



# **Title II Grant Program**

## **REQUEST FOR PROPOSALS**

**Eligible Applicants:**  
California Counties  
California Cities  
California School Districts  
Federally Recognized Indian Tribes in California

**Grant Period:** October 1, 2019 to September 30, 2022

**RFP Released:** April 12, 2019

**Letters of Intent Due:** May 2, 2019

**Proposals Due:** June 7, 2019



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**NOTICE: California Public Records Act**

All documents submitted as a part of the Title II Grant Program proposal are public documents and may be subject to a request pursuant to the California Public Records Act. The BSCC cannot ensure the confidentiality of any information submitted in or with this proposal. (Gov. Code, §§ 6250 et seq.)

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## PART I: GRANT INFORMATION

### Grant Program Background

The Juvenile Justice and Delinquency Prevention Act (JJDP) is the federal statute that establishes the Title II Grant Program. The U.S. Office of Juvenile Justice and Delinquency Prevention (OJJDP) administers the grant, in part, by awarding grants to states to support delinquency prevention and juvenile justice system improvement. The Board of State and Community Correction (BSCC) is the state agency that receives and administers California's Title II award. The BSCC must competitively award the majority of these funds to local governments consistent with the purpose and intent of the JJDP and California's Title II State Plan.

OJJDP requires states that receive Title II awards to establish a State Advisory Group to advise on Title II activities. In California, this State Advisory Group is the State Advisory Committee on Juvenile Justice and Delinquency Prevention (SACJJDP). The SACJJDP is a governor-appointed committee serving as a standing BSCC Executive Steering Committee (ESC) that works on behalf of the Governor to support policy and programs that improve outcomes for young people in the justice system. SACJJDP developed California's 2018-2020 State Plan, which was then approved by the Board and accepted by OJJDP. This grant program will fulfill the goals and objectives of this State Plan and JJDP requirements.

For more information about SACJJDP and the Title II State Plan click here: [http://www.bscc.ca.gov/s\\_sacjjdp.php](http://www.bscc.ca.gov/s_sacjjdp.php)

This Title II grant will fund:

1. Aftercare/Reentry
2. Alternatives to Detention
3. Community-Based Programs & Services
4. Diversion
5. Mental Health Services
6. Mentoring, Counseling & Training Programs

This grant will also target the reduction of the overrepresentation of youth of color in contact with the juvenile justice system.

In addition, funds from the Title II Grant program have been set aside for federally recognized tribal governments that serve tribal youth. That funding will be awarded through a separate RFP process.

This Title II Grant cycle will be funded from California's Federal Fiscal Year (FFY) 2018, 2019 and 2020 awards. The FFY 2018 amount available for this RFP is \$3,991,561. Amounts for FFY 2019 and FFY 2020 are not yet known. All grant awards are contingent upon California receiving its FFY 2018, 2019 and 2020 awards.

## Contact Information

This Request for Proposals (RFP) provides the information necessary to prepare a proposal to SACJJDP and BSCC for grant funds available through the Title II Grant Program.

The BSCC staff cannot assist the applicant or its partners with the actual preparation of the proposal. Any technical questions concerning the RFP, the proposal process, or programmatic issues must be submitted by email to: [jj\\_grants@bscc.ca.gov](mailto:jj_grants@bscc.ca.gov)

The BSCC will accept and respond to questions about this RFP until June 7, 2019. Frequent questions and answers (FAQs) concerning this RFP process and the Title II application for funding will be posted on the BSCC website and updated periodically through June 7, 2019.

## Proposal Due Date and Submission Instructions

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

The signed Proposal must be received by the BSCC by **5:00 p.m. on June 7, 2019**.

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

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

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

Note: While the BSCC expects both the original hard copy and electronic version to be received by the date and time listed above, the application will not automatically be disqualified so long as either the hard copy or electronic version is received by the due date and as long as both are received in a reasonable time and are identical.

**If the BSCC does not receive either the original hard copy or the electronic version until after the due date and time, the proposal will not be considered, regardless of postmark date.**

## Target Population

The target population for the Title II Grant Program are juveniles that are under the age of 26.

## Title II 2018-2020 State Plan

This Title II Grant Program intends to provide alternatives to detention, promote youth safety and well-being while in custody and identify and support successful and emerging reentry models. It intends that in-custody programs focus on rehabilitation and building individual strengths instead of punishment for past mistakes and deficits. It intends that California's disproportionate representation of youth of color in the juvenile justice system be addressed. Funded programs should be:

- Consistent with the Title II 2018-2020 State Plan
- Promising, data-driven, and innovative
- Include individualized case plans that are family-based
- Culturally responsive
- Locally relevant, and
- Offer measurable outcomes.

## Grant Program Description

### Eligible applicants

Applicants for Title II Grant Program awards must be to government agency, (Government agency includes individual agencies or departments within a City and County or a School District), or Federally recognized Indian Tribes (See Appendix A for list of eligible Indian Tribes) with law enforcement functions, which includes enforcing the law and preventing, detecting, and investigating criminal activities. Each Indian Tribe applicant must provide an assurance (See Appendix B Tribal Law Enforcement Assurance) that they provide law enforcement functions.

### Definition of Lead Agency

Two or more applicants may partner to submit a joint proposal, but one must be designated as Lead Agency for contracting purposes. An individual agency or department may not apply on both an individual and a joint proposal or as Lead Agency for more than one joint proposal.

Non-lead agencies (including community-based organizations, faith-based organizations, non-governmental or governmental entities, etc.) may serve as a partner on more than one proposal. All NGOs must meet the eligibility criteria in Appendix C.

## Eligible Activities – Program Purpose Areas

Consistent with the 2018-2020 Title II State Plan, the Title II Grant Program funds must be used to support the following OJJDP Program Purpose Areas, as defined by OJJDP. Each application must identify at least one of the following six program purpose areas for the proposed program.

- Aftercare/Reentry
- Alternatives to Detention and Placement
- Community Based Programs
- Diversion
- Mental Health Services
- Mentoring, Counseling, and Training Programs

The Goals and Objectives for each program purpose area are provided as context for the specific proposal requirements.

### Aftercare/Reentry

Community-based programs that prepare targeted youth to successfully return to their homes and communities after confinement in a training school, youth correctional facility, or other secure institution. These programs focus on preparing youth for release and providing a continuum of follow-up, post-placement services to promote successful reintegration into the community.

**Goal:** Ensure that youth, upon entering a secure detention facility, are informed about and engaged in developing a robust reentry plan. This should be part of a comprehensive case planning process that addresses the most critical needs of the individual and provides a broad array of services.

**Objectives:**

- Increase the number of youth in custodial settings with individual case plans in place that incorporate robust reentry models/plans;
- Identify and support successful and emerging aftercare/reentry models;
- Examine strategies to incentivize successful reentry programs that also address basic needs such as housing, employment and mental health care.
- Increase the number of case plans, including reentry components, that consider the youth's environment and rely on collaboration with families and local support systems; and
- Educate the public about the importance of affording youth a second chance.

### Alternatives to Detention and Placement

These are community- and home-based alternatives to incarceration and institutionalization, including for youth who need temporary placement such as crisis intervention, shelter, and aftercare, and for youth who need residential placement such as a continuum of foster care or group home alternatives that provide access to a comprehensive array of services.



**Goal:** Reduce the number of youth arrested and held in secure juvenile facilities.

**Objectives:**

- Expand the use of and increase the options for holistic alternatives to arrest, detention and out of home placement;
- Increase awareness regarding the detrimental effect of arrest and incarceration on youth;
- Build strategic local partnerships that will serve to increase the awareness and use of effective alternatives to arrest, detention and placement; and
- Create a vehicle for community-based, self-esteem-building and healing-centered alternatives to arrest, detention and placement.

### **Community Based Programs**

Designed to include Parents and other family members to strengthen families and to help keep youth in the home; programs support youth and their families during and after confinement to ensure the youth's safe return to the home and to strengthen the families; and can be designed for parents with limited English-speaking ability.

**Goal:** Increase the availability of, and access to, community-based and community-run programs and services that help youth, and their families, who are at risk of entering the juvenile justice system or have already entered the system.

**Objectives:**

- Increase access to community-based and community-run support programs and services for youth, parents and families;
- Promote community-defined success through effective, culturally relevant and gender responsive evaluation strategies and policies;  
Expand cultural and linguistic services for youth, parents and families; and Foster collaboration between community-based and community-run providers and justice system agencies including law enforcement, probation, and the courts.

### **Diversion**

Programs to divert youth from entering the juvenile justice system, including restorative justice programs such as youth or teen courts, victim-inmate mediation, and restorative circles.

**Goal:** Increase the number of youth diverted from the juvenile justice system.

**Objectives:**

- Increase the availability and use of diversion practices and programs;
- Use evidence-based assessments that increase objectivity and reduce implicit bias in decision making; and
- Expand awareness and resources for effective non-arrest alternatives, including restorative justice programs, that teach youth to accept responsibility for their actions.

## **Mental Health Services**

Programs providing mental health services for youth in custody in need of such services, including but not limited to assessment, development of individualized treatment plans, and discharge plans.

**Goal:** Divert youth with mental health issues or concerns from arrest and from the juvenile justice system whenever possible. Employ a holistic approach to improving, increasing and leveraging the mental health services available to youth who are in the juvenile justice system.

**Objectives:**

- Increase early identification of youth with mental health concerns;
- Enhance access to appropriate mental health services especially youth transitioning from custody back to the community;
- Reduce the number of youth in the justice system with unmet mental health needs;
- Encourage mental health treatment that is sensitive to cultural, social, gender, and racial/disparity issues, that employs a holistic approach, and that reduces stigma.

## **Mentoring, Counseling, and Training Programs**

Programs to develop and sustain a one-to-one supportive relationship between a responsible adult age 18 or older (a mentor) and an at-risk youth, a youth who has offended, or a youth who has contact with a parent or legal guardian who is or was incarcerated and contact is on a regular basis (a mentee). These programs may support academic tutoring, vocational and technical training, and drug and violence prevention counseling.

**Goal:** Promote culturally relevant mentoring, counseling and training programs that enhance resilience and empower youth.

**Objectives:**

- Increase mentor recruitment and development to foster more mentor-mentee matches;
- Expand opportunities for youth to participate in drug and violence prevention counseling; and
- Increase vocational and technical training opportunities.

## **Letter of Intent**

Applicants interested in applying for the Title II Grant Program are asked, but not required, to submit a non-binding Letter of Intent. These letters will aid the BSCC in planning for the proposal review process.

There is no formal template for the letter, but it should include the following information:

- Name of the Applicant (County Department, City Department, School District, or eligible Tribe);
- A brief statement indicating the Applicant's intent to submit a Proposal;
- Applicant representative's name and contact information

Failure to submit a Letter of Intent is not grounds for disqualification. Further, prospective Applicants that submit a Letter of Intent and decide later not to apply will not be penalized.

Please submit your non-binding Letter of Intent by **May 2, 2019** via email or U.S. mail, using one of the following submission options:

**Email Responses:** [jj\\_grants@bscc.ca.gov](mailto:jj_grants@bscc.ca.gov)  
(Subject line: Title II Letter of Intent)

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

## Project Cycle and Funding Information

### Grant Period

Successful applicants will be funded for a three-year grant cycle with the first year of the grant cycle anticipated to commence on October 1, 2019 and run through September 30, 2022.

### Funding Availability

Successful applicants will be funded subject to California receiving federal Title II funding for the next (3) three years. In addition to this funding contingency, funding is contingent upon adherence to federal guidelines, Title II RFP and BSCC grant agreement requirements and applicable statutes, and the grantee's ability to demonstrate that progress is being made towards its proposal goals and objectives.

\$3,991,561 is anticipated to be available statewide for the first year of the grant cycle. Funding and amounts for the second year (October 1, 2020 - September 30, 2021) and the third year (October 1, 2021 – September 30, 2022) are contingent on OJJDP Title II awards and amounts not yet known.

The maximum amount of funding available per grant annually is \$350,000. Applicants must apply for the same amount of funding for all three years (e.g., first year: \$350,000, second year: \$350,000, and third year: \$350,000; totaling \$1,050,000 for a three-year period). Grantees may be able to carry unspent funds into the next calendar year, with

prior BSCC approval, but it is extremely important that applicants plan and budget carefully and apply only for the amount of funding they can reasonably spend each year of the three-year grant period.

Applicants are required to request only the amount of funds needed to support their proposal and not base the request solely on the maximum allowed annually (\$350,000).

### **Funding Distribution & Funding Thresholds**

Applicants must receive at least 66% of the total points available to be considered for funding. All eligible applicants will compete in one category. However, the highest scoring eligible small government agency who meets the minimum threshold score will be funded. The categorization of a government agency as small is based on county population figures where the government agency is located published by the California Department of Finance (see Appendix D 2018 County Population Index).

### **Match Requirement**

The Title II Grant Program Grant does not require a match.

### **Pass-Through Requirement**

Each grant recipient is required to pass-through a minimum of 70% of grant funding to at least two direct service providers. An Indian Tribe can satisfy the pass-through requirement if 70% of the grant funding for direct services are provided by the tribe. A direct service provider can be a government agency or non-governmental organization. As previously noted on page 3, all NGOs must meet the criteria in Appendix C.

NGOs include: community-based organizations (CBOs), faith-based organizations (FBOs), non-profit organizations/501(c)(3)s, evaluators (except government institutions such as universities), grant management companies and any other non-governmental agency or individual. Note: The criteria listed in Appendix C do not apply to government organizations (e.g. counties, cities, school districts, or Federally recognized Indian Tribes).

### **Supplanting**

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

Supplanting is strictly prohibited for all BSCC grants. When using outside funds as match, applicants must be careful not to supplant. Supplanting is the deliberate reduction in the amount of federal, state, or local funds being appropriated to an existing program or activity because grant funds have been awarded for the same purposes.

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

## Project Evaluation Requirements

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

**Local Evaluation Plan** - The purpose of the Local Evaluation Plan (LEP) is to ensure that projects funded by the BSCC can be evaluated. Applicants will be expected to include a detailed description of how they plan to assess the effectiveness of the proposed program in relation to each of its goals and objectives identified in the proposal. The LEP should describe the evaluation design or model that will be used to evaluate the effectiveness of the project component(s), with the project goals and the objectives clearly stated. Applicants should include criteria for both process and outcome evaluations. Once submitted, any modifications to the LEP must be approved in advance by the BSCC. More detailed instructions on the LEP will be made available to successful applicants. See Appendix F for a sample of evaluation components.

To the extent the local evaluation plan involves research in which either: (1) data is obtained through intervention or interaction with an individual or (2) identifiable private information is obtained from program participants, the local evaluation plan must comply with the requirements of 28 C.F.R. Part 46. This includes compliance with all Office of Justice Programs policies and procedures regarding the protection of human research subjects, including obtainment of Institutional Review Board approval, if appropriate, and subject informed consent. For additional information on whether 28 C.F.R. Part 46 applies to your local evaluation plan, please see:

<https://ojp.gov/funding/Apply/Resources/ResearchDecisionTree.pdf>

**Local Evaluation Report** - Following project completion, grantees are required to complete a final Local Evaluation Report (LER) which must be in a format prescribed by the BSCC. The purpose of the final LER is to determine whether the overall project was effective in meeting the goals laid out in the LEP. To do this, the grantee must assess and document the effectiveness of the activities that were implemented. These activities should have been identified in the previously submitted LEP. More detailed instructions on the LER will be made available to successful applicants.

Applicants are strongly encouraged to identify research partners early on and include them in the development of the proposal, to better ensure that the goals and objectives listed in the proposal are realistic and measurable. Applicants are also strongly encouraged (but not required) to use outside evaluators to ensure objective and impartial evaluations. Specifically, applicants are encouraged to partner with state universities or community colleges for evaluations.

Evaluation planning, oversight, and reporting activities may be funded by up to 5% of the total Title II Grant Program award and can be included within the applicant's proposed budget.

## Bidder's Conferences

Prospective applicants are invited – but not required – to attend a Bidders' Conference. The purpose of a Bidders' Conference is to answer technical questions from prospective bidders and provide clarity on RFP instructions. Details for the Bidders' Conference are listed below:

### **Title II Grant Program Bidder's Conference**

**Thursday, April 25, 2019**

10:00 a.m.

Board of State and Community Corrections

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

2590 Venture Oaks Way

Sacramento, CA 95833

*Note: The Title II Grant Program Bidders' Conference will be livestreamed at [www.bscc.ca.gov](http://www.bscc.ca.gov).*

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## BSCC Executive Steering Committee Process

### Title II Grant Program Executive Steering Committee

To ensure successful program design and implementation, the BSCC uses Executive Steering Committees (ESCs) to inform decision making related to the Board's programs. ESCs are convened and approved by the BSCC Board, as the need arises, to carry out specified tasks including the development of RFPs for grant funds. ESCs submit grant award recommendations to the BSCC Board and the Board then approves, rejects, or revises those recommendations. BSCC's ESCs are typically composed of subject matter experts and stakeholders representing both the public and private sectors. The BSCC makes every attempt to include diverse representation on its ESCs - in breadth of experience, geography, and demographics. Members of ESCs are not paid for their time but are reimbursed for travel expenses incurred to attend meetings. SACJJDP serves as a standing ESC of the Board (see Appendix G)

SACJJDP established a Title II ESC for the purpose of this grant cycle. This Title II Grant Program ESC includes subject matter experts on community engagement, prevention and intervention programs, mental/behavioral health, social services, law enforcement, including individuals who have been impacted by the justice and/or child welfare systems. A list of ESC members can be found in Appendix H.

### Conflicts of Interest

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

See Appendix G for the State Advisory Committee for Juvenile Justice and Delinquency Prevention Membership Roster and Appendix H for the Title II Grant ESC Roster or visit the website at: [http://www.bscc.ca.gov/s\\_titleiigrant](http://www.bscc.ca.gov/s_titleiigrant)

## Overview of the RFP Process

### Confirmation of Receipt of Proposal

Upon submission of a proposal, applicants will receive a confirmation email from the BSCC stating the proposal has been received. The email will be sent to the individual who signed the application and the person listed as the Project Director.

### Disqualification

The following will result in an automatic disqualification:

- The original hard copy or electronic version of the Proposal are not received by 5:00 p.m. on June 7, 2019.

- The applicant is not a government agency, which includes individual agencies or departments within a County, City, School District, or a Federally recognized Indian Tribe (See Appendix A for list of eligible Indian Tribes) and does not provide an assurance that they perform law enforcement functions (See Appendix B).

“Disqualification” means the proposal will not be scored and therefore, will not be considered for Title II Grant Program funding.

### **Technical Compliance Review**

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

### **Rating Process**

Once a proposal passes the Technical Compliance Review, it will advance to the Proposal Rating Process. The ESC will then read and rate each proposal in accordance with the prescribed rating factors listed in the table below. During the ESC rating period, the SACJJDP will also have a 30-day review period of each eligible application.

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

At the conclusion of this process, applicants will be notified of the ESC’s funding recommendations. It is anticipated that SACJJDP will act on those recommendations at its August 14, 2019 meeting and the BSCC Board will act on those recommendations at its September 12, 2019 meeting. Applicant agencies and partners are not to contact members of the ESC, SACJJDP or the BSCC Board to discuss proposals.

### **Rating Factors**

The Rating Factors to be used and the maximum points assigned to each factor are shown in the table below. Applicants will be asked to address each of these factors as a part of their proposal. The Title II Grant Program ESC assigned a percent value to each of the Rating Factors, correlating to its importance (see Percent of Total Value column).



## Title II Grant Program Rating Factors and Scoring System

Rating Factors	Point Range	Percentage	Possible Maximum Weighted Score
Program Need	1 - 5	25%	37.5
Program Description	1 - 5	30%	45
Program Goals and Objectives	1 - 5	30%	45
Program Evaluation	1 - 5	5%	7.5
Program Budget	1 - 5	10%	15
<b>Total Possible Weighted Score</b>		<b>100%</b>	<b>150</b>

**\*\*\*PLEASE NOTE: TO BE CONSIDERED FOR FUNDING, A PROPOSAL MUST MEET A MINIMUM WEIGHTED SCORE OF 99 (66% OF THE 150 TOTAL POSSIBLE WEIGHTED SCORE)\*\*\***

Raters will score an applicant's response in each of the Rating Factor categories on a scale of 1-5, according to the Five-Point Rating Scale shown below. Each rating factor score is then weighted according to the "Percentage" column (determined by the ESC) associated with each Rating Factor to arrive at the final Weighted Score for each Rating Factor and then added together for a final overall proposal score.

### Five-Point Rating Scale

Poor 1	Fair 2	Satisfactory 3	Good 4	Excellent 5
The response addresses the criteria in a very inadequate way.	The response addresses the criteria in a non-specific or unsatisfactory way.	The response addresses the criteria in an adequate way.	The response addresses the criteria in a substantial way.	The response addresses the criteria in an outstanding way.

## General BSCC Grant Requirements

### Grant Agreement

Applicants approved for funding by the BSCC are required to enter into a Grant Agreement with the BSCC. Grantees must agree to comply with all terms and conditions of the Grant Agreement. See Appendix I for a Sample Grant Agreement.

The Grant Agreement start date is expected to be October 1, 2019. Grant Agreements are considered fully executed only after they are signed by both the Grantee and the

BSCC. Work, services, and encumbrances cannot begin prior to the Grant Agreement start date. Work, services, and encumbrances which occur after the start date but prior to grant agreement execution have the potentiality of being disallowed or not being reimbursed. Grantees are responsible for maintaining their Grant Agreement, all invoices, records, and relevant documentation for at least three (3) years after the final payment under the contract.

### **Governing Board/Tribal Council Resolution**

Applicants must submit a resolution from their governing board or tribal council addressing specified requirements as included in the sample Governing Board or Tribal Council Resolution, which can be found in Appendix J. Grant recipients must have a resolution on file before a fully executed grant agreement can be completed. A signed resolution is not required at the time of proposal submission, but applicants are advised that no disbursements or reimbursements will be made until the appropriate documentation has been received by the BSCC. Grantee resolutions must address all of the items as the sample in Appendix J but may be in a different format.

### **Audit Requirements**

All grantees are required to complete an audit annually for each fiscal year/audit period, or fraction thereof, for the entire three-year grant cycle. Audit reports must be submitted to the BSCC within 30 days of the Grantee's receipt of the report or within nine months following the end of the audit period, whichever is earlier. A grantee that willfully fails to submit an audit as required may be deemed ineligible for future BSCC grant funds pending compliance with the audit requirements of this grant.

The Grantee must provide to the BSCC copies of reports generated from either:

- Annual City/County Single Audit (as submitted to the State Controller's Office), or
- Program-specific audit.

The audit reports must cover the entire grant period.

The BSCC reserves the right to call for a program or financial audit at any time between the execution of the contract and three years following the end of the grant period.

### **Grantee Orientation Process**

Following the start of the grant period, BSCC staff will conduct a Grantee Orientation in Sacramento (at a date to be determined later). The purpose of this mandatory session is to review the program requirements, invoicing and budget modification processes, data collection and reporting requirements, as well as other grant management and monitoring activities. Typically, the Project Director, Financial Officer, Day-to-Day Contact, and the Evaluator must attend. Grant recipients may use Title II Grant Program funds for travel-related expenditures such as airfare, mileage, meals, lodging, and other per diem costs. Applicants should include anticipated costs in the budget section of the proposal under the "Other" category.

## **Disbursements**

### **Cities, Counties and School Districts**

Disbursement of grant funds occurs on a reimbursement basis for costs incurred during a reporting period. The State Controller's Office (SCO) will issue the warrant (check) to the individual designated on the application form as the Financial Officer for the grant. Grantees must submit invoices to the BSCC on a quarterly basis through the online process no later than 45 days following the end of each quarter. Grantees must maintain adequate supporting documentation for all costs claimed on invoices. BSCC staff will conduct on-site monitoring visits that will include a review of documentation maintained as substantiation for project expenditures.

### **Tribes**

The BSCC will disburse one-third of awarded funds within 45 days of the execution date set forth in the grant agreement to the grantee. The grantee shall agree to deposit grant funds into a banking account established by the grantee and the grant funds shall not be comingled with any other funds. Any interest earned on the account may only be used for allowable expenses during the grant period. Grantees shall only use grant funds for allowable costs and shall provide invoices and supporting documentation to the BSCC periodically or upon request. When a grantee expends 80% of the disbursed funds and has submitted the required documentation to the BSCC, and provided the grantee has met the other terms and conditions of the grant, the BSCC shall disburse an additional 1/3 of the award under the same terms and conditions. The final 1/3 of the award shall be disbursed after a grantee expends 80% of the total disbursed funds. Any unspent funds remaining at the end of the grant period must be returned to the BSCC.

The State Controller's Office (SCO) will issue the warrant (check) to the individual designated on the application form as the Financial Officer for the grant. Grantees must submit invoices to the BSCC on a monthly basis through the online process no later than 45 days following the end of each month. Grantees must maintain adequate supporting documentation for all costs claimed on invoices. BSCC staff will conduct on-site monitoring visits that will include a review of documentation maintained as substantiation for project expenditures.

### **Quarterly Progress Reports**

Grant award recipients are required to submit quarterly progress reports to the BSCC. Progress reports are a critical element in BSCC's monitoring and oversight process. Grantees who are unable to demonstrate that they are making sufficient progress toward project goals and objectives and that funds are being spent down in accordance with the Grant Award Agreement could be subject to the withholding of funds. Once grants are awarded, BSCC will work with grantees to create custom progress reports. Applicable forms and instructions will be available to grantees on the BSCC's website. See Appendix K for a sample progress report.

### **Travel**

Travel is usually warranted when personal contact by project staff is the most appropriate method of conducting project-related business. Travel to and from training conferences may also be allowed. The most economical method of transportation, in terms of direct

expenses to the project and the employee's time away from the project, must be used. Projects are required to include sufficient per diem and travel allocations for project-related personnel, as outlined in the Grant Award, to attend any mandated BSCC training conferences or workshops outlined in the terms of the program.

### **Tribes**

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

### **Units of Government**

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

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

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

### **Out-of-State Travel**

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

In addition, California prohibits travel, except under specified circumstances, to states that have been found by the California Attorney General to have discriminatory laws. The BSCC will not reimburse for travel to these states unless the travel meets a specific exception under Government Code section 11139.8, subdivision (c). For additional information, please see: <https://oag.ca.gov/ab1887>.

### **Debarment, Fraud, Theft, or Embezzlement**

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

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

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

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

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

### **Compliance Monitoring Visits**

BSCC staff will conduct periodic monitoring of each project to assess whether the project is in compliance with grant requirements and making progress toward grant objectives, and provide technical assistance as needed regarding fiscal, programmatic, evaluative, and administrative requirements. For your reference, a Sample Monitoring Visit Checklist is contained in Appendix M.

## **Federal Requirements**

If selected for funding, in addition to implementing the funded project consistent with the approved application, the grantees must comply with all grant award requirements, which include all applicable federal statutes, regulations, policies, guidelines and requirements, including all Title II Award Federal Conditions.

Refer to Exhibit E of the Sample Grant Agreement (Appendix I) to review the 2018 Title II Award Federal Conditions. Please note that federal award conditions are subject to change in subsequent funding years and grantees will be required to comply with any future changes to remain eligible for federal funding

**Notice Regarding Enjoined Immigration Enforcement Conditions:** For FY 2018 Title II funding, OJJDP sought to impose conditions related to the enforcement of 8 U.S.C. § 1373 on Title II funding. In related federal grants litigation, a United States District Court for the Northern District of California entered an order enjoining the enforcement of 8 U.S.C. § 1373's statutory obligations against any California state entity or political subdivision. Please see:

<http://www.bscc.ca.gov/downloads/ECFNo.54-AmendedJudgmentandOrder.pdf>.

As such, grantees are **not** required to implement or agree to these conditions while the injunction remains in place. The BSCC will continue to provide updates on the status of this litigation and any changes to the applicability of the challenged grant conditions. These conditions can be found in Exhibit F of Appendix I.

## Promising, Data-Driven, and Innovative Approaches

Whenever possible, BSCC encourages grantees to employ the core principles of evidence-based practice (EBP), which places an emphasis on achieving measurable outcomes, and making sure the services provided and the resources utilized are effective.

While grantees are encouraged to develop projects that incorporate the principles of evidence-based practice, BSCC also recognizes that services must be tailored to fit the needs of the communities they serve. Innovation and creativity are permitted but should be founded upon existing data and research on best practices in this field.

Applicants seeking funding through this grant process are required to demonstrate that they will adhere to the basic principles of evidence-based practice (e.g., using data and research to drive decision-making) in the development, implementation and evaluation of their overall projects.

The concept of evidence-based practice was developed outside of criminal justice 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 that services and resources are effective in achieving the desired outcomes.

The BSCC is committed to supporting this focus on better outcomes for the entire criminal justice system and for those involved in it. For this RFP, applicants should focus on the following three basic principles:

1. **Is there evidence or data to suggest that the intervention or strategy is likely to work, i.e., produce a desired benefit?** For example, was the intervention or strategy selected used by another jurisdiction with documented positive results? Is there published research on the intervention chosen to implement showing its effectiveness? Is the intervention or strategy being used by another jurisdiction with a similar problem and similar target population?
2. **Once an intervention or strategy is selected, will you be able to demonstrate that it is being carried out as intended?** For example, does this intervention or strategy provide for a way to monitor quality control or continuous quality improvement? If this intervention or strategy was implemented in another jurisdiction, are there procedures in place to ensure that the model is followed closely?
3. **Is there a plan to collect evidence or data that will allow for an evaluation of whether the intervention or strategy worked?** For example, will the intervention or strategy selected allow for the collection of data or other evidence so that outcomes can be measured at the conclusion of the project? Are there processes in place to identify, collect and analyze that data/evidence?

Applicants are encouraged to develop an overall project that incorporates these principles. Plans to measure the effectiveness of a project should include the use of both qualitative and quantitative research. While quantitative research is based on numbers and mathematical calculations, qualitative research is based on written or spoken

narratives. The purpose of quantitative research is to explain, predict and/or control events through focused collection of numerical data, while the purpose of qualitative research is to explain and gain insight and understanding of events through intensive collection of narrative data.

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/ebwebguide](http://www.samhsa.gov/ebwebguide) as well as in Appendix N of this RFP.

## Reducing Racial and Ethnic Disparity

Research<sup>1</sup> shows that youth and adults of color are significantly overrepresented in the criminal justice system in California. BSCC supports efforts to reduce racial and ethnic disparities and encourages others to do the same. The BSCC has undertaken a number of activities to ensure that California addresses this concern including trainings.

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

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

## Summary of Key Dates

The following table shows a timeline of key dates related to the Title II Grant Program.

Activity	Tentative Date
Release Request for Proposals Solicitation	April 12, 2019
Bidders' Conference	April 25, 2019

<sup>1</sup> There are multiple studies confirming the disparities in the criminal and juvenile justice systems. BSCC has done extensive work with The W. Haywood Burns Institute (<http://www.burnsinstitute.org/>) on this issue as well as working with the National Council on Crime and Delinquency (NCCD) and the Center for Juvenile Justice Reform, Georgetown University (<http://cjjr.georgetown.edu/certprogs/racialdisparities/racialdisparities.html>)  
Created Equal: Racial and Ethnic Disparities in the US Criminal Justice System (NCCD: Hartney/Vuong March 2009)

Activity	Tentative Date
Letter of Intent Due to the BSCC	May 2, 2019
<b>Grant Proposal/Application Due to the BSCC No later than 5:00 p.m.</b>	<b>June 7, 2019</b>
Technical Compliance Review (TCR)	June 10-21, 2019
Non-Substantive Changes Due	To Be Determined after TCR
Proposal Rating Process and Development of Funding Recommendations	Mid-July – Early August, 2019
SACJJDJP Meeting for approval of Funding Recommendation to BSCC Board.	August 14, 2019
BSCC Board Meeting for Funding Approval	September 12, 2019
Grants Begin/Contracts Expected to Commence	October 1, 2019
Mandatory Grantee Orientation	To Be Determined (November 2019)

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## PART II: PROPOSAL INSTRUCTIONS AND RATING FACTORS

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

- Proposal Abstract
- Proposal Narrative Sections
  1. Project Need
  2. Project Description and Work Plan
  3. Program Goals and Objectives
  4. Program Evaluation
  5. Program Budget

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

## Proposal Abstract

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

## Instructions for Program Proposal Narrative and Program Budget

**Instructions:** The Proposal Narrative section must be submitted in Arial 12-point font with one-inch margins on all four sides. The narrative must be 1.5-line spaced and cannot exceed **15 numbered pages** in length. For the Proposal Narrative, address each of the five (5) sections below. Each section should be titled according to its section header as provided (e.g., Project Need, Project Description and Work Plan, Project Collaboration, Evidence-based Practices and Strategies, and Project Evaluation). Within each section, address the bulleted items in a cohesive, comprehensive narrative format. Do not include website links.

The 15-page limitation for this section does not include the mandatory Cover Sheet, Proposal Checklist, Applicant Information Form, Project Abstract, Budget Table, Budget Narrative, or other required attachments (see Proposal Checklist).

It is up to the applicant to determine how to best use the total 15-page limit in addressing each section; however, as a guide, the percent of total point value for each section is listed within each header.

### 1. Program Need (Percent of Total Value: 25%)

Address the following in narrative form:

Rating Criteria for Program Need (scored on a scale of 1-5; weighted at 25%)	
1.1	Describe the need to be addressed including how the need relates to one or more of the Title II program purpose areas.
1.2	Identify target population (e.g., gender, age, system involved, criminogenic factors, or other risk factors). Selection of the target population includes, when appropriate: <ul style="list-style-type: none"> <li>needs of underserved populations (e.g., disparities based on race, ethnicity, gender, LGBTQIA+, immigration status, socioeconomic status, abilities).</li> <li>relationship of that population to the purpose of the grant.</li> </ul>
1.3	Describe current racial and ethnic disparities which demonstrate need.

1.4	Identify service gaps that contribute to the need (e.g., programs, accessibility, service area, geographic location).
1.5	Describe process for receiving input, to determine the need of the community or impacted populations.
1.6	Relevant qualitative and/or quantitative data with citations in support of the need.

## 2. Program Description (Percent of Total Value: 30%)

Address the following in narrative form:

<b>Rating Criteria for Program Description</b> (scored on a scale of 1-5; weighted at 30%)	
2.1	<p>Services/interventions:</p> <ul style="list-style-type: none"> <li>• Description of the proposed services/interventions of the program. Description should include: <ul style="list-style-type: none"> <li>○ how the services will address the need.</li> <li>○ how the services will be delivered.</li> <li>○ how trauma-informed care will be implemented.</li> <li>○ how the program included key elements of one or more of the Title II program purpose areas.</li> </ul> </li> <li>• Provide a rationale for the proposed program, which included a description of the relevant information to support the selection of the proposed program for the target population and the community (may include evidence-based, promising, community-defined, innovative, and/or data-driven practices).</li> </ul>
2.2	Describe how the proposed services/interventions will address the racial and ethnic disparities identified in Program Need.
2.3	<p>Participants:</p> <ul style="list-style-type: none"> <li>• The total number of individuals projected to be served in relation to the target population.</li> <li>• The plan for selecting individuals for the program who are representative of the target population (e.g., referral process).</li> <li>• The plan for selecting the services that will be received by participants (e.g., risk/needs assessment tools, referral process).</li> </ul>
2.4	<p>Outreach:</p> <ul style="list-style-type: none"> <li>• Community Engagement: Describe a plan for continued engagement with the larger community throughout the grant cycle.</li> <li>• Collaboration with partners: <ul style="list-style-type: none"> <li>○ The appropriateness of the process to select program partners or potential partners (agencies, contractors, stakeholders, private and/or public). If partners are to be selected after the grant is awarded, then the process for selecting those has been appropriately specified.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Suitability of the services provided by the program partners or potential partners.</li> </ul>
2.5	Describe the applicant agencies and partner's (if known) history and experience with providing similar programming or working with the target population. (If the applicant's partners are unknown, describe the criteria that partners will need to meet.)

### 3. Program Goals and Objectives (Percent of Total Value: 30%)

Address the following in narrative form:

<b>Rating Criteria Program Goals and Objectives</b> (scored on a scale of 1-5; weighted at 30%)	
3.1	Describe the goals and objectives of the proposed program (see Appendix E for definitions).
3.2	Describe the relationship of the proposed program's goals and objectives to the goals of the Federal Title II program purpose areas.
3.3	Complete the attached Work Plan (Attachment to Proposal Package) identifying how the top three goals of the proposed program will be achieved in terms of the activities, responsible staff/partners, and start and end dates.
3.4	Describe the readiness for development and implementation of the proposed program.

### 4. Program Evaluation (Percent of Total Value: 5%)

Address the following in narrative form:

<b>Rating Criteria for Program Evaluation</b> (scored on a scale of 1-5; weighted at 5%)	
4.1	<p>Outcome Evaluation. Provide an evaluation plan for assessing the effectiveness of the overall program in terms of achieving the program's goals and objectives. The evaluation plan should describe the:</p> <ul style="list-style-type: none"> <li>• outcome measures.</li> <li>• projected criteria for determining program success.</li> </ul>
4.2	Process Evaluation. A plan for oversight and monitoring of the program(s), to demonstrate that the program(s) are being carried out as intended.

## 5. Program Budget (Percent of Total Value: 10%)

As part of the application process, Applicants are required to submit the Title II RFP Budget Attachment (Budget Attachment). Upon submission, the Budget Attachment will become Section 5: Program Budget of the official proposal package and will be rated as such based on the criteria listed below. Applicants are solely responsible for the accuracy and completeness of the information entered in the Budget Attachment.

Detailed instructions for completing the Budget Attachment are listed on the Instructions tab of the workbook.

Applicants must complete all three (3) sections, as identified by tab labels in the budget workbook:

- 1) Year 1 Budget
- 2) Year 2 Budget
- 3) Year 3 Budget

All project costs must be directly related to the objectives and activities of the project. The Budget Attachment covers the entire three-year grant period.

**The following items will be rated as a part of this section, and must be addressed by the applicant in the Title II RFP Budget Attachment:**

<b>Rating Criteria for Program Budget</b> <b>Applied to both Program Budget Table and Program Budget Narrative</b> (Scored on a scale of 1-5; weighted at 10%)	
5.1	Complete Budget Table (link below) as appropriate to the proposed program.
5.2	The provided Budget Narrative (link below) <ul style="list-style-type: none"> <li>• Relates the expenses to the proposed program.</li> <li>• Is reasonable and appropriate given the scope of the proposed program.</li> </ul>
5.3	Describe how the resources are being applied to the benefit of young people.

**To access the Budget Attachment, click [here](#). Do not modify the Budget Attachment.**

For additional guidance related to grant budgets, refer to the *BSCC Grant Administration Guide*, found under Quick Links on the Corrections Planning and Grant Programs home page:

[http://www.bscc.ca.gov/s\\_correctionsplanningandprograms.php](http://www.bscc.ca.gov/s_correctionsplanningandprograms.php)

# APPENDICES

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**Appendix A: Federally Recognized California Tribes**  
**U.S. Department of Interior, Bureau of Indian Affairs as of February 1, 2018**

No.	TRIBE
1	Agua Caliente Band of Cahuilla Indians of the Agua Caliente Indian Reservation
2	Alturas Indian Rancheria
3	Augustine Band of Cahuilla Indians (previously listed as the Augustine Band of Cahuilla Mission Indians of the Augustine Reservation)
4	Barona Group of Capitan Grande Band of Mission Indians of the Barona Reservation <sup>1</sup>
5	Bear River Band of the Rohnerville Rancheria
6	Berry Creek Rancheria of Maidu Indians of California
7	Big Lagoon Rancheria
8	Big Pine Paiute Tribe of the Owens Valley (previously listed as the Big Pine Band of Owens Valley Paiute Shoshone Indians of the Big Pine Reservation)
9	Big Sandy Rancheria of Western Mono Indians of California (previously listed as the Big Sandy Rancheria of Mono Indians of California)
10	Big Valley Band of Pomo Indians of the Big Valley Rancheria
11	Bishop Paiute Tribe (previously listed as the Paiute-Shoshone Indians of the Bishop Community of the Bishop Colony)
12	Blue Lake Rancheria
13	Bridgeport Indian Colony (previously listed as the Bridgeport Paiute Indian Colony of California)
14	Buena Vista Rancheria of Me-Wuk Indians of California
15	Cabazon Band of Mission Indians
16	Cachil DeHe Band of Wintun Indians of the Colusa Indian Community of the Colusa Rancheria

No.	TRIBE
17	Cahto Tribe of the Laytonville Rancheria
18	Cahuilla Band of Indians (previously listed as the Cahuilla Band of Mission Indians of the Cahuilla Reservation)
19	California Valley Miwok Tribe
20	Campo Band of Diegueno Mission Indians of the Campo Indian Reservation
21	Cedarville Rancheria
22	Chemehuevi Indian Tribe of the Chemehuevi Reservation
23	Cher-Ae Heights Indian Community of the Trinidad Rancheria
24	Chicken Ranch Rancheria of Me-Wuk Indians of California
25	Cloverdale Rancheria of Pomo Indians of California
26	Cold Springs Rancheria of Mono Indians of California
27	Colorado River Indian Tribes of the Colorado River Indian Reservation, Arizona and California
28	Coyote Valley Band of Pomo Indians of California
29	Death Valley Timbi-sha Shoshone Tribe (previously listed as the Death Valley Timbi-Sha Shoshone Band of California)
30	Dry Creek Rancheria Band of Pomo Indians (previously listed as the Dry Creek Rancheria of Pomo Indians of California)
31	Elem Indian Colony of Pomo Indians of the Sulphur Bank Rancheria
32	Elk Valley Rancheria
33	Enterprise Rancheria of Maidu Indians of California
34	Ewiiapaayp Band of Kumeyaay Indians
35	Federated Indians of Graton Rancheria



No.	TRIBE
36	Fort Bidwell Indian Community of the Fort Bidwell Reservation of California
37	Fort Independence Indian Community of Paiute Indians of the Fort Independence Reservation
38	Fort Mojave Indian Tribe of Arizona, California & Nevada
39	Greenville Rancheria (previously listed as the Greenville Rancheria of Maidu Indians of California)
40	Grindstone Indian Rancheria of Wintun-Wailaki Indians of California
41	Guidiville Rancheria of California
42	Habematolel Pomo of Upper Lake
43	Hoopa Valley Tribe
44	Hopland Band of Pomo Indians (formerly Hopland Band of Pomo Indians of the Hopland Rancheria)
45	Iipay Nation of Santa Ysabel (previously listed as the Santa Ysabel Band of Diegueno Mission Indians of the Santa Ysabel Reservation)
46	Inaja Band of Diegueno Mission Indians of the Inaja and Cosmit Reservation
47	Ione Band of Miwok Indians of California
48	Jackson Band of Miwok Indians (previously listed as the Jackson Rancheria of Me-Wuk Indians of California)
49	Jamul Indian Village of California
50	Karuk Tribe (previously listed as the Karuk Tribe of California)
51	Kashia Band of Pomo Indians of the Stewarts Point Rancheria
52	Kletsel Dehe Band of Wintun Indians (previously listed as the Cortina Indian Rancheria and the Cortina Indian Rancheria of Wintun Indians of California)
53	Koi Nation of Northern California (previously listed as the Lower Lake Rancheria)

No.	TRIBE
54	La Jolla Band of Luiseno Indians (previously listed as the La Jolla Band of Luiseno Mission Indians of the La Jolla Reservation)
55	La Posta Band of Diegueno Mission Indians of the La Posta Indian Reservation
56	Lone Pine Paiute-Shoshone Tribe (previously listed as the Paiute-Shoshone Indians of the Lone Pine Community of the Lone Pine Reservation)
57	Los Coyotes Band of Cahuilla and Cupeno Indians (previously listed as the Los Coyotes Band of Cahuilla & Cupeno Indians of the Los Coyotes Reservation)
58	Lytton Rancheria of California
59	Manchester Band of Pomo Indians of the Manchester Rancheria (previously listed as the Manchester Band of Pomo Indians of the Manchester-Point Arena Rancheria)
60	Manzanita Band of Diegueno Mission Indians of the Manzanita Reservation
61	Mechoopda Indian Tribe of Chico Rancheria
62	Mesa Grande Band of Diegueno Mission Indians of the Mesa Grande Reservation
63	Middletown Rancheria of Pomo Indians of California
64	Mooretown Rancheria of Maidu Indians of California
65	Morongo Band of Mission Indians (previously listed as the Morongo Band of Cahuilla Mission Indians of the Morongo Reservation)
66	Northfork Rancheria of Mono Indians of California
67	Pala Band of Mission Indians (previously listed as the Pala Band of Luiseno Mission Indians of the Pala Reservation)
68	Paskenta Band of Nomlaki Indians of California
69	Pauma Band of Luiseno Mission Indians of the Pauma & Yuima Reservation
70	Pechanga Band of Luiseno Mission Indians of the Pechanga Reservation
71	Picayune Rancheria of Chukchansi Indians of California

No.	TRIBE
72	Pinoleville Pomo Nation (previously listed as the Pinoleville Rancheria of Pomo Indians of California)
73	Pit River Tribe (includes XL Ranch, Big Bend, Likely, Lookout, Montgomery Creek and Roaring Creek Rancherias)
74	Potter Valley Tribe
75	Quartz Valley Indian Community of the Quartz Valley Reservation of California
76	Quechan Tribe of the Fort Yuma Indian Reservation, California & Arizona
77	Ramona Band of Cahuilla (previously listed as the Ramona Band or Village of Cahuilla Mission Indians of California)
78	Redding Rancheria
79	Redwood Valley or Little River Band of Pomo Indians of the Redwood Valley Rancheria California (previously listed as the Redwood Valley Rancheria of Pomo Indians of California)
80	Resighini Rancheria
81	Rincon Band of Luiseno Mission Indians of the Rincon Reservation
82	Robinson Rancheria (previously listed as the Robinson Rancheria Band of Pomo Indians, California and the Robinson Rancheria of Pomo Indians of California)
83	Round Valley Indian Tribes, Round Valley Reservation (previously listed as the Round Valley Indian Tribes of the Round Valley Reservation)
84	San Manuel Band of Mission Indians (previously listed as the San Manuel Band of Serrano Mission Indians of the San Manuel Reservation)
85	San Pasqual Band of Diegueno Mission Indians of California
86	Santa Rosa Band of Cahuilla Indians (previously listed as the Santa Rosa Band of Cahuilla Mission Indians of the Santa Rosa Reservation)
87	Santa Rosa Indian Community of the Santa Rosa Rancheria
88	Santa Ynez Band of Chumash Mission Indians of the Santa Ynez Reservation

No.	TRIBE
89	Scotts Valley Band of Pomo Indians of California
90	Sherwood Valley Rancheria of Pomo Indians of California
91	Shingle Springs Band of Miwok Indians, Shingle Springs Rancheria (Verona Tract)
92	Soboba Band of Luiseno Indians
93	Susanville Indian Rancheria
94	Sycuan Band of the Kumeyaay Nation
95	Table Mountain Rancheria of California
96	Tejon Indian Tribe
97	Tolowa Dee-ni' Nation (previously listed as the Smith River Rancheria)
98	Torres Martinez Desert Cahuilla Indians (previously listed as the Torres-Martinez Band of Cahuilla Mission Indians of California)
99	Tule River Indian Tribe of the Tule River Reservation
100	Tuolumne Band of Me-Wuk Indians of the Tuolumne Rancheria of California
101	Twenty-Nine Palms Band of Mission Indians of California
102	United Auburn Indian Community of the Auburn Rancheria of California
103	Utu Utu Gwaitu Paiute Tribe of the Benton Paiute Reservation
104	Viejas (Baron Long) Group of Capitan Grande Band of Mission Indians of the Viejas Reservation <sup>2</sup>
105	Washoe Tribe of Nevada & California (Carson Colony, Dresslerville Colony, Woodfords Community, Stewart Community, & Washoe Ranches)
106	Wilton Rancheria
107	Wiyot Tribe (previously listed as the Table Bluff Reservation—Wiyot Tribe)

<b>No.</b>	<b>TRIBE</b>
108	Yocha Dehe Wintun Nation (previously listed as the Rumsey Indian Rancheria of Wintun Indians of California)
109	Yurok Tribe of the Yurok Reservation

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## Appendix B: Sample Indian Tribe Law Enforcement Functions Assurance

Indian Tribes must submit an assurance from their Tribal Council that that their Tribe performs law enforcement functions, which includes enforcing the law and preventing, detecting, and investigating criminal activities. Below is assurance language that, at a minimum, must be included submitted to the Board of State and Community Corrections. While this assurance must be made by each Indian Tribe Applicant, it is required to be in this format.

Applicants are required to submit the assurance with their application.

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WHEREAS the ***(insert name of Applicant Tribe)*** desires to participate in the Title II Grant Program funded through the US 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)*** be authorized on behalf of the ***(insert name of Governing Board or Tribal Council)*** to provide this assurance that ***(insert name of Applicant Tribe)*** provides law enforcement functions.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Typed Name and Title: \_\_\_\_\_

ATTEST: Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix C: Criteria for Non-Governmental Organizations Receiving Title II Grant Program Funds

(Page 1 of 2)

The 2019 Title II Grant Program Request for Proposals (RFP) includes requirements that apply to non-governmental, community-based organizations. Grantees are responsible for ensuring that all contracted third parties continually meet these requirements as a condition of receiving any Title II Grant Program funds. The RFP describes these requirements as follows:

A non-governmental organization (as either a subgrantee or subcontractor) must meet the following criteria:

- Be duly organized, in existence, and in good standing at least six months before entering into a fiscal agreement with a BSCC grantee;
  - Non-governmental organizations (NGO) that have recently reorganized or have merged with other qualified non-governmental entities that were in existence prior to the six-month date are also eligible, provided all necessary agreements have been executed and filed with the California Secretary of State prior to the effective date of the BSCC grantee and NGO fiscal agreement.
- Be registered with the California Secretary of State's Office, if applicable;
- Have a valid business license, if required by the applicable local jurisdiction;
- Have a valid Employer Identification Number (EIN) or Taxpayer ID (if sole proprietorship);
- Have any other state or local licenses or certifications necessary to provide the services requested (e.g., facility licensing by the Department of Health Care Services), if applicable; and
- Have a physical address (an exception can be made for an Indian Tribe)..

Non-Governmental Organizations (NGOs) include: community-based organizations (CBOs), faith-based organizations (FBOs), non-profit organizations/501(c)(3)s, evaluators (except government institutions such as universities), grant management companies and any other non-governmental agency or individual. Note: These criteria do not apply to government organizations (e.g. counties, cities, school districts, or Federally recognized Indian Tribes).

(Page 2 of 2)

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

**Grantee:**

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

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

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

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

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



## Appendix D: County Population Index

Source: California Department of Finance, Population Estimates, January 1, 2018

Large Counties (700,001+)		Medium Counties (200,001-700,000)	
Alameda	1,660,202	Butte	227,621
Contra Costa	1,149,363	Marin	263,886
Fresno	1,007,229	Merced	279,977
Kern	905,801	Monterey	443,281
Los Angeles County	10,283,729	Placer	389,532
Orange	3,221,103	San Luis Obispo	280,101
Riverside	2,415,955	Santa Barbara	453,457
Sacramento	1,529,501	Santa Cruz	276,864
San Bernardino	2,174,938	Solano	439,793
San Diego	3,337,456	Sonoma	503,332
San Francisco	883,963	Stanislaus	555,624
San Joaquin	758,744	Tulare	475,834
San Mateo	774,155	Yolo	221,270
Santa Clara	1,956,598		
Ventura	859,073		
Small Counties (<200,001)			
Alpine	1,154	Mendocino	89,299
Amador	38,094	Modoc	9,612
Calaveras	45,157	Mono	13,822
Colusa	22,088	Napa	141,294
Del Norte	27,221	Nevada	99,155
El Dorado	188,399	Plumas	19,773
Glenn	28,796	San Benito	57,088
Humboldt	136,002	Shasta	178,271
Imperial	190,624	Sierra	3,207
Inyo	18,577	Siskiyou	44,612
Kings	151,662	Sutter	97,238
Lake	65,081	Tehama	64,039
Lassen	30,911	Trinity	13,635
Madera	158,894	Tuolumne	54,740
Mariposa	18,129	Yuba	74,727

## Appendix E: Glossary of Terms

### **Community Defined Practice**

Community Defined Practice is a set of practices that communities have used and found to yield positive results as determined by community consensus over time, these practices may or may not have been measured empirically but have reached a level of acceptance by the community. The central goal is to develop an evidence-base using cultural and/or community indicators that identify community-defined and community-based practices that work for and matter to these communities.

### **Cultural Competence**

Cultural competence<sup>2</sup> is a set of congruent behaviors, attitudes, and policies that come together in a system, agency or among professionals and enable that system, agency or those professions to work effectively in cross-cultural situations.

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

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

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

### **Evaluation: Process Evaluation versus Outcome Evaluation Process Evaluation**<sup>3</sup>

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

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

<sup>2</sup> Cross, T., Bazron, B., Dennis, K., & Isaacs, M., (1989). *Towards A Culturally Competent System of Care, Volume I*. Washington, DC: Georgetown University Child Development Center, CASSP Technical Assistance Center.

<sup>3</sup>Justice Research and Statistics Association, Juvenile Justice Evaluation Center. (2003, June). *Juvenile Justice Program Evaluation: An overview (Second Edition)* p. 7. Retrieved from <http://www.jrsa.org/njiec/publications/program-evaluation.pdf>

- Number of trainings conducted.
- Number of neighborhood meetings conducted.

### **Outcome Evaluation<sup>4</sup>**

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

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

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

### **Goal versus Objective**

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

In proposals, goals are defined by broad statements of what the program intends to accomplish, representing the long-term intended outcome of the program<sup>5</sup>.

Examples of goal statements<sup>6</sup>:

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

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<sup>4</sup> *Id.* at pp. 7-8.

<sup>5</sup> Justice Research and Statistics Association, Juvenile Justice Evaluation Center. (2003, June). *Juvenile Justice Program Evaluation: An overview (Second Edition)*. Retrieved from <http://www.jrsa.org/njiec/publications/program-evaluation.pdf>. See also New York State Division of Criminal Justice Services. *A Guide to Developing Goals and Objectives for Your Program*. Retrieved from <http://www.criminaljustice.ny.gov/ofpa/goalwrite.htm>.

<sup>6</sup> *Id.* at p. 4.

Objectives are defined by statements of specific, measurable aims of program activities<sup>7</sup>. Objectives detail the tasks that must be completed to achieve goals<sup>8</sup>. Descriptions of objectives in the proposals should include three elements<sup>9</sup>:

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

### **Trauma-Informed Care**

Trauma-informed care is a strengths-based service delivery approach “that is grounded in an understanding of and responsiveness to the impact of trauma, that emphasizes physical, psychological, and emotional safety for both providers and survivors, and that creates opportunities for survivors to rebuild a sense of control and empowerment” (Hopper, Bassuk, & Olivet, 2010, p. 82). It also involves vigilance in anticipating and avoiding institutional processes and individual practices that are likely to retraumatize individuals who already have histories of trauma, and it upholds the importance of consumer participation in the development, delivery, and evaluation of services.

Examples of program objectives<sup>10</sup>:

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

### **Principles of Effective Intervention**

During the past two decades, there has been renewed interest in examining correctional research. These efforts have been led by researchers such as Gendreau, Andrews, Cullen, Lipsey and others.<sup>11</sup> Much evidence has been generated, leading to the conclusion that many rehabilitation programs have, in fact, produced significant reductions in recidivism. The next critical issue became the identification of those characteristics most commonly associated with effective programs. Through the work of

<sup>7</sup> National Center for Justice Planning. Overview of Strategic Planning. *Where Do We Want to Be? Goals and Objectives*. Retrieved from <http://ncjp.org/strategic-planning/overview/where-do-we-want-be/goals-objectives>.

<sup>8</sup> *Id.*; see *supra* fn 1.

<sup>9</sup> Justice Research and Statistics Association, Juvenile Justice Evaluation Center. (2003, June). *Juvenile Justice Program Evaluation: An overview (Second Edition)* p. 5. Retrieved from <http://www.jrsa.org/njiec/publications/program-evaluation.pdf>.

<sup>10</sup> Hopper, E. K., Bassuk, E. L., & Olivet, J. (2010). *Shelter from the storm: Trauma-informed care in homelessness services settings*. The Open Health Services and Policy Journal, 3, 80–100. As cited in the SAMSHA *TIP 57 A treatment Improvement Protocol: Trauma-Informed Care in Behavioral Services*. .

<sup>11</sup> For a thorough review of this research, see Cullen, F.T. and B.K. Applegate. 1998. *Offender rehabilitation: Effective correctional intervention*. Brookfield, Vt.: Ashgate Dartmouth.

numerous scholars (Andrews et al., 1990<sup>12</sup>; Cullen and Gendreau, 2000<sup>13</sup>; Lipsey 1999<sup>14</sup>), several “principles of effective intervention” have been identified. These principles can be briefly categorized as the following:

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

DRAFT

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<sup>12</sup> Andrews, D.A., I. Zinger, R.D. Hoge, J. Bonta, P. Gendreau and F.T. Cullen. 1990. Does correctional treatment work? A clinically relevant and psychologically informed meta-analysis. *Criminology* 28(3):369-404.

<sup>13</sup> Cullen, F.T. and P. Gendreau. 2000. Assessing correctional rehabilitation: Policy, practice, and prospects. In *Criminal justice 2000: Volume 3 – Policies, processes, and decisions of the criminal justice system*, ed. J. Horney, 109-175. Washington, D.C.: U.S. Department of Justice, National Institute of Justice.

<sup>14</sup> Lipsey, M.W. 1999. Can intervention rehabilitate serious delinquents? *The Annals of the American Academy of Political and Social Science*, 564(2):142-166.

## Appendix F: Sample Local Evaluation Plan Components

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

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

## Appendix G: SACJJD Membership Roster

### State Advisory Committee on Juvenile Justice and Delinquency Prevention Membership Roster

	Name	Title	Organization/Agency	County
1	Rachel Rios (Chair)	Director	La Familia Counseling Center, Inc.	Sacramento
2	Carol Biondi (Vice-Chair)	Commissioner	Los Angeles County Commission for Children and Families	Los Angeles
3	Hon. Brian Back	Superior Court Judge	Ventura County Juvenile Court	Ventura
4	Chief Michelle Scray Brown	Chief Probation Officer	San Bernardino County Probation	San Bernardino
5	Dr. B.J. Davis	Adjunct Professor	Alliant International University	Sacramento
6	Dr. Carly Dierkhising	Assistant Professor	CSU Los Angeles	Los Angeles
7	Miguel A. Garcia	Youth Member	Legal Assistant, Daniel H. Cargnelutti, Esq.	Riverside
8	Juan Gomez	Director	Motivating Individual Leadership for Public Advancement	Los Angeles
9	Susan Harbert	Staff Attorney	Loyola Law School	Los Angeles
10	Gordon Jackson	National Director of Protect	3Strands Global Foundation	Sacramento
11	Sharon King	Regional Compliance Manager	Walmart	Orange
12	Ramon Leija	Advocate	Anti-Recidivism Coalition	Los Angeles

13	Kent Mendoza	Policy Coordinator	Anti-Recidivism Coalition	Los Angeles
14	Amika Mota	Prison Reentry Director	Young Women's Freedom Center	San Francisco
15	Vanessa Najjar	Peer mentor	Puente Project at Sacramento City College	Sacramento
16	District Attorney Nancy O'Malley	District Attorney	Alameda County District Attorney's Office	Alameda
17	Winston Peters	Assistant Public Defender	Los Angeles County Public Defender's Office	Los Angeles
18	Dr. Mimi Silbert	Chief Executive Officer	Delancey Street Foundation	San Francisco
19	Dante Williams	Youth Advocate Manager	Stanford Youth Solutions	Sacramento



## Appendix H: FY 2018-2019 Title II Grant Executive Steering Committee

### Title II Grant Program ESC Membership Roster November 2018

	Name	Title	Organization/Agency	County
1	Rachel Rios (Co-Chair)	Director	SACJJDP Chair, La Familia Counseling Center, Inc.	Sacramento
2	Michelle Scray Brown (Co-Chair)	Chief of Probation	SACJJDP member, San Bernardino County Probation Department	San Bernardino
3	Terry Wiley	Assistant District Attorney	Alameda County District Attorney's Office	Alameda
4	Lisa Small	Senior Manager, Youth Justice	Liberty Hill Foundation	Los Angeles
5	Hon. Brian Back	Judge	SACJJDP member, Ventura Juvenile Court	Ventura
6	Dr. Thai Lee	Policy Clerk Vice Chair	National Center for Youth Law Gay Asian Pacific Alliance	San Francisco
7	Denise Villamil	Program Director Chair of the Board	ALMA Family Services Girls Today Women Tomorrow	Los Angeles
8	Hailey Jures	Director of Special Projects	LA Trust for Children's Health	Los Angeles
9	Alex Ruvalcaba	Tribal Member	Cloverdale Rancheria of Pomo Indians – Sonoma County	Sonoma
10	Graciela Martinez	Public Defender	LA County Public Defender's Office	Los Angeles
11	Matt Wilkins	Education Programs Consultant	CA Department of Education	Sacramento
12	Shaunteria Guerrier	Student Assistant	CSU Los Angeles	Los Angeles

# Appendix I: Sample Grant Agreement

Attachment B-1

<b>STANDARD AGREEMENT</b> STD 213 (Rev 10-2018)	AGREEMENT NUMBER <b>BSCC XXX-19</b>	PURCHASING AUTHORITY NUMBER (If Applicable)
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1. This Agreement is entered into between the Contracting Agency and the Contractor named below:

CONTRACTING AGENCY NAME

**BOARD OF STATE AND COMMUNITY CORRECTIONS**

CONTRACTOR NAME

**GRANTEE NAME**

2. The term of this Agreement is:

START DATE

**OCTOBER 1, 2019**

THROUGH END DATE

**SEPTEMBER 30, 2022**

3. The maximum amount of this Agreement is:

**\$000,000.00**

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

EXHIBITS	TITLE	PAGES
Exhibit A	Scope of Work	4
Exhibit B	Budget Detail and Payment Provisions	7
Exhibit C	General Terms and Conditions (04/2017)	4
Exhibit D	Special Terms and Conditions	5
Exhibit E	2018 Title II Award Federal Conditions	9
Exhibit F	Federal Conditions Enjoined by Court Order	3
Attachment 1*	Title II Grant Program Request for Proposals	*
Attachment 2	2019 Title II Application for Funding	XX
Appendix A	Title II Grant Program Executive Steering Committee	1
Appendix B	Criteria for Non-Governmental Organizations Receiving ARG Funds	2

\* This item is hereby incorporated by reference and can be viewed at: [http://www.bscc.ca.gov/s\\_titleigrant](http://www.bscc.ca.gov/s_titleigrant)

*IN WITNESS WHEREOF, THIS AGREEMENT HAS BEEN EXECUTED BY THE PARTIES HERETO.*

### CONTRACTOR

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

**GRANTEE NAME**

CONTRACTOR BUSINESS ADDRESS	CITY	STATE	ZIP
PRINTED NAME OF PERSON SIGNING	TITLE		
CONTRACTOR AUTHORIZED SIGNATURE 	DATE SIGNED		

### CONTRACTING AGENCY

CONTRACTING AGENCY NAME

**BOARD OF STATE AND COMMUNITY CORRECTIONS**

CONTRACTING AGENCY ADDRESS 2590 Venture Oaks Way, Ste 200	CITY Sacramento	STATE CA	ZIP 95833
PRINTED NAME OF PERSON SIGNING <b>MARY JOLLS</b>	TITLE Deputy Director		
CONTRACTING AGENCY AUTHORIZED SIGNATURE 	DATE SIGNED		

CALIFORNIA DEPARTMENT OF GENERAL SERVICES APPROVAL: EXEMPT PER SCM, VOLUME 1, CH. 4.06

## EXHIBIT A: SCOPE OF WORK

### 1. GRANT AGREEMENT – TITLE II GRANT PROGRAM

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

### 2. PROJECT SUMMARY AND ADMINISTRATION

A. Project Summary here....

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

### 3. PROJECT OFFICIALS

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

B. The Grantee's project officials shall be those identified as follows:

**Authorized Officer** with legal authority to sign:

Name:

Title:

Address:

Phone:

**Designated Financial Officer** authorized to receive warrants:

Name:

Title:

Address:

Phone:

Fax:

Email:

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

Name:

Title:

Address:

Phone:

Fax:

Email:

C. Either party may change its project representatives upon written notice to the other party.

## EXHIBIT A: SCOPE OF WORK

D. By signing this Grant Agreement, the Authorized Officer listed above warrants that he or she has full legal authority to bind the entity for which he or she signs.

### 4. DATA COLLECTION

Grantees will be required to comply with all data collection and reporting requirements as described in the Title II Grant Program Request for Proposals.

### 5. REPORTING REQUIREMENTS

#### A. Quarterly Progress Reports

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 Report Periods	Due no later than:
1. October 1, 2019 to December 31, 2019	November 15, 2019
2. January 1, 2020 to March 31, 2020	May 15, 2020
3. April 1, 2020 to June 30, 2020	August 15, 2020
4. July 1, 2020 to September 30, 2020	November 15, 2020
5. October 1, 2020 to December 31, 2020	February 15, 2021
6. January 1, 2021 to March 31, 2021	May 15, 2021
7. April 1, 2021 to June 30, 2021	August 15, 2021
8. July 1, 2021 to September 30, 2021	November 15, 2021
9. October 1, 2021 to December 31, 2021	February 15, 2022
10. January 1, 2022 to March 31, 2022	May 15, 2022
11. April 1, 2022 to June 30, 2022	August 15, 2022
12. July 1, 2022 to September 30, 2022	November 15, 2022

#### B. Local Evaluation Plan and Final Evaluation Report

As described in the RFP, Grantee is required to submit to the BSCC: (1) a Local Evaluation Plan (three [3] months post-award) and, (2) a Local Evaluation Report (three [3] months after the conclusion of the grant).

Evaluation Documents	Due no later than:
1. Local Evaluation Plan	October 1, 2019
2. Final Local Evaluation Report	December 31, 2022

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

### 6. PROJECT RECORDS

A. The Grantee shall establish an official file for the project. The file shall contain adequate documentation of all actions taken with respect to the project, including copies of this Grant Agreement, approved program/budget modifications, financial records, and required reports.

## **EXHIBIT A: SCOPE OF WORK**

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

## **7. CONFLICT OF INTEREST**

- A. Existing law prohibits any grantee, subgrantee, partner, or like party who participated on the Title II Grant Program Executive Steering Committee (see Contract Appendix A) from receiving funds from the Title II Grant Program awarded under this RFP. Applicants who are awarded grants under this RFP are responsible for reviewing the Title II Grant Program ESC membership roster and ensuring no grant dollars are passed through to any entity represented by the members of the Title II Grant Program ESC.
- B. In cases of an actual conflict of interest with an ESC member, the Board may revoke the grant award and legal consequences could exist for the parties involved, including, but not limited to, repayment of the grant award.

## **8. AUDIT**

Grantee is required to complete an audit annually for each fiscal year/audit period, or fraction thereof, for the entire three-year grant cycle. Grantees may choose either a program-specific audit or a single federal audit. Federal guidelines allow grantees receiving \$750,000 or more in federal funds in a fiscal year to use their federal justice assistance grant funds to pay for the cost of the audit. Grantees falling below the \$750,000 threshold must use non-federal funds (i.e., match funds) to pay for audit

## EXHIBIT A: SCOPE OF WORK

costs. For purposes of this grant award, please check one of the boxes below to indicate the grantee's choice for meeting the audit requirement.

- In conformance with Federal Office of Management and Budget (OMB) CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, and the California State Controller's Accounting Standards and Procedures, Chapter 23, Grant Accounting Index, the identified grant will be included in the City/County Single Federal Audit Report, which will be submitted to the BSCC within 30 days of the Grantee's receipt of the report or within nine months following the end of the audit period, whichever is earlier.

OR

- In conformance with Federal Office of Management and Budget (OMB) CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, and the California State Controller's Accounting Standards and Procedures Chapter 23, Grant Accounting Index, the grantee will provide a Program-Specific Final Audit Report to the BSCC within 30 days of the Grantee's receipt of the report or within nine months following the end of the audit period, whichever is earlier.

OR

- In conformance with Federal Office of Management and Budget (OMB) CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, the non-governmental entity grantee **does not expend \$750,000 or more** in total federal awards during the fiscal year and is therefore, exempt from Federal audit requirements for this grant contract period. However, the entity understands that it must keep and maintain the grant records and make them available for review or audit by appropriate officials of the Federal agency, pass-through agency (i.e., the Board of State and Community Corrections) and Governmental Accountability Office.

### 9. DATA UNIVERSAL NUMBERS SYSTEM (DUNS)

The Contractor/grantee (entity entering into contract with the BSCC) must maintain active registration of their Data Universal Numbers System (DUNS) number, used for this Grant Agreement, throughout the term of the contract. An active DUNS number is also required to remain in compliance with the Federal Funding Accountability and Transparency Act (FFATA), a reporting tool Federal prime awardees (i.e. prime contractors and prime grants recipients) use to capture and report subaward and executive compensation.

## EXHIBIT B: BUDGET DETAIL AND PAYMENT PROVISIONS

### 1. INVOICING AND PAYMENTS

- A. The Grantee shall be paid one-third of awarded funds within 45 days of the execution date of this agreement. The grantee shall submit an invoice monthly that outlines actual expenditures for the invoicing period. When the grantee has expended 80% of the disbursed funds and has submitted the required documentation to the BSCC, the grantee shall be paid an additional one-third of the award. The grantee will be paid the final one-third of the award after expending 80% of the total disbursed funds.
- A. The Grantee shall be paid in monthly in arrears by submitting an invoice (Form 201) to the BSCC that outlines actual expenditures claimed for the invoicing period.

Monthly Invoicing Periods	Due No Later Than:
1. October 1, 2019 to October 31, 2019	December 15, 2019
2. November 1, 2019 to November 30, 2019	January 15, 2020
3. December 1, 2019 to December 31, 2019	February 15, 2020
4. January 1, 2020 to January 31, 2020	March 15, 2020
5. February 1, 2020 to February 28, 2020	April 15, 2020
6. March 1, 2020 to March 31, 2020	May 15, 2020
7. April 1, 2020 to April 30, 2020	June 15, 2020
8. May 1, 2020 to May 31, 2020	July 15, 2020
9. June 1, 2020 to June 30, 2020	August 15, 2020
10. July 1, 2020 to July 31, 2020	September 15, 2020
11. August 1, 2020 to August 31, 2020	October 15, 2020
12. September 1, 2020 to September 30, 2020	November 15, 2020
13. October 1, 2020 to October 31, 2020	December 15, 2020
14. November 1, 2020 to November 30, 2020	January 15, 2021
15. December 1, 2020 to December 31, 2020	February 15, 2021
16. January 1, 2021 to January 31, 2021	March 15, 2021
17. February 1, 2021 to February 29, 2021	April 15, 2021
18. March 1, 2021 to March 31, 2021	May 15, 2021
19. April 1, 2021 to April 30, 2021	June 15, 2021
20. May 1, 2021 to May 31, 2021	July 15, 2021
21. June 1, 2021 to June 30, 2021	August 15, 2021
22. July 1, 2021 to July 31, 2021	September 15, 2021
23. August 1, 2021 to August 31, 2021	October 15, 2021
24. September 1, 2021 to September 30, 2021	November 15, 2021
25. October 1, 2021 to October 31, 2021	December 15, 2021
26. November 1, 2021 to November 30, 2021	January 15, 2022
27. December 1, 2021 to December 31, 2021	February 15, 2022
28. January 1, 2022 to January 31, 2022	March 15, 2022
29. February 1, 2022 to February 29, 2022	April 15, 2022
30. March 1, 2022 to March 31, 2022	May 15, 2022
31. April 1, 2022 to April 30, 2022	June 15, 2022
32. May 1, 2022 to May 31, 2022	July 15, 2022
33. June 1, 2022 to June 30, 2022	August 15, 2022
34. July 1, 2022 to July 31, 2022	September 15, 2022





## EXHIBIT B: BUDGET DETAIL AND PAYMENT PROVISIONS

- A. The Grantee shall be paid in quarterly in arrears by submitting an invoice (Form 201) to the BSCC that outlines actual expenditures claimed for the invoicing period.

Quarterly Invoice Periods:

1. October 1, 2019 to December 31, 2019	Due No Later Than: February 15, 2020
2. January 1, 2020 to March 31, 2020	May 15, 2020
3. April 1, 2020 to June 30, 2020	August 15, 2020
4. July 1, 2020 to September 30, 2020	November 15, 2020
5. October 1, 2020 to December 31, 2020	February 15, 2021
6. January 1, 2021 to March 31, 2021	May 15, 2021
7. April 1, 2021 to June 30, 2021	August 15, 2021
8. July 1, 2021 to September 30, 2021	November 15, 2021
9. October 1, 2021 to December 31, 2021	February 15, 2022
10. January 1, 2022 to March 31, 2022	May 15, 2022
11. April 1, 2022 to June 30, 2022	August 15, 2022
12. July 1, 2022 to September 30, 2022	November 15, 2022

Final Local Evaluation Report Period

13. October 1, 2022 through December 31, 2022 Due no later than  
January 31, 2023

*\*Note: Only expenditures associated with completion of the Final Local Evaluation Report may be included on this last invoice.*

- B. All project expenditures (excluding costs associated with the completion of the Final Local Evaluation Report) and all obligated match contributions must be incurred by the end of the grant project period, September 30, 2022, and included on the invoice due November 15, 2022. Project expenditures incurred after September 30, 2022 will not be reimbursed.
- C. The Final Local Evaluation Report is due to BSCC by December 31, 2022. Expenditures incurred solely for the completion of the Final Local Evaluation Report will be reimbursed for the close-out period of October 1, 2022 through December 31, 2022 and must be submitted on the last invoice, due January 31, 2022. All fiscal supporting documentation for the Final Local Evaluation Report expenditures must be submitted to the BSCC with this final invoice
- D. The Grantee shall submit an invoice to the BSCC each invoicing period, even if grant funds are not expended or requested during the invoicing period.
- E. Supporting documentation must be submitted for expenditures upon BSCC's request. All supporting documentation must be maintained by the grantee on site and be readily available for review during BSCC site visits.

## 2. GRANT AMOUNT AND LIMITATION

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

## EXHIBIT B: BUDGET DETAIL AND PAYMENT PROVISIONS

- B. Under no circumstance will a budget item change be authorized that would cause the project to exceed the amount of the grant award identified in this Grant Agreement.

### 3. BUDGET CONTINGENCY CLAUSE

- A. This grant agreement is valid through Title II Grant Program funding generated from the General Fund. The Grantee agrees that the BSCC's obligation to pay any sum to the grantee under any provision of this agreement is contingent upon the availability of sufficient funding granted through the passage of Assembly Bill 97 (Statutes of 2017, Chapter 14), also known as the California Budget Act of 2017. It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Grant Agreement does not appropriate sufficient funds for the program, this Grant Agreement shall be of no further force and effect. In this event, the BSCC shall have no liability to pay any funds whatsoever to Grantee or to furnish any other considerations under this Agreement and Grantee shall not be obligated to perform any provisions of this Grant Agreement.
- B. If Title II Grant Program funding is reduced or falls below estimates contained within the Title II Grant Program Request for Proposals, the BSCC shall have the option to either cancel this Grant Agreement with no liability occurring to the BSCC or offer an amendment to this agreement to the Grantee to reflect a reduced amount.
- C. If BSCC cancels the agreement pursuant to Paragraph 3(B) or Grantee does not agree to an amendment in accordance with the option provided by Paragraph 3(B), it is mutually agreed that the Grant Agreement shall have no further force and effect. In this event, the BSCC shall have no liability to pay any funds whatsoever to Grantee or to furnish any other considerations under this Agreement and Grantee shall not be obligated to perform any provisions of this Grant Agreement except that Grantee shall be required to maintain all project records required by Paragraph 6 of Exhibit A for a period of three (3) years following the termination of this agreement.

### 4. PROJECT COSTS

- A. Grantee is responsible for ensuring that actual expenditures are for eligible project costs. "Eligible" and "ineligible" project costs are set forth in the July 2016 BSCC Grant Administration Guide, which can be found under Quick Links here: [http://www.bscc.ca.gov/s\\_correctionsplanningandprograms.php](http://www.bscc.ca.gov/s_correctionsplanningandprograms.php)  
The provisions of the BSCC Grant Administration Guide are incorporated by reference into this agreement and Grantee shall be responsible for adhering to the requirements set forth therein. To the extent any of the provisions of the BSCC Grant Administration Guide and this agreement conflict, the language in this agreement shall prevail.
- B. Grantee is responsible for ensuring that invoices submitted to the BSCC claim actual expenditures for eligible project costs.

## **EXHIBIT B: BUDGET DETAIL AND PAYMENT PROVISIONS**

- C. Grantee shall, upon demand, remit to the BSCC any grant funds not expended for eligible project costs or an amount equal to any grant funds expended by the Grantee in violation of the terms, provisions, conditions or commitments of this Grant Agreement.
- D. Grant funds must be used to support new program activities or to augment existing funds that expand current program activities. Grant funds shall not replace (supplant) any federal, state and/or local funds that have been appropriated for the same purpose. Violations can result in recoupment of monies provided under this grantor suspension of future program funding through BSCC grants.

### **5. PROMPT PAYMENT CLAUSE**

Payment will be made in accordance with, and within the time specified in, Government Code Chapter 4.5, commencing with Section 927.

### **6. WITHHOLDING OF GRANT DISBURSEMENTS**

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

**EXHIBIT B: BUDGET DETAIL AND PAYMENT PROVISIONS**

**7. PROJECT BUDGET**

Year 1 Program Budget (10/1/19 - 9/30/20)		Total
1. Salaries and Benefits		\$0
2. Services and Supplies		\$0
3. Professional Services		\$0
4. Direct Service Provider Subcontracts (NGO & Government)		\$0
5. Equipment/Fixed Assets		\$0
6. Data Collection/Enhancement		\$0
7. Other (Travel, Training, etc.)		\$0
8. Indirect Costs		\$0
	<b>TOTAL</b>	<b>\$0</b>

Year 1 Program Budget (10/1/19 - 9/30/20)		Total
1. Salaries and Benefits		\$0
2. Services and Supplies		\$0
3. Professional Services		\$0
4. Direct Service Provider Subcontracts (NGO & Government)		\$0
5. Equipment/Fixed Assets		\$0
6. Data Collection/Enhancement		\$0
7. Other (Travel, Training, etc.)		\$0
8. Indirect Costs		\$0
	<b>TOTAL</b>	<b>\$0</b>

Year 1 Program Budget (10/1/19 - 9/30/20)		Total
1. Salaries and Benefits		\$0
2. Services and Supplies		\$0
3. Professional Services		\$0
4. Direct Service Provider Subcontracts (NGO & Government)		\$0
5. Equipment/Fixed Assets		\$0
6. Data Collection/Enhancement		\$0
7. Other (Travel, Training, etc.)		\$0
8. Indirect Costs		\$0
	<b>TOTAL</b>	<b>\$0</b>

## EXHIBIT C: GENERAL TERMS AND CONDITIONS (04/2017)

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

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

- 8. INDEPENDENT CONTRACTOR:** Contractor, and the agents and employees of Contractor, in the performance of this Agreement, shall act in an independent capacity and not as officers or employees or agents of the State.
- 9. RECYCLING CERTIFICATION:** The Contractor shall certify in writing under penalty of perjury, the minimum, if not exact, percentage of post-consumer material as defined in the Public Contract Code Section 12200, in products, materials, goods, or supplies offered or sold to the State regardless of whether the product meets the requirements of Public Contract Code Section 12209. With respect to printer or duplication cartridges that comply with the requirements of Section 12156(e), the certification required by this subdivision shall specify that the cartridges so comply (Pub. Contract Code §12205).
- 10. NON-DISCRIMINATION CLAUSE:** During the performance of this Agreement, Contractor and its subcontractors shall not deny the contract's benefits to any person on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status, nor shall they discriminate unlawfully against any employee or applicant for employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status. Contractor shall insure that the evaluation and treatment of employees and applicants for employment are free of such discrimination. Contractor and subcontractors shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code §12900 et seq.), the regulations promulgated thereunder (Cal. Code Regs., tit. 2, §11000 et seq.), the provisions of Article 9.5, Chapter 1, Part 1, Division 3, Title 2 of the Government Code (Gov. Code §§11135-11139.5), and the regulations or standards adopted by the awarding state agency to implement such article. Contractor shall permit access by representatives of the Department of Fair Employment and Housing and the awarding state agency upon reasonable notice at any time during the normal business hours, but in no case less than 24 hours' notice, to such of its books, records, accounts, and all other sources of information and its facilities as said Department or Agency shall require to ascertain compliance with this clause. Contractor and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement. (See Cal. Code Regs., tit. 2, §11105.)

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

- 11. CERTIFICATION CLAUSES:** The CONTRACTOR CERTIFICATION CLAUSES contained in the document CCC 04/2017 are hereby incorporated by reference and made a part of this Agreement by this reference as if attached hereto.  
(<http://www.dgs.ca.gov/ols/Resources/StandardContractLanguage.aspx>)

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

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

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

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

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

A. The Government Code Chapter on Antitrust claims contains the following definitions:

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

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

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

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

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

A. The contractor recognizes the importance of child and family support obligations and shall fully comply with all applicable state and federal laws relating to child and family support enforcement, including, but not limited to, disclosure of information and 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

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

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

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

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

**19. SMALL BUSINESS PARTICIPATION AND DVBE PARTICIPATION REPORTING REQUIREMENTS:**

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

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



## **EXHIBIT D: SPECIAL TERMS AND CONDITIONS**

### **1. GRANTEE'S GENERAL RESPONSIBILITY**

- A. Grantee agrees to comply with all terms and conditions of this Grant Agreement. Review and approval by the BSCC is solely for the purpose of proper administration of grant funds and shall not be deemed to relieve or restrict the Grantee's responsibility.
- B. Grantee is responsible for the performance of all project activities identified in Attachment 1: Title II Grant Program Request for Proposals and Attachment 2: 2019 Title II Application for Funding.
- C. Grantee shall immediately advise the BSCC of any significant problems or changes that arise during the course of the project.

### **2. GRANTEE ASSURANCES AND COMMITMENTS**

#### **A. Compliance with Laws and Regulations**

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

#### **B. Compliance with Federal Laws and Regulations**

The Grantee hereby assures and certifies compliance with all applicable federal statutes, regulations, policies, guidelines and requirements, including all Title II Federal Award Conditions. The 2017 Title II Federal Award Conditions are included in this Grant Agreement as Exhibit E. Please note that federal award conditions are subject to change in subsequent funding years and grantees will be required to comply with any future changes to remain eligible for federal funding.

#### **C. Fulfillment of Assurances and Declarations**

Grantee shall fulfill all assurances, declarations, representations, and statements made by the Grantee in Attachment 1: Title II Grant Program Request for Proposal and Attachment 2: Grant Proposal/Application for Funding, documents, amendments, approved modifications, and communications filed in support of its request for grant funds.

#### **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.

### **3. POTENTIAL SUBCONTRACTORS**

- A. In accordance with the provisions of this Grant Agreement, the Grantee may subcontract for services needed to implement and/or support program activities. Grantee agrees that in the event of any inconsistency between this Grant Agreement and Grantee's agreement with a subcontractor, the language of this Grant Agreement will prevail.

## EXHIBIT D: SPECIAL TERMS AND CONDITIONS

- B. Nothing contained in this Grant Agreement or otherwise, shall create any contractual relation between the BSCC and any subcontractors, and no subcontract shall relieve the Grantee of his responsibilities and obligations hereunder. The Grantee agrees to be as fully responsible to the BSCC for the acts and omissions of its subcontractors and of persons either directly or indirectly employed by any of them as it is for the acts and omissions of persons directly employed by the Grantee. The Grantee's obligation to pay its subcontractors is an independent obligation from the BSCC's obligation to make payments to the Grantee. As a result, the BSCC shall have no obligation to pay or to enforce the payment of any moneys to any subcontractor.
- C. Grantee shall ensure that all subcontractors comply with the eligibility requirements stated in the Title II Grant Program RFP and described in Appendix B.
- D. Grantee assures that for any subcontract awarded by the Grantee, such insurance and fidelity bonds, as is customary and appropriate, will be obtained.
- E. Grantee agrees to place appropriate language in all subcontracts for work on the project requiring the Grantee's subcontractors to:
- 1) Books and Records  
Maintain adequate fiscal and project books, records, documents, and other evidence pertinent to the subcontractor's work on the project in accordance with generally accepted accounting principles. Adequate supporting documentation shall be maintained in such detail so as to permit tracing transactions from the invoices, to the accounting records, to the supporting documentation. These records shall be maintained for a minimum of three (3) years after the acceptance of the final grant project audit under the Grant Agreement and shall be subject to examination and/or audit by the BSCC or designees, state government auditors or designees, or by federal government auditors or designees.
  - 2) Access to Books and Records  
Make such books, records, supporting documentations, and other evidence available to the BSCC or designee, the State Controller's Office, the Department of General Services, the Department of Finance, California State Auditor, and their designated representatives during the course of the project and for a minimum of three (3) years after acceptance of the final grant project audit. The Subcontractor shall provide suitable facilities for access, monitoring, inspection, and copying of books and records related to the grant-funded project.

### 4. PROJECT ACCESS

Grantee shall ensure that the BSCC, or any authorized representative, will have suitable access to project activities, sites, staff and documents at all reasonable times during the grant period including those maintained by subcontractors. Access to program records will be made available by both the grantee and the subcontractors for a period of three (3) years following the end of the grant period.

## EXHIBIT D: SPECIAL TERMS AND CONDITIONS

### 5. ACCOUNTING AND AUDIT REQUIREMENTS

- A. All funds received by the Grantee shall be deposited into separate fund accounts which identify the funds and clearly show the manner of their disposition. 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, which will permit the tracing of transactions from such documents to relevant accounting records, financial reports and invoices.
- B. The BSCC reserves the right to call for a program or financial audit at any time between the execution of this Grant Agreement and three years following the end of the grant period. At any time, the BSCC may disallow all or part of the cost of the activity or action determined to not be in compliance with the terms and conditions of this Grant Agreement or take other remedies legally available.

### 6. MODIFICATIONS

No change or modification in the project will be permitted without prior written approval from the BSCC. Changes may include modification to project scope, changes to performance measures, compliance with collection of data elements, and other significant changes in the budget or program components contained in the Application for Funding. Changes shall not be implemented by the project until authorized by the BSCC.

### 7. TERMINATION

- A. This Grant Agreement may be terminated by the BSCC at any time after grant award and prior to completion of project upon action or inaction by the Grantee that constitutes a material and substantial breach of this Grant Agreement. Such action or inaction includes but is not limited to:
- 1) substantial alteration of the scope of the grant project without prior written approval of the BSCC;
  - 2) refusal or inability to complete the grant project in a manner consistent with Attachment 1: Title II Grant Program Request for Proposal and Attachment 2: 2019 Title II Application for Funding, or approved modifications;
  - 3) failure to provide the required local match share of the total project costs; and
  - 4) failure to meet prescribed assurances, commitments, recording, accounting, auditing, and reporting requirements of the Grant Agreement.
- B. Prior to terminating the Grant Agreement under this provision, the BSCC shall provide the Grantee at least 30 calendar days written notice stating the reasons for termination and effective date thereof. The Grantee may appeal the termination

## EXHIBIT D: SPECIAL TERMS AND CONDITIONS

decision in accordance with the instructions listed in Exhibit D: Special Terms and Conditions, Number 8. Settlement of Disputes.

### 8. SETTLEMENT OF DISPUTES

- A. The parties shall deal in good faith and attempt to resolve potential disputes informally. If the dispute persists, the Grantee shall submit to the BSCC Corrections Planning and Grant Programs Division Deputy Director a written demand for a final decision regarding the disposition of any dispute between the parties arising under, related to, or involving this Grant Agreement. Grantee's written demand shall be fully supported by factual information. The BSCC Corrections Planning and Grant Programs Division Deputy Director shall have 30 days after receipt of Grantee's written demand invoking this Section "Disputes" to render a written decision. If a written decision is not rendered within 30 days after receipt of the Grantee's demand, it shall be deemed a decision adverse to the Grantee's contention. If the Grantee is not satisfied with the decision of the BSCC Corrections Planning and Grant Programs Division Deputy Director, the Grantee may appeal the decision, in writing, within 15 days of its issuance (or the expiration of the 30-day period in the event no decision is rendered), to the BSCC Executive Director, who shall have 45 days to render a final decision. If the Grantee does not appeal the decision of the BSCC Corrections Planning and Grant Programs Division Deputy Director, the decision shall be conclusive and binding regarding the dispute and the Contractor shall be barred from commencing an action in court, or with the Victims Compensation Government Claims Board, for failure to exhaust Grantee's administrative remedies.
- B. Pending the final resolution of any dispute arising under, related to or involving this Grant Agreement, Grantee agrees to diligently proceed with the performance of this Grant Agreement, including the providing of services in accordance with the Grant Agreement. Grantee's failure to diligently proceed in accordance with the State's instructions regarding this Grant Agreement shall be considered a material breach of this Grant Agreement.
- C. Any final decision of the State shall be expressly identified as such, shall be in writing, and shall be signed by the Executive Director, if an appeal was made. If the Executive Director fails to render a final decision within 45 days after receipt of the Grantee's appeal for a final decision, it shall be deemed a final decision adverse to the Grantee's contentions. The State's final decision shall be conclusive and binding regarding the dispute unless the Grantee commences an action in a court of competent jurisdiction to contest such decision within 90 days following the date of the final decision or one (1) year following the accrual of the cause of action, whichever is later.
- D. The dates of decision and appeal in this section may be modified by mutual consent, as applicable, excepting the time to commence an action in a court of competent jurisdiction.

**EXHIBIT D: SPECIAL TERMS AND CONDITIONS**

**9. WAIVER**

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

SAMPLE  
DRAFT  
GRANTEE  
AGREEMENT

## EXHIBIT E: 2018 TITLE II AWARD FEDERAL CONDITIONS

### 1. Requirements of the award; remedies for non-compliance or for materially false statements

The conditions of this award are material requirements of the award. Compliance with any certifications or assurances submitted by or on behalf of the recipient that relate to conduct during the period of performance also is a material requirement of this award.

Failure to comply with any one or more of these award requirements -- whether a condition set out in full below, a condition incorporated by reference below, or a certification or assurance related to conduct during the award period may result in the Office of Justice Programs ("OJP") taking appropriate action with respect to the recipient and the award. Among other things, the OJP may withhold award funds, disallow costs, or suspend or terminate the award. The Department of Justice ("DOJ"), including OJP, also may take other legal action as appropriate.

Any materially false, fictitious, or fraudulent statement to the federal government related to this award (or concealment or omission of a material fact) may be the subject of criminal prosecution (including under 18 U.S.C. 1001 and/or 1621, and/or 42 U.S.C. 3795a), and also may lead to imposition of civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. 3729-3730 and 3801-3812).

Should any provision of a requirement of this award be held to be invalid or unenforceable by its terms, that provision shall first be applied with a limited construction so as to give it the maximum effect permitted by law. Should it be held, instead, that the provision is utterly invalid or -unenforceable, such provision shall be deemed severable from this award

### 2. Applicability of Part 200 Uniform Requirements

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by the DOJ in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements") apply to this FY 2018 award from OJP.

The Part 200 Uniform Requirements were first adopted by DOJ on December 26, 2014. If this 2017 award supplements funds previously awarded by OJP under the same award number (e.g., funds awarded in 2014 or earlier years), the Part 200 Uniform Requirements apply with respect to all funds under that award number (regardless of the award date, and regardless of whether derived from the initial award or a supplemental award) that are obligated on or after the acceptance date of this FY 2018 award.

For more information and resources on the Part 200 Uniform Requirements as they relate to OJP awards and subawards ("subgrants"), see the OJP website at: <https://ojp.gov/funding/Part200UniformRequirements.htm>.

Record retention and access: Records pertinent to the award that the recipient (and any subrecipient ("subgrantee") at any tier) must retain -- typically for a period of 3 years from the date of submission of the final expenditure report (SF 425), unless a different retention period applies -- and to which the recipient (and any subrecipient ("subgrantee") at any tier) must provide access, include performance measurement information, in addition to the financial records, supporting documents, statistical records, and other pertinent records indicated at 2 C.F.R. 200.333.

## EXHIBIT E: 2018 TITLE II AWARD FEDERAL CONDITIONS

In the event that an award-related question arises from documents or other materials prepared or distributed by OJP that may appear to conflict with, or differ in some way from, the provisions of the Part 200 Uniform Requirements, the recipient is to contact OJP promptly for clarification.

### 3. Compliance with DOJ Grants Financial Guide

References to the DOJ Grants Financial Guide are to the DOJ Grants Financial Guide as posted on the OJP website (currently, the "DOJ Grants Financial Guide, available at [https://ojp.gov/financialguide/DOJ/pdfs/DOJ\\_FinancialGuide.pdf](https://ojp.gov/financialguide/DOJ/pdfs/DOJ_FinancialGuide.pdf)) including any updated version that may be posted during the period of performance. The Grantee agrees to comply with the Department of Justice Grants Financial Guide

### 4. Reclassification of various statutory provisions to a new Title 34 of the United States Code

On September 1, 2017, various statutory provisions previously codified elsewhere in the U.S. Code were editorially reclassified to a new Title 34, entitled "Crime Control and Law Enforcement." The reclassification encompassed a number of statutory provisions pertinent to OJP awards (that is, OJP grants and cooperative agreements), including many provisions previously codified in Title 42 of the U.S. Code.

Effective as of September 1, 2017, any reference in this award document to a statutory provision that has been reclassified to the new Title 34 of the U.S. Code is to be read as a reference to that statutory provision as reclassified to Title 34. This rule of construction specifically includes references set out in award conditions, references set out in material incorporated by reference through award conditions, and references set out in other award requirements.

### 5. Requirement to report potentially duplicative funding

If the Grantee currently has other active awards of federal funds or receives any other award of federal funds during the period of performance for this award, the Grantee promptly must determine whether funds from any of those other federal awards have been, are being, or are to be used (in whole or in part) for one or more of the identical cost items for which funds are provided under this award. If so, the Grantee must promptly notify the BSCC in writing of the potential duplication.

### 6. Requirements related to System for Award Management and Unique Entity Identifiers

The Grantee acknowledges and agrees to comply with any request related to the BSCC's requirement to comply with applicable requirements regarding the System for Award Management (SAM), currently accessible at <https://www.sam.gov/SAM/>. This includes applicable requirements regarding registration with SAM, as well as maintaining the currency of information in SAM.

The Grantee also acknowledges and agrees to comply with any request related to the BSCC's requirement to comply with applicable restrictions on subawards ("subgrants") to first-tier subrecipients (first-tier "subgrantees"), including restrictions on subawards to entities that do not acquire and provide (to the recipient) the unique entity identifier required for SAM registration.

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The details of the BSCC's obligations related to SAM and to unique entity identifiers are posted on the OJP web site at <https://ojp.gov/funding/Explore/SAM.htm> (Award condition: System for Award Management (SAM) and Universal Identifier Requirements) and are incorporated by reference here.

7. Requirement to report actual or imminent breach of personally identifiable information (PII)

The recipient, (and any "subrecipient" at any tier) must have written procedures in place to respond in the event of an actual or imminent "breach" (OMB M-17-12) if it (or a subrecipient)-- 1) creates, collects, uses, processes, stores, maintains, disseminates, discloses, or disposes of "personally identifiable information (PII)" (2 CFR 200.79) within the scope of an OJP grant-funded program or activity, or 2) uses or operates a "Federal information system" (OMB Circular A-130). The recipient's breach procedures must include a requirement to report actual or imminent breach of PII to an OJP Program Manager no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.

8. All subawards ("subgrants") must have specific federal authorization

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements for authorization of any subaward. This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a "subaward" (and therefore does not consider a procurement "contract").

The details of the requirement for authorization of any subaward are posted on the OJP web site at <https://ojp.gov/funding/Explore/SubawardAuthorization.htm> (Award condition: Award Condition: All subawards ("subgrants") must have specific federal authorization), and are incorporated by reference here.

9. Specific post-award approval required to use a noncompetitive approach in any procurement contract that would exceed \$150,000

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements to obtain specific advance approval to use a noncompetitive approach in any procurement contract that would exceed the Simplified Acquisition Threshold (currently, \$150,000). This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a procurement "contract" (and therefore does not consider a subaward).

The details of the requirement for advance approval to use a noncompetitive approach in a procurement contract under an OJP award are posted on the OJP web site at <https://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm> (Award condition: Specific post-award approval required to use a noncompetitive approach in a procurement contract (if contract would exceed \$150,000)), and are incorporated by reference here.

10. Requirements pertaining to prohibited conduct related to trafficking in persons (including reporting requirements and OJP authority to terminate award)



## EXHIBIT E: 2018 TITLE II AWARD FEDERAL CONDITIONS

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of recipients, subrecipients ("subgrantees"), or individuals defined (for purposes of this condition) as "employees" of the recipient or of any subrecipient.

The details of the recipient's obligations related to prohibited conduct related to trafficking in persons are posted on the OJP web site at <https://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm> (Award condition: Prohibited conduct by recipients and subrecipients related to trafficking in persons (including reporting requirements and OJP authority to terminate award)), and are incorporated by reference here.

### 11. Compliance with applicable rules regarding approval, planning, and reporting of conferences, meetings, trainings, and other events

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable laws, regulations, policies, and official DOJ guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (as that term is defined by DOJ), including the provision of food and/or beverages at such conferences, and costs of attendance at such conferences.

Information on the pertinent DOJ definition of conferences and the rules applicable to this award appears in the DOJ Grants Financial Guide (currently, as section 3.10 of "Post award Requirements" in the "DOJ Grants Financial Guide" accessible at: [https://ojp.gov/financialguide/DOJ/pdfs/DOJ\\_FinancialGuide.pdf](https://ojp.gov/financialguide/DOJ/pdfs/DOJ_FinancialGuide.pdf))

### 12. Requirement for data on performance and effectiveness under the award

The Grantee must collect and maintain data that measure the performance and effectiveness of activities under this award. The data must be provided to OJP in the manner (including within the timeframes) specified by OJP in the program solicitation or other applicable written guidance. Data collection supports compliance with the Government Performance and Results Act (GPRA) and the GPRA Modernization Act, and other applicable laws.

### 13. OJP Training Guiding Principles

Any training or training materials that the Grantee -- or any subrecipient ("subgrantee") at any tier -- develops or delivers with OJP award funds must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at: <https://ojp.gov/funding/Implement/TrainingPrinciplesForGrantees-Subgrantees.htm>.

### 14. Effect of failure to address audit issues

The Grantee understands and agrees that the DOJ awarding agency (OJP or OVW, as appropriate) may withhold award funds, or may impose other related requirements on the recipient, if (as determined by the DOJ awarding agency) the recipient does not satisfactorily and promptly address outstanding issues from audits required by the Part

## EXHIBIT E: 2018 TITLE II AWARD FEDERAL CONDITIONS

200 Uniform Requirements (or by the terms of this award), or other outstanding issues that arise in connection with audits, investigations, or reviews of DOJ awards.

### 15. Potential imposition of additional requirements

The Grantee agrees to comply with any additional requirements that may be imposed by the DOJ awarding agency (OJP or OVW, as appropriate) during the period of performance for this award, if the recipient is designated as "high risk" for purposes of the DOJ high-risk grantee list.

### 16. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 42

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 42, specifically including any applicable requirements in Subpart E of 28 C.F.R. Part 42 that relate to an equal employment opportunity program.

### 17. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination – 28 C.F.R. Part 54

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 54, which relates to nondiscrimination on the bases of sex in certain "education programs."

### 18. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 38

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 38, specifically including any applicable requirements regarding written notice to program beneficiaries and prospective program beneficiaries. Part 38 of 28 C.F.R., a DOJ regulation, was amended effective May 4, 2016.

Among other things, 28 C.F.R. Part 38 includes rules that prohibit specific forms of discrimination on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice. Part 38 also sets out rules and requirements that pertain to Grantee and subrecipient ("subgrantee") organizations that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to recipients and subrecipients that are faith-based or religious organizations.

The text of the regulation, now entitled "Partnerships with Faith-Based and Other Neighborhood Organizations," is available via the Electronic Code of Federal Regulations (currently accessible at <https://www.ecfr.gov/cgi-bin/ECFR?page=browse>), by browsing to Title 28-Judicial Administration, Chapter 1, Part 38, under e-CFR "current" data.

### 19. Restrictions on "lobbying"

In general, as a matter of federal law, federal funds awarded by OJP may not be used by the recipient, or any subrecipient ("subgrantee") at any tier, either directly or indirectly, to support or oppose the enactment, repeal, modification or adoption of any law, regulation, or policy, at any level of government. Se 18 U.S.C. 1913 (There may be exception if an applicable federal statute specifically authorizes certain activities that otherwise would be barred by law.)

## EXHIBIT E: 2018 TITLE II AWARD FEDERAL CONDITIONS

Another federal law generally prohibits federal funds awarded by OJP from being used by the recipient, or any subrecipient at any tier, to pay any person to influence (or attempt to influence) a federal agency, a Member of Congress (or an official or employee of any of them) with respect to the awarding of a federal grant or cooperative agreement, subgrant, contract, subcontract, or loan, or with respect to actions such as reviewing, extending or modifying any such award. See 31 U.S.C. 1352. Certain exceptions to this law apply, including an exception that applies to Indian tribes and tribal organizations.

Should any question arise as to whether a particular use of Federal funds by a recipient (or subrecipient) would or might fall within the scope of this prohibition, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

### 20. Compliance with general appropriations-law restrictions on the use of federal funds (FY 2018)

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions, including from various "general provisions" in the Consolidated Appropriations Act, 2017, are incorporated by reference and are set out at <https://ojp.gov/funding/Explore/FY18AppropriationsRestrictions.htm>.

Should a question arise as to whether a particular use of federal funds by a Grantee (or a subrecipient) would or might fall within the scope of an appropriations-law restriction, the Grantee is to contact BSCC for guidance, and may not proceed without approval.

### 21. Reporting Potential Fraud, Waste, and Abuse, and Similar Misconduct

The Grantee and any subrecipients ("subgrantees") must promptly refer to the DOJ Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, subrecipient, contractor, subcontractor, or other person has, in connection with funds under this award -- (1) submitted a claim that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct.

Potential fraud, waste, abuse, or misconduct involving or relating to funds under this award should be reported to the OIG by-- (1) mail directed to: Office of the Inspector General, U.S. Department of Justice, Investigations Division, 950 Pennsylvania Avenue, N.W. Room 4706, Washington, DC 20530; (2) e-mail to: [oig.hotline@usdoj.gov](mailto:oig.hotline@usdoj.gov); and/or (3) the DOJ OIG hotline: (contact information in English and Spanish) at (800) 869-4499 (phone) or (202) 616-9881 (fax).

Additional information is available from the DOJ OIG website at: <http://www.usdoj.gov/oig>.

### 22. Restrictions and certifications regarding non-disclosure agreements and related matters

No recipient or subrecipient ("subgrantee") under this award, or entity that receives a procurement contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in

## EXHIBIT E: 2018 TITLE II AWARD FEDERAL CONDITIONS

accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

The foregoing is not intended and shall not be understood by the agency making this award, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

1. In accepting this award, the recipient --
  - a. represents that it neither requires nor has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and
  - b. certifies that, if it learns or is notified that it is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.
2. If the recipient does or is authorized under this award to make subawards ("subgrants"), procurement contracts, or both--
  - a. it represents that--
    - (1) it has determined that no other entity that the recipient's application proposes may or will receive award funds (whether through a subaward ("subgrant"), procurement contract, or subcontract under a procurement contract) either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and
    - (2) it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and
  - b. it certifies that, if it learns or is notified that any subrecipient, contractor, or subcontractor entity that receives funds under this award is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds to or by that entity, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

## EXHIBIT E: 2018 TITLE II AWARD FEDERAL CONDITIONS

### 23. Compliance with 41 U.S.C. 4712 (including prohibitions on reprisal; notice to employees)

The Grantee must comply with, and is subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant.

The Grantee also must inform its employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.

Should a question arise as to the applicability of the provisions of 41 U.S.C. 4712 to this award, the recipient is to contact the DOJ awarding agency (OJP or OVW, as appropriate) for guidance.

### 24. Encouragement of policies to ban text messaging while driving

Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), DOJ encourages Grantees and subrecipients ("subgrantees") to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this award, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

### 25. Requirement to disclose whether recipient is designated "high risk" by a federal grant-making agency outside of DOJ

If the recipient is designated "high risk" by a federal grant-making agency outside of DOJ, currently or at any time during the course of the period of performance under this award, the recipient must disclose that fact and certain related information to OJP by email at [OJP.ComplianceReporting@ojp.usdoj.gov](mailto:OJP.ComplianceReporting@ojp.usdoj.gov). For purposes of this disclosure, high risk includes any status under which a federal awarding agency provides additional oversight due to the recipient's past performance, or other programmatic or financial concerns with the recipient. The recipient's disclosure must include the following: 1. The federal awarding agency that currently designates the recipient high risk, 2. The date the recipient was designated high risk, 3. The high-risk point of contact at that federal awarding agency (name, phone number, and email address), and 4. The reasons for the high-risk status, as set out by the federal awarding agency.

### 26. The recipient agrees to comply with all Formula Grants Program requirements as outlined in the Juvenile Justice and Delinquency Prevention Act of 2002, the applicable guidelines, the Certified Assurances; and the most recent OJJDP Formula Grants Consolidated Regulation (28 CFR Part 31), to the extent that those regulations are not in conflict with the above.

### 27. FFATA reporting: Subawards and executive compensation

The Grantee acknowledges and agrees to comply with any request related to the BSCC's requirement to comply with applicable requirements to report first-tier subawards ("subgrants") of \$25,000 or more and, in certain circumstances, to report the names and

## EXHIBIT E: 2018 TITLE II AWARD FEDERAL CONDITIONS

total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients (first-tier “subgrantees”) of award funds. Such data will be submitted to the FFATA Subaward Reporting System (FSRS). The details of recipient obligations, which derive from the Federal Funding Accountability and Transparency Act of 2006 (FFATA), are posted on the OJP web site at <https://ojp.gov/funding/Explore/FFATA.htm> (Award condition: Reporting Subawards and Executive Compensation) and are incorporated by reference here.

This condition, and its reporting requirement, does not apply to grant awards made to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).

- 28.** “Methods of Administration” – monitoring compliance with civil rights laws and nondiscrimination provisions.

The Grantee acknowledges and agrees to comply with any request related to the BSCC’s requirement to monitor its subrecipients’ compliance with applicable federal civil rights laws. The BSCC has submitted written Methods of Administration (MOA) for ensuring subrecipients’ compliance to the OJP’s Office for Civil Rights at: [CivilRightsMOA@usdoj.gov](mailto:CivilRightsMOA@usdoj.gov). The required elements of the MOA are set forth at [http://www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm), under the heading, “Civil Rights Compliance Specific to State Administering Agencies.”

- 29.** Recipient integrity and performance matters: Requirement to report information on certain civil, criminal, and administrative proceedings to SAM and FAPIIS

The Grantee acknowledges and agrees to comply with any request related to the BSCC’s requirement to comply with any and all applicable requirements regarding reporting of information on civil, criminal, and administrative proceedings connected with (or connected to the performance of) either this OJP award or any other grant, cooperative agreement, or procurement contract from the federal government. Under certain circumstances, recipients of OJP awards are required to report information about such proceedings, through the federal System for Award Management (known as “SAM”), to the designated federal integrity and performance system (currently, “FAPIIS”).

The details of the recipient’s obligations regarding the required reporting (and updating) of information on certain civil, criminal, and administrative proceedings to the federal designated integrity and performance system (currently, “FAPIIS”) within SAM are posted on the OJP web site at <https://ojp.gov/funding/FAPIIS.htm> (Award condition: Recipient Integrity and Performance Matters, including Recipient Reporting to FAPIIS), and are incorporated by reference here

## EXHIBIT E: FEDERAL CONDITIONS ENJOINED BY COURT ORDER

**Notice Regarding Enjoined Immigration Enforcement Conditions:** For FY 2018 Title II funding, OJJDP sought to impose conditions related to the enforcement of 8 U.S.C. § 1373 on Title II funding. In related federal grants litigation, a United States District Court for the Northern District of California entered an order enjoining the enforcement of 8 U.S.C. § 1373's statutory obligations against any California state entity or political subdivision.

(Please see: <http://www.bscc.ca.gov/downloads/ECFNo.54-AmendedJudgmentandOrder.pdf>.)

As such, grantees are **not** required to implement or agree to these conditions while the injunction remains in place. The BSCC will continue to provide updates on the status of this litigation and any changes to the applicability of the challenged grant conditions.

### 1. Noninterference (within the funded "program or activity") with federal law enforcement: 8 U.S.C. 1373; ongoing compliance

1. With respect to the "program or activity" funded in whole or part under this award (including any such program or activity of any subrecipient at any tier), throughout the period of performance, no State or local government entity, - agency, or -official may prohibit or in any way restrict-- (1) any government entity or -official from sending or receiving information regarding citizenship or immigration status as described in 8 U.S.C. 1373(a); or (2) a government entity or -agency from sending, requesting or receiving, maintaining, or exchanging information regarding immigration status as described in 8 U.S.C. 1373(b). Any prohibition (or restriction) that violates this condition is an "information communication restriction" under this award.

2. Certifications from subrecipients. The recipient may not make a subaward to a State, a local government, or a "public" institution of higher education, unless it first obtains a certification of compliance with 8 U.S.C. 1373, properly executed by the chief legal officer of the government or educational institution that would receive the subaward, using the appropriate form available at <https://ojp.gov/funding/Explore/SampleCertifications-8USC1373.htm>. Also, the recipient must require that no subrecipient (at any tier) may make a further subaward to a State, a local government, or a public institution of higher education, unless it first obtains a certification of compliance with 8 U.S.C. 1373, properly executed by the chief legal officer of the government or institution that would receive the further subaward, using the appropriate OJP form.

3. The recipient's monitoring responsibilities include monitoring of subrecipient compliance with the requirements of this condition.

4. Allowable costs. Compliance with these requirements is an authorized and priority purpose of this award. To the extent that such costs are not reimbursed under any other federal program, award funds may be obligated for the reasonable, necessary, and allocable costs (if any) that the recipient, or any subrecipient at any tier that is a State, a local government, or a public institution of higher education, incurs to implement this condition.

### 5. Rules of Construction

A. For purposes of this condition:

## EXHIBIT E: FEDERAL CONDITIONS ENJOINED BY COURT ORDER

(1) "State" and "local government" include any agency or other entity thereof, but not any institution of higher education or any Indian tribe.

(2) A "public" institution of higher education is defined as one that is owned, controlled, or directly funded (in whole or in substantial part) by a State or local government. (Such a public institution is considered to be a "government entity," and its officials to be "government officials.")

(3) "Program or activity" means what it means under title VI of the Civil Rights Act of 1964 (see 42 U.S.C. 2000d-4a).

(4) "Immigration status" means what it means under 8 U.S.C. 1373; and terms defined in 8 U.S.C. 1101 mean what they mean under that section 1101, except that "State" also includes American Samoa (cf. 34 U.S.C. 10251(a)(2)).

(5) Pursuant to the provisions set out at (or referenced in) 8 U.S.C. 1551 note ("Abolition ... and Transfer of Functions"), references to the "Immigration and Naturalization Service" in 8 U.S.C. 1373 are to be read as references to particular components of the Department of Homeland Security (DHS).

B. Nothing in this condition shall be understood to authorize or require any recipient, any subrecipient at any tier, any State or local government, any public institution of higher education, or any other entity (or individual) to violate any federal law, including any applicable civil rights or nondiscrimination law.

IMPORTANT NOTE: Any questions about the meaning or scope of this condition should be directed to OJP, before award acceptance.

**2. Authority to obligate award funds contingent on noninterference (within the funded "program or activity") with federal law enforcement (8 U.S.C. 1373); unallowable costs; notification**

1. If the recipient is a "State," a local government, or a "public" institution of higher education:

A. The recipient may not obligate award funds if, at the time of the obligation, the "program or activity" of the recipient (or of any subrecipient at any tier that is a State, a local government, or a public institution of higher education) that is funded in whole or in part with award funds is subject to any "information-communication restriction."

B. Any drawdown of award funds by the recipient shall be considered, for all purposes, to be a material representation by the recipient to OJP that, as of the date the recipient requests the drawdown, the recipient and each subrecipient (regardless of tier) that is a State, local government, or public institution of higher education, is in compliance with the award condition entitled "Noninterference (within the funded 'program or activity') with federal law enforcement: 8 U.S.C. 1373 and ongoing compliance."

C. The recipient must promptly notify OJP (in writing) if the recipient, from its requisite monitoring of compliance with award conditions or otherwise, has credible evidence that indicates that the funded program or activity of the recipient, or of any subrecipient at any tier that is either a State or a local government or a public institution of higher education, may be subject to any information-communication restriction. In addition, any subaward (at any tier) to a subrecipient that is a State, a local government, or a public institution of higher education



## EXHIBIT E: FEDERAL CONDITIONS ENJOINED BY COURT ORDER

must require prompt notification to the entity that made the subaward, should the subrecipient have such credible evidence regarding an information-communication restriction.

2. Any subaward (at any tier) to a subrecipient that is a State, a local government, or a public institution of higher education must provide that the subrecipient may not obligate award funds if, at the time of the obligation, the program or activity of the subrecipient (or of any further such subrecipient at any tier) that is funded in whole or in part with award funds is subject to any information-communication restriction.

3. Absent an express written determination by DOJ to the contrary, based upon a finding by DOJ of compelling circumstances (e.g., a small amount of award funds obligated by the recipient at the time of a subrecipient's minor and transitory non-compliance, which was unknown to the recipient despite diligent monitoring), any obligations of award funds that, under this condition, may not be made shall be unallowable costs for purposes of this award. In making any such determination, DOJ will give great weight to evidence submitted by the recipient that demonstrates diligent

monitoring of subrecipient compliance with the requirements set out in the "Noninterference ... 8 U.S.C. 1373 and ongoing compliance" award condition.

#### 4. Rules of Construction

A. For purposes of this condition "information-communication restriction" has the meaning set out in the "Noninterference ... 8 U.S.C. 1373 and ongoing compliance" award condition.

B. Both the "Rules of Construction" and the "Important Note" set out in the "Noninterference ... 8 U.S.C. 1373 and ongoing compliance" award condition are incorporated by reference as though set forth here in full.

## Appendix J: Sample Governing Board or Tribal Council Resolution

Before grant funds can be reimbursed, grantees must submit a resolution from its Governing Board or Tribal Council that delegates authority to the individual authorized to execute the grant agreement.

Below is assurance language that, at a minimum, must be included in the resolution submitted to the Board of State and Community Corrections. While these assurances must be made by each grantee, they are not required to be in this format.

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

WHEREAS the ***(insert name of Applicant Tribe)*** desires to participate in the Title II Grant Program funded through the US 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)*** be authorized on behalf of the ***(insert name of Governing Board or Tribal Council)*** to submit the grant proposal for this funding and sign the Grant Agreement with the BSCC, including any amendments thereof.

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

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

Ayes:

Nos:

Absent:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Typed Name and Title: \_\_\_\_\_

ATTEST: Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Typed Name and Title: \_\_\_\_\_

## Appendix K: Sample Title II Grant Program Progress Report

<b>County, City, School District or Tribe:</b>	<b>BSCC Grant Award Number:</b>
<b>Project Title:</b>	<b>Date:</b>
<b>Prepared by:</b>	<b>Phone:</b>
<b>Title:</b>	<b>Email:</b>

<b>Year 1 Reporting Quarters</b>			
<input type="checkbox"/> Quarter 1 October 1-December 31, 2019 Due: February 14, 2020	<input type="checkbox"/> Quarter 2 January 1-March 31, 2020 Due: May 15, 2020	<input type="checkbox"/> Quarter 3 April 1-June 30, 2020 Due: August 14, 2020	<input type="checkbox"/> Quarter 4 July 1-September 30, 2020 Due: November 14, 2020

### SECTION 1

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

#### Expenditure Status:

Title II Award Amount - \$	
Amount Invoiced-to-Date (Sum of Quarterly Invoices)	\$
Percent of Award Invoiced to Date (Amount above ÷ Award Amount)	%

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

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

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

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

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

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

*Do not identify participant by name.*

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

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

- **Goal:** Goal 1 from Proposal

**Objectives:**

- Objective 1a from Proposal
- Objective 1b from Proposal
- Objective 1c from Proposal

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

- **Goal:** Goal 2 from Proposal

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

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

- **Goal:** Goal 3 from Proposal

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

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

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

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

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

## SECTION 4: (SAMPLE) Data Collection

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

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

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

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

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

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

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

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

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

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

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

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

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

**Appendix M: Sample BSCC Comprehensive Monitoring Visit Tool**

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

This sample Comprehensive Monitoring Visit (CMV) Tool is available on the BSCC website at the following location:

[http://bscc.ca.gov/downloads/Comprehensive%20Monitoring%20Visit%20Tool%20\(sample\)%203.28.19.pdf](http://bscc.ca.gov/downloads/Comprehensive%20Monitoring%20Visit%20Tool%20(sample)%203.28.19.pdf)

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## Appendix N: Evidence-Based Resources

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

Blueprints for Violence Prevention

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

Board of State and Community Corrections

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

California Institute of Behavioral Health Solutions

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

Coalition for Evidence-Based Policy

<http://evidencebasedprograms.org/>

CrimeSolutions.gov

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

Evaluating Drug Control and System Improvement Projects  
Guidelines for Project Supported by the Bureau of Justice Assistance

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

Find Youth Information

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

Justice Research and Statistic Association

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

National Criminal Justice Reference Service (NCJRS)

“Preventing and Reducing Youth Crime and Violence: Using Evidence-Based Practice.”  
A report prepared by Peter Greenwood, Ph.D., for the California Governor’s Office of  
Gang and Youth Violence Policy, 2010.

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

National Institute of Corrections

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

National Institute of Justice, New Tool for Law Enforcement Executives

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

National Reentry Resource Center

<http://nationalreentryresourcecenter.org/>

Office of Justice Programs – Crime Solutions.gov

<http://www.CrimeSolutions.gov>

Office of Juvenile Justice and Delinquency Prevention Model Program Guide

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

Peabody Research Institute, Vanderbilt University, Director Mark Lipsey

<http://peabody.vanderbilt.edu/research/pri/publications.php>

Promising Practices Network

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

Reducing Recidivism to Increase Public Safety: A Cooperative Effort by Courts and Probation Hon, J. Richard Couzens, Placer County Superior Court (Ret.)

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

Substance Abuse and Mental Health Services Administration

[www.samhsa.gov/ebpwebguide](http://www.samhsa.gov/ebpwebguide)

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

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

The National Documentation Centre on Drug Use

<http://www.drugsandalcohol.ie/3820/>

University of Cincinnati, Effective Programs/Curricula Recommendations

[http://www.bscc.ca.gov/downloads/Univ\\_of\\_Cincinnati\\_Curricula\\_Recommendations\\_Oct\\_2011.pdf](http://www.bscc.ca.gov/downloads/Univ_of_Cincinnati_Curricula_Recommendations_Oct_2011.pdf)

Washington State Institute for Public Policy

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

# Title II Grant Program

## PROPOSAL PACKAGE COVER SHEET

**Submitted by:**

<INSERT NAME OF APPLICANT>

**Date submitted:**

<INSERT DATE>

## Title II Grant Program Proposal Checklist

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

	Required Items:	✓
1	Cover Sheet	
2	Title II Grant Program Proposal Checklist <ul style="list-style-type: none"> <li data-bbox="240 504 1161 541">• Signed in blue ink by the authorized signatory (original signature)</li> </ul>	
3	Applicant Information Form <ul style="list-style-type: none"> <li data-bbox="240 588 1161 625">• Signed in blue ink by the authorized signatory (original signature)</li> </ul>	
4	Proposal Abstract <ul style="list-style-type: none"> <li data-bbox="240 674 1430 741">• 1 page only must be submitted in Arial 12-point font with one-inch margins on all four sides and must be 1.5-line spaced.</li> </ul>	
5	Proposal Narrative <ul style="list-style-type: none"> <li data-bbox="240 783 1430 884">• The Proposal Narrative section must be submitted in Arial 12-point font with one-inch margins on all four sides. The narrative must be 1.5-line spaced and cannot exceed <b>15 numbered pages</b> in length.</li> </ul>	
6	2019 Title II RFP Budget Attachment <ul style="list-style-type: none"> <li data-bbox="240 926 1161 963">• Use attachment provided. <b>Do not alter the Budget Attachment.</b></li> </ul>	
7	Project Work Plan <ul style="list-style-type: none"> <li data-bbox="240 1012 1135 1050">• Use attachment provided. <b>Do not alter the Project Work Plan</b></li> </ul>	
	<b>Required Attachment for <u>All Applicants</u>:</b>	
8	<i>Certification of Compliance with BSCC Policies on Debarment, Fraud, Theft and Embezzlement (Appendix L)</i> <ul style="list-style-type: none"> <li data-bbox="240 1176 1161 1213">• Signed in blue ink by the authorized signatory (original signature)</li> </ul>	
	<b>Required Attachment for <u>Indian Tribes Only</u>:</b>	
9	<i>If Applicable, Indian Tribe Assurance of Law Enforcement Functions (Appendix B)</i> <ul style="list-style-type: none"> <li data-bbox="240 1314 1161 1352">• Signed in blue ink by the authorized signatory (original signature)</li> </ul>	
	<b>Required Attachment for <u>All Non-Governmental Organization Applicants</u>:</b>	
10	<i>Criteria for Non-Governmental Organizations Receiving Title II Grant Program Funds (Appendix C)</i> <ul style="list-style-type: none"> <li data-bbox="240 1476 1161 1514">• Signed in blue ink by the authorized signatory (original signature)</li> </ul>	
	<b>Optional with Proposal Package; Required prior to Grant Award Agreement</b>	
11	<i>Governing Board or Tribal Council Resolution (Appendix J)</i> Note: The Governing Board Resolution is due prior to Grant Award Agreement, not required at time of proposal submission.	

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

**X**

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

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

## Applicant Information Form: Instructions

- A. Applicant:** Complete the required information for the entity submitting the proposal. This entity will be the lead agency responsible for the overall development, implementation, and oversight of the project.  
Eligible applicants are:
- County Departments
  - City Departments
  - Schools Districts
  - Federally Recognized Indian Tribes
- B. Tax Identification Number:** Provide tax identification number of the Applicant. Not applicable to Indian Tribes.
- C. Location of Services:** List the name(s) of the city/cities and the county where the Title II Grant Program will provide funded services and activities.
- D. Project Title:** Provide the title of the proposed project.
- E. Project Summary:** Provide a summary (100-150 words) of the proposed project. Note: this information will be posted to the BSCC's website for informational purposes.
- F. Grant Funds Requested:** Identify the amount of grant funds requested for the first year of the proposed project.
- G. Project Director:** Provide the name, title, and contact information for the individual responsible for oversight and management of the proposed project. This person must be an employee of the Grantee.
- H. Financial Officer:** Provide the name, title, and contact information for the individual responsible for fiscal oversight and management of the project. Typically, this is the individual that will certify and submit invoices.
- I. Day-to-Day Project Contact:** Provide the name, title, and contact information for the individual who serves as the primary contact person for the grant. Typically, this individual has day-to-day oversight for the project.
- J. Day-to-Day Fiscal Contact:** Provide the name, title and contact information for the individual who serves as the primary contact person for fiscal matters related to the grant. This may be the individual who prepares the invoices for approval by the Financial Officer.
- K. Authorized Signature:** Complete the required information for the person authorized to sign for the Applicant. This individual must read the assurances under this section, then sign and date in the appropriate fields.

## Title II Grant Program Applicant Information Form

L.

A. APPLICANT:		B. TAX IDENTIFICATION NUMBER*:	
NAME OF APPLICANT		*Not applicable for Indian Tribes	
STREET ADDRESS	CITY	STATE	ZIP CODE
MAILING ADDRESS (if different)	CITY	STATE	ZIP CODE
C. LOCATION OF SERVICES:			
D. PROJECT TITLE:			
E. PROJECT SUMMARY (100-150 words):	F. GRANT FUNDS REQUESTED:	\$	

### C. PROGRAM PURPOSE AREA (Check all that apply – Applicants MUST select at least one)

- |  |  |
|--|--|
| <input type="checkbox"/> Aftercare / Reentry<br><input type="checkbox"/> Alternatives to Diversion<br><input type="checkbox"/> Community-Based Programs and Services | <input type="checkbox"/> Diversion<br><input type="checkbox"/> Mental Health Services<br><input type="checkbox"/> Mentoring, Counseling, and Training Programs |
|--|--|

D. PROJECT DIRECTOR:			
NAME	TITLE	TELEPHONE NUMBER	
STREET ADDRESS		CITY	
STATE	ZIP CODE	EMAIL ADDRESS	
E. FINANCIAL OFFICER:			
NAME	TITLE	TELEPHONE NUMBER	
STREET ADDRESS		CITY	
STATE	ZIP CODE	EMAIL ADDRESS	
PAYMENT MAILING ADDRESS (if different)	CITY	STATE	ZIP CODE

<b>F. DAY-TO-DAY PROGRAM CONTACT:</b>		
NAME	TITLE	TELEPHONE NUMBER
STREET ADDRESS		CITY
STATE	ZIP CODE	EMAIL ADDRESS

<b>G. DAY-TO-DAY FISCAL CONTACT:</b>		
NAME	TITLE	TELEPHONE NUMBER
STREET ADDRESS		CITY
STATE	ZIP CODE	EMAIL ADDRESS

<b>H. AUTHORIZED SIGNATURE*:</b>			
By signing this application, I hereby certify I am vested by the Applicant with the authority to enter into contract with the BSCC, and the grantee and any subcontractors will abide by the laws, policies, and procedures governing this funding.			
NAME OF AUTHORIZED OFFICER	TITLE	TELEPHONE NUMBER	
STREET ADDRESS	CITY	STATE	ZIP CODE
EMAIL ADDRESS			
SIGNATURE			DATE

\*Authorized Signatures:

- For County Departments
- For City Departments
- For School Districts
- For Federally Recognized Indian Tribes

**CONFIDENTIALITY NOTICE:**

All documents submitted as a part of the Title II Grant Program proposal are public documents and may be subject to a request pursuant to the California Public Records Act. The BSCC cannot ensure the confidentiality of any information submitted in or with this proposal. (Gov. Code, § 6250 et seq.)

**Proposal Abstract**

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## Proposal Narrative

**1. Program Need (Percent of Total Value: 25%)**

**2. Program Description (Percent of Total Value: 30%)**

**3. Program Goals and Objectives (Percent of Total Value: 30%)**

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

**5. Program Budget (Percent of Total Value: 10%)**

To access the 2019 Title II RFP Budget Attachment, click [here](#).

**Do not alter the Budget Attachment.**

The Program Budget does not count toward the Program Narrative 15-page limit.

## Title II Grant Program Work Plan

Each applicant must address the goals and objectives for each chosen Program Purpose Area (PPA). Applicants for Title II Grant funds must complete a 1 to 2-page Project Work Plan for each PPA. This Project Work Plan identifies measurable goals and objectives, activities and services, the responsible parties and a timeline. To build the Title II Grant Program Project Work Plan, please use the form provided below. The Project Work Plan does NOT count toward the 15-page limit for the Proposal Narrative.

Program Purpose Area:

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

## Program Purpose Area:

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

## Section 5: Program Budget and Budget Narrative

### Title II Grant Program - RFP Budget Attachment Instructions

**This Budget Attachment is Section 5. Program Budget of the official proposal and upon submission will be rated as such per the requirements set forth in the Request for Proposals (RFP). Applicants are solely responsible for the accuracy and completeness of the information entered into this budget.**

- ▶ Enter the name of the Applicant at the top of the Year 1 Budget worksheet. To be eligible for Title II Grant Program awards, an Applicant must be a government agency, which includes individual agencies or departments within a City and County or a School District, or a Federally recognized Indian Tribe with law enforcement functions (See Appendix A of the RFP for a list of eligible Indian Tribes).
- ▶ There is an anticipated \$3,991,561 available statewide for Year 1 of the grant cycle. Funding and amounts for the Year 2 (October 1, 2020 - September 30, 2021) and Year 3 (October 1, 2021 – September 30, 2022) are contingent on OJJDP Title II awards and amounts not yet known

The maximum amount an Applicant may apply for annually is \$350,000. Applicants must apply for the same amount of funding for all three years (e.g., first year: \$350,000, second year: \$350,000, and third year: \$350,000; totaling \$1,050,000 for a three-year period). Applicants are encouraged to request only the amount of funds needed to support their proposal and the amount that can be justified with supporting documentation/information. All applicants must build their proposal, objectives, activities, timelines, and budget information for all three years of the grant cycle.

- ▶ Applicants must complete a Program Budget worksheet for each year of the grant cycle.
  - Year 1 Program Budget
  - Year 2 Program Budget
  - Year 3 Program Budget

The "Budget Tables - Years 1-3" worksheet is a locked summary page that will auto populate.

- ▶ Request funds in whole dollars only. Do not use decimals.
- ▶ Match Requirement: The Title II Grant Program does not require a match.
- ▶ Pass-Through Requirement: Each grant recipient is required to pass-through a minimum of 70% of grant funding to at least two direct service providers. A direct service provider can be a government agency or non-governmental organization (See Page 7 of the RFP for more information regarding the Pass-Through Requirement).
- ▶ Indirect Costs: For this grant program, indirect costs may be charged using only one of the following 2 options:
  - Option 1)** Charge indirect costs using a Federally approved Negotiated Indirect Cost Rate (NICR), which is calculated by multiplying an approved NICR percentage by an approved cost base..
  - Option 2)** Charge indirect costs using the Federal Di Minimus of 10% of Modified Total Direct Costs (MTDC), which is calculated by adding total direct costs, minus equipment costs, plus up to the first \$25,000 of each sub award, and then multiplying the total MTDC by 10%.
- ▶ Applicants are limited to the use of the budget line items listed. Applicants are not required to request funds for every line item. If no money is requested for a certain line item, enter \$0 in the budget table and "N/A" in the corresponding narrative.
- ▶ This workbook is protected. Applicants may only enter information in unshaded cells. All other cells in the Program Budget worksheets will auto populate based the Applicant's entries.
- ▶ The purpose of the narrative for each corresponding line item is to provide a narrative description of the item(s), and how the items and amounts requested will serve to meet the stated goals and objectives and planned activities of the project. To start a new paragraph within a narrative cell, hold down the Alt key and then press Enter.
- ▶ All funds must be used consistent with the requirements of the BSCC Grant Administration Guide, located on the BSCC website, including any updated version that may be posted during term of the grant agreement. The BSCC will notify grantees whenever an updated version is posted.

<b>Budget Line Item Instructions</b>
--------------------------------------

1. **Salaries and Benefits:** List the classification/title, percentage of time, salary or hourly rates, and benefits (if applicable) for every staff person from the Applicant that will be funded by the grant. Briefly describe their roles/responsibilities within the Title II Grant Program project.  
Include salaries and benefits for staff of the Applicant ONLY. Salaries and benefits associated with partner agencies, subgrantees, or subcontractors should be included in the applicable line item (e.g. Professional Services, Direct Service Provider Subcontracts, etc.).
2. **Services and Supplies:** Include and itemize all services and supplies to be purchased by the Applicant. Services and supplies purchased by direct service providers, partner agencies, subgrantees, or subcontractors must be included in the applicable line item (e.g. Professional Services, Direct Service Provider Contracts, etc.).
3. **Professional Services:** List the names of any public agencies or professional consultants that will work on the project. Show the amount of funds allocated to each and itemize the services that will be provided. List any positions to be funded, including classification/title, percentage of time, salary or hourly rates, and benefits (if applicable).
4. **Direct Service Provider Subcontracts:** List the names of all government agencies and Non-Governmental Organizations (NGOs) that will provide direct services for the project (minimum of two direct service providers required and at least 70% of grant funds). Show the amount of funds allocated to each and itemize the services that will be provided. Include any positions to be funded, including classification/title, percentage of time, salary or hourly rates, and benefits (if applicable). If a community partner has not been selected as of the date of the submission of the application, identify the amount of grant funds that will be allocated and describe the services to be provided.
5. **Equipment and Fixed Assets:** Include grant funds associated with equipment and fixed assets purchased by the Applicant. Equipment and fixed assets are defined as nonexpendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. Items that do not meet this threshold should be included in the Services and Supplies category. Itemize all equipment and fixed assets to be purchased by the Applicant only - equipment and fixed assets purchased by partner agencies, subgrantees or subcontractors must be included in the applicable line item.  
Note: Equipment and fixed assets over \$5,000 included in the proposed budget does not guarantee automatic approval; such purchases require separate and prior approval by BSCC.
6. **Project Evaluation and Data Collection:** Include and itemize all grant fund costs associated with evaluation efforts, data collection efforts and/or necessary enhancements to an existing data collection mechanism to capture the data required for the Title II Grant Program.
7. **Other (Travel, Training, Etc.):** Itemize all costs that do not fit into the categories listed above, including travel and training. At a minimum, applicants should budget for two trips to Sacramento for grantee team meetings. For this line item, include "other" costs for use by the Applicant only. Similar type costs allocated by direct service providers, partners, subgrantees or subcontractors must be included in the applicable line item.  
Note: Out-of-state travel using grant funding is permissible in rare cases. The use of state funds for out-of-state travel is monitored very closely. Justification for out-of-state travel undergoes a high level of review and scrutiny and approval is granted only in limited cases. Out-of-state travel included in the proposed budget does not guarantee automatic approval; out-of-state travel requests require separate and prior approval by the BSCC.
8. **Indirect Costs:** Indirect costs may be charged as detailed above and in the Indirect Cost sections of the Years 1, 2, and 3 Program Budget worksheets. Indirect costs are shared costs that cannot be directly assigned to a particular activity but are necessary to the operation of the organization and the performance of the project. Indirect cost guidelines can be found in the BSCC Grant Administration Guide, located on the BSCC website.



**Section 5: Title II Grant - Year 1 Program Budget and Budget Narrative**

**Applicant:** Enter name here

Year 1 Program Budget: October 1, 2019 thru September 30, 2020

Budget Line Item	Total
1. Salaries and Benefits	\$0
2. Services and Supplies	\$0
3. Professional Services	\$0
4. Direct Service Provider Subcontracts (NGO & Government)	\$0 <i>Required Pass Through = 70% Actual: #DIV/0!</i>
5. Equipment/Fixed Assets	\$0
6. Project Evaluation and Data Collection	\$0
7. Other (Travel, Training, etc.)	\$0
8. Indirect Costs	\$0
<b>TOTAL</b>	<b>\$0</b>

**1. Salaries and Benefits**

Name and Title	(% FTE <u>or</u> Hourly Rate) & Benefits	Grant Funds
Example (Hourly): Bob Smith, Fiscal Manager	\$60/hour x 10 hrs/month x 3 years = \$21,600 + benefits @ 22%: \$4,752 =	\$0
Example (FTE): Jane Doe, Counselor	.25 FTE @ \$60,000 x 3 years = \$45,000 + benefits @ 22%: \$9,900 =	\$0
		\$0
		\$0
		\$0
		\$0
		\$0
		\$0
		\$0
		\$0
		\$0
<b>TOTAL</b>		<b>\$0</b>

**Salaries and Benefits**

**2. Services and Supplies**

Description of Services or Supplies	Calculation for Expenditure	Grant Funds
		\$0
		\$0
		\$0
		\$0
		\$0
		\$0
		\$0
		\$0
<b>TOTAL</b>		<b>\$0</b>

**Services and Supplies Narrative:**

**3. Professional Services**

Description of Professional Services	Calculation for Expenditure	<i>di Minimis Calculation</i>	Grant Funds
		\$0	\$0
		\$0	\$0
		\$0	\$0
		\$0	\$0
		\$0	\$0
		\$0	\$0
		\$0	\$0
		\$0	\$0
		\$0	\$0
		\$0	\$0
		\$0	\$0
		\$0	\$0
<b>TOTALS</b>		<b>\$0</b>	<b>\$0</b>

**Professional Services Narrative**

4. Direct Service Provider Subcontracts (NGOs and/or Government Agencies)			
Description of Subcontract	Calculation for Expenditure	<i>di Minimis Calculation</i>	Grant Funds
		\$0	\$0
		\$0	\$0
		\$0	\$0
		\$0	\$0
		\$0	\$0
		\$0	\$0
		\$0	\$0
		\$0	\$0
		\$0	\$0
<b>TOTALS</b>		<b>\$0</b>	<b>\$0</b>

**Direct Service Provider Subcontracts Narrative**

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5. Equipment/Fixed Assets		
Description of Equipment/Fixed Asset	Calculation for Expense	Grant Funds
		\$0
		\$0
		\$0
		\$0
		\$0
<b>TOTALS</b>		<b>\$0</b>

**Equipment/Fixed Assets Narrative**



### 7. Project Evaluation and Data Collection

Description	Grant Funds
	\$0
	\$0
	\$0
	\$0
<b>TOTAL</b>	<b>\$0</b>

Project Evaluation and Data Collection Narrative:

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

Description	Calculation for Expense	Grant Funds
		\$0
		\$0
		\$0
		\$0
		\$0
		\$0
<b>TOTAL</b>		<b>\$0</b>

Other (Travel, Training, etc.) Narrative:

**9. Indirect Costs**Indirect costs may be charged by choosing **only one** of options 1) or 2) listed below.

Grant Funds

<b>Option 1)</b> Indirect costs will be charged using a Federally approved Negotiated Indirect Cost Rate (NICR). Enter your approved NICR percentage as a number (e.g., 25, 31, 32.25) in cell E246. Enter your calculated cost base in cell F246 (the total of all budget line items allowed as indicated in your federally approved NICR). Your project indirect costs cannot exceed the total shown in cell G246. If using Option 1, enter the amount to be charged to indirect costs in cell H246.	0.00%	\$0	\$0	\$0
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<b>Option 2)</b> Indirect costs will be charged using the Federal Di Minimus, 10% of Modified Total Direct Costs, calculated as 10% multiplied by ( total direct costs, minus equipment, plus up to the first \$25,000 of each subcontract (cell F248)). If using the Federal Di Minimus, your project indirect costs cannot exceed the total shown in cell G248. If using Option 2, enter the amount to be charged to indirect costs in cell H248.	10%	\$0	\$0	\$0
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<i>If the amount entered in either H244 or H246 turns red, adjust it to not exceed the line-item limits noted in G 246 and G248: <b>TOTAL</b></i>				<b>\$0</b>
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**Indirect Costs Narrative:**

If using a federally approved NICR, you must include evidence on the cost base(s) used to distribute indirect costs that agrees with the calculation entered in cell F246.

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**Section 5: Title II Grant - Program Budget**

**Applicant:** Enter name here

**Budget Tables Years 1 - 3**  
**Grant Cycle: October 1, 2019 thru September 30, 2022**

<b>Year 1 Program Budget (10/1/19 - 9/30/20)</b>		<b>Total</b>
1. Salaries and Benefits		\$0
2. Services and Supplies		\$0
3. Professional Services		\$0
4. Direct Service Provider Subcontracts (NGO & Government)		\$0
5. Equipment/Fixed Assets		\$0
6. Data Collection/Enhancement		\$0
7. Other (Travel, Training, etc.)		\$0
8. Indirect Costs		\$0
	<b>TOTAL</b>	<b>\$0</b>

<b>Year 2 Program Budget (10/1/20 - 9/30/21)</b>		<b>Total</b>
1. Salaries and Benefits		\$0
2. Services and Supplies		\$0
3. Professional Services		\$0
4. Direct Service Provider Subcontracts (NGO & Government)		\$0
5. Equipment/Fixed Assets		\$0
6. Data Collection/Enhancement		\$0
7. Other (Travel, Training, etc.)		\$0
8. Indirect Costs		\$0
	<b>TOTAL</b>	<b>\$0</b>

Year 3 Program Budget (10/1/21 - 9/30/22)		Total
1. Salaries and Benefits		\$0
2. Services and Supplies		\$0
3. Professional Services		\$0
4. Direct Service Provider Subcontracts (NGO & Government)		\$0
5. Equipment/Fixed Assets		\$0
6. Data Collection/Enhancement		\$0
7. Other (Travel, Training, etc.)		\$0
8. Indirect Costs		\$0
	<b>TOTAL</b>	\$0

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