

Adult Reentry Grant (ARG) Cohort 4 Request for Proposals

Revised January 23, 2025 - Indirect Cost Update

Eligible Applicants:

California Nonprofit Community-Based Organizations



Grant Period: July 1, 2025, to December 31, 2028

(three years for service delivery, six months for evaluation and audit)

RFP Released: November 22, 2024

Letters of Intent Due: December 20, 2024

Proposals Due: March 3, 2025

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CONFIDENTIALITY NOTICE:

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

(Gov. Code, §§ 6250 et seq.)

Part I: Grant Information

Please note: Added language appears in **bold underline**, and deleted language appears in and within square brackets.

IMPORTANT – UPDATE TO INDIRECT COST GUIDELINES

If an applicant organization has a federally approved indirect cost rate, the applicant may request reimbursement for costs up to the organization’s indirect cost rate not to exceed 20 percent of total direct costs. If the applicant organization does not have a federally approved indirect cost rate, the applicant may request reimbursement for indirect costs not to exceed 15 percent (15%) of total direct costs. Organizations will be required to provide a methodology or list of costs/activities to support the indirect cost being charged to the grant. Please review the Budget Line-Item Instructions included in the Project Budget Attachment. Please refer to pages 51 and 56.

Questions about the Grant?

This Request for Proposals (RFP) provides the information necessary to submit a proposal to the Board of State and Community Corrections (BSCC) for grant funds available through the Adult Reentry Grant Program (ARG).

The BSCC staff cannot assist the applicant or its partners with the actual preparation of a proposal. Any technical questions concerning the RFP, the proposal process, or programmatic issues must be submitted by email to: ARGCohort4@bscc.ca.gov

The BSCC will accept and respond to written questions about this RFP until February 28, 2025. A Frequently Asked Questions (FAQs) document will be posted to the [BSCC website](#) and updated periodically through March 7, 2025.

Background and Purpose of the Grant

The ARG Program provides funding for community-based organizations to support individuals formerly incarcerated in state prison. ARG was established in the 2018 Budget Act (Senate Bill 840, Chapter 29, Statutes of 2018) and receives annual appropriations through the Budget Acts.¹ A total of 217 projects have been awarded \$221,243,057 in funding since ARG was implemented.

¹ ARG received funding through the Budget Act of 2019 (Assembly Bill 74, Chapter 23, Statutes of 2019), the Budget Act of 2020 (Assembly Bill 89, Chapter 7, Statutes of 2020), the Budget Act of 2021 (Assembly Bill 128, Chapter 21, Statutes of 2021) Budget Act 2022 (Senate Bill 154, Chapter 43, Statutes of 2022).

The Budget Acts of 2023 (Assembly Bill 102, Chapter 38, Statutes of 2023) (AB 102) and 2024 (Assembly Bill 107, Chapter 22, Statutes of 2024) (AB 107) appropriated \$57,000,000, respectively, for a total of \$114,000,000² to award competitive grants as follows:

- \$54,150,000 shall be available for **warm handoff and reentry** of offenders transitioning from state prison to communities. Priority shall be given to individuals released to state parole.
- \$54,150,000 shall be available for **rental assistance**. Priority shall be given to individuals released to state parole.

This RFP will address funding available for both the Warm Handoff and Reentry Services and Rental Assistance components of the grant. **Within a proposal, applicants may apply for funding in either or both categories.**

BSCC Executive Steering Committee Process

To ensure successful program design and implementation, the BSCC uses Executive Steering Committees (ESC) to inform decision making related to the Board's programs. BSCC's ESCs are composed of subject matter experts and stakeholders representing both the public and private sectors. The BSCC makes every attempt to include diverse representation on its ESCs, in breadth of experience, geography and demographics.

ESCs are convened and approved by the BSCC Board, as the need arises, to carry out specified tasks, including the development of RFPs for grant funds. ESCs submit grant award recommendations to the BSCC Board, and the Board then approves, rejects, or revises those recommendations. Members of the ESCs are not paid for their time but are reimbursed for travel expenses incurred to attend meetings.

Pursuant to AB 107 and 102, the BSCC was required to form an ESC with members from relevant state agencies and departments with expertise in public health, housing, workforce development, and effective rehabilitative treatment for people returning from prison to develop grant-program criteria and make recommendations to the board regarding grant awards. Representatives were to include but were not limited to the:

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

- Representatives of housing-focused community-based organizations.

² Up to 5% (\$5,700,000 total) shall be available to BSCC for costs to administer the grant programs.

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

Conflicts of Interest

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

Proposal Due Date and Submission Instructions

The Adult Reentry Grant Program Proposal Package submission is available through an online portal submission process. Applicants must submit proposals through the BSCC Submittable Portal by **5:00 P.M. on Monday, March 3, 2025**.

****Please allow sufficient time to begin and submit your proposal. Be advised that completing the proposal and uploading the required documents into the Submittable portal may take a significant amount of time. If the BSCC does not receive a submission by 5:00 p.m. (PST) on March 3, 2025, the proposal will not be considered for funding. Applicants are strongly advised to submit proposals in advance of the due date and time to avoid disqualification.**

Submission Instructions

READ THIS ENTIRE RFP DOCUMENT PRIOR TO INITIATING THE RFP PROCESS. This RFP Instruction Packet contains all the necessary information to successfully complete and submit the Adult Reentry Grant Program Proposal.

Proposals for the Adult Reentry Grant Program must be submitted through the **BSCC Submittable Application portal**. The BSCC-Submittable Application portal, Adult Reentry Grant Program Application, and all required attachments are available on the [BSCC website](#).

The ARG RFP is accessible by clicking the “Click here to Submit; Powered by Submittable” button located on the ARG homepage at: https://www.bscc.ca.gov/s_argrant/. You will be prompted to create a free Submittable account and log-in (or sign into an existing account) prior to accessing the online RFP.

After an account is established, applicants may proceed with the submission process. As part of the online BSCC Submittable process, applicants will be required to download several mandatory forms that must be completed, signed (if applicable), and uploaded at specific prompts within the BSCC Submittable portal prior to submission, to include:

1. Project Work Plan
2. Budget Attachment
3. Grantee Assurance for Non-Governmental Organizations that Receive BSCC Funds as a Subcontractor
4. Certification of Compliance with BSCC Policies on Debarment, Fraud, Theft, and Embezzlement
5. Governing Board Resolution – (optional; not required for proposal submission)

****Note:** You must click the “**Save Draft**” button at the end of the proposal page to save any updates and/or changes you have made to your proposal prior to applying, each time you log in to your proposal. In addition, most of the fields within the RFP require information to be

entered; therefore, the system will not allow proposal submission if all mandatory fields are not completed. Once you have successfully submitted the proposal through the BSCC Submittable portal, you will receive an email acknowledging your proposal has been received.

Having Technical Issues?

If you experience technical difficulties with submitting your proposal through the Submittable portal, you should submit a Help Ticket through Submittable, as BSCC does not control that site. Also please email the BSCC at: ARGCohort4@bscc.ca.gov and call the BSCC main line at (916) 445-5073 and ask to speak to someone about the ARG RFP process. Be advised that applicants contacting Submittable and/or the BSCC on the due date may not receive timely responses.

Please allow sufficient time for Submittable and BSCC to provide technical assistance.

Planning to Apply? How to Submit a Letter of Intent

Applicants interested in applying for an ARG grant are asked (but not required) to submit a nonbinding letter indicating their intent to apply. These letters will aid the BSCC in planning for the proposal evaluation process.

There is no formal template for the letter. Please submit the letter in Microsoft Word or as a PDF and include the following information:

1. Name of the applicant entity;
2. Name of a contact person; and
3. A brief statement indicating the applicant's intent to submit a proposal.

Please submit Letters of Intent via email to argcohort4@bscc.ca.gov by Friday, December 20, 2024. Please identify the email subject line as "ARG Letter of Intent."

Failure to submit a Letter of Intent is not grounds for disqualification. Prospective applicants that submit a Letter of Intent and decide later not to apply be penalized.

Want to Learn More About the ARG Grant?

Prospective applicants are invited but not required to attend a virtual **Grant Information Session** for prospective applicants. Attendance at the virtual Information Session is not a requirement. The purpose of this Information Session is to answer technical questions from prospective applicants and provide clarity on RFP instructions. Topics may include, but are not limited to, proposal submission instructions, eligibility, funding, and an overview of the evaluation requirements. There is no preference given to applicants who attend the Grant Information Session. Details are listed below:

**Adult Reentry Grant Program - Cohort 4
Grant Information Session**

Tuesday, December 17, 2024 at 1:30 P.M.

[Join Zoom Here](#)

Or

Call In:

1-669-900-9128

Webinar ID: 827 8811 0481

Grant Period

Proposals selected for funding will be under agreement for 42 months, from **July 1, 2025 to December 31, 2028**. This includes a three-year grant project service delivery period starting on July 1, 2025 and ending on June 30, 2028. An additional six months (July 1, 2028 to December 31, 2028) will be included in the term of the grant agreement for the sole purposes of finalizing and submitting a required Local Evaluation Report and a required audit (both described later in this RFP).

Table 1. A visual illustration of the grant agreement period is provided below:

Year 1	Year 2	Year 3	Six-Month Closeout
Service Delivery	Service Delivery	Service Delivery	Data Analysis, Evaluation and Audit
July 1, 2025 – June 30, 2026	July 1, 2026 – June 30, 2027	July 1, 2027 – June 30, 2028	July 1, 2028 – December 31, 2028

Service delivery and data collection.	Service and collection. delivery data	Service delivery and data collection.	<p>Completion of a:</p> <ul style="list-style-type: none"> ▪ Final Evaluation Report ▪ Program Compliance Audit <p><i>Only expenses related to evaluation and audit efforts may be incurred in this period.</i></p> <p><i>No new services should be delivered during the closeout period.</i></p>
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Eligibility to Apply³

Eligibility for ARG funding is limited to Community-Based Organizations (CBOs) that provide direct services to the community and meet all the following criteria at the time of application and for the duration of the grant term:

- Have been duly organized, in existence, and in good standing for at least **twelve (12) months** prior to the proposal submission deadline of March 3, 2025;

Note: CBOs that have recently reorganized or have merged with other qualified CBOs that were in existence prior to the twelve (12) month date are also eligible, provided all necessary agreements have been executed and filed with the [California Secretary of State](#) prior to the proposal submission deadline of March 3, 2025.

- Have been determined by the Internal Revenue Service to have 501(c)(3) status (i.e., non-profit);
- Be registered and in good standing with the [California Secretary of State's Office](#) as a non-profit, if applicable;
- Be registered and in good standing with the [California Office of the Attorney General, Registry of Charitable Trusts](#), if applicable;
- Have a valid Employer Identification Number (EIN) or Taxpayer ID (if sole proprietorship);
- Have a valid business license, if applicable;
- Have any other state or local licenses or certifications necessary to provide the services requested (e.g., facility licensing by the Department of Health Care Services), if applicable; and

- Have a physical address in California (a P.O. Box does not meet this requirement).

³ The criteria listed above apply to CBOs receiving grant funds as a **direct grantee**. Other CBOs or nongovernmental organizations receiving grant funds as a **subcontractor** must meet all the above criteria, with the following exceptions:

- Subcontractors need only be in existence and in good standing for at least **six (6) months** prior to the start date of the applicant's Grant Agreement with BSCC.
- Subcontractors are not required to have non-profit status.
- Subcontractors are not required to be registered with the California Office of the Attorney General, Registry of Charitable Trusts unless required by law.
- Subcontractors are not required to have a physical address.

An applicant that receives ARG funding as a grantee may also subcontract on a maximum of two (2)* additional proposals. If an applicant intends to apply directly and also subcontract on another proposal, the proposals must fund separate and unique activities. An applicant may not be a subcontractor on their own proposed project.

**This limit applies to subcontractors delivering direct services to the target area or target population. This limit does not apply to subcontractors delivering professional services such as staff training, legal services, evaluation, organizational capacity building, accounting, bookkeeping, grants management, etc.*

An applicant may subcontract with other public or private entities, but if awarded, the applicant is the responsible agency and must ensure that all subcontractors comply with the requirements of the Grant Agreement. The grantee will be responsible for the implementation and administration of the grant project.

An applicant with multiple field offices or satellite projects must identify a county as the primary service area in which they will provide services and may submit one proposal covering all (or multiple) field offices and satellite projects.

Eligibility Criteria for Non-Governmental Organization Subcontractors

Community-based organizations or other non-governmental organizations (NGOs) receiving ARG funds as a subcontractor must also meet certain eligibility criteria. These can be found on the preceding page (see footnote) and in Attachment B, *Criteria and Assurance for NGOs that Receive BSCC Grant Funds as a Subcontractor*.

All applicants will be asked to submit a completed Attachment B as part of the complete proposal package to document the compliance of any NGOs identified as partners in the proposal. This form must be submitted even if an applicant has not yet identified its NGO subcontractors, to provide assurance that the applicant is aware of these criteria. Please note

that these criteria do not apply to subcontractors delivering professional services such as staff training, legal services, evaluation, organizational capacity building, accounting, bookkeeping, grants management, etc.

Once awarded, grantees must submit an updated Attachment B throughout the grant term any time a new NGO subcontractor is added to the project through a subcontract. The BSCC will not reimburse for costs incurred by NGOs that do not meet the BSCC's requirements.

Fiscal Sponsors Applying for BSCC Grants

A tax exempt 501(c)(3) fiscal sponsor that provides administrative, accounting, organizational, and financial support to "projects" that have charitable purposes may apply for BSCC grants on behalf of a single "project."

Fiscal sponsors must meet the eligibility criteria and also adhere to the following conditions:

- The fiscal sponsor must be listed as the “applicant” throughout the application. This includes in the Submittable Applicant Information section, Budget document, and on any attachments that require the identification of an applicant.
- An authorized signatory for the fiscal sponsor that is vested with authority to enter into a contract with the BSCC must sign the grant application. The fiscal sponsor must certify that they and any subcontractors will abide by the laws, policies, and procedures governing funding of the program.
- A fiscal sponsor may only submit one application for the ARG Cohort 4 Request for Proposals. The roles, responsibilities, and participation of each sponsored “project” involved in the application should be identified.
- The fiscal sponsor may not charge the ARG Cohort 4 Grant a percentage fee to provide services for the project. Grant funded projects must be reimbursed for actual expenditures that are for eligible project costs.
- The fiscal sponsor must have a written fiscal sponsorship agreement with the sponsored group. A copy of the sponsorship agreement must be provided upon request by the BSCC.

Conflicts of Interest for Fiscal Sponsors

Existing law prohibits any grantee, subgrantee, partner or like party who participated on the ARG Cohort 4 Executive Steering Committee or Scoring Panel from receiving funds from the grants awarded under the ARG Cohort 4 RFP. Employees of fiscal sponsors that serve on this Executive Steering Committee or Scoring Panel, and any projects sponsored by the fiscal sponsor, may not receive ARG Cohort 4 grant funds directly or indirectly.

Applicants who are awarded grants under this RFP are responsible for reviewing the membership roster of the Executive Steering Committee or Scoring Panel and ensuring that no grant dollars are passed through to any entity represented by any member of the ARG Cohort 4 Executive Steering Committee or Scoring Panel. The ESC membership is included in this RFP in Appendix B.

Project Description

Target Population

The target population are people, 18 and over, who have been formerly incarcerated in state prison with priority being given to those recently released and/or on state parole.

ARG Project Design (NEW)

The Adult Reentry Grant consists of two components: 1) Warm Handoff/Reentry Services and 2) Rental Assistance (Housing). In past cohorts, these components were treated as separate grants. For Cohort 4, the ESC established a new model that combines both components into one grant, and thus, one application. This model is designed to support projects that provide for a continuum of care model, meet a client where they are, and lead to building self-sufficiency and navigation to permanent housing.

Applicants may request funding to support **either or both components** of their project. Applicants are not required to apply for both funding categories; however, applicants must address both components in their proposals. For example, an applicant's proposal can describe how their organization already has robust warm handoff/reentry services and may only need funding to supplement the housing needs of their clients, or vice versa.

Activities Eligible for Funding

The statutory language authorizing the Adult Reentry Grant Program does not specify the types of Warm Handoff/Reentry Services and Rental Assistance to be funded. Applicants should select programs and services that best fit the needs of the community.

Applicants will be rated on how well they demonstrate a Continuum of Care model within their proposal, that is, how well they address both components of the ARG Program: **Warm Handoff/Reentry** and **Rental Assistance (Housing)**, as defined below:

- **Warm Handoff/Reentry Services:** The ESC defined Warm Handoff/Reentry Services as follows: A collaborative continuity of care that includes the participant and their support team when services transition from one provider to another. Multiple Warm Handoffs may occur during the course of a client's engagement, e.g., in-custody counselor, transitional case manager, to housing provider. These activities can also include reentry services, which may include barrier removal, case management, housing and system navigation, and incentives to assist an individual in transitioning from incarceration, parole supervision or housing insecurity to self-sufficiency and permanent housing.
- **Rental Assistance (Housing):** The ESC has defined Rental Assistance as direct housing costs including rent, vouchers, deposits, landlord incentives, utility payments, household furnishings, and costs required to place and/or maintain a participant in transitional and/or permanent housing. The supportive services necessary for building self-sufficiency may be funded through the Warm Handoff/Reentry services component.

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

Examples of Eligible Expenditures

Examples of eligible expenditures under each program component are listed below and in the following tables.

- Grant funding in the **Warm Handoff/Reentry Services** category may be used to fund the implementation and delivery of client supportive services, including salaries and benefits associated with the project. Note: Housing costs should not be included here but may be included in the Rental Assistance category of an applicant’s budget.
- Grant funding for **Rental Assistance** (Housing) may only be used for direct housing costs. Any other proposed project costs (including all salaries and benefits, supportive services, etc.) are to be included as part of the Warm Handoff/Reentry Services category of an applicant’s budget.

The tables below include *examples* of eligible grant expenditures under each program component that can be funded by this grant. The lists are not exhaustive, and applicants are not required to implement these specific activities; they are offered as suggestions only. Please find additional definitions in Appendix C.

Table 2.

Component 1: Warm Handoff/Reentry Services Examples of Eligible Grant Expenditures
<p>Including but not limited to:</p> <ul style="list-style-type: none"> • Salaries and benefits for project staff • Training for project staff • Program supplies • In-reach client services (i.e., to prisons or jails) • Case management staff and services • Housing Navigation staff and services • Transportation (staff and vehicle costs) • Food for clients • Emergency services • Employment/vocational services • Social services
<ul style="list-style-type: none"> • Behavioral health care (staff and services) • Mentors • Barrier removal services

- System navigation
- 24-hour response
- Credit repair
- Other activities as necessary, specific to warm handoff and reentry services

Table 3.

Component 2: Rental Assistance (Direct Housing Costs) Examples of Eligible Grant Expenditures
<p>Including but not limited to:</p> <ul style="list-style-type: none"> • Transitional housing costs • Landlord incentives and deposits • Permanent housing costs • Rent subsidies • Stipends to friends and families who provide housing directly to a person who is eligible for ARG services (cannot exceed the fair market rental value of the housing provided). • Hotel/housing vouchers • Move in costs • Coverage of back rent/housing retention costs • Housing set-up supplies (furnishings, cleaning supplies, bedding, appliances) • Other activities as necessary, specific to direct housing costs

Housing First Approach to Service Delivery

[Welfare and Institutions Code sections 8255-8257.2](#) requires a state agency that funds, implements, or administers a state program that provides housing or housing-related services to people experiencing homelessness or at risk of homelessness, to adopt guidelines related to include Housing First principles. As such, this will require applicants proposing projects that include housing or housing-related services to incorporate the core components of Housing First in their proposed program design.

Housing First is an approach to serving people experiencing homelessness that recognizes a homeless person must first be able to access a decent, safe place to live, that does not limit length of stay (permanent housing), before stabilizing, improving health, reducing harmful behaviors, or increasing income.

Under the Housing First approach, anyone experiencing homelessness is connected to a permanent home as quickly as possible and Housing First programs remove barriers to accessing housing and do not require sobriety or an absence of criminal history. It is based on the “hierarchy of need” in which people must access basic necessities like a safe place to live

and food to eat before being able to achieve quality of life or pursue personal goals. Housing First values choice not only in where to live, but whether to participate in services. Housing First providers offer services as needed and requested on a voluntary basis and do not make housing contingent on participation in services.

The core components of Housing First include the following:

- 1) Tenant screening and selection practices that promote accepting applicants regardless of their sobriety or use of substances, completion of treatment, or participation in services.
- 2) Applicants are not rejected on the basis of poor credit or financial history, poor or lack of rental history, criminal convictions unrelated to tenancy, or behaviors that indicate a lack of “housing readiness.”
- 3) Acceptance of referrals directly from shelters, street outreach, drop-in centers, and other parts of crisis response systems frequented by vulnerable people experiencing homelessness.
- 4) Supportive services that emphasize engagement and problem solving over therapeutic goals and service plans that are highly tenant-driven without predetermined goals.
- 5) Participation in services or program compliance is not a condition of permanent housing tenancy.
- 6) Tenants have a lease and all the rights and responsibilities of tenancy, as outlined in California’s Civil, Health and Safety, and Government codes.
- 7) The use of alcohol or drugs in and of itself, without other lease violations, is not a reason for eviction.
- 8) In communities with coordinated assessment and entry systems, incentives for funding promote tenant selection plans for supportive housing that prioritize eligible tenants based on criteria other than “first-come-first-serve,” including, but not limited to, the duration or chronicity of homelessness, vulnerability to early mortality, or high utilization of crisis services. Prioritization may include triage tools, developed through local data, to identify high-cost, high-need homeless residents.
- 9) Case managers and service coordinators who are trained in and actively employ evidencebased practices for client engagement, including, but not limited to, motivational interviewing and client-centered counseling.
- 10) Services are informed by a harm-reduction philosophy that recognizes drug and alcohol use and addiction as a part of tenants’ lives, where tenants are engaged in nonjudgmental communication regarding drug and alcohol use, and where tenants are offered education regarding how to avoid risky behaviors and engage in safer practices, as well as connected to evidence-based treatment if the tenant so chooses.
- 11) The project and specific apartment may include special physical features that accommodate disabilities, reduce harm, and promote health and community and independence among tenants.

(Welf. & Inst. Code, § 8255, subd. (b).)

Grantees awarded funding under the Adult Reentry Grant Program are required to support these core components of the Housing First model pursuant to these guidelines, which will be woven throughout the RFP and incorporated into the rating criteria. Applicants should develop proposals that reflect these principles to the extent that their projects include housing or housing related services. (For additional resources and information related to Housing First and Harm Reduction Principles, see Appendix C).

Ineligible Grant Expenditures

Adult Reentry Grant funds may not be used for the following:

1. Purchase, leasing, or payments for automobiles or recreational vehicles to house individuals.
2. Purchase of camping equipment for living outside;
3. Costs for refurbishing or rehabilitating a dwelling;
4. The acquisition of real property; or
5. International travel.

Eligible Grant Expenditures that Require Special Approval Post Grant Award

The BSCC recognizes that offering meals, incentives, and participant support items can help maximize participation among clients engaged in services. ARG grant funds may be used to purchase meals or snacks, items or activities used as program incentives, and participant support items, only if they are used to encourage program participation, reward participants who meet certain documented milestones, or celebrate program completion. In all cases, there must be a direct link to grant-funded activities.

Applicants should be advised that once a Grant Agreement is executed, they must obtain explicit prior written approval from the BSCC for the purchase of any of the items listed above, ***even if these items were included in the original application's proposed budget.*** Please refer to the [BSCC Grant Administration Guide](#), pages 29 - 31 for more information.

Grantees will be required to maintain and provide detailed documentation for any meals, incentives, and travel purchased with grant funds. Discretion for final approval of any purchases under this section lies with the BSCC. Purchases should not be made until the BSCC approves the written request. The BSCC shall not be obligated to reimburse purchases made with ARG grant funds without prior approval.

For information on eligible and ineligible costs, refer to the [BSCC Grant Administration Guide](#), found on the [BSCC Correction Planning and Grant Programs](#) website.

Funding Information

A total of \$108,300,000 is available for the Adult Reentry Grant, to be divided evenly between Warm Handoff/Reentry Services and Rental Assistance (Housing). Eligible applicants are not required to apply for funding in both categories but are required to provide

detail on how the program will address both the Warm Handoff/Reentry and Rental Assistance (Housing) needs of the target population in the proposal.

Eligible applicants may apply for a **maximum of \$4,500,000** for the entire grant period. Within that funding threshold, applicants may request up to:

- Up to \$2,250,000 in the Warm Handoff/Reentry Services category
- Up to \$2,250,000 in the Rental Assistance category

Applicants are encouraged to request only the amount of funds needed to support their proposal and not base the request on the maximum allowed.

The ESC chose to distribute the available funding across four regions based on the county in which the primary service area is located, as shown in the table below.

Applicants must choose one primary county service area and select the corresponding Applicant Region. Applicants may provide services in counties other than the primary county service area, but the grant project must be focused primarily in the county region in which they compete. Applicants within each region will compete independent of the other region. **Applicants cannot compete in more than one region.**

Table 4.

Applicant Region		Eligible Applicants May Request	Funds Available
1	CBOs providing services in a Southern County*	Up to \$4,500,000 , which can include: <ul style="list-style-type: none"> • no more than \$2,250,000 for WHO/Reentry Services • no more than \$2,250,000 for Rental Assistance 	\$58,575,000
2	CBOs providing services in a Coastal County*		\$22,075,000
3	CBOs providing services in a Central County*		\$14,075,000
4	CBOs providing services in a Small County*		\$13,575,000
Total ARG Cohort 4 Funds Available:			\$108,300,000

****A list of counties that fall within each Applicant Region is provided in Table 5 below.***

Small counties are defined as counties with a population of less than 220,001. Other categories are defined geographically. Population is defined by the California Department of Finance 2023 County Population Index.

Counties in Each Applicant Region

Table 5.

Southern Counties	Coastal Counties	Central Counties	Small Counties	
Kern Los Angeles Orange Riverside Santa Barbara San Bernardino San Diego San Luis Obispo Ventura	Alameda Contra Costa Marin Monterey San Francisco San Mateo Santa Cruz Santa Clara Solano Sonoma	Fresno Merced Placer Sacramento San Joaquin Stanislaus Tulare	Alpine Amador Butte Calaveras Colusa Del Norte El Dorado Glenn Humboldt Imperial Inyo Kings Lake Lassen Madera Mariposa	Mendocino Modoc Mono Napa Nevada Plumas San Benito Shasta Sierra Siskiyou Sutter Tehama Trinity Tuolumne Yolo Yuba

Advance Payments

At the grantee’s request, BSCC will make a one-time payment up to ten (10) percent of a grantee’s total award available at the start of the grant period. The advance payment and invoicing processes are addressed in further detail below.

No Match Requirement

There is no match requirement for the ARG Cohort 4 Grant.

Identifying Partner Agencies

Applicants will be rated, in part, on how well they demonstrate they have the experience, staffing, and any partnerships necessary to implement the proposed strategy. If the success of the grant project depends upon the cooperation of an outside agency or entity, applicants should consider the development of relationships with outside entities for recruitment and referral efforts. For example:

- The grantee will depend upon referrals from a local probation department or state parole in order to meet target population eligibility requirements.
- The grantee will need a data sharing agreement with a local law enforcement agency in order to meet grant reporting requirements.

- The grantee will require access to a local detention facility under the control of a local department.

If an applicant is unable to identify staff and/or subcontractors until after the grant is awarded, the applicant should explain, at a minimum, the process and criteria by which they will select staff and/or subcontractors after award.

Distinct from administrative staff and partners, applicants must also demonstrate how they plan to ensure that the staff who deliver the services or work with the target population in the field have backgrounds and experience that are culturally relevant to the proposed strategy and/or target population.

Data Collection, Reporting and Evaluation Requirements

Projects selected for funding will be required to submit Quarterly Progress Reports (QPRs) to the BSCC and complete an evaluation of their grant-funded project that focuses on the achievement of the project's goals and objectives. Completion of the evaluation requires the submission of a Local Evaluation Plan (LEP) and Evaluation Report (LER). A summary of the QPRs, LEP, and LER follows. More detailed information and evaluation-related resources will be made available to grantees.

The BSCC will also be conducting a statewide evaluation of the impact of Warm Handoff/Reentry and Rental Assistance services of the ARG Program. The focus of the statewide evaluation is to report on the impact of the grant funds across all, and subgroups, of the grant-funded projects. This contrasts with grantees' evaluation of their grant-funded projects which focus on their project's specific goals and objectives. The primary data collection instrument for the BSCC's statewide evaluation will be the QPR and information gathered from grantees through their LEPs, LERs, and interviews.

Quarterly Progress Reports

Grant recipients are required to submit QPRs to the BSCC. The QPRs are a critical element in BSCC's monitoring and oversight process and the primary data collection tool for the BSCC's statewide evaluation.

A brief outline of the types of information and data grantees will be required to report through the QPRs follows. Once grants are awarded, BSCC staff will update the design of the QPR to ensure the data collected reflects the projects that were funded. Grantees will have an opportunity to provide feedback before the QPR is finalized. Applicable forms and instructions will be available to grantees on BSCC's website after the Grantee Orientation.

Types of data and information gathered through the QPRs:

- Grantee progress in implementing common project implementation activities (e.g., partnerships, staffing, training, enrollment process, programming, data collection/evaluation and quality assurance). For each activity, grantees will report their implementation status (not started, planning, started, complete, N/A) and provide a narrative description of their progress, accomplishments, and/or challenges.
- Grantee progress in achieving their project’s goals and objectives. For each goal and its associated objectives, grantees will describe their progress toward achieving the goal, any challenges achieving the goal or objectives, and, if applicable, how the challenges are being addressed.
- Aggregate data for project participants including:
 - Demographic information for age, gender identity, race or ethnicity, risk level, education, employment status, and housing status.
 - Services received during the reporting period by specific service categories (e.g., case management, mentoring, crisis intervention, rental assistance).
 - Outcomes achieved (e.g., improved housing status, reduced risk, improved employment status, other positive outcomes). Grantees will report on outcomes appropriate for their project and participants.
- Project-level qualitative (narrative) information related to detecting and interrupting cycles of violence and project highlights or success stories.

Local Evaluation Plan

The purpose of the LEP is to ensure that the grantee has a plan in place at the beginning of the project to collect the data and information necessary to, at the conclusion of the grant period, report on the extent to which the project’s goals and objectives, as included in the proposal, were achieved. The LEP is expected to include a detailed description of the data and information that will be collected for each goal and its associated objectives and detailed descriptions of the data management, analysis and reporting plans. The plan should be developed before the project starts or during project implementation before services or activities begin. Generally, modifications to the plan may occur during the grant period to address challenges or lessons learned. Appendix E provides the guidelines for the LEP. The LEP is due no later than December 31, 2025.

Local Evaluation Report

The purpose of the LER is to document the extent to which the project achieved its goals and objectives. Implementation of the LEP should ensure the grantee has the data and information necessary to do so. Appendix E provides the guidelines for the LER. The LER is due no later than December 31, 2028.

Recommendation for Data Collection and Evaluation Efforts

To ensure that grantees can comply with the BSCC's data collection and reporting requirements in a meaningful way that benefits the applicants, their communities, and the State of California, **grantees are highly recommended to budget a minimum of five percent of the total grant award for data collection and evaluation efforts.** These efforts include the resources necessary to complete the QPRs; develop and write the LEP; implement the LEP; and analyze data and write the required LER.

Applicants are also encouraged to use outside evaluators to ensure objective and impartial evaluations. Specifically, applicants are encouraged to partner with institutions of higher learning universities, state universities, community colleges, and other research entities.

In addition, applicants are strongly encouraged to identify research partners early on and include them in the development of the proposal, so that the goals and objectives listed in the Project Work Plan are measurable.

Additional BSCC Grant Requirements

BSCC Grant Agreement

Applicants approved for funding by the BSCC Board are required to enter into a Grant Agreement with the BSCC. Grantees must agree to comply with all terms and conditions of the Grant Agreement. A sample BSCC Grant Agreement can be found on the [BSCC ARG website](#).

The Grant Agreement start date is expected to be July 1, 2025. Grant Agreements are considered fully executed only after they are signed by both the Grantee and the BSCC, and the BSCC is in receipt of all required attachments including documentation of signing authority. Work, services, and encumbrances cannot begin prior to the Grant Agreement start date. Any work, services, and encumbrances that occur after the start date, but prior to Grant Agreement execution may not be reimbursed. Grantees are responsible for maintaining their Grant Agreement. Grantees, subgrantees, and subcontractors are responsible for maintaining all invoices, records, and relevant documentation for at least three (3) years after the final payment under the Grant Agreement.

Please note:

The BSCC may elect not to enter into a Grant Agreement with your organization if any of the following are true:

- Your organization had a BSCC grant terminated in the past three years.
- Your organization has overdue deliverables that have not been submitted (e.g., Final Local Evaluation Report).

- Your organization has unpaid financial obligations due to the BSCC.

Signing Authority

Before the grant award can be finalized and funds awarded, applicants must provide evidence that the person signing the grant agreement has signing authority, which may include articles of incorporation, bylaws, or a board resolution conferring authority to the signatory.

This documentation is not required at the time of proposal submittal, but applicants are advised that the grant agreement will not be fully executed, nor will any financial invoices be processed for reimbursement until the required documentation has been received by the BSCC.

Advance Payments and Invoicing

At the grantee's request, BSCC may make ten (10) percent of a grantee's total award available at the start of the grant period. Grantees requesting an advance payment may be required to submit documentation that supports the need for advance payment.¹

For grantees that select to receive an advance, once the Grant Agreement has been fully executed, the State Controller's Office (SCO) will issue the advance payment in the form of a warrant (check) mailed to the individual designated as the Financial Officer for the grant.

With the exception of the one-time advance payment, disbursement of grant funds occurs on a reimbursement basis for costs incurred during a reporting period. All grantees must submit invoices to the BSCC on either a monthly or quarterly basis through the online process no later than 45 days following the end of an invoicing period, whether or not an advance payment was received or funds were expended. (Grantees will make their choice between monthly or quarterly invoices at the time they execute their contracts.)

For grantees that choose to receive an advance payment, BSCC will withhold a minimum of 50 percent of funds claimed on each invoice toward reconciliation of the advance until the full advance is expended and accounted for. The goal is to have the advanced amount expended and accounted for by the end of the second year of the grant. Grantees that fail to submit invoices, fail to report expenditures commensurate with implementation of the project, and/or fail to expend the advance by the end of the second year of the grant, will receive a warning and may be subject to withholding of the full amount claimed on an invoice until the full advance is expended and accounted for.

Grantees must maintain adequate supporting documentation for all costs claimed on invoices. BSCC staff will conduct a desk review process which requires grantees to submit

¹ Assembly Bill 590 (Chapter 535, Statutes of 2023) authorizes an administering state agency to advance a payment to a recipient entity, if the recipient entity satisfies certain minimum requirements, including providing an itemized budget and submitting documentation, as required by the administering state agency, to support the need for advance payment.

documentation to support all grant funds claimed during the invoicing period. BSCC reserves the right to request any and all supporting documentation on any invoice. In addition, BSCC staff will conduct on-site monitoring visits that will include a review of documentation maintained as substantiation for project expenditures with grant funds.

Refer to page 48 of the [BSCC Grant Administration Guide for more detail](#).

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. ARG funds shall be used to support new program activities or to augment or expand existing program activities but 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.

Audit Requirements

Grantees are required to provide the BSCC with a program-specific compliance audit that covers the three-year service delivery period of the grant (July 1, 2025 to June 30, 2028). The audit report will be due no later than **December 31, 2028**. The program specific compliance audit shall be performed by a Certified Public Accountant. Expenses for the final audit may be reimbursed with grant funds for actual costs up to \$25,000.

In addition, the BSCC reserves the right to call for a program, compliance or financial audit at any time between the execution of the grant agreement and three (3) years following the end of the grant period.

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

Grantee Orientation Process

Following the start of the grant period, BSCC staff will conduct a Virtual Grantee Orientation (August 2024, date to be determined). 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, and Day-to-Day Contact must attend. Grantees are also strongly encouraged to include the individual tasked with Data Collection and Evaluation. Award recipients will be provided with additional details regarding the Grantee Orientation.

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.

Non-Governmental Organizations (NGOs)

An NGO receiving BSCC funds must use the State travel and per diem policy, unless the grantee's written travel policy is more restrictive than the State's, in which case the more restrictive policy must be used. Reimbursement is allowed for the cost of commercial carrier fares, parking, bridge, and road tolls, as well as necessary taxi, bus, and streetcar fares. This policy applies equally to NGOs that receive grant funds directly from the BSCC and those that receive grant funds indirectly through a subcontract with another NGO that received a BSCC grant award.

Units of Government

Units of government may follow either their own written travel and per diem policy or the

State's policy. Units of government that plan to use cars from a state, county, city, district carpool, or garage may budget either the mileage rate established by the carpool or garage, or the state mileage rate, not to exceed the loaning agency rate.

Out-of-State Travel

Out-of-state travel is restricted and only allowed in exceptional situations. Even if previously authorized in the Grant Award, grantees must submit to the BSCC a separate formal request (on grantee letterhead) for approval that includes a detailed justification and budget information. Grantees must receive written approval from BSCC prior to incurring expenses for out-of-state travel.

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:

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

Furthermore, the BSCC requires grant recipients to provide an assurance that there has been no applicable debarment, disqualification, suspension, or removal from a federal,

State, or local grant program on the part of the grantee at the time of application and that the grantee will immediately notify the BSCC should such debarment or conviction occur during the term of the Grant contract.

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

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

Program Monitoring / Site Visits

The BSCC staff will monitor each project to assess whether the project is in compliance with grant requirements and making progress toward grant objectives. As needed, monitoring visits may also occur to provide technical assistance on fiscal, programmatic, evaluative, and administrative requirements.

For your reference, a Comprehensive Monitoring Visit checklist can be found on the Corrections Planning and Grants Program [website](#).

Overview of the RFP Process


Confirmation of Receipt of Proposal

Upon submission of a proposal, applicants will receive a confirmation email generated by the Submittable Application portal stating that the proposal has been received.

Eligibility Screening

All proposals will undergo a technical compliance review before moving forward to the proposal rating process. Items that will result in disqualification are listed in the table below.

DISQUALIFICATION CRITERIA
PLEASE REVIEW CAREFULLY



The following will result in an automatic disqualification:

- Proposal submission is not received by **5:00 P.M. (PST) Monday, March 3, 2025**. *(Allow sufficient time to upload all required documents in the BSCC Submittable Application portal. Do not wait until the last minute!)*
- Proposal (with all required attachments) is not submitted via the BSCC Submittable portal. **Email submissions will not be accepted.**
- Applicant is not a Community-Based Organization (CBO) located in the State of California.
- Applicant does not meet CBO eligibility requirements listed on page 7.
- Budget Attachment (Excel attachment) is not submitted through the BSCC Submittable portal, is blank, or the total amount requested exceeds the maximum funding thresholds (see Table 4 on page 15).
- Attachment(s) are illegible.
- Attachment(s) will not open or the file(s) are corrupted.

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

Proposal Rating Process

Unless disqualified, proposals will advance to the Proposal Rating Process. Proposals will be evaluated in accordance with the BSCC's *Grant Proposal Evaluation Process* ([link](#)) and as described below. Scoring Panel members will read and assign ratings to each proposal in accordance with the prescribed rating factors listed in the table below. Scoring Panel members will base their ratings on how well an applicant addresses the criteria listed under each rating factor within the Proposal Narrative and Budget sections. ESC member ratings, once submitted to the BSCC, will be final.

At the conclusion of this process, applicants will be notified of the funding recommendations. It is anticipated the BSCC Board will act on the recommendations at its June 2025 Board meeting. Neither applicants nor their partners or subcontractors are permitted to contact members of the ESC, Scoring Panel or the BSCC Board to discuss proposals.

Rating Factors

The five (5) Rating Factors to be used and the maximum points assigned to each factor are shown in the table below. Applicants are asked to address each of these factors as a part of their proposal. The ARG ESC assigned a percent of total value to each of the five (5) Rating Factors, correlating to its importance within the overall project (see Percent of Total Value column).

ARG Rating Factors		Point Range	Percent of Total Value	Weighted Rating Factor Score
1	Project Need	0 - 5	15%	30
2	Project Description	0 - 5	30%	60
3	Project Organizational Capacity and Coordination	0 - 5	25%	50
4	Project Data Collection & Evaluation	0 - 5	15%	30
5	Project Budget	0 - 5	15%	30
Total:			100%	200

Scoring Panel members will rate an applicant's response to each Rating Factor on a scale from 0 to 5, according to the Six-Point Rating Scale shown below. Each rating factor then will be weighted according to the Percent of Total Value (determined by the ESC) associated with the Rating Factor to arrive at the final Weighted Rating Factor Score. The Weighted Rating Factor Scores are then added together for a Total Score.

The maximum possible proposal score is **200**.

Six-Point Rating Scale

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

Scoring Threshold/Minimum Score

A proposal must meet **two minimum scoring thresholds** to be considered for funding. A proposal must meet thresholds of:

- 1) **60 percent (60%)**, or minimum proposal total score of **120** total points and;
- 2) **At least a rating of 1** on the Six-Point Rating Scale for Rating Factor 4 Project Data Collection and Evaluation *and* Rating Factor 5 Project Budget.

BSCC Funding Decisions

Applicants will compete for funds within their selected Applicant Region (see page 15). Once the proposals have been scored and ranked, BSCC will move down the ranked lists to fund all qualified applicants in each of the four Applicant Regions until all funds assigned to that Region are exhausted. Applicants that fall at the cut-off point may be offered a partial award if there are not sufficient remaining funds to make a full award.

If funding remains in one or more Applicant Regions, the following will occur:

- 1) Remaining funds will be used to provide funding to applicants in other Applicant Regions. Funding priority will be given to the highest scoring partially funded applicant, amongst all Applicant Regions.
- 2) If funding remains after all partially funded applicants have been fully funded, the remaining funds will be used to fund, fully or partially, any additional qualified applicants. Funding priority will be given to the remaining highest scoring applicants, amongst all Applicant Regions.

In the event two proposals have identical proposal scores, the tie will be resolved by evaluating the individual Rating Factor scores of the two proposals, starting with the highest weighted Rating Factor (Project Description). If an identical score occurs on this Rating Factor, Rating Factor Scores will be used based on the descending weight valued until the tie is broken.

If an applicant or grantee relinquishes an award, BSCC has authority to offer that award to the next qualifying applicant (s) on the ranked list.

Key Dates

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

Activity	Date
Release Request for Proposals	November 22, 2024
Grant Information Session (via Zoom) for Prospective Applicants	December 17, 2024
Letter of Intent Due to the BSCC (<i>not required</i>)	January 17, 2025
Proposals Due to the BSCC	March 3, 2025
Proposal Rating Process and Development of Funding Recommendations	March – June 2024
BSCC Board Considers Funding Recommendations	June 19, 2025
Notice to Grantees	June 2025
Grant Period Begins	July 1, 2025
Mandatory New Grantee Orientation	August 2025 (TBD)
Grant Service Period Ends	June 30, 2028
Final Evaluation Report and Program Audit Due	December 31, 2028

PART II: Proposal Instructions

This document/section contains the necessary information for completing the Adult Reentry Grant Program Application. The Application and all required attachments are provided on the [BSCC website](#).

Proposal Narrative and Budget Sections

The five (5) Rating Factors that will be addressed in the Proposal Narrative and the Proposal Budget sections, are shown below:

	Rating Factor	Percent Value	Addressed In:
1	Project Need	15%	Proposal Narrative
2	Project Description	30%	
3	Project Organizational Capacity and Coordination	25%	
4	Project Evaluation and Monitoring	15%	
5	Project Budget	15%	Proposal Budget (Excel Attachment)

Proposal Narrative Instructions

Applicants will complete the Proposal Narrative by accessing the BSCC Submittable Application Portal (see Submission Instructions on page 4) and responding to a series of prompts.

The Proposal Narrative section must address Rating Factors 1-4, as listed in the table above. Within each section, address the Rating Criteria (found on the following pages) in a cohesive, comprehensive narrative format. Within the Proposal Narrative, each Rating Factor has a character limit as shown below:

	Rating Factor	Total Characters	Microsoft Word Equivalent*
1	Project Need	4,474	Up to 2 (Two) Pages
2	Project Description	11,185	Up to 5 (Five) Pages
3	Project Organizational Capacity and Coordination	6,711	Up to 3 (Three) Pages
4	Project Evaluation and Monitoring	4,474	Up to 2 (Two) Pages

**Assumes text is in a Microsoft Word document in Arial 12-point font with one-inch margins on all four sides and at 1.5-line spacing.*

Character Counter

The BSCC Submittable Application Portal includes an automatically enabled character counter. This feature shows the number of characters used and the remaining number of characters before the limit is met. If the limit is exceeded, a red prompt will appear with the

message "You have exceeded the character limit". Applicants are prohibited from submitting the Adult Reentry Grant Program Application until they comply with all character limit requirements.

Bibliography

Applicants *may*, but are not required to, include a bibliography containing citations, using either the Modern Language Association (MLA) or American Psychological Association (APA) style in the "OPTIONAL Bibliography" field in the BSCC Submittable Application portal. The bibliography may not exceed 2,218 total characters (includes punctuation, numbers, spaces, and any text). In Microsoft Word, this is approximately one (1) page in Arial 12-point font with one-inch margins on all four sides and at 1.5-line spacing.

Required Attachments

In addition to completing the Proposal Narrative, the following attachments must be completed and uploaded in the identified fields in the BSCC Submittable Application Portal at the time of submission (except for Documentation of Signing Authority):

- Project Budget Attachment (Attachment A)
- Project Work Plan (Attachment B)
- Criteria and Assurance for NGOs that Receive BSCC Grant Funds as a Subcontractor (Attachment C)
- Certification of Compliance with BSCC Policies on Debarment, Fraud, Theft, and Embezzlement (Attachment D)
- Board Resolution or Documentation of Signing Authority (Attachment E) *(not required at time of application, but must be submitted prior to contract execution)*

Proposal Narrative Rating Factors

Section 1: Project Need (Percent Value – 15%)

Within this section, address the criteria that defines the Project Need Rating Factor (see table below) in a cohesive, comprehensive, and concise narrative format.

<p>Project Need: The applicant described a need that is pertinent to the intent of the grant. The elements that comprise this Rating Factor are listed below. Addressing each element does not in itself merit a high rating; although each element is to be addressed (when applicable), it is the quality of the response to each that will be evaluated. The response will be evaluated with a single rating based on a scale of 0-5.</p>	
1.1	Describe the need(s) to be addressed by the Adult Reentry Grant (WarmHandoff/Reentry and Rental Assistance).

1.2	Identify the conditions or elements that contribute to the need (e.g., service gaps, accessibility, shortage of housing options, reentry needs, prior state prison incarceration, recently released to state parole, etc.).
1.3	Describe the target population to be served, including: <ul style="list-style-type: none"> Relationship of the identified target population to the intent and purpose of the Adult Reentry Grant. Needs of identified target population.
1.4	Use relevant local qualitative and/or quantitative data to demonstrate the need(s) described above and provide a compelling justification for grant funds. Include the source(s) of the data.

Section 2: Project Description (Percent Value – 30%)

Within this section address the criteria that defines the Project Description Rating Factor (see table below) in a cohesive, comprehensive, and concise narrative format.

<p>Project Description: The applicant described a project that is related to the identified need and the intent of the grant. The elements that comprise this Rating Factor are listed below. Addressing each element does not in itself merit a high rating; although each element is to be addressed (when applicable), it is the quality of the response to each that will be evaluated. The response will be evaluated with a single rating based on a scale of 0-5.</p>	
2.1	Describe the proposed project that will address the need(s) identified in the Project Need section. The description should include: <ul style="list-style-type: none"> How the applicant will coordinate <u>BOTH</u> warm handoff/reentry services and rental assistance, using a continuum of care model (see definition in Appendix C), and clearly identify which components will be funded by the ARG grant and which components are provided through other sources. The activities, assessments, and/or intervention services, including how they will be delivered to the target population and the duration of each component. How the proposed activities, services and/or interventions will comply with the core components of Housing First (see definition on pages 12-13). A plan to support the target area and/or population toward permanent housing.

2.2	<p>Describe how the applicant will recruit, select and refer participants that meet the eligibility criteria. The description should include:</p> <ul style="list-style-type: none"> • Reaching and prioritizing individuals released to state parole. • Coordinating or collaborating with other entities such as public agencies (e.g., law enforcement, probation departments, non-law enforcement) or other community organizations. • If providing In-Reach Services (see definition in Appendix C), describe a clear continuum of care plan for the clients being served.
2.3	<p>Provide a Project Work Plan (Attachment B) that:</p> <ul style="list-style-type: none"> • Identifies the project’s goal(s) and measurable objectives (see definitions in Appendix D) that are related to the need(s) identified in 1.1. • Identifies how the goal(s) will be achieved in terms of the activities, responsible staff/partners, outcome measures, and start- and end-dates. • Aligns with the proposed activities, services, and/or interventions in 2.1.
2.4	<p>Provide rationale for the proposed project which includes:</p> <ul style="list-style-type: none"> • The selection of evidence-based, promising, informed, or innovative practices, interventions, and services. Include trauma-informed and culturally relevant approaches. • A description of relevant evidence or research to support the selection of the proposed program for the target population and the community. • Research or other evidence indicating that the intended goals and objectives are likely to be achieved.

Section 3: Project Organizational Capacity & Coordination (Percent Value – 25%)

Within this section, address the criteria that define the Project Organizational Capacity and Coordination Rating Factor (see table below) in a cohesive, comprehensive, and concise narrative format.

Project Organizational Capacity and Coordination: The applicant described their organization’s ability to implement the proposed project. The elements that comprise this Rating Factor are listed below. Addressing each element does not in itself merit a high rating; although each element is to be addressed (when applicable), it is the quality of the response to each that will be evaluated. The response will be evaluated with a single rating based on a scale of 0-5.

3.1	<p>Describe applicant’s experience administering services similar to the proposed project and to the local target population, including:</p> <ul style="list-style-type: none"> • Applicant’s current capacity to serve the target population and provide them with access to the Adult Reentry Grant services. • The roles, responsibilities and activities of staff that will deliver the Adult Reentry Grant services. • How the proposed program, if funded, will increase capacity to serve the target population and/or improve the applicant’s infrastructure as it relates to the intent of the Adult Reentry Grant. • Readiness to proceed, if funded.
3.2	<p>Provide the timeline for start-up and the implementation of services such that they are in place in a reasonable timeframe to support the project.</p>
3.3	<p>Describe the applicant’s recruitment and hiring efforts for project staff to include:</p> <ul style="list-style-type: none"> • How people with lived experience or who are system impacted contribute to the project’s design, implementation, and evaluation process. • How the applicant’s administration (staff, leadership, board members, etc.) incorporates people with lived experience or who are system impacted. • The cultural relevance/competence of staff and partner agencies and how it is applicable to the proposed project. • How the applicant will support the overall wellbeing of staff to ensure project sustainability and staff retention; for example, providing a living wage, mental health/counselling services, wellness activities, etc.

Section 4: Project Data Collection and Evaluation (Percent Value – 15%)

Within this section, address the criteria that define the Project Data Collection and Evaluation Rating Factor (see table below) in a cohesive, comprehensive, and concise narrative format.

Project Data Collection and Evaluation: The applicant described how they will collect data and evaluate the effectiveness of the proposed project. The elements that are to comprise this Rating Factor are listed below. Addressing each element does not itself merit a high rating; although each element is to be addressed, it is the quality of the response to each that is to be evaluated. The response will be evaluated with a single rating based on a scale of 0-5.

4.1	<p>Describe the plan to determine the project staff and/or entity that will conduct the project data collection and evaluation activities and how they will be incorporated in the various phases of the project; for example, start-up, implementation, service delivery period, etc.</p>
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4.2	Describe the plan to collect data and other information to measure the success and impact of your project in line with the goals and objectives listed in the Work Plan (see definitions in Appendix E).
4.3	If the outcomes you propose to track require you to collect data from an outside entity, describe your plan for obtaining data and entering into data sharing agreements if needed.

Proposal Budget Rating Factor

Section 5: Project Budget (Percent Value – 15%)

The following items are rated as part of this section and must be addressed by the applicant in the Budget Attachment.

<p>Project Budget: The applicant provided a complete Budget Attachment for the proposed project. The elements against which the Budget Attachment will be rated are listed below. Addressing each element does not in itself merit a high rating; although each element is to be addressed (when applicable), it is the quality of the response to each that will be evaluated.</p> <p>The response will be evaluated with a single rating based on a scale of 0-5.</p>	
5.1	<p>Provide complete and detailed budget information in the Budget Attachment that for each section:</p> <ul style="list-style-type: none"> • Includes a brief explanation justifying each expense. • Ensures expenses are appropriate for the grant’s intent, the project’s goals, and planned activities.

PART III: Appendices and Attachments

This section includes the following appendices and attachments:

- **Appendix A:** Assembly Bills 102 and 107
 - **Appendix B:** Executive Steering Committee Members
 - **Appendix C:** Glossary of Terms and Resources
 - **Appendix D:** Using the Principles of Evidence-Based Practice
 - **Appendix E:** Evaluative Terms
 - **Appendix F:** Level One Evaluation Requirements
 - **Attachment A:** ARG Project Budget and Budget Narrative **(REQUIRED)**
 - **Attachment B:** Project Work Plan **(REQUIRED)**
 - **Attachment C:** Criteria and Assurance for NGOs that Receive BSCC Grant Funds as a Subcontractor **(REQUIRED)**
 - **Attachment D:** Certification of Compliance with BSCC Policies on Debarment, Fraud, Theft, and Embezzlement **(REQUIRED)**
 - **Attachment E:** Governing Board Resolution or Other Proof of Signing Authority *(not required at time of application, but must be submitted prior to contract execution)*
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Appendix A: Assembly Bills 102 and 107

Assembly Bill 102 Chapter 38

The Budget Act of 2023

Board of State and Community Corrections 57,000,000

Schedule:

(1) 4945-Corrections Planning and Grant Programs

57,000,000 Provisions:

1. Of the amount appropriated in this item, \$57,000,000 shall be awarded by the Board of State and Community Corrections as competitive grants to community-based organizations to support offenders formerly incarcerated in state prison. Of the amount identified in this provision, up to 5 percent shall be available to the Board of State and Community Corrections for transfer to Schedule (1) of Item 5227-103-0001 for costs to administer the grant programs. Funds transferred pursuant to this provision are available for encumbrance or expenditure until June 30, 2026. Of this amount:

(a) \$28,500,000 shall be available for rental assistance. Priority shall be given to individuals released to state parole.

(b) \$28,500,000 shall be available to support the warm handoff and reentry of offenders transitioning from state prison to communities. Priority shall be given to individuals released to state parole.

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

2. Funds appropriated in this item are available for encumbrance or expenditure until June 30, 2026.

Assembly Bill 107
Chapter 22

The Budget Act of 2024

Board of State and Community Corrections 57,000,000

Schedule:

(2) 4945-Corrections Planning and Grant Programs

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2. Funds appropriated in this item are available for encumbrance or expenditure until June 30, 2027.

Appendix B: Executive Steering Committee Roster

Adult Reentry Grant Cohort 4

	Name	Title	Organization
1	Jason Johnson (Chair)	Director, Division of Adult Parole Operations	California Department of Corrections and Rehabilitation
2	Cory Alvarez	Chief, Division of Adult Parole Operations, Community Reentry Unit	California Department of Corrections and Rehabilitation
3	Jason Bradley	Federal Housing Programs Branch Chief, Division of Federal Financial Assistance	California Department of Housing and Community Development
4	Maria Campa	Program Manager – Rental Assistance	City of Carlsbad, Housing & Homeless Services Department
5	Tina Curiel	Communications and Policy Analyst	Center on Juvenile and Criminal Justice
6	Jessica Fernandez	Chief, DRP Community Reentry Services	California Department of Corrections and Rehabilitation
7	Jody Ketcheside	Assistant Director of Supportive Housing	Santa Clara County Housing Authority
8	Michelle Miller-Galaz, Ed.D.	Dean of Instruction	Porterville College
9	Elizabeth Muniz Palomera, MS4	Co-Chair	Chair & Low-income representative of the JPA Solano Tripartite Advisory Board
10	Alexa Wasserman	Chief Psychologist, Division of Adult Parole Operations, Behavior Health Program	California Department of Corrections and Rehabilitation

11	Myeshia Woodards	Founder	Heart2Hands
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Appendix C: Glossary of Terms and Resources

Key Terms

Below are definitions and descriptors for key terms that are referenced throughout this RFP.

- 1. Barrier Removal:** The process of reducing or eliminating the obstacles that make it difficult for people returning from incarceration to reenter society. Barriers can include: legal issues like outstanding child support, employment opportunity limitations, lack of housing, limited access to education, childcare, healthcare access, vital document possession, among a variety of other obstacles.
- 2. Case Management:** The Commission for Case Manager Certification defines case management as a collaborative process that assesses, plans, implements, coordinates, monitors, and evaluates the options and services required to meet the client's health and human service needs. It is characterized by advocacy, communication, and resource management and promotes quality and cost-effective interventions and outcomes.

Case management is an area of specialty practice within the health and human services professions. Its underlying premise is that everyone benefits when clients reach their optimum level of wellness, self-management, and functional capability. Case management facilitates the achievement of client wellness and autonomy through advocacy, assessment, planning, communication, education, resource management and service facilitation. Based on the needs and values of the client, and in collaboration with all service providers, the case manager links clients with appropriate providers and resources throughout the continuum of health and human services and care settings, while ensuring that the care provided is safe, effective, client-centered, timely, efficient, and equitable. This approach achieves optimum value and desirable outcomes for all community partners and interested parties.

- 3. Community-Based Organization:** For the purpose of this RFP process, a CommunityBased Organization (CBO) is an organization that is located in the State of California that has been determined by the IRS to have 501(c)(3) status (i.e., nonprofit).
- 4. Continuum of Care:** A client-centered system of service that delivers coordinated care over a period of time. Specific to this RFP, this refers to a variety of services that assist in moving a person from incarceration or housing insecurity to permanent housing. Examples include, but are not limited to, needs assessments, reentry services, basic need supports,

case management, and housing navigation, among other supportive and transitional services.

5. Critical Time Intervention (CTI): A time-limited, evidence-based practice that mobilizes support for society’s most vulnerable individuals during periods of transition. It facilitates community integration and continuity of care by ensuring that a person has enduring ties to their community and support systems during these critical periods.

6. Cultural Relevance: Practicing cultural relevance can be defined as:

- the ongoing process of acquiring an understanding of how the values, beliefs, attitudes, and traditions of racial, ethnic, religious, sexual orientation, gender identity, socioeconomic, and other groups contribute to our own and other people’s cultures;
- learning about personal circumstances, conditions, nature, and experiences that influence our own and other people’s thinking, behavior, and community roles;
- acknowledging differences and similarities in power and privilege among groups of people; and
- using this knowledge to work effectively with all people.

7. Evidence-based / Promising Practices

- Evidence-based practices are programs and strategies that have been found effective at improving positive or preventing negative outcomes, using rigorous scientific research methods. Programs and strategies may be evidence-based across all populations, or only for particular cultures and identities.
- Promising practices are programs and strategies that have shown some positive results and potential for improving desired outcomes. They may have evidence from use in real-world settings, a strong theoretical framework, and/or expert opinion, but have not been fully replicated in scientific studies. Depending on the level of scientific evidence, these are sometimes referred to as “evidence-informed,” “research-supported,” or “emerging” practices.

8. Emergency Services: Critical response actions taken to protect and preserve life and health, including emergency medical care, dental care, or other services that are urgently needed to support successful reentry.

9. Harm Reduction: A set of practical strategies that reduce negative consequences of drug use. It incorporates a spectrum of strategies that move through stages of safer use, managed use, and abstinence. Harm reduction strategies meet drug users “where they’re at,” addressing conditions of use with the use itself. It can also be used to address other behavioral health concerns. *Housing First Resources* on page 40 for more information about the principles of Harm Reduction.

- 10. In-Reach Services:** Activities that engage incarcerated persons to prepare for reentry, transition into the community, and participate in services or programming. These can include coordination with custody staff, presentations inside facilities, communication with parole agents, administration of needs assessments, reentry plan development, family reintegration and the establishment of connections with community services.
- 11. Partner Agencies:** Collaborative partners on the project that include subcontractors, verbal referral agreements, organizations with whom you have a Memorandum of Understanding (MOU), governmental agencies with or without an official MOU. A partner agency may be an agency providing services or providing referrals.
- 12. Permanent Housing:** Permanent housing refers to community-based housing that provides housing without a set length of stay and addresses the core components of Housing First.
- 13. Qualitative Data:** Data/information that is based on written or spoken narratives. The purpose of qualitative data/information is to explain and gain insight and understanding of events through collection of narrative data/information.
- 14. Quantitative Data:** Data/information that is based on numbers and mathematical calculations. The purpose of quantitative data is to explain, predict, and/or control events through focused collection of numerical data.
- 15. Rental Assistance:** Direct housing costs including rent, vouchers, deposits, landlord incentives, utility payments, household furnishings, and any costs required to place and/or maintain a participant in transitional and/or permanent housing. See list of additional examples in the body of the RFP on page 12.
- 16. System Navigation:** Assistance connecting participants with organizations, agencies, departments and services, including social services, general relief, housing, food, legal services, healthcare, etc.
- 17. Target Population for ARG:** Individuals 18 and over who have been formerly incarcerated in state prison with priority given to those recently released and/or on state parole.
- 18. Transitional Housing:** Transitional Housing means housing leading to permanent housing that is flexible with lengths of stay that depend on the individual's need. Transitional housing includes self-sufficiency development services and connections to treatment as needed, with the ultimate goal of moving recently unhoused or incarcerated persons to permanent housing as quickly as possible.
- 19. Warm Handoff/Reentry Services:** For purposes of the Adult Reentry Grant, this definition places a priority on services that lead to self-sufficiency and permanent housing for individuals released from state prison.

The ESC defined Warm Handoff/Reentry Services as: A collaborative continuity of care that includes the participant and their support team when services transition from one provider to another. Multiple Warm Handoffs may occur during the course of a client's engagement, e.g., in-custody counselor, transitional case manager, to housing provider. These activities can also include reentry services, which may include barrier removal, case management, housing and system navigation, and incentives to assist an individual in transitioning from incarceration, parole supervision or housing insecurity to self-sufficiency and permanent housing. See list of additional examples in the body of the RFP on pages 11-12.

Housing First Resources

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

1. What is Housing First? California Department of Housing and Community Development
<http://hcd.ca.gov/grants-funding/active-funding/docs/Housing-First-FactSheet.pdf>
2. Housing First Training, Putting Plans into Practice in California
<https://www.usich.gov/guidance-reports-data/federal-guidanceresources/housing-first-training-putting-plans-practice>
3. A Housing First Approach to Property Management FAQ (Corporation for Supportive Housing)
<https://www.shra.org/wp-content/uploads/2019/03/Housing-First-PropertyManagement-FAQs-October-2018.pdf>
4. Housing First in Permanent Supportive Housing
<https://www.hudexchange.info/resources/documents/Housing-First-PermanentSupportive-Housing-Brief.pdf>
5. Harm Reduction Principles and Practices – SAMHSA
<https://www.samhsa.gov/sites/default/files/harm-reduction-framework.pdf>

Appendix D: Using the Principles of Evidence-Based Practice

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

The extent to which an applicant can demonstrate that the program and/or activities they have chosen has been shown to be effective will be evaluated as a part of the rating ARG Request for Proposals

process. In developing a proposal, it may be helpful for applicants to consider the following questions:

1. Is there evidence or data to suggest that the intervention or strategy is likely to work, i.e., produce a desired benefit?

For example, was the intervention or strategy selected by the project used by another entity with documented positive results? Is there published research/information on the chosen intervention that demonstrates its effectiveness? Is the intervention or strategy being used by another entity with a similar problem and similar target population?

2. Once an intervention or strategy is selected, will you be able to demonstrate that it is being carried out as intended?

For example, does this intervention or strategy provide for a way to monitor quality control or continuous quality improvement? If this intervention or strategy was implemented by another entity, are there procedures in place to ensure the model is being closely followed (so the project is more likely to achieve similar desired outcomes)?

3. Is there a plan to collect data that will allow for an appraisal of whether the intervention or strategy worked?

For example, will the intervention or strategy selected allow for the collection of data or other information so outcomes can be measured at the conclusion of the project? Are there or will there be processes in place to identify, collect, and analyze that data/information?

Applicants are encouraged to develop a project that incorporates these principles but is tailored to fit the needs of the communities they serve. Plans to measure the effectiveness of a project should include the use of both qualitative and quantitative data/information. While quantitative data/information is based on numbers and mathematical calculations, qualitative data/information is based on written or spoken narratives. The purpose of quantitative data/information is to explain, predict, and/or control events through focused collection of numerical data, while the purpose of qualitative data/information is to explain and gain insight and understanding of events through collection of narrative data/information.

Appendix E: Evaluative Terms

Goal versus Objective

Goals and objectives are necessary components of the Proposal, Project Work Plan, Local Evaluation Plan and Local Evaluation Report. These common terms are sometimes used interchangeably because both refer to the intended results of program activities. Goals are

longer-term than objectives, more broadly stated and govern the specific objectives to which program activities are directed.

In proposals, goals are defined by broad statements of what the program intends to accomplish, representing the long-term intended outcome of the program³.

Examples of goal statements⁴:

- To reduce the number of people who commit serious and chronic offenses.
- To divert people from state correctional institutions for non-violent offenses.
- To restore the losses suffered by the victims of crimes.

Objectives are defined by statements of specific, measurable aims of program activities¹.

Objectives detail the tasks that must be completed to achieve goals². Descriptions of objectives in the proposals should include three elements⁵:

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

Examples of program objectives⁶:

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

Evaluation: Process Evaluation versus Outcome Evaluation

Process Evaluation

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.

⁴ *Id. at p. 4.*

⁵ 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>.

⁶ *Id.*

- 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

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

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

Principles of Effective Intervention

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

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

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

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

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

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

- Provide Measurement Feedback
-

Appendix F: Level One Evaluation Requirement

Guidelines for the Local Evaluation Plan and Local Evaluation Report

BSCC has adopted new, less complicated evaluation requirements. For the ARG grant program, the Board of State and Community Corrections (BSCC) requires grantees to complete what is now called a **Level One Evaluation** of their grant-funded project. A Level One Evaluation focuses on achievement of the project's goals and objectives. Demonstration of completing this requirement will require the submission of two documents, a Local Evaluation Plan and a Local Evaluation Report. Both are described below along with their due dates.

- **Local Evaluation Plan (LEP)** – A written document that describes the data collection, management, and analysis and reporting plan that will be implemented to ensure that achievement of the project's goals and objectives can and will be assessed. Ideally it should be developed before the project starts or during project implementation, before services or activities begin.
- **Local Evaluation Report (LER)** – A written document that provides the interpretation of various data elements intended to assess whether the project was successful in achieving its goals and objectives.

These guidelines identify the minimum required content that must be included within each document, respectively.

LOCAL EVALUATION PLAN (LEP)

Cover Page

The cover page provides a descriptive report title and identifies the grantee(s), author(s), project period, and funding source.

Project Overview

This section provides a concise overview of the project's activities, services, or interventions, emphasizing their relevance to the target population (if applicable). The information provided should focus on the essential information necessary to understand the project's goals and objectives (next section). It should not describe the need for the project. This section shall not exceed two (2) pages in length.

Data Collection Plan

For each of the project's goals and associated objectives, this section identifies the data elements, including their source and frequency of collection, that will be used to measure their achievement. To complete this section, first use the table template provided (see example below) to list each of the project's goals and associated objectives as documented in the grant agreement.¹⁴ One table template should be used for each goal and its associated objectives.

Next, complete each table by listing, on separate rows, each distinct data element that will be collected to measure achievement toward the respective goal or its objective(s). For each data element, use the remaining columns to identify the data source, frequency of data collection, and the goal or objective that is the target. Definitions for these terms follow.

- *Data element* – a basic unit of information, or data, to be collected that has a unique meaning (e.g., gender, race, city, age, arrest date, graduation rate). Please note that the data elements must be logically related to the respective goal or objective it is intended to assess.
- *Data source* – the location from which the data element originates (e.g., intake form, case management system, standardized assessment, interview, focus group, MOU with partner agency).
- *Frequency of data collection* – defines how often the data element will be collected or pulled from the data source (e.g., at enrollment, at project/program exit/completion, every 6 months, annually, quarterly, during case management sessions, at course completion).
- *Target* – the goal or objective(s) that the data element is intended to assess.

Data Collection Plan for Goal 1 (Table Template)

Goal 1:				
Objective a:				
Objective b:				
Objective c:				
Objective d:				
<u>Data Elements</u>		<u>Data Sources</u>	<u>Frequency of Collection</u>	<u>Target</u>
1.				<input type="checkbox"/> Goal <input type="checkbox"/> Objective(s):
2.				<input type="checkbox"/> Goal <input type="checkbox"/> Objective(s):
3.				<input type="checkbox"/> Goal <input type="checkbox"/> Objective(s):

Data Management

- This section provides a concise description of the process that will be used to acquire, validate, store, protect, and monitor the data elements identified in the section(s) above. The description shall not exceed one page and should, at a minimum, include:
- Identification of who is responsible for implementing the data collection plan(s).
- Detail data sharing agreements with external partners, if applicable.

- How the data will be monitored throughout the duration of the project and adjustments, if needed, will be identified and made in a timely manner to the data collection plan(s).
- How incomplete or inconsistent data will be identified and corrected.
- Where the data will be stored and kept secure.

Data Analysis and Reporting

- This section provides a concise description of the process that will be used to analyze and present the data in a meaningful way. The description shall not exceed one page and should, at a minimum, include:
 - Identification of who is responsible for analyzing the data.
 - How the data will be used to determine achievement of the goal(s) or objective(s) (e.g., comparison between two points in time).
 - The analytical tools that will be used (e.g., Excel, Sheets, SPSS, SAS, R).
 - Identification of who is responsible for communicating the findings and writing the LER.

LOCAL EVALUATION REPORT

Cover Page

The cover page provides a descriptive report title and identifies the grantee(s), author(s), project period, and funding source.

Project Overview

This section provides a concise overview of the project's activities, services, or interventions, emphasizing their relevance to the target population (if applicable). The information provided should focus on the essential information necessary to understand the project's goals and objectives (next section). It should not describe the need for the project. This section shall not exceed two (2) pages in length.

Goal Achievements

For each of the project's goals, this section(s) should highlight the most important results and analyses of the data elements collected that describe the extent to which the goal was achieved. Follow the results with a brief narrative that provides necessary context to understand the findings. The report writer can decide the proper heading(s) for this section(s). That is, rather than "Goal Achievements" as a single heading and section, a heading that is appropriate for each goal and its achievement can be used to organize the report (e.g., "Recidivism was Reduced by 50 Percent", "85 Percent of Participants Actively Engaged in Treatment"). The goals and objectives of the project should be clearly provided either within the text of this section or by providing the data collection tables from the LEP as an appendix.¹⁵

Discussion

This section is the final portion of the report and provides a holistic description of the meaning, importance, and relevance of the achievements reported. The content may also include a discussion of limitations, challenges, recommendations for future projects, and lessons learned. This section shall not exceed one (1) page in length.

Grantee Highlight

This section provides the grantee an opportunity to share a brief, visually appealing highlight or success story that provides additional information related to the project's success over the grant cycle. Optional graphs, charts, or photos may be included.¹⁶ This highlight may be included in a statewide report for the grant program. While every effort will be made to include these in a statewide report, inclusion in the report is not guaranteed. This section shall not exceed one (1) page in length.

Appendix (Optional)

The appendix(ices) may be provided to present the Data Collection table for each goal from the Local Evaluation Plan. Other content may be provided as appropriate.

Attachment A: Project Budget

Required Attachment: Applicants will be prompted to upload this document from the BSCC [ARG webpage](#) to the BSCC Submittable Application Portal. Do not use this version.

Instructions for How to Complete the Budget Attachment

This Budget Attachment is included in the official proposal and upon submission will be rated as such per the requirements set forth in the Request for Proposals (RFP). Applicants are solely responsible for the accuracy and completeness of the information entered into this budget workbook.

- ▶ Enter name of applicant CBO Applicant at the top of the Project Budget worksheet.
- ▶ As detailed in the RFP, applicants may apply for any dollar amount up to the funding thresholds listed below:
 - **\$2,250,000** in the Rental Assistance category.
 - **\$2,250,000** in all other categories combined.
- ▶ Provide complete and detailed information in each line-item and narrative section of the Project Budget worksheet that includes:
 - Language supporting each expense.
 - Expenses that are tied to program goals and planned activities.
- ▶ Request funds in whole dollars only. Do not use decimals.
- ▶ Applicants are limited to the use of the budget line items listed. Applicants are not required to request funds for every line item. If no money is requested for a certain line item, enter \$0 in the budget table and "N/A" in the corresponding narrative.

- ▶ The purpose of the narrative for each corresponding line item is to provide a narrative description of the item(s), and how the items and amounts requested will serve to meet the stated goals and objectives and planned activities of the project. **To start a new paragraph within a narrative cell, hold down the Alt key and then press Enter.**

- ▶ This workbook is protected. Applicants may only enter information in unshaded cells. All other cells in the Project Budget worksheet will auto populate based on the Applicant's entries.

- ▶ All funds must be used consistent with the requirements of the BSCC Grant Administration Guide, located on the BSCC website, including any updated version that may be posted during term of the grant agreement. The BSCC will notify grantees whenever an updated version is posted.

Budget Line-Item Instructions

1. **Rental Assistance** (Direct Housing Costs **ONLY**): Grant funding for Rental Assistance may only be used for direct housing costs. Direct housing costs including rent, vouchers, deposits, landlord incentives, utility payments, household furnishings, and any costs required to place and/or maintain a participant in transitional and/or permanent housing. Any other proposed project costs (including all salaries and benefits, supportive services, etc.) are to be included as part of the Warm Handoff/Reentry Services category of an applicant's budget. **The total for this category may not exceed \$2,250,000.**

2. **Salaries and Benefits:** List the classification/title, percentage of time, salary or hourly rates, and the benefits (if applicable) for every staff person from the applicant that will be funded by the grant. Applicants are encouraged to account for cost escalations and/or raises during the grant period when budgeting staffing costs. Within the corresponding narrative section, briefly describe their roles/responsibilities within the grant program.

NOTE: Include salaries and benefits for staff of the Applicant only. Salaries and benefits associated with subcontractors should be included in the applicable line item (e.g., Professional Services, NGO Subcontracts, etc.).

3. **Services and Supplies:** Include and itemize all services and supplies to be purchased by the Applicant. Services and supplies purchased by subcontractors must be included in the applicable line item (e.g., Professional Services, NGO Subcontracts, etc.).

Be advised: Meals, snacks, incentives and participant support items require separate and prior approval by BSCC, even if included here.

4. **NGO Subcontractors:** List the names of all NGOs that will work on the project providing direct services to clients. 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.

5. **Professional Services:** List the names of any professional consultants that will work on the project (e.g., evaluators, accountants, bookkeepers, staff trainers, technical assistance providers). 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).

6. **Public Agency Subcontractors:** List the names of any public agencies 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).

7. **Equipment and Fixed Assets:** Include grant funds associated with equipment and fixed assets purchased 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 **\$3,500** or more per unit. Items that do not meet this threshold should be included in the Services and Supplies category. Itemize all equipment and fixed assets to be purchased by the Applicant only -

equipment and fixed assets purchased by subcontractors must be included in the applicable line item (e.g., Professional Services, NGO Subcontracts, etc.).

Note: Equipment and fixed assets over **\$3,500** included in the proposed budget does not guarantee automatic approval; such purchases require separate and prior approval by BSCC.

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 one trip to Sacramento for a grantee team meeting.** For this line item, include "other" costs for use by the Applicant agency only. Similar type costs allocated by subcontractors must be included in the applicable line item (e.g., Professional Services, NGO 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 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 requests require separate and prior approval by the BSCC.

9. **Indirect Costs:** Indirect costs are shared costs that cannot be directly assigned or identified to a particular activity but are incurred and necessary to the operation of a grantee organization and the performance of the project. Indirect cost guidelines can be found in the BSCC Grant Administration Guide, located on the BSCC website. Examples of indirect costs include, but are not limited to, rent and utilities, office supplies, administrative salaries and fringe benefits (such as managerial, clerical, accounting, human resources, and information technology).

For the Adult Reentry Grant program, indirect costs may be charged to grant funds using only one of the following two options:

- If the applicant organization has a federally approved indirect cost rate, the applicant may claim indirect costs up to the organization's federally approved indirect cost rate, not to exceed 20 percent (20%) of the total direct costs. Organizations may not request more than their federally approved rate and will be required to submit their federally approved rate documentation in order to receive reimbursement.
- If the applicant organization does not have a federally approved indirect cost rate, the applicant may request reimbursement for indirect costs not to exceed [~~ten percent (10%)~~] **fifteen percent (15%)** of the total direct costs. Organizations will be required to provide a methodology or list of costs/activities to support the indirect costs charged to the grant upon request.

In the Indirect Costs Narrative section please identify the types or categories of expenses that will be supported by the indirect costs rate and what record keeping process will be used to provide source documentation. Note: A project cost must be consistently treated as either a direct or indirect cost, i.e., it cannot be included in both categories. For example, rent for office space cannot be included as a direct cost and also be included in the methodology used to calculate indirect costs.



Adult Reentry Grant (ARG) Cohort 4 Project Budget and Budget Narrative

Name of Applicant: _____

The total funds requested in the Rental Assistance category (Budget Line Item 1) may not exceed \$2,250,000. The total funds requested for all other budget line items combined (2-9) may not exceed \$2,250,000.

Note: This top table will auto-populate based on the information entered in the sections below.

Budget Line Item	Grant Funds
1. Rental Assistance (Direct Housing Costs) – this line may not exceed \$2,250,000	\$0
2. Salaries and Benefits	\$0
3. Services and Supplies	\$0
4. NGO Subcontractors Providing Direct Services	\$0
5. Professional Services/Independent Contractors	\$0
6. Public Agency Subcontractors	\$0
7. Equipment/Fixed Assets	\$0
8. Other (Travel, Training, etc.)	\$0
9. Indirect Costs	\$0
TOTAL:	\$0

1. Rental Assistance (Direct Housing Costs ONLY - do not include staff or other services in this category. See Instructions tab for a list of eligible items.) May not exceed \$2,250,000.

Description	Calculation for Expense	Grant Funds
Example: Rent	\$2000/month x 20 participants	\$40,000
Example: Landlord incentives	\$500 x 50 participants	\$25,000
TOTAL:		\$0

Rental Assistance Narrative: *Provide a brief description for each item listed above.*

2. Salaries and Benefits		
Title	(% FTE <u>or</u> Hourly Rate) & Benefits	Grant Funds
Example (Hourly): Fiscal Manager	\$60/hour x 10 hours/month x 3 years = \$21,600 + benefits @ 22% = \$4,752	\$26,352
Example (FTE): Counselor	.25 FTE @ \$60,000 x 3 years = \$45,000	\$45,000
Example (FTE): Housing Navigator	1.00 FTE @ \$75,000 (Year 1) + @ \$80,000 (Year 2) + @ \$85,000 (Year 3) + benefits @ 25% = \$60,000	\$300,000
TOTAL:		\$0
Salaries and Benefits Narrative: Provide a brief description for each position to address their role on the grant project.		

3. Services and Supplies		
Description of Services or Supplies	Calculation for Expenditure	Grant Funds
Example: Supportive service items (bus passes, gas cards, etc.)	\$350 x 50 participants	\$17,500
TOTAL:		\$0
Services and Supplies Narrative: Provide a brief description for each item that explains how it will be used toward fulfilling grant objectives.		

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4. Non-Governmental Organization (NGO) Subcontracts

Name of NGO Subcontractor	Calculation for Expenditure	Grant Funds
Example: Private Industrial Council	Training Class \$450 x 25 participants	\$11,250
TOTAL:		\$0

NGO Subcontracts Narrative: List each NGO subcontractor that will be providing direct services. Provide a brief description of the services that will be provided.

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5. Professional Services Subcontracts

Description of Subcontract	Calculation for Expenditure	Grant Funds
Example: XYZ Evaluation Services	\$XXXX per month for data collection and evaluation services	
TOTAL:		\$0

Professional Services Narrative: *List each Professional Services subcontractors (includes evaluators, accountants, bookkeepers, grants management, training, technical assistance, etc.). Provide a brief description of the services that will be provided.*

6. Public Agency Subcontracts

Name of Public Agency	Calculation for Expenditure	Grant Funds
Example: River County Behavioral Health Services	0.75 FTE Behavioral Health Specialist @ 100,000 = \$75,000 x 3 years = \$225,000 + 30% benefits =	\$292,500
TOTAL:		\$0

Public Agency Subcontracts Narrative: List each public agency that will receive grant funds. Provide a brief description of the services that will be provided.

7. Equipment/Fixed Assets

Description of Equipment/Fixed Asset	Calculation for Expense	Grant Funds
Example: Purchase of Vehicle	Toyota Prius @ Market Value	\$50,000
TOTAL:		\$0

Equipment/Fixed Assets Narrative: List any equipment or fixed assets that will be purchased with grant funds and provide a brief description for each item that explains how it will be used toward fulfilling grant objectives.

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

Description	Calculation for Expense	Grant Funds
Example: Staff Trainings	\$500/per training x 5 staff	\$2,500

TOTAL:		\$0

Other (Travel, Staff Training, etc.) Narrative: *Provide a brief explanation for how each item listed above will contribute toward fulfilling grant objectives. Please budget for one trip to Sacramento for 3-4 key grant team members.*

9. Indirect Costs		
For this grant program, indirect costs may be charged using only ONE of the two options below:		Grant Funds
• If the applicant does not have a federally approved indirect cost rate, may claim indirect costs not to exceed [40 percent (40%)] 15 percent (15%) of the total direct costs.	\$0	\$0
• If the applicant has a federally approved indirect cost rate, may claim indirect costs up to the organization's federally approved indirect cost rate, not to exceed 20 percent (20%) of the total direct costs.	\$0	\$0
<i>Please see Instructions tab for additional information regarding Indirect Costs. If the amount exceeds the maximum allowed and/or turns red, please adjust it to not exceed the line-item limit noted.</i>		\$0
TOTAL:		\$0

Indirect Costs Narrative:

Attachment B: Project Work Plan

REQUIRED ATTACHMENT: You will be prompted to upload this document to the BSCC-Submittable Application.

Instructions: Applicants must complete a Project Work Plan, using the format below, that identifies measurable goals and objectives, process and outcome measures, activities and services, responsible parties for those activities and services, data sources and estimated timelines. Completed plans should (1) identify the project’s top goals and objectives; (2) identify how the goal(s) will be achieved in terms of the activities, responsible staff/partners, and start and end dates, process and outcome measures; and (3) provide goals and objectives with a clear relationship to the need and intent of the grant. The Project Work Plan must attempt to identify activities/services and estimate timelines for the entire grant term. A minimum of one goal and corresponding objectives, process measures, etc. must be identified.

Please cut and paste into a Word document. Expand cells as necessary.

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

List data and sources to be used to measure outcomes: >

(2) Goal:	>		
Objectives (A., B., etc.)	A.> B.> C.>		
Process Measures and Outcome Measures:	>		
Project activities that support the identified goal and objectives:	Responsible staff/partners:	Timeline	
		Start Date	End Date
1. > 2. 3.	1. > 2. 3.	1. > 2. 3.	1. > 2. 3.
List data and sources to be used to measure outcomes: >			

(3) Goal:	>		
Objectives (A., B., etc.)	A.> [redacted] B.> [redacted] C.> [redacted]		
Process Measures and Outcome Measures:	> [redacted]		
Project activities that support the identified goal and objectives:	Responsible staff/partners:	Timeline	
		Start Date	End Date
1. [redacted] > 2. 3.	1. [redacted] > 2. 3.	1. [redacted] > 2. 3.	1. [redacted] > 2. 3.
List data and sources to be used to measure outcomes: >			

Attachment C: Criteria and Assurance for Non-Governmental Organizations that Receive BSCC Grant Funds as a Subcontractor

Required Attachment: Applicants will be prompted to upload this document from the BSCC [ARG webpage](#) to the BSCC Submittable Application Portal.

The ARG RFP includes requirements that apply to non-governmental organizations **that receive BSCC grant funds as subcontractors**. Grantees are responsible for ensuring that all subcontracted third parties continually meet these requirements as a condition of receiving any ARG funds. The RFP describes these requirements as follows:

Any non-governmental organization that receives ARG funds must:

- Have been duly organized, in existence, and in good standing at least six (6) months prior to the start date of the applicant’s Grant Agreement with BSCC.

Note: Non-governmental organizations that have recently reorganized or have merged with other qualified non-governmental organizations that were in existence prior to the six (6) month date are also eligible, provided all necessary agreements have been executed and filed with the California Secretary of State prior to the start date of the applicant’s Grant Agreement with BSCC.

- 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.

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

Name of Grantee:

Name of Subcontracted Third 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"/>

See next page for signature block.

Grantees are required to update this list and submit it to BSCC any time a new third-party subcontract 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 ARG 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.

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

Attachment D: Certification of Compliance with BSCC Policies Regarding Debarment, Fraud, Theft, and Embezzlement

Required Attachment: Applicants will be prompted to upload this document from the BSCC [ARG webpage](#) to the BSCC Submittable Application Portal.

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 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 subcontractors to these same requirements.

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

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

Attachment E: Governing Board Resolution or Other Proof of Signing Authority

NOT REQUIRED AT TIME OF SUBMISSION

Instructions: Before the grant award can be finalized and funds awarded, applicants must provide evidence that the person signing the grant agreement has signing authority, which may include articles of incorporation, bylaws, or a board resolution conferring authority to the signatory.

Below is assurance language that should be included in a Governing Board resolution submitted to the Board of State and Community Corrections.

SAMPLE GOVERNING BOARD RESOLUTION

WHEREAS the *(insert name of Applicant Agency)* desires to participate in the 2024 Adult Reentry Grant funded through the California State General Fund and administered by the Board of State and Community Corrections (hereafter referred to as the BSCC).

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

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

BE IT FURTHER RESOLVED that the *(insert name of Applicant 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:

Noes:

Absent:

Signature: _____ Date: _____

Typed Name and Title: _____

ATTEST: Signature: _____ Date: _____

Typed Name and Title: _____