County of Mono



Request for Proposal (RFP 2015 – \_\_\_\_) for the

Community Recidivism and Crime Reduction Program

**PROPOSALS DUE ON OR BEFORE: October 30, 2015, 5:00 PM**

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Table of Contents

Overview ……………………………………………………………………….. 3

Objectives ……………………………………………………………………… 5

Eligibility ……………………………………………………………………….. 5

Award and Availability of Funding …………………………………………... 5

In-Kind Match …………………………………………………………………. 6

Eligible Project Expenditures ……………………………………………….. 6

Proposal Submission ………………………………………………………… 6

Evaluation Process …………………………………………………………… 8

Rating Process ……………………………………………………………….. 10

Summary of Key Dates ……………………………………………………… 11

Attachment A – Budget and Budget Narrative ……………………………… 12

Attachment B – Penal Code Section 1233.10 ………………………………. 13

**Overview**

The Budget Act of 2014 (Chapter 25, Statutes of 2014) allocates $8 million to the Board of State and Community Corrections for the Community Recidivism Reduction Grant described in Penal Code Section 1233.10. Upon agreement to accept funding from the Recidivism Reduction Fund, a county board of supervisors, in collaboration with the county’s Community Corrections Partnership (CCP), shall develop, administer, and collect and submit data to the Board of State and Community Corrections regarding a competitive grant program intended to fund community recidivism and crime reduction services.

The Mono County Board of Supervisors (BOS) and the CCP have established the following guidelines (the Request for Proposal [RFP]) to focus local efforts within the statutory requirements while focusing on local gaps in the Realignment Plan.

Grant funds are intended to fund community recidivism and crime reduction services, including but not limited to, delinquency prevention, homelessness prevention, and reentry services and provide services that are designed to enable persons to whom services are provided to refrain from engaging in crime, reconnect with their family members, and contribute to their communities. Community recidivism and crime reduction services may include all of the following:

1. Self-help groups:

1. Individual or group assistance with life skills
2. Mentoring programs
3. Academic and educational services, including but not limited to, services to enable the recipient to earn his or her high school diploma
4. Job training skills and employment
5. Truancy prevention programs
6. Literacy programs
7. Any other service that advances community recidivism and crime reduction efforts and is an evidence based practice
8. Individual or group assistance with referrals for any of the following:
   1. Mental and physical health assessments
   2. Counseling services
   3. Educational and vocational programs
   4. Employment opportunities
   5. Alcohol and drug treatment
   6. Health, wellness, fitness and nutrition programs and services
   7. Personal finance and consumer skills programs and services
   8. Other personal growth and development programs to reduce recidivism
   9. Housing assistance

Award must be used to create a new services, such as those listed above, or to expand an existing effort. Program expansion includes, but is not limited to, adding services to a program that is currently offered to offenders supervised by Mono County Probation Department.

**Objectives**

The following key objectives are to be strongly considered:

1. Strengthen partnerships between criminal justice and not-for-profit agencies. Strong partnerships are essential to program success and long-term sustainability. Partnerships between law enforcement, the Court, prosecutors, defense counsel, jail, and Probation with not-for-profit agencies are critical.

2. Fill unmet needs and complement, not compete with, the existing service environment.

3. Focus on delivering evidence based programming or reducing barriers to access existing services.

4. Assist in generating long-term savings by reducing prison and/or jail commitments, reducing recidivism, and avoiding future victimizations.

**Eligibility**

Applicants must be a nongovernmental entity or a coalition of nongovernmental entities that have provided community recidivism and crime reduction services to the target population for at least two (2) years.

**Award and Availability of Funding**

Available funding for the Community Recidivism and Crime Reduction Services Grant program is projected to be $5,000.

Any funds allocated to a service provider under this proposal shall be available reimbursement of expenditures for a period of one (1) year.

**In-kind Match**

In-kind match of funds is optional, however, will be given extra consideration. If providing in-kind match of funds, applicants must identify the source and how these funds will be utilized to contribute goods or services that are directly related to the purpose of the Community Recidivism and Crime Reduction Services Grant program.

**Eligible Project Expenditures**

The information outlined below applies to the applicant’s expenditures and subsequent reimbursement of grant funds as well as eligible use of in-kind match of funds.

**Salaries and Fringe Benefits:** The salaries and fringe benefits of the applicant’s employees that are directly involved in the project’s activities.

**Services and Supplies:** Services and supplies necessary for the operation of the project (e.g., lease payments for office space, office supplies, etc.) and/or services and supplies provided to participants as part of the project’s design (e.g., basic necessities such as food, clothing, shelter/housing, transportation, and related expenditures).

**Other Costs:** Any other costs necessary for the success of the project (e.g., travel costs).

**Indirect Costs:** Includes operational overhead and administrative costs. Funds dedicated to this line item may not exceed 5% of the award.

**Proposal Submission and Closing Date**

The proposal must be received in the Mono County Finance Department, **at or before 5:00 p.m. on October 30, 2015.** Proposals shall be presented under sealed cover and delivered with the original plus 4 copies and an electronic version (USB drive or CD), clearly identified on the outside to read:

**Name of Bidder**

**Address of Bidder**

**Subject of the Proposal**

**Request for Proposal Number**

**Proposal Submitted Deadline Date and Time**

For purposes of this proposal, the time specified will be defined by **the official time clock in the Finance Department, 25 Bryant Street Annex II, Bridgeport , CA 93517. It is the sole responsibility of the submitting Bidder to ensure that its proposal is received before the submission deadline.** Submitting Bidder shall bear all risks associated with delays in delivery by any person or entity, including the U.S. mail. **PROPOSALS RECEIVED AFTER THE DEADLINE WILL BE REJECTED REGARDLESS OF THE POSMARK DATE AND WILL BE RETURNED TO THE BIDDER UNOPENED**.

All proposals shall be delivered to:

**Mono County Finance Department**

**25 Bryant Street Annex II**

**Bridgeport, CA 93517**

Without law or policy to the contrary, if the Bidder took reasonable steps to submit the proposal in due time, and failure of the proposal to be on hand at the time of closing was not the result of negligence or other fault of the Bidder, but was the result of negligence by the County, the County reserves the right to accept such a proposal.

**Number of Copies to be Submitted**

Applicants must submit one (1) original hard copy and four (4) copies of the proposal (marked as “COPY”) and one (1) version in an electronic format, either a USB drive or CD-ROM. The electronic copy shall be a Windows based MS WORD or PDF document and consist of an exact duplicate of the hard copy in format, layout, and content. Proposals may not exceed 10 pages. Page limitation includes attachments and/or appendices. Narrative sections must be double spaced, one (1) inch margins, and a minimum of 12 point font size must be used.

**Evaluation Process**

The following section criteria will be used to evaluate each submission, with different weight given to each based on the percentage value listed after the individual criteria. Applicants must answer all four (4) questions.

1. What are the applicant’s experience, qualifications, and years of providing community recidivism and crime reduction services to the target population? (25 Points)
   1. Describe the applicant’s experience in working within the criminal justice system and demonstrated ability to collaborate with other criminal justice and human services agencies and service providers.
   2. Detail the applicant’s experience in the development and implementation of successful projects involving criminal offenders. Include a summary of relevant prior experience in providing services similar to those prosed.
2. What is the need for the program/service within the target population?
   1. Program Need (10 Points)
      1. Describe the area to be served. If the program/service will operate only in specific areas of the County, be specific as to where.
      2. Discuss how this program or service will complement and not compete with other programs currently operating.
   2. Target Population (10 Points)
      1. Describe the target population, specifying eligibility and exclusionary criteria, including but limited to age, gender, offense history, health issues, type of need that will be addressed, etc., identify the total number of individuals proposed to be served.
3. What is the program design and what service(s) is being proposed? (25 Points)
   1. Describe the program model including short term and long term goals, length of program, hours per week, etc.
   2. Describe the services to be provided, including how these services will reduce recidivism and victimization.
   3. How will the program model be cost-effective or reduce costs otherwise incurred by the criminal justice system?
4. Program Completion/termination Criteria (15 Points)
   1. What will the participant be required to accomplish in order to successfully complete the program?
   2. Under what conditions may a participant be subject to termination from the program? How will the program respond to arrests while in-program?
   3. How will the program handle non-compliance with the terms of precipitation? How will your program communicate with Probation on case activity, non-compliance, and termination?
   4. How will those that complete the program be transitioned to other services and/or supports?
5. Budget and Budget Narrative (ATTACHMENT A) (15 Points)

Provide a proposed budget that is complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). If applicable, the proposed budget must indicate how in-kind match funds will be allocated in the overall proposed budget. Budget narratives should demonstrate how applicants will maximize cost effectiveness of grant expenditures.

1. What is the plan for start-up and the timetable for implementation? (15 Points)

*Preference Points*: Preference points will be given for the inclusion of in-kind match funding in the applicant’s budget. Match must be specific in the budget and will become part of the funding award agreement. (5 Points)

**Rating Process**

Proposals that meet the basic requirements will be evaluated, scored, and ranked by an RFP review committee consisting of three representatives from the CCP. The RFP review committee will evaluated the merits of their proposal in accordance with the specified training criteria (see Evaluation Process section) and determine which one is best suited to meet the needs of the Community Recidivism and Crime Reduction Grant Services Program. Following this rating process, the RFP review committee will forward award recommendations for consideration by Mono County BOS, which will award grants on November 2015. Applicants will be notified of the results of the RFP review committee’s proposal evaluation and rating process as well as the decision of the BOS.

**Summary of Key Dates:**

|  |  |
| --- | --- |
| October 10, 2015 | Issue RFP |
| October 30, 2015 | RFP Due to the County of Mono Finance |
| November 10, 2015 | Review, evaluate, and score RFP |
| November 17, 2015 | BOS considers award recommendations by the RFP Review Committee |
| November 20, 2015 | Applicants notified of award issuance |
| December 1, 2015 | Project anticipated start-up date |

**ATTACHMENT A**

**Budget and Budget Narrative**

**Proposed Budget Line Item Totals**

Please fill out the following table for the project’s proposed budget. In-kind match of grant funds request is optional. Applicants must provide sufficient detail/breakdown to explain how the requested funds outlined in the table below will be expended in each applicable line item. Amounts must be in whole dollars.

|  |  |  |  |
| --- | --- | --- | --- |
| **LINE ITEM** | **GRANT FUNDS** | **IN-KIND MATCH**  **(OPTIONAL)** | **TOTAL** |
| 1. Salaries |  |  |  |
| 2. Fringe Benefits |  |  |  |
| 3. Service & Supplies |  |  |  |
| 4. Other Costs |  |  |  |
| 5. Indirect Costs |  |  |  |
| **TOTAL** |  |  |  |

**Proposed Budget Narrative**

In the space below for each line item, describe how grant funds and in-kind match funds (optional) would be used to implement the project. If applicable, provide the source of the in-kind match funds. Please provide sufficient detail to explain how all expenditures were estimated and calculated and how they are relevant to the completion of the project.

**1. Salaries**

|  |
| --- |
| INSERT TEXT HERE |

**2. Fringe Benefits**

|  |
| --- |
| INSERT TEXT HERE |

**3. Service and Supplies:**

|  |
| --- |
| INSERT TEXT HERE |

4. **Other**:

|  |
| --- |
| INSERT TEXT HERE |

**5. Indirect Costs**:

|  |
| --- |
| INSERT TEXT HERE |

**ATTACHMENT B**

**Penal code Section 1233.10**

*Section 1233.10 is added to the Penal Code, to read:*

1233.10

(a) Upon agreement to accept funding from the Recidivism Reduction Fund, created in Section 1233.9, a county board of supervisors, in collaboration with the county’s Community Corrections Partnership, shall develop, administer, and collect and submit data to the Board of State and Community Corrections regarding a competitive grant program intended to fund community recidivism and crime reduction services, including, but not limited to, delinquency prevention, homelessness prevention, and reentry services. The funding shall be allocated to counties by the State Controller’s Office from Item 5227-101-3259 of Section 2.00 of the Budget Act of 2014-2015 according to the following schedule:

Alameda $ 250,000

Alpine $ 10,000

Amador $ 10,000

Butte $ 50,000

Calaveras $ 10,000

Colusa $ 10,000

Contra Costa $ 250,000

Del Norte $ 10,000

El Dorado $ 50,000

Fresno $ 250,000

Glenn $ 10,000

Humboldt $ 50,000

Imperial $ 50,000

Inyo $ 10,000

Kern $ 250,000

Kings $ 50,000

Lake $ 25,000

Lassen $ 10,000

Los Angeles $1,600,000

Madera $ 50,000

Marin $ 50,000

Mariposa $ 10,000

Mendocino $ 25,000

Merced $ 50,000

Modoc $ 10,000

**Mono $ 10,000**

Monterey $ 100,000

Napa $ 50,000

Nevada $ 25,000

Orange $ 500,000

Placer $ 50,000

Plumas $ 10,000

Riverside $ 500,000

Sacramento $ 250,000

San Benito $ 25,000

San Bernardino $ 500,000

San Diego $ 500,000

San Francisco $ 250,000

San Joaquin $ 250,000

San Luis Obispo $ 50,000

San Mateo $ 250,000

Santa Barbara $ 100,000

Santa Clara $ 500,000

Santa Cruz $ 50,000

Shasta $ 50,000

Sierra $ 10,000

Siskiyou $ 10,000

Solano $ 100,000

Sonoma $ 100,000

Stanislaus $ 100,000

Sutter $ 25,000

Tehama $ 25,000

Trinity $ 10,000

Tulare $ 100,000

Tuolumne $ 25,000

Ventura $ 250,000

Yolo $ 50,000

Yuba $ 25,000

(b) For purposes of this section, "community recidivism and crime reduction service provider" means a nongovernmental entity or a consortium or coalition of nongovernmental entities, that provides community recidivism and crime reduction services, as described in paragraph (2) of subdivision (c), to persons who have been released from the state prison, a county jail, a juvenile detention facility, who are under the supervision of a parole or probation department, or any other person at risk of becoming involved in criminal activities.

(c) (1) A community recidivism and crime reduction service provider shall have a demonstrated history of providing services, as described in paragraph (2), to the target population during the five years immediately prior to the application for a grant awarded pursuant to this section.

(2) A community recidivism and crime reduction service provider shall provide services that are designed to enable persons to whom the services are provided to refrain from engaging in crime, reconnect with their family members, and contribute to their communities. Community recidivism and crime reduction services may include all of the following: (A) Self-help groups.

(B) Individual or group assistance with basic life skills.

(C) Mentoring programs.

(D) Academic and educational services, including, but not limited to, services to enable the recipient to earn his or her high school diploma.

(E) Job training skills and employment.

(F) Truancy prevention programs.

(G) Literacy programs.

(H) Any other service that advances community recidivism and crime reduction efforts, as identified by the county board of supervisors and the Community Corrections Partnership.

(I) Individual or group assistance with referrals for any of the following:

(i) Mental and physical health assessments.

(ii) Counseling services.

(iii) Education and vocational programs.

(iv) Employment opportunities.

(v) Alcohol and drug treatment.

(vi) Health, wellness, fitness, and nutrition programs and services.

(vii) Personal finance and consumer skills programs and services.

(viii) Other personal growth and development programs to reduce recidivism.

(ix) Housing assistance.

(d) Pursuant to this section and upon agreement to accept funding from the Recidivism Reduction Fund, the board of supervisors, in collaboration with the county's Community Corrections Partnership, shall grant funds allocated to the county, as described in subdivision (a), to community recidivism and crime reduction service providers based on the needs of their community.

(e) (1) The amount awarded to each community recidivism and crime reduction service provider by a county shall be based on the population of the county, as projected by the Department of Finance, and shall not exceed the following:

(A) One hundred thousand dollars ($100,000) in a county with a population of over 4,000,000 people.

(B) Fifty thousand dollars ($50,000) in a county with a population of 700,000 or more people but less than 4,000,000 people.

(C) Twenty five thousand dollars ($25,000) in a county with a population of 400,000 or more people but less than 700,000 people.

(D) Ten thousand dollars ($10,000) in a county with a population of less than 400,000 people.

(2) The total amount of grants awarded to a single community recidivism and crime reduction service provider by all counties pursuant to this section shall not exceed one hundred thousand dollars ($100,000).

(f) The board of supervisors, in collaboration with the county's Community Corrections Partnership, shall establish minimum requirements, funding criteria, and procedures for the counties to award grants consistent with the criteria established in this section.

(g) A community recidivism and crime reduction service provider that receives a grant under this section shall report to the county board of supervisors or the Community Corrections Partnership on the number of individuals served and the types of services provided, consistent with paragraph (2) of subdivision (c). The board of supervisors or the Community Corrections Partnership shall report to the Board of State and Community Corrections any information received under this subdivision from grant recipients.

(h) Of the total amount granted to a county, up to 5 percent may be withheld by the board of supervisors or the Community Corrections Partnership for the payment of administrative costs.

(i) Any funds allocated to a county under this section shall be available for expenditure for a period of four years and any unexpended funds shall revert to the state General Fund at the end of the four-year period. Any funds not encumbered with a community recidivism and crime reduction service provider one year after allocation of grant funds to counties shall immediately revert to the state General Fund.