

**California Gang Reduction, Intervention, Prevention Program (CalGRIP)  
FY 2014/15 Request for Proposal (RFP)**

**FREQUENTLY ASKED QUESTIONS  
Released 8/21/14**

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**IMPORTANT – ALL PROSPECTIVE APPLICANTS PLEASE READ!!**

**Three-Year Grant Cycle**

The BSCC has made major changes to the administration of the CalGRIP Grant Program, commencing this grant cycle, Fiscal Year 2014/15. The most significant change is moving to a three-year cycle, eliminating overlapping grant cycles. Rather than one sum to be spent over the course of three years, ***new funds will be allocated annually, once a year for the three-year cycle.***

**New Funds Each Year**

This means that applicants may apply for up to \$500,000 for each year of the three-year cycle. The amount an applicant applies for must be the same amount each year for three years. For example: 1<sup>st</sup> year \$200,000, 2<sup>nd</sup> year \$200,000 and 3<sup>rd</sup> year \$200,000 totaling \$600,000 for a three year period (plus the added match of \$600,000 totaling \$1.2 million). Grantees may be able to carry unspent funds into the next calendar year, with BSCC staff approval, though this practice will be discouraged. ***It is extremely important that applicants plan and budget carefully and apply only for the amount of funding they can reasonably spend each year of the three-year cycle.***

**Second and Third Year Funding**

Once a city is awarded, BSCC staff will conduct monitoring visits to ensure that program activities are being implemented and grant dollars expended consistent with the awarded proposal. In the event the city is not providing services and/or expending funds consistent with the awarded proposal (with the exception of approved program/budget modifications), the city will be in jeopardy of losing part or all of the second and third year funding.

In an effort to add clarity to the RFP, staff has created a list of other frequently asked questions:

- 1. Can my city still apply even if we did not send the Board of State and Community Corrections (BSCC) a “Notice of Intent” to apply for CalGRIP funding by August 6, 2014?** Yes. The BSCC requested a notice of intent to identify the volume of applicants in order to plan accordingly. The notice of intent is not a requirement to apply for this funding.
- 2. Can a county, community-based organization (CBO) or private entity apply for CalGRIP funding?** No, eligibility is restricted to California cities. The State Budget Act language states CalGRIP funds “shall be competitive grants to cities.”

- 3. Does the applicant submit a one year budget proposal or a three year budget proposal?** As stated on page 20 of the RFP, a budget worksheet must be completed (one for each of the three years). There must be three budget sheets (one for each year) completed and included in the proposal package. These budget sheets are not counted toward any page limit.
- 4. Are applicants required to dedicate a “minimum of 10 percent” of the grant funds to the evaluation and outcomes data process or “up to 10 percent” of the grant funds?** Applicants are required to dedicate a minimum of 10 percent of grants funds to evaluation efforts. There is ambiguous language on page 12 of the RFP. Rather than “up to 10 percent” it should read “a minimum of 10 percent.” Pages 17 and 20 accurately indicate that 10 percent is a minimum threshold for funding dedicated to evaluation efforts.
- 5. Can our city use match funds to meet part or all of the 10 percent evaluation requirement?** No. As indicated on pages 17 and 20, a minimum of 10 percent of grant funds must be directed to the evaluation requirement. Match dollars (hard) or in-kind match (soft) are not considered to be grant funds.
- 6. What is the maximum total amount of grant dollars for each applicant?** As stated on page 2 of the RFP, “The maximum allowable grant amount is up to \$500,000 annually”. This means \$500,000 for each year, totaling a maximum of \$1.5 million over the course of the entire grant period (provided CalGRIP funds are appropriated in the state budget each year). When the dollar-for-dollar match is included, the total is \$3 million maximum per city applicant. ***Only apply for the amount of funds the city will be able to spend over the three-year period. Second and third year funding may be in jeopardy based on the city’s ability to effectively provide services and spend grant funds in the preceding year.***
- 7. Is a school considered to be a community-based organization, for purposes of meeting the 20 percent funding requirement?** No, the State Budget Act language requires that 20 percent of the grant funds for each applicant go to one or more community-based organizations. The legislative intent was for funds to go to non-governmental entities, since they cannot apply directly for the funds. Typically, schools are local government entities.
- 8. Can a city with an existing CalGRIP grant apply?** Yes, but the funds cannot be used to support an existing project. The new funds must be used for a new project, or to augment or enhance a new project. Commencing with the 2014/15 CalGRIP funding cycle, the BSCC will start a three-year funding cycle, discontinuing the practice of overlapping grant periods. Therefore, this cycle will begin 1/1/2015 and end 12/31/2017. The next CalGRIP RFP process will begin early to middle 2017 with new grants starting 1/1/2018.
- 9. One of our partners will be the County Superintendent of Schools, and they have offered to provide fiscal management assistance, essentially handling most of the administrative and reporting during the life of the grant. Can one of their employees serve as Financial Officer, or will we need to have a City official designated for that**

**position?** No, the CalGRIP Financial Officer must be a City official. A partner agency could handle the administrative and fiscal management duties for the grant, preparing fiscal documents for signature, but the Financial Officer – the individual who approves and signs all fiscal documents – must be a City official.

- 10. Can CalGRIP funds be used to provide services to adults, or is the funding limited to juveniles?** The State Budget Act language does not specify any age limitation for use of CalGRIP funds. Funds may be used for juveniles and/or adults, provided there is a strong nexus to gang involvement, or potential for gang involvement.
- 11. Our city operates a multi-agency gang task force. Can overtime worked by officers on the task force be counted as match toward our CalGRIP grant?** Overtime worked by officers can be counted as match; provided they are working specifically on CalGRIP program activities and source documentation for program activities is maintained (e.g., functional timesheets).
- 12. Does the city need to provide a governing board resolution in order to receive CalGRIP funds?** No, there is no requirement that the city provide a governing board resolution in order to receive CalGRIP funds. This had been a requirement in the past, as a carry-over practice from federal grants. There is nothing in the governing legislation that requires the city to provide a board resolution in order to receive these funds.
- 13. Does the page limit cited in the Proposal Narrative instructions include the Budget Narrative?** No, the Budget Narrative is not included in the page limit cited for the Proposal Narrative (20 pages). There was no page limit cited for the Budget Narrative; this was an oversight. Applicants should be concise in this section; typically, budget narratives are no more than five (5) pages.
- 14. I want to confirm that we can request up to \$500,000 each year of the 3-year grant cycle, right? \$1,500,000 in total? Also, I have a question about how the 3 year cycle and budget are going to work. I originally thought it was \$500,000 over the three year grant period, similar to how it has been in the past (over a two year period). This is quite a change.** Yes, cities may requesting up to \$500,000 for each of the three years, for up to a \$1.5 million total, plus match. At this time, you are applying for first year funds, though we are asking for a second and third year budget. The second and third year budgets can be estimates, however there should be a plan to spend down all the funds the second and third year. There will be a non-competitive application process at the start of the second and third years, and at that time, successful applicants will have the opportunity to make adjustments to their budgets. Keep in mind you may submit budget modifications to move funds at any time during your program period, with staff approval.
- 15. The RFP indicates on page 8: *“Applicants must develop a three-year strategic plan designed to meet the unique needs of the specific area(s) and population(s) targeted. Plans may include a range of programs, services and activities designed to***

*reduce gang activity. Strategic plans should be broken into one-year increments, clearly identifying goals and objectives for each calendar year. Objectives must be quantifiable in terms of measurable outcomes”.* I did not see a required attachment for a Strategic Plan as such. Is the expectation that the elements of the Strategic plan be incorporated into Section II: Project Description and Deliverables? Or, elsewhere? Yes, the strategic plan must be incorporated into the Proposal Narrative; there was no separate attachment provided.

16. **The required attachments are listed in the Appendices. Are other attachments allowed to be submitted (e.g., program flow chart, organizational chart, etc.)?** No other attachments are allowed. Program flow charts and organizational charts may be provided, but must be incorporated into the Proposal Narrative and will be counted toward the page limit.
17. **The grant period is from January 1, 2015 to December 31, 2017 (page 2 of the RFP), yet the Final Local Evaluation is due by February 15, 2017 (page 11). This implies that the evaluation would cover just the first two years of the grant. Is that correct?** No, that is a typo; the due date for the Final Local Evaluation should read as February 15, 2018.
18. **Our county has prepared an Operational Agreement for the partner agencies with which we plan to partner. We cannot obtain signatures unless it goes before the Board of Supervisors. That normally takes 45 days. Will this version suffice?** Yes, a draft version will suffice. The RFP states on page 10 that: “Signatures may be obtained after the proposal due date.”