
**Proposition 47 Grant Program:
Safe Neighborhoods and Schools Act
Cohort 5 Request for Proposals**



Prop 47 Grants Support Mental Health Services, Substance Use Disorder Treatment, and Diversion Programs for People in the Criminal Justice System

Grant Period: October 1, 2025 to June 30, 2029

Eligible Applicants:
California Public Agencies as Lead
in Partnership with Community-Based Organizations

RFP Released: April 11, 2025
Proposals Due: June 23, 2025

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CONFIDENTIALITY NOTICE:

All documents submitted as a part of the Proposition 47 Cohort 5 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, §§ 7920.000 et seq.)

PART I: Background and Logistics

This Request for Proposals (RFP) provides the information necessary to prepare a proposal to the Board of State and Community Corrections (BSCC) for grant funds available through the Proposition 47 Cohort 5 Grant Program.

Background

Proposition 47 (Appendix A) was a voter-approved initiative on the November 2014 general election ballot. As stated in the ballot measure:

“The people enact the Safe Neighborhoods and Schools Act to ensure that prison spending is focused on violent and serious offenses, to maximize alternatives for nonserious, nonviolent crime, and to invest the savings generated from this act into prevention and support programs in K–12 schools, victim services, and mental health and drug treatment.”

As further stated in the proposition, the BSCC’s responsibilities are to:

“Administer a grant program to public agencies aimed at supporting mental health treatment, substance abuse treatment, and diversion programs for people in the criminal justice system, with an emphasis on programs that reduce recidivism of people convicted of less serious crimes, such as those covered by this measure, and those who have substance abuse and mental health problems.” (Gov. Code, § 7599.2, subd. (a)(3).)

Assembly Bill 1056 (Statutes of 2015, Chapter 438) added additional priorities to the grant program including housing-related assistance and community-based supportive services such as job skills training, case management and civil legal services (see Appendix B).

Information about applicant eligibility, available funding, and eligible activities will be provided later in this RFP.

Questions About the RFP?

The BSCC staff cannot provide guidance or assist the applicant or its partners with the actual preparation of the proposal, but will respond to technical questions concerning the RFP, the submission process, programmatic requirements, etc. Technical questions must be submitted by email to: Prop47Cohort5@bscc.ca.gov.

Prospective applicants are encouraged to **carefully read the RFP in its entirety** prior to submitting questions. The BSCC will record all questions submitted and compile a Frequently Asked Questions (FAQ) document. The FAQ document will be posted to the [Prop 47 home page](#) after the Prospective Applicant Grant Information Session (see below) and updated periodically through June 20, 2025.

Prospective Applicant Information Session

Prospective applicants are invited to attend a virtual Grant Information Session. Attendance at the information session is not required. For those who cannot attend, the session will be recorded and posted to the BSCC website on the [Prop 47 home page](#).

The purpose of the Proposition 47 Grant Information Session is to answer questions from prospective applicants and provide clarity on RFP instructions. Topics may include, but are not limited to proposal submission instructions, eligibility, funding, budgeting, and reporting requirements. There is no preference given to applicants who attend the Grant Information Session.

Please Submit Questions in Advance

There will be an opportunity to ask questions at the session, but BSCC requests that questions be submitted in advance, if possible. Questions submitted by May 2, 2025 will be addressed prior to, or at the Prospective Applicant Grant Information Session.

A Frequently Asked Questions (FAQs) document will be posted to the BSCC website and updated periodically through June 20, 2025. All questions, including questions submitted after May 2, 2025, will be addressed in an FAQ document posted to the [Prop 47 home page](#).

**Proposition 47 Cohort 5 Grant
Virtual Prospective Applicant Grant Information Session
WEDNESDAY, MAY 7, 2025
10:00 AM**

Public access options for this meeting include:

Join by Zoom: <https://us02web.zoom.us/j/86395613335>

Call In: 1-669-900-9128

Webinar ID: 863 9561 3335

Proposal Due Date and Submission Instructions

READ THIS ENTIRE RFP DOCUMENT PRIOR TO INITIATING THE RFP PROCESS.

Proposal Due Date

The Proposition 47 (Prop 47) Grant Program Proposal Package submission is available through an online portal called Submittable. Applicants must submit proposals through the BSCC Submittable Application Portal by **3:00 P.M. (PST) on Monday, June 23, 2025**, at which time the portal will close.

IMPORTANT: Please allow sufficient time to begin and submit your proposal. Be advised that completing the proposal and uploading the required attachments into the Submittable Application Portal may take a significant amount of time. **If the BSCC does not receive a submission by 3:00 p.m. (PST) on Monday, June 23, 2025, the proposal will not be considered for funding. NO EXCEPTIONS.** Applicants are strongly advised to submit proposals in advance of the due date and time to avoid disqualification.

Submission Instructions

This RFP Instruction Packet contains all the necessary information to successfully complete and submit a Prop 47 Grant Proposal.

The BSCC uses an online submission management system called “Submittable.” Proposals for the Prop 47 Grant **must be submitted through the BSCC Submittable Application Portal**. A link to the BSCC Submittable Application Portal, the Proposition 47 Grant Application, and all required attachments are available on the BSCC website through the link in the next paragraph.

The Proposition 47 RFP is accessible by clicking the “Click here to Submit; Powered by Submittable” button located on the Prop 47 home page at: https://www.bscc.ca.gov/s_bsccprop47/. 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 a Submittable 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 and uploaded at specific prompts within the BSCC Submittable Application Portal prior to submission, to include:

1. Proposition 47 Local Advisory Committee Membership Roster
2. Proposition 47 Local Advisory Committee Letter of Agreement
3. Project Work Plan
4. Budget Attachment (Proposal Budget Table and Budget Narrative)

Note: To save any changes made to an application in the Submittable Application Portal, you must click the “**Save Draft**” button at the end of the proposal page. 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 Application 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 Application Portal, you should submit a Help Ticket through Submittable, as the BSCC does not control that site. Please also email the BSCC at Prop47Cohort5@bscc.ca.gov and/or call the BSCC main line at (916) 445-5073 and ask to speak to someone about the Prop 47 Grant. Be advised that applicants contacting Submittable and/or the BSCC on the due date may not receive timely responses.

How to Submit a Letter of Intent

Applicants interested in applying for a Prop 47 Grant are asked to submit an optional, non-binding letter indicating their intent to apply. Letters of intent allow the BSCC to estimate how many proposals will be submitted to plan 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 public agency;
2. Name of a contact person; and
3. A brief statement indicating the applicant's intent to submit a proposal;
4. The signature of an employee of the applicant public agency.

Please submit Letters of Intent via email to Prop47Cohort5@bscc.ca.gov by **Friday, May 9, 2025**. Please identify the email subject line as "Prop 47 Letter of Intent." Failure to submit a Letter of Intent is not grounds for disqualification, nor will prospective applicants that submit a Letter of Intent and decide later not to apply be penalized.

Executive Steering Committees and Scoring Panels

The BSCC uses Executive Steering Committees (ESC) and Scoring Panels to develop grant requirements and evaluate grant proposals. ESCs are composed of subject matter experts, community partners, and interested parties representing both the public and private sectors. The BSCC makes every attempt to include a diverse representation on its ESCs and Scoring panels, in breadth of experience, geography and demographics.

The BSCC will use a Scoring Panel process to evaluate Prop 47 Cohort 5 proposals and develop funding recommendations for the Board. The Board may approve, reject, or revise those recommendations. Members of the Scoring Panel are not paid for their time but are reimbursed for travel expenses incurred to attend meetings. If the BSCC is unable to convene a full Scoring Panel, BSCC staff may participate in the rating process.

Conflicts of Interest

Existing law prohibits any grantee, subgrantee, partner, or like party who participated on the Prop 47 Scoring Panel from receiving funds from the Prop 47 grants awarded under this RFP. Applicants who are awarded grants under this RFP are responsible for reviewing the Scoring Panel membership roster and ensuring that no grant dollars are passed through to any entity represented by any member of the Scoring Panel. Please check the BSCC [Prop 47 home page](#) for updated information on the Scoring Panel.

PART II: Grant Information

In developing the original Prop 47 RFP, the ESC agreed on a set of guiding principles, which reflect the priorities and values of the Prop 47 Grant. They are woven throughout the RFP and incorporated into the rating criteria. Applicants should develop proposals that reflect these principles.

Proposition 47 Grant: Guiding Principles

- Incorporate community partnerships and collaborations.
- Encourage culturally competent services and approaches that foster the principles of restorative justice.
- Define target populations, especially those populations that are:
 - traditionally underserved or inappropriately served through mental health and substance use disorder service providers, or
 - overrepresented within the criminal justice system, or
 - experiencing or at risk for homelessness
- Expand access to culturally congruent quality mental health and substance use disorder services, including services for co-occurring mental health and substance use disorder needs and the use of evidence-based or community defined practices.
- Identify and address known barriers to serving target populations, such as: lack of jobs, housing, or employment
- Prioritize client-focused/client-centered holistic programs and approaches, including healing strategies and trauma-informed care.
- Expand and improve on efforts to divert individuals away from criminal justice involvement through increased diversion programs and improved behavioral health services or community supports.
- Include community-based organizations with diverse staffing, including those who are system-impacted individuals, or who have varying educational levels and life experiences.
- Demonstrate capacity building for service providers at every level.
- Be mindful of regional equity and geographic diversity, including smaller and rural counties.
- Collect program data and measure/evaluate outcomes and publish and share information.
- Encourage community engagement, where members of the community participate in the identifying, informing, and shaping of policies, goals, services, and solutions.

Eligibility to Apply

Eligible Applicants

Eligible applicants are **public agencies** located in the State of California. For the purposes of this RFP a public agency is defined as:

A county, city, whether a general law city or a chartered city, or city and county, the duly constituted governing body of an Indian reservation or Rancheria, a school district, municipal corporation, district, political subdivision, or any board, commission, or agency thereof, entities that are legislative bodies of a local agency pursuant to subdivision (c) or (d) of Section 54952 of the Government Code, a housing authority organized pursuant to Part 2 (commencing with Section 34200) of Division 24 of the Health and Safety Code, a state agency, public district, or other political subdivision of the state, or any instrumentality thereof, which is authorized to engage in or assist in the development or operation of housing for persons and families of low or moderate income. (Pen. Code, § 6046.1, subd. (c).)

Current Cohort 4 Grantees Are Not Eligible to Apply

Public agencies currently receiving a Cohort 4 Prop 47 grant (see Appendix D) **are not eligible to apply** for Cohort 5 funding unless they propose to implement a new treatment program as described by Health and Safety Code section 11395, subdivision (d)(2) (i.e., Proposition 36 treatment program). However, a public agency from the same city or county as a Cohort 4 grantee may still apply, as long as it is for a distinctly different project.

Definition of Lead Agency

For the purposes of this RFP, the public agency applicant will be considered the **Lead Agency**. Lead agencies (i.e., individual agencies or departments within a city, county, or other jurisdiction) may not submit more than one proposal.

Non-lead agencies (including community-based organizations, faith-based organizations, non-governmental or governmental entities, etc.) may serve as a partner on more than one proposal, as long as they have the capacity to separately track the services provided to each.

IMPORTANT: Required Pass-Through to Community-Based Organizations

In order to be eligible, a Lead Agency must:

- Subcontract with one or more non-governmental, community-based organizations for a **minimum of 50 percent** of the total grant award in order to demonstrate a shared partnership rooted in community engagement and economic equity.

Note: Additional points will be awarded to applicants that pass through 60 to 69 percent or 70 percent and higher of the total grant award (See *Preference Points* section, later in this document).

Joint Proposals

Two or more public agencies may partner to submit a joint proposal, but one must be designated as Lead Agency for contracting purposes. Joint proposals must comply with all other eligibility criteria. A public agency may apply on both an individual and a joint proposal. There is no funding or scoring incentive for joint proposals.

Funding and Applicant Categories

The Prop 47 Grant is funded from savings generated from the enactment of the Safe Neighborhoods and Schools Act of 2014. Each year, the Department of Finance calculates the savings and distributes funding to the BSCC, State Department of Education, and California Victim Compensation and Government Claims Board. By law, the BSCC receives 65 percent of the state savings to administer a grant program.

The BSCC anticipates that approximately **\$127 million** in funding will be available for the Prop 47 Cohort 5 RFP. This funding is contingent on the amount of funds available in the Safe Neighborhoods and Schools Fund at the time of award.

The BSCC may select additional proposals for awards from the ranked list if the deposits into the Safe Neighborhoods and Schools Fund significantly increase the BSCC’s expected allocation.

Applicant Categories and Corresponding Funding Thresholds

Recognizing that different-sized jurisdictions have different capacities, resources, and needs, there are two categories within which public agency applicants will compete.

Maximum funding thresholds have been set within each category. These categories were established so that projects of a smaller scope do not compete against projects of a larger scope. **Applicants must self-select an Applicant Category**, depending on the size and cost of their proposed project. See the table below:

Applicant Category	Funding Threshold	Funds Allocated to this Category
1) Small Scope Project	Up to \$2 million for the entire grant period.	\$42,800,000
2) Large Scope Project	More than \$2 million and up to \$8 million for the entire grant period.	\$64,200,000
<ul style="list-style-type: none"> Los Angeles County <i>(will compete in the Large Scope Project Category)</i> 	The County of Los Angeles may submit a single application for up to \$20 million for the entire grant period.	\$20,000,000
Total Available Funds:		\$127,000,000

Applicants are strongly encouraged to apply for only the amount of funding needed to meet their program goals within the grant period. The Scoring Panel will rate proposals based in part on the reasonableness of the proposed budget.

Financial Leveraging

Assembly Bill 1056 (2015) calls for the BSCC to prioritize Prop 47 funding to public agency applicants that demonstrate how they plan to leverage other federal, state, and local funds or other social investments, such as the following:

- A. The Drug Medi-Cal Treatment Program (22 Cal. Code Regs. 51341.1, 51490.1, and 51516.1).
- B. The Mental Health Services Act, enacted by Proposition 63 at the November 2, 2004, general election, as amended.
- C. Funds provided for in connection with the implementation of Chapter 15 of the Statutes of 2011.
- D. The Community Corrections Performance Incentives Act (Stats. 2009, Ch. 608; Chapter 3 (commencing with Section 1228) of Title 8 of Part 2).
- E. The tax credits established pursuant to Sections 12209, 17053.57, and 23657 of the Revenue and Taxation Code.
- F. The federal Department of Housing and Urban Development funds, such as the Emergency Solutions Grant program (42 U.S.C. Sec. 11371 et seq.).
- G. The federal Department of Veterans Affairs Supportive Services for Veteran Families program (38 U.S.C. Sec. 2044).
- H. Social Innovation Funds established by the Corporation for National and Community Service pursuant to Section 12653k of Title 42 of the U.S. Code.
- I. The Edward Byrne Memorial Justice Assistance Grant Program (42 U.S.C. Sec. 3750 et seq.).

Leveraged Contributions

Grantees must maintain documentation that support all leveraged contributions to the grant. Expenditures for leverage funds must be reported on the BSCC invoice as the expenditures occur. Grantees are responsible for ensuring budgeted leverage contributions are made and grantees should not reduce or waive contributions once the grant agreement is fully executed. Failure to account for or provide budgeted leverage funds may result in a commensurate reduction in BSCC grant funds or termination of the grant agreement.

Supplanting

BSCC grant funds shall be used to support new program activities and/or to augment existing funds that expand current program activities. BSCC grant funds shall not be used to replace existing funds.

Supplanting is strictly prohibited for all BSCC grants. When leveraging outside funds, public agency applicants must be careful not to supplant. Supplanting is the deliberate

reduction in the amount of federal, state, or local funds being appropriated to an existing program or activity because grant funds have been awarded for the same purposes.

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

Denial of Future Funding

The BSCC reserves the right to consider the denial of future funding to any project and its officers based on its failure to comply with any term or condition of a current or previous Grant Award, poor past performance in a previous Grant Award, or failure to cooperate with state auditors/monitors.

Target Population & Eligible Activities

Target Population

The target population for programs and services funded by the Prop 47 grant is limited to adults and/or juveniles who meet the following two criteria:

- 1) have been arrested, charged with, or convicted of a criminal offense (including those charged with a “treatment-mandated felony”¹), **and**
- 2) have a history of mental health or substance use disorders.

For purposes of this RFP, a person has a history of mental health issues or substance use disorders if the person:

- has a mental health issue or substance use disorder that limits one or more of their life activities;
- has received services for a mental health issue or substance use disorder;
- has self-reported to a provider that they have a history of mental health issues, substance use disorders, or both; or
- has been regarded as having a mental health issue or substance use disorder.

In addition, the target population should have been convicted of less serious crimes such as those covered by Prop 47.

If services and programs are provided to juveniles, juveniles must fall under the jurisdiction of the juvenile court pursuant to Welfare and Institutions Code section 602. Juveniles that come under the jurisdiction of the juvenile court under Welfare and Institutions Code section 601 (i.e., status offenses, truancy) should not be considered arrested for or charged with criminal offenses.

¹ See Health & Saf. Code, § 11395, subd. (c).

Applicants will be required to describe how they will ensure that this target population is the one to be served by the proposed program. This could include a description of the program's referral, engagement to services, screening, assessment, and documentation processes. More information on this will be provided later in the Proposal Narrative instructions.

Eligible Grant Activities

Public agency applicants will be allowed to implement new services or programs and/or expand existing services or programs.

Prop 47 grant funds must be used for one or more of the following:

- mental health services, and/or
- substance use disorder (SUD) treatment, and/or
- diversion programs.

The BSCC does not prescribe the type of mental health services, SUD treatment, or diversion programs to be implemented. Within these three categories, applicants have broad discretion in determining the nature and duration of the services and programs funded by the grant. In selecting the type of services and programs to implement, applicants should be guided by the needs of the target population in their communities.

Priority will be given to applicants that provide supplemental housing-related services and other community-based supportive services, such as job skills training, case management, and civil legal services, as specified in [Assembly Bill 1056](#) (Statutes of 2015, Chapter 438).

Grant funds may also be used for court-ordered treatment programs pursuant to Health and Safety Code section 11395 (i.e., Proposition 36). Eligible projects could include (this list is not exhaustive:

- Expanding or enhancing existing court-ordered substance use disorder and/or mental health treatment.
- Providing case management and wraparound services that facilitate successful reintegration, to include housing, employment support, and job training.

Examples of substance use disorder treatment and diversion programs can be found in Appendix D: Glossary of Key Terms.

Ineligible Grant Expenditures

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.

Prop 47 grant funds may not be used for:

- the acquisition of real property, or
- programs or services provided in a custodial setting (with the exception of outreach and reentry planning)²

For more information on eligible and ineligible costs, refer to the [BSCC Grant Administration Guide](#).

Service Delivery Approach

Applicants will be required to describe the service delivery approach, i.e., who will deliver the services and how, and why it is most appropriate for the community and target population. More information on this will be provided later in the Proposal Narrative instructions. Key questions to consider include:

- What are the needs of your community and how does your project provide services reflective of the racially and ethnically diverse communities served?
- How does your project ensure services will be provided in locations accessible to the community?
- How does your project ensure services will be tailored to meet an individual's holistic needs, e.g., wraparound services?
- How does your project provide services in a culturally competent manner?
- How does your approach ensure that services and programs adhere to the principles of trauma-informed care?
- How does your project provide services in a collaborative manner with the community, governmental and non-governmental agencies?
- How does your project take steps to advance the principles of Restorative Justice and reduce recidivism in your community?
- How will this project change or improve the lives of participants?

Grant Period (Contract Term)

Proposals selected for funding will be under contract agreement with the BSCC from **October 1, 2025 to June 30, 2029**. The term of the grant agreement includes:

- 3 months for start-up and implementation,
- 3 years for service delivery, and

² For the purposes of this RFP, a locked facility (e.g., jail, prison, etc.) is considered a custodial setting. The intent of this RFP is to prohibit the use of grant funds for programs or services provided in a custodial setting with the exception of outreach and reentry planning.

- 6 months for completion of the required Local Evaluation Report and program-specific compliance audit (both are described later in this RFP).

A visual illustration of the grant agreement period is provided in the table below:

Start-Up & Implementation*	Service Delivery	Service Delivery	Service Delivery	Evaluation & Close-Out
<i>3 Months</i>	<i>12 months</i>	<i>12 months</i>	<i>12 months</i>	<i>6 Months</i>
October 1, 2025 - December 31, 2025	January 1, 2026 - December 31, 2026	January 1, 2027 - December 31, 2027	January 1, 2028 - December 31, 2028	January 1, 2029 – June 30, 2029
Start-up activities to include: subcontracting, procurement, hiring, set-up of financial and case management systems, etc.	Service delivery and data collection.	Service delivery and data collection.	Service delivery and data collection.	Compile and analyze data gathered from three full years of service delivery. Complete Local Evaluation Report. Complete program- specific compliance audit.

Important note: The grant service delivery period ends on December 31, 2028. From January 1, 2029 to June 30, 2029, only expenditures associated with completion of the Local Evaluation Report, completion of the required program-specific compliance audit, and other financial close-out activities may be incurred. Additional information about the invoicing process and reporting requirements will be provided later in this RFP.

Proposition 47 Local Advisory Committee

In order to apply for Prop 47 funding, the Lead Agency must convene a Prop 47 Local Advisory Committee that includes local stakeholders who have experience and expertise in the prospective programs and/or services to be implemented by the proposal. This advisory committee will, at a minimum, advise on:

- How to identify and prioritize the most pressing needs to be addressed (to include target population, target area, etc.);
- How to identify the strategies, programs and/or services to be undertaken to address those needs;
- The development of the grant project; and
- Ongoing implementation of the grant project.

The Prop 47 Local Advisory Committee must include a broad range of stakeholders from within the communities, organizations, departments, etc. impacted by the proposal.

Examples include behavioral health professionals, educators, community-based and faith-based organizations, individuals impacted by the justice system, law enforcement, probation, prosecutors, defense attorneys, courts, social service providers, advocacy groups, housing providers, housing navigators and citizens.

Lead Agencies should consider state and local conflict of interest laws when selecting members of the Prop 47 Local Advisory Committee. The Lead Agency is advised to check with its counsel about potential conflicts. The Lead Agency may use an existing body, but it must include individuals with the appropriate experience and expertise and address all the requirements listed in this section.

The Lead Agency must host regular community meetings to invite ongoing feedback and non-confidential updates from the Prop 47 Local Advisory Committee and the community.

As a part of the application, each Lead Agency will be required to include a Membership Roster for the Prop 47 Local Advisory Committee and a Letter of Agreement signed by all members (see Attachments C and D).

Evidence-Based, Data-Driven and Innovative Strategies (*information only*)

The BSCC is committed to supporting a focus on better outcomes in the justice system and for those involved in it. Applicants are therefore encouraged to use data to drive decision-making in the development, implementation, and appraisal of their overall projects. Applicants should be able to demonstrate that their proposal is linked to the implementation of practices and strategies supported by data. In developing a proposal, applicants should focus on the following three basic principles:

- 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 you selected used by another jurisdiction with documented positive results? Is there published research on the intervention you are choosing to implement showing its effectiveness? Is the intervention or strategy being used by another jurisdiction 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 in another jurisdiction, are there procedures in place to ensure that that you are following the model closely (so that you are more likely to achieve the desired outcomes)?
- 3. Is there a plan to collect evidence or data that will allow for an evaluation of whether the intervention or strategy worked?** For example, will the intervention or strategy you selected allow for the collection of data or other evidence so that outcomes can be measured at the conclusion of the project? Do you have processes in place to identify, collect and analyze that data/evidence?

Public agency applicants are encouraged to develop an overall project that incorporates these principles but is tailored to fit the needs of the communities they serve. Innovation and creativity are encouraged, but projects that have not been validated should demonstrate a promising approach using existing data and research such as best practices in the field.

Plans to measure the effectiveness of a project should include the use of both qualitative and quantitative research. While quantitative research is based on numbers and mathematical calculations, qualitative research is based on written or spoken narratives. The purpose of quantitative research is to explain, predict and/or control events through focused collection of numerical data, while the purpose of qualitative research is to explain and gain insight and understanding of events through intensive collection of narrative data.

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 Local 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.

Required Set-Aside for Evaluation Efforts

To ensure that grantees can comply with BSCC's data collection and reporting requirements in a meaningful way that benefits the applicants, their communities, and the State of California, applicants are required to budget **a minimum of 5 percent (or \$50,000, whichever is greater), but not more than 10 percent**, of the total grant award for data collection and evaluation efforts. These efforts include development of the Local Evaluation Plan, completion of Quarterly Progress Reports and completion of Local Evaluation Report.

Applicants are encouraged, but not required, to use outside evaluators to ensure objective and impartial evaluations. Specifically, applicants are encouraged to partner with institutions of higher learning universities, state universities and community colleges. See Appendix E for key definitions related to project evaluation.

Applicants are also 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 Prop 47 Project Work Plan are measurable.

Quarterly Progress Reports

Grant recipients are required to submit Quarterly Progress Reports (QPRs) to the BSCC. Progress reports are a critical element in BSCC's monitoring and oversight process. Grantees that are unable to demonstrate sufficient progress toward project goals and

objectives or demonstrate that funds are being spent in accordance with the Grant Agreement and Prop 47 Work Plan could be subject to the withholding of funds.

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 (i.e., 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.
- Project-level qualitative (narrative) information related to the implementation of Prop 47 funded projects.

As part of the QPRs, grantees will be required to submit de-identified individual level data in a Microsoft Excel file located in a secure cloud storage platform. **BSCC will not request or retain personal identifying information.** Grantees will be required to provide the following information for each participant:

- Age at enrollment
- Gender identity
- Race/Ethnicity
- Highest level of education completed at time of enrollment
- Employment and housing status at enrollment
- Employment and housing status at completion
- Prior arrests and convictions (yes/no responses)
- Probation, Parole, or PRCS status at enrollment
- Participation status (e.g., active participant, received one-time intervention services, exited program without completing program requirements, completed program requirements, etc.)

- Reason for exiting prior to program completion, if known
- Number of days between program enrollment and program completion (for participants who complete program requirements)
- Whether the services are the result of a treatment-mandated felony
- Number of prior treatment-mandated felonies (if applicable)
- Number of successfully completed treatments for treatment-mandated felonies (if applicable)
- Services the participant received during the quarter
 - If the participant receives mental health and/or substance use disorder treatments, indicate whether the treatment is mandated (e.g., Prop 36 treatment mandated felony, mandated as part of a diversion program funded through Prop 47, court ordered treatment but not related to Prop 36 or a Prop 47 diversion program, or not mandated)
- Recidivism
 - Due to the complexity of obtaining recidivism information for many grantees, this information will only be requested annually, instead of quarterly.
 - The definition of recidivism, as established in AB 1056, will be used for reporting purposes.
 - Recidivism data must be obtained from a reliable source, such as local law enforcement. Self-report will not be accepted. Note that obtaining this information from a reliable source may require the establishment of data sharing agreements.
 - Grantees will be required to report the following recidivism information:
 - Number of days between program enrollment/services received and the recidivating event.
 - Whether the conviction was a misdemeanor or felony

Local Evaluation Plan (LEP)

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 F provides the guidelines for the LEP. The LEP is due no later than March 31, 2026.

Local Evaluation Report (LER)

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 F provides the guidelines for the LER. The LER is due no later than June 30, 2029.

Evaluation Dissemination

The BSCC may make the LER from each grantee available to the public. Reports may be posted to the BSCC website and information from them may be incorporated into a Statewide Evaluation Report to be shared with the Administration, the Legislature, and the public.

Projects selected for funding are encouraged to make their LER public (e.g., post online, disseminate, share at meetings) to the community and the grantee's Governing Board (e.g., Board of Supervisors, City Council, etc.).

If the grantee plans to publish the Local Evaluation Report, it must be submitted to the BSCC for review prior to publication.

Additional Grant Requirements

Grant Agreement

Applicants approved for funding by the BSCC Board are required to enter into a Grant Agreement with the BSCC. Grantees must agree to comply with all terms and conditions of the Grant Agreement. A sample BSCC Grant Agreement can be found on the BSCC [Prop 47 home page](#). The Grant Agreement start date is expected to be **October 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 (i.e., Governing Board Resolution). 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 and all subgrantees are responsible for maintaining their Grant Agreement, all invoices, records, and relevant documentation for at least three (3) years after the final payment under the 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.

Governing Board Resolution

Before the grant award can be finalized and funds awarded, successful applicants must submit either a resolution from its Governing Board that delegates authority to the individual authorized to execute the grant agreement or sufficient documentation indicating that the individual who signs the grant agreement has been vested with plenary authority to execute grant agreements (e.g., a municipal ordinance or city/county ordinance/charter delegating such authority to a city manager or department head).

This documentation is not required at the time of proposal submission, 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. A sample Governing Board Resolution can be found in Attachment E.

Invoicing for Grant Expenditures

Disbursement of grant funds occurs on a reimbursement basis for costs incurred during a reporting period. The State Controller's Office (SCO) will issue the warrant (check) to the individual designated as the Financial Officer for the grant. Grantees will submit invoices to the BSCC on quarterly basis through an online process no later than 45 days following the end of the invoicing period (grantees wishing to invoice on a monthly basis must request an exception prior to entering into Grant Agreement).

Grantees must maintain adequate supporting documentation for all costs claimed on invoices. BSCC staff will conduct a desk review process which requires grantees to submit electronic documentation to support all grant funds claimed during the invoicing period. 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.

Additional information about invoicing can be found in the [BSCC Grant Administration Guide](#).

Audit Requirement

Grantees are required to provide the BSCC with a program-specific compliance audit that covers the service delivery period of the grant. The audit report will be due no later than **June 30, 2029**. The program-specific compliance audit shall be performed by a Certified Public Accountant or a participating county or city auditor that is organizationally independent from the participating county or city's project financial management functions. Expenses for the final audit may be reimbursed for actual costs up to \$25,000.

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

the grant period. The Department of General Services, State Controller³, 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.

Debarment, Fraud, Theft or Embezzlement

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

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

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

BSCC also requires that all grant recipients include, as a condition of award to a subcontractor, a requirement that the 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.

Before entering into grant agreement with the BSCC, successful applicants will be required to complete a *form* (see Appendix G) certifying they are in compliance with the BSCC's policies on debarment, fraud, theft, and embezzlement.

Criteria for Non-Governmental Organizations that Receive Grant Funds as a Subcontractor

There are separate eligibility criteria for non-governmental organizations (NGOs) that subcontract to receive Prop 47 grant funds to deliver direct services to the target area or target population (see Appendix H). 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.

³ The State Controller has independent authority to audit Proposition 47 grant programs administered by the BSCC. (Gov. Code, § 7599.2, subd. (c).)

Important: All non-governmental community-based organizations selected to receive Prop 47 grant funds as a part of the required 50 percent pass-through must meet these eligibility criteria.

Before entering into grant agreement with the BSCC, successful applicants will be required to complete, sign, and submit the *Criteria and Assurance for Non-Governmental Organizations that Receive BSCC Grant Funds as a Subcontractor* (see Appendix H).

Once under contract, grantees must submit an updated *Criteria and Assurance for Non-Governmental Organizations that Receive BSCC Grant Funds as a Subcontractor* form throughout the life of the grant agreement for NGOs that are added after awards are made. The BSCC will not reimburse for costs incurred by NGOs that do not meet the BSCC's requirements.

Grantee Orientation

Following the start of the grant period, BSCC staff will conduct a mandatory Grantee Orientation (date and venue 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 and a minimum of one community partner.

Quarterly Virtual Meetings

Following the start of the grant period, grantees will be expected to attend quarterly virtual meetings with the BSCC Field Representative(s) assigned to the grant. At a minimum, both the Project Director and Finance Officer should be in attendance, as critical information about the grant will be shared. The purpose of these meetings is to offer technical assistance to grantees and provide a forum for questions and information sharing.

Travel

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

- **Units of Government**

Units of government may follow either their own written travel and per diem policy or the State's policy. Units of government that plan to use cars from a state, county, city, district carpool, or garage may budget either the mileage rate established by

the carpool or garage, or the state mileage rate, not to exceed the loaning agency rate.

- **Non-Governmental Organizations (NGOs)**

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

- **Out-of-State Travel**

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

- **International Travel**

State grant funds may not be used for international travel.

Compliance Monitoring 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 sample Comprehensive Monitoring Visit checklist can be found on the Corrections Planning and Grant Programs [website](#).

Overview of the RFP Process

Confirmation of Receipt of Proposal

Upon submission of a proposal in the BSCC Submittable Application Portal, applicants will receive a confirmation email from the BSCC stating that the proposal has been received.

Technical Compliance Review and Eligibility Assessment

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

Please see the following page for a list of items that will result in automatic disqualification.

“Disqualification” means the proposal will not move forward to the Scoring Panel for the Proposal Rating Process and, therefore, will NOT be considered for funding under this grant.

DISQUALIFICATION CRITERIA



PLEASE REVIEW CAREFULLY

The following will result in an automatic disqualification:

- Proposal submission is not received in the Submittable Portal by **3:00 P.M. (PST) Monday, June 23, 2025.**
 - Allow sufficient time to upload all required documents in the BSCC Submittable Application portal. **Do not wait until the last minute!**
 - Email submissions will not be accepted.
- Applicant is not a public agency as defined in Penal Code section 6046.1, subdivision (c).
- Any of the following required attachments are missing or blank:
 - Proposal Budget Attachment (Excel attachment)
 - Project Work Plan Attachment
 - Local Advisory Committee Roster
 - Local Advisory Committee Letter of Agreement
- Proposal Budget Attachment and/or Work Plan Attachment are not submitted on the template provided by BSCC. **Do not use your own format.**
- Proposal Budget Attachment does not clearly show the **mandatory 50 percent pass-through** to one or more community-based organizations.
- Funding request, as shown on the Proposal Budget Attachment, exceeds \$8 million.
 - Note: Budgets that show a request of more than \$2 million will automatically compete in the Large Scope category, regardless of which category is marked in Submittable.
- Attachments are illegible.
- Attachments will not open or the files are corrupted.

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](#) 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. Scoring Panel ratings, once submitted to the BSCC, will be final.

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

Rating Factors

The five (5) Rating Factors that will be used and the maximum points allocated to each factor are shown in the table below. Applicants will be asked to address each of these factors as part of their proposal. The Prop 47 ESC assigned a percent value to each Rating Factor, correlating to its importance within the overall project (see Percent of Total Value column).

	Rating Factors	Point Range	Percent of Total Value	Weighted Rating Factor Score
1	Project Need	0 - 5	25%	50
2	Community Engagement	0 - 5	15%	30
3	Project Description	0 - 5	30%	60
4	Data Collection and Evaluation	0 - 5	15%	30
5	Proposal Budget	0 - 5	15%	30
Total Score (before Preference Points):			100%	200
<p>Preference Points: Applicants are required to dedicate a minimum of 50 percent of the grant funds requested to subcontracts with non-governmental, community-based organizations. Additional points will be added to the final score if an applicant dedicates 60 percent or more, as follows:</p> <p style="text-align: right;">60-69 percent of grant funds = 2 additional points 70+ percent of grant funds = 4 additional points</p>				
Maximum Possible Score with Preference Points:				204

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 (as 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.

Preference points are added to the Total Score, as applicable. The Maximum Possible Proposal Score is **204**.

Preference Points

Applicants are required to dedicate a minimum of 50 percent of their grant funds to subcontracts with non-governmental, community-based organizations, but an applicant may earn up to four (4) additional points for exceeding the minimum amount. Specifically:

+2 points: An additional two (2) points will be added to the final score if the applicant dedicates 60 to 69 percent of grant funds to one or more non-governmental, community-based organizations.

+4 points: An additional four (4) points will be added to the final score if the applicant dedicates 70 percent or more of grant funds to one or more non-governmental, community-based organizations.

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.

Minimum Scoring Threshold

To be considered for funding, a proposal must meet a threshold of **65 percent (65%)**, or a minimum Proposal Score of **130** total points (including Preference Points).

Funding Decisions

Applicants will compete for funds within either the Small or Large Scope category. Once the proposals have been scored and ranked, BSCC will move down the ranked lists to fund all qualified applicants (i.e., proposals that meet the scoring threshold requirements) in each category until all funds in that category 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 there are not sufficient qualified applicants to exhaust all funds in one category, those funds will be recommended for qualified applicants in the other category. Any funds remaining after all possible qualified applicants have been funded will be held for the next Prop 47 Request for Proposals.

Summary of Key Dates

The following table shows a timeline of key dates related to the Prop 47 Cohort 4 Grant Program.

Activity	Tentative Timeline
Release Request for Proposals	April 11, 2025
Grant Information Session for Prospective Applicants	May 6, 2025
Letter of Intent to Apply Due (Optional)	May 9, 2025
Proposals Due to the BSCC	3:00 p.m. PST on June 23, 2025
Proposal Rating Process and Development of Funding Recommendations	June to July 2025
BSCC Board Considers Funding Recommendation	September 11, 2025
Grant Contract Begins (Start Up and Implementation)	October 1, 2025
Mandatory New Grantee Orientation	TBD, October or November 2025
Grant Service Period Begins	January 1, 2026
Grant Service Period Ends	December 31, 2028
Grant Contract Ends (Final Evaluation Report and Program-Specific Audit Report Due)	June 30, 2029

PART III: Proposal Instructions

The following section contains pertinent information on how to complete the Prop 47 Grant Proposal Package. The proposal and all required attachments are provided on the BSCC [Prop 47 home page](#).

Rating Factors

There are five Rating Factors against which Prop 47 proposals will be scored. Applicants will address these factors in two separate parts: the Proposal Narrative and the Proposal Budget. The five Rating Factors and the percent of total value assigned to each are shown in the table below. As shown, applicants will address Rating Factors 1-4 in the Proposal Narrative. Applicants will address Rating Factor 5 in the Proposal Budget.

Section	Rating Factors	Percent of Total Value	Addressed in:
1	Project Need	25%	Proposal Narrative (filled out in the Submittable Portal)
2	Community Engagement	15%	
3	Project Description	30%	
4	Data Collection and Evaluation	15%	
5	Proposal Budget	15%	Proposal Budget (uploaded as an Excel Attachment)

Proposal Narrative Instructions

Applicants will complete the Proposal Narrative by accessing the BSCC Submittable Application Portal (see Submittable Instructions starting on page 2) 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	8,948	Up to four (4) pages
2	Community Engagement	6,711	Up to three (3) pages
3	Project Description	11,185	Up to five (5) pages
4	Data Collection and Evaluation	6,711	Up to three (3) 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.**" The Submittable Application portal will not allow applicants to submit the Prop 47 Cohort 5 Proposal Narrative until they comply with all character limit requirements.

Bibliography

Applicants may include an optional bibliography containing citations, using either the Modern Language Association (MLA) or American Psychological Association (APA) style in the "OPTIONAL Bibliography" field on the BSCC Submittable Application page. 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 the Proposal Narrative, the following attachments, located on the BSCC [Prop 47 home page](#), must be completed and uploaded in the identified fields in the BSCC Submittable Application Portal at the time of submission (with the exception of the Governing Board Resolution):

- Proposal Budget Attachment (Budget Table with Narrative) (**Attachment A**)
- Proposition 47 Cohort 5 Work Plan (**Attachment B**)
- Proposition 47 Local Advisory Committee Membership Roster (**Attachment C**)
- Proposition 47 Local Advisory Committee Letter of Agreement (**Attachment D**)
- Governing Board Resolution – Sample (not required at time of submission; however, must be submitted if awarded grant funds) (**Attachment E**)

Note: Letters of general support (i.e., from elected officials, community members, etc.) from individuals not actually working on the grant project will not be accepted. If these are uploaded to Submittable, they will be discarded.

Proposal Narrative Rating Factors

Section 1: Project Need (Percent Value – 25%)

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 community need that is pertinent to the intent of the grant program. The elements that comprise the Rating Factor are listed below. Addressing each element does not in itself merit a high rating; rather 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	<p>Identify and describe the need(s) to be addressed by the Prop 47 program. Include:</p> <ul style="list-style-type: none"> • Quantitative and qualitative data to support the need, • Gaps in services that contribute to the need, and • Citations of data sources.
1.2	<p>Identify and describe the target population. The description should:</p> <ul style="list-style-type: none"> • Demonstrate that the target population is measurable, • How it correlates to the need, • Include quantitative and qualitative data to support the description, and • Include citations of data sources.
1.3	<p>Describe the steps that will be taken to address the needs of underserved populations in the community, including disparities based on race, ethnicity, gender, sexual orientation, immigration status, etc.</p>
1.4	<p>Describe how the need(s) and target population align with the intent of Prop 47.</p>

Section 2: Community Engagement (Percent Value – 15%)

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

<p>Community Engagement: The applicant provided a description of the community engagement process that is related to the need(s) and intent of the grant. The elements that comprise the Rating Factor are listed below. Addressing each element does not in itself merit a high rating; rather 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	<p>Describe the engagement process used to solicit membership to the Prop 47 Local Advisory Committee. The description should address:</p> <ul style="list-style-type: none"> • How input was obtained from a cross-section of stakeholders and other interested parties, • How and why certain community partners were selected, and • Steps taken to ensure the process was fair, inclusive, comprehensive, and transparent.

2.2	Describe the process of ensuring the Prop 47 Local Advisory Committee meetings are sufficiently noticed, accessible to the public and include opportunities for participation.
2.3	<p>The Prop 47 Local Advisory Committee Membership Roster (Attachment C) is included, along with Letter(s) of Agreement (Attachment D) signed by all members. The make-up of the committee should:</p> <ul style="list-style-type: none"> • Include a diverse group of stakeholders and other interested parties, and • Reflect the make-up and culture of the community and identified need.

Section 3: 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 provided a description of the project that is related to the need(s) and intent of the grant. The elements that comprise the Rating factor are listed below. Addressing each element does not in itself merit a high rating; rather, although each element is to be addressed, it is the quality of the response to each that will be evaluated. The response will be evaluated with a single rating based on a scale of 0-5.</p>	
3.1	<p>Describe how the target population will be identified according to the following criteria:</p> <ul style="list-style-type: none"> • Referral process, • Risk/needs assessments, and • Having a mental health or substance use disorder need.
3.2	<p>Describe the types of service, sources of service, and method of delivery that will be made available to the target population, including:</p> <ul style="list-style-type: none"> • The plan for selecting the types and kinds of services to be provided to each participant (e.g., risk and needs assessments). • The projected number of the target population to be served and a plan for ensuring that individuals who have been most impacted by Prop 47 or Prop 36 (if applicable), with an emphasis on racial and ethnic disparities, receive the proposed services. • How the services will be delivered, including length and duration. • How the design and implementation plan of the project demonstrates value in community partnerships and collaboration. • The roles, responsibilities and activities of the case managers, system navigators or other staff delivering services.
3.3	<p>Describe how the service delivery approach:</p> <ul style="list-style-type: none"> • Is culturally competent and responsive, trauma-informed, gender responsive, and provides for accessibility, • Advances principles of Restorative Justice, and • Acknowledges and addresses known barriers to serving target populations.

3.4	Describe the process used to determine who will provide services, including: <ul style="list-style-type: none"> • How providers address the needs and interests of the target population • How the providers' administrative (staff, leadership, etc.) involves people with lived experience, have been system impacted, or have varying educational levels and life experiences.
3.5	Describe the plan to minimize start-up time so that services can be delivered as soon as possible.
3.6	Describe how the project meets the spirit and intent behind the statute and the Prop 47 Guiding Principles.
3.7	If your agency plans to leverage outside funds, include a brief description of which "other federal, state, and local funds or other social investments" will be leveraged and how they will contribute toward the success of the proposed project. If you do not plan to leverage outside funds, explain why.
3.8	Complete the Project Work Plan (Attachment B), identifying the top three goals and objectives of the project and how these will be achieved in terms of the activities, responsible staff/partner agencies, outcome measures, data sources and start and end dates.

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

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

Data Collection and Project Evaluation: The applicant described how it will monitor and evaluate the effectiveness of the proposed project. The elements that comprise the Rating Factor are listed below. Addressing each element does not in itself merit a high rating; rather 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.	
4.1	Describe the plan to determine the staff and/or entity that will conduct the project evaluation and how monitoring activities to ensure that interventions are implemented as intended will be incorporated in the various phases of the project; for example, start-up, implementation, service delivery period, etc.
4.2	Identify the process and outcome measures that are quantifiable and in line with the intent of Proposition 47, the proposed project, and the goals and objectives listed in the Work Plan (refer to Attachment B). <ul style="list-style-type: none"> • Recidivism, as defined by the BSCC, must be included as an outcome measure.
4.3	Describe the preliminary research plan for how the applicant will collect and evaluate baseline and outcome data related to the process and outcome indicators identified in 4.2. <ul style="list-style-type: none"> • If the outcomes you propose to track require you to collect data from an outside entity, include a plan for entering into data sharing agreements, including agreements to obtain recidivism and other de-identified individual level data.

Proposal Budget Instructions

As part of the application process, applicants are required to complete and upload a Proposal Budget with Budget Narrative (“Proposition 47 Budget Attachment”) in the identified field on the BSCC Submittable Application portal. The Prop 47 Budget Attachment **with instructions** is provided for reference as Attachment A to this RFP. The downloadable version of the Prop 47 Budget Attachment (an Excel workbook) is available on the [Prop 47 home page](#).

- Detailed instructions for completing the Budget Attachment are listed in the **Instructions tab** of the Excel workbook.

Applicants are solely responsible for the accuracy and completeness of the information entered in the Budget Attachment. All project costs must be directly related to the objectives and activities of the project. **Do not submit an annual budget; the grant funds requested in the Budget Attachment must cover the entire grant period.**

Generally, once an award is approved by the Board, the proposed budget becomes the approved grant budget and will be incorporated in the Standard Grant Agreement. However, applicants should be aware that budgets *will be subject to review and approval by the BSCC staff to ensure all proposed costs listed within the Proposal Budget are allowable and eligible for reimbursement*. In these situations, the revised grant budget will be used for the Grant Agreement. For additional guidance related to grant budgets, refer to the [BSCC Grant Administration Guide](#).

Proposal Budget Rating Factor

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

Section 5: Proposal Budget Attachment (Percent Value – 15%)

<p>Proposal Budget: The applicant provided a complete Proposal Budget Attachment (Budget Table with Budget Narrative) 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; rather 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>	
5.1	<p>Provide complete detailed budget information in each section of the Proposition 47 Proposal Budget Attachment that includes:</p> <ul style="list-style-type: none"> • Expenses that are appropriate for the project’s goals and planned activities; and • A brief explanation supporting each expense.

PART IV: Appendices and Attachments

Appendices (for reference only)

- **Appendix A:** Proposition 47 (2014)
- **Appendix B:** Assembly Bill 1056 (2015)
- **Appendix C:** Prop 36 Information
- **Appendix D:** Ineligible Proposition 47 Cohort 4 Grantees
- **Appendix E:** Glossary of Key Terms
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Attachments (A-D required with Proposal)

- **Attachment A:** Proposal Budget - **REQUIRED**
- **Attachment B:** Project Work Plan - **REQUIRED**
- **Attachment C:** Proposition 47 Local Advisory Committee Membership Roster **REQUIRED**
- **Attachment D:** Proposition 47 Local Advisory Committee Letter of Agreement, signed by all members- **REQUIRED**
- **Attachment E:** Sample Governing Board Resolution (***Not due at time of proposal submission, but must be submitted once grant funds are awarded***)

Appendix A: Proposition 47

Proposition 47 (2014) – In Pertinent Part

THE SAFE NEIGHBORHOODS AND SCHOOLS ACT

SEC. 4. Chapter 33 (commencing with Section 7599) is added to Division 7 of Title 1 of the Government Code, to read:

Chapter 33. Creation of Safe Neighborhoods and Schools Fund

7599. (a) A fund to be known as the “Safe Neighborhoods and Schools Fund” is hereby created within the State Treasury and, notwithstanding Section 13340 of the Government Code, is continuously appropriated without regard to fiscal year for carrying out the purposes of this chapter.

(b) For purposes of the calculations required by Section 8 of Article XVI of the California Constitution, funds transferred to the Safe Neighborhoods and Schools Fund shall be considered General Fund revenues which may be appropriated pursuant to Article XIII B.

7599.1. Funding Appropriation.

(a) On or before July 31, 2016, and on or before July 31 of each fiscal year thereafter, the Director of Finance shall calculate the savings that accrued to the state from the implementation of the act adding this chapter (“this act”) during the fiscal year ending June 30, as compared to the fiscal year preceding the enactment of this act. In making the calculation required by this subdivision, the Director of Finance shall use actual data or best available estimates where actual data is not available. The calculation shall be final and shall not be adjusted for any subsequent changes in the underlying data. The Director of Finance shall certify the results of the calculation to the Controller no later than August 1 of each fiscal year.

(b) Before August 15, 2016, and before August 15 of each fiscal year thereafter, the Controller shall transfer from the General Fund to the Safe Neighborhoods and Schools Fund the total amount calculated pursuant to subdivision (a).

c) Moneys in the Safe Neighborhoods and Schools Fund shall be continuously appropriated for the purposes of this act. Funds transferred to the Safe Neighborhoods and Schools Fund shall be used exclusively for the purposes of this act and shall not be subject to appropriation or transfer by the Legislature for any other purpose. The funds in the Safe Neighborhoods and Schools Fund may be used without regard to fiscal year.

7599.2. Distribution of Moneys from the Safe Neighborhoods and Schools Fund.

(a) By August 15 of each fiscal year beginning in 2016, the Controller shall disburse moneys deposited in the Safe Neighborhoods and Schools Fund as follows:

(1) Twenty-five percent to the State Department of Education, to administer a grant program to public agencies aimed at improving outcomes for public school pupils in kindergarten and grades 1 to 12, inclusive, by reducing truancy and supporting students who are at risk of dropping out of school or are victims of crime.

(2) Ten percent to the California Victim Compensation and Government Claims Board, to make grants to trauma recovery centers to provide services to victims of crime pursuant to Section 13963.1 of the Government Code.

(3) Sixty-five percent to the Board of State and Community Corrections, to administer a grant program to public agencies aimed at supporting mental health treatment, substance abuse treatment, and diversion programs for people in the criminal justice system, with an emphasis on programs that reduce recidivism of people convicted of less serious crimes, such as those covered by this measure, and those who have substance abuse and mental health problems.

(b) For each program set forth in paragraphs (1) to (3), inclusive, of subdivision (a), the agency responsible for administering the programs shall not spend more than 5 percent of the total funds it receives from the Safe Neighborhoods and Schools Fund on an annual basis for administrative costs.

(c) Every two years, the Controller shall conduct an audit of the grant programs operated by the agencies specified in paragraphs (1) to (3), inclusive, of subdivision (a) to ensure the funds are disbursed and expended solely according to this chapter and shall report his or her findings to the Legislature and the public.

(d) Any costs incurred by the Controller and the Director of Finance in connection with the administration of the Safe Neighborhoods and Schools Fund, including the costs of the calculation required by Section 7599.1 and the audit required by subdivision (c), as determined by the Director of Finance, shall be deducted from the Safe Neighborhoods and Schools Fund before the funds are disbursed pursuant to subdivision (a).

(e) The funding established pursuant to this act shall be used to expand programs for public school pupils in kindergarten and grades 1 to 12, inclusive, victims of crime, and mental health and substance abuse treatment and diversion programs for people in the criminal justice system. These funds shall not be used to supplant existing state or local funds utilized for these purposes.

(f) Local agencies shall not be obligated to provide programs or levels of service described in this chapter above the level for which funding has been provided.

Appendix B: Assembly Bill 1056 (Statutes of 2015, Chapter 438)

AB 1056, Atkins. Second Chance Program.

SECTION 1. The Legislature finds and declares all of the following:

(a) California voters approved Proposition 47, known as the Safe Neighborhoods and Schools Act of 2014. The measure was enacted to ensure that prison spending is focused on violent and serious offenses, to maximize alternatives for nonviolent and nonserious crime, and to invest the resulting savings into prevention and support programs.

(b) Research has shown that people in the criminal justice system disproportionately suffer from mental health issues and substance use disorders. Nationally, over one-half of all people in prisons or

jails have experienced a mental health issue within the last year, and over one-half of women and 44 percent of men in jail have a drug or alcohol dependency.

(c) People in the criminal justice system and formerly incarcerated individuals have difficulty securing housing and employment following their incarceration. These challenges are compounded for people living with mental health issues or substance use disorders. As a result, many formerly incarcerated people, especially those with mental health issues or substance abuse disorders experience homelessness. Experiencing homelessness greatly increases the likelihood that a formerly incarcerated person will recidivate.

(d) Offering people in the criminal justice system and formerly incarcerated individuals meaningful access to mental health services, substance use treatment services, housing, housing-related job

assistance, job skills training, and other community-based supportive services has been shown to decrease the likelihood of future contact with law enforcement and the criminal justice system.

(e) Prioritizing the state savings realized by the implementation of the Safe Neighborhoods and Schools Act of 2014 for projects that combine mental health services, substance use treatment services, housing, housing-related job assistance, job skills training, and other community-based supportive services will help the state meaningfully reduce recidivism.

(f) By prioritizing projects that offer comprehensive interventions, the Legislature intends for public agencies, nonprofits, and other community-based providers of services to people in the criminal justice system and formerly incarcerated individuals to leverage additional federal, state, and local funds for social investment resources.

(g) The Legislature intends to promote the use of restorative justice principles in addressing recidivism.

SEC. 2. Section 97013 of the Government Code is amended to read:

97013. (a) Each county receiving an award shall report annually to the board on the status of its ongoing social innovation financing program. The report shall also contain an accounting of the moneys awarded.

(b) The board shall compile the county reports and submit a summary report to the Governor and Legislature annually.

(c) A report made pursuant to this section shall be made in accordance with the requirements of Section 9795.

(d) This section shall remain in effect only until January 1, 2022, and as of that date is repealed, unless a later enacted statute, that is enacted before January 1, 2022, deletes or extends that date.

SEC. 3. Section 97015 of the Government Code is amended to read:

97015. This title shall remain in effect only until January 1, 2022, and as of that date is repealed, unless a later enacted statute, that is enacted before January 1, 2022, deletes or extends that date.

SEC. 4. Article 5 (commencing with Section 6046) is added to Chapter 5 of Title 7 of Part 3 of the Penal Code, to read:

Article 5. Second Chance Program

6046. (a) The purpose of this article is to build safer communities by investing in community-based programs, services, and initiatives for formerly incarcerated individuals in need of mental health and substance use treatment services.

(b) The program established pursuant to this article shall be restricted to supporting mental health treatment, substance use treatment, and diversion programs for persons in the criminal justice system, with an emphasis on programs that reduce recidivism of persons convicted of less serious crimes, such as those covered by the Safe Neighborhoods and Schools Act of 2014, and those who have substance use and mental health problems.

(c) The Board of State and Community Corrections shall administer a grant program established pursuant to this article.

6046.1. For the purposes of this article, the following definitions shall apply:

(a) "Board" means the Board of State and Community Corrections.

(b) "Fund" means the Second Chance Fund established pursuant to Section 6046.2.

(c) "Public agency" means a county, city, whether a general law city or a chartered city, or city and county, the duly constituted governing body of an Indian reservation or rancheria, a school district, municipal corporation, district, political subdivision, or any board, commission, or agency thereof, entities that are legislative bodies of a local agency pursuant to subdivision (c) or (d) of Section 54952 of the Government Code, a housing authority organized pursuant to Part 2 (commencing with Section 34200) of Division 24 of the Health and Safety Code, a state agency, public

district, or other political subdivision of the state, or any instrumentality thereof, which is authorized to engage in or assist in the development or operation of housing for persons and families of low or moderate income.

(d) "Recidivism" means a conviction of a new felony or misdemeanor committed within three years of release from custody or committed within three years of placement on supervision for a previous criminal conviction.

6046.2. (a) The Second Chance Fund is hereby created in the State Treasury. The board shall be responsible for administering the fund. Moneys in the fund are hereby continuously appropriated without regard to fiscal year for the purposes of this article.

(b) (1) The Controller, upon order of the Director of Finance, shall transfer moneys available to the Board of State and Community Corrections pursuant to paragraph (3) of subdivision (a) of Section 7599.2 of the Government Code into the Second Chance Fund.

(2) The Second Chance Fund may receive moneys from any other federal, state, or local grant, or from any private donation or grant, for the purposes of this article.

(c) The board shall not spend more than 5 percent annually of the moneys in the fund for administrative costs.

6046.3. (a) The board shall administer a competitive grant program to carry out the purposes of this article that focuses on community-based solutions for reducing recidivism. The grant program shall, at minimum, do all of the following:

(1) Restrict eligibility to proposals designed to serve people who have been arrested, charged with, or convicted of a criminal offense and have a history of mental health or substance use disorders.

(2) Restrict eligibility to proposals that offer mental health services, substance use disorder treatment services, misdemeanor diversion programs, or some combination thereof.

(3) Restrict eligibility to proposals that have a public agency as the lead applicant.

(b) The board shall form an executive steering committee that includes, but is not limited to, a balanced and diverse membership from relevant state and local government entities, community-based treatment and service providers, and the formerly incarcerated community. The committee shall have expertise in homelessness and housing, behavioral health and substance abuse treatment, and

effective rehabilitative treatment for adults and juveniles. The committee shall make recommendations regarding the design, efficacy, and viability of proposals, and make recommendations on guidelines

for the submission of proposals, including threshold or scoring criteria, or both, that do all of the following:

(1) Prioritize proposals that advance principles of restorative justice while demonstrating a capacity to reduce recidivism.

(2) Prioritize proposals that leverage other federal, state, and local funds or other social investments, such as the following sources of funding:

(A) The Drug Medi-Cal Treatment Program (22 Cal. Code Regs. 51341.1, 51490.1, and 51516.1).

(B) The Mental Health Services Act, enacted by Proposition 63 at the November 2, 2004, general election, as amended.

(C) Funds provided for in connection with the implementation of Chapter 15 of the Statutes of 2011.

(D) The Community Corrections Performance Incentives Act (Stats. 2009, Ch. 608; Chapter 3 (commencing with Section 1228) of Title 8 of Part 2).

(E) The tax credits established pursuant to Sections 12209, 17053.57, and 23657 of the Revenue and Taxation Code.

(F) The federal Department of Housing and Urban Development funds, such as the Emergency Solutions Grant program (42 U.S.C. Sec. 11371 et seq.).

(G) The federal Department of Veterans Affairs Supportive Services for Veteran Families program (38 U.S.C. Sec. 2044).

(H) Social Innovation Funds established by the Corporation for National and Community Service pursuant to Section 12653k of Title 42 of the United States Code.

(I) The Edward Byrne Memorial Justice Assistance Grant Program (42 U.S.C. Sec. 3750 et seq.).

(3) Prioritize proposals that provide for all of the following:

(A) Mental health services, substance use disorder treatment services, misdemeanor diversion programs, or some combination thereof.

(B) Housing-related assistance that utilizes evidence-based models, including, but not limited to, those recommended by the federal Department of Housing and Urban Development. Housing-related assistance may include, but is not limited to, the following:

(i) Financial assistance, including security deposits, utility payments, moving-cost assistance, and up to 24 months of rental assistance.

(ii) Housing stabilization assistance, including case management, relocation assistance, outreach and engagement, landlord recruitment, housing navigation and placement, and credit repair.

(C) Other community-based supportive services, such as job skills training, case management, and civil legal services.

(4) Prioritize proposals that leverage existing contracts, partnerships, memoranda of understanding, or other formal relationships to provide one or more of the services prioritized in paragraph (3).

(5) Prioritize proposals put forth by a public agency in partnership with a philanthropic or nonprofit organization.

(6) Prioritize proposals that promote interagency and regional collaborations.

(7) Consider ways to promote services for people with offenses identical or similar to those addressed by the Safe Neighborhoods and Schools Act of 2014, without precluding assistance to a person with other offenses in his or her criminal history.

(8) Consider geographic diversity.

(9) Consider appropriate limits for administrative costs and overhead.

(10) Consider proposals that provide services to juveniles.

(11) Permit proposals to expand the capacity of an existing program and prohibit proposals from using the fund to supplant funding for an existing program.

SEC. 5. The Legislature finds and declares that this act furthers the intent of the Safe Neighborhoods and Schools Act enacted by Proposition 47 at the November 4, 2014, general election.

Appendix C: Prop 36 Information

Proposition 36 (Prop 36) established a treatment-mandated felony for drug possession that can be charged when the person has two or more prior convictions for possession or sale of drugs such as heroin, cocaine, or cocaine base.⁴ This offense is a wobbler, meaning the prosecutor can choose to charge it as either a misdemeanor or felony.⁵ If charged as a felony, the defendant can be sentenced to up to three years in county jail for a first offense and three years in state prison for any subsequent offense.⁶ The misdemeanor punishment is one year in county jail.⁷

People charged with a treatment-mandated felony can elect to plead guilty or no contest to the offense and agree to participate in a treatment program approved by the court.⁸ The court must order a drug addiction expert to conduct a substance abuse and mental health evaluation of the defendant and submit a report to the court and the parties.⁹

Prop 36 specifies that Prop 47 monies may be used to fund treatment programs that address this new treatment-mandated felony offense. Prop 36 further specifies that:

- Treatment programs provided for individuals charged with a treatment-mandated felony have no statutorily prescribed length or conditions and may include drug treatment, mental health treatment, job training, and any other conditions related to treatment or a successful outcome for the defendant that the court finds appropriate.
- Courts are required to make referrals to programs that provide services at no cost to participants. The programs must be deemed “credible and effective” by the court, the drug addiction expert, and the parties, including the prosecutor and defense counsel.
- Courts must hold “regular hearings to review the progress of the defendant.” Courts, prosecutors, and the probation department can move to terminate treatment at any time by alleging the person is performing unsatisfactorily in the program, is not benefitting from treatment, is not amenable to treatment, has refused treatment, or has been convicted of a new crime. If a person is terminated from treatment, the court must proceed with entry of judgment and sentencing.

⁴ Health & Safety Code § 11395(c).

⁵ Health & Safety Code § 11395(b)(1).

⁶ *Id.*

⁷ *Id.*

⁸ Health & Safety Code § 11395(d)(1).

⁹ Health & Safety Code § 11395(d)(1)(B).

Appendix D: Public Agencies Ineligible for Prop 47 Cohort 5 Funding

The following Public Agencies are current Prop 47 Cohort 4 Grantees and are therefore INELIGIBLE* to apply for Prop 47 Cohort 5 grant funds:

- Alameda County District Attorney's Office
- Anaheim City Attorney's Office
- Bakersfield, City of
- Fort Bragg Police Department
- Glenn County Health & Human Services Agency
- Long Beach City Department of Health and Human Services
- Madera County District Attorney's Office
- Marin County Sheriff's Office
- Monterey County Public Defender's Office
- Orange County Probation Department
- Pomona, City of
- Regents of the University of California dba UC Irvine
- Riverside County Department of Housing and Workforce Solutions
- Riverside County Veterans' Services
- Sacramento County Department of Health Services
- San Diego County Behavioral Health Services
- San Francisco Department of Homelessness and Supportive Housing
- San Gabriel Valley Council of Governments
- Santa Cruz County Health Services Agency
- Santa Cruz County Office of Education
- Santa Monica City Attorney's Office
- Seaside City Recreation Services
- Shasta County Probation Department
- Stanislaus County District Attorney's Office
- Ventura County Public Defender's Office
- Yolo County Probation Department

**Unless proposing to implement a new treatment-mandated felony program under the guidelines of Proposition 36*

Appendix E: Glossary of Terms

Behavioral Health Services

The promotion of mental health, resilience, and wellbeing; the treatment of mental and substance use disorders; and the support of those who experience and/or are in recovery from these conditions, along with their families and communities.

Case Management

A collaborative process which assesses, plans, implements, coordinates, monitors, and evaluates the options and services required to meet an individual's health needs, using communications and available resources to promote quality, cost effective outcomes¹⁰.

Community Defined Practices

A set of practices that communities have used and determined by community consensus over time and which may or may not have been measured empirically but have reached a level of acceptance by the community (Martinez, 2008). CDE practices are bottom-up/ground-up practices that come from the community and the organizations or providers who serve them. Unlike most EBPs, CDE practices are developed specifically to address the unmet needs and strengths of a cultural group; they are rooted in the community's worldview and its historical and social contexts (Community Defined Evidence Project [CDEP] Preliminary Quantitative and Qualitative Findings, 2009). CDEPs often incorporate cultural activities, cultural education, and exploration of strengths and skill development, rather than focusing solely or primarily on symptoms and health challenges (Swart, Friesen, Holman, & Aue, 2009)¹¹.

Cultural Competence

Cultural competency is a developmental process in which one achieves increasing levels of awareness, knowledge, and skills along a continuum, improving one's capacity to work and communicate effectively in cross-cultural situations. Strategies for practicing cultural competency include:

- Learning about your own and others' cultural identities
- Combating bias and stereotypes
- Respecting others' beliefs, values, and communication preferences
- Adapting your services to each patient's unique needs
- Gaining new cultural experiences

¹⁰ Source: Case Management Society of America

¹¹ https://cars-rp.org/_MHTTC/docs/CDE-Evaluation-Resource-Compendium-PS-MHTTC.pdf

Cultural Humility

Cultural humility is a reflective process of understanding one's biases and privileges, managing power imbalances, and maintaining a stance that is open to others in relation to aspects of their cultural identity that are most important to them¹².

Strategies for practicing cultural humility include:

- Practicing self-reflection, including awareness of your beliefs, values, and implicit biases
- Recognizing what you don't know and being open to learning as much as you can
- Being open to other people's identities and empathizing with their life experiences
 - Acknowledging that the patient is their own best authority, not you
 - Learning and growing from people whose beliefs, values, and worldviews differ from yours

Crisis Residential Treatment Programs

A short-term residential program that provides a less restrictive alternative hospitalization. Provides treatment for adults with mental health crisis that require 24-hour support in order to return to community living.

Diversion Programs

In the context of criminal law, diversion refers to diverting an individual out of the criminal justice system by having them complete a diversion program rather than be incarcerated or serve another alternative sentence. Criminal charges are typically dropped when an individual successfully completes a diversion program. The purpose of a diversion program is to effect rehabilitation while avoiding the stigma of a criminal conviction.

A diversion program allows the individual to avoid prosecution by completing various requirements for the program. These requirements could include:

1. Education aimed at preventing future offenses by the offender;
2. Restitution to victims of the offense;
3. Completion of community service hours;
4. Avoiding situations for a specified period of time in the future that may lead to committing another such offense.

¹² <https://thinkculturalhealth.hhs.gov/assets/pdfs/resource-library/clas-clc-ch.pdf>

Diversion programs are usually only available to individuals charged with misdemeanors and nonviolent felonies involving drugs or alcohol. In some jurisdictions, diversion may be available to individuals charged with domestic violence, child abuse or neglect, traffic-related offenses, or even writing bad checks. Diversion programs are primarily governed by state laws, which vary by state.

Goal versus Objective

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

In proposals, goals are defined by broad statements of what the program intends to accomplish, representing the long-term intended outcome of the program¹³.

Examples of goal statements¹⁴:

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

Objectives are defined by statements of specific, measurable aims of program activities¹⁵. Objectives detail the tasks that must be completed to achieve goals¹⁶. Descriptions of objectives in the proposals should include three elements¹⁷:

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 objectives¹⁸:

¹³ Justice Research and Statistics Association, *Juvenile Justice Evaluation Center*. (2003, June). *Juvenile Justice Program Evaluation: An overview* (Second Edition). Retrieved from <http://www.jrsa.org/njiec/publications/program-evaluation.pdf>. See also New York State Division of Criminal Justice Services. *A Guide to Developing Goals and Objectives for Your Program*. Retrieved from <http://www.criminaljustice.ny.gov/ofpa/goalwrite.htm>.

¹⁴ *Id.* at p. 4.

¹⁵ National Center for Justice Planning. *Overview of Strategic Planning. Where Do We Want to Be? Goals and Objectives*. Retrieved from <http://ncjp.org/strategic-planning/overview/where-do-we-want-be/goals-objectives>.

¹⁶ *Id.*; see *supra* fn 1.

¹⁷ 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>.

¹⁸ *Id.*

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

Housing Models (Examples)

A. Bridge Housing

Transitional housing that is used as a short-term stay when an individual has been offered and accepted a permanent housing intervention, but access to that permanent housing is still being arranged.

Source: Department of Veterans Affairs

B. Housing First

An approach that centers on providing homeless people with housing quickly and then providing services as needed. What differentiates a Housing First approach from other strategies is that there is an immediate and primary focus on helping individuals and families quickly access and sustain permanent housing. This approach has the benefit of being consistent with what most people experiencing homelessness want and seek help to achieve. Housing First programs share critical elements.

- There is a focus on helping individuals and families access and sustain rental housing *as quickly as possible and the housing is not time-limited*;
- A variety of services are delivered primarily following a housing placement to promote housing stability and individual well-being;
- Such services are time-limited or long-term depending upon individual need; and
- Housing is not contingent on compliance with services – instead, participants must comply with a standard lease agreement and are provided with the services and supports that are necessary to help them do so successfully.

Source: National Alliance to End Homelessness

C. Permanent Supportive Housing

Supportive housing is an evidence-based housing intervention that combines non-time-limited affordable housing assistance with wrap-around supportive services for people experiencing homelessness, as well as other people with disabilities. Research has proven that supportive housing is a cost-effective solution to homelessness, particularly for people experiencing chronic homelessness. Study after study has shown that supportive housing not only resolves homelessness and increases housing stability, but

also improves health and lowers public costs by reducing the use of publicly funded crisis services, including shelters, hospitals, psychiatric centers, jails, and prisons.

Source: U.S. Interagency Council on Homelessness

D. Rapid Rehousing

Rapid re-housing is an intervention designed to help individuals and families quickly exit homelessness and return to permanent housing. Rapid re-housing assistance is offered without preconditions – like employment, income, absence of criminal record, or sobriety – and the resources and services provided are tailored to the unique needs of the household. Rapid re-housing has the following core components:

- Housing Identification
 - Recruit landlords to provide housing opportunities for individuals and families experiencing homelessness.
 - Address potential barriers to landlord participation such as concern about short term nature of rental assistance and tenant qualifications.
 - Assist households to find and secure appropriate rental housing.
- Rent and Move-In Assistance
 - Provide assistance to cover move-in costs, deposits, and the rental and/or utility assistance (typically six months or less) necessary to allow individuals and families to move immediately out of homelessness and to stabilize in permanent housing.
- Rapid Re-Housing Case Management and Services
 - Help individuals and families experiencing homelessness identify and select among various permanent housing options based on their unique needs, preferences, and financial resources.
 - Help individuals and families experiencing homelessness address issues that may impede access to housing (such as credit history, arrears, and legal issues).
 - Help individuals and families negotiate manageable and appropriate lease agreements with landlords.
 - Make appropriate and time-limited services and supports available to families and individuals to allow them to stabilize quickly in permanent housing.
 - Monitor participants' housing stability and be available to resolve crises, at a minimum during the time rapid re-housing assistance is provided.
 - Provide or assist the household with connections to resources that help them improve their safety and well-being and achieve their long-term goals. This includes providing or ensuring that the household has access to resources related to benefits, employment, and community-based services

(if needed and appropriate), so that they can sustain rent payments independently when rental assistance ends.

- Ensure that services provided are client-directed, respectful of individuals' right to self-determination, and voluntary. Unless basic program-related case management is required by statute or regulation, participation in services should not be required to receive rapid re-housing assistance.

Source: U.S. Interagency Council on Homelessness

E. Recovery Residence

For the purposes of this RFP, "recovery residence" means a residential dwelling that provides primary housing for individuals who seek a cooperative living arrangement that supports personal recovery from a substance use disorder and that does not require licensure by the department or does not provide licensable services. A recovery residence may include, but is not limited to, residential dwellings commonly referred to as "sober living homes," "sober living environments," or "unlicensed alcohol and drug free residences." (HSC 11833.05. (c))

F. Sober Living Homes

A supportive alcohol and drug free living environment for individuals attempting to maintain abstinence from alcohol or drugs in their life. Such programs do not mandate treatment but strongly encourage participation in 12-step support groups. These group living environments offer transitional space for people living incarceration, formal addiction treatment centers or other residential placement. They typically employ house rules which may include curfews, house chores or duties and other rules related to conduct. The participant is generally responsible for their rent and encouraged to work and engage in all other normal life functions from within a peer-supported environment.

G. Transitional Housing

A project designed to provide housing and appropriate supportive services to homeless persons to facilitate movement to independent living. The housing is short-term, typically less than 24 months. In addition to providing safe housing for those in need, other services are available to help participants become self-sufficient. *Source: U.S. Department of Housing and Urban Development*

Mental Health Services (Examples)

- Outreach and Engagement
- Pre-Crisis and Crisis Services
- Comprehensive Evaluation and Assessment
- Individual Service Plan
- Medication Education and Management

- Case Management
- 24-Hour Treatment Services
- Rehabilitation and Support Services
- Individual and Group Counseling
- Day Treatment Programs
- Collateral Services
- Peer Support Specialist Services
- Community Health Worker Services
- Vocational Rehabilitation
- Inpatient and Residential Services (including adult, crisis and/or peer residential services)

Recidivism

Recidivism is defined as conviction of a new felony or misdemeanor committed within three years of release from custody or committed within three years of placement on supervision for a previous criminal conviction.¹⁹

Restorative Justice

Restorative practice is a social science that studies how to improve and repair relationships between people and communities. The purpose is to build healthy communities, increase social capital, decrease crime and antisocial behavior, repair harm and restore relationships.²⁰

Substance Use Disorder Treatment (Examples)

According to the Substance Abuse and Mental Health Services Administration (SAMHSA), a treatment system for substance use disorders could be comprised of multiple service components, including, but not limited to the following:

- Individual and group counseling
- Inpatient and residential treatment
- Intensive outpatient treatment
- Partial hospital programs
- Narcotic treatment program/opioid treatment program
- Contingency management
- Case or care management
- Medication
- Recovery support services
- 12-Step fellowship

¹⁹ Pen. Code, § 6046.1 subd. (d). "Committed" refers to the date of offense, not the date of conviction.

²⁰ Braithwaite, John (2004-01-01). "Restorative Justice and De-Professionalization". *The Good Society*. 13 (1): 28–31. doi:10.1353/gso.2004.0023. ISSN 1538-9731. S2CID 143707224.

- Peer supports
- Withdrawal management
- Culturally rooted community healing practices

Trauma-Informed Care²¹

According to SAMSHA, “A program, organization, or system that is trauma-informed:

- Realizes the widespread impact of trauma and understands potential paths for recovery;
- Recognizes the signs and symptoms of trauma in clients, families, staff, and others involved with the system;
- Responds by fully integrating knowledge about trauma into policies, procedures, and practices; and
- Seeks to actively resist re-traumatization.

SAMHSA’s concept of trauma-informed care is guided by six key principles:

- Safety
- Trustworthiness and transparency
- Peer support
- Collaboration and mutuality
- Empowerment, voice and choice
- Cultural, historical, and gender issues

²¹ Substance Abuse and Mental Health Services Administration, U.S. Department of Health and Human Services. *Trauma-informed Approach and Trauma-Specific Interventions*. Retrieved July 22, 2016, from <http://www.samhsa.gov/nctic/trauma-interventions>

Appendix F: Level Two Evaluation Requirements

Guidelines for the Local Evaluation Plan and Local Evaluation Report

For the Proposition 47 grant program, the Board of State and Community Corrections (BSCC) requires Proposition 47, Cohort 5 grantees to complete a **Level Two Evaluation** of their grant-funded project. A Level Two Evaluation focuses on a comprehensive evaluation, including both a process and outcome evaluation. 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.

- **Local Evaluation Plan (LEP):** A written document that describes the proposed process and outcome evaluations; a logic model; data collection, management, and analysis and reporting plan that will be implemented. 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 describes the findings and interpretation of the process and outcome evaluations; an updated logic model; the interpretation of various data elements; and the evaluation of the project's 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 grantees, authors, contact information, project time period, and funding source.

Project Background

At a minimum, this section should:

- Provide information essential to understanding the project and the need for the project (history in the community, an explanation of activities and/or services, description of similar efforts in the region, description of how the activities and/or services address the need, etc.).
- Define the target population (e.g., gender, age, risk factors, prior involvement with the justice system).
- Define the criteria used to determine participant eligibility of the target population.
- Describe the process for determining which intervention(s) and/or services a participant needs and will receive.
- Provide a description of the goals and objectives identified in the Project Work Plan of the proposal.

Project Logic Model

Provide a visual representation of the project depicting the logical relationships between the project's goal statements, input/resources, activities, outputs, outcomes and impacts of the project.

- Inputs/Resources: "Inputs are various resources available to support the project (e.g., staff,

materials, curricula, funding, equipment).”²² “Include those aspects of the project which are available and dedicated to, or used by, the project/service to operate.”²³

- **Activities:** Activities are what the project does with the inputs or the services provided in alignment with project goals. If you have access to inputs/resources, then they can be used to accomplish project activities.
- **Outputs:** If the activities are accomplished, these are the number of services delivered and/or products provided to participants. Outputs link the activities to products or services delivered to the target population; those who participate in the project and will benefit from the products and services provided.
- **Outcomes:** “Outcomes are the immediate, specific, measurable changes”²⁴ due to the project. If the outputs are achieved, then this is the change we expect to see. Outcomes may be grouped by:
 - Short-Term: Timeframe (grant cycle, months)
 - Medium-Term: Timeframe (grant cycle, months-years)
- **Impacts:** The ways in which the community, city, and/or county are changed by the achieved outcomes. This includes fundamental intended or unintended changes that occur in organizations, communities, or systems because of project activities beyond the grant cycle. Impacts are societal/economic/civic/environmental focused and may be the same or similar to long-term outcomes (typically occur beyond the grant cycle).²⁵

Process Evaluation Method and Design

Describe the research design for the process evaluation. At a minimum, this section should include:

- The research design for the process evaluation.
- The plan to document activities within the project and/or services provided to each participant (e.g., maintaining a database, signup sheets).
- How participants’ progress will be tracked (e.g., start dates, attendance, dropouts, successful completions, progress milestones).
- Process variables and how they will be defined and measured (tools/instruments used to collect the data and frequency of collection).
- How the process data will be collected, and the data source(s) used.
- The project-oversight structure and overall decision-making process for the project.
- How the project components will be monitored, determined effective, and adjusted as necessary.
- The plan for documenting activities performed by staff and contracted providers, if applicable.
- Procedures ensuring that the project will be implemented to fidelity, when applicable.
- How quantitative and qualitative process data will be analyzed. Describe the statistical tools used to analyze quantitative data (e.g., descriptive statistics, chi-square) and methods used for analyzing qualitative data (identifying themes, content analysis, etc.). You do not need to state the analysis type for each evaluation activity separately.

Outcome Evaluation Method and Design

Describe the research design for the outcome evaluation. At a minimum, this section should include:

²² Department of Health & Human Services: Family and Youth Services Bureau, 2020.

²³ The Pell Institute and Pathways to College Network, 2020.

²⁴ Ibid.

²⁵ Ibid.

- The research design for the outcome evaluation (e.g., pre-/post-test, mixed methods, comparison groups).
- A set of evaluation questions. These are the questions that the evaluation will answer. These shall include the project's goals and objectives and may also include more outcome-oriented questions.
- The estimated number of participants expected to receive each type of intervention/service.
- The criteria for determining participant success in the project.
- Outcome variables and how they will be defined and measured (tools/instruments used to collect the data and frequency of collection).
- How the outcome data will be collected, the timing of data collection, and the data source(s) used.
- How quantitative and qualitative outcome data will be analyzed. Describe the statistical tools used to analyze quantitative data (e.g., descriptive statistics, chi-square) and methods used for analyzing qualitative data (identifying themes, content analysis, etc.). You do not need to state the analysis type for each evaluation activity separately.
- The strategy for determining whether recidivism rates and other outcomes are due to the project and not some other factor(s) unrelated to the project, including a description of a comparison group or pre- post-comparisons.
- If multiple types of interventions will be employed, include a description of how the separate effects on outcome variables of each type of the intervention will be determined, if possible.

Appendices (if applicable)

Include relevant supplementary evaluation and project materials in appendices. These may include, but are not limited to, data collection instruments, more detailed descriptions of activities and interventions, training materials, educational materials, operational definitions, additional analyses, and presentations.

Local Evaluation Report (LER)

Cover Page

The cover page provides a descriptive report title, and identifies the grantees, authors, contact information, project time period, and funding source.

Executive Summary

The Executive Summary summarizes the key components of the report so that readers have a brief overview of the project's efforts and results. It should provide a synopsis of the project explaining: the project purpose; goals and objectives, including the extent to which they were achieved; key findings; project accomplishments; and conclusions.

Project Background

At a minimum, this section should:

- Provide information essential to understanding the project and the need for the project (history in the community, an explanation of activities and/or services, description of similar efforts in the region, description of how the activities and/or services address the need, etc.).
- Define the target population (e.g., gender, age, risk factors, prior involvement with the justice system).
- Define the criteria used to determine participant eligibility of the target population.
- Describe the process for determining which intervention(s) and/or services a participant

needs and will receive.

- Provide a description of the goals and objectives identified in the Project Work Plan of the proposal.

A Current Logic Model

Provide a visual representation of the project depicting the logical relationships between the project's goal statements, input/resources, activities, outputs, outcomes and impacts of the project.

- **Inputs/Resources:** "Inputs are various resources available to support the project (e.g., staff, materials, curricula, funding, equipment)."²⁶ "Include those aspects of the project which are available and dedicated to, or used by, the project/service to operate."²⁷
- **Activities:** Activities are what the project does with the inputs or the services provided in alignment with project goals. If you have access to inputs/resources, then they can be used to accomplish project activities.
- **Outputs:** If the activities are accomplished, these are the number of services delivered and/or products provided to participants. Outputs link the activities to products or services delivered to the target population; those who participate in the project and will benefit from the products and services provided.
- **Outcomes:** "Outcomes are the immediate, specific, measurable changes"²⁸ due to the project. If the outputs are achieved, then this is the change we expect to see.
Outcomes may be grouped by:
 - Short-Term- Timeframe (grant cycle, months)
 - Medium-Term- Timeframe (grant cycle, months-years)
- **Impacts:** The ways in which the community, city, and/or county are changed by the achieved outcomes. This includes fundamental intended or unintended changes that occur in organizations, communities, or systems because of project activities beyond the grant cycle. Impacts are societal/economic/civic/environmental focused and may be the same or similar to long-term outcomes (typically occur beyond the grant cycle).²⁹

Process Evaluation Method and Design

Describe the research design for the process evaluation. At a minimum, this section should include:

- The research design for the process evaluation.
- How activities within the project and/or services provided to each participant were documented (e.g., maintaining a database, signup sheets).
- How participants' progress was tracked (e.g., start dates, attendance, dropouts, successful completions, progress milestones).
- Process variables and how they were defined and measured (tools/instruments used to collect the data and frequency of collection).
- How the process data were collected and the data source(s) used.
- The project-oversight structure and overall decision-making process for the project.
- How the project components were monitored, determined effective, and adjusted as necessary.
- The method of documenting activities performed by staff and contracted providers, if

²⁶ Department of Health & Human Services: Family and Youth Services Bureau, 2020.

²⁷ The Pell Institute and Pathways to College Network, 2020.

²⁸ Ibid.

²⁹ Ibid.

applicable.

- Procedures ensuring that the project was implemented to fidelity, when applicable.
- How quantitative and qualitative process data were analyzed. Describe the statistical tools used to analyze quantitative data (e.g., descriptive statistics, chi-square) and your method used for analyzing qualitative data (identifying themes, content analysis, etc.).

Outcome Evaluation Method and Design

Describe the research design of the outcome evaluation. At a minimum, this section should include:

- The research design for the outcome evaluation (e.g., pre-/post-test, mixed methods, comparison groups).
- A set of evaluation questions. These are the questions that the evaluation answered. These shall include the project's goals and objectives and may also include more outcome-oriented questions.
- The number of participants who received each type of intervention/service.
- The criteria for determining participant success in the project.
- Outcome variables and how they were defined and measured (tools/instruments used to collect the data and frequency of collection).
- How the outcome data were collected, the timing of data collection, and the data source(s) used.
- How quantitative and qualitative outcome data was analyzed. Describe the statistical tools used to analyze quantitative data (e.g., descriptive statistics, chi-square) and methods used for analyzing qualitative data (identifying themes, content analysis, etc.).
- The strategy for determining whether recidivism rates and other outcomes were due to the project and not some other factor(s) unrelated to the project, including a description of a comparison group or pre- post-comparisons.
- If multiple types of interventions were employed, include a description of how the separate effects on outcome variables of each type of the intervention were determined, if possible.

Evaluation Results

This section provides a description of the project outcomes. This section should include:

- The data related to the process evaluation. Describe any changes that were made as a result of the process evaluation findings.
- Total number of participants (unduplicated).
 - Include basic demographic information of your participants (e.g., age, gender, race/ethnicity, risk factors, prior involvement with the justice system).
 - When multiple services are available, include the number of individuals who received each of the services.
- Progress toward goals:
 - Provide a summary of the degree to which the project's goals and objectives were achieved.
 - Describe factors that affected the progress of project goals. This may include factors which resulted in achieving goals more quickly or impeded your progress. If there were factors that impeded your progress, describe how they were addressed.
- Results of any process analyses and provide a detailed explanation related to the project's performance over the course of the grant.
- Results of any outcome analyses and provide a detailed explanation of findings as it relates to any other additional outcome measures.

Discussion of Results

At a minimum, this section should:

- Discuss the effectiveness of different strategies implemented in the project.
- Make useful recommendations with specific guidance for what to replicate or do differently.

Appendices

Include relevant supplementary evaluation and project materials in appendices. These may include, but are not limited to, data collection instruments, more detailed descriptions of activities and interventions, training materials, educational materials, operational definitions, additional analyses, and presentations.

Grantee Highlight

This section should provide a brief, one-page, visually appealing, highlight or success story that provides additional information related to the project's success over the grant cycle. This highlight may be included in a statewide report. You may include optional graphs, charts, or photos³⁰. While every effort will be made to include these in a statewide report, inclusion in the report is not guaranteed.

³⁰ The BSCC will only accept photographs in which all persons depicted are over 18 years of age and have consented to both being photographed and to the use and release of their image. By submitting photographs to the BSCC, the submitter acknowledges that all approvals have been obtained from the subjects in the photograph(s) and that all persons are over 18 years of age. Further, by submitting the photographs, the submitter irrevocably authorizes the BSCC to edit, alter, copy, exhibit, publish or distribute the photographs for purposes of publicizing BSCC grant programs or for any other lawful purpose. All photographs submitted will be considered public records and subject to disclosure pursuant to the California Public Records Act.

Appendix G: Certification of Compliance with BSCC Policies Regarding Debarment, Fraud, Theft and Embezzlement

FOR REFERENCE ONLY

Successful applicants will be required to submit this form prior to contract execution.

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

1. debarred by any federal, state, or local government entities during the period of debarment; or
2. convicted of fraud, theft, or embezzlement of federal, state, or local government grant funds for a period of three (3) years following conviction.

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

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

By checking the following boxes and signing below, the 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 (3) years. We will notify the BSCC should such debarment or conviction occur during the term of the Grant contract.
- I/We will hold subgrantees and subcontractors to these same requirements.

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

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

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

FOR REFERENCE ONLY

Successful applicants will be required to submit this form prior to contract execution.

This RFP includes requirements that apply to non-governmental organizations **that receive BSCC grant funds as a subcontractor**. Grantees are responsible for ensuring that all subcontracted third parties continually meet these requirements as a condition of receiving any Prop 47 funds. The RFP describes these requirements as follows. Any non-governmental organization that receives Prop 47 funds must:

- Have been duly organized, 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.

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 Employer Identification Number (EIN), and/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.

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"/>

Refer to 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 Prop 47 RFP. These records will be subject to the records and retention language found in Exhibits 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)			DATE
X			

Attachment A: Proposal Budget Attachment

Required Attachment: Applicants will be prompted to download a fillable version of this document from the BSCC [Prop 47 home page](#) and then upload the completed document to the BSCC Submittable Application Portal.

Proposition 47 Grant Program – Cohort 5 RFP Budget Attachment Instructions

*This Budget Attachment is **Section 5. Proposal Budget** of the official proposal and must be uploaded into the BSCC Submittable portal when prompted. Upon submission, this will be rated 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.*

General Instructions

- Enter the **name of the Applicant** at the top of the Proposal Budget Table and Narrative worksheet.
- Applicants will self-select a funding category, depending on the size and cost of the proposed project.

1. Applicants in the **Small Scope Category** may apply for up to **\$2,000,000**.

2. Applicants in the **Large Scope Category** may apply for more than \$2,000,000 and up to **\$8,000,000**.

3. The County of Los Angeles may submit one application for up to **\$20,000,000**.

Applicants are encouraged to request only the amount of funds needed to support their proposal and the amount that can be justified with supporting documentation/information. **DO NOT SUBMIT AN ANNUAL BUDGET.** All Applicants must build their proposal, objectives, activities, timelines, and budget information for all three years and nine months of the grant cycle (39-month project period and 6-month audit and evaluation period).

- Request funds in whole dollars only. Do not use decimals.
- Leveraged Funds:** By statute, the BSCC must prioritize funding to applicants that demonstrate how they plan to leverage other federal, state, and local funds or other social investments toward the success of their Prop. 47 grant. Applicants that plan to leverage outside funds must show them in the "Leveraged Funds" column on the Budget Table. Remember that grantees will be responsible for reporting on and maintaining supporting documentation for all leveraged funds included in the Proposal Budget.
- Applicants are limited to the use of the budget categories listed. Applicants are not required to request funds for every category. If no money is requested for a certain category, enter \$0 in the budget table and "N/A" in the corresponding narrative.
- This workbook is protected. Applicants may only enter information in unshaded cells. All other cells in the Proposal Budget worksheet will auto populate based upon the applicant's entries.
- The purpose of the narrative for each corresponding category is to provide a narrative description of the line item(s) and how the line 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.**

- 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 Category Instructions

1. **Salaries and Benefits:** List the classification/title, percentage of time, salary or hourly rates, and benefits (if applicable) for every staff person from the Applicant that will be funded by the grant. Show the math behind the benefit calculations. Briefly describe staff roles/responsibilities within the Proposition 47 Grant project. Include salaries and benefits ONLY for staff of the Applicant. Salaries and benefits associated with partner agencies or subcontractors should be included in the applicable category (e.g. Professional Services, NGO Subcontracts, etc.).

Note that any full or part-time Applicant staff responsible for data collection and evaluation efforts must be shown in Category 5. Data Collection and Project Evaluation.

2. **Services and Supplies:** Include and itemize all services and supplies to be purchased by the Applicant. Services and supplies purchased by partner agencies or subcontractors must be included in the applicable category (e.g., Professional Services, NGO Subcontracts, etc.).

Be advised: Once a grant award is made, certain participant support items such as meals, Snacks, incentives, gift cards, etc. will require separate and prior written approval by BSCC, even if included here.

3. **Professional Services or Public Agency Subcontracts:** List the names of any public agencies or professional consultants that will work on the project (unless they will be working on data collection and evaluation efforts, in which case they should be included in Category 5. Data Collection and Project Evaluation). Costs for the Compliance Audit should also be included in this category. 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).
4. **Non-Governmental Organization (NGO) Subcontracts:** **Applicants are required to dedicate a minimum of 50 percent of their grant funds to subcontracts with non-governmental, community-based organizations.** List the names of all NGOs that will work on the project. Show the amount of funds allocated to each and itemize the services that will be provided. Include any positions to be funded, including classification/title, percentage of time, salary or hourly rates, and benefits (if applicable). If an NGO 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. **Data Collection and Project Evaluation:** **Applicants are required to budget a minimum of 5 percent (or \$50,000, whichever is greater), but not more than 10 percent** of the total grant award for data collection and evaluation efforts. These efforts include development of the Local Evaluation Plan, completion of Quarterly Progress Reports and completion of Local Evaluation Report. Include and itemize all costs associated with project data collection and evaluation efforts for this project, even if they are associated with the Applicant, a subcontractor, or consultant.
6. **Equipment and Fixed Assets:** Include 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 \$5,000 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 partner agencies or subcontractors must be included in the applicable category (e.g., Professional Services, NGO Subcontracts, etc.).

Be advised: Once a grant award is made, equipment and fixed assets greater than \$5,000 may require separate and prior written approval by BSCC, even if included here.

- 7. **Other (Travel, Training, etc.):** Itemize all costs that do not fit into the categories listed above, including travel and training. Applicants/Lead Agency should budget for one trip to Sacramento. For this category, include "other" costs for use by the Applicant/Lead Agency only. Similar type costs allocated by NGOs or subcontractors must be included in the applicable category (e.g., Professional Services, NGO Subcontracts, etc.).

Please budget for at least one 2-day trip to Sacramento for 3-5 key grant team members.

Be advised: The use of grant funds for out-of-state travel is monitored very closely and allowed only in limited cases. Once a grant award is made, all out-of-state travel will require separate and prior written approval by BSCC, even if included here.

- 8. **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 an agency and the performance of the project. Grantees will be required to provide a methodology or list of costs/activities to support the indirect costs charged to the grant upon request. 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 Proposition 47 grant program, indirect costs may be charged to grant funds using only one of the following two options:

- a) Applicants **with a federally approved indirect cost rate** may request reimbursement for indirect costs not to exceed twenty percent (20%) of the total grant award. Applicants 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 an agency has a federally approved indirect cost rate that is greater than 20 percent, the agency may include the difference as leveraged funds. For example, an agency with a federally approved indirect cost rate of 32 percent may request up to 20 percent as grant funds and the report the remaining 12 percent as leveraged funds.
- b) Applicants **that do not have a federally approved indirect cost rate** may request reimbursement for indirect costs not to exceed fifteen percent (15%) of the total grant award.

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.



2025 Proposition 47 Grant Program – Proposal Budget and Budget Narrative

Name of Applicant: _____

Contract Term: October 1, 2025 through June 30, 2029

Note: Budget Categories 1 - 8 will auto-populate based on the information entered in the sections below.

Budget Category	Grant Funds	Leveraged Funds	Total
1. Salaries and Benefits	\$0	\$0	\$0
2. Services and Supplies	\$0	\$0	\$0
3. Professional Services or Public Agency Subcontracts	\$0	\$0	\$0
4. Non-Governmental Organization (NGO) Subcontracts <i>[minimum 50% of total grant funds requested]</i>	\$0	\$0	\$0
5. Data Collection and Project Evaluation <i>[minimum of 5% (or \$50,000, whichever is greater) but not more than 10% of total grant funds requested]</i>	\$0	\$0	\$0
6. Equipment/Fixed Assets	\$0	\$0	\$0
7. Other (Travel, Training, etc.)	\$0	\$0	\$0
8. Indirect Cost	\$0	\$0	\$0
TOTAL	\$0	\$0	\$0

1a. Salaries and Benefits

Name and Title	(Show as either % FTE <u>or</u> Hourly Rate) & Benefits	Grant Funds	Leveraged Funds	Total
		\$0	\$0	\$0
		\$0	\$0	\$0
		\$0	\$0	\$0
		\$0	\$0	\$0
		\$0	\$0	\$0
		\$0	\$0	\$0
		\$0	\$0	\$0
		\$0	\$0	\$0
		\$0	\$0	\$0
		\$0	\$0	\$0
		\$0	\$0	\$0
TOTAL		\$0	\$0	\$0

1b. Salaries and Benefits Narrative: Provide a brief description for each position that addresses their role on the grant project.

Enter narrative here. You may expand row height if needed.

2a. Services and Supplies

Description of Services or Supplies	Calculation for Expenditure	Grant Funds	Leveraged Funds	Total
		\$0	\$0	\$0
		\$0	\$0	\$0
		\$0	\$0	\$0
		\$0	\$0	\$0
		\$0	\$0	\$0
		\$0	\$0	\$0
		\$0	\$0	\$0
		\$0	\$0	\$0
		\$0	\$0	\$0
		\$0	\$0	\$0

TOTAL	\$0	\$0	\$0
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2b. Services and Supplies Narrative: Provide a brief description for each item that explains how it will be used toward fulfilling grant objectives.

Enter narrative here. You may expand row height if needed.

3a. Professional Services or Public Agency Subcontracts

Description of Professional Service(s)	Calculation for Expenditure	Grant Funds	Leveraged Funds	Total
		\$0	\$0	\$0
		\$0	\$0	\$0
		\$0	\$0	\$0
		\$0	\$0	\$0
		\$0	\$0	\$0
		\$0	\$0	\$0
		\$0	\$0	\$0
		\$0	\$0	\$0
		\$0	\$0	\$0
TOTAL		\$0	\$0	\$0

3b. Professional Services or Public Agency Subcontracts Narrative: List each consultant and/or public agency that will receive grant funds. Provide a brief description of the services that will be provided.

Enter narrative here. You may expand row height if needed.

4a. Non-Governmental Organization (NGO) Subcontracts

Description of Subcontracts	Calculation for Expenditure	Grant Funds	Leveraged Funds	Total
		\$0	\$0	\$0
		\$0	\$0	\$0
		\$0	\$0	\$0
		\$0	\$0	\$0
		\$0	\$0	\$0
		\$0	\$0	\$0
		\$0	\$0	\$0
		\$0	\$0	\$0
		\$0	\$0	\$0
TOTAL [must be a minimum of 50% of total grant funds requested]		\$0	\$0	\$0

4b. Non-Governmental Organization (NGO) Subcontracts Narrative: List each NGO subcontractor that will receive grant funds. Provide a brief description of the services that will be provided.

Enter narrative here. You may expand row height if needed.

5a. Data Collection and Project Evaluation*

Description of Data Collection and Project Evaluation	Grant Funds	Leveraged Funds	Total
	\$0	\$0	\$0
	\$0	\$0	\$0

For this grant program, indirect costs may be charged using only one of the two options below:	Grant Funds	Leveraged Funds	Total
1) Indirect costs not to exceed 15 percent (15%) of the total grant award. Applicable if the applicant does not have a federally approved indirect cost rate.	\$0	\$0	\$0
<i>If using Option 1) grant funds allocated to Indirect Costs may not exceed:</i>	\$0		
2) Indirect costs not to exceed 20 percent (20%) of the total grant award. Applicable if the applicant has a federally approved indirect cost rate. Amount claimed may not exceed the applicant's federally approved indirect cost rate.	\$0	\$0	\$0
<i>If using Option 2) grant funds allocated to Indirect Costs may not exceed:</i>	\$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 noted.</i>	\$0	\$0	\$0
TOTAL			

8b. Indirect Costs Narrative:

Enter narrative here. You may expand row height if needed. **If using a federally approved indirect cost rate, please include the rate in the narrative.**

**The amount allocated to Data Collection and Project Evaluation (Budget Category 5) must be a minimum of 5% (or \$50,000, whichever is greater) but not more than 10% of the total grant funds requested. To meet this requirement, Applicants should include all expenditures related to data collection, progress reports and/or evaluation, even if they would normally fall under a different category (e.g., Salaries & Benefits, Professional Services, etc.).*

Attachment B: Project Work Plan

Required Attachment: Applicants will be prompted to download a fillable version of this document from the BSCC [Prop 47 home page](#) and then upload the completed document to the BSCC Submittable Application Portal.

Instructions: Applicants must complete a Project Work Plan using the format below. Goals and objectives must have a clear relationship to the need and intent of the grant. The Work Plan must identify activities/services and estimate timelines for the entire grant term. A minimum of one goal and corresponding objectives must be identified. Completed plans should identify:

1. the project’s top goals and objectives;
2. how the goal(s) will be achieved in terms of the activities/services, responsible staff/partners, and associated timelines; and
3. a list of the data elements to be collected.

(1) Goal:	>		
Objectives (A., B., etc.)	A.> B. C.		
Process Measures and Outcome Measures:	>		
Project activities and services 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 the data elements and sources that will be used to measure the outcomes. See Appendix F for the definition of a data element.			
>			

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

1.>	1.>	1.>	1.>
2.	2.	2.	2.
3.	3.	3.	3.
List the data elements and sources that will be used to measure the outcomes. See Appendix F for the definition of a data element.			
>			

(3) Goal:	>		
Objectives (A., B., etc.)	A.> B. C.		
Process Measures and Outcome Measures:	>		
Project activities and services that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
1.>	1.>	1.>	1.>
2.	2.	2.	2.
3.	3.	3.	3.
List the data elements and sources that will be used to measure the outcomes. See Appendix F for the definition of a data element.			
>			

Attachment D: Proposition 47 Local Advisory Committee Letter of Agreement

Required Attachment: Applicants will be prompted to download this document from the BSCC [Prop 47 home page](#), complete it and then upload it to the BSCC Submittable Application Portal.

Note: This letter is to be signed by Lead Agency and all members of the Proposition 47 Local Advisory Committee. Photocopies of signatures and/or e-signatures are acceptable. Include additional signature lines as necessary. Multiple letter may be submitted, but one is preferred.

(Date)

This is a letter of agreement between **(Lead Agency)** and all organizations listed herein for the purposes of applying for the Proposition 47 Grant administered by the Board of State and Community Corrections. All organizations listed herein agree to participate on the local **Proposition 47 Local Advisory Committee** led by **(Lead Agency)** using a collaborative approach. This advisory body will, at a minimum, advise the Lead Agency on:

- How to identify and prioritize the most pressing needs to be addressed (to include target population, target area, etc.);
- How to identify the strategies, programs and/or services to be undertaken to address those needs;
- The development of the grant project; and
- Ongoing implementation of the grant project.

(Note: Applicants may provide additional information; e.g., explain the detail of collaboration, list the services or support, provide dates and timelines, etc.)

Signed in mutual agreement,

LEAD PUBLIC AGENCY SIGNATURE

X _____
 Signature
 Name, Title
 Name of Lead Agency
 Address

PROPOSITION 47 LOCAL ADVISORY COMMITTEE MEMBER SIGNATURES

X _____
 Signature
 Name, Title
 Name of Partner Organization
 Address

X _____
 Signature
 Name, Title
 Name of Partner Organization
 Address

Attachment E: Sample Governing Board Resolution

Instructions: Before grant funds can be reimbursed, a prospective grantee must either (1) submit a resolution from its Governing Board that delegates authority to the individual authorized to execute the grant agreement or (2) provide sufficient documentation indicating that the prospective grantee has been vested with plenary authority to execute grant agreements (e.g., a municipal ordinance or county ordinance/charter delegating such authority to a city manager or county executive officer or other governing board resolution delegating authority).

Below is sample language for a Board Resolution that can be submitted to the Board of State and Community Corrections.

A Governing Board Resolution does not have to be uploaded at the time of submission but must be submitted in order for the Grant Agreement to be executed.

WHEREAS the *(insert name of Lead Agency)* desires to participate in the Proposition 47 Grant administered by the Board of State and Community Corrections (hereafter referred to as BSCC).

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

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

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

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

Ayes:

Notes:

Absent:

Signature: _____ Date: _____

Typed Name and Title: _____

ATTEST: Signature: _____ Date: _____

Typed Name and Title: _____