



California Department of Corrections and
Rehabilitation
Division of Rehabilitative Programs
1515 S Street, Sacramento, CA 95811
(916) 324-3663

REQUEST FOR APPLICATIONS

GRANTS FOR INNOVATIVE PROGRAMMING IN CALIFORNIA PRISONS

Fiscal Years 2015-16 and 2016-2017
Grant Period: March 1, 2016 – June 30, 2017

- | | |
|---------------------|---------------------------------|
| ➤ September 8, 2015 | Application Packet Released |
| ➤ October 6, 2015 | Notice of Intent to Apply Due |
| ➤ November 13, 2015 | Applications Due (by 5:00 p.m.) |

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

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CONTACT INFORMATION

This Request for Applications (RFA) provides the information necessary to prepare a proposal to the California Department of Corrections and Rehabilitation (CDCR) for grant funds available for Innovative Programming in California Prisons.

The CDCR staff cannot assist the applicant with the actual preparation of the application. Any questions concerning the RFA, the application process, or programmatic issues must be submitted in writing by email to:

Jill Brown, Grant Program Coordinator
Division of Rehabilitative Programs
Email: jill.brown@cdcr.ca.gov

NOTICE OF INTENT TO APPLY DUE DATE

All applicants are required to submit a Notice of Intent to Apply by **5:00 p.m. on Thursday, October 6, 2015**. This Notice of Intent to Apply is to include the following information:

1. Name of potential applicant;
2. Name and location(s) of program currently provided by applicant;
3. Name and location (s) of proposed program(s);
4. Applicant's mailing address; and
5. Applicant's telephone number and email address.

The Notice of Intent to Apply may be submitted in writing or by email to:

California Department of Corrections and Rehabilitation
Division of Rehabilitative Programs
1515 S Street, Suite 405-S
Sacramento, CA 95811
ATTN: Jill Brown, Grant Program Coordinator
Or
Email: jill.brown@cdcr.ca.gov

APPLICATION DUE DATE

One original and two copies of the application must be **received** (not postmarked) at the CDCR Division of Rehabilitative Programs office by **5:00 p.m. on Friday, November 13, 2015**, at:

California Department of Corrections and Rehabilitation
Division of Rehabilitative Programs
1515 S Street, Suite 405-S
Sacramento, CA 95811
ATTN: Jill Brown, Grant Program Coordinator

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

PROJECT DESCRIPTION

This project will provide a total of \$3.0 million in grants to eligible volunteers and not-for-profit organizations to fund innovative programs and develop volunteerism in one or more California prisons. Grant funding is available on a one-time basis, with the grant period beginning on March 1, 2016 and ending on June 30, 2017.

Eligible volunteers and not-for-profit organizations are those currently offering programs in California prisons that focus on offender responsibility and restorative justice principles, and whose programs have demonstrated success. The grant funding is intended to provide applicant organization(s) with the resources necessary to replicate the successful programs currently provided in California prisons at one or more other prisons. At the end of the grant period it is expected that the program(s) will have been implemented, that additional volunteer resources will have been developed, and that the program(s) will be sustained after the grant period by the enhanced volunteer resources and/or outside funding, and without additional funding by the CDCR.

The following California prisons are included in this project:

	Institution	Custody Level	Other Factors	County
1	Avenal State Prison	2		Kings
2	California City Correctional Center	2		Kern
3	California Correctional Institution	2, 3, 4		Kern
4	California Health Care Facility	2		San Joaquin
5	California State Prison, Corcoran	3, 4	EOP	Kings
6	California State Prison, Los Angeles	3, 4		Los Angeles
7	Chuckawalla Valley State Prison	2		Riverside
8	Deuel Vocational Institution	2		San Joaquin
9	Folsom Women's Facility	1, 2, 3		Sacramento
10	High Desert State Prison	3, 4		Lassen
11	Kern Valley State Prison	4		Kern
12	Mule Creek State Prison	3, 4	EOP	Amador
13	North Kern State Prison	3		Kern
14	Pelican Bay State Prison	4		Del Norte
15	Pleasant Valley State Prison	3		Fresno
16	Valley State Prison	2	EOP	Madera
17	Wasco State Prison	3		Kern

In addition to grant applications for the prison locations listed above, applications may also be submitted to provide program(s) specifically for inmates assigned to the Enhanced Outpatient Programs (EOP) at the three locations specified. EOP is a designated level of care in CDCR's Mental Health Services Delivery System. EOP's provide the most intensive level of outpatient mental health care, and include separate housing units that serve those with mental illness who have difficulty adjusting to a

general population setting but do not require 24-hour inpatient care. EOP's focus on treating chronic mental illness and resolving institutional adjustment problems. As part of the competitive RFA scoring process, the CDCR will give additional points to applications that are submitted specifically for establishment of innovative programming at an EOP listed above.

FUNDING

Chapter 310, Statutes of 2013, Senate Bill (SB) 105, provided \$315 million from the General Fund for the CDCR to house inmates in contracted facilities to avoid early release and comply with the court-imposed population cap. It specified that if a sufficient time extension were granted by the court and all funding was not used for increased prison capacity, the first \$75 million of any savings would be transferred into the Recidivism Reduction Fund created by SB 105. Savings beyond the \$75 million would be split, with half going to the Recidivism Reduction Fund and half going to the General Fund.

As a result, CDCR first received funding for Innovative Programming Grants in the 2013-14 Budget, when \$2.5 million in grants were awarded, \$500,000 of which was from the Recidivism Reduction Fund. The enacted California 2015-16 Budget provides \$3.0 million from the Recidivism Reduction Fund to be used for additional Innovative Programming Grants that will expand non-profit programs which have demonstrated success and which focus on offender responsibility and restorative justice principles.

Applicants should only request the amount of funds needed to support their proposal and not base their request on the total amount of available grant funding.

PROJECT OBJECTIVES

The purpose of the Innovative Programming Grants program is to provide grants to eligible volunteers and not-for-profit organizations to fund innovative programs and develop volunteerism in one or more California prisons. Eligible volunteers and not-for-profit organizations are those currently offering programs in California prisons that focus on offender responsibility and restorative justice principles, and whose programs have demonstrated success.

Applicants must develop a specific plan designed to meet the unique needs and requirements of the specific program proposed as well as meet the needs of the population of the specific prison(s) at which the program will be replicated. The plan must describe the program that will be offered, as well as the measures that will be employed to identify and develop additional volunteer resources to support the program beyond the grant period. In addition, applicants are required to define the variables that will be evaluated and outcomes that will be measured during the grant period. At a minimum, this must include participation criteria, the number of individuals participating in the program, and how the program impacted those who participated as well as how it impacted the prison in which the program was provided.

The grant funding is intended to provide applicants who currently provide programs in California prisons with the resources necessary to replicate the program(s) at one or more other prisons. At the end of the grant period it is expected that the program(s) will have been implemented, that additional volunteer resources will have been developed, and that the program(s) will be sustained after the grant period by the enhanced volunteer resources and/or outside funding, and without additional funding by the CDCR.

GRANT REQUIREMENTS

Eligibility

Only individual volunteers or not-for-profit organizations currently providing program(s) in California prisons are eligible to apply. An individual volunteer or not-for-profit organization may submit more than one grant application to the CDCR. In those instances where the applicant is proposing to provide a program at more than one target institution, a separate application must be submitted for each location. This includes separate applications for proposed programs at an EOP. In addition, in those instances where an applicant is proposing more than one program at a single target institution, a separate application must be submitted for each proposed program at the location.

Programs that have been previously funded through Innovative Programming Grants are not eligible to apply at the same location(s) for which the prior grant funding was received. However, applications to extend a program to additional yards/facilities at the same institution for which previous grant funding was received will be accepted, but will be considered in conjunction with other applications submitted for that institution; no preference will be given to applications that proposes to extend programs to additional yards/facilities.

Eligible Grant Expenditures

Program costs must be directly related to the objectives and activities of the program. Grant funds can be used for the following items:

- Salaries and benefits
- Operating Costs
 - Equipment (Computers, Office Equipment)
 - Instructional Materials and Supplies
 - Office Supplies
 - Travel
 - Training

REPORTING REQUIREMENTS

Progress Reports

Grantees must have the ability to collect specified program activity data and report it to the CDCR on Progress Reports during the grant period. Program activity data will include participant demographics, program participation, program exit data, and

program expenditures, as well as participation notes and evaluations. The report form and instructions will be made available to grantees following the award of the grant. Progress Reports will be due no later than 30 days following the end of each reporting period of the grant period.

Disbursement of Grant Funds

Disbursement of grant funds will be made as follows:

- Up to 50% of grant amount following award of grant and upon notification to the CDCR that work has commenced.
- Thereafter, the remaining 50% will be disbursed on/after November 1, 2016, upon request of the grantee and upon confirmation by the CDCR that satisfactory progress is being made as demonstrated by Progress Reports.

PREPARING THE APPLICATION PACKAGE

A separate application package must be submitted for each proposed program for each location, including separate applications for proposed programs at an EOP. The application package for an Innovative Programming Grant consists of four parts:

1. Applicant Information Form
2. Proposal Narrative
3. Proposed Budget
4. Reference(s)

Any application that does not include all four components will be considered incomplete and will be excluded from consideration.

The applicant must submit **one original and two copies** of the complete application package (Applicant Information Form, Proposal Narrative, Proposed Budget, and Reference[s]). Copies of the application package must be assembled separately and individually fastened in the upper left corner. Please do not bind applications. Any costs incurred to develop and submit the application are entirely the responsibility of the applicant and shall not be charged to the State of California.

1. Applicant Information Form

All applicants must complete the Applicant Information Form (Appendix B).

Instructions for completing the Applicant Information Form:

- A. Applicant Name: Enter name of individual(s)/not-for-profit organization submitting the application.
- B. Telephone Number: Enter the telephone number for the individual(s)/not-for-profit organization submitting the application.
- C. Street Address: Enter the street address for the individual(s)/not-for-profit organization submitting the application.
- D. Mailing Address: Enter the mailing address (if different from the street address) for the individual(s)/not-for-profit organization submitting the application.

- E. Name and Location(s) of Current Program Provided by Applicant: Enter the name and location(s) of the current program(s) provided by the volunteer(s) or not-for-profit organization at a California prison.
- F. Prison at Which Proposed Program will be Provided: Enter the name of the prison location at which the proposed program will be provided.
- G. Application Summary: Provide a brief description (three to four sentences) of the applicant's proposal for using the grant funds requested.
- H. Applicant Contact Person: Enter the name and title of the person who will have day-to-day responsibility and working knowledge of the proposed program(s).
- I. Telephone Number: Enter the telephone number for the Applicant Contact Person listed in Section H.
- J. Email Address: Enter the email address for the Applicant Contact Person listed in Section H.
- K. Provide the name and address of the organization authorized to receive the grant funding, if different from the applicant.
- L. Provide the name and title of the person from the organization named in Section K who is authorized to sign the grant agreement.
- M. Applicant's Agreement: The applicant is to sign and date the Applicant Information Form.

2. Proposal Narrative

The Proposal Narrative is the applicant's description of the program currently provided in California prisons and the plan for replicating the program at a prison that has been identified as being included in this project. The Proposal Narrative may not exceed a total of 10 pages, exclusive of the Applicant Information Form, Proposed Budget, and References. The Proposal Narrative (Sections I through VII) must be double-spaced, on single-sided pages, in Arial 12 point font, with a one-inch margin on all four sides, and on plain 8 1/2" x 11" paper.

Proposal Narrative Instructions:

Section I: Need and Benefits of Program (50 points)

Provide a description of the current program provided by applicant at a California prison. Describe the unique needs and benefits of the program, the criteria for inmate participation, the benefit of the program to the inmates that participate, as well as the benefits to the prison at which the program is provided. Include information regarding the length of time the program has been provided, the frequency (i.e., number of times per week or month) the program is currently provided, the duration of the program (i.e., 12-week program cycles), the number of inmates currently participating, and the number of inmates participating since program inception.

Provide a plan for the proposed program and the location at which it will be implemented. Include a description of how the proposed program is appropriate for and will benefit the specific inmate population at the proposed location. Identify

inmate participation criteria, where the program will be provided, the frequency (i.e., number of times per week or month) the program will be provided, the duration of the program (i.e., 12-week program cycles), and the number of inmates projected to participate during the grant cycle.

Section II: Volunteer Resources and Sustainability (50 points)

Describe the measures and strategies that will be employed during the grant period to identify and develop additional volunteer resources to sustain the program beyond the grant period without additional funding by the CDCR. Provide specific information regarding individuals and organizations that will be utilized to develop and sustain additional volunteer resources.

Section III: Program Evaluation and Outcomes (20 points)

Identify the project goals and measurable objectives that will be implemented with the grant funds. Define the specific variables that will be evaluated, the outcomes that will be measured, and the methodology that will be used to determine outcomes (strategy for determining project success/failure). At a minimum, this must include inmate participation criteria, the number of inmates participating in the program, and how the program impacted those who participated as well as the impact on the prison in which the program is provided.

Section IV: Implementation Plan (25 points)

Describe the specific sequence of steps that will be used to implement the program at the proposed location, including a timeline for the proposed project and all project activities.

Section V: Project Management Capability, Qualifications and Readiness to Proceed (25 points)

Provide names of all individuals who will be involved in project management, oversight, and decision making processes. Describe applicant's experience and capability to conduct the project, experience of other individuals who will be involved, and the history of conducting and managing similar projects of all who will be involved.

Section VI: Cost/Value Effectiveness and Budget Review (30 points)

Provide a brief description of the cost/value effectiveness of the proposed program, including reasons for the amount of funding requested, how the funding will cover the entire grant period, and the reasonableness of the funding request. This must address the total proposed budget in relation to the projected number of participants in the proposed program during the grant period. (Note that this is separate from and in addition to the information required in Section 3 – Proposed Budget, which addresses what each of the budget expenditures will actually be used for.)

Section VII: Enhanced Outpatient Program (25 points)

Indicate whether the proposed program location is at an Enhanced Outpatient Program as designated in the Request for Applications package.

3. Proposed Budget

All program costs must be directly related to the objectives and activities of the program. The budget must cover the entire grant project cycle of March 1, 2016 through June 30, 2017. Grant funds can be used for the following items:

- Salaries and Benefits
- Operating Costs
 - Equipment
 - Instructional Materials and Supplies
 - Office Supplies
 - Travel
 - Training

Complete a Budget Rate Sheet (Appendix C) for the grant funds being requested. In addition to the Budget Rate Sheet, provide a narrative detail in each category below to sufficiently explain what each of the budget expenditures will actually be used for. The "Travel" category should include travel related to the mandatory grantee meeting at the prison location where program will be provided.

Salaries and Benefits: Provide the job classifications, number of positions, monthly salary range, percentage of project time, number of months, and staff benefits amount for all personnel required for the program.

Operating Costs:

- **Equipment:** Computers and/or other office equipment necessary to perform program activities.
- **Instructional Materials and Supplies:** Instructional materials, classroom/program supplies
- **Office Supplies:** General office supplies not directly related to classroom
- **Travel:** Mileage, air fare, lodging, etc.
- **Training:** Curriculum materials and trainings

4. Reference(s)

The applicant shall provide at least one, but no more than three references of an administrator at a California prison where the applicant is currently providing a program. Name, title, work location, and current contact information for the reference(s), including telephone number(s), must be included.

TECHNICAL APPLICATION REVIEW

The CDCR staff will review each application to determine if it meets all eligibility and technical compliance requirements. The review will include verification of the following:

- Applicant is an individual volunteer or not-for-profit organization currently providing a program in a California prison.

- The proposed program has not been previously funded through a prior Innovative Programming Grant at the proposed location.
- The Applicant Information Form contains all required information and signatures.
- The Proposal Narrative meets all format requirements.
- The Proposed Budget contains all required information.
- The applicant has provided at least one, but no more than three reference(s).

To avoid having otherwise worthy proposals eliminated from consideration due to relatively minor and easily corrected errors/omissions, applicants will have an opportunity to respond to deficiencies identified during this review process and to make non-substantive changes that would bring the proposal into technical compliance.

Applications that fail to meet all technical requirements will be excluded from further consideration for funding.

MERIT APPLICATION REVIEW

All applications that are found to meet all technical requirements will be reviewed and rated by an Application Review Committee. The rating factors that will be used and the maximum rating points allocated to each factor are shown below. Omission or lack of clarity for any section is likely to result in a reduction of allowable points. Following this rating process, the rating committee will forward funding recommendations to the Director of the Division of Rehabilitative Programs who will have final approval authority on the recommendations. **Applicants are not to contact members of the rating committee or the Office of the Director of Rehabilitative Programs about their application.**

Application Evaluation Rating Factors		
Evaluation Factor		Maximum Points
I.	Need and Benefits of Program	50
II.	Volunteer Resources and Sustainability	50
III.	Program Evaluation and Outcomes	20
IV.	Implementation Plan	25
V.	Project Management Capability, Qualifications and Readiness to Proceed	25
VI.	Cost/Value Effectiveness and Budget Review	30
VII.	Enhanced Outpatient Program	25
Total Possible Points		225

AWARD OF GRANTS

Grants will be awarded based on highest point rankings and institution need at each target location, subject to the maximum \$3.0 million in grants funds available.

The CDCR reserves the right not to award a Grant.

GROUND FOR REJECTION OF APPLICATION

An application may be rejected whenever the determination is made that the application is not competitive, when the cost is not reasonable, or when the cost exceeds the amount expected.

Additionally, an application may be rejected if:

- It is received after the due date and time for submittal;
- The application is unsigned;
- The applicant is not currently providing a program at a California prison;
- The proposed program has been previously funded through an Innovative Programming Grant at the same location; or
- Any items required by the Request for Applications are not included with the submittal.

No application may be rejected arbitrarily or without reasonable cause.

SUMMARY OF KEY EVENTS

Activity	Date
Release Request for Applications	September 8, 2015
Notice of Intent to Apply Due	October 6, 2015
Grant Application Due	November 13, 2015
Technical Application Review	November 16 - 20, 2015
Merit Application Rating	November 30 – December 11, 2015
DRP Director Review	December 14 - 18, 2015
Notification of Intent to Award Grants	December 21 - 23, 2015
Grant Agreement Processing	January 1 – February 29, 2016
Grant Period Begins	March 1, 2016
Grantee Meetings at New Institutions	March 1 - 31, 2016
Ramp Up and New Volunteer Orientation	April 1 - 29, 2016
New Programs Begin	March 1 – May 2, 2016
Grant Period Ends	June 30, 2017

APPENDIX B

APPLICANT INFORMATION FORM

A. Applicant Name		B. Telephone Number	
C. Street Address	City	State	Zip
D. Mailing Address	City	State	Zip
E. Name and Location(s) of Current Program Provided by Applicant			
F. Prison at Which Proposed Program Will Be Provided			
G. Application Summary (Three or four brief sentences describing the proposed program.)			
H. Applicant Contact Person (Name and Title)			
I. Telephone Number		J. Email Address	
K. Name and Address of Organization Authorized to Receive Funding, if Different from Applicant			
L. Name and Title of Person Authorized to Sign Grant Agreement			
M. Applicant's Agreement By signing this application the applicant agrees that the grantee will abide by the laws, policies, and procedures governing this grant funding.			
Applicant Signature		Date	

APPENDIX C

BUDGET FOR GRANT PROGRAM FISCAL YEARS 2015/2016 and 2016/17 (March 1, 2016 through June 30, 2017)

Applicant's Name: _____

Program and Location: _____

A. PERSONNEL						
Job Classification	No. of Positions	Monthly Salary (Range)	Monthly Salary (Rate)	% of Project Time	No. of Months	Total Amount
			100%			\$
			100%			\$
			100%			\$
			100%			\$
			100%			\$
			100%			\$
			100%			\$
Total Staff Salaries						\$
Total Staff Benefits for Total Staff Salaries						\$
TOTAL SALARIES AND BENEFITS COSTS (A)						\$
B. OPERATING COSTS						
Equipment (Computers, Office Equipment)						\$
Instructional Materials and Supplies						\$
Office Supplies						\$
Travel						\$
Training (curriculum materials and trainings)						\$
Additional Line Items:						
						\$
						\$
						\$
TOTAL OPERATING COSTS (B)						\$
TOTAL PROPOSED BUDGET FOR PROGRAM (A+B)						\$