

TO: Chair and Members

DATE: July 10, 2014

SUBJECT: Executive Steering Committee for the Proud Parenting Program to Oversee the Development of the Request for Proposals For the Fiscal Year 2015/2016 Funding. Requesting Approval to Establish.

AGENDA ITEM: G

**ACTION: X
INFORMATION:**

RESOURCE PERSON: Ricardo Goodridge, Field Representative
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Summary:

This agenda item requests permission to create an Executive Steering Committee (ESC) to oversee the development of a Request for Proposal (RFP) to award local assistance funds for the Proud Parenting Program (PPP). Staff is also requesting the Board appoint one of its members to serve as chair of the ESC to oversee this process and permit staff to work with the ESC Chair to assemble and convene an ESC in September 2014.

Background:

The PPP, known previously as the Young Men as Fathers (YMAF) program, was administratively established under the California Youth Authority in 1997 as a local assistance grant program. PPP funds parenting services to young parents between the ages of 14 and 25 who have been involved in the justice system and/or child welfare system, and their children. PPP is designed to break the intergenerational cycle of violence and delinquency by increasing parenting knowledge, improving attitudes about responsible parenting, improving self-esteem and improving relationships between parents and their children.

It is anticipated PPP will receive \$835,000 in local state assistance funding. Staff is proposing the formation of an ESC to oversee the development of a RFP to solicit participants for the FY 2015-16 funding cycle.

RFP Activities and Timeline:

Below is the proposed tentative timeline of activities necessary to administer a competitive RFP for PPP.

TENTATIVE TIMELINE	ACTIVITY
July 10, 2014	Present ESC Agenda to BSCC
September 2014	ESC meeting to develop Request for Proposal (RFP)
TBD	Second ESC meeting to finalize RFP (if needed)
October 20 – 31, 2014	Draft RFP emailed to ESC
November 13, 2014	Present the RFP for BSCC approval
November 24, 2014	Release RFP to field

January 16, 2015	RFP due to BSCC
January 19 – February 6, 2015	Technical compliance/eligibility review of submitted proposals
February 9 – 13, 2015	Rater training, and proposal reading and rating process
February 16 – 20, 2015	Development of funding recommendation based on reading/rating process, and review/approval by ESC
March 2015	Present funding recommendations to BSCC
April 20 – May 15, 2015	Staff detailed review of funded project proposals for allowable expenditures, missing required documents, etc.
May 18 – 29, 2015	Management review/approval of project proposals
June 1 – 12, 2015	Contract development
June 15- 30, 2015	Contract documents to field for signature and return signed originals via US Mail
July 1, 2015	Contract start date

Recommendation/Action Needed:

1. Authorize an ESC to oversee the development and release of the RFP;
2. Appoint a Chair of the ESC and authorize approval of the Chair to release the RFP upon its completion;
3. Direct staff to work with the Chair to assemble and convene an ESC of subject-matter experts; and
4. Approve the activities and tentative timeline associated with the RFP.