



**TITLE II TRIBAL YOUTH GRANT
JUVENILE DELINQUENCY
PREVENTION AND
INTERVENTION PROGRAM
FISCAL YEAR 2015/2016**

REQUEST FOR PROPOSALS:

RELEASED APRIL 10, 2015

Applications due by 5:00 p.m., July 10, 2015

In addition to the grant application, this Request for Proposals (RFP) packet includes important information about funding provisions, grant eligibility, and application submission requirements.



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CONTACT INFORMATION

This Request for Proposals (RFP) provides the information necessary to prepare a proposal for grant funds via the Board of State and Community Corrections (BSCC) for the Title II Tribal Youth Juvenile Delinquency Prevention and Intervention Grant Program (hereafter referred to as the Title II Tribal Youth Grant).

Although BSCC staff cannot assist the grant applicant with the actual preparation of the proposal, any questions concerning the proposal process, programmatic issues, or clarification on the information contained within the RFP may be submitted by phone, fax, or email to:

Nicole Woodman, Field Representative
Board of State and Community Corrections
Corrections Planning and Programs Division
Phone Number: (916) 322-1427
Fax Number: (916) 327-3317
Email: nicole.woodman@bscc.ca.gov

PROPOSAL DUE DATE

One original signed and eleven copies of the proposal must be **received** (not postmarked) by the BSCC's Corrections Planning and Programs Division by **5:00 p.m., Friday, July 10, 2015**. **Proposals sent via email will not be accepted.**

Proposals may be submitted via the U.S. mail, private carrier, or hand-delivered to:

Board of State and Community Corrections
Corrections Planning and Programs Division
2590 Venture Oaks Way, Suite 200
Sacramento, CA 95833
Attn: Nicole Woodman, Field Representative

****Please note new address**

Proposals received after 5:00 p.m. on the due date will be deemed ineligible for funding.

BACKGROUND INFORMATION

The Juvenile Justice and Delinquency Prevention (JJDP) Act of 2002 reauthorized the Office of Juvenile Justice and Delinquency Prevention (OJJDP) to administer the Title II Formula Grants program, which supports State and local delinquency prevention/intervention efforts and juvenile justice system improvements. Programs administered under this funding stream support State and local efforts in planning, operating, and evaluating projects. These projects seek to prevent at-risk youth from entering the juvenile justice system, intervene with first-time and non-serious offenders and provide direct services that maximize their chances of leading productive, successful lives.

As the designated State agency that administers the federal juvenile justice grants programs, the BSCC, pursuant to the JJDP Act, is required to establish a State Advisory Group. In California, this group is known as the State Advisory Committee on Juvenile Justice and Delinquency Prevention (SACJJDP) and has responsibilities that include: 1) participating in the development and review of the State's 3-year juvenile justice plan; 2) reviewing grant applications; 3) providing recommendations regarding the State's compliance with the core protections of the JJDP Act; and 4) reviewing the progress of projects funded under the State plan.

For States to receive a Formula Grant award, they must comply with [four core requirements](#) of the JJDP Act:

- Deinstitutionalization of status offenders (DSO);
- Separation of juveniles from adults in institutions (separation);
- Removal of juveniles from adult jails and lockups (jail removal); and
- Reduction of Racial and Ethnic Disparity (R.E.D.) otherwise known as [Disproportionate Minority Contact](#) (DMC).

Regarding R.E.D., states must demonstrate a good faith effort to address disparities, which refers to the overrepresentation of youth of color who come into contact with the juvenile justice system - at all points, from arrest through confinement - relative to their numbers in the general population. For more information on the legislative history of R.E.D., tools for examining disparities and disproportionality, and research studies/resources related to R.E.D., prospective grantees are encouraged to visit OJJDP's web site at: <http://ojjdp.ncjrs.org/dmc/>.

In carrying out its responsibilities, California's SACJJDP serves as an Executive Steering Committee (ESC) of the BSCC. The SACJJDP, as an ESC, is a model for making better decisions pertaining to activities, projects, and programs that will be implemented through the use of SACJJDP subject matter experts. Specific responsibilities often include the development of the technical requirements, rating criteria and evaluation method for the proposal process. The BSCC makes final funding decisions based on the recommendations of the SACJJDP. Due to the complexity of assigned tasks, the SACJJDP has established a smaller ESC workgroup(s) to ensure the appropriate expertise and allocation of resources are committed. The Title II Juvenile Delinquency Prevention and Intervention Grant ESC was established solely for the purpose of developing this funding opportunity and tasked with making the most informed decisions possible.

As the designated State agency that distributes funds under the federal Title II Grant Program, the BSCC is distributing this Request for Proposals (RFP) to federally recognized Tribes (or regional Tribal collaboratives), inviting them to compete for grant funds to implement projects that reduce juvenile offending.

Funding Stream: Federal Title II Formula Grant monies (CFDA #16.540)

Funding Amount: \$360,000 [annually for up to four (4) years]

Local Assistance Grant Award Period: October 1, 2015 to September 30, 2019

The BSCC is committed to providing a fair and equitable process for determining the most meritorious grant proposals, via a competitive process. On November 13, 2014, the BSCC Board authorized an ESC of subject matter experts to oversee the development and release of an RFP as well as the criteria for the proposal reading and rating process (http://www.bscc.ca.gov/s_cppresources; *Grant Executive Steering Committee Process pdf*).

On January 23, 2015, the Title II ESC convened to begin the development of the program design, evaluation process, and criteria to be used to select the proposals. This RFP is a result of those efforts.

DRAFT

PROJECT DESCRIPTION

The goal is to develop a comprehensive, systems-reform focused funding source that will support the delinquency prevention and intervention priority areas using a framework of evidenced-based practices, principles, and strategies, and reduce racial and ethnic disparity in the juvenile justice system.

Eligibility: Eligible applicants for these funds are federally recognized Tribes in California. Tribes may partner together to submit a single regional Tribal Youth Grant application.

Funding Amount

A total of \$360,000 in Title II Formula Grant local assistance funding is available statewide; this funding is to cover 1-year grant contracts with awardees (for a 4-year total project period). In order to fund comprehensive, collaborative projects based on the framework provided to address the needs of the identified target population, applicants are encouraged to request only the amount of funds necessary to support their local program. Applicants may apply up to \$120,000 per year.

Additionally, Title II Tribal Youth Grant funding must be used to supplement, rather than supplant, funding for existing programs/projects. Supplanting is defined as replacing those funds identified and appropriated for the same purpose prior to the grant award. Grant funds may be used to expand an existing effort or to create a new project. Project expansion includes, but is not limited to, adding services to a program that is currently offered to at-risk or system-involved youth and extending existing services to a larger target population or new geographic area.

Matching Funds

The Title II Tribal Youth Grant has NO match requirement.

Grant Period

Successful proposals will be funded for up to a 4-year grant period, the first year of which will commence October 1, 2015 and end on September 30, 2016. A non-competitive reapplication process for continued funding will be issued for the second year (October 1, 2016 - September 30, 2017), the third year (October 1, 2017 - September 30, 2018), and the fourth/final year (October 1, 2018 – September 30, 2019). Continued funding for the second, third, and fourth years is contingent on the availability of funding and compliance with all Title II Tribal Youth Grant program requirements.

PROJECT GOAL AND DESIGN

Based on the subject matter expertise of the ESC members, this funding opportunity is built upon the beliefs and values associated with Native culture (as defined in the Gathering of Native Americans - GONA principles):¹

1. Belonging: Creating a Culture of Inclusion
2. Mastery: Starting a Path to Healing
3. Interdependence: Fostering Personal and Community Development
4. Generosity: Honoring the Tradition of Giving Back to the Community

¹ Tribal Prevention Program- <http://preventiontraining.samhsa.gov/cti05/manpm.htm>

In an effort to encourage tribal specific programs that factor in traditional values and traditional ways of knowing, the SACJJDP is encouraging proposals that are transformational and embed within the proposal the following elements as deemed pertinent to the applicant.

- Capacity building for Tribal communities
- Culture is Prevention
- Holistic approaches to community wellness including; interconnectedness and community empowerment
- Incorporation of traditional practices (ceremony, spiritual connection, cultural participation)

With the above principles in mind, the following key elements should be considered when developing the application to ensure the support of the Tribe(s) and Tribal people, and that it is aligned with the specific cultural needs, as designated by the Title II Tribal Youth Grant.

- I. “Nation building” refers to the community development strategy of exercising individual sovereign rights with respect to self-rule within legitimate governing institutions, and encourages thinking strategically about the activities and actions that will move the nation toward important political, social, and economic goals. Research and experience - including criminal justice research and experience - suggest that the Tribes making the most progress toward their goals are pursuing nation building. If criminal justice system strengthening efforts are similarly tied to nation building, the likelihood of their sustainability and success also increases. Where nation building is occurring, system and institutional strengthening are already understood to be an integral part of the nation’s long-term agenda, and are less likely to derail when demands for more immediate change are made.²
- II. Culture, Cultivation of Leadership, and Transformational Sustainability - while separate elements of funding development - all are emphasized through the funding opportunity and are carefully tied to the overarching goal of the grant. To that end, each has been carefully considered as critical components, providing a focal point during the development of this funding opportunity.
- III. Reducing Racial and Ethnic Disparity/Disproportionate Minority Contact (DMC) refers to the disparity and disproportionality of youth of color coming into contact with the justice system. California requires program development to be viewed through a racial/ethnic lens. In its vigilance to develop, identify, and implement high-quality programs that prevent disparate treatment of youth receiving services, it has worked judiciously to ensure that programs are designed toward eliminating structural or systematic bias.

This opportunity requires system reform and supports the Tribe’s engagement in long-term infrastructure development for the purposes of enhancing services to at-risk and system involved youth. It is designed to equip these Tribes(s) with the tools and resources needed to provide leadership in developing and/or strengthening direct service activities. Through the competitive process, the BSCC will award funds for one Tribe (or Tribes, if submitting a regional application)

² Strengthening and Rebuilding Tribal Justice Systems: A Participatory Outcomes Evaluation of the U.S. Department of Justice Comprehensive Indian Resources for Community and Law Enforcement (CIRCLE) Project; Stewart Wakeling; Miriam Jorgensen

to participate in the Title II Tribal Youth Grant program for the first of four 12-month phases in the following increments:

Principal Purpose of the Title II Tribal Youth Grant - funds are designed to support delinquency prevention and intervention programs by providing direct service to at-risk and system-involved youth.

- **Year 1 – Infrastructure and Intervention Implementation**

The purpose of the first phase is to ‘hit the ground running.’ It supports the implementation of a direct service project to include monitoring project effectiveness and ongoing enhancement of infrastructure needs.

Grant Award: Each Tribe/Tribal Council selected to participate in this grant through the competitive RFP process will be awarded funds based on their original funding request. Note- Final award amounts are ultimately at the discretion of the SACJJDP.

- **Year 2 – Monitor and Sustain**

The purpose of this phase is to continue supporting the administration of the direct service project, as well as the monitoring, evaluation, and sustainability components.

Grant Award: A minimum of the grantee’s Year 1 funding amount will be awarded upon successful completion of the previous grant period and submittal of a non-competitive application for second-year funding, provided funds are made available, the project is in compliance with BSCC requirements, and the grantee continues to show progress.

- **Year 3 – Monitor and Sustain**

The purpose of this phase is to continue supporting the administration of the direct service project, as well as the monitoring, evaluation, and sustainability components.

Grant Award: A minimum of the grantee’s Year 1 funding amount will be awarded upon successful completion of the previous grant period and submittal of a non-competitive application for third-year funding, provided funds are made available, the project is in compliance with BSCC requirements, and the grantee continues to show progress.

- **Year 4 – Evaluate and Sustain**

The purpose of this phase is to continue supporting the administration of the direct service project, as well as the monitoring, evaluation, and sustainability.

Grant Award: A minimum of the grantee’s Year 1 funding amount will be awarded upon successful completion of the previous grant period and submittal of a non-competitive application for fourth-year funding, provided funds are made available, the project is in compliance with BSCC requirements, and the grantee continues to show progress.

The activities outlined in this RFP for each funding year of the Title II Tribal Youth Grant may be modified, as warranted, in the grantee’s contract with the BSCC.

Evidence-Based Programs, Practices, and Strategies (EBP)³

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

Applications should provide programs, practices, and strategies that have a demonstrated evidence foundation and are appropriate for the target population. The following information is offered to help applicants in understanding the BSCC's broad view of evidence-based practices:

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

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

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

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

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

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

³ Lowenkamp and Latessa, 2003; Lowenkamp, 2003; Lowenkamp & Latessa, 2005a; Lowenkamp and Latessa, 2005b; Center for Criminal Justice Research and the Corrections Institute at the University of Cincinnati, Correctional Program Checklist Assessment

- A focus on sustainability.

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

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

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

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

In theory, applicants seeking to implement promising programs, approaches, or strategies should be able to describe the documentation, data and evidence available to support the approach and why it is best suited to the needs and objectives described in the application for funding.

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

GRANT REQUIREMENTS

Confidentiality Notice: This application, and information contained herein, may be construed to be a public document. The application may be subject to a request via the California Public Records Act and BSCC, as a state agency, may have to disclose it to the public. BSCC cannot ensure the confidentiality of any information submitted in or with this application.

Grant Agreement

Applicants approved for funding by the BSCC Board are required to enter into a Grant Agreement (Standard Form 213) with the BSCC. Grantees must agree to comply with all conditions of the Grant Agreement, all required assurances, general terms and conditions (Appendix B), and all budget items and conditions as contained in their RFP submittal.

The Grant Agreement shall be effective as of the date on which it is signed by the BSCC. Work, services, and encumbrances of grant funds cannot begin prior to contract execution (and the effective date of the contract), nor can reimbursements be approved for expenditures prior to contract execution.

Each Tribe/Tribal Council is responsible for maintaining the Grant Agreement, all invoices, records, and relevant documentation for at least three (3) years after the final payment under the contract

Resolution

Tribes must submit a resolution from their Tribal Council/governing entity addressing specific requirements, including but not limited to, the non-supplantation clause. In addition, all awarded projects and any of its subgrantees must comply with General Terms and Conditions 610 as provided in Appendix B. Grant recipients must have a resolution on file with the BSCC before reimbursements can be sought. Please see Appendix C for sample language.

Eligible Grant Expenditures

Grant funds may be used to supplement existing funds dedicated to a project but may not replace (supplant) funds that have been appropriated for the same purpose. Grant funds may be used to expand an existing effort or to create a new project. Project expansion includes but is not limited to adding services to a project currently at-risk and system involved youth and extending existing services to a larger target population or new geographic area. If funds are proposed for the use of hiring project staff, positions must be newly-formed positions within the department or organization, specific to the purposes of this grant (i.e., a net cost-savings cannot be realized by the department, agency, organization, or county due to the introduction of this grant award). For information on examples of eligible and ineligible costs, please refer to Appendix D.

Reimbursement of Expenditures/Monthly Invoices

Disbursement of grant funds occurs on a reimbursement basis for actual costs incurred during a reporting period. The State Controller's Office will issue warrants (checks) to the individual designated in Section I of the application (page 41) as the Financial Officer for the grant. Grantees must submit invoices online to the BSCC on a monthly basis, not later than 25 days following the end of each month. In addition, grantees must maintain adequate supporting documentation for all costs claimed on invoices. Source documents include, but are not limited to, copies of all purchase orders, receipts, personnel and payroll records, donated goods and/or services, reconciliations, financial records, and audit reports. BSCC staff will conduct on-site monitoring

visits that will include a review of documentation maintained as substantiation for project expenditures.

The BSCC may withhold all or any portion of the grant funds in the event the grantee has materially and substantially breached the terms and conditions of the Title II Tribal Youth Grant contract agreement.

At such time as the balance of funds allocated to the project reaches five percent (5%), the BSCC shall withhold that amount as security, to be released to the grantee upon compliance with all grant provisions, including: 1) submittal and approval of the final invoice; 2) submittal and approval of the final progress report; 3) submittal and approval of any additional required reports; and 4) submittal and approval of the final audit.

The BSCC will not reimburse for costs identified as ineligible for grant funding. If grant funds have been provided for costs subsequently discovered to be ineligible, the BSCC may either withhold an equal amount from future payments or require repayment of an equal amount to the state by the grantee.

Data Collection/Progress Reporting Requirements

Grant award recipients will be required to provide relevant program information and data measures by submitting quarterly progress reports used to assess the impact of the Title II Tribal Youth Grant projects on the involvement of at-risk or system-involved youth. This may include outcome measures related to the service levels, treatment modes, and stability measures for juvenile participating in, or benefitting from, Title II Tribal Youth Grant programs and/or services. This assessment may require grantees to collect data on the effectiveness of the strategies supported by the grant in reducing crime, incarceration, placement levels, early releases local juvenile justice costs, and key variables related to recidivism reduction as well as a limited number of “quality of life” outcomes (Appendix E). Some data measures to be collected will include breaking-out gender and age; applicants must have the ability to delineate Title II Tribal Youth Grant funded, participant-specific data. Standard data measures to be collected by the BSCC for this grant may include, but are not limited to:

- Number of program participants served
- Number of participants referred
- Number of offenders screened/assessed
- Number of service hours completed
- Average length of stay in the program
- Number of days from referral to first program service
- Number of program participants who offend or reoffend
- Number of program participants charged with a formal violation

The deadline for submitting grant quarterly progress reports will be no later than 45 days following the end of each quarterly reporting period. Staff will develop a draft data collection tool and collaborate with new grantees to solicit their input prior to finalizing the tool.

Monitoring and Project Assessment

BSCC staff will conduct periodic monitoring of each project to assess whether the project is in compliance with grant requirements and making progress toward grant objectives, and provide technical assistance as needed regarding fiscal, programmatic, evaluation, and administrative

requirements. A sample of the BSCC's grant project monitoring report is provided as Appendix F; however, items within the report may be subject to change for the Title II Tribal Youth Grant awardees.

Audit

The grantee must submit an audit of expenditures (grant-specific audit) within 180 days of the end of the grant period. Reasonable and necessary extensions to the due date may be granted, if requested. In addition, the BSCC reserves the right to require a financial audit any time between the execution of the grant agreement and 60 days after the end of the grant period.

Grantee Orientation Process

BSCC staff will conduct a Grantee Orientation at the BSCC offices in Sacramento at a date to be determined, following the start of the grant period. The purpose of this **mandatory** session is to review the contract development process, on-line invoicing and budget modification system, data collection and reporting requirements, as well as other grant management and monitoring activities. Title II Tribal Youth Grant funds may be used to reimburse departments for travel-related expenditures such as airfare, mileage, meals, lodging, and other per diem costs. Applicants should include anticipated costs in the budget section of this application under the "Other" category.

THE PROPOSAL PROCESS AND EVALUATION RATING FACTORS

Technical Review

BSCC staff will conduct a technical review of each proposal to determine if it is in compliance with all technical requirements prior to being forwarded to the ESC for funding consideration. The format staff will use for the technical compliance review is provided as Appendix G.

It is the BSCC's intent to avoid having otherwise worthy proposals eliminated from consideration due to relatively minor and easily corrected errors/omissions. Applicants will therefore have an opportunity to respond to deficiencies identified during the technical review process, which will take place July 14, 2015 through July 16, 2015. If necessary, applicants will be allowed to make non-substantive changes that would bring the proposal into technical compliance.

During this timeframe it is highly recommended that the applicant's designated "Contact Person" be available to discuss and correct any deficiencies. Proposals that fail to meet all technical requirements will be excluded from further consideration for funding.

Merit Review

The ESC will review and rate each proposal found to meet all technical requirements. The rating factors to be used and the maximum rating points allocated to each factor are shown on the next page. Each rating factor will be evaluated regarding the extent to which it is adequately addressed in the proposal.

Following this rating process, the ESC will forward its funding recommendations to the BSCC Board, which will take action on the recommendations. It is currently anticipated the Board will act on the recommendations at their scheduled meeting on September 17, 2015.

Applicants must not contact members of the ESC or the BSCC Board about their proposals.

PROPOSAL EVALUATION RATING FACTORS	
EVALUATION FACTOR	MAXIMUM POINTS
Need for Project	100
Project Description	250
Data Collection and Evaluation Needs	100
Sustainability	100
Proposed Budget	100
Proposed Timeline	50
TOTAL POINTS	700

PLEASE NOTE: THE THRESHOLD / MINIMUM SCORE REQUIRED FOR FUNDING CONSIDERATION IS 350 POINTS OR 50% OF THE 700 TOTAL POSSIBLE POINTS

Proposal evaluation rating factors and criteria are provided in Appendix H.

SUMMARY OF KEY DATES

ACTIVITY	TIMELINE
Release Request for Proposals (RFP) Solicitation	April 10, 2015
Grant Proposal/Application Due to the BSCC (COB)	July 10, 2015
Technical Compliance Review	July 14 - 16, 2015
SACJJD Committee Meeting for Funding Consideration	September 10, 2015
BSCC Board Meeting for Funding Approval	September 17, 2015
Grants Begin/Contracts Commence	October 1, 2015
Grantee Orientation	TBD

APPENDIX A
**RESOURCES: EFFECTIVE EVIDENCE-BASED PROGRAMS,
PRACTICES, AND STRATEGIES**

The following Web site resources are provided as they may be useful to applicants in the proposal development process. The BSCC does not consider this list exhaustive and it is offered only as a starting point for applicants to use in researching evidence-based programs, practices, and strategies and R.E.D. interventions.

Blueprints for Violence Prevention

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

California Institute of Behavioral Health Solutions

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

Coalition for Evidence-Based Policy

<http://evidencebasedprograms.org/>

CrimeSolutions.gov

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

Justice Research and Statistic Association

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

National Institute of Corrections

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

National Institute of Justice, New Tool for Law Enforcement Executives

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

National Reentry Resource Center

<http://nationalreentryresourcecenter.org/>

Office of Juvenile Justice and Delinquency Prevention Model Program Guide

<http://www.ojjdp.gov/mpg/>

Promising Practices Network

<http://www.promisingpractices.net/>

Reducing Recidivism to Increase Public Safety: A Cooperative Effort by Courts and Probation

<http://www.courts.ca.gov/documents/EVIDENCE-BASED-PRACTICES-Summary-6-27-11.pdf>

Substance Abuse and Mental Health Services Administration

www.samhsa.gov/ebpwebguide

Substance Abuse and Mental Health Services Administration (SAMHSA) National Registry of Evidence-Based Programs and Practices

<http://www.nrepp.samhsa.gov>

University of Cincinnati, Effective Programs/Curricula Recommendations

http://www.bscc.ca.gov/downloads/Univ_of_Cincinnati_Curricula_Recommendations_Oct_2011.pdf

Washington State Institute for Public Policy

<http://www.wsipp.wa.gov/>

Office of Juvenile Justice and Delinquency Prevention – About DMC

<http://ojjdp.gov/dmc/about.html>

DRAFT

**APPENDIX B
STATE OF CALIFORNIA: CONTRACT AND GENERAL TERM AND
CONDITIONS**

DRAFT CONTRACT: CHANGES IN PROGRESS

<NAME OF FUNDING AWARD>

This Grant Agreement is between the State of California,
Board of State and Community Corrections, hereafter referred to as “BSCC”
and
County,

An entity duly organized, existing and acting pursuant to the laws of the State of California,
hereafter referred to as the “Grantee”.

The parties agree as follows:

SECTION 1. PROJECT SUMMARY

<Insert a brief synopsis of the project summary based on the Request for Proposals/Request for Applications>

SECTION 2. ASSURANCES

A. Grantee agrees to comply with all conditions of this Grant Agreement, all standard Grant Agreement conditions as contained in Exhibit A, all required assurances as contained in Exhibit B, general terms and conditions as contained in Exhibit C, and all budget items and conditions as contained in the Application for Funding/Grant Proposal, attached hereto and made part of this Grant Agreement.

B. Grantee agrees to comply with the financial and administration requirements set forth in the most current edition of the BSCC’s *Grant Administration and Audit Guide: Federal and State Grants*.

SECTION 3. PROJECT OFFICIALS

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

B. The Grantee’s project officials shall be those identified as follows and as specified in Section 1 of the Application for Funding (i.e., Request for Proposals or Request for Applications):

Authorized officer with legal authority to sign:

NAME: <Enter information>
TITLE: <Enter information>
ADDRESS: <Enter information>
TELEPHONE: <Enter information>
FAX: <Enter information>
EMAIL: <Enter information>

Designated financial officer authorized to receive warrants:

NAME: <Enter information>
TITLE: <Enter information>
ADDRESS: <Enter information>
TELEPHONE: <Enter information>
FAX: <Enter information>
EMAIL: <Enter information>

C. Either party may change its project representatives upon written notice to the other party. Grant Project Contact Information Sheet is available on the BSCC's website at:
http://www.bscc.ca.gov/s_correctionsplanningandprograms.php.

SECTION 4. QUARTERLY PROGRESS REPORTS

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

Progress Reporting Periods

Due (Not Later Than):

- | | |
|---------------------------------|------------|
| 1. <Quarter 1 reporting period> | <Due date> |
| 2. <Quarter 2 reporting period> | <Due date> |
| 3. <Quarter 3 reporting period> | <Due date> |
| 4. <Quarter 4 reporting period> | <Due date> |

B. Grantee shall submit all other reports and data as required by the BSCC.

SECTION 5. MONTHLY FINANCIAL INVOICES

A. The Grantee shall be paid in arrears by submitting an invoice (Form 201) to the BSCC that outlines actual expenditures claimed for the reporting period. Monthly invoices are due to the BSCC 25 days after the monthly reporting period.

B. An invoice is due to the BSCC even when grant funds are not expended during the reporting period (zero dollar request for reimbursement).

SECTION 6. GRANT AMOUNT AND LIMITATION

In no event shall the BSCC be obligated to pay any amount in excess of the grant award. Grantee waives any and all claims against the BSCC, and the State of California on account of project costs that may exceed the sum of the grant award.

SECTION 7. AVAILABILITY OF FUNDS

This Grant Agreement is valid and enforceable only if sufficient funds are made available by the Federal Government. Grantee agrees that the BSCC’s obligation to pay any sum to the Grantee under any provision of this agreement is contingent upon the availability of sufficient funds.

SECTION 8. BUDGET

<i>LINE ITEM</i>	GRANT FUNDS
<i><Determine line items required per funding stream/award></i>	
1. Salaries and Benefits	\$0
2. Services and Supplies	\$0
3. Professional Services	\$0
4. CBO Contracts	\$0
5. Indirect Costs	\$0
6. Fixed Assets/Equipment	\$0
7. Other	\$0
TOTAL	\$0

SECTION 9. SCOPE OF WORK

Grantee agrees to implement and complete the project in accordance with the approved Application for Funding.

SECTION 10. CONFLICTS BETWEEN DOCUMENT TERMS

In the event of any inconsistency in the Grant Agreement, except as otherwise provided herein, the inconsistency shall be resolved by giving precedence in the following order:

- 1) Grant Agreement Sections 1 through 10
- 2) Exhibit A, Standard Conditions

**CONTRACT EXHIBIT A
STANDARD CONDITIONS**

ARTICLE 1. ASSIGNMENT

This Agreement is not assignable by the Grantee, either in whole or in part, without the consent of the BSCC and the State of California in the form of a formal written amendment.

ARTICLE 2. AMENDMENT

No amendment or variation of the terms of this Agreement shall be valid unless made in writing, signed by the parties and approved as required. No oral understanding or agreement not incorporated in this Agreement is binding on any of the parties.

ARTICLE 3. PROJECT COSTS

A. The BSCC's *Grant Administration and Audit Guide: Federal and State Grants* outlines eligible and ineligible project costs, as well as match and project income requirements. Grantee is responsible for ensuring that all invoices contain only eligible project costs.

ARTICLE 4. GRANTEE'S GENERAL RESPONSIBILITY

Grantee is responsible for the project activities identified in the original Application for Funding/Grant Proposal submitted to BSCC. Review and approval by the BSCC is solely for the purpose of proper administration of grant funds, and shall not be deemed to relieve or restrict the Grantee's responsibility.

ARTICLE 5. GRANTEE ASSURANCES AND COMMITMENTS

A. Compliance with Laws and Regulations

This Grant Agreement is governed by and shall be interpreted in accordance with the laws of the State of California. Grantee shall at all times comply with all applicable State laws, rules and regulations, and all applicable local ordinances.

B. Fulfillment of Assurances and Declarations

Grantee shall fulfill all assurances, declarations, representations, and statements made by the Grantee in the Application for Funding/Grant Proposal, documents, amendments, approved modifications, and communications filed in support of its request for grant funds.

C. Use of Grant Funds

1) Grantee is responsible for ensuring that invoices submitted to the BSCC claim actual expenditures for eligible project costs. The BSCC's *Grant Administration and Audit Guide, Federal and State Grants* outlines eligible and ineligible project costs. Grantee shall, upon demand, remit to the BSCC any grant funds not expended for eligible project costs or an amount equal to any grant funds expended by the Grantee in violation of the terms, provisions, conditions or commitments of this Grant Agreement.

2) Grant funds must be used to supplement existing funds for program activities and may not replace (supplant) funds that have been appropriated for the same purpose. Potential supplanting will be the subject of grant monitoring. Violations can result in a range of

penalties (e.g. recoupment of monies provided under this grant, suspension of future program funding through BSCC grants, and civil/criminal penalties).

D. Permits and Licenses

Grantee agrees to procure all permits and licenses necessary to complete the project, pay all charges and fees, and give all notices necessary or incidental to the due and lawful proceeding of the project work.

E. Contracting Requirements

In accordance with the provisions of this Grant Agreement, the Grantee may contract with consultants for services needed to implement and/or support program activities. Grantee agrees that in the event of any inconsistency between the Grant Agreement, its Exhibits and Grantee's agreement for services with a contractor, the Grant Agreement and its Exhibits will prevail. Grantee shall ensure that the contractor complies with all requirements of the Grant Agreement, including those related to records in Article 8.

Grantee assures that for any contract awarded by the Grantee, such insurance and fidelity bonds, as is customary and appropriate, will be obtained.

Grantee agrees to place appropriate language in all contracts for work on the project requiring the Grantee's contractors to:

1) Books and Records

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

2) Access to Books and Records

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

3) Non-discrimination Clause

During the performance of this Agreement, Contractor and its subcontractors shall comply with all Federal and State statutes relating to non-discrimination, including but not limited to prohibitions against discrimination on the basis of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition, age or marital status.

ARTICLE 6. GRANTEE'S GENERAL RESPONSIBILITY

Grantee is responsible for the project activities identified in the original Application for Funding/Grant Proposal submitted to BSCC. Review and approval by the BSCC is solely for the

purpose of proper administration of grant funds, and shall not be deemed to relieve or restrict the Grantee's responsibility.

ARTICLE 7. PROJECT ACCESS

Grantee shall ensure that the BSCC, or any authorized representative, will have suitable access to project activities, sites, staff and documents at all reasonable times during the grant period.

ARTICLE 8. RECORDS

- A. The Grantee shall establish an official file for the project. The file shall contain adequate documentation of all actions taken with respect to the project, including copies of this Grant Agreement, approved program/budget modifications, financial records and required reports.
- B. The Grantee shall establish separate accounting records and maintain documents and other evidence sufficient to properly reflect the amount, receipt, and disposition of all project funds, including grant funds and any matching funds by the Grantee and the total cost of the project. Source documentation includes copies of all awards, applications, approved modifications, financial records and narrative reports.
- C. Personnel and payroll records shall include the time and attendance reports for all individuals reimbursed under the grant, whether they are employed full-time or part-time. Time and effort reports are required for consultants (contractors).
- D. The grantee shall maintain documentation of donated goods and/or services, including the basis for valuation.
- E. Grantee agrees to protect records adequately from fire or other damage. When records are stored away from the Grantee's principal office, a written index of the location of records stored must be on hand and ready access must be assured.
- F. All Grantee records relevant to the project must be preserved a minimum of three (3) years after closeout of the grant project and shall be subject at all reasonable times to inspection, examination, monitoring, copying, excerpting, transcribing, and auditing by the BSCC or designees. If any litigation, claim, negotiation, audit, or other action involving the records has been started before the expiration of the three-year period, the records must be retained until the completion of the action and resolution of all issues which arise from it or until the end of the regular three-year period, whichever is later.

ARTICLE 9. ACCOUNTING AND AUDIT REQUIREMENTS

- A. Grantee agrees that accounting procedures for grant funds received pursuant to this Grant Agreement shall be in accordance with generally accepted government accounting principles and practices, and adequate supporting documentation shall be maintained in such detail as to provide an audit trail. Supporting documentation shall permit the tracing of transactions from such documents to relevant accounting records, financial reports and invoices.
- B. The BSCC reserves the right to call for a program or financial audit at any time between the execution of this Grant Agreement and 60 days following the end of the grant period. At any

time, the BSCC may disallow all or part of the cost of the activity or action determined to not be in compliance with the terms and conditions of this Grant Agreement, or take other remedies legally available.

ARTICLE 10. CHANGES

- A. Grantee shall immediately advise the BSCC of any significant problems or changes that arise during the course of the project.
- B. No change or modification in the project will be permitted without prior written approval from the BSCC. Changes may include modification to project scope, changes to performance measures, compliance with collection of data elements, and other significant changes in the budget or program components contained in the Application for Funding. Changes shall not be implemented by the project until authorized by the BSCC.
- C. Under no circumstances will any budget item changes be authorized which would cause the project to exceed the amount of the grant award identified in this Grant Agreement. Further, in no event shall changes be authorized for the Indirect Costs/Administrative Overhead line item that would result in that item exceeding ten percent (10%) of the grant award.

ARTICLE 11. DISBURSEMENT

The Grantee shall be paid in arrears on invoices submitted to the BSCC on the forms or processes determines by the BSCC, certifying the accuracy of the reports in accordance with generally accepted governmental accounting principles and BSCC regulations, guidelines, policies and procedures.

ARTICLE 12. WITHHOLDING OF GRANT DISBURSEMENTS

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

ARTICLE 13. TERMINATION

- A. This Grant Agreement may be terminated at any time by the BSCC, where it appears that there will be lack of grant funds available to fulfill this Grant Agreement, provided that after such termination, the Grantee shall be entitled to an amount that equals the eligible project costs that have been incurred by the Grantee prior to such termination.
- B. This Grant Agreement may be terminated after the award of the Grant Agreement but prior to completion of the project, by the BSCC, upon action or inaction by the Grantee that constitutes a material and substantial breach of this Grant Agreement. Such action or inaction by the Grantee includes but is not limited to:
 - 1) Substantial alteration of the scope of the grant project without the prior written approval of the BSCC;
 - 2) Refusal or inability to complete the grant project in a manner consistent with the Application for Funding/Grant Proposal or approved modifications;
 - 3) Failure to provide the required local match share of the total project costs.
 - 4) Failure to meet prescribed assurances, commitments, Grant Agreement, and recording, accounting, auditing, and reporting requirements.
- C. Prior to terminating the Grant Agreement under this provision, the BSCC shall provide the Grantee at least 30 days written notice stating the reasons for termination and effective date thereof. The Grantee may appeal the termination decision in accordance with Article 14.

ARTICLE 14. DISPUTES

- A. Grantee shall continue with the responsibilities under this Agreement during any dispute.
- B. The Grantee may appeal a BSCC staff decision on the basis of alleged misapplication, capricious interpretation of the regulations, policies and procedures, or substantial differences of opinion concerning the proper application of regulations, policies or procedures.
- C. If the Grantee is dissatisfied with an action of BSCC staff, the Grantee may appeal to the Deputy Director of the Corrections Planning and Programs Division of the BSCC. Such appeals shall be filed within 30 calendar days of the notification of action with which the Grantee is dissatisfied. The appeal shall be in writing, and shall:
 - State the basis for the dissatisfaction;
 - State the action being requested of the Deputy Director; and,
 - Include any correspondence/documentation related to the cause for dissatisfaction.
- D. The Deputy Director will review the correspondence and related documentation and render a decision on the appeal within 30 calendar days, except in those cases where the Grantee withdraws or abandons the appeal. The procedural time requirement may be waived with the mutual consent of the Grantee and the Deputy Director.
- E. The Deputy Director may render a decision based on the correspondence and related documentation submitted by the Grantee and may consider other relevant sources of information deemed appropriate. The decision of the Deputy Director shall be in writing and

shall provide the rationale for the decision.

- F. If the Grantee is dissatisfied with the decision of the Deputy Director, the Grantee may file a request for review by the BSCC Executive Director. Such a request shall be filed within 30 calendar days after receipt of the Deputy Director's decision. The requested review shall be in writing, and shall:
- State the basis for the dissatisfaction;
 - State the action being requested of the Executive Director; and
 - Include any correspondence/documentation related to the appeal.
- G. The Executive Director, after reviewing the appeal and the correspondence related to the review, may decide the matter on the record or request additional information. After a decision is made by the Executive Director, notice of the decision shall be mailed to the Grantee. The decision of the Executive Director shall be final.

ARTICLE 15. WAIVER

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

CONTRACT EXHIBIT B
GENERAL TERMS AND CONDITIONS

1. **APPROVAL**: This Agreement is of no force or effect until signed by both parties and approved by the Department of General Services, if required. Contractor may not commence performance until such approval has been obtained.
2. **AMENDMENT**: No amendment or variation of the terms of this Agreement shall be valid unless made in writing, signed by the parties and approved as required. No oral understanding or Agreement not incorporated in the Agreement is binding on any of the parties.
3. **ASSIGNMENT**: This Agreement is not assignable by the Contractor, either in whole or in part, without the consent of the State in the form of a formal written amendment.
4. **AUDIT**: Contractor agrees that the awarding department, the Department of General Services, the Bureau of State Audits, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. Contractor agrees to maintain such records for possible audit for a minimum of three (3) years after final payment, unless a longer period of records retention is stipulated. Contractor agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, Contractor agrees to include a similar right of the State to audit records and interview staff in any subcontract related to performance of this Agreement. (Gov. Code §8546.7, Pub. Contract Code §10115 et seq., CCR Title 2, Section 1896).
5. **INDEMNIFICATION**: Contractor agrees to indemnify, defend and save harmless the State, its officers, agents and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, suppliers, laborers, and any other person, firm or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this Agreement, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by Contractor in the performance of this Agreement.
6. **DISPUTES**: Contractor shall continue with the responsibilities under this Agreement during any dispute.
7. **TERMINATION FOR CAUSE**: The State may terminate this Agreement and be relieved of any payments should the Contractor fail to perform the requirements of this Agreement at the time and in the manner herein provided. In the event of such termination the State may proceed with the work in any manner deemed proper by the State. All costs to the State shall be deducted from any sum due the Contractor under this Agreement and the balance, if any, shall be paid to the Contractor upon demand.
8. **INDEPENDENT CONTRACTOR**: Contractor, and the agents and employees of Contractor, in the performance of this Agreement, shall act in an independent capacity and not as officers or employees or agents of the State.
9. **RECYCLING CERTIFICATION**: The Contractor shall certify in writing under penalty of perjury, the minimum, if not exact, percentage of post-consumer material as defined in the Public Contract Code Section 12200, in products, materials, goods, or supplies offered or sold to the State

regardless of whether the product meets the requirements of Public Contract Code Section 12209. With respect to printer or duplication cartridges that comply with the requirements of Section 12156(e), the certification required by this subdivision shall specify that the cartridges so comply (Pub. Contract Code §12205).

10. NON-DISCRIMINATION CLAUSE: During the performance of this Agreement, Contractor and its subcontractors shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.. Contractor and subcontractors shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Contractor and subcontractors shall comply with the provisions of the Fair Employment and Housing Act [Gov. Code §12990 (a-f) et seq.] and the applicable regulations promulgated there under (California Code of Regulations, Title 2, Section 7285 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code Section 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations, are incorporated into this Agreement by reference and made a part hereof as if set forth in full. Contractor and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other Agreement.

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

11. CERTIFICATION CLAUSES: The CONTRACTOR CERTIFICATION CLAUSES contained in the document CCC 307 are hereby incorporated by reference and made a part of this Agreement by this reference as if attached hereto.

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

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

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

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

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

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

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

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

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

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

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

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

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

19. SMALL BUSINESS PARTICIPATION AND DVBE PARTICIPATION REPORTING REQUIREMENTS:

a. If for this Contract Contractor made a commitment to achieve small business participation, then Contractor must within 60 days of receiving final payment under this Contract (or within such other time period as may be specified elsewhere in this Contract) report to the awarding

department the actual percentage of small business participation that was achieved. (Govt. Code § 14841.)

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

20. LOSS LEADER:

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

APPENDIX C
SAMPLE RESOLUTION OF THE GOVERNING BOARD/TRIBAL COUNCIL

Each grantee must submit a resolution from their Governing Board/Tribal Council that includes, at a minimum, the assurances outlined in the sample below. Applicants are encouraged to submit the Resolution with their proposal. Awardees must have a resolution on file before a fully executed grant agreement can be completed.

WHEREAS the *(insert name of applicant, county department)* desires to participate in the Title II Tribal Youth Grant Juvenile Delinquency Prevention and Intervention Program, funded through the federal Office of Juvenile Justice and Delinquency Prevention and administered by the Board of State and Community Corrections (hereafter referred to as BSCC).

NOW, THEREFORE, BE IT RESOLVED that the *(insert title of designated official)* is authorized on behalf of this 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 state grant funds received hereunder shall not be used to supplant expenditures controlled by this body.

BE IT FURTHER RESOLVED that *(insert county department)* agrees to abide by the statutes and regulations governing State Contracting (including General Terms and Conditions 610), Federal Title II Formula Grant funding special conditions and requirements as well as the terms and conditions of the Grant Agreement as set forth by the BSCC.

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

Ayes:

Notes:

Absent:

Signature: _____

Date: _____

Typed Name and Title: _____

ATTEST: Signature: _____

Date: _____

Typed Name and Title: _____

APPENDIX D
EXAMPLES OF ELIGIBLE AND INELIGIBLE PROJECT COSTS

Eligible Project Costs

The following project-related costs are eligible for reimbursement if paid for with grant funds. Grantees must maintain adequate supporting documentation for all costs claimed on invoices.

1. Salaries and benefits for project staff;
2. Services and supplies directly associated with the project;
3. Travel necessary for the success of the project;
 - In-state travel costs incurred by city/county employees will be reimbursed in accordance with city/county travel policy. In-state travel costs incurred by staff of community-based organizations or other subcontractors will be reimbursed in accordance with the State of California's travel policy.
 - Out-of-state travel is restricted and only allowed in exceptional situations. Grantees must obtain prior approval from the BSCC for any out-of-state travel by submitting an out-of-state travel justification, detailing travel agenda and scope. The justification must be complete and show the benefits to the project in terms of the relationship to the projects goals, objectives, and activities.
4. Professional or consultant services, including services provided by community-based organizations and auditing agencies, associated with the project. Any services provided must meet all state and local licensing requirements;
5. Fixed assets necessary for the project. Note: The expenditure of grant funds for fixed assets exceeding \$2,000 per item requires prior approval from the BSCC. The project manager must submit a written declaration that the equipment to be purchased is: 1) to be used for services directly associated with the project, 2) essential to the success of the project, and 3) less expensive than leasing or renting the equipment for the grant period (based on a thorough investigation of lease and rental options);
6. Lease payments for office space and/or equipment needed for the project;
7. Miscellaneous costs for stipends, transportation, books and supplies, special equipment, job related/training materials, and apprenticeship costs for program participants;
8. Purchase or lease of a vehicle necessary for the project. Note: The expenditure of grant funds to purchase or lease a vehicle requires prior approval from the BSCC. The project manager must submit a request describing the need for the vehicle, the anticipated impact on the project if the request is not approved, and the agency that will operate the vehicle, provide insurance, and assume liability; and
9. Indirect costs necessary to the operation of the organization and performance of the project. The cost of operating and maintaining facilities, depreciation, and administrative salaries are examples of indirect costs. The percentage of federal funds that can be expended on indirect costs varies by program and is stipulated in the grant agreement.

Ineligible Project Costs

Ineligible project costs include but are not limited to:

1. Site acquisition and/or construction costs;
2. Fixed assets over \$2,000 per item, unless the BSCC approves a written declaration from the Project Manager as described under Eligible Project Costs;
3. Supplanting existing programs, projects, resources, or personnel;
4. Personal injury compensation or damages arising out of or connected with the project, whether determined by adjudication, arbitration, negotiation, or otherwise;
5. Fines and penalties due to violation of or failure to comply with federal, state, or local laws and ordinances;
6. Costs outside the scope of the approved project or activities not directly related to the approved project;
7. Interest on bonds or any other form of indebtedness required to finance project costs;
8. All costs incurred in violation of the terms, provisions, conditions, or commitments of the grant agreement;
9. All costs arising out of or attributable to grantee's malfeasance, misfeasance, mismanagement or negligence;
10. All costs arising out of or connected with subcontract claims against the grantee, or those persons for whom the grantee may be vicariously liable, including, but not limited to, any and all costs related to defense or settlement of such claims;
11. Guns, ammunition, and body armor;
12. Use of grant funds to "buy-out" unused sick leave, vacation/administrative leave time not accrued during the grant period. Grant funds may only be used to "buy-out" any period of time an employee was assigned to the program and paid with grant fund;
13. Use of grant funds for out-of-state travel, unless approved by BSCC on a case-by-case basis;
14. Bonuses or commissions;
15. Purchase of military-type of equipment;
16. Lobbying activities;
17. Fund raising activities; and
18. Costs incurred outside the grant period.

APPENDIX E

FEDERAL PERFORMANCE MEASURES

The Federal Government and the BSCC are dedicated to assessing the impact of local projects on the youth directly served by the OJJDP Title II Formula Grant funding. Request for Proposal (RFP) applicants will need to have the capacity, and be prepared, to collect and provide specific outcome measures by race/ethnicity and gender on a quarterly basis via BSCC Progress Reports, if awarded grant dollars.

Data measures will be collected on a short term (measured quarterly- prior to the time youth leave or complete the project) and long term (measured within 6-12 months after a youth leaves or completes the project). The following list contains data measures that will be collected on the three Title II Program priority areas:

Project Youth Demographics:

- Gender (male; female)
- Offender Status (at-risk population- no prior offense; first-time offenders; repeat offenders; sex offenders; status offenders; violent offenders)
- Age (Under 11; 12-13; 14-15; 16-17; 18 and over)
- Other factors (mental health; pregnant; substance abuse; truant/dropout)
- Project cost per youth

Project Assessment:

- Number of project youth served
- Number and percent of project youth who offend or reoffend
- Number and percent of project youth completing project requirements
- Number and percent of project youth exhibiting a desired change in targeted behaviors: substance abuse; school attendance; gangs; employment status
- Number and percent of project youth charged with formal probation violations
- Number and percent of project youth committed to a detention facility
- Average length of time between intake and referral for project youth
- Number and percent of project youth who are re-victimized
- Number and percent of project families/youth/victims/staff satisfied with the project

Additionally, data measures will be collected that are mandated by the Office of Juvenile Justice and Delinquency Prevention under the Native American/Tribal program purpose area.

APPENDIX F
BSCC MONITORING / SITE VISIT REPORT TEMPLATE

ADMINISTRATIVE REVIEW

Section 1- General

1. Does the project have a copy of the fully executed Standard Agreement in the official file?
2. Does the project have a copy of the Grant Administration and Audit Guide in the official file?
3. Does the agency have an organizational chart for each department involved with the program?
4. Does the project maintain duty statements for staff paid with grant funds?
*Duty statements must be specific to the activities performed in relationship to the grant.
5. Does the project maintain time sheets on all staff charged to the grant?
6. Does the project maintain functional timesheets or conduct time studies for split-funded positions?
*Estimates and/or percentages are not acceptable.
7. Can salaries and benefits be easily tied back to reimbursement invoices?
8. Does the project verify that salaries and benefits are not also claimed or reimbursed under another separate agreement or funding stream?
9. Are all authorized positions filled and performing grant-related duties?
10. Are there any anticipated changes to staff or the project? If yes, explain:
11. Does this grant provide for contracted services?
12. Are copies of the subcontract awards contained within the official project file?
13. Do subcontracts contain the required language (i.e., access to program and fiscal records, access to facility, access to program participants, Non-Discrimination clause, Civil Rights compliance)? If no, what is missing/incomplete?
14. What type of documentation detail does the agency keep for contractor service delivery billing (e.g., client sign-in logs, time/duration of services)?
15. Are copies of project budget modifications contained in the official file?
16. Were there any substantial modifications made that were not approved by the BSCC?
17. Did the project provide a Fidelity Bond, if applicable?
18. Does the grantee have a sustainability plan to continue service delivery after grant funds expire? If yes, what sources for continuation funds are already secured, leveraged or possible?

Section 2 – Civil Rights Compliance *(as applicable to federal funded programs)*

19. Does the grantee have an Equal Employment Opportunity Plan (EEOP) on file for review? If yes, on what date did the grantee prepare the EEOP?
20. Has the grantee submitted an EEOP Short Form to the Office for Civil Rights (OCR), U.D. Department of Justice (DOJ), if applicable?

21. How does the grantee notify program participants and beneficiaries that it does not discriminate on the basis of race, color, national origin, religion, sex, disability, and age in the delivery of services (e.g., posters, inclusion in program brochures, program materials, etc.)?
22. How does the grantee notify employees that it does not discriminate on the basis of race, color, national origin, religion, sex, disability, and age in the delivery of services (e.g., posters, dissemination of relevant orders or policies, recruitment materials, etc.)?
23. Are there written policies or procedures in place for notifying program beneficiaries how to file complaints alleging discrimination by the grantee with the BSCC or the OCR?
24. If the grantee has 50 or more employees and receives DOJ funding of \$25,000 or more, has the grantee:
 - a. Adopted grievance procedures that incorporate due process standards and provide for prompt and equitable resolution of complaints alleging a violation of DOJ regulations prohibits discrimination on the basis of a disability in employment practices and the delivery of services?
 - b. Designated a person to coordinate compliance with prohibitions against disability discrimination?
 - c. Notified participants, beneficiaries, employees, applicants, and others that the grantee does not discriminate on the basis of disability?
25. If the grantee operates an education program or activity, have they taken the following actions?
 - a. Adopted grievance procedures that provide for the prompt and equitable resolution of complaints alleging a violation of the DOJ regulations which prohibits discrimination on the basis of sex?
 - b. Designated a person to coordinate compliance with the prohibitions against sex discrimination?
 - c. Notified applicants for admission and employment, employees, students, parents, and others that the grantee does not discriminate on the basis of sex in its educational programs or activities?
26. Has the grantee complied with the requirement to submit to the OCR any findings of discrimination against the grantee issued by a federal or state court, or federal or state administering agency, on the grounds of race, color, religion, national origin, or sex?
27. What steps have been taken to provide meaningful access to its programs and activities to person who have limited English proficiency (LEP)? Include whether the grantee has developed a written policy on providing language access services to LEP persons.
28. Are training conducted for its employees on the requirements under federal civil rights laws?
29. If the grantee conducts religious activities as part of its program or services, do they:
 - a. Provide services to everyone regardless of religion or religious belief?
 - b. Ensure it does not use federal funds to conduct inherently religious activities (such as prayer, religious instruction, or attempt to convert participants to another religion) and that such activities are kept separate in time or place from federally-funded activities?
 - c. Ensure participation in religious activities is voluntary for beneficiaries of federally-funded programs?

FISCAL REVIEW

1. Does the agency maintain an official budget file for the project?
2. Are there written fiscal policies and procedures?
3. Do the procedures provide for internal control processes for:
 - a. Agreement receipts and deposits?
 - b. Agreement disbursements?
 - c. Invoicing including how amounts are computed for BSCC invoices?
4. Are financial invoices current?
5. Are copies of the invoices for reimbursement within the official file?
6. Do fiscal accounting records reviewed contain adequate supporting documentation for all claims on invoices?
7. Does the source documentation reviewed appear to support amounts invoiced?
8. Does the program/agency maintain supporting documentation or calculation overview for the administrative overhead line item?
9. Do expenditures appear to meet contract eligibility, as defined in the BSCC Contract Administration and Audit Guide?
10. Are BSCC contract funds deposited into separate fund accounts or coded to distinguish grant funds from other fund sources?
11. Does the agency maintain a tracking system for the receipts and disbursements related to the grant program?
 - a. Are the tracking reports reviewed by management and/or program staff?
 - b. How are discrepancies, if any, investigated and resolved?
12. Can the project/agency provide general ledgers documenting the entries for receipts and disbursements?
13. Did the project purchase or lease equipment/fixed assets with contract funds during the monitoring period?
 - a. If the equipment/fixed assets purchased were more than \$2,000 per item, is there an approval of purchase by the BSCC?
 - b. Was the equipment in the budget or in a Budget Modification?
 - c. Is there an inventory list of equipment/fixed assets purchased with grant funds?
 - d. Does the project maintain proof of receipt of goods?
14. Does the project verify that expenditures submitted for grant reimbursement are not also claimed/reimbursed under another separate agreement or funding stream?
15. Does the project comply with the match requirement?
 - a. If the project is currently under-matched, is there a plan to meet the contractually obligated match amount?
16. Does the project generate income from grant funds?
 - a. If yes, has the project submitted a Project Income Reporting form?
 - b. If project income is generated, will any be reverted to the BSCC?
17. Does the project conduct desk audits of subcontract agencies?
18. Does the project require subcontract agencies to submit source documentation with their billing invoice?

19. What type of audit will the project submit?
20. Does the agency have audit reports covering the agency's internal control structure within the last two years?

PROGRAM REVIEW

1. Does the project maintain source documentation (e.g. case records, files, sign-up sheets, etc.) for the clients served?
2. Do the project records reviewed provide sufficient detail to support information reported in Progress Reports?
3. Are Progress Reports current?
4. Has the project experienced operational or service delivery problems?

PROGRAM DATA AND OUTCOMES

1. What is the plan for collecting and evaluating data to measure performance and outcomes of project activity?
2. Who is the contact person responsible for collecting and evaluating the data?
3. Are there any preliminary findings or evidence of project impact?

APPENDIX G
TECHNICAL COMPLIANCE REVIEW

Proposal Submission-

- Application was received at the BSCC by 5:00 p.m., July 10, 2015.
- Package includes 1 original signed proposal marked “Original Copy” and eleven copies of the application submittal.
- Proposal is on 8 ½” x 11” single-sided white paper.
- Copies are assembled separately, each fastened in the upper left corner with a binder clip, each is 3-hole punched and all are packaged together with a rubber band.

Section I: Applicant Information-

- Section I was completed with all required information.
- Section I was signed by an authorized representative of the Tribe/Tribal Council.
- Project Abstract is within the 1-page limit.

Sections II - V: Proposal Narratives-

- BSCC format has been followed: Times Roman 12-point font, 1.5 line spaced, one inch margins.
- Proposal narrative sections do not exceed 15 pages in totality (excluding a single graph/chart page, if applicable, referenced as Attachment A).

Section VI: Proposed Budget-

- The Indirect Cost/Administrative Overhead line item does not exceed 10% of the federal grant fund requested.
- Budget chart and line item totals for Year 1 Grant Budget Table are:
 - complete, identified in whole dollars; and
 - are calculated accurately for column total.
- Budget narrative is provided and includes outlines for Year 2, Year 3, and Year 4 anticipated grant expenditures.
- Funding and/or revenue streams are provided.

Section VII: Proposed Timeline-

- Section was completed.

APPENDIX H
TITLE II TRIBAL YOUTH GRANT
JUVENILE DELINQUENCY PREVENTION AND INTERVENTION PROGRAM
PROPOSAL RATING CRITERIA

Need for Project – Maximum 100 points

The proposal identifies the local need(s) or problem(s) to be addressed with grant funds and demonstrates the need(s) by including local data to support the described impact. The proposal describes how the need relates to one or more of the Title II program purpose areas. The proposal describes any risk/protective factors of youth that supports the idea that a need exists. Additionally, the proposal explains why existing resources, both state and local, are inadequate to address the identified need.

Project Description - Maximum 250 points

The proposal describes how the project will use the key elements of one or more of the Title II program purpose areas. The proposal clearly identifies specific project details, including but not limited to, a description of the duration of the project, the project's target population and program eligibility criteria (e.g., estimated number and type of offenders to be served, criminal history, diagnostic categories, etc.), method of service delivery, etc. The proposal communicates a direct and well-articulated relationship/nexus between the project design and identified need(s) to include data, cultural responsiveness, and overall effectiveness.

Data Collection and Evaluation Needs - Maximum 100 points

The proposal describes project goals, the strategy/methodology for evaluating whether or not the project objectives were achieved, the plan for collecting data that supports the evaluation goals, and the manner in which the project evaluation will be documented and reported such as assessing the effectiveness of the program. The proposal describes measures to be used to show successful outcomes, in addition to those required by the specific Title II program purpose area. Additionally, the proposal describes a plan for sharing/accessing data amongst project partners.

Sustainability - Maximum 100 points

The proposed project illustrates the plan for project sustainability beyond the four year grant period and identifies strategies and funding sources that may be used to ensure project sustainability. The proposal includes a description of the steps taken to establish a support network of agencies, users, and providers that will advocate and/or support the sustainability of the program. Additionally, the proposal describes the applicant's history of maximizing federal, state, local, and private funding sources used to ensure past grant projects were sustained beyond its grant period.

Proposed Budget - Maximum 100 points

The proposal includes sufficient detail regarding how federal grant funds will be expended to implement and operate the proposed project. The proposal provides justification that the amount of grant funds requested is reasonable and appropriate given the proposed project's design and scope, and describes other funding streams that may be used to support the proposed project. The proposal clearly identifies the degree to which the project's costs are appropriate with the stated need for the project.

Proposed Timeline - Maximum 50 points

The proposal illustrates a timeline that identifies key project activities, which shall include but not limited to, a date as to when the project will be fully functional, when project evaluation process

and outcome data will begin to be collected, and when the outcome evaluation will begin that assesses the effectiveness of the program. The project timeline is reasonable given the scope of the project and project activities. The proposal includes timeframes for securing of MOUs, vendor services, and other project related contracts and is considered timely given the scope of the project activities.

APPLICATION INSTRUCTIONS

Proposal Sections I, VI and VII are to be completed by submitting the required information in the tables and fields provided within the application.

Proposal Sections II through V are to be completed in the narrative format provided and may not exceed 15 pages in total (excluding a graph/chart, single page addendum provided as Attachment A, if desired). It is at the discretion of the applicant to determine how to use the total page limit in addressing each narrative section; however, as a guide, the applicant may want to review the point value weight given to each narrative section in the rating factor table on the previous page. These sections are set in Times Roman 12-point font, 1.5 line spaced, one inch margins in a fill-in format; proposal submittals must be single-sided pages on plain white 8 ½” x 11” paper. Applications that deviate from the BSCC format will automatically be disqualified from the process.

The applicant must submit **one original signed and eleven copies** of the proposal, and the ‘Original Copy’ must be marked as such. Copies of the proposal must be assembled as separate packets and individually fastened in the upper left corner with a binder clip. All proposals are to be three-hole punched and all copy packages bound together by rubber bands. Do not bind proposals. No staples are to be used. Any costs incurred to develop and submit the proposal are entirely the responsibility of the applicant and shall not be charged to the State of California.

A complete proposal packet includes:

- Sections I through VII, completed
- Attachment A (referenced graphs/charts; single-page), if applicable
- Governing Board/Tribal Council Resolution, if available prior to application submission

TITLE II DELINQUENCY PREVENTION AND INTERVENTION GRANT PROGRAM

SECTION I: APPLICANT INFORMATION

A. APPLICANT/ENTITY IMPLEMENTING THE GRANT

TRIBE:	COLLABORATING TRIBE(S) (if applicable):		
COUNTY:	DUN AND BRADSTREET NUMBER	TELEPHONE NUMBER	
STREET ADDRESS	CITY	STATE	ZIP CODE
MAILING ADDRESS	CITY	STATE	ZIP CODE

B. GRANT AMOUNT REQUESTED

\$

C. APPLICANT PROJECT DIRECTOR

NAME AND TITLE	TELEPHONE NUMBER		
STREET ADDRESS	FAX NUMBER		
CITY	STATE	ZIP CODE	E-MAIL ADDRESS

D. APPLICANT PROJECT FINANCIAL OFFICER

NAME AND TITLE	TELEPHONE NUMBER		
STREET ADDRESS	FAX NUMBER		
CITY	STATE	ZIP CODE	E-MAIL ADDRESS

E. APPLICANT DAY-TO-DAY CONTACT PERSON

NAME AND TITLE	TELEPHONE NUMBER		
EMAIL ADDRESS			

F. APPLICANT'S AGREEMENT

By signing this application, the applicant assures that the grantee will abide by the laws, policies, and procedures governing this funding.

NAME AND TITLE OF PERSON AUTHORIZED TO SIGN AGREEMENT

APPLICANT'S SIGNATURE

DATE

PROJECT ABSTRACT

Please provide a brief summary of the proposed project in the space provided below; narrative must not be more than a single page in length.

DRAFT

NARRATIVE SECTIONS

Note: Sections II – V are to be completed in a narrative format (see instructions on page 40). Rating factors will be evaluated regarding the extent to which a proposal adequately addresses the topics listed under the section titles below. If a sub-element does not apply, the applicant should clearly state as such and provide the reason. Omission or lack of clarity for any section is likely to result in a reduction of allowable points. The total combined page limit for narrative Sections II – V is **15** pages within the required format; these sections begin on page 45.

SECTION II: NEED FOR PROJECT

Address the following in narrative form:

The proposal identifies the local need(s) or problem(s) to be addressed with grant funds and demonstrates the need(s) by including local data to support the described impact. The proposal describes how the need relates to one or more of the Title II program purpose areas. The proposal describes any risk/protective factors of youth that supports the idea that a need exists. Additionally, the proposal explains why existing resources, both state and local, are inadequate to address the identified need.

If graphs and/or charts are necessary to provide information for this section, the applicant may attach one (1) additional single-sided 8 1/2" x 11" sheet of paper containing only graphs/charts (referenced as Attachment A); references to any graphs/charts must be clearly identified in the narrative.

SECTION III: PROJECT DESCRIPTION

Address the following in narrative form:

The proposal describes how the project will use the key elements of one or more of the Title II program purpose areas. The proposal clearly identifies specific project details, including but not limited to, a description of the duration of the project, the project's target population and program eligibility criteria (e.g., estimated number and type of offenders to be served, criminal history, diagnostic categories, etc.), method of service delivery, etc. The proposal communicates a direct and well-articulated relationship/nexus between the project design and identified need(s) to include data, cultural responsiveness, and overall effectiveness.

SECTION IV: DATA COLLECTION AND EVALUATION NEEDS

Address the following in narrative form:

The proposal describes project goals, the strategy/methodology for evaluating whether or not the project objectives were achieved, the plan for collecting data that supports the evaluation goals, and the manner in which the project evaluation will be documented and reported such as assessing the effectiveness of the program. The proposal describes measures to be used to show successful outcomes, in addition to those required by the specific Title II program purpose area. Additionally, the proposal describes a plan for sharing/accessing data amongst project partners.

SECTION V: SUSTAINABILITY

Address the following in narrative form:

The proposed project illustrates the plan for project sustainability beyond the four year grant period and identifies strategies and funding sources that may be used to ensure project sustainability. The proposal includes a description of the steps taken to establish a support network of agencies, users, and providers that will advocate and/or support the sustainability of the program. Additionally, the proposal describes the applicant's history of maximizing federal, state, local, and private funding sources used to ensure past grant projects were sustained beyond its grant period.

DRAFT

NARRATIVE SECTIONS II – V MUST NOT EXCEED A TOTAL OF 15 PAGES

SECTION II: NEED FOR PROJECT

SECTION III: PROJECT DESCRIPTION

SECTION IV: DATA COLLECTION AND EVALUATION NEEDS

SECTION V: SUSTAINABILITY

DRAFT

SECTION VI: PROPOSED BUDGET

The proposal includes sufficient detail regarding how federal grant funds will be expended to implement and operate the proposed project. The proposal provides justification that the amount of grant funds requested is reasonable and appropriate given the proposed project’s design and scope, and describes other funding streams that may be used to support the proposed project.

- A. BUDGET LINE ITEM TABLES:** Complete the following table, **using whole numbers**, for the grant funds being requested. While recognizing entities may use different line items in the budget process, the line items below represent how the BSCC will require grantees to report expenditures via its invoicing system. The ‘Other’ category funds should be budgeted for travel purposes for one mandatory grantee briefing meeting (*to be held in Sacramento, date TBA*) as well as other proposed travel.

Applicants projecting to use grant funds for Indirect Costs / Administrative Overhead may not use more than 10% of the federal grant funds for this line item.

All funds shall be used consistent with the requirements of the BSCC Grant Administration and Audit Guide, July 2012 (<http://www.bscc.ca.gov/resources>).

Complete the following table, **using whole numbers**, for the grant funds anticipated to be expended during the first year of the grant (October 1, 2015 to September 30, 2016).

YEAR 1 GRANT BUDGET TABLE

BUDGET LINE ITEMS	GRANT FUNDS REQUESTED
1. Salaries and Benefits	\$ <input style="width: 50px;" type="text"/>
2. Services and Supplies	\$ <input style="width: 50px;" type="text"/>
3. Professional Services	\$ <input style="width: 50px;" type="text"/>
4. Community-Based Organization (CBO) Contracts	\$ <input style="width: 50px;" type="text"/>
5. Indirect Costs / Administrative Overhead (may not exceed 10% of grant award)	\$ <input style="width: 50px;" type="text"/>
6. Fixed Assets/Equipment	\$ <input style="width: 50px;" type="text"/>
7. Data Collection / Enhancement	\$ <input style="width: 50px;" type="text"/>
8. Program Evaluation	\$ <input style="width: 50px;" type="text"/>
9. Sustainability Planning	\$ <input style="width: 50px;" type="text"/>
10. Other (include travel costs)	\$ <input style="width: 50px;" type="text"/>
TOTAL	\$ <input style="width: 50px;" type="text"/>

B. BUDGET TABLE LINE ITEM DETAILS:

The proposal must provide sufficient detail in each category below regarding how federal grant funds will be expended to implement and operate the proposed project as identified in the Year 1 Grant Budget Table (above). The proposal must provide justification that the amount of grant funds requested is reasonable and appropriate given the proposed project’s design and scope, and describes other funding streams that may be used to support the proposed project. In addition, an outline of Year 2, Year 3, and Year 4 proposed budget spending must be provided. If a budget line item is not applicable for the proposed project, complete with N/A.

1. SALARIES AND BENEFITS (e.g., number of staff, classification/title, salary and benefits)

Requested Grant Funds Year 1: \$

Narrative:

Outline of Year 2, Year 3, and Year 4 Line Item Proposed Budget Expenditures:

2. SERVICES AND SUPPLIES (e.g., office supplies and training costs)

Requested Grant Funds Year 1: \$

Narrative:

Outline of Year 2, Year 3, and Year 4 Line Item Proposed Budget Expenditures:

3. PROFESSIONAL SERVICES: (e.g., consultative services - include name of consultants or providers)

Requested Grant Funds Year 1: \$

Narrative:

Outline of Year 2, Year 3, and Year 4 Line Item Proposed Budget Expenditures:

4. COMMUNITY-BASED ORGANIZATION CONTRACTS (e.g., detail of services - provide name of CBO)

Requested Grant Funds Year 1: \$

Narrative:

Outline of Year 2, Year 3, and Year 4 Line Item Proposed Budget Expenditures:

5. INDIRECT COSTS / ADMINISTRATIVE OVERHEAD: Indicate percentage and methodology for calculation. In the “Grant Funds” column of the previous table, this total may not exceed 10% of the total funds requested.

Requested Grant Funds Year 1: \$

Narrative:

Outline of Year 2, Year 3, and Year 4 Line Item Proposed Budget Expenditures:

6. FIXED ASSETS / EQUIPMENT (e.g., computers, other office equipment necessary to perform project activities)

Requested Grant Funds Year 1: \$

Narrative:

Outline of Year 2, Year 3, and Year 4 Line Item Proposed Budget Expenditures:

7. DATA COLLECTION /ENHANCEMENT (e.g., programming services, data analysis)

Requested Grant Funds Year 1: \$

Narrative:

Outline of Year 2, Year 3, and Year 4 Line Item Proposed Budget Expenditures:

8. PROGRAM EVALUATION (e.g., evaluator, materials)

Requested Grant Funds Year 1: \$

Narrative:

Outline of Year 2, Year 3, and Year 4 Line Item Proposed Budget Expenditures:

9. SUSTAINABILITY PLANNING

Requested Grant Funds Year 1: \$

Narrative:

Outline of Year 2, Year 3, and Year 4 Line Item Proposed Budget Expenditures:

10. OTHER (e.g., travel expenses)

Requested Grant Funds Year 1: \$

Narrative:

Outline of Year 2, Year 3, and Year 4 Line Item Proposed Budget Expenditures:

Funding Streams/Resources Available to Tribe(s)/Tribal Council for Leveraging

Please provide a list of funding streams, revenues and/or resources available to the applicant that may be used for leveraging grant activities and/or funds for tribal juvenile justice issues and project sustainability:

-
-
-
-

