Director	Wingmen Foundation, Inc.	Yuba County

**APPENDIX E**  
**SAMPLE - Contract and General Terms and Conditions**

STATE OF CALIFORNIA

**STANDARD AGREEMENT**

STD 213 (Rev 06/03)

AGREEMENT NUMBER

**BSCC** \_\_\_\_\_

REGISTRATION NUMBER

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

STATE AGENCY'S NAME

**BOARD OF STATE AND COMMUNITY CORRECTIONS**

CONTRACTOR'S NAME

2. The term of this Agreement is: July 1, 2018 through June 30, 2021

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

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

Exhibit A:	Scope of Work	3	pages
Exhibit B:	Budget Detail and Payment Provisions	4	pages
Exhibit C:	General Terms and Conditions (04/2017)	4	pages
Exhibit D:	Special Terms and Conditions	4	pages
Attachment 1:	Proud Parenting Grant Program Request for Proposals*	XX	pages
Attachment 2:	Grant Proposal/Application for Funding	XX	pages
Appendix A:	Proud Parenting Grant Program Executive Steering Committee	1	page
Appendix B:	Criteria for Non-Governmental Organizations Receiving Proud Parenting Grant Program Funds	2	pages

\* This item is incorporated by reference and can be accessed at: <http://www.bscc.ca.gov/>

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

**CONTRACTOR**

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

BY (Authorized Signature)



DATE SIGNED (Do not type)

PRINTED NAME AND TITLE OF PERSON SIGNING

ADDRESS

**STATE OF CALIFORNIA**

AGENCY NAME

**BOARD OF STATE AND COMMUNITY CORRECTIONS**

BY (Authorized Signature)

DATE SIGNED (Do not type)

PRINTED NAME AND TITLE OF PERSON SIGNING

**MARY JOLLS, Deputy Director**

ADDRESS

2590 Venture Oaks Way, Suite 200  
 Sacramento CA 95833

*California Department of General  
 Services Use Only*

Exempt per: SCM 1, 4.06

**EXHIBIT A**  
**SAMPLE - SCOPE OF WORK**

**1. GRANT AGREEMENT – PROUD PARENTING GRANT PROGRAM**

This Grant Agreement is between the State of California, Board of State and Community Corrections (hereafter referred to as BSCC) and XXX (hereafter referred to as the Grantee).

**2. PROJECT SUMMARY AND ADMINISTRATION**

A. Project Summary here....

B. Grantee agrees to administer the project in accordance with Attachment 1: Proud Parenting Grant Program Request for Proposals (incorporated by reference) and Attachment 2: Grant Proposal/Application for Funding, which are attached and hereto made part of this agreement.

**3. PROJECT OFFICIALS**

A. The BSCC's Executive Director or designee shall be the BSCC's representative for administration of the Grant Agreement and shall have authority to make determinations relating to any controversies that may arise under or 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:

Fax:

Email:

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

Name:

Title:

Address:

Phone:

Fax:

Email:

**EXHIBIT A**  
**SAMPLE - 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 the Proud Parenting Grant Program Request for Proposals.

**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:

<u>Progress Report Periods</u>	<u>Due no later than:</u>
1. July 1, 2018 to September 30, 2018	November 15, 2018
2. October 1, 2018 to December 31, 2018	February 15, 2019
3. January 1, 2019 to March 31, 2019	May 15, 2019
4. April 1, 2019 to June 30, 2019	August 15, 2019
5. July 1, 2019 to September 30, 2019	November 15, 2019
6. October 1, 2019 to December 31, 2019	February 15, 2020
7. January 1, 2020 to March 31, 2020	May 15, 2020
8. April 1, 2020 to June 30, 2020	August 15, 2020
9. July 1, 2020 to September 30, 2020	November 15, 2020
10. October 1, 2020 to December 31, 2020	February 15, 2021
11. January 1, 2021 to March 31, 2021	May 15, 2021
12. April 1, 2020 to June 30, 2020	August 15, 2021

<u>B. Evaluation Documents</u>	<u>Due no later than:</u>
1. Local Evaluation Plan	October 1, 2018
2. Final Local Evaluation Report	October 1, 2021

- C. Other  
Grantees shall submit all other reports and data as required by the BSCC.

**6. AUDIT REQUIREMENT**

- A. 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.
- B. The Department of General Services, the Bureau of State Audits, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this grant.



**EXHIBIT A**  
**SAMPLE - SCOPE OF WORK**

**7. PROJECT RECORDS**

- A. The Grantee shall establish an official file for the project. The file shall contain adequate documentation of all actions taken with respect to the project, including copies of this Grant Agreement, approved program/budget modifications, financial records, and required reports.
- B. The Grantee shall establish separate accounting records and maintain documents and other evidence sufficient to properly reflect the amount, receipt, and disposition of all project funds, including grant funds 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 (3) 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 (3) year period, whichever is later.

**8. CONFLICT OF INTEREST**

- A. Existing law prohibits any grantee, subgrantee, partner, or like party who participated on the Proud Parenting Grant Program Executive Steering Committee (see Contract Appendix X) from receiving funds from the Proud Parenting Grant Program awarded under this RFP. Applicants who are awarded grants under this RFP are responsible for reviewing the Proud Parenting Grant Program ESC membership roster (see Contract Appendix X) and ensuring no grant dollars are passed through to any entity represented by the members of the Proud Parenting Grant Program ESC.

**EXHIBIT A**  
**SAMPLE - SCOPE OF WORK**

- B. In cases of an actual conflict of interest with an ESC member, the Board may revoke the grant award and legal consequences could exist for the parties involved, including, but not limited to, repayment of the grant award.

**SAMPLE  
GRANT  
AGREEMENT**

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

**1. INVOICING AND PAYMENTS**

A. The Grantee shall be paid monthly or quarterly, as designated by the grantee, in arrears by submitting an invoice (Form 201) to the BSCC that outlines actual expenditures claimed for the reporting period. Grantee must insert the term “Monthly” or “Quarterly” here: XXX and must then adhere to the applicable due dates.

<input type="checkbox"/> <b>Monthly Invoicing Periods</b>	<b>Due No Later Than:</b>
1. July 1, 2018 to July 31, 2018	September 15, 2018
2. August 1, 2018 to August 31, 2018	October 15, 2018
3. September 1, 2018 to September 30, 2018	November 15, 2018
4. October 1, 2018 to October 31, 2018	December 15, 2018
5. November 1, 2018 to November 30, 2018	January 15, 2019
6. December 1, 2018 to December 31, 2018	February 15, 2019
7. January 1, 2019 to January 31, 2019	March 15, 2019
8. February 1, 2019 to February 28, 2019	April 15, 2019
9. March 1, 2019 to March 31, 2019	May 15, 2019
10. April 1, 2019 to April 30, 2019	June 15, 2019
11. May 1, 2019 to May 31, 2019	July 15, 2019
12. June 1, 2019 to June 30, 2019	August 15, 2019
13. July 1, 2019 to July 31, 2019	September 15, 2019
14. August 1, 2019 to August 31, 2019	October 15, 2019
15. September 1, 2019 to September 30, 2019	November 15, 2019
16. October 1, 2019 to October 31, 2019	December 15, 2019
17. November 1, 2019 to November 30, 2019	January 15, 2020
18. December 1, 2019 to December 31, 2019	February 15, 2020
19. January 1, 2020 to January 31, 2020	March 15, 2020
20. February 1, 2020 to February 29, 2020	April 15, 2020
21. March 1, 2020 to March 31, 2020	May 15, 2020
22. April 1, 2020 to April 30, 2020	June 15, 2020
23. May 1, 2020 to May 31, 2020	July 15, 2020
24. June 1, 2020 to June 30, 2020	August 15, 2020
25. July 1, 2020 to July 31, 2020	September 15, 2020
26. August 1, 2020 to August 31, 2020	October 15, 2020
27. September 1, 2020 to September 30, 2020	November 15, 2020
28. October 1, 2020 to October 31, 2020	December 15, 2020
29. November 1, 2020 to November 30, 2020	January 15, 2021
30. December 1, 2020 to December 31, 2020	February 15, 2021
31. January 1, 2021 to January 31, 2021	March 15, 2021
32. February 1, 2021 to February 29, 2021	April 15, 2021
33. March 1, 2021 to March 31, 2021	May 15, 2021
34. April 1, 2021 to April 30, 2021	June 15, 2021
35. May 1, 2021 to May 31, 2021	July 15, 2021
36. June 1, 2021 to June 30, 2021	August 15, 2021

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

<input type="checkbox"/> <b>Quarterly Invoice Periods:</b>	<b>Due No Later Than:</b>
1. July 1, 2018 to September 30, 2018	November 15, 2018
2. October 1, 2018 to December 31, 2018	February 15, 2019
3. January 1, 2019 to March 31, 2019	May 15, 2019
4. April 1, 2019 to June 30, 2019	August 15, 2019
5. July 1, 2019 to September 30, 2019	November 15, 2019
6. October 1, 2019 to December 31, 2019	February 15, 2020
7. January 1, 2020 to March 31, 2020	May 15, 2020
8. April 1, 2020 to June 30, 2020	August 15, 2020
9. July 1, 2020 to September 30, 2020	November 15, 2020
10. October 1, 2020 to December 31, 2020	February 15, 2021
11. January 1, 2021 to March 31, 2021	May 15, 2021
12. April 1, 2021 to June 30, 2021	August 15, 2021

- B. An invoice is due to the BSCC even if grant funds are not expended or requested during the reporting period. Supporting documentation must be submitted for expenditures upon BSCC's request. All supporting documentation must be maintained by the grantee on site and be readily available for review during BSCC site visits.

**2. GRANT AMOUNT AND LIMITATION**

- A. In no event shall the BSCC be obligated to pay any amount in excess of the grant award. Grantee waives any and all claims against the BSCC and the State of California 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 through Proud Parenting Grant Program funding generated from the General Fund. 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 granted through the passage of Assembly Bill 97 (Statutes of 2017, Chapter 14), also known as the California Budget Act of 2017. It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Grant Agreement does not appropriate sufficient funds for the program, this Grant Agreement shall be of no further force and effect. In this event, the BSCC shall have no liability to pay any funds whatsoever to Grantee or to furnish any other considerations under this Agreement and Grantee shall not be obligated to perform any provisions of this Grant Agreement.

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

- B. If Proud Parenting Grant Program funding is reduced or falls below estimates contained within the Proud Parenting Grant Program Request for Proposals, 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 2016 BSCC Grant Administration Guide, which can be found under Quick Links here: [http://www.bscc.ca.gov/s\\_correctionsplanningandprograms.php](http://www.bscc.ca.gov/s_correctionsplanningandprograms.php)

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

- B. Grantee 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.

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

**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.
- 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**  
**SAMPLE - BUDGET DETAIL AND PAYMENT PROVISIONS**

**7. PROJECT BUDGET**

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

**EXHIBIT C**  
**SAMPLE - 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, 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.



**EXHIBIT C**  
**SAMPLE - GENERAL TERMS AND CONDITIONS (04/2017)**

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

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

**EXHIBIT C**  
**SAMPLE - GENERAL TERMS AND CONDITIONS (04/2017)**

- 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 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

**EXHIBIT C**  
**SAMPLE - GENERAL TERMS AND CONDITIONS (04/2017)**

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 performance of the Contract; (3) the amount each DVBE received from the prime Contractor; (4) that all payments under the Contract have been made to the DVBE; and (5) the actual percentage of DVBE participation that was achieved. A person or entity that knowingly provides false information shall be subject to a civil penalty for each violation. (Mil. & Vets. Code § 999.5(d); Govt. Code § 14841.)

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

**EXHIBIT D**  
**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 is solely for the purpose of proper administration of grant funds, and shall not be deemed to relieve or restrict the Grantee's responsibility.
- B. Grantee is responsible for the performance of all project activities identified in Attachment 1: Proud Parenting Grant Program Request for Proposals 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: Proud Parenting Grant Program Request for Proposal 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.

**EXHIBIT D**  
**SAMPLE - SPECIAL TERMS AND CONDITIONS**

- C. Grantee shall ensure that all subcontractors comply with the eligibility requirements stated in the Proud Parenting Grant Program RFP and described in 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:

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. 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

**EXHIBIT D**  
**SAMPLE - SPECIAL TERMS AND CONDITIONS**

activity or action determined to not be in compliance with the terms and conditions of this Grant Agreement, or take other remedies legally available.

- C. Pursuant to Government Code Section 7599.2 (c), grantees are subject to audits by the State Controller's Office and must comply with requirements and instructions provided by that office.

**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 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:

- 1) substantial alteration of the scope of the grant project without prior written approval of the BSCC;
- 2) refusal or inability to complete the grant project in a manner consistent with Attachment 1: Proud Parenting Grant Program Request for Proposal/Application for Funding, or approved modifications;
- 3) failure to provide the required local match share of the total project costs; and
- 4) failure to meet prescribed assurances, commitments, recording, accounting, auditing, and reporting requirements of the Grant Agreement.

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

**EXHIBIT D**  
**SAMPLE - SPECIAL TERMS AND CONDITIONS**

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.
- 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

**EXHIBIT D**  
**SAMPLE - SPECIAL TERMS AND CONDITIONS**

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.

**SAMPLE  
GRANT  
AGREEMENT**



**APPENDIX F**  
**SAMPLE: Governing Board Resolution**

Before grant funds can be reimbursed, grantees 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 County Board of Supervisors delegating such authority to a county Chief Probation Officer, Chief Executive Officer or like party of CBO).

Below is assurance language that, at a minimum, must be included in the resolution submitted to the Board of State and Community Corrections.

Applicants are encouraged (but not required) to submit the resolution with their application.

---

WHEREAS the ***(insert name of Applicant Agency)*** desires to participate in Proud Parenting Grant Program funded through the California State General Fund and administered by the Board of State and Community Corrections (hereafter referred to as BSCC).

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

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

BE IT FURTHER RESOLVED that the ***(insert name of Lead Agency)*** agrees to ensure all matching funds required for the above grant are provided and 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 G**  
**SAMPLE: Proud Parenting Grant Program**  
**Progress Report**

<b>County:</b>	<b>BSCC Grant Award Number:</b>
<b>Project Title:</b>	<b>Date:</b>
<b>Prepared by:</b>	<b>Phone:</b>
<b>Title:</b>	<b>Email:</b>

<b>Year 1 Reporting Quarters</b>			
<input type="checkbox"/> Quarter 1 July 1-September 30, 2018 Due: November 15, 2018	<input type="checkbox"/> Quarter 2 October 1-December 31, 2018 Due: February 15, 2019	<input type="checkbox"/> Quarter 3 January 1-March 31, 2019 Due: May 15, 2019	<input type="checkbox"/> Quarter 4 April 1-June 30, 2019 Due: August 15, 2019

**SECTION 1**

Please provide an update on your efforts with respect to administering the project as outlined in the grant proposal by addressing the following questions.

**Expenditure Status:**

Proud Parenting Award Amount - \$	
Amount Invoiced-to-Date (Sum of Quarterly Invoices)	\$
Percent of Award Invoiced to Date (Amount above ÷ Award Amount)	%
Proud Parenting Match Amount - \$	
Match Amount Recorded-To-Date (Sum of Quarterly Invoices)	\$
Percent of Match Recorded-To Date (Match Amount Above ÷ Obligated Match Amount)	%

In relation to the overall grant budget, are state Proud Parenting grant funds being expended as planned and on schedule?  Yes  No  
 If not, please explain why, and describe what expenditure plan(s) exist for the grant period.

In relation to the overall grant match requirement, are local match dollars being used as planned and on schedule?  Yes  No  
 If not, please explain why, and describe what plan(s) exist for the making sure contractually obligated matching funds are provided for within the grant period.

**Overall Activities Implemented:** Describe project activities this reporting period (hiring of staff, process development/improvement, service delivery, collaboration efforts, evaluation planning/implementation).

**Overall Project Challenges: Identification and Resolution-** Describe any challenges/issues the project has encountered during the reporting period. Consider what may be affecting project effectiveness or may have the potential of affecting program outcomes and stated goals. Examples of areas where problems may exist are program administration, service delivery, rate of referrals, and participant enrollment or participation, county processes, among others. Describe the plan to resolve identified challenges.

**Overall Accomplishments and Highlights:** What successes (other than participant-specific) has the project achieved (e.g., reaching participant enrollment for the period, reaching other stated project goals, recognition from public officials and/or other jurisdictions/agencies, receiving media coverage)? Please include any training project staff and/or local partnering agencies have received this reporting period.

**Other Comments, Observations, and/or Project Notables:**

**Case Study/Anecdotal Information:** Case studies are often the most compelling evidence of the value of a program. With this in mind, please provide a brief description of a client enrolled in your project (e.g., age, gender, race, criminal history, etc.), challenges with engaging and/or serving the client, and how the project is positively impacting him/her and their family.

*Do not identify participant by name.*

## **SECTION 2: County Identified Goals and Objectives**

Section 2 lists the goals and objectives developed by the grantee and provided to the BSCC. There are three questions for each goal/objective listed. Provide responses specific to this reporting quarter below.

- **Goal:** Goal 1 from RFP

**Objectives:**

- Objective 1a from RFP
- Objective 1b from RFP
- Objective 1c from RFP

1. Describe progress towards the stated goal and objectives during the reporting period.
2. Describe any challenges towards the stated goal and objectives during the reporting period.
3. If applicable, what steps were implemented to address challenges.

- **Goal:** Goal 2 from RFP

- Objectives:**
- Objective 2a from RFP
  - Objective 2b from RFP
  - Objective 2c from RFP

1. Describe progress towards the stated goal and objectives during the reporting period.
2. Describe any challenges towards the stated goal and objectives during the reporting period.
3. If applicable, what steps were implemented to address challenges.

- **Goal:** Goal 3 from RFP

- Objectives:**
- Objective 3a from RFP
  - Objective 3b from RFP
  - Objective 3c from RFP

1. Describe progress towards the stated goal and objectives during the reporting period.
2. Describe any challenges towards the stated goal and objectives during the reporting period.
3. If applicable, what steps were implemented to address challenges.

### **SECTION 3: Technical Assistance/Other**

Section 3 asks questions related to technical assistance and provides space for any additional information the grantee would like to report. Provide responses specific to this reporting quarter below.

1. What modifications, if any, have been made to programs/services funded with Proud Parenting Program Grant dollars?
2. What quality assurance methods are in place to ensure programs/services are being delivered as intended and with fidelity to the evidence-based model(s)?
3. Would you like technical assistance? If so, describe the nature of the request.
4. Other - Provide any additional information on the grant, its implementation, programming, etc. below.

## SECTION 4: Data Collection

Section 4 asks questions related to participants program enrollment and exit. Provide data for all programs/services funded by the Proud Parenting Program. (For example, the County-BSCC contract includes Aggression Replacement Training, Therapy Groups, and a contract with a community-based organization to provide additional services.) Provide data for all programs/services funded by the Proud Parenting Program. Provide responses specific to this reporting quarter below.

### **Project Enrollment Data (Reporting Quarter Data Only):**

1. How many participants were referred to programs/services funded by the Proud Parenting Grant Program this reporting quarter?
2. How many participants were enrolled in programs/services funded by the Proud Parenting Grant Program this reporting quarter?
3. Of those participants who were enrolled this reporting quarter, how many were enrolled as a mandatory condition of probation? How many enrolled voluntarily?
4. How many participants were served by programs/services funded by the Proud Parenting Grant Program this reporting quarter?
5. What was the average number of days between referral date to first service activity date for those participants enrolled this reporting quarter?
6. How many participants were screened or assessed prior to referral or enrollment? If so, what screening tools or assessments were used?

7. Provide the total number of participants for each age group that enrolled in programs/services:

14:	17:	20:	23:
15:	18:	21:	24:
16:	19:	22:	

8. Provide the total number of participants for each ethnicity group that enrolled in programs/services:

African American	Caucasian	Hispanic	Pacific Islander
Asian	Filipino	Native American	Other/Mixed

9. Provide the total number of participants for each gender group that enrolled in programs/services:

Female	Non-Binary/Third Gender	Prefer Not to State
Male	Prefer to Self-Define	

10. How many participants were pregnant upon enrollment in programs/services?

11. Provide the number of children participants were responsible for upon enrollment in programs/services:

0 Children	1-3 Children	4-5 Children	More than 5+
------------	--------------	--------------	--------------

12. Provide the number of participants with the following levels of education upon enrollment in programs/services:

Some High School	Some College	Other
High School Graduate	College Graduate	

13. Provide the number of participants with the following levels of employment upon enrollment in programs/services:

Full-time	Part-time	Unemployed	Other/Unknown
-----------	-----------	------------	---------------

14. Provide the number of participants with the following housing statuses upon enrollment in programs/services:

Living Independently	Living with Relatives	Homeless
----------------------	-----------------------	----------

**Project Exit Data (Reporting Quarter Data Only):**

1. How many participants exited programs/services funded by the Proud Parenting Grant Program this reporting quarter?

2. Provide the total number of participants for each age group that exited programs/services:

14:	17:	20:	23:
15:	18:	21:	24:
16:	19:	22:	

3. Provide the total number of participants for each ethnicity group that exited programs/services:

African American	Caucasian	Hispanic	Pacific Islander
Asian	Filipino	Native American	Other/Mixed

4. Provide the total number of participants for each gender group that exited programs/services:

Female	Non-Binary/Third Gender	Prefer Not to State
Male	Prefer to Self-Define	

5. How many participants were pregnant upon exiting programs/services?

6. Provide the number of children participants were responsible for when exiting programs/services:

0 Children	1-3 Children	4-5 Children	More than 5+
------------	--------------	--------------	--------------

7. Provide the number of participants with the following levels of education when exiting programs/services:

Some High School	Some College	Other
High School Graduate	College Graduate	

8. Provide the number of participants with the following levels of employment when exiting programs/services:

Full-time	Part-time	Unemployed	Other/Unknown
-----------	-----------	------------	---------------

9. Provide the number of participants with the following housing statuses upon exiting programs/services:

Living Independently	Living with Relatives	Homeless
----------------------	-----------------------	----------

10. Provide the number of participants who exited the programs/services for the following reasons:

Successfully completing the program	Dropped out of program/services	Asked to leave
Arrest and/or incarceration	Other (describe):	

11. Definition of successfully completing the program:

12. How many participants who exited the programs/services reported an increase in time spent with their children from enrollment to exit (Pre-/Post-Program)?

13. How many participants who exited the programs/services reported an increase of knowledge in the following areas:

Early Childhood Development/Care	Parent-Child Activities
Stress Management	Anger Management
Financial/economic Literacy	Substance Use
Safe Sex	Self-Care

14. What was the average number of program/class hours completed by participants who successfully completed the program?

15. What was the average length of stay in the program/services for participants who successfully completed the program (in days)?

**APPENDIX H**  
**Certification of Compliance with BSCC Policies**  
**Regarding Debarment, Fraud, Theft, and Embezzlement**

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

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

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

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

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

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

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

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

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

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



**APPENDIX I**  
**SAMPLE: BSCC Comprehensive Monitoring Visit Tool**

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

<b>Grantee:</b>	<b>Award Year:</b> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> (as applicable)
<b>Grant Program:</b>	<b>Federal Funds:</b> <input type="checkbox"/> <b>State Funds:</b> <input type="checkbox"/>
<b>Contract Number:</b>	<b>Grant Amount:</b>
<b>Project Title:</b>	
<b>Project Director:</b>	<b>Financial Officer:</b>
<b>Project Director Phone:</b>	<b>Financial Officer Phone:</b>
<b>Project Director E-Mail:</b>	<b>Financial Officer E-mail:</b>
<b>Field Representative:</b>	<b>Date of Visit:</b>

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

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

**Project Summary:**

## I. ADMINISTRATIVE REVIEW

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### 1. Executed Agreement

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

### 2. BSCC Grant Administration Guide

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

### 3. Organizational Chart

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

### 4. Duty Statements

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

### 5. Timesheets

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

Yes  No

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

### 6. Staff Positions

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

Yes  No

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

### 7. Anticipated Changes

Are there any anticipated changes to staff or the project?

Yes  No

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

### 8. Subcontracts

8a. Does this grant provide for subcontracted services?

Yes  No

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

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

Yes  No  N/A

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

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

## 9. Budget Modifications

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

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

9b. Were there any substantial modifications made that were not approved by the BSCC? **Yes**  **No**

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

## 10. Fidelity Bond

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

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

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**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**

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**1. Budget File**

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

**2. Fiscal Policies and Procedures**

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

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

### 3. Invoices

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

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

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

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

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

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

### 4. Tracking

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

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

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

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

### 5. Equipment/Fixed Assets

5a. Did the Grantee purchase or lease equipment/fixed assets with grant funds? **Yes**  **No**

5b. The Grantee received prior approval from BSCC for purchases of equipment and/or fixed assets that were more than \$3,500 per item. **Yes**  **No**  **N/A**

5c. The equipment/fixed assets were listed in the budget or in a Budget Modification.  
Yes  No  N/A

5d. The Grantee maintains an inventory list of equipment/fixed assets purchased with grant funds.  
Yes  No  N/A

5e. The Grantee maintains proof of receipt of equipment/fixed assets.  
Yes  No  N/A

**6. Supplanting**

The Grantee can verify that expenditures submitted for grant reimbursement (including salaries and benefits) are not also claimed/reimbursed under another separate agreement or funding stream (supplanting).  
Yes  No

**7. Match**

7a. The Grantee is in compliance with the match requirement.  
Yes  No  N/A

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

**8. Project Income**

Does the Grantee generate income from grant funds (e.g., fundraisers, registration fees, etc.)?  
Yes  No  N/A

**9. Subcontracts**

9a. Does the Grantee require subcontract agencies to submit source documentation with their billing invoice?  
Yes  No  N/A

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

*Describe in the Fiscal Review Comments section.*

9c. Is the source documentation sufficient to justify charges? Yes  No  N/A

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

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

**10. Audits**

10a. What type of audit report will the project submit?  
Single City/County Audit Report   
Program Specific Audit   
Other

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

---

**Field Representative Comments for Fiscal Review Section:**  
***Number comments to correspond to Fiscal Review items.***

**IV. PROGRAM REVIEW**

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*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 responsibility? ***Explain in the Program Review Comments section.***

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

**4. Staff Training**

4a. Do all project staff receive an orientation and/or training pertinent to the grant project? Yes  No

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



Yes  No

**5. Policies & Procedures**

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

5b. Are they accessible to staff? Yes  No

**6. Case Management/Tracking**

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

Yes  No  N/A

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

***Explain in the Program Review Comments section.***

**7. Source Documentation**

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

**8. Progress Reports**

8a. Progress Reports are current. Yes  No

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

***If no, explain in the Program Review Comments section.***

**9. Problems**

The Grantee has experienced operational or service delivery problems.

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

**10. Sustainability**

Does the grantee have a sustainability plan to continue service delivery after grant funds expire? Yes  No

***Describe in the Program Review Comments section.***

**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

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### 1. Evaluator

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

Yes  No  N/A

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

### 2. Evaluation Plan

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

Yes  No  N/A

### 3. Preliminary Evidence

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

Yes  No  N/A

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

Yes  No  N/A

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

## VI. MONITORING SUMMARY

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### 1. Outcome of Visit

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

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

1c. Describe here:

### 2. Technical Assistance

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

2b. Describe here:

## APPENDIX J Evidence-Based Resources

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

Blueprints for Violence Prevention

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

Board of State and Community Corrections

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

California Institute of Behavioral Health Solutions

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

Coalition for Evidence-Based Policy

<http://evidencebasedprograms.org/>

CrimeSolutions.gov

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

Evaluating Drug Control and System Improvement Projects

Guidelines for Project Supported by the Bureau of Justice Assistance

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

Find Youth Information

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

Justice Research and Statistic Association

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

National Criminal Justice Reference Service (NCJRS)

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

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

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

National Institute of Corrections

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

National Institute of Justice, New Tool for Law Enforcement Executives

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

National Reentry Resource Center

<http://nationalreentryresourcecenter.org/>

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

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

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

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

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

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

Substance Abuse and Mental Health Services Administration (SAMHSA) National Registry of Evidence-Based Programs and Practices  
<http://www.nrepp.samhsa.gov>

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

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

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

# Proud Parenting Grant Program

## PROPOSAL PACKAGE COVER SHEET

**Submitted by:**

<INSERT NAME OF APPLICANT>

**Date submitted:**

<INSERT DATE>

## Proud Parenting Grant Program Proposal Checklist

A complete Proud Parenting Grant Program proposal package must contain the following (to be submitted in the order listed):

	<b>Required Items:</b>	✓
1	Cover Sheet	
2	Proud Parenting Grant Program Proposal Checklist <ul style="list-style-type: none"> <li>Signed in blue ink by the authorized signatory (original signature)</li> </ul>	
3	Applicant Information Form <ul style="list-style-type: none"> <li>Signed in blue ink by the authorized signatory (original signature)</li> </ul>	
4	Proposal Abstract <ul style="list-style-type: none"> <li>1 page only</li> </ul>	
5	Proposal Narrative <ul style="list-style-type: none"> <li>14 pages or less</li> </ul>	
6	Budget Table <ul style="list-style-type: none"> <li>Use template provided</li> </ul>	
7	Budget Narrative <ul style="list-style-type: none"> <li>Use template provided</li> </ul>	
8	Request for Proposals Attachments <ul style="list-style-type: none"> <li>10 pages or less</li> <li>Includes Letters of Commitment. May also include endnotes, bibliography using either the Modern Language Association (MLA) or American Psychological Association (APA) styles, Letters of Local Support, and/or charts and graphs cited within narrative, as applicable or necessary.</li> </ul>	
<b>Required Attachment for <u>All Applicants</u>:</b>		
9	<i>Certification of Compliance with BSCC Policies on Debarment, Fraud, Theft and Embezzlement</i> (Appendix H) <ul style="list-style-type: none"> <li>Signed in blue ink by the authorized signatory (original signature)</li> </ul>	
<b>Required Attachment for <u>All Community-Based Organization Applicants</u>:</b>		
10	<i>Criteria for Non-Governmental Organizations Receiving Proud Parenting Grant Program Funds</i> (Appendix A) <ul style="list-style-type: none"> <li>Signed in blue ink by the authorized signatory (original signature)</li> </ul>	
<b>Optional:</b>		
11	<i>Governing Board Resolution</i> (Appendix F) <i>Note: The Governing Board Resolution is due prior to Grant Award Agreement, <u>not</u> required at time of proposal submission.</i>	

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

X

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

**\*\*\*ATTACHMENTS OTHER THAN THOSE LISTED ABOVE OR MORE THAN THE ALLOWED PAGE LIMIT WILL NOT CONSIDERED\*\*\***

## Applicant Information Form: Instructions

- A. Applicant:** Complete the required information for the entity submitting the proposal. This entity will be the lead agency responsible for the overall development, implementation, and oversight of the project.  
Eligible applicants are:
- County Probation Departments
  - County Offices of Education
  - Non-Profit Community-based Organizations (CBO)
- B. Tax Identification Number:** Provide tax identification number of the Applicant.
- C. Location of Services:** List the name(s) of the city/cities and the county the Proud Parenting Grant Program will provide funded services and activities.
- D. Project Title:** Provide the title of the proposed project.
- E. Project Summary:** Provide a summary (100-150 words) of the proposed project. Note: this information will be posted to the BSCC's website for informational purposes.
- F. Grant Funds Requested:** Identify the amount of grant funds requested for the first year of the proposed project.
- G. 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 Grantee.
- H. 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.
- I. 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.
- J. 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.
- K. 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.

**Proud Parenting Grant Program  
Applicant Information Form**

<b>A. APPLICANT:</b>		<b>B. TAX IDENTIFICATION NUMBER:</b>	
NAME OF APPLICANT		TAX IDENTIFICATION #	
STREET ADDRESS	CITY	STATE	ZIP CODE
MAILING ADDRESS (if different)	CITY	STATE	ZIP CODE
<b>C. LOCATION OF SERVICES:</b>			
<b>D. PROJECT TITLE:</b>			
<b>E. PROJECT SUMMARY (100-150 words):</b>		<b>F. GRANT FUNDS REQUESTED:</b>	
		\$	
<b>G. PROJECT DIRECTOR:</b>			
NAME	TITLE	TELEPHONE NUMBER	
STREET ADDRESS		CITY	
STATE	ZIP CODE	EMAIL ADDRESS	
<b>H. FINANCIAL OFFICER:</b>			
NAME	TITLE	TELEPHONE NUMBER	
STREET ADDRESS		CITY	
STATE	ZIP CODE	EMAIL ADDRESS	
PAYMENT MAILING ADDRESS (if different)	CITY	STATE	ZIP CODE
<b>I. DAY-TO-DAY PROGRAM CONTACT:</b>			
NAME	TITLE	TELEPHONE NUMBER	
STREET ADDRESS		CITY	
STATE	ZIP CODE	EMAIL ADDRESS	



J. DAY-TO-DAY FISCAL CONTACT:		
NAME	TITLE	TELEPHONE NUMBER
STREET ADDRESS		CITY
STATE	ZIP CODE	EMAIL ADDRESS

K. 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			DATE

**\*Authorized Signatures:**

- For County Probation Departments: Chief Probation Officer
- For County Offices of Education: County Superintendent
- For Community-Based Organizations: As applicable, Executive Director or like position, Partner with authority to sign on behalf of the partnership, or Owner (if sole proprietorship)

**CONFIDENTIALITY NOTICE:**

All documents submitted as a part of the Proud Parenting 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.)

**Proposal Abstract**

## **Proposal Narrative**

**1. Project Need (Percent of Total Value: 10%)**

**2. Project Description and Work Plan (Percent of Total Value: 35%)**

**3. Project Collaboration (Percent of Total Value: 25%)**

**4. Evidence-Based Practices and Strategies (Percent of Total Value: 15%)**

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

## 6. Project Budget (Percent of Total Value: 10%)

### 6.A. Project Budget Table:

BSCC Budget Line Item	A. Grant Funds	B. In-Kind Match	C. Total (A+B)
1.Salaries and Benefits	\$0	\$0	\$0
2.Services and Supplies	\$0	\$0	\$0
3.Professional Services	\$0	\$0	\$0
4.Community-Based Organization (CBO) Subcontracts	\$0	\$0	\$0
5.Indirect Costs (may not exceed 5% of the grant award)	\$0	\$0	\$0
6.Equipment/Fixed Assets	\$0	\$0	\$0
7.Data Collection/Enhancement	\$0	\$0	\$0
8.Project Evaluation	\$0	\$0	\$0
9.Sustainability Planning	\$0	\$0	\$0
10.Other (include travel, training, etc. costs)	\$0	\$0	\$0
<b>TOTALS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

### 6.B. Project Budget Narrative:

#### 1. Salaries and Benefits

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

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

Narrative Detail:

##### b. In-Kind Match: \$

Narrative Detail:

**2. Services and Supplies**

Itemize all services and supplies purchased by the Applicant.

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

**Narrative Detail:**

**b. In-Kind Match: \$**

**Narrative Detail:**

**3. Professional Services**

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

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

**Narrative Detail:**

**b. In-Kind Match: \$**

**Narrative Detail:**

**4. Community-Based Organization (CBO) Subcontracts**

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

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

**Narrative Detail:**

**b. In-Kind Match: \$**

**Narrative Detail:**

**5. Indirect Costs**

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

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

**Narrative Detail:**

**b. In-Kind Match: \$**

**Narrative Detail:**

**6. Equipment/Fixed Assets**

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

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

**Narrative Detail:**

**b. In-Kind Match: \$**

**Narrative Detail:**

**7. Project Evaluation**

Itemize all costs associated with evaluation efforts for this project.

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

**Narrative Detail:**

**b. In-Kind Match: \$**

**Narrative Detail:**

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

Itemize all costs that do not fit into the categories listed above, including travel and training. At a minimum, applicants should budget for two trips to Sacramento for grantee team meetings.

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

**Narrative Detail:**

**b. In-Kind Match: \$**

**Narrative Detail:**

## Request for Proposals Project Attachments

This section must contain 10 pages or less and must include the project Letter(s) of Commitment.