



# Byrne State Crisis Intervention Program Grant

## Request for Proposals Instruction Packet

**Eligible Applicants:** California Cities and Counties

**Grant Period:** July 15, 2024 to September 30, 2026

**RFP Released:** February 16, 2024

**Proposals Due:** April 5, 2024

STATE OF CALIFORNIA  
**BOARD OF STATE AND COMMUNITY CORRECTIONS**  
2590 VENTURE OAKS WAY, SUITE 200  
SACRAMENTO CA 95833

[www.bscc.ca.gov](http://www.bscc.ca.gov)



This page intentionally left blank.

# Table of Contents

<b>PART I: GRANT INFORMATION .....</b>	<b>1</b>
<i>Background Information</i>	1
<i>Federal Requirements</i>	1
<i>Contact Information</i>	1
<i>Proposal Due Date and Submission Instructions</i>	1
<i>Prospective Applicant Grant Information Session</i>	3
<i>Notice of Intent to Apply</i>	3
<i>BSCC Byrne SCIP Advisory Board</i>	4
<i>Project Description</i>	4
<i>Evidence-Based, Innovative and Promising Strategies</i>	9
<i>Data Collection, Reporting, and Evaluation Requirements</i>	10
<i>Reducing Racial and Ethnic Disparity</i>	11
<i>General Grant Requirements</i>	12
<i>Criteria for Non-Governmental Organizations Receiving Grant Funds</i>	13
<i>Audit Requirements</i>	14
<i>Overview of the RFP Process</i>	17
<b>PART II: PROPOSAL INSTRUCTIONS.....</b>	<b>20</b>
<i>Proposal Narrative and Budget Instructions</i>	20
<b>PART III: ATTACHMENTS .....</b>	<b>26</b>
<i>Attachment A: Byrne SCIP Advisory Board</i>	27
<i>Attachment B: Glossary of Terms</i>	28
<i>Attachment C: Sample Key Partner Commitment Form</i>	43
<i>Attachment D: Criteria for Non-Governmental Organizations Receiving Subawards</i>	44
<i>Attachment E: Sample Governing Board Resolution</i>	46
<i>Attachment F: Certification of Compliance with BSCC Policies Regarding Debarment, Fraud, Theft and Embezzlement</i>	47
<i>Attachment G: Project Work Plan Instructions</i>	48

---

## **CONFIDENTIALITY NOTICE**

All documents submitted as a part of the Byrne State Crisis Intervention Program proposal are public documents and may be subject to a request pursuant to the California Public Records Act. The BSCC cannot ensure the confidentiality of any information submitted in or with this proposal.

(Gov. Code, §§ 6250 et seq.)

---

# PART I: GRANT INFORMATION

## Background Information

---

The Board of State and Community Corrections (BSCC) is the designated state administering agency for the Byrne State Crisis Intervention Program (Byrne SCIP), which is federally funded through the Bureau of Justice Assistance (BJA).

This Request for Proposals (RFP) implements the pass-through funding for units of local government required by the Byrne SCIP Program. The court-related aspects of the Byrne SCIP Program are being addressed in a separate subaward unrelated to this RFP.

## Federal Requirements

---

Byrne SCIP is authorized by the Bipartisan Safer Communities Supplemental Appropriations Act, 2022 ([Pub. L. No. 117-159, 136 Stat. 1313, 1339](#)); [28 U.S.C. 530C](#). If selected for funding, in addition to implementing the funded project consistent with the Office of Justice Programs (OJP) approved application, grantees must comply with all award requirements (including all award conditions), and applicable federal statutes and regulations.

## Contact Information

---

This Request for Proposals provides the information necessary to prepare a proposal to the BSCC for grant funds available through the federal Byrne State Crisis Intervention Grant Program.

The BSCC staff cannot assist the applicant or its partners with the preparation of the proposal. Any questions concerning the RFP must be submitted by email to: [ByrneSCIP@bscc.ca.gov](mailto:ByrneSCIP@bscc.ca.gov).

BSCC will create a Frequently Asked Questions page and update it periodically up to the proposal submission deadline. See the BSCC [Byrne SCIP website](#) for more information.

## Proposal Due Date and Submission Instructions

---

The Byrne SCIP Grant Program Proposal Package submission is available through an online portal submission process. Applicants must submit proposals through the BSCC Submittable portal by **5:00 p.m. (PST) on Friday, April 5, 2024** at which time the portal will close and no longer accept proposals.

**\*\*Please allow sufficient time to begin and submit your proposal. Be advised that completing the proposal and uploading the required documents into the Submittable portal may take a significant amount of time. If the BSCC does not receive a submission by 5:00 p.m. (PST) on April 5, 2024, the proposal will not be considered for funding. Applicants are strongly advised to submit proposals in advance of the due date and time to avoid disqualification.**

## Submission Instructions

### **READ THIS ENTIRE RFP DOCUMENT PRIOR TO INITIATING THE RFP PROCESS.**

This RFP Instruction Packet contains all the necessary information to successfully complete and submit the Byrne SCIP Grant Program Proposal. As part of the online BSCC Submittable process, applicants will be required to download several mandatory forms that must be completed, signed, and uploaded at specific prompts within the BSCC Submittable portal prior to submission. These documents, listed below, are available for download at the BSCC [Byrne SCIP website](#):

1. Project Work Plan
2. Budget Attachment (Project Budget Table and Budget Narrative)
3. Key Partner Commitment Form, if applicable
4. Criteria for Non-Governmental Organizations Receiving Subawards
5. Governing Board Resolution – Sample (*optional for proposal; must be submitted if awarded grant funds*)
6. Certification of Compliance with BSCC Policies on Debarment, Fraud, Theft, and Embezzlement

Proposals for the Byrne SCIP Grant Program must be submitted through the **BSCC Submittable Portal**. The Byrne SCIP Grant Program RFP is accessible by clicking the “Click here to Submit; Powered by Submittable” button located on the BSCC [Byrne SCIP website](#). You will be prompted to create a free Submittable account and log-in (or sign into an existing account) prior to accessing the online RFP. Once the account has been established, applicants may proceed with the submission process. Additional RFP instructions are provided within the online BSCC Submittable proposal.

**\*\*Note:** You must click the “Save Draft” button at the end of the proposal page to save any updates and/or changes you have made to your proposal prior to applying, each time you log in to your proposal. In addition, most of the fields within the RFP require information to be entered; therefore, the system will not allow proposal submission if all mandatory fields are not completed.

Once you have successfully submitted the proposal through the BSCC Submittable portal, you will receive an email acknowledging your proposal has been received.

If you experience technical difficulties with submitting your proposal through the Submittable portal, you should submit a Help Ticket through [Submittable](#), as the BSCC does not control that site. Please also email the BSCC at [ByrneSCIP@bscc.ca.gov](mailto:ByrneSCIP@bscc.ca.gov) and/or call the BSCC main line at (916) 445-5073 and ask to speak to someone about the Byrne SCIP Grant. Be advised that applicants contacting Submittable and/or the BSCC on the due date may not receive timely responses.

\*Please allow sufficient time for Submittable and BSCC to provide technical assistance.\*

## Prospective Applicant Grant Information Session

Prospective applicants are invited – but not required – to attend a virtual Grant Information Session. The purpose of this session is to provide clarity on RFP instructions and answer technical questions from prospective applicants. BSCC staff will review proposal submission instructions, funding information, eligible grant activities, and the Byrne SCIP rating process. Details for the virtual Grant Information Session are listed below:

### Byrne SCIP Virtual Grant Information Session

Thursday, March 7, 2024,  
9:30 a.m.

Public access options for this meeting include:

#### Join by Zoom:

- <https://us02web.zoom.us/j/87469358839?pwd=aIAyRHNYWXlpWTNlc1hFU3BnQUxadz09>
- Meeting ID: 874 6935 8839 | Passcode: 904147

#### Call In:

- 1-669-900-9128
- Meeting ID: 874 6935 8839 | Passcode: 904147

Applicants interested in attending the Grant Information Session are asked to submit an RSVP to [ByrneSCIP@bscc.ca.gov](mailto:ByrneSCIP@bscc.ca.gov). When responding, please include the name, title, and agency the attendee(s) will be representing.

*Please note: The Byrne SCIP Grant Information Session will be recorded and posted to the BSCC website for future reference.*

## Notice of Intent to Apply

Prospective applicants are asked, but not required, to submit a non-binding letter indicating their intent to apply. These letters will aid the BSCC in planning for the proposal evaluation process. Please submit the letter as a Microsoft Word or PDF file.

There is no formal template for the Letter of Intent, but it should include the following information:

1. Name of the applicant city or county;
2. Name and title of a contact person; and
3. A brief statement indicating the applicant's intent to submit a proposal.

Failure to submit a Letter of Intent is not grounds for disqualification. Prospective applicants that submit a Letter of Intent and decide later not to apply will not be penalized.

Please email your non-binding Letter of Intent to Apply by **Friday, March 15, 2024**. Please identify the email subject line as “**Byrne SCIP Program Letter of Intent to Apply**” and submit the letter to: [ByrneSCIP@bscc.ca.gov](mailto:ByrneSCIP@bscc.ca.gov).

## **BSCC Byrne SCIP Advisory Board**

---

The Bureau of Justice Assistance requires the establishment of a Crisis Intervention Advisory Board to inform and guide the implementation of the federal Byrne SCIP Grant. The BSCC established its Crisis Intervention Advisory Board on February 9, 2023. The Advisory Board consisted of the BSCC Board members and other subject matter experts, including additional representatives from prosecution, behavioral health, victim services, and legal counsel (see Attachment A). Advisory Board Members of the Advisory Board are not paid for their time but are reimbursed for travel expenses incurred to attend meetings.

### **Byrne SCIP Scoring Panel**

The BSCC will use a Scoring Panel process to complete the reading and rating of proposals, and to develop scoring recommendations for the Advisory Board. The scoring panel will submit grant award recommendations to the Advisory Board. The Advisory Board will then approve, reject, or revise those recommendations.

### **Conflicts of Interest**

Existing law prohibits any grantee, subgrantee, partner, or like party who participated on the Byrne SCIP Advisory Board or Scoring Panel from receiving funds from the grants awarded under this RFP. Applicants who are awarded grants under this RFP are responsible for reviewing the Advisory Board and Scoring Panel membership and ensuring that no grant dollars are passed through to any entity represented by any member of the Byrne SCIP Advisory Board or Scoring Panel.

Please check the BSCC [Byrne SCIP website](#) for updated information on the Byrne SCIP Advisory Board and Scoring Panel.

## **Project Description**

---

### **California Byrne SCIP Program and Budget Plan**

The Bureau of Justice Assistance (BJA) requires states to develop a Program and Budget Plan for Byrne SCIP funding, which must be approved by the Byrne SCIP Advisory Board and BJA. The Byrne SCIP Advisory Board approved the Program and Budget Plan, including the development of this RFP, on September 14, 2023. The BJA approved the Program and Budget Plan on November 8, 2023.

The goal of the BSCC Program and Budget plan for the Byrne State Crisis Intervention Program funding is to develop a multipronged approach to decreasing gun violence in California, supporting local jurisdictions in their efforts to improve firearms relinquishment procedures and supporting the enhancement of collaborative court programs that address behavioral health issues, with a focus on people who are at higher risk for gun violence.

The approved Program and Budget Plan is available on the BSCC [Byrne SCIP website](#) under the Byrne SCIP Advisory Board tab.



## Eligible Activities

Applicants must propose activities, strategies, or programs that address a minimum of one of the following Byrne SCIP Program Purpose Areas (PPAs) **and** include one or more related Program Activity:

- PPA 1: Communication, Education, Outreach, and Public Awareness;
- PPA 2: Behavioral health deflection for those at risk to themselves or others;
- PPA 3: Funding for law enforcement agencies to safely secure, store, track, and return relinquished guns.

Applicants may implement new activities, strategies, or programs, OR expand existing activities, strategies, or programs (without supplanting funds - see supplanting definition in the **General Grant Requirements** section below).

Each of these PPAs includes allowable Program Activities. Applicants are restricted to proposals that address one or more of these three Byrne SCIP PPAs **and** include one or more related Program Activity (as shown in the following table):

Byrne SCIP PPA	Related Program Activity
<b>PPA 1: Communication, education, outreach, and public awareness</b>	<ul style="list-style-type: none"> <li>• Outreach to community members, stakeholders, municipal leaders, law enforcement agencies, and those engaging with at-risk individuals to raise public awareness about the value and public safety benefits of Extreme Risk Protection Order (ERPO) laws and programs, and promote the importance of effective implementation and enforcement, as well as program development and enhancement.</li> </ul>
	<ul style="list-style-type: none"> <li>• Development and distribution of ERPO fact sheets, brochures, webinars, television or radio engagement (e.g., advertisements, spotlights, etc.), and social media outreach (e.g., YouTube, Facebook, Twitter, etc.) in order to execute the communication, education, and public awareness strategy.</li> </ul>
	<ul style="list-style-type: none"> <li>• Publication of best practices regarding ERPO programs.</li> </ul>
<b>PPA 2: Behavioral health deflection for those at risk to themselves or others</b>	<ul style="list-style-type: none"> <li>• Assertive Community Treatment.</li> </ul>
	<ul style="list-style-type: none"> <li>• Behavioral threat assessment programs and related training.</li> </ul>
	<ul style="list-style-type: none"> <li>• Triage services, mobile crisis units (both co-responder and civilian only), and peer support specialists.</li> </ul>

	<ul style="list-style-type: none"> <li>• Technological supports such as smartphone applications to help families and patients navigate mental health and related systems and telehealth initiatives, including technology solutions for telehealth visits outside the hospital.</li> </ul>
	<ul style="list-style-type: none"> <li>• Support behavioral health responses and civil legal responses to behavioral health responses such as regional crisis call centers, crisis mobile team response, and crisis receiving and stabilization facilities to individuals in crisis.</li> </ul>
	<ul style="list-style-type: none"> <li>• Specialized training for individuals who serve or are families of individuals who are in crisis.</li> </ul>
	<ul style="list-style-type: none"> <li>• Law enforcement-based programs, training, and technology.</li> </ul>
<b>PPA 3: Funding for law enforcement agencies to safely secure, store, track, and return relinquished guns*</b>	<ul style="list-style-type: none"> <li>• Gun locks and storage for individuals and businesses.</li> </ul>
	<ul style="list-style-type: none"> <li>• Software/technologies to track relinquished guns.</li> </ul>
	<ul style="list-style-type: none"> <li>• Development and or delivery of specialized training and overtime for officers to attend training.</li> </ul>

**\*Note:** This includes guns relinquished through a variety of protective orders, including Gun Violence Restraining Orders (GVRO), Domestic Violence Restraining Orders (DVRO), Elder or Dependent Abuse Restraining Orders, and Civil Harassment Restraining Orders.

Definitions for some of the terms included in the PPA and Program Area descriptions are available in **Attachment B: Glossary of Terms**.

### Eligibility to Apply

**Eligible applicants are California cities and counties.** County proposals must be approved by the Board of Supervisors or the Chief County Administrative Officer. City proposals must be approved by the City Council or City Manager.

To be approved, the completion and submission of the proposal must be authorized by an individual vested with the authority to enter into an agreement on behalf of the applicant city or county. Any staff member with a Submittable account can upload the application into the BSCC Submittable Application Portal. However, the system will ask for the address, email, phone number, name, and title of the “Authorized Officer.” By completing this information, the applicant informs the BSCC that their Authorized Officer has read and understood the acknowledgement and has authorized the application.

Eligible applicants **may not** submit more than one proposal for funding consideration.

### Lead Public Agency

All applicants are required to designate a Lead Public Agency (LPA) to serve as the coordinator for all grant activities. The LPA is a governmental agency with local authority within the applicant city or county. The applicant may choose to fill the role of LPA itself or it may designate a department, agency, or office under its jurisdiction to serve as the LPA. The role of the LPA is to coordinate with local government agencies and non-governmental organizations to ensure successful implementation of the grant program. The LPA is responsible for data collection and management, invoices, meeting coordination (virtual and/or in-person) and will serve as the primary point of contact with the BSCC.

### Grant Period

Proposals selected for funding will be under agreement with the BSCC from **July 15, 2024 to September 30, 2026**. The term of the Grant Agreement includes a two-year service delivery period and an additional two and a half months to finalize and submit the required Final Local Evaluation Report. A visual illustration of the Grant Agreement period is provided in the table below:

#### **Full Term of Grant Agreement: July 15, 2024 to September 30, 2026**

<b>Year 1</b>	<b>Year 2</b>	<b>Evaluation and Close-Out</b>
July 15, 2024 to July 14, 2025	July 15, 2025 to July 15, 2026	July 16, 2026 to September 30, 2026
<u>Activities:</u> Implementation, service delivery, and data collection.	<u>Activities:</u> Service delivery and data collection.	<u>Activities:</u> Analyze data gathered during the service delivery period and complete Local Evaluation Report.

**The service delivery period ends on July 15, 2026.** After this date, only expenses associated with completion of the Local Evaluation Report and financial audit may be incurred between July 16, 2026 and September 30, 2026. Additional information about the invoicing process will be provided later in this RFP.

### Funding Information and Thresholds

This RFP makes \$10,694,933 available competitively from federal fiscal year (FFY) 2022 and 2023.

In accordance with the approved Program and Budget Plan, this RFP offers grants in two categories within which applicants will compete. Maximum funding thresholds have been established for each category so that projects of a smaller scope do not compete against projects of a larger scope.

- 1) **Small Scope:** Small scope projects are limited to requests of up to \$500,000.
- 2) **Large Scope:** Large scope projects are limited to requests of up to \$1,000,000.

Applicants may apply for any dollar amount up to and including the maximum grant amounts as shown above. Applicants are strongly encouraged to apply for only the amount of funding needed to implement the project for the entire 26-month grant period. Proposals will be scored, in part, on the reasonableness of the proposed budget.

An illustration of the funding categories, maximum grant awards, and total available funding by category is provided below:

Project Category	For Applicants Requesting:	Funds Allocated to this Category
1) Small Scope	Up to <b>\$500,000</b> for the entire grant period	\$3,208,480
2) Large Scope	More than <b>\$500,000</b> and up to <b>\$1,000,000</b> for the entire grant period.	\$7,486,453
<b>Total Funds Available:</b>		<b>\$10,694,933</b>

#### Match Requirement

The Byrne SCIP Grant does not have a match requirement.

#### Data Collection and Evaluation Budget Requirement

Grantees must budget five percent (5%) of the total requested grant funds for their project's data collection and evaluation efforts. This includes the completion of the Local Evaluation Plan and Local Evaluation Report. Additional information regarding the Local Evaluation Plan and Local Evaluation Report are provided later in this RFP.

**All proposed activities, strategies, or programs must have a link to the Byrne State Crisis Intervention Program as described in the authorizing legislation and this RFP.**

## Evidence-Based, Innovative and Promising Strategies

---

The BSCC is committed to supporting a focus on better outcomes in the criminal justice system and for those involved in it. Applicants are therefore encouraged to use data to drive decision-making in the development, implementation, and appraisal of their overall projects. Applicants should be able to demonstrate that their proposal is linked to the implementation of practices and strategies supported by data. In developing a proposal, applicants should focus on the following three basic principles:

**1. Is there evidence or data to suggest that the intervention or strategy is likely to work, i.e., produce a desired benefit?**

For example, was the intervention or strategy you selected used by another jurisdiction with documented positive results? Is there published research on the intervention you are choosing to implement showing its effectiveness? Is the intervention or strategy being used by another jurisdiction with a similar problem and similar target population?

**2. Once an intervention or strategy is selected, will you be able to demonstrate that it is being carried out as intended?**

For example, does this intervention or strategy provide for a way to monitor quality control or continuous quality improvement? If this intervention or strategy was implemented in another jurisdiction, are there procedures in place to ensure that that you are following the model closely (so that you are more likely to achieve the desired outcomes)?

**3. Is there a plan to collect evidence or data that will allow for an evaluation of whether the intervention or strategy worked?**

For example, will the intervention or strategy you selected allow for the collection of data or other evidence so that outcomes can be measured at the conclusion of the project? Do you have processes in place to identify, collect and analyze that data/evidence?

Applicants are encouraged to develop an overall project that incorporates these principles but is tailored to fit the needs of the communities they serve. Innovation and creativity are encouraged.

“Innovative,” for purposes of this RFP, shall be broadly construed to include programs or strategies that are “new” in the jurisdiction where they are applied or represent expanded or reconfigured programs targeting additional populations or needs in the applicant jurisdiction. Innovative programs or strategies described in the proposal must be linked to one or more components of an evidence-based practice.

“Promising,” for purposes of this RFP, shall be broadly construed to include crime-reduction and recidivism-reduction programs or strategies that have been implemented elsewhere with evidence of success, but with evidence that is not yet strong enough to conclude that the success was due to the program, or that it is highly likely to work if carried out in the applicant’s circumstances. The difference between evidence-based and promising approaches is a difference in degree that depends on the number of situations in which a program or strategy has been tested and the rigor of the evaluation methods

that were used. Applicants seeking to implement “promising” programs or strategies should be able to describe the documentation, data and evidence available to support the approach and why it is best suited to the needs and objectives described in the proposal.

Evidence, which may vary in terms of its novelty or its strength, is relevant to the assessment of a program’s potential benefits, whether described as innovative, promising, or evidence based.

## **Data Collection, Reporting, and Evaluation Requirements**

---

### **Local Evaluation Plan and Local Evaluation Report**

Projects selected for funding will be required to submit the following to the BSCC:

- Quarterly Progress Reports
- A Local Evaluation Plan (due December 31, 2024) and
- A Local Evaluation Report (due September 30, 2026).

To assist in these efforts, applicants must dedicate a minimum of **five percent (5%)** of the total grant funds requested and reflect this amount in the Proposed Budget section. See **Attachment B** for key definitions related to project evaluation.

- **Quarterly Progress Reports**

Grant award recipients are required to submit quarterly progress reports (QPRs) to the BSCC. QPRs are a critical element in the BSCC’s monitoring and oversight process. Grantees that are unable to demonstrate that they are making sufficient progress toward project goals and objectives and show that funds are being spent in accordance with the Grant Agreement could be subject to the withholding of funds. Once grants are awarded, the BSCC will work with grantees to create custom progress reports. Applicable forms and instructions will be available to grantees on the BSCC’s website after the Grantee Orientation.

- **Local Evaluation Plan**

The purpose of the Local Evaluation Plan is to ensure that projects funded by the BSCC can be evaluated. Applicants will be expected to include a detailed description of how they plan to assess the effectiveness of the proposed program in relationship to each of its goals and objectives identified in the Proposal. The Local Evaluation Plan should describe the evaluation design or model that will be used to evaluate the effectiveness of the project component(s), with the project goals and the objectives clearly stated. Applicants should include criteria for both process and outcome evaluations. Once submitted, any modifications to the Local Evaluation Plan must be approved in advance by the BSCC. More detailed instructions on the Local Evaluation Plan will be made available to successful applicants.

- **Local Evaluation Report**

Following project completion, grantees are required to complete a Local Evaluation Report which must be in a format prescribed by the BSCC. The purpose of the Local Evaluation Report is to determine whether the overall project (including each individual component) was effective in meeting the goals laid out in the Local

Evaluation Plan. To do this, the grantee must assess and document the effectiveness of the activities that were implemented within each individual project component. These activities should have been identified in the previously submitted Local Evaluation Plan. More detailed instructions on the Local Evaluation Report will be made available to successful applicants.

Applicants are strongly encouraged to identify research partners early on and include them in the development of the proposal, to better ensure that the goals and objectives listed in the proposal are realistic and measurable. Applicants are also strongly encouraged (but not required) to use outside evaluators to ensure objective and impartial evaluations. Specifically, applicants are encouraged to partner with state universities or community colleges for evaluations.

### **Research Involving Human Subjects**

To the extent the local evaluation plan involves research in which either: (1) data is obtained through intervention or interaction with an individual or (2) identifiable private information is obtained from program participants, the local evaluation plan must comply with the requirements of 28 C.F.R. Part 46. This includes compliance with all Office of Justice Programs policies and procedures regarding the protection of human research subjects, including obtainment of Institutional Review Board approval, if appropriate, and subject informed consent. For additional information on whether 28 C.F.R. Part 46 applies to your local evaluation plan, please see:

<https://ojp.gov/funding/Apply/Resources/ResearchDecisionTree.pdf>

### **Evaluation Dissemination**

The BSCC may make public the Local Evaluation Plan and the Final Local Evaluation Report from each grantee. Reports may be posted to the BSCC website and/or developed into a Summary Final Report to be shared with the Administration, the Legislature, and the public.

Projects selected for funding are encouraged to make public (e.g., post online, disseminate, share at meetings) the Final Local Evaluation Report to the community and the grantee's Governing Board (e.g., Board of Supervisors, City Council, etc.). If the grantee plans to publish the Final Local Evaluation Report, it must be submitted to the BSCC for review prior to publication.

### **Reducing Racial and Ethnic Disparity**

---

Research shows that youth and adults of color are significantly overrepresented in the criminal justice system in California. BSCC supports efforts to reduce racial and ethnic disparities and encourages others to do the same. The BSCC has undertaken several activities to ensure that California addresses this concern including trainings. Applicants should, as relevant, describe how grant activities will impact youth of color who are subject to justice or child welfare system involvement.

For additional information about reducing racial and ethnic disparity (R.E.D.), prospective applicants may contact the R.E.D. Coordinator, Field Representative Timothy Polasik, at [Timothy.Polasik@bscc.ca.gov](mailto:Timothy.Polasik@bscc.ca.gov).



## General Grant Requirements

---

### Grant Agreement

Applicants approved for funding by the BSCC are required to enter into a Grant Agreement with the BSCC. Grantees must agree to comply with all terms and conditions of the Grant Agreement. A sample Grant Agreement for the Byrne SCIP Grant Program is available on the BSCC [Byrne SCIP website](#).

The Grant Agreement start date is expected to be July 15, 2024. Grant Agreements are considered fully executed only after they are signed by both the grantee and the BSCC and the BSCC is in receipt of all required attachments including documentation of signing authority. Work, services, and encumbrances cannot begin prior to the Grant Agreement start date. Any work, services and encumbrances that occur after the start date but prior to Grant Agreement execution may not be reimbursed. Grantees and all subgrantees are responsible for maintaining their Grant Agreement, all invoices, records, and relevant documentation for the life of the grant cycle plus three years after the final payment under the contract.

### Commitments from Key Partners

For the purposes of this RFP, “Key Partner” means an indispensable agency or entity, named in the proposal, that the grantee does not have direct control over and that will provide essential services for the grant project. If the success of the grant project depends upon the cooperation of an outside agency or entity, that agency or entity is a key partner. Examples could include:

- The grantee will provide funding to a law enforcement agency or nonprofit organization (already identified) for specified services.
- The grantee will depend upon referrals from a local probation department or state parole in order to meet target population eligibility requirements.
- The grantee will need a data sharing agreement with a local law enforcement agency in order to meet grant reporting requirements.
- The grantee will require access to a local detention facility under the control of a local department.
- The grantee will rely on staff dedicated via a contractual relationship with the local department of behavioral health services.

For each Key Partner, the grantee must submit a signed **Key Partner Commitment Form (see Attachment C)** from the outside entity or agency named. The form must identify the outside agency or entity, include a description of the services to be provided, and be signed and dated by an authorized individual representing the agency or organization. Submit one form per partner agency or entity.

The applicant is not required to submit a Key Partner Commitment Form if the applicant has determined that an outside agency or entity is not critical to the launch or ongoing implementation of the proposed program. “Key partners” do not include vendors that provide contracted goods, services or products.



## **Criteria for Non-Governmental Organizations Receiving Grant Funds**

Applicants for the Byrne SCIP Grant Program may elect to partner, contract, or establish agreements with non-governmental organizations (NGOs) in the implementation of their program.<sup>1</sup> All NGOs must adhere to terms described in the box below:

### **Eligibility Criteria for Non-Governmental Organizations (NGOs)**

Any non-governmental organization that receives Byrne SCIP funding as a subgrantee must:

- Have been duly organized, in existence, and in good standing for at least six (6) months prior to the effective date of the Byrne State Crisis Intervention Program grantee grant agreement with the BSCC;
  - Non-governmental entities that have recently reorganized or have merged with other qualified non-governmental entities that were in existence prior to the six (6) month date are also eligible, provided all necessary agreements have been executed and filed with the California Secretary of State prior to the start date of the grant agreement with the BSCC;
- Be registered with the California Secretary of State's Office, if applicable;
- Be registered with the California Office of the Attorney General, Registry of Charitable Trusts, if applicable;
- Have a valid Employer Identification Number (EIN) or Taxpayer ID (if sole proprietorship);
- Have a valid business license, if applicable;
- Have no outstanding civil judgments or liens; and
- Have any other state or local licenses or certifications necessary to provide the services requested (e.g., facility licensing by the Department of Health Care Services), if applicable.

All applicants must complete, sign, and submit the **Criteria for Non-Governmental Organizations Receiving BSCC Grant Subawards (see Attachment D)**, even if there are no plans to subaward at the time of submission, or if the name of the subaward party is unknown. A signature on this form provides an assurance to BSCC that the signing authority has read and acknowledged these terms, should the applicant choose to enter into an agreement with an NGO at a later date.

Once under contract, grantees must submit an updated Criteria for Non-Governmental Organizations Receiving BSCC Grant Subawards form throughout the life of the grant agreement for any additional NGOs that receive funds through subawards after

---

<sup>1</sup>For the purposes of this RFP, NGOs include nonprofit and for-profit community-based organizations, faith-based organizations, evaluators (except government institutions such as universities), grant management companies, and any other non-governmental agency or individual.

awards are made. The BSCC will not reimburse for costs incurred by NGOs that do not meet the BSCC's requirements.

### **Federal Award Conditions**

Byrne SCIP is authorized by the Bipartisan Safer Communities Supplemental Appropriations Act, 2022 ([Pub. L. No. 117-159, 136 Stat. 1313, 1339](#)); [28 U.S.C. 530C](#). If selected for funding, in addition to implementing the funded project consistent with the Office of Justice Programs (OJP) approved application, grantees must comply with all award requirements (including all award conditions), and applicable federal statutes and regulations.

Please refer to the Sample Grant Agreement (available on the BSCC [Byrne SCIP website](#)) at the to review the Federal Fiscal Year 2022, and 2023 federal award conditions. Federal conditions are subject to change with subsequent funding years.

### **Governing Board Resolution**

Applicants must submit a resolution from the County Board of Supervisors or City Council addressing specified requirements as included in the sample Governing Board Resolution, which can be found in **Attachment E**. Grant recipients must have a resolution on file before a fully executed grant agreement can be completed. A signed resolution is not required at the time of proposal submission, but applicants are advised that no financial invoices will be processed for reimbursement until the appropriate documentation has been received by the BSCC.

### **Audit Requirements**

All grantees are required to complete an audit annually for each fiscal year/audit period, or fraction thereof, for the entire 26.5 month grant cycle. Audit reports must be submitted to the BSCC within 30 days of the Grantee's receipt of the report or within nine months following the end of the audit period, whichever is earlier. A grantee that willfully fails to submit an audit as required may be deemed ineligible for future BSCC grant funds pending compliance with the audit requirements of this grant.

The Grantee must provide to the BSCC copies of reports generated from either:

- Annual City/County Single Audit (as submitted to the State Controller's Office), or
- Program-specific audit.

The audit reports must cover the entire grant period. BSCC reserves the right to call for a program or financial audit at any time between the execution of the contract and three years following the end of the grant period.

Any grantee that does not expend \$750,000 or more in total federal awards during the fiscal year is exempt from Federal audit requirements for the fiscal year. However, grantees it must keep and maintain the grant records and make them available for review or audit by appropriate officials of the Federal agency, pass-through agency (i.e., the Board of State and Community Corrections) and Governmental Accountability Office.

## Debarment, Fraud, Theft or Embezzlement

It is the policy of the BSCC to protect grant funds from unreasonable risks of fraudulent, criminal, or other improper use. As such, the Board will not enter into contracts or provide reimbursement to applicants that have been:

1. Debarred by any federal, state, or local government entities during the period of debarment; or
2. Convicted of fraud, theft, or embezzlement of federal, state, or local government grant funds for a period of three years following conviction.

Furthermore, the BSCC requires grant recipients to provide an assurance that there has been no applicable debarment, disqualification, suspension, or removal from a federal, state, or local grant program on the part of the grantee at the time of application and that the grantee will immediately notify the BSCC should such debarment or conviction occur during the term of the Grant contract.

BSCC also requires that all grant recipients include, as a condition of award to a subgrantee or subcontractor, a requirement that the subgrantee or subcontractor will provide the same assurances to the grant recipient. If a grant recipient wishes to consider a subgrantee or subcontractor that has been debarred or convicted, the grant recipient must submit a written request for exception to the BSCC along with supporting documentation.

All applicants must complete **Attachment F** certifying they are compliant with the BSCC's policies on debarment, fraud, theft, and embezzlement.

## Grantee Orientation

Following the start of the grant period, BSCC staff will conduct a Virtual Grantee Orientation (date to be determined). The purpose of this mandatory session is to review the program requirements, invoicing and budget modification processes, data collection and reporting requirements, as well as other grant management and monitoring activities. Typically, the Project Director, Financial Officer, and Day-to-Day Contact must attend. Grantees are also strongly encouraged to include the individual tasked with Data Collection and Evaluation. Award recipients will be provided with additional details regarding the Grantee Orientation.

## Invoices

Disbursement of grant funds occurs on a reimbursement basis for costs incurred during a reporting period. The State Controller's Office (SCO) will issue the warrant (check) to the individual designated as the Financial Officer for the grant. Grantees must submit invoices to the BSCC on a quarterly basis through an online process no later than 45 days following the end of the invoicing period.

Grantees must maintain adequate supporting documentation for all costs claimed on invoices. BSCC staff will conduct a desk review process which requires grantees to submit electronic documentation to support all grant funds claimed during the invoicing period. In addition, BSCC staff will conduct on-site monitoring visits that will include a review of documentation maintained as substantiation for project expenditures with grant funds. Additional information about invoicing can be found in the [BSCC Grant Administration Guide](#).

## **Supplanting**

Supplanting is strictly prohibited for all BSCC grants. Supplanting is the deliberate reduction in the amount of federal, state, or local funds being appropriated to an existing program or activity because grant funds have been awarded for the same purposes. Byrne SCIP funds shall be used to support new program activities or to augment or expand existing program activities but shall not be used to replace existing funds.

It is the responsibility of the grantee to ensure that supplanting does not occur. The grantee must keep clear and detailed financial records to show that grant funds are used only for allowable costs and activities.

## **Travel**

Travel is usually warranted when personal contact by project staff is the most appropriate method of conducting project-related business. Travel to and from training conferences may also be allowed. The most economical method of transportation, in terms of direct expenses to the project and the employee's time away from the project, must be used. Projects are required to include sufficient per diem and travel allocations for project-related personnel, as outlined in the Grant Award, to attend any mandated BSCC training conferences or workshops outlined in the terms of the program.

### **Units of Government**

Units of government may follow either their own written travel and per diem policy or the State's policy. Units of government that plan to use cars from a state, county, city, district carpool, or garage may budget either the mileage rate established by the carpool or garage, or the state mileage rate, not to exceed the loaning agency rate.

### **Non-Governmental Organizations (NGOs)**

An NGO receiving BSCC funds must use the State travel and per diem policy, unless the Grantee's written travel policy is more restrictive than the State's, in which case it must be used. Reimbursement is allowed for the cost of commercial carrier fares, parking, bridge, and road tolls, as well as necessary taxi, bus, and streetcar fares.

### **Out-of-State Travel**

Out-of-state travel is restricted and only allowed in exceptional situations. Grantees must receive written BSCC approval prior to incurring expenses for out-of-state travel. Even if previously authorized in the Grant Award, Grantees must submit to the BSCC a separate formal request (on Grantee letterhead) for approval. Out-of-state travel requests must include a detailed justification and budget information.

## **Compliance Monitoring Visits**

The BSCC staff will monitor each project to assess whether the project is in compliance with grant requirements and making progress toward grant objectives. As needed, monitoring visits may also occur to provide technical assistance on fiscal, programmatic, evaluative, and administrative requirements. For your reference, a Comprehensive Monitoring Visit checklist can be found on the Corrections Planning and Grants Program [website](#).

## Overview of the RFP Process

---

### Confirmation of Receipt of Proposal

Upon submission of a proposal, applicants will receive a confirmation email from the BSCC stating that the proposal has been received.

### Disqualification

“Disqualification” means the proposal will not move forward to the Scoring Panel for the Proposal Rating Process and, therefore, will NOT be considered for funding under this grant.

#### **Disqualification - PLEASE REVIEW CAREFULLY**



#### **The following will result in an automatic disqualification:**

- Proposal submission is not received by **5:00 p.m. (PST) on Friday, April 5, 2024**. (Allow sufficient time to upload all required documents in the BSCC Submittable portal. Do not wait until the last minute!)
- The proposal is not submitted via the BSCC Submittable portal. **Email submissions will not be accepted.**
- Work Plan (Attachment G) is not submitted through the BSCC Submittable Portal.
- Budget Attachment (Excel document) is not submitted through the BSCC Submittable Portal.
- The applicant is not a California city or county.
- Proposal does not address required Program Purpose Areas.
- Funding request exceeds allowable amount in the small scope or large scope project categories.
- Attachment(s) are illegible.
- Attachment(s) will not open or the file(s) are corrupted.

### Proposal Rating Process

Unless disqualified, proposals will advance to the Byrne SCIP Grant Scoring Panel for funding consideration. Proposals will be evaluated in accordance with the BSCC’s [Grant Proposal Evaluation Process](#) and as described below. The Byrne SCIP Grant Program Scoring Panel will read and assign ratings to each proposal in accordance with the prescribed rating factors listed in the table below. Scoring Panel members will base their ratings on how well an applicant addresses the criteria listed under each rating factor

within the Proposal Narrative and Budget Sections. Byrne SCIP Grant Scoring Panel ratings, once submitted to the BSCC, will be final.

At the conclusion of this process, applicants will be notified of the Advisory Board’s funding recommendations. It is anticipated that the Advisory Board will act on the recommendations at its meeting on July 11, 2024. Applicants and their partners are not to contact members of the Byrne SCIP Grant Scoring Panel, the Byrne SCIP Advisory Board, or the BSCC Board to discuss proposals.

**Note:** Once the Byrne SCIP Advisory Board acts on the Scoring Panel’s recommendations, awards will be contingent on BJA’s approval of the subawards (grants), as required by the Byrne SCIP federal solicitation.

**Rating Factors**

The Rating Factors that will be used and the maximum points allocated to each factor are shown in the table below. Applicants are asked to address each of these factors as a part of their proposal. A percent of total value is assigned to each Rating Factor, correlating to its importance within the overall project (see Percent of Total Value column).

**Byrne SCIP Rating Factors and Point Values**

	<b>Rating Factors</b>	<b>Point Range</b>	<b>Percent of Total Value</b>	<b>Weighted Rating Factor Score*</b>
1	Project Need	0-5	20%	40
2	Project Description	0-5	30%	60
3	Organizational Capacity and Coordination	0-5	25%	50
4	Project Evaluation and Monitoring	0-5	10%	20
5	Project Budget	0-5	15%	30
<b>Maximum Proposal Score</b>			<b>100%</b>	<b>200</b>

Raters will rate an applicant’s response to each Rating Factor on a scale from 0 to 5, according to the Six-Point Rating Scale shown below. For each Rating Factor, the rating point received is then weighted according to the “Percent of Total Value” column associated with the Rating Factor to arrive at the final Weighted Rating Factor Score. The Weighted Rating Factor Scores are then added together for a final overall proposal score. The maximum possible proposal score is 200.

## Six Point Rating Scale

<b>Not Responsive 0</b>	<b>Poor 1</b>	<b>Fair 2</b>	<b>Satisfactory 3</b>	<b>Good 4</b>	<b>Excellent 5</b>
The response <b>fails to address</b> the criteria.	The response addresses the criteria in a <b>very inadequate</b> way.	The response addresses the criteria in a <b>non-specific or unsatisfactory</b> way.	The response addresses the criteria in an <b>adequate</b> way.	The response addresses the criteria in a <b>substantial</b> way.	The response addresses the criteria in an <b>outstanding</b> way.

### Minimum Scoring Threshold

A proposal must meet a threshold of **60 percent**, or a minimum score of **120** total points to be qualified for funding.

### BSCC Funding Decisions

Applicants will compete for funds within their applicable funding category (see Funding Information and Thresholds on page 7-8). Once the proposals have been scored and ranked, BSCC will move down the ranked lists to fund all qualified applicants in each of the two (2) funding categories until all funds in that category are exhausted. Applicants that fall at the cut-off point may be offered a partial award if there are not sufficient remaining funds to make a full award.

If funding remains in one or more categories, the following will occur:

- Funds remaining in Category (1), after all qualified applicants in that category have been fully funded, will be used to fund any additional qualified applicants in Category (2).
- Funds remaining in Category (2), after all qualified applicants in that category have been funded, will be used to fund any additional qualified applicants in Category (1).

If an applicant or grantee relinquishes an award, BSCC has authority to offer that award to the next qualifying applicant (s) on the ranked list.

### Summary of Key Dates

The following table shows a timeline of key dates related to the Byrne SCIP Program.

<b>Activity</b>	<b>Date</b>
<b>Release Request for Proposals</b>	<b>February 16, 2024</b>
Grant Information Session	March 7, 2024
Letter of Intent Due to the BSCC	March 15, 2024
<b>Proposals Due to the BSCC</b>	<b>April 5, 2024</b>
Proposal Rating Process and Development of Funding Recommendations	April 2024 - July 2024



Activity	Date
<b>Byrne SCIP Advisory Board Considers Funding Recommendations</b>	<b>July 11, 2024</b>
Notices to Applicants*	July 12, 2024
<b>Grant Period Begins</b>	<b>July 15, 2024</b>
Mandatory New Grantee Orientation	August 2024
<b>Grant Service Project Period Ends</b>	<b>July 15, 2026</b>
Final Evaluation Report Due and Grant Ends	September 30, 2026

**\*Note:** Once the Byrne SCIP Advisory Board acts on the funding recommendations, awards will be contingent on BJA’s approval of the subawards (grants), as required by the Byrne SCIP federal solicitation.

## PART II: PROPOSAL INSTRUCTIONS

This document/section contains the necessary information for completing the Byrne State Crisis Intervention Program Proposal Package. The proposal and all required attachments are provided on the BSCC [Byrne SCIP website](#).

### Proposal Narrative and Budget Instructions

The five rating factors will be addressed in the Proposal Narrative and the Proposal Budget sections, as shown below:

	Rating Factor	Percent Value	Addressed In:
1	Project Need	20%	Proposal Narrative
2	Project Description	30%	
3	Organizational Capacity and Coordination	25%	
4	Project Evaluation and Monitoring	10%	
5	Project Budget (Budget Tables & Narrative)	15%	Proposal Budget (Excel Attachment)

### Proposal Narrative Instructions

Applicants will complete the Proposal Narrative by accessing the BSCC Submittable portal (see Submittable Instructions on page 1) and responding to a series of prompts. The Proposal Narrative section must address Rating Factors 1-4, as listed in the table



above. Within each section, address the rating criteria (found on the following pages) in a cohesive, comprehensive narrative format.

Within the Proposal Narrative, each Rating Factor has a character limit as shown below:

	Rating Factor	Total Characters	Microsoft Word Equivalent*
1	Project Need	4,474	Up to 2 (two) pages
2	Project Description	8,948	Up to 4 (four) pages
3	Organizational Capacity and Coordination	4,474	Up to 2 (two) pages
4	Project Evaluation and Monitoring	4,474	Up to 2 (two) pages

\*Assumes text is in a Microsoft Word document in Arial 12-point font with one-inch margins on all four sides and at 1.5-line spacing.

### Character Counter

The BSCC-Submittable application portal includes an automatically enabled character counter. This feature shows the number of characters used and the remaining number of characters before the limit is met. If the limit is exceeded, a red prompt will appear with the message "**You have exceeded the character limit**". Applicants are prohibited from submitting the Byrne SCIP Application until they comply with all character limit requirements.

### Bibliography

Applicants *may* include a bibliography containing citations, using either the Modern Language Association (MLA) or American Psychological Association (APA) style in the "OPTIONAL Bibliography" field on the BSCC-Submittable application page. The bibliography may not exceed 2,218 total characters (includes punctuation, numbers, spaces, and any text). In Microsoft Word, this is approximately 1 page in Arial 12-point font with one-inch margins on all four sides and at 1.5-line spacing.

### Required Attachments

In addition to completing the Proposal Narrative, the following attachments, located on the BSCC [Byrne SCIP website](#) must be completed and uploaded in the identified fields in the BSCC Submittable portal at the time of submission (unless noted as "if applicable" below):

- Budget Attachment (Project Budget Table and Budget Narrative)
- Project Work Plan (Attachment G)
- Key Partner Commitment Form, if applicable (Attachment C)
- Criteria for Non-Governmental Organizations Receiving Subawards (Attachment D)
- Governing Board Resolution – Sample (*not required at time of submission; however, must be submitted if awarded grant funds.*) (Attachment E)
- Certification of Compliance with BSCC Policies on Debarment, Fraud, Theft, and Embezzlement (Attachment F)

**Note:** Letters of general support (i.e., from elected officials, community members, etc.) from individuals not actually working on the grant project will not be accepted. If these are uploaded to Submittable, they will be discarded.

## Proposal Narrative Rating Factors

### **Section 1: Project Need (Percent Value - 20%)**

Within this section, address the criteria that defines the Project Need Rating Factor (see table below) in a cohesive, comprehensive, and concise narrative format.

<b>Project Need:</b> The applicant described a community need that is pertinent to the intent of the grant program. The elements that comprise the Rating Factor are listed below. Addressing each element does not in itself merit a high rating; rather, although each element is to be addressed (when applicable), it is the <u>quality of the response</u> to each that will be evaluated. The response will be evaluated with a single rating based on a scale of 0-5.	
1.1	Describe the need(s) to be addressed, the process used to determine the need(s) and how the need(s) are related to one or more of the Byrne SCIP Grant Program Purpose Areas and corresponding program activities.
1.2	Identify the conditions or elements that contribute to the need (e.g., service gaps, accessibility, geographic location, etc.).
1.3	Provide relevant local qualitative and/or quantitative data with citations in support of the need(s).
1.4	Demonstrate a compelling justification for the grant funds.

### **Section 2: Project Description (Percent Value - 30%)**

Within this section address the criteria that defines the Project Description Rating Factor (see table below) in a cohesive, comprehensive, and concise narrative format.

<b>Project Description:</b> The applicant provided a description of the project that is related to the need(s) and intent of the grant. The elements that comprise the Rating factor are listed below. Addressing each element does not in itself merit a high rating; rather, although each element is to be addressed, it is the <u>quality of the response</u> to each that will be evaluated. The response will be evaluated with a single rating based on a scale of 0-5.	
2.1	Describe the proposed project that will address the need(s) discussed in the Project Needs section. The description should: <ul style="list-style-type: none"> <li>• Describe the components of the proposed project that links to each PPA.</li> <li>• Describe the target area which will be the focus of the project, including how and why it was selected.</li> <li>• For projects serving participants, provide an estimate of how many individuals will be served and the process for determining which services/activities an individual/group will receive.</li> <li>• Address how the project will, if applicable, address the racial and ethnic disparities, violence, and/or recidivism (if any) identified in Project Need.</li> <li>• Address how the proposed project will, if applicable, incorporate trauma-informed care and be culturally informed, competent, and responsive.</li> </ul>

	<ul style="list-style-type: none"> <li>Address how the proposed project will, if applicable, prioritize mental health needs and the avoidance of system involvement.</li> </ul>
2.2	Complete the Project Work Plan ( <b>Attachment G</b> ), describing the top goals and objectives for the project (see <b>Attachment B</b> for definitions). Identify how these will be achieved in terms of the activities, responsible staff/partner agencies, process and outcome measures, data sources and timelines. The goals and objectives must be related to the needs and intent identified for the Byrne SCIP grant.
2.3	For projects with participants, describe: <ul style="list-style-type: none"> <li>the target population (e.g., gender, age, offense history, criminogenic factors), including why and how it was selected.</li> <li>the plan for identifying, accessing, selecting, and serving individuals from the target population who are eligible and appropriate for participation.</li> <li>plans to overcome any inability to access and/or serve those individuals.</li> </ul>
2.4	Describe the rationale for the proposed activities/services including research or other evidence indicating that the intended goals and objectives are likely to be achieved.

### Section 3: Organizational Capacity & Coordination (Percent Value - 25%)

Within this section, address the criteria that define the Project Organizational Capacity and Coordination Rating Factor (see table below) in a cohesive, comprehensive, and concise narrative format.

<p><b>Organizational Capacity &amp; Coordination:</b> The applicant described their organization's ability to implement the proposed project. The elements that comprise the Rating Factor are listed below. Addressing each element does not in itself merit a high rating; rather, although each element is to be addressed, it is the <u>quality of the response</u> to each that will be evaluated. The response will be evaluated with a single rating based on a scale of 0-5.</p>	
3.1	Describe the applicant's ability to administer the proposed project. In the description include: <ul style="list-style-type: none"> <li>the staffing required and available to operate the project including staff qualifications and training.</li> <li>the extent to which existing staff resources will be utilized.</li> <li>project management and oversight to ensure the proposed project is implemented as intended.</li> </ul>
3.2	Describe any partner agencies or coordination with other agencies necessary to implement the proposed project. If partners are to be selected after the grant is awarded, specify the process and criteria for selecting the partner agencies. The description of partners should include: <ul style="list-style-type: none"> <li>their involvement/role that is aligned with the proposed project.</li> <li>their credentials, involved personnel, experience and capability to conduct the project, and the value the partners add to the proposed project.</li> <li>the plan to coordinate with these partners.</li> <li>Key Partners Commitment Form(s) provided as attachments (<b>Attachment C</b>).</li> </ul>

3.3	Describe the timeline for the execution of contracts or memoranda of understanding with any partner agencies and the implementation of their involvement/role such that they are in a reasonable timeframe to support the project. Include a description of the readiness to proceed, if funded.
3.4	Describe the management structure and decision-making process for the proposed project.

#### **Section 4: Project Evaluation and Monitoring (Percent Value - 10%)**

Within this section, address the criteria that define the Project Evaluation and Monitoring Rating Factor (see table below) in a cohesive, comprehensive, and concise narrative format.

<p><b>Project Evaluation and Monitoring:</b> The applicant described how it will monitor and evaluate the effectiveness of the proposed project. The elements that comprise the Rating Factor are listed below. Addressing each element does not in itself merit a high rating; rather, although each element is to be addressed, it is the <u>quality of the response</u> to each that will be evaluated. The response will be evaluated with a single rating based on a scale of 0-5.</p>	
4.1	Describe the plan to determine the qualified internal staff and/or external partner or entity that will conduct the project evaluation and how monitoring activities will be incorporated in the various phases of the project; for example, start-up, implementation, service delivery period, etc.
4.2	Identify the process and outcome measures that are quantifiable and in line with the intent of the proposed project and the goals and objectives listed in the Project Work Plan.
4.3	Describe the preliminary plan for collecting data and evaluating the process measures and outcome measures identified in 4.2. Describe a plan for entering into data sharing agreements, if necessary.
4.4	Describe the research design or methodology that will allow for an assessment of whether the strategy implemented achieved the intended outcomes.

## Proposal Budget Instructions

### **Section 5: Proposal Budget (Percent Value - 15%)**

As part of the application process, applicants are required to complete and upload a Proposal Budget and Budget Narrative (Byrne SCIP Budget Attachment) in the identified field on the BSCC-Submittable application page. The Byrne SCIP Budget Attachment is provided on the BSCC [Byrne SCIP website](#).

Generally, once an award is approved by the Board, the proposed budget becomes the approved grant budget and will be incorporated in the Standard Grant Agreement. However, applicants should be aware that budgets will be subject to review and approval by the BSCC staff to ensure all proposed costs listed within the budget narrative are allowable and eligible for reimbursement. In these situations, the revised grant budget will be used for the Grant Agreement.

Applicants are solely responsible for the accuracy and completeness of the information entered in the Budget Table and Budget Narrative. Detailed instructions for completing the Budget Attachment are listed on the Instructions tab of the Excel workbook. All project costs must be directly related to the objectives and activities of the project. **Do not submit an annual budget; the Budget Table must cover the entire grant period.**

For additional guidance related to grant budgets, refer to the [BSCC Grant Administration Guide](#).

### Proposal Budget Rating Factor

The following items are rated as a part of this section and must be addressed by the applicant in the Budget Attachment.

<b>Proposal Budget:</b> The applicant provided a complete Budget Attachment (Budget Table and Budget Narrative) for the proposed project. The elements against which the Budget Attachment will be rated are listed below. Addressing each element does not itself merit a high rating; rather, although each element is to be addressed, it is the quality of the response to each that will be evaluated. The response will be evaluated with a single rating based on a scale of 0-5.	
5.1	Provide complete and detailed budget information in each section of the Budget Attachment which: <ul style="list-style-type: none"><li>• includes an explanation justifying each expense.</li><li>• describes within each budget section how the expenditures are being applied to the benefit of project participants and/or community members in the target area.</li><li>• ensures expenses are appropriate for the grant's intent, the project's goals, and planned activities.</li></ul>

## PART III: ATTACHMENTS

### Byrne SCIP Attachments

---

This section includes the following attachments:

- **Attachment A:** Byrne SCIP Advisory Board *(for reference only)*
- **Attachment B:** Glossary of Terms *(for reference only)*
- **Attachment C:** Key Partner Commitment Form ***(REQUIRED IF APPLICABLE)***
- **Attachment D:** Criteria for Non-Governmental Organizations Receiving BSCC Grant Subawards ***(REQUIRED)***
- **Attachment E:** Sample Governing Board Resolution ***(optional for proposal; must be submitted if awarded grant funds)***
- **Attachment F:** Certification of Compliance with BSCC Policies on Debarment, Fraud, Theft, and Embezzlement ***(REQUIRED)***
- **Attachment G:** Project Work Plan ***(REQUIRED)***

## Attachment A: Byrne SCIP Advisory Board

	Name	Title	Organization/Agency
1	Linda Penner (Chair)	Chairperson	Board of State and Community Corrections
2	Juan Avila	Chief Operating Officer (Victim Services)	Garden Pathways
3	Cindy Chavez	Supervisor	Santa Clara County Supervisor
4	Norma Cumpian	Director, Women's Department (Community)	Anti-Recidivism Coalition (ARC)
5	Andrea Dauber-Griffin	Senior Executive Director (Behavioral Health Providers)	Neighborhood House Association
6	Shannon Dicus	Sheriff (Law Enforcement)	San Bernardino County
7	Dean Growdon	Sheriff (Law Enforcement)	Lassen County
8	Kirk Haynes	Chief Probation Officer (Law Enforcement)	Fresno County
9	Jeffrey Macomber	Secretary (Law Enforcement)	California Department of Corrections and Rehabilitation
10	Andrew Mills	Chief of Police (Law Enforcement)	City of Palm Springs
11	Nancy O'Malley	District Attorney (Retired) (Prosecution)	Alameda County
12	Alan Slater	Chief Executive (Retired) (Courts)	Orange County
13	Jason Johnson	Director, Division of Adult Parole Operations (Law Enforcement)	California Department of Corrections and Rehabilitation
14	Eloisa Tuitama	Staff Counsel (Legal Counsel)	Board of State and Community Corrections
15	Angeles Zaragoza	Attorney	Los Angeles County Alternate Public Defender's Office

## Attachment B: Glossary of Terms

### **Assertive Community Treatment**

Assertive community treatment (ACT) is a team-based treatment model that provides multidisciplinary, flexible treatment and support to people with mental illness 24/7. ACT is based around the idea that people receive better care when their mental health care providers work together. ACT team members help the person address every aspect of their life, whether it be medication, therapy, social support, employment or housing. ACT is mostly used for people who have transferred out of an inpatient setting but would benefit from a similar level of care and having the comfort of living a more independent life than would be possible with inpatient care.<sup>2</sup>

### **Behavioral Health Deflection**

The practice by which law enforcement officers connect individuals, who otherwise would have been eligible for charges, to community-based treatment and/or services in lieu of arrest, thereby diverting them from the justice system into the community.<sup>3</sup>

### **Collaboration**

The basic manner in which different and potentially competing agencies, people and organizations work together in an intellectual effort to identify the needs of the community. These same people will then work collaboratively together to develop the intervention proposal to be used to solve the community need. Counties must rely on the collaborative process to determine the distribution of how funding will be allocated between programs and strategies that serve one or more of the Byrne SCIP Program Purpose Areas.

### **Extreme Risk Protection Order (ERPO)**

An extreme risk protection order (ERPO) is a common-sense, effective measure to empower family members, health care providers, school officials, or law enforcement officers to petition a court to temporarily prevent a person from accessing firearms if they are found to be a danger to themselves or others.<sup>4</sup>

### **Goals and Objectives**

Goals and objectives are terms in common use, sometimes used interchangeably because both refer to the intended results of program activities. Goals are longer-term than objectives, more broadly stated and govern the specific objectives to which program activities are directed.

In proposals, goals are defined by broad statements of what the program intends to accomplish, representing the long-term intended outcome of the program.<sup>5</sup>

---

<sup>2</sup> National Alliance on Mental Health, *Types of Psychosocial Treatments*, Retrieved from <https://www.nami.org/About-Mental-Illness/Treatments/Psychosocial-Treatments>

<sup>3</sup> Bureau of Justice Assistance webinar, *Critical Elements for Implementing First Responder and Officer Referral Deflection Programs*. Retrieved from <https://www.ojp.gov/events/critical-elements-implementing-first-responder-and-officer-referral-deflection-programs> (presentation slides under “Access Recording and Presentation”)

<sup>4</sup> Bureau of Justice Assistance, *BJA FY 2022 - 2023 Byrne State Crisis Intervention Program Formula Solicitation (O-BJA-2023-171458)*.

<sup>5</sup> Justice Research and Statistics Association, Juvenile Justice Evaluation Center. (2003, June). *Juvenile Justice Program Evaluation: An overview (Second Edition)*. Retrieved from <http://www.jrsa.org/njiec/publications/program-evaluation.pdf>. See also New York State Division of Criminal Justice Services. *A Guide to Developing Goals and Objectives for Your Program*. Retrieved from <http://www.criminaljustice.ny.gov/ofpa/goalwrite.htm>.



Examples of goal statements:<sup>6</sup>

- To reduce the number of serious and chronic juvenile offenders.
- To divert nonviolent juvenile offenders from state juvenile correctional institutions.
- To restore the losses suffered by the victims of crimes.

Objectives are defined by statements of specific, measurable aims of program activities.<sup>7</sup> Objectives detail the tasks that must be completed to achieve goals.<sup>8</sup> Descriptions of objectives in the proposals should include three elements:<sup>9</sup>

1. Direction – the expected change or accomplishment (e.g., improve, maintain);
2. Timeframe – when the objective will be achieved; and
3. Target Population– who is affected by the objective.

Examples of program objectives:<sup>10</sup>

- By the end of the program, young, drug-addicted juveniles will recognize the long-term consequences of drug use.
  - To place eligible juveniles in an intensive supervision program within two weeks of adjudication to ensure offender accountability and community safety.
- To ensure that juvenile offenders carry out all of the terms of the mediation agreements they have worked out with their victims by program completion.

### **Process Evaluation**<sup>11</sup>

The purpose of the process evaluation is to assess how program activities are being carried out in accordance with goals and objectives. Process measures are designed to answer the question: “What is the program actually doing and is this what we planned it to do?”

Examples of process measures could include:

- Project staff have been recruited, hired and trained according to the proposal.
- Activities/strategies have been implemented on time according to the proposal.
- Number of interagency agreements entered into by the program compared to the number planned.
- Number of trainings conducted.
- Number of neighborhood meetings conducted.

### **Outcome Evaluation**<sup>12</sup>

The purpose of the outcome evaluation is to identify whether the program “worked” in terms of achieving its goals and objectives. Outcome measures are designed to answer the question: “What results did the program produce?”

Examples of outcome measures include:

---

<sup>6</sup> *Id.* at p. 4.

<sup>7</sup> National Center for Justice Planning. Overview of Strategic Planning. *Where Do We Want to Be? Goals and Objectives*. Retrieved from <http://ncjp.org/strategic-planning/overview/where-do-we-want-be/goals-objectives>.

<sup>8</sup> *Id.*; see *supra* fn 1.

<sup>9</sup> Justice Research and Statistics Association, Juvenile Justice Evaluation Center. (2003, June). *Juvenile Justice Program Evaluation: An overview (Second Edition)* p. 5. Retrieved from <http://www.jrsa.org/njiec/publications/program-evaluation.pdf>.

<sup>10</sup> *Id.*

<sup>11</sup> Justice Research and Statistics Association, Juvenile Justice Evaluation Center. (2003, June). *Juvenile Justice Program Evaluation: An overview (Second Edition)* p. 7. Retrieved from <http://www.jrsa.org/njiec/publications/program-evaluation.pdf>.

<sup>12</sup> *Id.* at pp. 7-8.

- Results of pre/post surveys (e.g., changes in the reported confidence/trust in law enforcement among community members).
- Implementation of regular, ongoing community forums where law enforcement/community dialogue takes place.
- Changes in policies at the Lead Agency level to reflect procedural justice principles.

In an evidence-based practice approach, outcome evaluations must include not only the measures but also analysis of the extent to which the measured results can be attributed to the program rather than to coincidence or alternative explanations.

**Recidivism**

Recidivism is defined as conviction of a new felony or misdemeanor committed within three years of release from custody or committed within three years of placement on supervision for a previous criminal conviction.<sup>13</sup>

---

<sup>13</sup> Pen. Code, § 6046.1 subd. (d). “Committed” refers to the date of offense, not the date of conviction.

**Attachment C: Sample Key Partner Commitment Form**

**Byrne State Crisis Intervention Program Grant**

**Instructions:** For the purposes of this RFP, “Key Partner” means an indispensable agency or entity, named in the proposal, that the grantee does not have direct control over, that will provide essential services for the grant project. If the success of the grant project depends upon the cooperation of an outside agency or entity, that agency or entity is a key partner. (See RFP for specific examples.) The form must include the name of the agency or entity, a description of the services to be provided, and be signed and dated by an authorized individual representing the agency or entity. Submit one form per partner agency or organization.

***This form is required only if there are key partners identified in the Proposal Narrative.***

---

**Applicant:**

**Partner Organization or Agency:**

**Grant Service Period:** July 15, 2024 to September 30, 2026

**Services to be Provided by the Partner Organization or Agency during the Grant Period:**

**Authorized Signature of Partner Organization or Agency (e-signatures accepted):**

**Title of Individual Signing this Form:**

**Date Signed:**

---

## Attachment D: Criteria for Non-Governmental Organizations Receiving Subawards

**Required Attachment: Applicants will be prompted to upload this document from the [Byrne SCIP website](#) to the BSCC Submittable portal.**

**Instructions:** The form on the following page must be submitted with the proposal even if there are no plans to subaward at the time of submission, or if the name of the subaward party is unknown. In either of these cases, the applicant should write “N/A” in the Name of Subgrantee Party column and complete the signature box. A signature on this form provides an assurance to BSCC that the signing authority has read and acknowledged these terms.

---

The Byrne State Crisis Intervention Program (Byrne SCIP) Grant Request for Proposals (RFP) includes requirements that apply to non-governmental organizations (NGOs)<sup>1</sup> providing services with grant funds. Grantees are responsible for ensuring that all subgrantee third parties continually meet these requirements as a condition of receiving funds. The RFP describes these requirements as follows:

Any non-governmental organization that receives Byrne SCIP funding as a subgrantee must:

- Have been duly organized, in existence, and in good standing for at least six (6) months prior to the effective date of the Byrne State Crisis Intervention Program grantee grant agreement with the BSCC;
  - Non-governmental entities that have recently reorganized or have merged with other qualified non-governmental entities that were in existence prior to the six (6) month date are also eligible, provided all necessary agreements have been executed and filed with the California Secretary of State prior to the start date of the grant agreement with the BSCC;
- Be registered with the California Secretary of State’s Office, if applicable;
- Be registered with the California Office of the Attorney General, Registry of Charitable Trusts, if applicable;
- Have a valid Employer Identification Number (EIN) or Taxpayer ID (if sole proprietorship);
- Have a valid business license, if applicable;
- Have no outstanding civil judgments or liens; and
- Have any other state or local licenses or certifications necessary to provide the services requested (e.g., facility licensing by the Department of Health Care Services), if applicable.

### Completing the NGO Assurance Form

1. Provide the name of the Applicant Agency (the Grantee),
2. List all contracted parties (if known\*),
3. Check Yes or No to indicate if each contracted part meets the requirements,
4. Sign and upload to the BSCC Submittable portal when prompted.

**\*NOTE:** If the name of the contracted party is unknown or if there will be no contracted parties. Write N/A in the “Name of Subgrantee Party” field and sign the document.

---

<sup>1</sup> For the purposes of this RFP, NGOs include nonprofit and for-profit community-based organizations, faith-based organizations, evaluators (except government institutions such as universities), grant management companies, and any other non-governmental agency or individual.

**Byrne State Crisis Intervention Program  
Non-Governmental Organization Assurances**

**Name of Applicant:**

Name of Subgrantee Party	Address	Email / Phone	Meets All Requirements
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>

Grantees are required to update this list and submit it to BSCC any time a new third-party subaward is executed after the initial assurance date. Grantees shall retain (on-site) applicable source documentation for each contracted party that verifies compliance with the requirements listed in the Byrne SCIP RFP. These records will be subject to all records and retention language in the Standard Agreement. The BSCC will not disburse or reimburse for costs incurred by any third party that does not meet the requirements listed above and for which the BSCC does not have a signed grantee assurance on file.

**A signature below is an assurance that all requirements listed above have been met.**

<b>AUTHORIZED SIGNATURE</b> This document must be signed by the person who is authorized to sign the Grant Agreement.			
<b>NAME OF AUTHORIZED OFFICER</b>	<b>TITLE</b>	<b>TELEPHONE NUMBER</b>	<b>EMAIL ADDRESS</b>
<b>STREET ADDRESS</b>	<b>CITY</b>	<b>STATE</b>	<b>ZIP CODE</b>
<b>APPLICANT'S SIGNATURE (e-signature acceptable)</b>			<b>DATE</b>

## Attachment E: Sample Governing Board Resolution

**Instructions:** Before grant funds can be reimbursed, a grantee must either (1) submit a resolution from its Governing Board that delegates authority to the individual authorized to execute the grant agreement or (2) provide sufficient documentation indicating that the prospective grantee has been vested with plenary authority to execute grant agreements (e.g., County Board of Supervisors delegating such authority to an Agency head).

Below is assurance language that, at a minimum, must be included in the resolution submitted to the Board of State and Community Corrections.

**A Governing Board Resolution does not have to be uploaded at time of submission but must be submitted in order for the Grant Agreement to be executed.**

---

WHEREAS the **(insert name of Lead Agency)** desires to participate in the Byrne State Crisis Intervention Program (Byrne SCIP) Grant administered by the Board of State and Community Corrections (hereafter referred to as BSCC).

NOW, THEREFORE, BE IT RESOLVED that the **(insert title of designated official)** be authorized on behalf of the **(insert name of Governing Board)** to submit the grant proposal for this funding and sign the Grant Agreement with the BSCC, including any amendments thereof.

BE IT FURTHER RESOLVED that grant funds received hereunder shall not be used to supplant expenditures controlled by this body.

BE IT FURTHER RESOLVED that the **(insert name of Lead Agency)** agrees to abide by the terms and conditions of the Grant Agreement as set forth by the BSCC.

Passed, approved, and adopted by the **(insert name of Governing Board)** in a meeting thereof held on **(insert date)** by the following:

Ayes:

Notes:

Absent:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Typed Name and Title: \_\_\_\_\_

ATTEST: Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Typed Name and Title: \_\_\_\_\_

**Attachment F: Certification of Compliance with BSCC Policies Regarding Debarment, Fraud, Theft and Embezzlement**

**Required Attachment: Applicants will be prompted to upload this document from the [Byrne SCIP webpage](#) to the Submittable Application portal.**

It is the policy of the BSCC to protect grant funds from unreasonable risks of fraudulent, criminal, or other improper use. As such, the Board will not enter into contracts or provide reimbursement to applicants that have been:

1. debarred by any federal, state, or local government entities during the period of debarment; or
2. convicted of fraud, theft, or embezzlement of federal, state, or local government grant funds for a period of three years following conviction.

Furthermore, the BSCC requires grant recipients to provide an assurance that there has been no applicable debarment, disqualification, suspension, or removal from a federal, state or local grant program on the part of the grantee at the time of application and that the grantee will immediately notify the BSCC should such debarment or conviction occur during the term of the Grant contract.

BSCC also requires that all grant recipients include, as a condition of award to a subgrantee or subcontractor, a requirement that the subgrantee or subcontractor will provide the same assurances to the grant recipient. If a grant recipient wishes to consider a subgrantee or subcontractor that has been debarred or convicted, the grant recipient must submit a written request for exception to the BSCC along with supporting documentation.

By checking the following boxes and signing below, applicant affirms that:

- I/We are not currently debarred by any federal, state, or local entity from applying for or receiving federal, state, or local grant funds.
- I/We have not been convicted of any crime involving theft, fraud, or embezzlement of federal, state, or local grant funds within the last three years. We will notify the BSCC should such debarment or conviction occur during the term of the Grant contract.
- I/We will hold subgrantees and subcontractors to these same requirements.

A grantee may make a request in writing to the Executive Director of the BSCC for an exception to the debarment policy. Any determination made by the Executive Director shall be made in writing.

<b>AUTHORIZED SIGNATURE</b>			
<b>This document must be signed by the person who is authorized to sign the Grant Agreement.</b>			
NAME OF AUTHORIZED OFFICER	TITLE	TELEPHONE NUMBER	EMAIL ADDRESS
STREET ADDRESS	CITY	STATE	ZIP CODE
APPLICANT'S SIGNATURE (e-signature acceptable)			DATE
X			

## Attachment G: Project Work Plan Instructions

**Required Attachment: Applicants will be prompted to upload this document from the [Byrne SCIP webpage](#) to the BSCC Submittable Application portal.**

Byrne SCIP applicants must complete a Project Work Plan, using the format below. Completed Project Work Plans should (1) identify the project's top goals and objectives; (2) identify how the top goals will be achieved in terms of the activities, responsible staff/partners, and start and end dates; and (3) provide goals, objectives, and measures with a clear relationship to the need and intent of the grant.

<b>(1) Goal:</b>	>		
<b>Objectives (A., B., C...):</b>	A. B. C.		
<b>Project activities that support the identified goal and objectives:</b>	<b>Responsible staff/ partners</b>	<b>Timeline</b>	
		<b>Start Date</b>	<b>End Date</b>
1. 2. 3.	1. 2. 3.	1. 2. 3.	1. 2. 3.
<b>List data and sources to be used to measure outcomes:</b>			

<b>(2) Goal:</b>	>		
<b>Objectives (A., B., C...):</b>	A. B. C.		
<b>Project activities that support the identified goal and objectives:</b>	<b>Responsible staff/ partners</b>	<b>Timeline</b>	
		<b>Start Date</b>	<b>End Date</b>
1. 2. 3.	1. 2. 3.	1. 2. 3.	1. 2. 3.
<b>List data and sources to be used to measure outcomes:</b>			



<b>(3) Goal:</b>			
<b>Objectives (A., B., C...):</b>	A. B. C.		
<b>Project activities that support the identified goal and objectives:</b>	<b>Responsible staff/ partners</b>	<b>Timeline</b>	
		<b>Start Date</b>	<b>End Date</b>
1. 2. 3.	1. 2. 3.	1. 2. 3.	1. 2. 3.
List data and sources to be used to measure outcomes:			