



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 – ROUND THREE

Fiscal Years 2016-17, 2017-18, 2018-19, and 2019-20
Grant Period: March 1, 2017 – February 28, 2020

- | | |
|----------------------|---------------------------------|
| ➤ August 30, 2016 | Application Packet Released |
| ➤ September 26, 2016 | Notice of Intent to Apply Due |
| ➤ October 28, 2016 | 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 Monday, September 26, 2016**. This Notice of Intent to Apply is to include the following information:

1. Name of potential applicant;
2. Name and location(s) of program(s) 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 one copy of the application must be **received** (not postmarked) at the CDCR Division of Rehabilitative Programs office by **5:00 p.m. on Friday, October 28, 2016**, 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 \$3.0 million in grants per year for three years (\$9.0 million total grant amount) to eligible volunteers and not-for-profit organizations to fund replication of successful 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, 2017 and ending on February 28, 2020.

Eligible volunteers and not-for-profit organizations are those currently offering programs in California prisons, whose programs focus on offender responsibility and restorative justice principles and whose programs have demonstrated success. The grant funding is intended to provide applicants 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 enhanced volunteer resources and/or another source of ongoing funding, and without additional funding by the CDCR.

The following California prisons are included in this project:

	Institution	Custody Level	Number of Yards/Facilities	County
1	Avenal State Prison	2	6	Kings
2	California City Correctional Center	2	3 (but inmates access all)	Kern
3	California Correctional Center	1, 2, 3	3	Lassen
4	California Correctional Institution	1, 2, 3, 4, SHU	5	Kern
5	California Health Care Facility	2	5	San Joaquin
6	California State Prison, Corcoran	1, 3, 4, SHU	5	Kings
7	California State Prison, Los Angeles	1, 3, 4	4	Los Angeles
8	California State Prison, Sacramento	1, 4, SHU	3	Sacramento
9	Chuckawalla Valley State Prison	1, 2	4	Riverside
10	Correctional Training Facility	1, 2	4	Monterey
11	Deuel Vocational Institution	1, 2, RC	1	San Joaquin
12	Folsom Women's Facility	n/a	1	Sacramento
13	High Desert State Prison	1, 3, 4	4	Lassen
14	Kern Valley State Prison	1, 4	4	Kern
15	Mule Creek State Prison	1, 2, 3, 4	5	Amador
16	North Kern State Prison	1, 3, RC	4	Kern
17	Pelican Bay State Prison	1, 4, SHU	3	Del Norte
18	Pleasant Valley State Prison	1, 3	4	Fresno
19	Salinas Valley State Prison	1, 3, 4	4	Monterey
20	Wasco State Prison	1, 3, RC	5	Kern

FUNDING

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 subsequent 2015-16 Budget provided \$3.0 million from the Recidivism Reduction Fund to be used for additional Innovative Programming Grants.

In conjunction with the 2016-17 budget process, Section 5027 was added to the Penal Code, which reads in part:

5027.

(a) Upon appropriation by the Legislature in the annual Budget Act, the Department of Corrections and Rehabilitation shall award funding for an innovative grant program to not-for-profit organizations to replicate their programs at institutions that the Director of the Division of Rehabilitative Programs has determined are underserved by volunteer and not-for-profit organizations. The director shall develop a formula for identifying target institutions based upon factors including, but not limited to, number of volunteers, number of inmates, number of volunteer-based programs, and the size of waiting lists for inmates waiting to participate in programs.

(b) Grant funding shall be provided to not-for-profit organizations wishing to expand programs that they are currently providing in other California state prisons that have demonstrated success and focus on offender responsibility and restorative justice principles. The grants shall go to programs that demonstrate that they will become self-sufficient or will be funded in the long term by donations or another source of ongoing funding. All funding shall go directly to the not-for-profit organizations and shall not be used for custody staff or administration of the grant. Any unspent funds shall revert to the fund source authorized for this purpose at the end of three years.

The 2016-17 Budget provided \$3.0 million for the first year of three years of funding for Innovative Programming Grants that will expand non-profit programs which have demonstrated success and which focus on offender responsibility and restorative justice principles. These grants will be awarded for a three-year period.

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 and/or funding 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.

Grant funding will not be provided to continue a program that is already in place, regardless of whether it is funded by a grant or other sources. Existing programs, including those that have been previously funded through Innovative Programming Grants, are not eligible for grant funding at the same location(s) for which prior grant funding was received. However, grant funding can be requested for a prison where a program is currently provided regardless of funding source, but it cannot be on the same yard/facility as the existing program. Such applications will be considered in conjunction with other applications submitted for that institution, and no preference will be given to applications that propose to create programs on additional yards/facilities.

In all cases, applicants are encouraged to develop a program model that will allow the proposed program to be provided on all yards/facilities at an institution. For example:

- A program that is presented on a 12-week cycle can be rotated from one yard/facility to another at the end of each cycle.
- A program that extends over a six- or 12-month period can be offered on different yards/facilities on different days of the week or different weeks of the month during the same six- or 12-month period.

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
 - Research

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:

- Year One
 - Up to 50% of grant amount for Year One will be disbursed following award of the grant and upon notification to the CDCR that work has commenced.
 - Thereafter, the remaining 50% of the grant amount for Year One will be disbursed on/after September 1, 2017, upon request of the grantee and upon confirmation by the CDCR that satisfactory progress is being made as demonstrated by Progress Reports and reports from the institution.
- Year Two
 - Up to 50% of the grant amount for Year Two will be disbursed on/after March 1, 2018, upon confirmation by the CDCR that satisfactory progress is being made as demonstrated by Progress Reports and reports from the institution.
 - Thereafter, the remaining 50% of the grant amount for Year Two will be disbursed on/after September 1, 2018, upon request of the grantee and upon confirmation by the CDCR that satisfactory progress is being made as demonstrated by Progress Reports and reports from the institution.
- Year Three
 - Up to 50% of the grant amount for Year Three will be disbursed on/after March 1, 2019, upon confirmation by the CDCR that satisfactory progress is being made as demonstrated by Progress Reports and reports from the institution.

- Thereafter, the remaining 50% of the grant amount for Year Three will be disbursed on/after September 1, 2019, upon request of the grantee and upon confirmation by the CDCR that satisfactory progress is being made as demonstrated by Progress Reports and reports from the institution.

PREPARING THE APPLICATION PACKAGE

A separate application package must be submitted for each proposed program for each location. 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 one copy** 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 ALL 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, regardless of funding source. Failure to provide complete information regarding all programs currently provided may impact grant eligibility. Attach additional sheets if necessary.
- 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) describing the proposed program.
- 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 VI) must be

- on plain 8 ½" x 11" paper,
- double-spaced,
- on single-sided pages,
- in Arial 12 point font,
- using only black ink, and
- with a one-inch margin on all four sides.

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 and/or funding 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 and/or funding.

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.

*Important note: The California Penal Code and Title 15 of the California Administrative Code establish standards and requirements for research, including a formal research review process. If the program evaluation process included in the grant application will include some level of research, approval must be obtained **in advance** of any research activities being initiated. The fact that the grant application includes statements regarding the applicant's intention to conduct some level of research does not relieve the applicant of the obligation to obtain advance approval for the research. Additionally, applicants should be aware that the CDCR Office of Research is prohibited from passing California Department of Justice (DOJ) arrest and conviction data to any third party per the data sharing agreement in place between the CDCR and the DOJ. In all cases where research is approved, the applicant must provide the CDCR with a copy of any report or publication based upon the research.*

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.)

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, 2017 through February 28, 2020. Grant funds can be used for the following items:

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

Complete a Budget for Grant Program form (Appendix C) for the grant funds being requested. In addition to the Budget for Grant Program form, provide a narrative detail in each category below to sufficiently explain what each of the budget expenditures will actually be used for.

Salaries and Benefits: Provide the job classifications, number of positions, monthly salary rate, percentage of project time, actual monthly salary, 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 - Program:** Mileage, air fare, lodging, etc., related to provision of the program. This should also include travel related to the mandatory grantee meeting at the prison location where program will be provided.
- **Travel – Annual Grant Recipient Meeting:** Mileage, airfare, lodging, etc., related to travel for up to three program representatives to attend one mandatory grant recipient meeting per year in the Sacramento area.

- **Training:** Curriculum materials and trainings.
- **Research:** All costs associated with research that is proposed to be conducted in conjunction with the grant program. (Refer to “*Important Note*” on page 8 regarding requirement for advance approval of all research activities.)

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. **Actual letters of reference are not to be submitted, and will not be accepted in lieu of a list of references.**

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 for review, and subsequently to the Secretary of the California Department of Corrections and Rehabilitation, who will have final approval authority on the recommendations. **Applicants are not to contact members of the rating committee, the Office of the Director of Rehabilitative Programs, or the office of the Secretary of the California Department of Corrections and Rehabilitation 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
Total Possible Points		200

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 annually.

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.

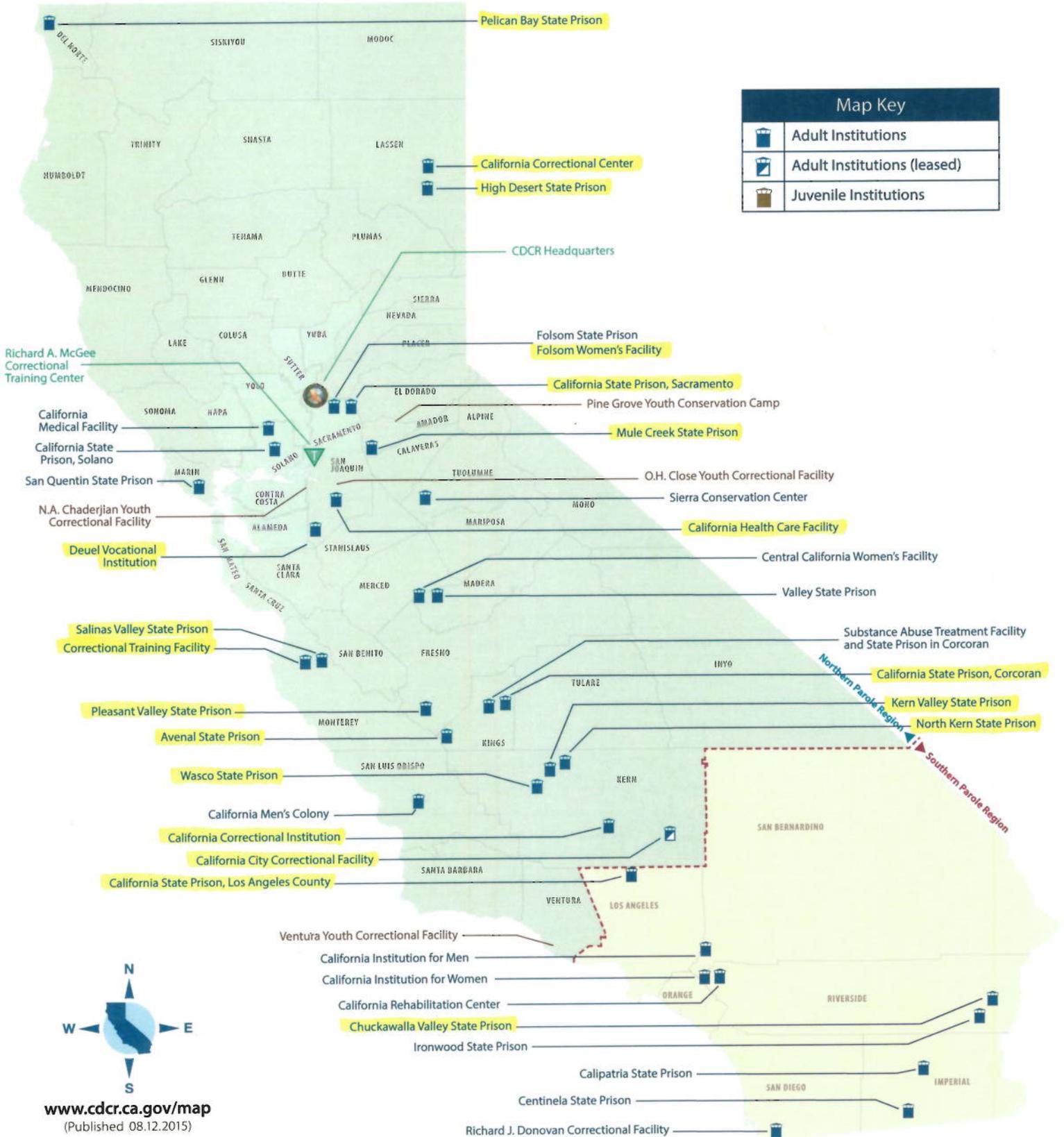
No application may be rejected arbitrarily or without reasonable cause.

SUMMARY OF KEY EVENTS

Activity	Date (36 month Total Grant Period)
Release Request for Applications	August 30, 2016
Notice of Intent to Apply Due	September 26, 2016
Grant Application Due	October 28, 2016
Technical Application Review	October 31 – November 4, 2016
Merit Application Rating	November 7 - 18, 2016
DRP Director Review/Approval	November 21 - 23, 2016
Secretary Review/Approval	November 28 – December 2, 2016
Notification of Intent to Award Grants	December 5 - 9, 2016
Grant Agreement Processing	December 12, 2016 – February 28, 2017
Begin Grant Period – Year 1	March 1, 2017
Grantee Meetings at Institutions	March 1 - 30, 2017
Ramp Up and New Volunteer Orientation	April 3 - 28, 2017
New Programs Begin	March 1 – May 1, 2017
End Grant Period – Year 1	February 28, 2018
Begin Grant Period – Year 2	March 1, 2018
End Grant Period – Year 2	February 28, 2019
Begin Grant Period – Year 3	March 1, 2019



Map of California's Correctional and Rehabilitation Institutions



APPENDIX B

APPLICANT INFORMATION FORM
Revised August 29, 2016

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	
<u>M. Applicant's Agreement</u> By signing this application the applicant verifies that the applicant meets the eligibility criteria for the grant program, and agrees that the grantee will abide by the laws, policies, and procedures governing this grant funding.	
Applicant Signature	Date

