



# County of Imperial

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## Request for Proposal for the Community Recidivism Reduction Grant

**County Executive Office  
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**COUNTY OF IMPERIAL  
COMMUNITY RECIDIVISM REDUCTION GRANT  
Request for Proposals**

**I. BACKGROUND**

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 (Attachment I). Counties are eligible to receive funds if the Board of Supervisors, in collaboration with the county's Community Corrections Partnership, agrees to develop a competitive grant program intended to fund community recidivism and crime reduction services. In developing the grant program, the Board of Supervisors, in collaboration with the Community Corrections Partnership must establish minimum requirements, funding criteria, grant award limits, and procedures for the county to award grants. Grants will be awarded by the Board of Supervisors to a nongovernmental entity or a consortium or coalition of nongovernmental entities that provide community recidivism and crime reduction services to persons who have been released from a state prison, a county jail, or 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. Community recidivism and crime reduction services include, but are not limited to delinquency prevention, homelessness, prevention, and reentry services. Counties receiving funds are also required to collect and submit data to the Board of State and Community Corrections on grants awarded. Service providers that receive a grant are responsible for reporting to the Board of Supervisors or Community Corrections Partnership on the number of individuals served and the types of services provided on or before July 1, 2015 and each year until the final reporting date of July 1, 2018.

The Community Recidivism Reduction Grant is financed by the following: 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 (Attachment I). Pursuant to the aforementioned Penal Code subdivision (e), the maximum amount that can be awarded to a service provider is based on the population of the county, and is also specified on attachment II. Each county may use up to five percent of its allocation for administrative costs. This funding is available for expenditure for four years and any unspent funds revert to the state.

**II. PROJECT DESCRIPTION**

The County of Imperial is pleased to invite you to respond to a Request for Proposals ("RFP"), for funding up to five (5) recipients through a competitive grant program intended to fund community recidivism and crime reduction services. The target audience is to a nongovernmental entity or a consortium or coalition of nongovernmental entities that provide community recidivism and crime reduction services to persons who have been released from a state prison, a county jail, or 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.

### **III. FUNDING**

The Community Recidivism Reduction Grant has a maximum allowable amount that can be awarded to a service provider of \$10,000. This maximum amount is available for expenditure over four years. Service providers are encouraged to only request amount of funds needed to support their proposals and not base the requests on the maximum amount allowable. Applicants that believe their proposals will require less than \$10,000 and otherwise meet all requirements are also encouraged to apply for funding.

Proposal Statements must be received no later than 2:00 p.m. on May 7, 2015.

### **IV. GRANT REQUIREMENTS**

#### **1. GRANT PERIOD**

The initial grant period for these funds is July 1, 2015 through June 30, 2018. The funding is available for expenditure for four years.

#### **2. TARGET POPULATION**

The target audience is nongovernmental entities or consortia or coalitions of nongovernmental entities that provide community recidivism and crime reduction services to persons who have been released from a state prison, a county jail, or 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.

#### **3. ELIGIBLE APPLICANTS**

Proposals may only be submitted by a nongovernmental entity or a consortium or coalition of nongovernmental entities that provide community recidivism and crime reduction services to persons who have been released from a state prison, a county jail, or 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.

Applicants must meet all requirements listed in this RFP, including the ability to demonstrate a history of providing services, as described in “eligible grant expenditures”, to the target population during the five years immediately prior to the application for a grant award.

#### **4. ELIGIBLE GRANT EXPENDITURES**

Grant funds are intended to fund community recidivism and crime reduction services, including but not limited to, delinquency prevention, homelessness prevention and reentry services. Provide services that are designed to enable persons to whom services 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:

- i. Self-help groups.
- i. Individual or group assistance with basic life skills.
- ii. Mentoring programs.

- iii. Academic and educational services, including, but not limited to, services to enable the recipient to earn his or her high school diploma.
- iv. Job training skills and employment.
- v. Truancy prevention programs.
- vi. Literacy programs.
- vii. Any other service that advances community recidivism and crime reduction efforts, as identified by the county board of supervisors and the Community Corrections Partnership.
- viii. Individual or group assistance with referrals for any of the following:
  - 1. Mental and physical health assessments.
  - 2. Counseling services.
  - 3. Education 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.

## 5. REPORTING REQUIREMENTS

Applicants who are selected to receive a grant must comply with the following reporting requirements:

Quarterly Progress Reports: Successful applicants will be required to submit quarterly progress reports. The quarterly progress reports will report on the services/programs provided and include a statistical sample of how many people they can serve as stated in the eligible expenditure requirements.

- Quarterly Invoices: Disbursement of grant funds occurs on a reimbursement basis for actual costs incurred during a reporting period. The Imperial County Probation Department will send the warrants (checks) to individual designated on the application form as the Financial Officer for the grant. Successful applicants must submit quarterly invoices through the Imperial County Probation Department no later than 30 days following the end of the quarter. Successful applicants must maintain adequate supporting documentation for claimed costs.

## V. APPLICATION PROCESS AND EVALUATION RATING FACTORS

### 1. Proposal Due Date

All proposals must be **received (not post-marked)** no later than 2:00 p.m. on May 7, 2015. Proposals received after that date and time will not be considered.

**2. One (1) original and five (5) copies of the proposal must be submitted.** The original must be marked “Original Copy” and must be signed by an authorized representative from the submitting agency who has authority to enter into a contractual obligation with the County of

Imperial. Mail or deliver proposals to the following address:

Imperial County Probation  
Community Corrections Partnership  
Attn: Elizabeth V.C. Sais  
324 Applestill Rd.  
El Centro, CA 92243

### **3. Minimum Qualification Requirement to Receive Community Recidivism Reduction Funds**

In order to be considered for a grant to receive funds, the following qualifications must be met and shall continue to be met throughout the term of the contract.

1. Pursuant to Penal Code Section 1233.9, in order to be eligible for funding an applicant shall:

- a. Be a “community recidivism and crime reduction service provider”, which means a nongovernmental entity or a consortium or coalition of nongovernmental entities, that provide community recidivism and crime reduction services 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.
- b. Demonstrate a history of providing services, as described in paragraph (e) below, to the target population during the five years immediately prior to the application for a grant award.
- c. Demonstrate its ability to receive and make use of any funds available from the Board of State and Community Corrections
- d. Describe the services/programs they will be able to provide along with a statistical sample of how many people they can serve
- e. Provide services that are designed to enable persons to whom services provided to refrain from engaging in crime, reconnect with their family members, and contribute to their communities. The intent of the funds are community recidivism and crime reduction services, including but not limited to:
  - i. Self-help groups.
  - ii. Individual or group assistance with basic life skills.
  - iii. Mentoring programs.
  - iv. Academic and educational services, including, but not limited to, services to enable the recipient to earn his or her high school diploma.
  - v. Job training skills and employment.
  - vi. Truancy prevention programs.
  - vii. Literacy programs.
  - viii. Any other service that advances community recidivism and crime reduction efforts, as identified by the county board of supervisors and the Community Corrections Partnership.
  - ix. Individual or group assistance with referrals for any of the following:
    1. Mental and physical health assessments.
    2. Counseling services.
    3. Education 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.
2. The applicant shall collect and report on the number of people served, and submit evidence on how the program provides crime reduction results with appropriate data back up to the Board of Supervisors and the Community Corrections Partnership.
  3. The applicant shall demonstrate the financial capacity to provide services throughout the term of the Contract.

All required documents/back-up materials must be submitted with the proposal statement.

#### **4. Proposal Statement Submittal:**

1. All Proposal Statements (which shall consist of one (1) original and five (5) copies) must be received by mail, recognized carrier, or hand-delivered **no later than 2:00 p.m. on May 7, 2015. Late Proposal Statements may not be considered.**
2. All questions regarding this Request for Proposal should be directed to the contact name listed on the cover page of this RFP.
3. Applicant shall accurately complete and submit all of the documents, exhibits, attachments and other documents specified in this RFP with the Proposal Statement.
4. The outside of the mailing package must be marked **“Request for Proposal for the Community Recidivism Reduction Grant.”**
5. Absence of the required information may render a Proposal Statement non-responsive, resulting in rejection of the Proposal Statement.
6. **Imperial County reserves the right to reject any and all Proposal Statements and to waive any informalities or irregularities in any Proposal Statement received.**

#### **5. Request for Proposal Format/Criteria:**

A Proposal Statement must address all of the following points:

1. Applicant Name
2. Applicant Qualifications
  - a. Type of organization, size, professional registration, and affiliations.

- b. Describe how the Applicant meets each of the “Minimum Qualification Requirement to Receive Community Recidivism Reduction Funds” set forth above.
- c. If desired, submit client references from recent related projects.

**6. Selection Criteria:**

Proposal Statements will be evaluated using the following criteria.

<b>Criteria</b>	<b>Points Available</b>
Experience Factor 1: History of providing services to the target population in the previous five years.	25
Experience Factor 2: Knowledge of and history with community recidivism and crime reduction services as detailed in Paragraph (V)(3)(1)(e).	25
Program detail: Description of services/programs to be provided and statistical sample of how many people they can serve.	25
Financial: Demonstration of ability to receive and make use of any funds available from the Board of State and Community Corrections	25

Those applicants receiving the highest score shall be selected for a grant award, conditioned on the applicant meeting all requirements contained within this RFP. Grants shall be made until the available grant funding is exhausted.

**7. General Terms and Conditions**

1. The applicant shall be required to provide proof of insurance in the following amounts:
  - General Liability: \$1,000,000/\$2,000,000
  - Auto: \$1,000,000
  - Workers Compensation: Statutory
  - Employer’s Liability: \$1,000,000

Additionally, applicant shall be required to maintain insurance in any amount that may be required by the State of California.

2. The awarding of grants pursuant to this RFP is subject to successful negotiations with the County of Imperial and may result in a formal contract satisfactory to County Counsel.
3. The applicant assumes and agrees to hold harmless, indemnify, protect, and defend the County of Imperial against all claims of liability and all liability for injuries and damages to applicant himself and to the applicant’s employees, agents, and or guests third party or otherwise, incident to or resulting from and all operations performed by the contractor under any of the terms of this RFP.

4. Records
  - a. The applicant shall keep complete and accurate records for the services performed and any records required by law or government regulation and shall make such records available to the County upon request.
  - b. The applicant shall assure the confidentiality of any records that are required by law to be so maintained.
  - c. The applicant shall prepare and forward such additional or supplementary records as County may reasonably request.
  
5. Any notice required to be given pursuant to the terms and provisions hereof shall be in writing and shall be sent by first class mail to the contact listed on the cover page of this RFP.