



**Community Connections Program**  
**Grant Request for Proposal Guidance**  
**Program Year 2021-2022**

**I. Purpose**

The Community Connections Program (CCP) is a partnership between the Colorado Department of Corrections (CDOC), Latino Coalition for Community Leadership (LCCL) and community and faith-based organization (CFBO) reentry programs. Grants awarded are intended to integrate CFBO reentry programming into participating CDOC facilities. The Community Connections Program will create an access point to CFBO case management services, pre-release activities and inreach reentry programming for inmates (referred throughout this document as “returning community members” or “participants”) that are preparing to exit Denver Women’s Correctional Facility, Fremont Correctional Facility and Sterling Correctional Facility. A total of six (6) grants will be awarded for this program. Current WAGEES grantees are uniquely suited to participate in the CCP. Any nonprofit organization providing reentry services for returning community members is invited to respond to this RFP.

CFBOs awarded a CCP grant will create or allocate existing case management capacity to sustain in person or virtual case management interactions with returning community members prior to their release from the CDOC facilities mentioned above. Organizations responding to this RFP may propose additional individual or group in-reach activities that are relevant to program participants and the goal of the CCP. In-reach programming offered by a CFBO is contingent upon approval by the CDOC. Such programming will reflect the organization’s expertise and documented success for the proposed activities.

The CCP will reduce recidivism in Colorado through the following outcomes: establishing a supportive alliance with CCP participants and the CFBO’s CCP Case Manager, creation of an individualized community support plan for CCP participants and enrollment of CCP participants into the CFBOs reentry services upon release from the CDOC facility. A CFBO awarded a grant under the CCP shall conduct and sustain the following case management activities for the duration of the funded project period:

- Receive referrals of CFBO matched CCP participants from a LCCL Community Connections Program Coordinator that will be based inside of the participating CDOC facility;

- Conduct in person or virtual case management interactions with enrolled CCP participants;
- Establish a Community Support Plan for each CCP participant consisting of the CFBO's Individualized Service Plan (ISP) and LCCL Individual Needs and Strengths Identification Tool (INSIT);
- Accurately track and report CCP case management interactions through LCCL's CaseMGR reporting system;
- Participate in referred CCP participants day of release activities in collaboration with CDOC;
- Facilitate and sustain the enrollment of CCP participants into the CFBO's reentry program;
- Participate in regular in person or electronic communications involving the CCP Coordinator, the CFBO's CCP Case Manager and CDOC facility staff;
- Where the participant's county of release has no WAGEES footprint or minimal access to community reentry services the CFBO will broker community-based services, public benefits, or personal essentials.

The LCCL is contracted with the CDOC to administer the CCP. The LCCL has successfully directed private, federal and state grant funds to rural and urban communities. More information about the LCCL can be found at [www.latinocoalition.org](http://www.latinocoalition.org). The LCCL highly recommends that all entities considering proposal submission read the Urban Institute's research report titled "Investing Justice Resources to Address Community Needs: Lessons Learned for Colorado's Work and Gain Education & Employment Skills (WAGEES) Program" provided on the LCCL website *CO WAGEES* page and review the WAGEES website at [www.wageesco.org](http://www.wageesco.org).

## II. Key Elements

### A. Grant Funding and Target Area

A CFBO responding to this RFP may be eligible for a grant award ranging from \$100,000 to \$200,000 for the program purpose expressed in Section I of this RFP. It is anticipated that grant award notification will take place by November 22, 2021. The CCP project start date is December 1, 2021. A CFBO awarded a CCP grant will engage in program onboarding and will begin receiving participant referrals during the first month of the funded project period. The State of Colorado runs on a fiscal year starting July 1 and ending on June 30 of the following year. The CCP performance period is 7 months or approximately ½ of the state fiscal year for this initial year. There is no enrollment expectation associated with the CCP. Grantees must accept any CCP participant referred to the CCP by CDOC. Grantees who successfully meet performance measures and remain in compliance with grant requirements are invited to reapply for continued funding for subsequent years.

Due to state fiscal rules, unspent grant funds will not roll-over from one fiscal year to the next fiscal year and the performance period cannot be extended. Proposers may request lower grant awards based on the anticipated FTE and program costs that are necessary to execute the outcomes and requirements expressed in this RFP.

### B. Program Emphasis

The CCP emphasizes the creation of a supportive alliance and the delivery of transformative case management services to CCP participants that have transitioned to the CDOC's *Reformative, Engaging System of Transitional Opportunities for Reentry* (RESTORE) program. RESTORE is CDOC's intentional release strategy which prioritizes reentry preparation supported by the integration and in-reach of community partners behind facility walls. Participants referred to the CCP will have one of the following parole characteristics:

- Tabled - A decision by the Parole Board to suspend a parole release decision if it finds the inmate's parole plan is inadequate;
- Mandatory Release Date - The date on which an inmate must be released to mandatory parole if they have not been granted discretionary parole;
- Discretionary Release - Release of an inmate who has met their parole eligibility date but not yet met their mandatory release date;
- Sentence Discharge Date: The date a sentence or combination of sentences is complete, including all components of the sentence (e.g. incarceration component and mandatory parole component).

Participants referred to the CCP will exit the CDOC facility within 180 days or sooner. A CFBO awarded a CCP grant must provide case management services regardless of participants' facility exit date.

The CCP further emphasizes inreach activities and programs intended to build a supportive alliance with RESTORE participants. Such activities and programs may offer participants group or one-on-one interactions that are geared toward participant mindset, mentorship, release preparation, community reunification, workforce preparation, educational advancement or credential attainment. Proposers should emphasize program strategies that promote successful attainment of the project performance measures noted in Part III(F) below.

### **C. Organization Preference Criteria**

For-profit organizations and units of government are not eligible to apply. Preferred organizations will meet the following criteria:

- Be a non-profit organization or any Indian or Native American entity;
- Have demonstrated experience working with returning community members;
- Have a track-record of achieving positive outcomes with returning community members;
- Currently provides community reentry services to returning community members;
- Provide documentation that their organization is in good standing with the Colorado Secretary of State;
- Agree to participate in trainings conducted or sponsored by the CDOC and LCCL;
- Agree to perform timely data entry into the LCCL and CDOC data systems;
- All grantee staff assigned to the CCP program that interact directly with participants must submit to a background check prior to working on the CCP program. However, persons who have a criminal record but are not under current supervision are considered on a case-by-case basis and are not automatically excluded from CCP employment consideration.

### **D. Amount of Awards**

Although the estimated grant amounts will be awarded as noted in II(A) above, it is anticipated that some organizations may not access the full amount and others may provide compelling justification to receive more than the average. Such decisions will be made on a case-by-case basis, generally based on high performance and is at the sole discretion of the LCCL. Poor performance, breach of the MOU, mismanagement of funds or egregious non-compliance with policy, procedures, rules or regulations may result in immediate termination of the grant award. The grant program is contingent upon an annual legislative appropriation.

## E. Number of Awards

It is anticipated that in FY2021-2022 there will be six (6) CCP grants awarded to CFBOs. If non-responsive, non-competitive or no proposals are received the funding may be shifted to other priorities directed by CDOC.

## F. Length of Grant Period

Although the grant funding is intended to cover a 12-month period, the time period under this announcement will be 7-months from the date of a fully executed Memorandum of Understanding (MOU). We acknowledge the performance period for FY2021-2022 is short. The LCCL is attempting to balance the practical aspect of the competitive request for proposal process while providing enough time for successful proposers to reasonably use the available resources. The anticipated date of distribution of grant awards will be no later than December 1, 2021 with an end date on June 30, 2022. Funding is dependent upon grantee performance and an MOU may be terminated for consistent poor performance or non-compliance. Proposers will submit a year one and year two budget given the partial funding nature of year one of the project period.

## G. Timeline

<b>Activity</b>	<b>Date</b>
Request for Proposal Released	October 08, 2021
Bidders' Conferences	October 18, 2021
Proposals Due	November 7, 2021
Award Notification	November 15, 2021 - November 22, 2021
MOU Issued	November 15, 2021-November 22, 2021
Program Award Period Begins	December 1, 2021
Grantee CCP Onboarding and Training Begin	December 1, 2021
CCP Referrals to Grantees Begins	December 6, 2021
1st Year Grant Completion	June 30, 2022

## H. Organizational Commitment

All CCP grantees must demonstrate their commitment to:

- Ongoing organizational or programmatic improvement by participating in training and technical assistance;
- Participate in a partnership development process with the LCCL and CDOC;
- Be accountable to performance standards;
- Use of, and fidelity to, the project's data management systems. No other data tracking systems will be accepted in lieu of the LCCL's CaseMGR and CDOC's C-Wise data management systems;
- Willingness to learn, collaborate in multidisciplinary teams and be flexible while adjusting to lessons learned from implementing this program.

## I. Request for Proposal (RFP) Questions

For general questions regarding the Latino Coalition for Community Leadership, the Community Connections Program, or this request for proposal process please contact:

Richard Marquez  
Program Manager  
Latino Coalition for Community Leadership  
rmarquez@latinocoalition.org

Inquiries already addressed in the Bidder's Conference recording or posted FAQs may not be individually responded to.

## J. Distribution of RFP

RFP documents will be made available and distributed only in electronic format only. Proposers are encouraged to frequently check the CCP RFP page on the LCCL website at [www.latinocoalition.org/ccp-rfp](http://www.latinocoalition.org/ccp-rfp) for program updates, clarifications and FAQs.

A virtual Bidder's Conference is scheduled for October 18, 2021 at 3:00pm by way of the following Zoom link: [Community Connections Bidder's Conference Registration Link](#)

Registration for the Bidder's Conference is required. Registration for the CCP Bidders Conference is also available on the CCP RFP link located on the CCP RFP page on the LCCL website at [www.latinocoalition.org/ccp-rfp](http://www.latinocoalition.org/ccp-rfp).

## K. Award Distribution and Monitoring

Conditions for granting include the following:

1. No granting will occur until the MOU has been executed and all required information is received by the LCCL;
2. Grants will be awarded on a cost-reimbursement basis. In addition, grantees may request up to one-month (1/7) of the grant award amount upfront to assist with cashflow. Grantees must submit documentation of allowable costs on a monthly basis. Disallowed costs are the responsibility of the grantee. Reimbursement of

expenses will be based on guidance contained in Office of Management and Budget (OMB) Uniform Guidance. The Uniform Guidance establishes principles for determining costs of grants, contracts and other agreements with non-profit organizations. CDOC may provide guidance as applicable;

3. No food or construction expenses are allowable;
4. Any equipment with a per unit acquisition cost of \$5,000 or more, and a useful life of more than one year must have prior written approval from the LCCL. Substantial justification will be required for any such requests. The LCCL will have the right to determine the disposition of any such equipment during the program or upon termination of the MOU;
5. Grantees must keep the CaseMGR and C-Wise databases up-to-date with information concerning enrolled participants and program activities. This is essential and other data systems will not serve as a substitute;
6. LCCL staff will meet and work with grantees on a regular basis. There are several monitoring practices in place. LCCL staff will work with grantee program staff to ensure program compliance, the LCCL Director of Fiscal Management and Learning will review project expenses on a periodic basis and the LCCL Program Manager will review program performance, spending patterns and data entry compliance on a regular basis. It is important to note that the goal is to strengthen grantee performance and compliance and should be seen as a positive experience.

### **III. RFP Information**

#### **A. Program Goals**

The goal of the CCP is to reduce recidivism in Colorado through the delivery of community reentry programming and case management services for returning community members preparing to exit a CCP participating CDOC facility. This goal will be achieved by opening the doors to community for CCP participants and establishing a supportive alliance that additionally aims to support participants in reengaging healthy and positive community relationships and addresses the harm experienced through the lived experience of incarceration. Case management services shall be non-duplicative of CDOC pre-release activities secured on behalf of the returning community member at any time during the returning community member's participation in CCP.

#### **B. Program Methodology**

The LCCL is seeking grantees that reflect the ability to successfully meet the requirements of this project. Organizations funded under this project will be recognized by the provision of the following integrated services and activities;

- Based on each participant's assessed needs, services provided should be responsive to the individual's circumstances and goals. This includes guidance provided by the CCP Program Coordinator and information in the participant's CCP intake form and CCP pre-release checklist. Services are expected to be offered in a sequence of activities that allow participants to experience confidence in their ability to successfully transition from incarceration into the services of a community-based reentry program;
- Case management services must be provided in person or virtually and provide a safe, supportive atmosphere that offers participants frequent opportunities for positive interactions with the CFBO's CCP Case Manager;
- Programs must actively engage participants in assessment, goal setting, and development of an ISP. Returning community members will participate in the planning and implementation of

their ISP;

- Programs must provide the opportunity for participants to access a comprehensive array of services and resources, based upon assessed needs, upon their exit from the CCP participating DOC facility. Recognizing the limitations of the project’s resources, programs must develop linkages and form collaborative relationships with other entities that possess expertise and resources relevant to the needs of participants. Linkages may include connections to law enforcement, public housing, education organizations, healthcare services, human service organizations, local labor market and employers, and other public and private organizations serving participants in the local area;
- Programs should follow a strength-based approach to the provision of participant services that focuses on the assets of participants as well as barriers to achieving success. This approach is built around four characteristics:
  1. Preparation for participants’ day of release from incarceration;
  2. Support for participants’ immediate social, physical and behavioral health safety that the grantee arranges prior to the participants’ release from incarceration;
  3. Successful entry and enrollment into WAGEES or other community reentry services where such program or services exists in the participants’ county of release;
  4. Sustained supportive alliance and case management interactions post release.

### C. Individuals to Be Served

Proposers must accept CCP program referrals for CCP participants noted in Section II(B) above.

### D. Target Population

The CCP target population are returning community members who have transitioned to CDOC’s RESTORE program at Denver Women’s Correctional Facility, Fremont Correctional Facility and Sterling Correctional Facility and or further described in Section II(B) above. Participants will enter CCP with some pre-release activities addressed through RESTORE or through the returning community member’s CDOC Transitional Release Plan (TRP).

### F. Performance Measures

The LCCL has established four core performance measures. At a minimum, grantees will be measured on their success in achieving each of these outcomes. The table below provides a detailed statement of each performance measure.

<b>Performance Measure</b>	<b>Measurement</b>	<b>Goal</b>
<b>Supportive Alliance</b>	Research shows that informal social bonds, such as those provided by faith-based organizations, community volunteers, mentors, and community organizations, are one of the strongest predictors of whether a person will refrain from committing crime. Grantees will utilize an LCCL, CCP exit survey developed by the LCCL to measure the extent to which a supportive alliance was established between the CCP participant and CCP Case	<b>75%</b>

	<p>Manager.</p> <p>Supportive Alliance = active CCP participants indicating that a supportive alliance was established//total number of active CCP participants</p>	
<b>Community Support Plan</b>	<p>The CCP Community Support Plan consists of a participant's INSIT assessment and CCP ISP.</p> <p>Community Support Plan = CCP participants with an INSIT assessment and ISP in place/total number of active CCP participants</p>	<b>90%</b>
<b>Post-release Community Support</b>	<p>The CCP participant successfully enrolls in a community reentry program offered by a CFBO where such services are available in the participant's county of release.</p> <p>Post-release Community Support = Number of CCP participants that successfully enroll in WAGEES/total number of active CCP participants</p>	<b>75%</b>
<b>Recidivism Rate</b>	<p>Measured per existing WAGEES methodology and post-release community support</p> <p>Recidivism Rate = the number of participants re-incarcerated on new charges/the total number of CCP participants enrolled in the WAGEES program.</p> <p>Note: Technical Violations and "Sure &amp; Swift" intermediate sanctions are NOT included in this count.</p>	<b>20%</b>

## G. Grantee's Role in the CCP

### PHASE I: Point of Entry

THE LCCL will provide detailed policies and procedures for the CCP program. This includes all forms (i.e. intake forms, assessments, service plans, releases, etc.), web-based data systems (i.e. case management, service delivery tracking, performance attainment tracking, supportive services and incentive tracking) as well as a web-based fiscal reimbursement request system. This approach provides consistency in management of the program, allows for flexibility in each grantee's program design, monitors fiscal/performance accountability and keeps grantees focused on serving people rather than administrative tasks.

1. **Recruitment and In-reach Promotion:** Grantees are not responsible for CCP recruitment efforts. CCP recruitment will occur within the CCP participating CDOC facility. However, grantees will be a trusted source of information about the CCP within their community of partners and stakeholders and therefore are expected to know how the CCP operates within their organization. Grantees are expected to provide information regarding their organizational reentry services and approved CDOC in-reach program.
2. **Orientation:** Grantees will orient referred CCP participants to their community reentry program and case management services once the CCP referral has been made and no later than the second virtual or in person CCP case management session. Grantees may offer an additional orientation to their organization and organization services once the CCP participant exits the facility and enrolls in the grantee's community reentry program.
3. **Intake:** Intake is the process of eligibility determination and documentation of required demographic information. Grantees are only responsible for completing the approved WAGEES program intake process once the CCP participant exits the facility and enrolls in the grantee's community reentry program.
4. **Objective Assessment:** Grantees will be responsible for completing an Individualized Needs and Strengths Identification Tool (INSIT) for their CCP participants. A grantee may reschedule the INSIT (within 14 business days) if the CCP participant's day of release does not offer a realistic timeframe in which to complete the INSIT.
5. **Individual Service Plan (ISP):** An individualized Service Plan (ISP) must be mutually developed between the case manager and the CCP participant. The ISP must identify the participant's community reentry goals and plots the course of action that should be taken by the participant and case manager prior to the participant's release for the CDOC facility. A CCP participant's ISP shall reflect goals and activities that support the participant's transition to community and enrollment in the grantee's community reentry program. A grantee may choose to focus on immediate, necessary goals and activities if the CCP participant's day of release does not offer a realistic timeframe in which to create and act upon a comprehensive ISP. **NOTE:** *An ongoing review of the progress of each participant in meeting the objectives of the ISP must be kept. Any change in the ISP (activities, goals, etc.) must be documented in the LCCL CaseMGR system.*

## PHASE II: Program Delivery

Services must be comprehensive, integrated and participant focused. Case management services will be provided to CCP participants virtually or in person and are expected to be sustained post release. Proposers must directly provide or have established linkages to all the services proposed. Proposers are not expected to be able to provide all services proposed on their own but better participant outcomes are correlated when participants receive comprehensive services that address multiple needs. Proposer's program design and strategy must clearly articulate how they will achieve the attainment of the performance measures noted in Section II(F) above. It is expected that each proposer's program design will vary based on the uniqueness of their community reentry program. The following strategies and activities speak to a scope of community reentry activities that proposer's may offer to CCP participants:

1. **Employment Strategies** - Include strategies such as job placement, transitional jobs, on-the-job training, job readiness training, leadership training and financial literacy training.
2. **Training and Educational Strategies** - Include strategies such as vocational training leading to industry recognized credentials, remediation to improve math, reading, writing and English language skills, high school equivalency test preparation, links to registered apprenticeship programs and community college two-year degree programs. These services can either be provided directly or through linkages with existing local adult education and community college programs or other qualified providers. Instructors must have qualified teachers or

partnership with accredited institutions.

3. **Mentoring** - This component will be aimed at providing adult mentors for eligible participants. Mentoring strategies may include one-on-one mentoring; group mentoring, and service-based mentoring.
4. **Case Management** - This is a mandatory component and proposers must provide full-time case managers with a ratio not to exceed 40 active participants to 1 case manager. Case managers will be responsible for managing participants' progress, data entry, issuing or coordinating supportive services, to successfully complete program activities, problem solve with participants, linking with CDOC to coordinate a participant's return to the community, referrals to housing, mental health and substance abuse providers, social services and anger management courses. Case managers are crucial to the success of the project and the LCCL team will work to support them.
5. **Additional Services** - This category may include services that promote participant stability such as behavioral health services, primary care services, oral health services, housing, access to aging services, pro-social activities that promote participants attachment to community and other localized services that address local needs of participants.

**Note:** Additional allowable services are: supportive services tied to specific allowable activities, identification acquisition, health benefits acquisition, parenting/family reunification, cognitive behavior programs, gang disengagement, limited housing, payment of stipends for participating in classes and training or wages for work performed, basic skills instruction, career awareness classes, counseling and assistance in obtaining post-secondary education and required financial aid, comprehensive guidance/counseling (non-clinical) on drug and alcohol abuse, anger management counseling, basic life skills development, mental health/substance abuse clinical services (***in compliance with applicable state licensing laws***), culturally responsive services, post placement follow-up services that focus on job retention, wage gains, and career progress. While this list is comprehensive it is not exhaustive. Services not listed may be approved and grantees would request such approval in writing.

## H. Vocational Training Providers

It is expected that vocational training will be provided by reputable educational entities offering industry recognized certificates, diplomas or credentials or an organization certified by a recognized body to issue industry credentials or certifications. It is the responsibility of the grantee to ensure that the vocational training results in some type of bona fide recognized award that supports entry into employment or wage gains.

## IV. General Information

### A. Deadline for Submission of Proposals

In order to be considered for funding, applications must be submitted online through *Submittable* **no later than 5:00 p.m. MST, on November 7, 2021**. The application in Submittable can be accessed [here](#) or from the Submittable button on the CCP page: [www.latinocoalition.org/ccp-rfp](http://www.latinocoalition.org/ccp-rfp)

Timely submission of proposals is the sole responsibility of the proposer. Late proposals will not be considered for a grant award. The LCCL reserves the right to determine the timeliness of all proposal submissions.

### B. Responsibilities of Grantee

1. Complying with all terms and conditions of agreements for the delivery of services;
2. Cooperating with the LCCL and CDOC in the development and implementation of the project;
3. Cooperating with other funded grantee service providers;

4. Ensuring that the services provided are readily accessible to the individuals to be served;
5. Ensuring that the program is fully staffed with qualified individuals;
6. Administering all funds paid to the program;
7. Collaborating with organizations identified in the proposal including:
  - a. Local parole offices and state corrections facilities
  - b. Social service organizations, public housing organizations, local education organizations, and other related programs
  - c. Business/Industry
  - d. Workforce Centers
8. Timely, consistent and accurate data entry of all related program activity;
9. Reviewing and submitting all requested reports to the LCCL in a timely and complete manner;
10. Providing services to individuals eligible for participation in the program including those with barriers to employment;
11. Coordinating with the LCCL, CDOC and other Community Partners in program design implementation and capacity building/staff development, and ensuring the program meets performance outcomes.

## **D. Funding Requests**

The LCCL will determine funding amounts based upon the score and rank of proposals and on the availability of funds.

## **E. Selection of Service Providers**

1. A primary consideration in selecting organizations to deliver services will be an evaluation of the proposer's ability to provide the services proposed. Key factors in this evaluation will include:
  - A clear and detailed program design. The program design takes into account that CCP is a voluntary program and participants cannot be mandated to participate. Proposers should discuss their programming, strategies and approaches that engage participants in a way that services are found to be of value and interest in a respectful environment;
  - Gender responsiveness;
  - Applicants' willingness to attain, track, and report performance as required by the CCP program performance indicators;
  - Experience in collaboration and integration of services;
  - History of service to the target population or like populations with similar needs and characteristics;
  - Ability to effectively provide person-centered, culturally competent case management;
  - Staff qualifications;
  - Cost reasonableness;
  - History of serving target area proposed;
  - Established relationships with key partners and history of collaboration/service integration;
  - Management and oversight.

Note: LCCL recognizes the impact of COVID-19 and understands that CBFOs may have had to modify operations and service delivery models to accommodate public health protocols and promote safety among staff and populations served. Given the ongoing nature of COVID-19, LCCL is open to creative ideas and flexible program designs that both meet funding objectives and comply with State health directives during this public health crisis.

2. Funds provided under this project should not be used to duplicate services. Recognizing the limitations of the project's resources, applicants should develop a system-wide approach that maximizes the available resources and provides a comprehensive array of services responsive to the unique needs of participants within the target area proposed.

3. Funding determinations will be made through this competitive procurement process will include:

- Determination of the ability and capacity of the proposer(s) to meet program design specifications to accomplish the purpose of the project and,
- Service providers awarded funds shall be subject to all applicable federal, state, and local policies and regulations.

## **F. Evaluation Factors**

Proposals will be evaluated in the following categories:

### **Demonstrated History and Ability to Meet Performance Measures (30 Points)**

This category will evaluate the proposers' experience in providing services, demonstrated ability to meet performance measures, grant requirements and historical attachment in service to returning community members.

### **Program Design (20 Points)**

This category will evaluate how clearly the proposal addresses services as required in this RFP. Proposers should articulate how the activities will help engage returning community members and achieve the desired results with respect to the performance measures. Program design should describe strategies for collaboration and service coordination with existing community resources. Program design will emphasize the community reentry programming available to the CCP participant upon release from the CDOC facility.

### **Case Management & Performance Metrics (20 Points)**

This category will evaluate the proposing organization's ability to provide case management services. Case management is required to effectively administer and document the needs, status, progress and results of the activities and services being provided to participants enrolled in the project. Proposers should describe their case management philosophy and the ways in which it will promote success among participants.

### **Cultural/Lived Experience Target Population Competency and Gender Responsiveness (20 Points)**

This category will evaluate the accessibility of proposed programs and the proposer's experience working with the target or similar populations. The proposer should identify strategies for engaging returning community members and explain cultural and lived experience competencies that will be deployed to effectively engage CCP participants.

This category will also evaluate the organization's ability to provide gender responsive interactions and activities. Proposers are invited to discuss how the following elements are incorporated into their program design.

- Women's pathway to crime is very different in many ways from that of men. This includes a high percentage of women who are victims of trauma and domestic violence and suffer from PTSD. Successful programs ensure trauma-informed-care is provided at all points of contact

- with participants and the agency.
- women especially rely on and are influenced by their social support networks. Mentoring, modeling behavior and peer support are particularly congruent with gender-responsive program models as is engagement in pro-social activities.
- Reestablishing family ties and activities have been shown to decrease recidivism among women transitioning from prison who are more likely than men to have custody of minor children and/or be the primary caregiver.
- Lack of transportation can be a significant barrier for successful reentry and help to address that need either through direct transportation or providing bus passes will be an important support service. Women transitioning out of prison may not always comply with conditions of supervision and could possibly face a parole revocation or regression from community corrections.

### **Program Cost (10 Points)**

This category will evaluate the cost of the proposed program to determine if it is fair and reasonable based on program services and/or historical data, and the degree to which expenditure of funds relates to performance measures. Budgets will be reviewed for accuracy and completeness. Additionally, all proposals will be reviewed for costs that are reasonable, allowable, necessary, fully justified, and competitive as measured by the review of the line-item budget, the program design, and comparison to proposals similar in target area or scope.

### **COVID-19 Response (Addendum; 0 points)**

LCCL is sensitive to the ongoing public health crisis as it relates to organizational capacity, operations, and safety. Given the ongoing nature of COVID-19, this category is an addendum that outlines the proposer's plan for meeting grant objectives while accommodating state public health orders. The proposer should explain ways in which operations and program design may need to be adjusted during COVID-19 and describe a crisis management plan in the event of future statewide closures.

### **G. General Proposal Conditions**

The program narrative, budget and budget narrative forms in which proposals are to be submitted are included separately. Proposals that do not conform to these formats may be rejected by the LCCL.

The applicant understands that by submission of a proposal, all specifications required in the RFP and described in the proposal along with any agreed upon modifications become part of a memorandum of understanding (MOU) for provision of services should a grant be awarded.

Services representing target areas throughout the proposed locations are a consideration in selecting service providers. Proposals submitted in response to this solicitation are not legally binding.

### **H. Oversight Requirements**

The LCCL will conduct a financial monitoring review and program review of all grant awards at least quarterly. They may be more frequent based on performance issues or concerns. Grantees agree that all records related to the LCCL grants will be available for monitoring. Grantees will submit audit financial reports to the LCCL within 30 days of issuance by their auditors.

### **I. Negotiations Process**

The LCCL reserves the right to negotiate funding all or portions of a proposal and/or require that one proposer collaborate with another for the provision of specific services, either prior to execution of an MOU or negotiated at any point during the MOU performance period.

#### **J. Costs Incurred by Proposers**

All costs of proposal preparation and submission shall be borne by the proposer. The LCCL shall not, in any event, be liable for any pre-award expenses incurred by proposers in the preparation and/or submission of the proposals. Proposals shall not include any such expenses as part of the proposed budget. Furthermore, agreements to pay grant writers a percentage of the award amount, retainer, or similar compensation for proposal preparation and submission are not allowable.

#### **K. Accuracy and Completeness**

The proposal must set forth accurate and complete information as required in this RFP. Unclear, incomplete, and/or inaccurate documentation, or falsification of any information, may result in disqualification from the grant either pre or post award.

#### **L. Withdrawal of Proposals**

Proposals may be withdrawn by written request of the authorized signatory on the proposer's letterhead at any time. Once withdrawn, they may not be reconsidered.

#### **M. General Reservations**

The LCCL reserves the right to extend the submission deadline in part or total, if such action is in the best interest of the CCP program. In the event the deadline is extended, proposers have the right to revise their proposals.

- The LCCL makes no representation that any award will be awarded to any offer responding to this RFP.
- The LCCL reserves the right to request additional information or documentation.
- Proposals shall be reviewed and rated as submitted. The proposer may not make changes or additions after the deadline for receipt of proposals.
- The LCCL reserves the right to verify all information in the proposal. If the information cannot be verified the LCCL reserves the right to reduce the rating points awarded or disqualify the proposal.

#### **N. Standing of Proposer and Staff/Volunteers**

Regardless of the merits of a proposal submitted, a proposer may not be recommended for funding if it has a history of MOU/contract non-compliance with similar organizations or any other funding source, poor past or current MOU/contract performance with the LCCL or any other funding source, or current disputed or disallowed costs with the LCCL or any other funding source. Unless the proposer is an Indian or Native American entity. Proposers must also submit:

- A Certificate of Good Standing from the Colorado Secretary of State
- IRS Determination Letter stating non-profit status,
- Proof of professional licensure if required for specific services proposed (i.e. mental health counseling).

All grantee employees, contractors, and volunteers that directly serve participants under this grant program must go through a criminal background check. Employees, contractors and volunteers who have a criminal record but who are no longer on any form of criminal justice supervision are eligible to provide services and assistance to participants consistent with their job duties if approved by CDOC.

## **O. Failed Competition**

The LCCL reserves the right to reject any or all proposals that are not responsive to the specifications of this RFP. Competitive negotiation requires that at least two responsive proposals for the same scope of work and target area must be received in response to the RFP. A competition is considered failed if only one responsive proposal is received. If in whole or part a competition has been declared failed, the LCCL then has the option to re-compete the procurement or enter into a “sole-source” procurement.

## **P. Grantee Policies**

Organizations that are selected for funding will then engage in award negotiations with the Latino Coalition staff. In order for MOUs to be executed, certain requirements must be met which include but not limited to:

1. Grantee shall be required to maintain at all times during the term of this MOU insurance in the following kinds and amounts: commercial general liability insurance coverage (\$1,000,000 each occurrence, \$1,000,000 general aggregate, \$1,000,000 products and completed operations aggregate, \$50,000 any fire); automobile liability insurance (\$1,000,000 each accident, combined single limit); protected information (\$1,000,000 each occurrence, \$2,000,000 general aggregate); workers’ compensation coverage as required by state statute for paid positions; fidelity bond coverage (\$100,000) and professional liability insurance, if applicable, (\$1,000,000 each occurrence, \$1,000,000 general aggregate) before first WAGEES grant reimbursement. Professional liability insurance is required if services requiring a state issued license are provided by a Grantee employee (eg. addiction counseling, professional counseling or medical treatment).

The State of Colorado shall be named as additional insured on the Commercial General Liability insurance policies. The LCCL shall be named as additional insured on the Commercial General Liability and Automobile Liability insurance policies.

**All insurance policies secured or maintained in relation to the Community Connections Program and this MOU shall include clauses stating that each carrier shall waive all rights of recovery under subrogation or otherwise against the State of Colorado, its agencies, institutions, organizations, officers, agents, employees, and volunteers. The LCCL HIGHLY ENCOURAGES ALL PROPOSERS TO INQUIRE ABOUT INSURANCE AS SOON AS POSSIBLE.**

2. The insurance shall include provisions preventing cancellation or non-renewal without at least thirty (30) calendar days prior written notice to the LCCL at [insurance@latinocoalition.org](mailto:insurance@latinocoalition.org).
3. Grantee shall use its best efforts to meet the planned participant objectives, program goals, and if applicable, document the attainment of competencies and/or certifications. The LCCL

reserves the right to review performance relative to compliance or performance measures, and if the Grantee is deemed to be non-compliant then the LCCL may rescind or withhold funding from the organization.

4. Grantee must agree to use the LCCL CaseMGR and CDOC data management information systems and send appropriate program staff to Grantee meetings, trainings and capacity building events.
5. Grantee will be reimbursed for actual and necessary costs incurred while operating the program, providing the organization can certify that costs charged are reasonable and necessary.
6. Grantee must obtain written permission from the Latino Coalition before any purchase of per unit acquisition over \$5,000 is made with grant funds. Since any per unit acquisition costing \$5,000 or more purchased with the CCP grant funds requires prior written approval, these should be minimized. Grantees must provide identifying information of equipment (i.e. serial or VIN number, year, make, model, etc.) and request an LCCL asset tag and place it on the equipment in conspicuous location for LCCL staff inspection.
7. Grantee's personnel policies shall be available in written form upon request. The organization shall maintain written detailed job descriptions for each staff position funded under this grant to assist in substantiating claims for payment of staff salaries.
8. Grantee will allow its programs and fiscal records funded by the CCP project to be monitored or audited by the LCCL staff or the CDOC.
9. Grantee certify that, under the CCP grant, costs charged under the agreement are reasonable and necessary with respect to the cost of providing services/training and at no time will payments to the organization exceed the actual costs of the program.
10. Grantee shall utilize established coordination procedures and reasonable safeguards to prevent duplication of services and prevent the duplication of program charges to multiple funding sources.
11. Grantee will not require participants to pay for, apply for a loan or incur personal debt to participate in the program. Fees related to housing may be charged under LCCL approved agreements.
12. All performance results shall be reported to the LCCL or its designee using the appropriate data system as soon as possible after attainment.
13. Grantee shall provide the full range of training and services described in their proposal, modifications and MOU.
14. Information concerning participants is confidential. Confidential information is not available to the public and the organization must protect it from loss, unauthorized use, access, disclosure, modification, and destruction. Grantee shall not communicate confidential information to any third party without the express consent of the participant. Information in electronic format must be maintained in such a way that unauthorized persons cannot obtain the information by computer, remote terminal, or other means.
15. An authorized official of the organization must sign the MOU. Grantee ensures, by signing the MOU, that the negotiated price or services provided in a contract cannot be changed without LCCL approval and a modification to the MOU. All requests for modification must be submitted to the LCCL with written justification.

## V. Proposal Checklist

The following documents must be included with the submission of your proposal.

Action Step	Checklist
<p>Complete the CCP proposal in <i>Submittable</i>. Responses will be entered directly in the online platform. Proposers may access the CCP proposal <a href="#">HERE</a>.</p>	
<p>Complete and upload the CCP Budget &amp; Budget Narrative in <i>Submittable</i>. Proposers will submit a Year One and Year Two budget given the partial funding nature of Year One for the project period. The CCP Budget and Budget Narrative is available <a href="#">HERE</a>:</p>	
<p><i>Upload your organizational IRS 501(c)(3) Non-Profit Determination Letter (if applicable, not required) in Submittable.</i></p>	
<p>Upload your Colorado Secretary of State <i>Organizational Certificate of Good Standing</i> in <i>Submittable</i>. This document is required. A screen shot or print out from the Colorado Secretary of State's website is acceptable. Your organizational certificate of good standing may be accessed at the link below:  <a href="#">Colorado Secretary of State Business Search</a></p>	
<p>Proof of Professional Licensure (<i>if required</i> for services specified in proposal)</p>	

OPTIONAL: Supporting Documentation (maximum of 5 pages, single sided) This may include supporting information such as references, resumes, performance data, and other materials referenced in the proposal. ***Supporting documentation is optional but if submitted must be clearly marked and organized.***

**NOTE: Required documents not received with a timely proposal will be deemed incomplete. Incomplete grant packages will not move forward in the scoring process and be disqualified. Please ensure your grant application is timely and complete.**