California Department of Corrections and Rehabilitation
Division of Rehabilitative Programs
1515 S Street, Sacramento, CA 95811

REQUEST FOR APPLICATIONS

VICTIM IMPACT GRANT PROGRAMS IN CALIFORNIA INSTITUTIONS Fiscal Years 2022/2023 and 2023/2024

Funding for Fiscal Years 2022-2023 and 2023-2024
Grant Period: July 1, 2022 – June 30, 2024

Application Packet Released	July 23, 2021
Applicants Conference Call	August 10, 2021
Notice of Intent to Apply	August 16,2021
Application Due	September 20, 2021 (by 5:00 p.m.)

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INTRODUCTION

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 in the Fiscal Years 2022/2023 through 2023/2024 for Victim Impact Grant Programs.

CONTACT INFORMATION

Please submit any questions concerning the RFA or the application process, to the Special Programs and Contracts Unit (SPCU) email address below.

Division of Rehabilitative Programs (DRP)
Special Programs and Contracts Unit (SPCU)
Email: innovativegrants@cdcr.ca.gov

The CDCR staff shall not assist the applicant with the preparation of the application.

APPLICANTS CONFERENCE CALL

An applicant's conference call will be conducted on August 10, 2021 from 9:00am to 11:00am for the purpose of answering general questions about the RFA application process. Specific details about time and call in information will be available at: https://www.cdcr.ca.gov/rehabilitation/grants.html.
Participation in this call is not mandatory.

NOTICE OF INTENT TO APPLY DUE DATE

All applicants are encouraged to submit a Notice of Intent to Apply by **5:00 PM on Monday August 16, 2021.** See the Notice of Intent to Apply template (Attachment 1).

The Notice of Intent to Apply shall be submitted by email to the SPCU Grants Inbox at innovativegrants@cdcr.ca.gov.

APPLICATION DUE DATE

Application shall be submitted in an electronic format (preferably PDF) by email to the SPCU Grants Inbox at innovativegrants@cdcr.ca.gov by **5:00 PM on Monday, September 20, 2021.** The subject line in the email must read "Victim Impact Grant Application FY 2022/2023 - 2023/2024 (Program Name)"

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

PROJECT DESCRIPTION

This project will provide $1 million in grants per year for two terms ($2 million total) to eligible nonprofit organizations to fund victim impact programs in one or more California State Institutions. The grant period begins on July 1, 2022 and ends on June 30, 2024.

PROJECT OBJECTIVES

The purpose of the Victim Impact Grants is to provide grant funds to eligible nonprofit organizations for delivery of victim impact programs at one or more California State Institutions.

Victim Impact programs are victim-focused restorative justice programs provided by volunteers/community based organizations. These programs must employ restorative justice principles, have an emphasis on offender accountability, and provide opportunities for offenders to understand the impact of the harm caused by crime.

PROGRAM LOCATION(S) AND TARGET INSTITUTIONS

Applications will be accepted for the thirty-four (34) locations listed below. Twenty (20) of these locations are identified as target locations based on the following:

- Lack of community-based programming services available (in comparison to other institutions)
- The number of programming volunteers (in comparison to other institutions)
- The number of Long-Term Offenders
- Women's Institutions

This designation is only for the purposes of this RFA. Applications submitted for target location(s) will receive an additional 25 points during the application review process as an operational needs-based factor. The specific location of grant programming will be at the discretion of the institution.

Applications submitted to provide programs at non-targeted locations will not receive additional points as an operational needs-based factor.

Target Institutions						
	Institution	**Facilities**	**Bed Type**	**Security Level**	**Maximum Population**	**County**
1	Avenal State Prison **(ASP)**	Facility A Facility B Facility C Facility D Facility E Facility F	NDPF NDPF NDPF NDPF NDPF NDPF	II II II II II II	920 980 980 980 968 970	Kings
2	Calipatria State Prison **(CAL)**	Facility A Facility B Facility C Facility D	GP GP GP SNY	IV IV III IV	1,000 1,000 1,000 1,000	Imperial
3	California Correctional Institution **(CCI)**	Facility A Facility B Facility C Facility D Facility E	SNY SNY SNY NDPF NDPF	IV IV III II I	1,000 876 1,000 664 0/Closure	Kern
4	Central California Women's Facility **(CCWF)**	Facility B Facility C Facility D	GP GP GP	N/A N/A N/A	846 1,024 1,024	Madera

5	Centinela State Prison **(CEN)**	Facility A Facility B Facility C Facility D	GP GP GP SNY	III III IV III	1,000 1,000 1,000 1,000	Imperial
6	California Health Care Facility, Stock-ton **(CHCF)**	Facility A Facility E	NDPF EOP/NDPF	II II	196 708	San Joaquin
7	California Institution for Women **(CIW)**	Facility A	GP	N/A	1,660	San Bernar-dino
8	California Men's Colony **(CMC)**	Facility A Facility B Facility C Facility D Facility E Facility F Facility G	NDPF NDPF NDPF NDPF NDPF NDPF NDPF	III III III III II II II	600 300 600 40 760 720 451	San Luis Obispo
9	California State Prison, Corcoran **(COR)**	Facility 03A Facility 03B Facility 03C Facility 04A Facility 04B	JUST SNY EOP/NDPF GP GP NDPF	III II IV IV II	800 1,000 1,000 30 976	Kings
10	Correctional Train-ing Facility **(CTF)**	Facility A Facility B Facility C Facility D	NDPF NDPF GP NDPF	**II** **II** **II** **I**	1,412 1,388 2,498 0/closure	Monterey
11	Chuckawalla Valley State Prison **(CVSP)**	Facility A Facility B Facility C Facility D	NDPF NDPF NDPF NDPF	II II II II	520 780 780 780	Riverside
12	Folsom Women's Facility **(FWF)**	Facility B	GP	N/A	530	Sacramento
13	High Desert State Prison **(HDSP)**	Facility A Facility B Facility C Facility D	SNY SNY GP GP	III IV IV IV	1,000 1,000 1,024 1,024	Lassen
14	Ironwood State Prison **(ISP)**	Facility A Facility B Facility C Facility D	NDPF SNY GP GP	II III III III	800 800 805 800	Riverside

15	Mule Creek State Prison **(MCSP)**	Facility A Facility B Facility C Facility D Facility E	EOP/SNY EOP/SNY SNY EOP/NDPF	IV III III II II	1,000 1,000 800 792 792	Amador
16	Pelican Bay State Prison **(PBSP)**	Facility A Facility B Facility D	GP GP NDPF	IV IV II	1,024 768 960	Del Norte
17	California Substance Abuse Treatment Facility **(SATF)**	Facility A Facility B Facility C Facility D Facility E Facility F Facility G	SNY GP GP SNY SNY EOP/NDPF EOP/NDPF	II II IV IV III II II	756 756 1,024 1,000 1,000 968 924	Kings
18	California State Prison, Solano **(SOL)**	Facility A Facility B Facility C Facility D	GP GP GP GP	III III II II	1,168 1,000 1,380 1,440	Solano
19	Salinas Valley State Prison **(SVSP)**	Facility A Facility B Facility C Facility D MSF	EOP/SNY GP GP EOP/SNY Work Crew	III IV IV IV I	1,000; 1,000 768 896 400	Monterey
20	Valley State Prison **(VSP)**	Facility A Facility B Facility C Facility D	EOP/NDPF NDPF NDPF NDPF	II II II II	659 1,004 1,024 1,024	Madera

Non-Target Institutions						
	Institution	**Facilities**	**Bed Type**	**Security Level**	**Maximum Population**	**County**
21	California City Correctional Facility **(CAC)**	Facility A Facility B Facility C	GP GP GP	II II II	424 1,024 1,024	Kern
22	California Institution for Men **(CIM)**	Facility A Facility C Facility D	NDPF NDPF NDPF	II II I	1,280 800 1,910	San Bernar-dino
23	California Medical Facility **(CMF)**	Facility A Facility B	NDPF NDPF	II, III II	1,319 300	Solano
24	California Rehabilitation Center **(CRC)**	Facility A Facility B Facility C Facility D	NDPF NDPF NDPF NDPF	II II II II	1,028 1,200 1,226 800	Riverside
25	Folsom State Prison **(FSP)**	Facility A	GP	II, III	3,162	Sacramento
26	Kern Valley State Prison **(KVSP)**	Facility A Facility B Facility C Facility D	GP GP EOP/SNY SNY	IV IV IV IV	1,024 1,024 1,024 1,024	Kern
27	California State Prison, Los Angeles County **(LAC)**	Facility A Facility B Facility C Facility D	GP GP ONLY SNY EOP	III IV IV IV	992 1,000 1,000 800	Los Ange-les
28	North Kern State Prison **(NKSP)**	Facility A	GP	III	990	Kern
29	Pleasant Valley State Prison **(PVSP)**	Facility A Facility B Facility C Facility D	SNY GP GP SNY	III III III III	1,000 1,000 1,000 1,000	Fresno
30	Richard J. Donovan Correctional Facility **(RJD)**	Facility A Facility B Facility C Facility D Facility E	SNY/EOP GP EOP/SNY SNY EOP/NDPF	III III IV III II	1,000 600 1,000 1,000 792	San Diego
31	California State Prison, Sacramento **(SAC)**	Facility A Facility B Facility C	EOP/GP EOP/GP GP	IV IV IV	606 722 1,026	Sacramento
32	Sierra Conservation Center **(SCC)**	Facility A Facility B Facility C	NDPF NDPF NDPF	I II III	1,216 1,212 800	Tuolumne
33	San Quentin State Prison **(SQ)**	Facility A Facility B	NDPF EOP/NDPF	II II	1,726 800	Marin
34	Wasco State Prison **(WSP)**	Facility A	GP	III	1,000	Kern

Note* - Please check definitions for Bed Type acronyms

GRANT FUNDING

The 2022-2024 budget provides $1 million per year from the Inmate Welfare Fund to fund Victim Impact Grant Programs. The grants will be awarded for a period of two (2) grant terms for a total of $2 million.

Awarding of grants is subject to the following limitations:

- Individual grants are limited to no more than $200,000 per grant (20% of $1 million annual grant authority).
- Each applicant organization is limited to no more than $400,000 in cumulative grants (40% of $1 million annual grant authority).
- No applicant organization will be awarded more than five (5) grants.

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

Grant Payments

A. Term 1: Victim Impact FY 2022-2023

Grant funds will be distributed in three (3) payments as follows:

- 34% on/after July 1, 2022
- 33% on/after November 14, 2022
- 33% on/after March 14, 2023

B. Term 2: Victim Impact FY 2023-2024

Grant funds will be distributed in three (3) payments as follows:

- 34% on/after July 14, 2023
- 33% on/after November 14, 2023
- 33% on/after March 13, 2024

Note: Grant payments are typically received within 45 days of disbursement. Grant payments will be disbursed upon confirmation by the CDCR that satisfactory program performance is being demonstrated through:

- Completed Progress Reports including Participant Feedback
- Pre- and Post-Assessments
- Additional program information requested by the CDCR

Availability

Grant funding is available for the following:

- To fund Victim Impact programs that are new to the institution
- To continue an existing program that is already in place and has not received any prior Victim Impact Grant funding
- To fund existing programs that have been previously funded through Victim Impact Grants

Applications for Multiple Locations
Applicants may submit a grant application to provide a Victim Impact Grant program at one (1) or more California State Institution location(s). Only one (1) application package is required per program. When the applicant is proposing to provide a Victim Impact Grant program at more than one (1) location, a separate Attachment 6: Budget for Grant Program must be submitted for each proposed location.

Dual Funding
Programs that are currently receiving state or federal funding from any source are not eligible for Victim Impact Grant funding at location(s) receiving such funding. Other state funding includes, but is not limited to, any and all types of funding from the CDCR, DRP, Arts in Corrections (AIC), Division of Adult Parole Operations (DAPO), Division of Juvenile Justice (DJJ) or any other state entity. Federal funding includes any and all types of funding received directly from a federal government agency or as a pass-through from a state agency or other entity. This does not include programs that received a previous grant or other funding that will end prior to the beginning of the Victim Impact Grant period (July 1, 2022).

Additional Grant Funding
Once contracted and grant funding has been approved and awarded to a program, additional funding from this grant period shall not be provided. This is to ensure the integrity and fairness for all grant applicants during the RFA process.

GRANT ELIGIBILITY AND REQUIREMENTS

Eligibility
Eligible nonprofit organizations are those offering victim impact programs in a correctional setting whose victim impact programs have demonstrated success and focus on offender responsibility and restorative justice principles. Organizations that do not have a nonprofit status may operate under the sponsorship of a fiscal agent with nonprofit status for purposes of grant eligibility. If the applicant is a multi-state organization with headquarters in another state, the applicant must have physical offices in California and currently provide services to California residents.

Fiscal Agent
For the purposes of the grant, individuals or organizations that **do not** have their own nonprofit status shall operate under the sponsorship of a fiscal agent with nonprofit status. Any program awarded a Victim Impact grant under the sponsorship of a fiscal agent and chooses to obtain a 501(c)(3) non-profit status during the grant period may terminate the fiscal agent sponsorship by submitting a fiscal agent change request. This process may require four (4) to six (6) months to be completed. The fiscal agent will remain the sponsor of the grant program and the payee for grant payments until the fiscal agent change has been completed.

Program Relocation
Programs can be moved from one location to another if a facility is closing or the relocation is approved by the CDCR under special circumstances.

Program Cycle
Applicants are encouraged to develop a program cycle, that will allow the proposed Victim Impact program to be provided at all specified facilities at the California State Institution(s) for which the application is being submitted. For example:

a. A program presented on an eight-week cycle can be rotated from one yard/facility to another at the end of each cycle.
b. A program that encompasses an extended time period (i.e. 6-8 months) can be offered on different yards/facilities.
c. A program offered on different days of the week.
d. A program offered on different weeks of the month.
e. Disclose the number of programming hours required to complete the program cycle.

Alternative Programming Plan
Applicants are required to submit an Alternative Programming Plan (see Attachment 5) to be activated when in-person programming cannot be provided to participants after thirty (30) calendar days or at the discretion of the CDCR. Before implementation of Alternative Programming, the Grant Provider shall provide written notice to the CDCR.

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:

a. Salaries and benefits
b. Operating Costs:
    - Equipment (Computers, Office Equipment)
    - Instructional Materials and Supplies
    - Consulting/Subcontracted services (Reporting, Analyses, technology)
    - Office Supplies
    - Travel
    - Training
    - Research (Office of Research Pre-approval required – see Research below)
    - Overhead (not to exceed 15% of total Operating Costs)

Grant funds may not be used for the following items:

a. Bonuses or commissions
b. Lobbying
c. Fundraising
d. Real property and improvements
e. Finance charges, fees, and penalties
f. Membership dues
g. Professional licenses
h. Annual professional dues or fees
i. Offender pay

Research

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 beyond collection of program participation data, 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. Advance approval for research shall be obtained through the CDCR Office of Research's Research Oversight Committee process. 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.

ADMINISTRATIVE/REPORTING REQUIREMENTS

Progress Reports

Grant providers must collect specified program activity data and report it to the CDCR on progress reports during the grant period. Program activity data will include:

a. Participant data
b. Personnel data
c. Program expenditures
d. Programming updates and Participant feedback

A progress report template and instructions will be provided by the CDCR and will be made available to grant providers following the award of the grant. Progress reports will be due no later than fourteen (14) calendar days following the end of each reporting period indicated on the chart below.

Report	Report Period: Term One	Due Date
1st Report	July 1, 2022 –October 31, 2022	November 14, 2022
2nd Report	November 1, 2022 –February 28, 2023	March 14, 2023
3rd Report	March 1, 2023 – June 30, 2023	July 14, 2023
Report	**Report Period: Term Two**	**Due Date**
1st Report	July 1, 2023 –October 31, 2023	November 14, 2023
2nd Report	November 1, 2023 –February 28, 2024	March 13, 2024
3rd Report	March 1, 2024 – June 30, 2024	July 14, 2024

Site Visits

A site visit is an onsite grant program assessment by DRP staff. The purpose of this visit is determine if the program is in compliance with the terms of the grant agreement. Site visits will be conducted as deemed necessary by the CDCR.

PREPARING THE APPLICATION PACKAGE

The Application Package shall be submitted in an electronic format (preferably PDF) by email to the SPCU Grants Inbox at innovativegrants@cdcr.ca.gov by **5:00 PM on Monday, September 20, 2021.** The subject line in the email must read **"(Program Name) – Victim Impact Grant Application"**

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

The applicant must submit each component of the Application Package as follows (in the order listed):

1. Application Package Checklist (Attachment 3)
2. Application Information Form (Attachment 4)
3. Proposal Narrative (in an original PDF format)
4. Alternative Programming Plan (Attachment 5)
5. Budget Proposal – The Budget for Grant Program (Attachment 6)
6. References (Attachment 7)
7. Payee Data Record (STD 204)
8. Supplement Vendor Payee Data Record Form (STD 205)

Any application that does not include all eight (8) components will be considered incomplete and will be excluded from consideration.

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. **Application Package Checklist (Attachment 3)**
   Instructions for completing the Application Package Checklist:
   a. Place a check mark next to each item being submitted as part of the application package
   b. For the Proposed Budget, place an "X" in the appropriate column to indicate whether a Budget for Grant Program is included for each location/population listed

2. **Applicant Information Form (Attachment 4)**
   All applicants must complete the Applicant Information Form in its entirety. Attach additional sheets if necessary

3. **Proposal Narrative**
   The Proposal Narrative is the applicant's description of the program currently provided in a correctional setting and the plan for implementing the program at one or more California institution location(s). The Proposal Narrative may not exceed a total of ten (10) pages, exclusive of the following:
   a. Application Package Checklist (Attachment 3)
   b. Applicant Information Form (Attachment 4)
   c. Alternative Programming Plan (Attachment 5)
   d. Budget Proposal (Attachment 6)

e. References (Attachment 7)
f. Payee Data Record (STD 204)
g. Supplement Vendor Payee Data Record Form (STD 205)

The Proposal Narrative (Sections I through VI) must be formatted as follows:

a. Submitted in an electronic format (PDF)
b. The Proposal Narrative submitted in an original PDF format (not a scanned copy)
c. Double-spaced
d. Single-sided pages
e. Arial 12-point font
f. Black font color only
g. One-inch margins on all four sides
h. Page numbers on each page

The Proposal Narrative must address sections I through VII (see below), follow the instructions provided, and be titled and presented in order.

- **Section I: Need and Benefits of Program (60 points)**
  a. Part A: Provide a description of the current program provided by applicant in a correctional setting. Describe the unique needs and benefits of the program, the criteria for offender participation, and the benefit of the program to the participants. Include information regarding the frequency the program is currently provided (i.e., number of times per week or month), the duration of the program (i.e., eight-week program cycles), the group size, the number of current participants, the number of participants that have completed the program, the number of programming hours provided per month, and the total number of programming hours required to complete the program.
  b. Part B: Provide a description of the proposed program and the California State Institution location(s) at which it will be implemented. Provide a description of how the proposed program is appropriate for and will specifically benefit the Institution offender population at the proposed location(s). Identify the frequency the program will be provided (i.e., number of times per week or month), the duration of the program (i.e., eight-week program cycles), the group size, the total number of offenders projected to participate during the grant cycle, and the number of programming hours required to complete the program.

- **Section II: Alternative Programming (40 points)**
  a. Provide a description of an alternative programming plan that can be activated when in-person programming cannot be provided to participants after thirty (30) calendar days.

- **Section III: Program Management and Workforce Qualifications (40 points)**
    a. Provide names and position titles of all individuals who will be involved in program leadership, oversight, and decision making processes. Describe their education, qualifications, experience, and overall capability to oversee the program.
    b. Provide job descriptions for all program staff positions funded by this grant. These job descriptions shall include:
        - Specific grant-related responsibilities that contribute to achievement of program objectives.
        - Education and relevant experience requirements for each position.

- **Section IV: Program Evaluation and Outcomes (40 points)**
    a. Identify the program goals and measurable objectives. Define specific program service practices and procedures that will be evaluated, the outcomes that will be measured, and the methodology used to determine program outcomes and effectiveness. At a minimum, this must include:
        - Participant criteria
        - The number of participants in the program
        - The number of participants that completed the program
        - Participant feedback
        - The impact of the program on the participants

- **Section V: Cost/Value Effectiveness and Budget Review (25 points)**
    a. Provide a description of the cost/value effectiveness of the proposed program, including:
        - Justification for the amount of funding requested
        - How the funding will cover all required program expenses for the entire grant period
        - Cost per participant
        - The number of program staff
        - The number of volunteers
        - The ratio of program staff/volunteers to participants
        - The number of programming hours per month
        - The length of the program from start to completion (i.e. number of weeks/months)
        - The total number of hours to complete the program
    b. This narrative is separate from and in addition to the information required in Attachment 6 - Budget Proposal.

- **Section VI: Program History (10 points)**
  Provide information about the history of your program, including
  a. How/When was the program started?
  b. How long has the program operated in a correctional setting?
  c. Is your program offered elsewhere (i.e. Community re-entry services)?
  d. Describe major program developments since the program's inception.

- **Section VII: Fiscal Resources (10 points)**
  a. Disclose any current or previous state grant funding.
  b. Describe if your program is sustainable apart from state grant funding.
  c. Provide information on any additional financial resources including federal, state, local, and/or private funding sources received.

4. <u>Alternative Programming Plan (Attachment 5)</u>

Applicants are required to submit an Alternative Programming Plan to be activated when in-person programming cannot be provided to participants after thirty (30) calendar days.

5. <u>Proposed Budget (Attachment 6)</u>

All program costs must be directly related to the objectives and activities of the program. The budget must cover the entire grant cycle of July 1, 2022 through June 30, 2024. Grant funds can be used for the following items:

a. Salaries and Benefit
b. Operating Costs:
  - Equipment
  - Instructional Materials and Supplies
  - Office Supplies
  - Travel – Program
  - Travel - Annual Grant Recipient Meeting
  - Training (Curriculum materials and trainings)
  - Research
  - Overhead (not to exceed 15% of total Operating Costs)

Complete a separate Budget for Grant Program form (Attachment 6) for each location at which grant funds are being requested. Note: Amounts are to be entered in whole dollar amounts (i.e. $14,524.00 not $14,524.50).

In the Budget for Grant Program form (Attachment 6) for each location, a Budget Narrative section is provided to describe in detail how each of the budget expenditures will be utilized.

The Budget Narrative shall address the following:
Note: Each section must be titled and presented in order.

1. **Salaries and Benefits:**
    a. Substantiate proportion of salary expenses allocated for the following:
        - Administration (i.e. CEO, President, CFO, etc.)
        - Onsite program management (i.e. program director, onsite manager)
        - Onsite program staffing (i.e. group facilitators, instructors, teachers, etc.)
    b. Provide substantiation for staff benefits expenses.

2. **Operating Costs:**
    a. **Equipment:** Computers and other office equipment necessary to perform program activities.
    b. **Instructional Materials and Supplies:** Instructional materials, paper, journals, folders, pencils, easels, easels pads, markers, etc.
    c. **Office Supplies:** Office supplies not utilized for instructional purposes.
    d. **Travel:** For mandatory grant provider meetings, the CDCR may allow travel expenses for up to three (3) program representatives related to provision of the grant program. Note: Grant provider meetings may be held in person or virtually.
    e. **Research:** All costs associated with research that is proposed to be conducted in conjunction with the grant program.
    f. **Overhead:** Ongoing operational expenses incurred by the grant provider not listed above. Overhead may include expenses such as rent, taxes, insurance, utilities, and other miscellaneous office expenses incurred by the grant provider. Overhead may not exceed 15% of total Operating Costs, and must be substantiated.

6. **Reference(s) (Attachment 7)**
Using the References Form (Attachment 7), each applicant shall provide at least one (but no more than three) references from an administrator at a correctional setting where the applicant is delivering program services. All information requested on the form must be provided. Actual letters of reference are not to be submitted, and will not be accepted in lieu of the completed reference form.

7. **Payee Data Record (STD 204)**
Each applicant shall provide a completed Payee Data Record (STD 204)

8. **Supplement Vendor Payee Data Record (STD 205)**
Each applicant shall provide a completed Supplement Vendor Payee Data Record (STD 205).

The Payee Data Record Form (STD 204) and Supplement Vendor Payee Data Record Form (STD 205) are available on the internet at:

https://www.dgsapps.dgs.ca.gov/osp/StatewideFormsWeb/Forms.aspx.

TECHNICAL APPLICATION REVIEW

The CDCR staff will review each application to determine if it meets all eligibility and technical compliance requirements. The review will contain eight (8) required components for review:

1. The Application Package Checklist (Attachment 3)
2. The Applicant Information Form (Attachment 4)
3. The Proposal Narrative
4. The Alternative Programming Plan (Attachment 5)
5. The Budget for Grant Program (Attachment 6)
6. References (Attachment 7)
7. The Payee Data Record (STD 204)
8. The Supplement Vendor Payee Data Record Form (STD 205)

Applicants will be notified of any deficiencies in their submitted application at the end of the Technical Application Review period (September 30, 2021) and will be allowed five (5) business days (October 7, 2021) to respond and to submit all non-substantive changes to meet technical requirements.

Applications that fail to meet all technical requirements by October 7, 2021 will be excluded from further consideration for funding.

MERIT APPLICATION REVIEW

Applications that meet all technical requirements will be reviewed and rated by an Application Review Committee.

The Application Review Committee will consist of:

- One to three representatives from DRP
- One to three representatives from Division of Adult Institutions (DAI)
- One to three representatives from the Office of Victims and Survivors Rights and Services (OVSRS).

Applicants are not to contact members of the rating committee, the Office of the Director of DRP, the Office of the Director of DAI, the OVSRS, or the office of the Secretary of the CDCR regarding their application. Any application(s) submitted by an applicant making such prohibited contact may be rejected.

Following this review process, the review committee will forward funding recommendations to the Director of the DRP, and subsequently to the Secretary of the CDCR, who will have final approval authority on the grants to be awarded.

The rating factors and the maximum rating points allocated per factor are shown below. Omission or lack of clarity for any section is likely to result in a reduction of allowable points.

Application Review Factors		Percentage	Maximum Points
	Application submitted for a Target Location	**10%**	**25**
Section I	Need and Benefits of Program	24%	60
Section II	Alternative Programming	16%	40
Section III	Program Management and Workforce Qualifications	16%	40
Section IV	Program Evaluation and Outcomes	16%	40
Section V	Cost/Value Effectiveness and Budget Review	10%	25
Section VI	Program History	4%	10
Section VII	Fiscal Resources	4%	10
Total Points		**100%**	**250**

AWARD OF GRANTS

Grants will be awarded based on the following factors:

- The average of rating points received in the merit application review
- Department operational needs (i.e. programs available and specific populations)
- Institutional needs at each location

Awarding of Victim Impact Grants is subject to the following limitations:

- Individual grants are limited to no more than $200,000 per grant (20% of $1 million annual grant authority)
- Each applicant organization is limited to no more than $400,000 in cumulative grants (40% of $1 million annual grant authority)
- No applicant organization will be awarded more than five (5) grants

The CDCR reserves the right to negotiate the final budget and program plan prior to making final awards. Awards will be granted until the funding limit has been reached. The final successful award may be negotiated to stay within the limitations of the funding availability outlined in the RFA. This will be done at the discretion of the CDCR and the successful applicant. If it is determined that the final successful applicant can implement the proposed program, as outlined in their application, with amended funding, the award amount will be amended to stay within the funding limitations outlined in the RFA.

If all funding has been allocated and there are remaining funds available, the CDCR reserves the right to re-allocate the outstanding funds to meet the grant funding limit. The CDCR also reserves the right to adjust these funding limitations.

GROUNDS FOR REJECTION OF APPLICATION

The CDCR reserves the right to reject any and all applications, and may also waive an immaterial deviation in a proposal. The CDCR's waiver of an immaterial deviation shall in no way modify the RFA document or excuse the applicant from full compliance with all requirements.

Any application that does not include all eight (8) components will be considered incomplete and will be excluded from consideration.

Additionally, an application may be rejected if

- A determination is made that the application is not competitive, the cost is not reasonable, or the cost exceeds the amount expected;
- The applicant makes prohibited contact with CDCR officials or staff regarding their application;
- The application is received after the due date and time for submittal;
- The application is unsigned; or
- The applicant is not currently providing a program at a correctional setting.

No application may be rejected arbitrarily or without reasonable cause.

SUMMARY OF KEY EVENTS

Activity	Date
Release Request for Applications	July 27, 2021
Applicants Conference Call	August 10, 2021
Notice of Intent to Apply Due	August 16, 2021
Grant Application Due	September 20, 2021
Technical Application Review	September 21 – 30, 2021
Merit Application Review	September 30 – October 22, 2021
DRP Director Review/Approval	October 25 – 29, 2021
Secretary Review/Approval	November 1-5, 2021
Notification of Intent to Award Grants	November 12, 2021
Grant Agreement Processing	November 15, 2021 –January 14, 2022
Grant Period – Term One	July 1, 2022 – June 30, 2023
Implementation Plan	July 15, 2022
Program Ramp-Up	July 1 – August 31, 2022
Volunteer Orientation	July 1 – August 31, 2022
Program Implementation (on or before)	September 1, 2022
Grant Period – Term Two	July 1, 2023 – June 30, 2024

DEFINITIONS

Enhanced Outpatient Program (EOP) – Provides care to Offender-patients diagnosed with a mental illness who would benefit from the structure of a therapeutic environment that is less restrictive than inpatient settings. These offender-patients do not require continuous nursing care. Often, they are transitioning from inpatient care, or may also have a serious mental health illness that is of long duration.

General Population (GP) – Institutions that house offenders not assigned to Segregated Housing, Enhanced Outpatient, Sensitive Needs Yard, or Non-Designated programs; that are not Reception Centers; and that do not house condemned offenders or those with inpatient medical needs.

Grant Funding Cycle – The term when a Program may be funded without competition.

Minimum Support Facility (MSF) – A sub-facility of an institution housing Level I offenders that has no secure (fenced or walled) perimeter, and is normally located on the institution grounds.

Non-Designated Programming Facility (NDPF) – Facilities that do not identify as SNY or GP. NDPF's are intended to provide an environment for offenders demonstrating positive programming efforts and a desire to not get involved in the destructive cycles of violence. These facilities will allow for greater access to work assignments and programming opportunities with enhanced privileges.

Nonprofit Organizations – A nonprofit, public benefit corporation as defined in the federal regulation of 28 C.F.R. Part 38, Department of Justice. This modifies the need to be recognized by the Internal Revenue Service as a 501(c) (3) for victim impact organizations.
All organizations may qualify for nonprofit status utilizing any one of the four following methods:

Proof that the Internal Revenue Service recognizes the applicant has the status of a 501(c) (3).

1. A statement from a state taxing body or the state Secretary of State certifying that the Organization is a nonprofit organization operating within the state; and no part of its' net earnings may lawfully benefit any private shareholder or individual.
2. A certified copy of the Applicant's certificate of incorporation or similar document that clearly establishes the nonprofit status of the Applicant.
3. Any item described in (1) through (3) if that item applies to a state or national parent organization, together with a statement by the state or parent organization that the Applicant is a local nonprofit affiliate.

Request for Application (RFA) – The RFA is a noncompetitive process issued by CDCR to obtain applications from applicants who are selected to receive grant funding for innovative programming grants.

Restorative Justice – A theory of justice and a framework that brings together victims, offenders, and community members to an inclusive and personal approach of addressing harm. This is a victim-centered/offender-sensitive principle with emphasis on offender accountability and an opportunity for victims to voice the impact of the harm caused for further personal justices and healing. The traditional criminal justice process answers three basic questions: 1) What laws have been broken; 2) Who broke these laws; and 3) How shall the lawbreaker be punished. In contrast, restorative justice focuses on answering 1) Who has been harmed; 2) How can these harms be addressed or repaired; and 3) Who should address or repair the harms.

Security Levels

- Level I – Facilities and Camps consist primarily of open dormitories with a low security perimeter.
- Level II – Facilities consist primarily of open dormitories with a secure perimeter, which may include armed coverage.
- Level III – Facilities primarily have a secure perimeter with armed coverage and housing units with cells adjacent to exterior walls.
- Level IV – Facilities have a secure perimeter with internal and external armed coverage and housing units or cell block housing with cells non-adjacent to exterior walls

Sensitive Needs Yard (SNY) – Houses offenders with safety concerns in settings similar to, but separate from, a General Population facility.

Source Documentation – Records that validate project activities and achievements as they pertain to the objectives outlined in the Grant agreement.

Underserved – An Institution is identified as underserved based on the following:

- Lack of community-based programming services available (in comparison to other institutions).
- The number of programming volunteers (in comparison to other institutions).

Volunteers – Grant providers and those who work under the grant providers are considered volunteers. There are two categories of volunteers: 1) provisional volunteers who are afforded institution entrance via a gate clearance, and 2) regular volunteers who are issued a volunteer identification card (VIC). Volunteers are not considered to be contractors and will not be issued a contractor identification card. For additional information, see Department Operations Manual (DOM) section 101090.6.3.

Youthful Offender Program (YOP) – Serves to identify youthful offenders, and allow them greater access to programs with the goal of increasing the likelihood of rehabilitation, during a critical developmental stage in their lives.

California Department of Corrections and Rehabilitation

Victim Impact Grants 2022-2024 Application Target Locations

APPLICATION PACKAGE CHECKLIST

The application package for a Victim Impact Grant consists of eight (8) parts. Any application that does not include all eight (8) components will be considered incomplete and will be excluded from consideration.

Note 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.*

Complete this checklist to confirm the items in your application package. Place a check mark next to each item being submitted as part of your application. This checklist is also to be returned with your application package.

- ☐ Application Package Checklist (Attachment 3)
- ☐ Application Information Form (Attachment 4)
- ☐ Proposal Narrative (in an original PDF format)
- ☐ Alternative Programming Plan (Attachment 5)
- ☐ Budget Proposal – The Budget for Grant Program (Attachment 6)
- ☐ References (Attachment 7)
- ☐ Payee Data Record (STD 204)
- ☐ Supplement Vendor Payee Data Record Form (STD 205)

Target Locations **(Place an "X" next to each proposed location)**	
	Avenal State Prison **(ASP)**
	Calipatria State Prison **(CAL)**
	California Correctional Institution **(CCI)**
	Central California Women's Facility **(CCWF)**
	Centinela State Prison **(CEN)**
	California Health Care Facility, Stockton **(CHCF)**
	California Institution for Women **(CIW)**
	California Men's Colony **(CMC)**
	California State Prison, Corcoran **(COR)**
	Correctional Training Facility **(CTF)**
	Chuckawalla Valley State Prison **(CVSP)**
	Folsom Women's Facility **(FWF)**
	High Desert State Prison **(HDSP)**
	Ironwood State Prison **(ISP)**
	Mule Creek State Prison **(MCSP)**
	Pelican Bay State Prison **(PBSP)**
	California Substance Abuse Treatment Facility **(SATF)**

APPLICATION PACKAGE CHECKLIST

	California State Prison, Solano **(SOL)**
	Salinas Valley State Prison **(SVSP)**
	Valley State Prison **(VSP)**
Non-Target Institutions	
	California City Correctional Facility **(CAC)**
	California Institution for Men **(CIM)**
	California Medical Facility **(CMF)**
	California Rehabilitation Center **(CRC)**
	Folsom State Prison **(FSP)**
	Kern Valley State Prison **(KVSP)**
	California State Prison, Los Angeles County **(LAC)**
	North Kern State Prison **(NKSP)**
	Pleasant Valley State Prison **(PVSP)**
	Richard J. Donovan Correctional Facility **(RJD)**
	California State Prison, Sacramento **(SAC)**
	Sierra Conservation Center **(SCC)**
	San Quentin State Prison **(SQ)**
	Wasco State Prison **(WSP)**

Program Name: _____

Applicant Signature: _____ Date: _____

APPLICANT INFORMATION FORM

A. Applicant Name	B. Telephone Number	C. Email Address

D. Street Address	City	State	Zip

E. Mailing Address (if different)	City	State	Zip

F. Nonprofit Status

501(c)(3)? ☐ **Yes** ☐ **No**

If "No" complete items O and P

G. Federal Employer Identification Number (FEIN)

H. Name(s) and location(s) of *ALL* programs provided by the applicant (both previous and current). Include *ALL* prior grant funded programming, and indicate whether the program(s) are currently being provided. Failure to provide information regarding all programs currently provided may impact grant eligibility. Attach additional sheets if necessary.

Program Name	Correctional Setting (if not CDCR provide written verification from location)	Facility/Yard (if CDCR)	Number of Years	Funding Source		
				CDCR/DRP Grant? (Y/N)	Is Program Still Provided? (Y/N)	Other

I. Location(s) Where Proposed Program Will Be Provided.

Target Locations (Place an "X" next to each proposed location)	
	Avenal State Prison **(ASP)**
	Calipatria State Prison **(CAL)**
	California Correctional Institution **(CCI)**
	Central California Women's Facility **(CCWF)**
	Centinela State Prison **(CEN)**
	California Health Care Facility, Stockton **(CHCF)**
	California Institution for Women **(CIW)**

APPLICANT INFORMATION FORM

	California Men's Colony **(CMC)**
	California State Prison, Corcoran **(COR)**
	Correctional Training Facility **(CTF)**
	Chuckawalla Valley State Prison **(CVSP)**
	Folsom Women's Facility **(FWF)**
	High Desert State Prison **(HDSP)**
	Ironwood State Prison **(ISP)**
	Mule Creek State Prison **(MCSP)**
	Pelican Bay State Prison **(PBSP)**
	California Substance Abuse Treatment Facility **(SATF)**
	California State Prison, Solano **(SOL)**
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	Valley State Prison **(VSP)**
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	California State Prison, Los Angeles County **(LAC)**
	North Kern State Prison **(NKSP)**
	Pleasant Valley State Prison **(PVSP)**
	Richard J. Donovan Correctional Facility **(RJD)**
	California State Prison, Sacramento **(SAC)**
	Sierra Conservation Center **(SCC)**
	San Quentin State Prison **(SQ)**
	Wasco State Prison **(WSP)**

APPLICANT INFORMATION FORM

J. Application Summary (Three or four brief sentences describing the proposed program.)	
K. Applicant Contact Person (Name and Title)	
L. Telephone Number	**M. Email Address**
N. Name, Address, and FEIN of Organization Authorized to Receive Funding (Fiscal Agent) – Complete if Item F is "No"	
O. Name and Title of Person Authorized to Sign Grant Agreement (Fiscal Agent) – Complete if Item F is "No"	
P. Applicant's Agreement By signing this application the applicant verifies that the applicant meets the eligibility criteria for the grant program, and agrees that the providers will abide by the laws, policies, and procedures governing this grant funding.	
Applicant Signature	**Date**

ALTERNATIVE PROGRAMMING PLAN

1. Organization Name:_____ 2. Program Name: _____

3. Program Contact:_____ 4. Institution: _____

5. Fiscal sponsor (If applicable):_____ 6. Facility/Yard:_____

A. Required Documentation

1. Will alternative program in-cell packets/modules be utilized as the primary mode of instruction? If yes, please see *Notes below. If no, please explain:

   Yes ☐ No ☐

*Notes:

- Each in-cell packet should require the same participant effort/time to complete as the time allocated for the associated face-to-face program session.

2. Describe how the alternative program aligns with your proposed in-person program?

ALTERNATIVE PROGRAMMING PLAN

B. Program Participation

1. Define satisfactory completion criteria for each program in-cell packet/module:
   Examples:
   a. The participant must complete all of the work assigned in the in-cell packet/module.
   b. The participant demonstrates satisfactory effort to complete the in-cell packet given their individual learning abilities.

C. Program Completion

1. Projected number of hours to complete a single in-cell packet/module in its entirety?

   _____

2. Projected number of in-cell packets/modules to be completed per week?

   _____

3. Projected number of weeks to complete the full alternative program?

   _____

4. Provide any criteria that will disqualify a participant from receiving credit for alternative programming completion: Example:
   a. Illegible handwriting, in-cell packet/module completed by cell mate, incomplete signatures.

D. Required Program Attributes

1. Does the alternative program meet Americans with Disabilities Act (ADA) requirements? Yes ☐ No ☐

REFERENCES

Provide at least one, but no more than three references of an administrator at a correctional setting where the applicant is currently providing a program. **Actual letters of reference are not to be submitted, and will not be accepted in lieu of this form**.

Reference 1			
Name and Title of Reference:			
Name of correctional setting:			
Street Address:			City:
State:	Zip:	Telephone Number:	
Dates of Service:		Value/Cost of Program:	
Brief Description of Program Provided:			

Reference 2			
Name and Title of Reference:			
Name of correctional setting:			
Street Address:			City:
State:	Zip:	Telephone Number:	
Dates of Service:		Value/Cost of Program:	
Brief Description of Program Provided:			

Reference 3			
Name and Title of Reference:			
Name of correctional setting:			
Street Address:			City:
State:	Zip:	Telephone Number:	
Dates of Service:		Value/Cost of Program:	
Brief Description of Program Provided:			

Target Locations

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- Ironwood State Prison **(ISP)**
- Mule Creek State Prison **(MCSP)**
- Pelican Bay State Prison **(PBSP)**
- California Substance Abuse Treatment Facility **(SATF)**
- California State Prison, Solano **(SOL)**
- Salinas Valley State Prison **(SVSP)**
- Valley State Prison **(VSP)**

Non-Target Institutions

- California City Correctional Facility **(CAC) (leased)**
- California Institution for Men **(CIM)**
- California Medical Facility **(CMF)**
- California Rehabilitation Center **(CRC)**
- Folsom State Prison **(FSP)**
- Kern Valley State Prison **(KVSP)**
- California State Prison, Los Angeles County **(LAC)**
- North Kern State Prison **(NKSP)**
- Pleasant Valley State Prison **(PVSP)**
- Richard J. Donovan Correctional Facility **(RJD)**
- California State Prison, Sacramento **(SAC)**
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