



# Residential Substance Abuse Treatment (RSAT) Program

## Year-2 Reapplication Packet

**Released:** June 21, 2022

**Grant Period:** July 1, 2021, to June 30, 2024

**Applications Due:** July 13, 2022

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## CONFIDENTIALITY NOTICE

All documents submitted as a part of the RSAT proposal are public documents and may be subject to a request via the California Public Records Act. The BSCC, as a state agency, may have to disclose these documents to the public. The BSCC cannot ensure the confidentiality of any information submitted in or with this proposal. (Gov. Code, § § 6250 et seq.)

# PART I: GRANT INFORMATION

## Contact Information

This Reapplication Packet is being sent to all current Residential Substance Abuse Treatment (RSAT) grantees awarded funding for the three-year project cycle of July 1, 2021, through June 30, 2024, and provides the information necessary to prepare a reapplication to the Board of State and Community Corrections for **Year Two and Three** of the RSAT Grant. Questions concerning this packet should be directed to:

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Corrections Planning and Grant Programs Division

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Corrections Planning and Grant Programs Division

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## Submission Instructions

The reapplication package must be received by 5:00 P.M. on **Wednesday, July 13, 2022**.

Applicants must ensure the proposal package is signed with a digital signature **OR** a wet blue ink signature. Email the complete proposal package to:

[BSCCrSAT\\_grants@bscc.ca.gov](mailto:BSCCrSAT_grants@bscc.ca.gov).

A complete reapplication package will include:

- One (1) Portable Document Format (PDF) file that contains Sections I and II and Attachments C, D, E, and F.
- One (1) Microsoft Word Document that contains Section III and IV.

## Background Information

The BSCC is the Designated State Administrative (DSA) agency for the RSAT Program, federally funded through the [Bureau of Justice Assistance](#) (BJA) as identified via Catalog of Federal Domestic Assistance CFDA number 16.593. The RSAT Program assists states and local governments in developing and implementing substance use disorder treatment programs in state, local, and tribal correctional and detention facilities, and supports efforts to create and maintain community-based aftercare services for offenders. Historically, the California RSAT Program has funded local detention facilities to provide in-custody treatment services with an aftercare component requirement placed on the grantees.

Awards are made in the federal fiscal year of the appropriation. A total of \$2,000,000 in federal funding was awarded in 2021. Five projects were funded for a three-year cycle, the first year of which commenced July 1, 2021. A non-competitive Request for Application (RFA) for continuation funding is to be issued for the second year (July 1, 2022 - June 30, 2023) and the third year (July 1, 2023 - June 30, 2024), contingent upon on the availability of federal funding. It has been determined that federal funding is available to fully fund years two and three of the grant cycle. This reapplication package will fund the five projects for the second and third year of the grant cycle (July 1, 2022 – June 30, 2024).

## **BSCC Executive Steering Committee Process**

### **RSAT 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. The BSCC's ESCs typically are composed of subject matter experts and stakeholders representing both the public and private sectors. The BSCC makes every attempt to include diverse representation on its ESCs, in breadth of experience, geography and demographics. ESCs are convened and approved by the BSCC Board, as the need arises, to carry out specified tasks, including the development of RFPs for grant funds. ESCs submit grant award recommendations to the BSCC Board, and the Board then approves, rejects or revises those recommendations. Members of the ESCs are not paid for their time but are reimbursed for travel expenses incurred to attend meetings.

The RSAT ESC includes a cross-section of subject matter experts on community engagement, prevention and intervention programs, law enforcement strategies, and rehabilitation and reentry, including individuals who have been impacted by the criminal justice system. A list of ESC members can be found on page 65 of this RFP.

### **Conflicts of Interest**

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

## **Project Description**

The principle purpose of the RSAT Program is to break the cycle of drugs and violence by reducing the demand, use, and trafficking of illegal drugs.

### **Eligibility and Grant Period**

Eligible applicants are the current grantees (Kern, Santa Cruz, Sacramento, and Tulare County Sheriff's Departments, and the Contra Costa County Alcohol and Drug Services Behavioral Health Division) selected through a competitive process to receive RSAT funding for a three-year cycle. These five grantees are eligible to apply for continuation

funding through this non-competitive RFA process for the remaining two years (July 1, 2022 - June 30, 2024). Funding will be awarded upon the successful completion of the year-one grant period and the submittal of the application for years two and three of funding.

### **Funding Amount**

A total of \$2,000,000 in federal RSAT funding is available annually. Adult detention facilities were allowed to request up to a maximum of \$500,000 for the period of July 1, 2021, through June 30, 2024. A 25 percent (25%) match of the funds awarded to the recipient (cash or in-kind) and utilization of 5% of the total project budget for the Local Evaluation Plan and Report are required.

## **Program Goal and Design**

The goals of the RSAT Program are to enhance the capability of states, and units of local and tribal government to provide substance use disorder treatment for incarcerated inmates; prepare offenders for their reintegration into the communities from which they came by incorporating reentry planning activities into treatment programs; and assist offenders and their communities through the reentry process by delivering community-based treatment and other broad-based aftercare services. As previously indicated, the California RSAT funding for this grant period will be used to support local jail-based programs which must include both an “in-jail” component and an “aftercare” component. Funding may be directed at either the in-custody portion of the project, the aftercare portion, or both.

The program design must:

- Engage participants for at least three months and no more than 12 months.
- Focus on the inmate’s substance use diagnosis and addiction-related needs.
- Develop the inmate’s cognitive, behavioral, social, vocational, and other skills to solve the substance use and related problems.
- Prepare participants for successful community reintegration that may include post-release referral to appropriate evidence-based aftercare treatment and/or service providers including those that support the use of medication-assisted treatment.
- To the extent possible, jail-based programs should separate the treatment population from the general correctional population and program design should be based on evidence-based and evidence-supported practices.
- Require urinalysis and/or other proven reliable forms of drug and alcohol testing for program participants, including both periodic and random testing of:
  - 1) The participant before he or she enters the in-jail component of the RSAT program;
  - 2) During the period in which the individual participates in the in-jail component of the RSAT program;
  - 3) The participant who has exited the in-jail component of the RSAT program if the individual remains in-custody; and

4) To the extent possible, the participant who has exited the in-jail component of the RSAT program and has been released from custody under supervision that includes drug and alcohol testing.

- Provide aftercare services for up to one year to those individuals who have completed the in-jail component of the RSAT program.
- Provide coordination between the in-jail treatment program and other social service and rehabilitation programs, such as education and job training, parole supervision, halfway houses, self-help, and peer group programs.
- Collaborate with local authorities and organizations involved in substance use disorder treatment to assist in the placement of program participants into community substance abuse treatment facilities or non-residential aftercare services upon release.
- Coordinate aftercare services with local Substance Use Disorder Treatment and Behavioral Health Services Administration.
- When possible, leverage drug Medi-Cal services to fund aftercare treatment.

### **Evidence-based and Data-Driven Approaches <sup>1</sup>**

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

Applicants seeking funding through this grant process will be required to demonstrate that services are directly linked to the implementation of evidence-based and promising practices and strategies that reduce recidivism. The following information is offered to help applicants in understanding the BSCC's broad view of evidence-based and promising practices that are supported by data and research:

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

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

Evidence-based practices involves using research and scientific studies to identify interventions that reliably produce significant reductions in recidivism when correctly applied to target populations through the use of the following four (4) principles of effective intervention:

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<sup>1</sup> Lowenkamp and Latessa, 2003, Lowenkamp, 2003; Lowenkamp & Latessa, 2005a; Lowenkamp and Latessa, 2005b; Center for Criminal Justice Research and the Corrections Institute at the University of Cincinnati, Correctional Program Checklist Assessment

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

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

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

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

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

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

Promising practices/approaches, for purposes of this grant work, can be broadly construed to include crime-reduction and recidivism-reduction programs or strategies that have been implemented elsewhere with evidence of success, but with evidence not yet

strong enough to conclude the success was due to the program or that it is highly likely to work if carried out in the applicant's circumstances. The difference between evidence-based and promising practices/approaches is a difference in degree on the number of situations in which a program or strategy has been tested and the rigor of the evaluation methods used.

Applicants seeking to implement promising programs, approaches or strategies must describe the documentation, data and evidence available to support the approach and why it is best suited to the needs and objectives described in the application for funding. Applicants can find information on evidence-based treatment practices in the Substance Abuse and Mental Health Services Administration's (SAMHSA) Guide to Evidence-Based Practices available at <https://www.samhsa.gov/ebp-resource-center> as well as in Attachment A of this RFP.

#### Reducing Racial and Ethnic Disparity (R.E.D.) Training Opportunity

Research<sup>2</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 offering trainings.

The applicant should consider how R.E.D. information may influence grant activities in the development of the RSAT grant proposal.

RSAT grant 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:

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)

## General Grant Requirements

### **Board Resolution**

Applicants must submit a resolution from their governing board addressing specified requirements as included in the sample Governing Board Resolution, which can be found in Attachment D. Grant recipients must have a resolution on file before a fully executed grant agreement can be completed. Applicants may attach the Board Resolution initially submitted at acceptance of the grant if the resolution still applies to continued RSAT grant funding.

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<sup>2</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)



### **Match Requirements**

As previously mentioned, funding for the RSAT Program requires a 25 percent match of the funds awarded to the recipient (cash or in-kind). Matching funds may be either state or local dollars. Federal funds are not an allowable match source for this grant.

### **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.

### **Audit Requirements**

All grantees are required to have an audit completed within 180 days following the completion of the grant period, as specified below. Reasonable and necessary extensions to the due date may be granted by the BSCC, if requested. 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:  
The annual City/County Single Audit (as submitted to the State Controller's Office), or  
A Grant-Specific audit. The audit 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.

### **Quarterly Invoices**

Disbursement of grant funds occurs on a reimbursement basis for costs incurred during a reporting period. The State Controller's Office will issue the warrant (check) to the individual designated on the application form as the Financial Officer for the grant. Grantees must submit invoices online to the BSCC on a quarterly basis, 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.

For additional information, refer to the BSCC Grant Administration Guide, found on the BSCC [website](#).

## **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 that 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 Attachment H for a sample progress report.

## **Travel**

Travel is usually warranted when personal contact by project-related personnel is the most appropriate method of completing project-related business. The most economical method of transportation, in terms of direct expenses to the project and the project-related personnel's time away from the project, must be used. Grantees are required to include sufficient per diem and travel allocations for project-related personnel to attend any required BSCC training conferences or workshops as described in the Request for Proposals and Grant Agreement.

### **Units of Government**

Grantees that are units of government using BSCC funds may follow either their own written travel and per diem policy or the California State travel and per diem policy. Units of government that plan to use cars from a state, county, city, district carpool, or garage may budget either the mileage rate established by the carpool or garage, or the state mileage rate, not to exceed the loaning agency.

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

Grantees that are NGOs using BSCC funds 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. This policy applies equally to NGOs that receive grant funds directly from the BSCC and those that receive grant funds indirectly through a subcontract with another NGO that received a BSCC grant award.

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

Out-of-state travel is generally 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 Agreement, Grantees must submit a separate written request on Grantee letterhead for approval to the assigned BSCC Field Representative. 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 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 Attachment E certifying that they are in compliance with the BSCC's policies on debarment, fraud, theft and embezzlement.

### **Compliance Monitoring Visits**

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

### **Criteria for Non-Governmental Organizations Receiving Grant Funds**

The RFA includes requirements that apply to non-governmental organizations<sup>3</sup> that receive funds under this grant (Attachment F). All grantees are responsible for ensuring that any contracted third parties continually meet these requirements as a condition of receiving Grant funds. The RFA describes these requirements as follows:

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<sup>3</sup> Non-Governmental Organizations (NGOs) include community-based organizations, faith-based organizations, non-profit organizations/501(c)(3)s, for profit service providers, 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, etc.).

### **Eligibility Criteria for Non-Governmental Organizations Providing Services with BSCC Grant Funds**

Any non-governmental organization that receives RSAT grant funds (as either a direct grantee, subgrantee, or subcontractor) must:

- Have been duly organized, in existence, and in good standing for at least six (6) months prior to the effective date of its fiscal agreement with the BSCC or with the RSAT grantee;
  - Non-governmental entities that have recently reorganized or have merged with other qualified non-governmental entities that were in existence prior to the six (6) month date are also eligible, provided all necessary agreements have been executed and filed with the California Secretary of State prior to the start date of the grant agreement with the BSCC or the start date of the grantee subcontractor fiscal agreement;
- Be registered with the California Secretary of State's Office, if applicable;
- Have a valid Employer Identification Number (EIN) or Taxpayer ID (if sole proprietorship);
- Have a valid business license, if applicable;
- Have any other state or local licenses or certifications necessary to provide the services requested (e.g., facility licensing by the Department of Health Care Services), if applicable; and
- Have a physical address within California. (An agent for service of process with a California address is insufficient.)

#### **RSAT National Conference**

At least one grantee will be invited to attend the National RSAT Conference. This conference typically runs for 2-3 days with no associated registration fees. RSAT grant funds may be used to reimburse departments for travel related expenditures such as airfare, mileage, meals, lodging, and other per diem costs. Applicants who would like to be invited to attend this conference may include these costs in the budget section of this application under the "Other" category. Registration information regarding the date, time and location have not yet been determined.

### **Evaluation Requirements**

#### **Local Evaluation Plan and Final Local Evaluation Report**

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

- **Local Evaluation Plan** - The purpose of the Local Evaluation Plan 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 relationship to each of its goals and objectives identified in the Proposal. The Local Evaluation Plan 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 Local Evaluation Plan must be approved in advance by the BSCC. More detailed instructions on the Local Evaluation Plan will be made available to successful applicants.

- **Local Evaluation Report** - Following project completion, grantees are required to complete a Local Evaluation Report which must be in a format prescribed by the BSCC. The purpose of the Local Evaluation Report is to determine whether the overall project (including each individual component) was effective in meeting the goals laid out in the Local Evaluation Plan. To do this, the grantee must assess and document the effectiveness of the activities that were implemented within each individual project component. These activities should have been identified in the previously submitted Local Evaluation Plan. More detailed instructions on the Local Evaluation Plan and Report 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. To assist in these efforts, applicants must set aside five (5) percent of the grant award requested for data collection, evaluation, and reporting activities and reflect this amount in the Proposed Budget section of the application.

Note: 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>

## Summary of Key Dates

The table below shows a timeline with key dates related to implementation of the RSAT Grant.

ACTIVITY	TENTATIVE TIMELINE
Applications due to the BSCC	July 13, 2022
First quarterly progress report due covering July – Sept. 2022	October 15, 2022
First quarterly financial invoice due covering July – Sept. 2022	November 15, 2022
Second quarterly progress report due covering Oct. – Dec. 2022	January 15, 2023
Second quarterly financial invoice due covering Oct. – Dec. 2022	February 15, 2023
Third quarterly progress report due covering Jan. – Mar. 2023	April 15, 2023
Third quarterly financial invoice due covering Jan. – Mar. 2023	May 15, 2023
Grant year 2 ends	June 30, 2023
Fourth quarterly progress report due covering Apr. – June 2023	July 15, 2023
Fourth quarterly financial invoice due covering Apr. – June 2023	August 15, 2023
Fifth quarterly progress report due covering July – Sept. 2023	October 15, 2023
Fifth quarterly financial invoice due covering July – Sept. 2023	November 15, 2023
Sixth quarterly progress report due covering Oct. – Dec. 2023	January 15, 2024
Sixth quarterly financial invoice due covering Oct. – Dec. 2023	February 15, 2024
Seventh quarterly progress report due covering Jan. – Mar. 2024	April 15, 2024
Seventh quarterly financial invoice due covering Jan. – Mar. 2023	May 15, 2024
Grant year 3 ends	June 30, 2024
Eighth quarterly progress report due covering Apr. – June 2024	July 15, 2024
Eighth quarterly financial invoice due covering Apr. – June 2024	August 15, 2024

## Applicant Information Form: Instructions

- A. Applicant:** Complete the required information for the agency submitting the proposal (County Sheriff's Office or County Alcohol and Drug Services).
- B. Data Universal Numbers System (DUNS):** Provide Data Universal Numbers System (DUNS) number of the applicant.
- C. Tax Identification Number (TIN):** Provide tax identification number of the Applicant.
- D. Project Title:** Provide the title of the project.
- E. Project Summary:** Provide a summary (100-150 words) of the proposal. 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.
- G. Treatment Components That the RSAT Grant Funds Will Be Used For:** Applicants must be able to provide a jail-based substance use disorder treatment program that includes aftercare services. RSAT grant funding may be used for the in-custody component, the aftercare component or both. Identify what components the grant funds will be used for by checking the appropriate box.
- H. Project Director:** Provide the name, title and contact information for the individual responsible for oversight and management of the project. This person must be an employee of the Grantee.
- I. 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. This person must be an employee of the Grantee.
- J. Day-to-Day Program 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. This person must be an employee of the Grantee.
- K. 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. This person must be an employee of the Grantee.
- L. 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.

## Section I: Applicant Information Form

<b>A. NAME OF APPLICANT</b>			
NAME OF APPLICANT			
<b>B. DATA UNIVERSAL NUMBER SYSTEM (DUNS)</b>		<b>C. TAX IDENTIFICATION NUMBER (TIN)</b>	
DUNS #		TIN #:	
STREET ADDRESS		CITY	STATE ZIP CODE
MAILING ADDRESS (if different)		CITY	STATE ZIP CODE
<b>D. PROJECT TITLE:</b>			
<b>E. PROJECT SUMMARY (100-150 words):</b>			
<b>F. GRANT FUNDS REQUESTED:</b>		<b>G. TREATMENT COMPONENTS THAT THE RSAT GRANT FUNDS WILL BE USED FOR (check one box):</b>	
\$		IN-CUSTODY <input type="checkbox"/>	AFTERCARE <input type="checkbox"/> BOTH <input type="checkbox"/>
<b>H. PROJECT DIRECTOR:</b>			
NAME		TITLE	TELEPHONE NUMBER
STREET ADDRESS		FAX NUMBER	
CITY		STATE	ZIP CODE EMAIL ADDRESS
<b>I. FINANCIAL OFFICER:</b>			
NAME		TITLE	TELEPHONE NUMBER
STREET ADDRESS		FAX NUMBER	
CITY		STATE	ZIP CODE EMAIL ADDRESS
PAYMENT MAILING ADDRESS (if different)		CITY	STATE ZIP CODE
<b>J. DAY-TO-DAY PROGRAM CONTACT:</b>			
NAME		TITLE	TELEPHONE NUMBER
STREET ADDRESS		FAX NUMBER	
CITY		STATE	ZIP CODE EMAIL ADDRESS



K. DAY-TO-DAY FISCAL CONTACT:			
NAME	TITLE	TELEPHONE NUMBER	
STREET ADDRESS		FAX NUMBER	
CITY	STATE	ZIP CODE	EMAIL ADDRESS

L. AUTHORIZED SIGNATURE			
By signing this application, I hereby certify that I am vested by the Applicant with the authority to enter into contract with the BSCC, and that the grantee and any subcontractors will abide by the laws, policies and procedures governing this funding.			
NAME OF AUTHORIZED OFFICER	TITLE	TELEPHONE NUMBER	EMAIL ADDRESS
STREET ADDRESS	CITY	STATE	ZIP CODE
APPLICANT'S SIGNATURE (Blue Ink Only)			DATE
X			

**CONFIDENTIALITY NOTICE**

All documents submitted as a part of the RSAT proposal are public documents and may be subject to a request via the California Public Records Act. The BSCC, as a state agency, may have to disclose these documents to the public. The BSCC cannot ensure the confidentiality of any information submitted in or with this proposal. (Gov. Code, § § 6250 et seq.)

## Section II: Project Goals, Progress, and Plan

**Instructions:** Please respond to the questions below using an Arial 12-point font.

- 1) Based on the project goals and description identified in your original proposal, please discuss the progress your project made during the first year of funding.
  
- 2) What goals have been established for year-two of the project that will improve your project or build upon your initial efforts in year-one?
  
- 3) What efforts did your project make toward implementing effective correctional practices in year-one?
  
- 4) What additional efforts will you make in year-two to increase your capacity to deliver effective correctional practices aimed at reducing recidivism?
  
- 5) List the criminogenic targets of your project in the table below. For each target identify the intervention(s) used to address it with offenders and the method by which you will determine success. Add additional rows to the table to accommodate additional targets.

Criminogenic target(s)	Intervention used to address target(s)	Method(s) used to determine whether criminogenic targets have been successfully addressed

- 6) Discuss how the use of Medication Assisted Treatment (MAT) is incorporated into RSAT program to address opioid use for both in-custody and aftercare participants.
  
- 7) Provide an implementation workplan (use Attachment D template provided) that includes an outline of the project's major phases and milestones through goals

and objectives that are SMART: specific, measurable, achievable, relevant, and time- specific.

- 8) How many in-custody participants were served in year-one of your project?
- 9) How many in-custody participants will be served in year-two of your project?
- 10) How many aftercare participants were served in year-one of your project?
- 11) How many aftercare participants will be served in year-two of your project?
- 12) Please describe how your project provides aftercare services relative to the required elements in the RSAT program design as listed below. Please address each element in your response.
  - *Aftercare services to those individuals who have completed the in-jail component of the RSAT program for up to one year;*
  - *Collaboration with and coordination between the in-jail treatment program and other social service and rehabilitation programs, education and job training, parole supervision, halfway houses, self-help, and peer group programs;*
  - *Collaboration with local authorities and organizations involved in substance abuse treatment to assist in the providing MAT and the placement of program participants into community substance abuse treatment facilities or non-residential aftercare services upon release; and*
  - *Coordination of all aftercare services with local Substance Abuse and Mental Health Services Administration-funded departments that address the needs of the RSAT target population.*

## Section III: Project Budget

**Instructions:** Complete the RSAT Budget Table on the following page to show the grant funds being requested (Column A) and the match funds being committed (Columns B and C). The budget should combine years two and three into one single budget for the remainder of the grant performance period ending June 30, 2024.

While some departments may use different line items as a part of their budget processes, these are the line items that must be used when invoicing the BSCC for reimbursement of expenditures.

Note:

- Applicants are to copy and paste the Budget Table into a separate document.
- Report amounts in whole dollars only. Please double-check all math.
- Applicants are not required to request funds for every line item in the BSCC Budget. If you are not requesting funds for a certain line item, simply list \$0.
- All applicants must contribute a 25 percent (25%) match of the funds awarded to the recipient (cash or in-kind) is required.
- All applicants must allocate a minimum of 5 percent (5%) of total project budget to project evaluation.
- It is not necessary to align grant dollars with match dollars in the same line item, as long as the combined total of Columns B and C equals 25% of the total of Column A.

The federal formula used to calculate the match is:

Award Amount divided by .75%; multiplied by .25%

**Example:** For an award amount of \$350,000, match would be calculated as follows:

$\$350,000 / 75 \text{ percent} = \$466,667$  (total grant funding requested)

$25 \text{ percent} \times \$466,667 = \$116,667$  match

- All funds must be used consistent with the requirements of the BSCC Grant Administration Guide, located on the BSCC <https://www.bscc.ca.gov/wp-content/uploads/BSCC-Grant-Admin-Guide-July-2020-Final.pdf> . Applicants should reference this Guide for definitions and other guidance in preparing a budget.

**BUDGET TABLE FY 2022-2023 and 2023-2024**

**RSAT Budget Table for \_\_\_\_\_**  
*Name of Applicant*

Total combined project costs of the In- Custody and Aftercare components (include all leveraged funding used to support the overall program): \$

Estimated project costs for In- Custody only component (include all leveraged funding used to support the overall program): \$

Estimated project costs for Aftercare only component of the program (include all leveraged funding used to support the overall program): \$

List all non-RSAT related funding sources that will be leveraged to support the project costs for the In-Custody only component (e.g., general fund, AB 109):

List all non-RSAT related funding sources leveraged to support the project costs for the Aftercare only component (e.g., general fund, AB 109):

**BSCC BUDGET**  
**For RSAT Grant Funds Requested**

<b>BSCC Budget Line Item</b>	<b>A. Grant Funds</b>	<b>B. Cash Match</b>	<b>C. In-Kind Match</b>	<b>D. Total (A+B+C)</b>
1. Salaries and Benefits	\$0	\$0	\$0	\$0
2. Services and Supplies	\$0	\$0	\$0	\$0
3. Professional Services	\$0	\$0	\$0	\$0
4. Community-Based/Non-Governmental Organization (CBO/NGO) Subcontracts	\$0	\$0	\$0	\$0
5. Indirect Costs	\$0	\$0	\$0	\$0
6. Equipment/Fixed Assets	\$0	\$0	\$0	\$0
7. Project Evaluation	\$0	\$0	\$0	\$0
8. Other (Travel, Training, etc.)	\$0	\$0	\$0	\$0
<b>TOTALS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

## What to include in each Budget Line Item:

1. **Salaries and Benefits:** In this line, include salaries and benefits ONLY for staff of the Applicant. Salaries and benefits associated with partner agencies, subgrantees or subcontractors should be included in the applicable line item (e.g., Professional Services, CBO Contracts, etc.).
2. **Services and Supplies:** In this line, include grant funds or match associated with services and supplies purchased or donated by the applicant. Services and supplies purchased by partner agencies, subgrantees or subcontractors should be included in the applicable line item (e.g., Professional Services, CBO Contracts, etc.).
3. **Professional Services:** In this line item, include grant funds or match associated with public agency or professional consultant subcontracts.
4. **Community-Based/Non-Governmental Organization (CBO/NGO) Subcontracts:** In this line, include grant funds or match associated with CBO subcontracts.
5. **Indirect Costs:** 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 costs must be based on either the applicant's approved Indirect Cost Rate Plan or on a Cost Allocation Plan. Indirect cost guidelines can be found in the BSCC Grant Administration Guide, located on the BSCC <https://www.bscc.ca.gov/wp-content/uploads/BSCC-Grant-Admin-Guide-July-2020-Final.pdf>.
6. **Equipment and Fixed Assets:** In this line, include grant funds or match associated with equipment and fixed assets purchased or donated 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. Equipment and fixed assets purchased by partner agencies, subgrantees or subcontractors should be included in the applicable line item (e.g., Professional Services, CBO Contracts, etc.).
7. **Project Evaluation:** In this line, include all grant funds or match associated with evaluation efforts, even if they would otherwise fall into one of the other line items (e.g., Salaries & Benefits or Professional Services).
8. **Other (Travel, Training, Etc.):** In this line, include ONLY training, travel or other costs encumbered by the Applicant. Training, travel or other costs encumbered by partner agencies, subgrantees or subcontractors should be included in the applicable line item (e.g., CBO Subcontracts, etc.). Note: Out-of-state travel is permissible in certain cases. The use of federal funds for out-of-state travel is monitored very closely. Justification for out-of-state travel (OST) undergoes a high level of review and scrutiny and approval is granted only in limited cases. Even out-of-state travel included in a proposed budget requires separate approval by BSCC.

## Section IV: Budget Narrative

**Instructions:** The purpose of the Budget Narrative is to provide support and explanation for the amounts requested (and match funds committed) in the Budget Table.

The Budget Narrative must be submitted in Arial 12-point font with one-inch margins on all four sides. The narrative must be 1.5-line spaced.

Provide the information listed under each line item below with narrative to explain how the requested grant funds and match will be used to achieve project goals. If you are not requesting funds in a particular category, list \$0 on the Grant Funds Requested line and "N/A" on the Narrative Detail line.

### 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 or committed as match to the grant. Briefly describe their roles/responsibilities within the RSAT project.

a. **Grant Funds Requested: \$**

**Narrative Detail:**

b. **Match: \$**

**Narrative Detail:**

### 2. Services and Supplies

Itemize all services and supplies purchased by the applicant.

a. **Grant Funds Requested: \$**

**Narrative Detail:**

b. **Match: \$**

**Narrative Detail:**

### 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).

a. **Grant Funds Requested: \$**

**Narrative Detail:**

b. **Match: \$**

**Narrative Detail:**

**4. Community-Based/Non-Governmental Organization (CBO/NGO) Subcontracts**

List the names of all CBO/NGO that will work on the project, if known. 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.

**a. Grant Funds Requested: \$**

**Narrative Detail:**

**b. Match: \$**

**Narrative Detail:**

**5. Indirect Costs**

Itemize all indirect costs. Indirect costs must be based on either the grantee's approved Indirect Cost Rate Plan or on a Cost Allocation Plan. Indirect cost guidelines can be found in the BSCC Grant Administration Guide, located on the BSCC <https://www.bscc.ca.gov/wp-content/uploads/BSCC-Grant-Admin-Guide-July-2020-Final.pdf>

**a. Grant Funds Requested: \$**

**Narrative Detail:**

**b. Match: \$**

**Narrative Detail:**

**6. Equipment/Fixed Assets**

Itemize all equipment and fixed assets to be purchased by the Grantee.

**a. Grant Funds Requested: \$**

**Narrative Detail:**

**b. Match: \$**

**Narrative Detail:**

**7. Project Evaluation**

Itemize all costs associated with evaluation efforts for this project.

**a. Grant Funds Requested: \$**

**Narrative Detail:**

**b. Match: \$**

**Narrative Detail:**



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

Itemize all costs that do not fit into the categories listed above, including travel and training. At a minimum, applicants should budget for attendance at the Grantee Orientation Meeting in Sacramento and the potential cost of attending the National RSAT Conference in Chicago.

**a. Grant Funds Requested: \$**

**Narrative Detail:**

**b. Match: \$**

**Narrative Detail:**

## **PART II: ATTACHMENTS**

### **RSAT Attachments**

This section includes the following attachments:

- Attachment A - Evidence-Based Resources
- Attachment B - Glossary of Terms
- Attachment C - Sample Governing Board Resolution
- Attachment D - Certification of Compliance with BSCC Policies on Debarment, Fraud, Theft and Embezzlement
- Attachment E - RSAT Implementation Workplan
- Attachment F - Grantee Assurance for Non-Governmental Organizations

## Attachment A: 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

[https://www.bscc.ca.gov/s\\_web-basedresourcesonevidence-basedpractices/](https://www.bscc.ca.gov/s_web-basedresourcesonevidence-basedpractices/)

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

<https://youth.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  
<https://peabody.vanderbilt.edu/research/>

Substance Abuse and Mental Health Services Administration  
<https://www.samhsa.gov/>

The National Institute on Drug Use  
<https://nida.nih.gov/>

University of Cincinnati, Effective Programs/Curricula Recommendations  
[http://www.bscc.ca.gov/univ\\_of\\_cincinnati\\_curricula\\_recommendations\\_oct\\_2011/](http://www.bscc.ca.gov/univ_of_cincinnati_curricula_recommendations_oct_2011/)

Washington State Institute for Public Policy  
<http://www.wsipp.wa.gov/>

## Attachment B: Glossary of Key Terms

### **Recidivism**

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

[https://www.bscc.ca.gov/s\\_recidivism/](https://www.bscc.ca.gov/s_recidivism/)

### **Community-based Organization**

A community-based organization (CBO) is a nongovernmental organization that provides services to a community consisting of individuals, groups, or other organizations that constitute the local or community service population. In this Request for Proposals, CBOs and nonprofit organizations are referred to as Non-Governmental Organizations (NGOs).

### **Process Evaluation versus Outcome Evaluation**

#### **Process Evaluation<sup>4</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.
- Number of trainings conducted.
- Number of neighborhood meetings conducted.

#### **Outcome Evaluation<sup>5</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.

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<sup>4</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>.

<sup>5</sup> *Id* at pp. 7-8.

## Goal versus Objective

Goals and objectives are necessary components of the Local Evaluation Plan and the Project Work Plan. These common terms are sometimes used interchangeably because both refer to the intended results of program activities. Goals are longer-term than objectives, more broadly stated and govern the specific objectives to which program activities are directed.

In proposals, goals are defined by broad statements of what the program intends to accomplish, representing the long-term intended outcome of the program<sup>2</sup>.

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

- To reduce the number of serious and chronic program participants.
- To reduce the number of program participants with addiction-related needs.
- To increase the amount of in-custody treatment provided to program participants.

Objectives are statements of specific, measurable aims of program activities. Objectives detail the tasks that must be completed to achieve goals. 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.

Examples of program objectives<sup>7</sup>:

- By the end of the program, drug-addicted participants will recognize the long-term consequences of drug use.
- To place eligible participants in an aftercare service within two weeks of release to ensure participants accountability and community safety.
- To ensure that participants carry out all of the terms of their probation.
- To place eligible participants in job training within 8 weeks.

## 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 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 Risk/Needs
- Enhance Intrinsic Motivation
- Target Interventions
  - o Risk Principle
  - o Needs Principle

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

<sup>7</sup> *Id.*

- o Responsivity Principle
- o Dosage
- o Treatment Principle
- Skill Train with Directed Practice
- Increase Positive Reinforcement
  - Engage Ongoing Support in Natural Communities
- Measure Relevant Processes/Practices
- Provide Measurement Feedback

<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.

<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.

## Attachment C: Sample Governing Board Resolution

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

Below is sample language for a resolution. Applicants are encouraged (but not required) to submit the resolution with their application.

---

WHEREAS the (insert name of Lead Agency) desires to participate in the Residential Substance Abuse Treatment Program (RSAT) Grant administered by the Board of State and Community Corrections (hereafter referred to as BSCC).

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

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

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

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

Ayes:

Notes:

Absent:

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

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

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

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



**Attachment D: 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	EMAIL ADDRESS
STREET ADDRESS	CITY	STATE	ZIP CODE
APPLICANT'S SIGNATURE (Blue Ink Only) <b>X</b>			DATE

## Attachment E: RSAT Implementation Workplan

RSAT grantees must complete a Project Work Plan. This Project Work Plan identifies measurable goals and objectives, activities and services, the responsible parties, and a timeline (see template below).

Completed Project Work Plans should (1) identify the project's top goals and objectives; (2) identify how the top goals will be achieved in terms of the activities, responsible staff/partners, and start and end dates; and (3) provide goals and objectives with a clear relationship to the need and intent of the grant. To build the RSAT Project Work Plan, please use the form provided below.

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

## Attachment F: Grantee Assurance for Non-Governmental Organizations

### (Page 1 of 2)

The RSAT (RFA) includes requirements that apply to non-governmental, community-based organizations providing services with grant funds<sup>8</sup>. Grantees are responsible for ensuring that all contracted third parties continually meet these requirements as a condition of receiving any RSAT funds. The RFA describes these requirements as follows:

Any non-governmental organization that receives RSAT grant funds (as either a direct grantee, subgrantee, or subcontractor) must:

- Have been duly organized, in existence, and in good standing for at least six (6) months prior to the effective date of its fiscal agreement with the BSCC or with the RSAT grantee;
  - Non-governmental entities that have recently reorganized or have merged with other qualified non-governmental entities that were in existence prior to the six (6) month date are also eligible, provided all necessary agreements have been executed and filed with the California Secretary of State prior to the start date of the grant agreement with the BSCC or the start date of the grantee subcontractor fiscal agreement;
- Be registered with the California Secretary of State's Office, if applicable;
- Have a valid Employer Identification Number (EIN) or Taxpayer ID (if sole proprietorship);
- Have a valid business license, if applicable;
- Have any other state or local licenses or certifications necessary to provide the services requested (e.g., facility licensing by the Department of Health Care Services), if applicable; and
- Have a physical address within California. (An agent for service of process with a California address is insufficient.)

In the table below, provide the name of the Applicant Agency (the Grantee) and list all contracted parties (if known).

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<sup>8</sup> Non-Governmental Organizations (NGOs) include community-based organizations, faith-based organizations, non-profit organizations/501(c)(3)s, for profit service providers, 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, etc.).

**Applicant Agency:**

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 RFA. These records will be subject to the records and retention language found in the Standard Agreement.

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

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

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