



# Missing and Murdered Indigenous People Grant Program (Cohort 2)

## Proposal Instruction Packet

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**Eligible Applicants:** Federally Recognized  
California Indian Tribes

**Release Date:** November 17, 2023

**Proposals Due:** March 15, 2024

**Grant Period:** August 1, 2024 to June 1, 2028



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## **CONFIDENTIALITY NOTICE**

All documents submitted as a part of the Missing and Murdered Indigenous People Grant 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 State Budget Act of 2022 (Senate Bill 154, Chapter 43, Statutes of 2022) established the Missing and Murdered Indigenous People Grant Program. Funding is available to federally recognized Indian tribes in California to support efforts to identify, collect case-level data, publicize, investigate, and solve cases involving missing and murdered indigenous people. Grants should focus on activities including, but not limited to, developing culturally based prevention strategies, strengthening responses to human trafficking, and improving cooperation and communication on jurisdictional issues between state, local, federal, and tribal law enforcement.

## Contact Information

This Request for Proposal (RFP) Instruction Packet provides the necessary information to prepare a proposal to the Board of State and Community Corrections (BSCC) for the Missing and Murdered Indigenous People Grant Program.

This is a competitive grant process, therefore BSCC staff cannot assist the applicant or its partners with the preparation of the proposal. Any questions concerning this RFP, the proposal process, or the submission process must be submitted by email to: [mmip@bscc.ca.gov](mailto:mmip@bscc.ca.gov).

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

## Proposal Due Date and Submission Instructions

The Missing and Murdered Indigenous People Grant Program (MMIP) 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, March 15, 2024**.

**\*\*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 March 15, 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 MMIP 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 (if applicable), and uploaded at

specific prompts within the BSCC Submittable portal prior to submission. These documents are available for download at: <https://www.bscc.ca.gov/missing-and-murdered-indigenous-people-grant-program/>.

1. Project Work Plan
2. Budget Attachment (Project Budget Table and Budget Narrative)
3. Key Partner Commitment Form, if applicable
4. Grantee Assurance for Non-Governmental Organizations Receiving BSCC Funds
5. Certification of Compliance with BSCC Policies on Debarment, Fraud, Theft, and Embezzlement
6. Governing Board Resolution – (optional; not required for proposal submission)

Proposals for the MMIP Grant Program must be submitted through the **BSCC Submittable Portal**. A link to the BSCC Submittable portal, MMIP Grant Program Proposal, and all required attachments are available on the BSCC [MMIP website](#).

The MMIP Grant Program RFP is accessible by clicking the “Click here to Submit; Powered by Submittable” button located on the MMIP Grant Program Homepage at: <https://www.bscc.ca.gov/missing-and-murdered-indigenous-people-grant-program/>. 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. Additional RFP instructions are provided within the online BSCC Submittable proposal.

After an account is established, applicants may proceed with the submission process. As part of this process, applicants will be required to upload mandatory attachments (listed above). Applicants will download these documents from the BSCC [MMIP website](#), complete these attachments ahead of time, and then upload them to the BSCC Submittable portal. All mandatory attachments are listed at the end of this document and available on the.

**\*\*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.

### **Having Tech Issues?**

If you experience technical difficulties with submitting your proposal through the Submittable portal, you should submit a Help Ticket through [Submittable](#), as BSCC does not control that site. Also please email the BSCC at: [mmip@bscc.ca.gov](mailto:mmip@bscc.ca.gov) and/or call the BSCC main line at (916) 445-5073 and ask to speak to someone about the MMIP 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.\*

## **Need More Information About the Grant?**

To learn more about the grant or ask technical questions, prospective applicants are invited to attend a **Grant Information Session**. The purpose of these Information Sessions is to provide clarification on proposal instructions and answer technical questions from prospective applicants. At these sessions, BSCC staff will review proposal submission instructions, applicant eligibility, funding information, eligible grant activities and the rating process. After a brief presentation, prospective applicants will be able to ask questions. Attendance at these sessions is not a requirement of applying for the grant and it is not necessary to attend both sessions. Details are listed below:

***VIRTUAL***  
**MMIP Grant Information Session #1**  
**Thursday, December 14, 2023**  
**3:00 PM**

**Join by Zoom:**

<https://us02web.zoom.us/j/86500616742?pwd=WIBIR0NydTJUYjc1QmJ3dWtNU1ZjQT09>

**OR**

**Call In:**

1-669-900-9128

**Meeting ID:** 865 0061 6742

**Passcode:** 203301

***VIRTUAL***  
**MMIP Grant Information Session #2**  
**Thursday, January 25, 2024**  
**10:00 AM**

**Join by Zoom:**

<https://us02web.zoom.us/j/87102847676?pwd=YXFZTjQzVINORStvaVBuUi9PdjqxQT09>

**OR**

**Call In:**

1-669-900-9128

**Meeting ID:** 871 0284 7676|

**Passcode:** 284547

## **Technical Assistance for the Virtual Grant Information Sessions**

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The Grant Information Sessions will be recorded and posted to the BSCC website for those who are unable to attend. If you need additional technical assistance on completing the grant proposal during the solicitation period, please send an email to [mmip@bscc.ca.gov](mailto:mmip@bscc.ca.gov) or call **(916) 445-5073** during the following times:

February 6, 2024, 10:00 AM to 1:00 PM  
February 7, 2024, 10:00 AM to 1:00 PM  
February 27, 2024, 10:00 AM to 1:00 PM  
February 28, 2024, 10:00 AM to 1:00 PM

If MMIP staff are away from their desk or on another call, you will be prompted to leave a message.

## **Are you Planning to Apply?**

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

There is no formal template for the letter, but it should include the following information:

1. Name of the federally recognized tribe;
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. Email your non-binding Letter of Intent to Apply by **Friday, January 12, 2024**. Please identify the email subject line as **MMIP Grant Letter of Intent** and submit the letter to [mmip@bscc.ca.gov](mailto:mmip@bscc.ca.gov).

## **Development of the MMIP Grant: Executive Steering Committee**

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To ensure successful program design and implementation, the BSCC uses an Executive Steering Committee (ESC) process to inform decision making. An ESC is composed of subject matter experts, community partners, and interested parties representing both the public and private sectors. The BSCC makes every attempt to include diverse representation on its ESCs in breadth of experience, geography, and demographics.

ESCs are convened by the BSCC Board to carry out specified tasks, including the development of BSCC's grant programs. In addition to developing the RFP, members of the ESC also read and rate the proposals submitted by prospective grantees. Once the proposal evaluation process is complete, ESCs submit grant award recommendations to the BSCC Board and the Board then approves, rejects, or revises those recommendations. Members of the ESCs are not paid for their time but are reimbursed for travel expenses incurred to attend meetings.



The ESC for the MMIP Grant Program includes representation from native organizations, community-based organizations, legal services, and state and local law enforcement agencies. A list of ESC members can be found in **Appendix A**.

### **Conflicts of Interest**

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

### **Eligibility to Apply**

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Eligible applicants are federally recognized Indian tribes in California. The current list, as published by the U.S. Department of Interior, Bureau of Indian Affairs, is attached as **Appendix B**.

**Eligible tribes may apply individually and/or as part of a collaborative proposal, as described here:**

- **Individual Proposals**

For an individual proposal, a single eligible tribe is the applicant and responsible for the fiscal and program management of the grant. The applicant may still subcontract with outside entities for grant services. See corresponding funding information below.

- **Collaborative Proposals**

Partnerships among tribes are allowed and encouraged. For a collaborative proposal, two or more tribes partner together and share the grant award. For a collaborative proposal, one tribe must be designated as the Lead Tribal Applicant and will be responsible for the fiscal and program management of the grant. See corresponding funding information below.

### **Tribes Already Receiving a Cohort 1 MMIP Grant**

Tribes that were awarded a Cohort 1 MMIP grant may submit an individual proposal for new or expanded activities and/or apply as part of a collaborative proposal. Tribes that were already awarded funds will be considered for an individual award, **only** if there are funds remaining after all new eligible applicants have been funded.

## Funding Information

This RFP makes \$19,923,997<sup>1</sup> competitively available to federally recognized Indian tribes in California.

### Funding Categories

Recognizing that Indian tribes have different capacities, resources, and needs, there are three funding categories within which applicants will compete:

1. Individual Tribe – Small Scope (up to \$500,000)
2. Individual Tribe – Large Scope (up to \$1,000,000)
3. Two Or More Tribes – Collaborative Proposal (up to \$2,000,000)

An individual applicant will choose to apply in either the Small Scope category or Large Scope category (but not both), depending on the size and scope of the project, and the amount of funding needed to implement the project.

- Individual applicants in the Small Scope category may apply for up to **\$500,000**.
- Individual applicants in the Large Scope category may apply for up to **\$1,000,000**.

The purpose of the two funding categories is to allow small scope projects to compete against other small scope projects and large scope projects to compete against other large scope projects.

Tribes that apply as part of a Collaborative Proposal will compete in a third category against other Collaborative Proposals. Applicants in this category may apply for up to **\$2,000,000**.

### **An eligible tribe may submit an individual proposal and be included on a Collaborative Proposal.**

Note: applicants may apply for any dollar amount up to and including the maximum grant amount identified in the above funding categories and are strongly encouraged to apply for only the amount of funding needed to implement the project. 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:

Funding Categories	Maximum Grant Award	Total Available Funding
Small Scope	Up to \$500,000	\$7,923,997
Large Scope	Up to \$1,000,000	\$6,000,000
Collaborative Proposal	Up to \$2,000,000	\$6,000,000
<b>Total Funding Available for Competitive Grants:</b>		<b>\$19,923,997</b>

<sup>1</sup> Provided funding is appropriated in the Budget Act of 2022 (Senate Bill 154, Chapter 43, Statutes of 2022) and the Budget Act of 2023 (Senate Bill 101, Chapter 12, Statutes of 2023), which was amended by Senate Bill 104 (Chapter 189, Statutes of 2023).

## Reimbursement-Based Grant

Be advised that the MMIP Grant is a reimbursement-based grant. This means that grantees are reimbursed (in arrears) for grant-related expenditures. Grantees will choose to invoice BSCC on either a monthly or quarterly basis. There will be no advance payments. Therefore, applicants should have sufficient capital to support the first 2-3 months of grant expenditures (for monthly invoicing) or the first 3-6 months of grant expenditures (for quarterly invoicing).

## Funding Decisions

As explained above, applicants will compete for funds within either the Small Scope, Large Scope, or Collaborative Proposal category. Proposals will be scored and ranked within each category, and a ranked list of all scored proposals will be generated. The BSCC will move down the ranked list to fund all qualified applicants who meet the Minimum Scoring Threshold (see page 19) in each of the three 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 the Small Scope category after all qualified applicants in that category have been fully funded, will be used to fund any additional qualified applicants in the Large Scope category first and then used to fund the Collaborative Proposal category.
- Funds remaining in the Large Scope category after all qualified applicants in that category have been fully funded, will be used to fund any additional qualified applicants in the Small Scope category first and then used to fund the Collaborative Proposal category.
- Funds remaining in the Collaborative Proposal category after all qualified applicants in that category have been fully funded, will be used to fund any additional qualified applicants in the Large Scope category first and then used to fund the Small Scope category.

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.

## Eligible Grant Activities

The Missing and Murdered Indigenous People Grant Program was established in Senate Bill 154 (Senate Bill 154, Chapter 43, Statutes of 2022). The Budget Act of 2023 (Senate Bill 101, Chapter 12, Statutes of 2023) augmented the annual appropriation and then Senate Bill 104 (Chapter 189, Statutes of 2023) added language regarding eligible expenditures (in bold below) (**Appendix C**).

Funds shall be awarded by the Board of State and Community Corrections as competitive grants to federally recognized Indian tribes in California to support efforts to identify, collect case-level data, publicize, and investigate and solve cases involving missing and murdered indigenous people. The

board shall consult with and include stakeholders from the indigenous community to inform the grant outreach process and the process to select and administer grants.

Grants should focus on activities including, but not limited to, developing culturally based prevention strategies, strengthening responses to human trafficking, and improving cooperation and communication on jurisdictional issues between state, local, federal, and tribal law enforcement in order to investigate and solve cases involving missing and murdered indigenous people. **Allowable expenditures may include reimbursement to eligible tribes for contracted services with local law enforcement agencies for staffing in support of eligible grant activities.**

Within these parameters, tribal applicants have discretion in how to use these grant funds. Tribal applicants are encouraged to develop proposals that best fit the needs of their communities. Grant funds can be used for activities such as:

- Culturally based outreach and awareness campaigns
- Mental health services
- Substance use disorder treatment
- Reunification of indigenous foster youth or runaways with their families
- Community healing activities
- Activities to prevent human trafficking
- Services for the families of missing or murdered indigenous people
- Promoting coordination between tribal police and their non-tribal counterparts
- Legal clinics that offer training on the development of formal agreements between tribes and state and local governments
- Funding partnerships with local law enforcement agencies

In support of these efforts, each applicant will develop a Project Work Plan that identifies measurable project goals, objectives, and corresponding timelines (**Appendix D**). Additional information on these terms (i.e., goals and objectives) and other definitions referenced in this RFP are available in the Glossary of Terms (**Appendix E**).

Applicants may either implement new activities, strategies, or programs and/or expand existing activities, strategies, or programs (without supplanting funds - see definition for “Supplanting” in the General Grant Requirements).

With input from California’s tribal community, the ESC developed the following list of strategies that could be implemented with grant funds. This list is not exhaustive but provided to foster discussion and assist in planning among prospective applicants and their communities.

### **Sample Strategy: Culturally Based Prevention Strategies**

Culturally based prevention strategies are vast, varied, and have different meanings to the impacted tribal communities. For the purposes of this grant, eligible activities, strategies, or programs could include:

- Missing and murdered indigenous people outreach and awareness campaigns.
- Mental health services to prevent or address the impact of missing and murdered indigenous people.
- Substance use disorder treatment to prevent or address the impact of missing and murdered indigenous people.

### **Sample Strategy: Strengthening Responses to Human Trafficking**

Human trafficking is a crime involving the exploitation of a person for labor, services, or commercial sex. For the purposes of this grant, eligible activities, strategies, or programs could include:

- Programs to reunite indigenous foster youth or runaways with their families.
- Community healing activities (e.g., cultural ceremonies, healing circles, GONA [Gathering of Native Americans] gatherings).
- Domestic violence and sexual assault prevention campaigns for indigenous people.
- Human trafficking education and training for law enforcement (tribal and non-tribal), health care workers and community providers.
- Human trafficking task forces focused on the recovery of missing and murdered indigenous people.
- Support services for the victims and families dealing with the loss of a missing and murdered indigenous person (e.g., counseling, safe houses, temporary housing).

### **Sample Strategy: Improving Cooperation and Communication on Jurisdictional Issues**

Improved cooperation and communication between Indian tribes, and state and local governments may aid in the identification and investigation of cases involving missing and murdered indigenous people. For the purposes of this grant, eligible activities, strategies, or programs could include:

- Education programs on Public Law 83-280 and the rights of Indian tribes.
- Programs that promote collaboration between tribal police, tribal courts, and their non-tribal counterparts on cases involving missing and murdered indigenous people.
- Programs that promote cross deputization (e.g., tribal police are commissioned as deputy sheriffs, state police, or municipal officers and non-tribal law enforcement officers are commissioned as tribal police).
- Programs that support coordination with local law enforcement and Indian tribes in high crime areas.
- Legal clinics that offer training on the development of MOUs and formal agreements between Indian tribes and state and local governments.

**Examples of items that may be purchased using grant funds:** *(Note: this list is not exhaustive but provided to assist with planning)*

- Alert Notifications Systems (Amber Alerts, Feather Alerts)
- Billboard, Online, and Print Advertising
- Burial Costs / Costs Connected to the Transfer of Human Remains
- Databases
- Case Management Systems
- Computers / Laptops / Tablets
- Contracts with Private Investigators, Legal Advocates, Subject Matter Experts
- Dedicated MMIP investigators to work with Local Law Enforcement Agencies
- DNA Testing
- Identification and cataloging of missing and murdered indigenous people remains consistent with the practices and approaches identified by the [California Native American Heritage Commission](#)
- Independent Autopsies
- Participant Support Items such as clothing, hygiene, job supplies, etc. (see [BSCC Grant Administration Guide](#), Pages 29-31)
- Telephone and Text and Message Tip Lines
- Vehicles / Law Enforcement Vehicles
- Investigative Equipment / Software

**All proposed activities, strategies, or programs must have a link to the Missing and Murdered Indigenous People Program as described in the authorizing legislation and this RFP.**

## Grant Period

Proposals selected for funding will be under agreement from August 1, 2024 to June 1, 2028. The grant service period will start on August 1, 2024 and end on December 31, 2027. However, an additional six months (January 1, 2028 to June 1, 2028) will be included in the term of the grant agreement for the sole purposes of finalizing and submitting a required Local Evaluation Report and a required financial audit. A visual illustration of the grant agreement period is provided below:

### August 1, 2024 to June 1, 2028

Start-Up & Implementation	Service Delivery	Service Delivery	Service Delivery	Data Evaluation & Financial Audit
Up to 6 Months	Year 1	Year 2	Year 3	Up to 6 Months
August 1, 2024 to December 31, 2024	January 1, 2025 to December 31, 2025	January 1, 2026 to December 31, 2026	January 1, 2027 to December 31, 2027	January 1, 2028 to June 1, 2028
Implementation period for hiring, procurement, and other activities that facilitate a timely start. <b>Grantees who do not need the full implementation period can begin service delivery at any time once under contract.</b>	Service delivery and data collection.	Service delivery and data collection.	Service delivery and data collection.	Data analysis and evaluation period.  Completion of a grant-specific audit.  Only expenses incurred for evaluation and audit efforts may be incurred in this period.

## Match Requirement

No match is required for the Missing and Murdered Indigenous People Grant Program.

## Data Collection, Reporting and Evaluation Requirements

Projects selected for funding will be required to submit Quarterly Progress Reports, a Local Evaluation Plan and a Local Evaluation Report. Applicants are encouraged, but not required, to use outside evaluators to ensure objective and impartial evaluations. Specifically, applicants are encouraged to partner with institutions of higher learning universities, state universities and community colleges.

## Required Set-Aside for Data Collection and Evaluation Efforts

To ensure that grantees can comply with BSCC's data collection and reporting requirements in a meaningful way that benefits both the tribal applicants and the State of California:

- Applicants applying for funding in the Small Scope category **must budget a minimum of \$10,000 but not more than \$25,000 in grant funds** for data collection and evaluation efforts, including the development of the Local Evaluation Plan and Local Evaluation Report.

- Applicants applying for funding in the Large Scope category **must budget a minimum of \$25,000 but not more than \$50,000** in grant funds for data collection and evaluation efforts, including the development of the Local Evaluation Plan and Local Evaluation Report.
- Applicants applying for funding in the Collaborative Proposal category **must budget a minimum of \$25,000 but not more than \$75,000** in grant funds for data collection and evaluation efforts, including the development of the Local Evaluation Plan and Local Evaluation Report.

### Quarterly Progress Reports

Grant award recipients are required to submit Quarterly Progress Reports to the BSCC. Progress reports are a critical element in BSCC's monitoring and oversight process. Grantees who are unable to demonstrate that they are making sufficient progress toward project goals and objectives and that funds are being spent in accordance with the Grant Agreement could be subject to the withholding of funds. Once grants are awarded, BSCC staff will work with grantees to create custom progress reports.

### Local Evaluation Plan

The purpose of the Local Evaluation Plan is to ensure that projects funded by the BSCC can be evaluated. Grantees will be expected to include a detailed description of how the applicant will assess the effectiveness of the proposed program in relationship to each of its goals and objectives identified in the proposal. A relationship between the goals and objectives identified in the proposal should be apparent in the Local Evaluation Plan.

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 project objectives clearly stated. Applicants should also address 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. The Local Evaluation Plan is due no later than **December 15, 2024**.

### Local Evaluation Report

Following project completion, grantees are required to complete a Local Evaluation Report. The Local Evaluation Report 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 Local Evaluation Plan previously submitted to the BSCC. More detailed instructions on the Local Evaluation Report will be made available to successful applicants. The Local Evaluation Report is due no later than **June 1, 2028**.



## Statewide Evaluation

BSCC Research will conduct a statewide evaluation of the impact of the initiatives supported by the grant funding including the outcomes and objectives that were achieved. The Researcher will: develop the research methodology for the statewide evaluation; design and develop instruments for collecting and evaluating data from grantees; provide ongoing technical assistance to grantees for data collection and evaluation activities; compile, screen and analyze data obtained from grantees; and develop a final report on the impact of the program. As a condition of award, grantees agree to collect data requested for the evaluation (this may include a standardized Quarterly Progress Report format with specified baseline, output, and/or outcome measures) and fully cooperate and share information within timelines set for the statewide evaluation.

## General Grant Requirements

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### Key Partner Commitments

For the purposes of this RFP, “Key Partner” means an indispensable agency or entity, named in the proposal, that the applicant 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:

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

For each Key Partner, the applicant must submit a signed **Key Partner Commitment Form (Sample: Attachment F)** 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

Applicants for the Missing and Murdered Indigenous People Grant Program may elect to partner, contract, or establish agreements with non-governmental organizations (NGOs)<sup>2</sup> in the implementation of their program.

All applicants must complete, sign, and submit the BSCC *Grantee Assurance for Non-Governmental Organizations* (**Sample: Appendix G**), even if there are no plans to subcontract at the time of submission or if the name of the subcontract 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 *Grantee Assurance for Non-Governmental Organizations* throughout the life of the grant agreement for any additional NGOs that receive funds through subcontracts after awards are made. The BSCC will not reimburse for costs incurred by NGOs that do not meet the BSCC's requirements. All NGOs must adhere to the terms described in the table below:

### Eligibility Criteria for Non-Governmental Organizations Providing Services with BSCC Grant Funds

Any non-governmental organization that receives Missing and Murdered Indigenous People Grant funds (as either a subgrantee or subcontractor) must:

- Have been duly organized, in existence, and in good standing for at least six months prior to the effective date of its fiscal agreement with the BSCC or with the Missing and Murdered Indigenous People grantee;
  - Non-governmental entities that have recently reorganized or have merged with other qualified non-governmental entities that were in existence prior to the six-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 or the start date of the grantee subcontractor fiscal agreement;
- Be registered with the California Secretary of State's Office, if applicable;
- Be registered with the Attorney General's Office Register of Charitable Trust, 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;
- 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.

<sup>2</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.

## **Organizational Capacity and Coordination**

Applicants will be rated, in part, on how well they demonstrate they have the experience, staffing, and any partnerships necessary to implement the proposed strategy. If an applicant is unable to identify staff and/or subcontractors until after the grant is awarded, the applicant should explain, at a minimum, the process and criteria by which they will select staff and/or subcontractors after an award is granted.

Distinct from administrative staff and partners, applicants must also demonstrate how they plan to ensure that the staff who deliver the services or work with the target population in the field have backgrounds and experience that are culturally relevant to the proposed strategy and/or target population.

## **BSCC Audit Requirements**

Grantees are required to provide the BSCC with a program-specific compliance audit that covers the three-year service delivery period of the grant (August 1, 2024 to June 30, 2027). The audit report will be due no later than **June 1, 2028**. The program-specific compliance audit shall be performed by a Certified Public Accountant or a participating county or city auditor that is organizationally independent from the participating county or city's project financial management functions. Expenses for the final program-specific compliance audit may be reimbursed with grant funds for actual costs up to \$25,000.

In addition, the BSCC reserves the right to call for a program, compliance, or financial audit at any time between the execution of the grant agreement and three years following the end of the grant period. The Department of General Services, the California State Auditor, the Department of Finance, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this grant.

## **BSCC Grant Agreement**

Applicants approved for funding by the BSCC Board 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 Missing and Murdered Indigenous People Grant Program is available on the [BSCC website](#).

The Grant Agreement start date is expected to be **August 1, 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 the 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.

## 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 proposal submission 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 an assurance certifying they are compliant with the BSCC's policies on debarment, fraud, theft, and embezzlement (**Sample: Appendix H**).

## Governing Board or Tribal Council Resolution

Successful applicants will be required to submit a Resolution from their Governing Board or Tribal Council before the grant award can be finalized and funds awarded. 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 Governing Board or Tribal Council Resolution has been received by the BSCC. A sample Governing Board Resolution can be found in **Appendix I**.

## 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.

## Invoicing

Disbursement of grant funds occurs on a **reimbursement basis** for costs incurred during a reporting period (either monthly or quarterly). 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 either a monthly or quarterly basis through an online process no later than 45 days following the end of the invoicing period.

Grantees will make their choice between monthly or quarterly invoicing prior to grant agreement execution.

Grantees must maintain adequate supporting documentation for all costs claimed on invoices. BSCC staff will conduct a desk review, which requires grantees to submit electronic documentation to support all grant funds claimed during the invoicing period. In addition, BSCC staff may conduct on-site monitoring visits that 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](#).

### **Program Monitoring / Site 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](#).

### **Supplanting**

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. Supplanting is strictly prohibited for all BSCC grants. Missing and Murdered Indigenous People Grant Program 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.

- **Indian Tribes and Non-Governmental Organizations (NGOs)**

Grantees and NGOs must use the California 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.

## Overview of the RFP Process

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### 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 ESC 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, March 15, 2024. (Allow sufficient time to upload all required documents in the BSCC Submittable portal. Do not wait until the last minute!)
- The applicant is not a federally recognized Indian tribe.
- The proposal and all required attachments are not submitted through the BSCC Submittable portal.
- The Budget Attachment is not included.
- The funding request exceeds the allowable amount in the Small Scope, Large Scope, or Collaborative Proposal 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 ESC for funding consideration. Proposals will be evaluated in accordance with the BSCC’s [Grant Proposal Evaluation Process](#) and as described below. The MMIP ESC will read and assign ratings to each proposal in accordance with the prescribed rating factors listed in the table below. ESC 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. ESC ratings, once submitted to the BSCC, will be final.

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

### Rating Factors

The Rating Factors that will be used and the maximum points assigned 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).

	Rating Factors	Point Range	Percent of Total Value	Weighted Rating Factor Score
1	Project Need	0-5	15%	30
2	Project Description	0-5	45%	90
3	Project Organizational Capacity and Coordination	0-5	10%	20
4	Project Evaluation and Monitoring	0-5	15%	30
5	Project Budget	0-5	15%	30
<b>Maximum Proposal Score:</b>			<b>100%</b>	<b>200</b>

ESC members will rate an applicant’s response to each Rating Factor on a scale from 0 to 5, according to the Six-Point Rating Scale below. For each Rating Factor, the rating value received is then weighted according to the “Percent of Total Value” column (determined by the ESC) 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.

### Minimum Scoring Threshold

To be considered for funding, a proposal must meet a threshold of **20 percent (20%)**, or a minimum proposal score of **40** total points.

In the event two proposals have identical proposal scores, the tie will be resolved by evaluating the individual Rating Factor scores of the two proposals, starting with the highest weighted Rating Factor (in this case, the Project Description score). If an identical score occurs on this Rating Factor, Rating Factor Scores will be used in the following order based on the descending weight valued until the tie is broken Project Need, Project Budget, Project Evaluation and Monitoring, and Project Organizational Capacity and Coordination.

### Six Point Rating Scale

Not Responsive 0	Poor 1	Fair 2	Satisfactory 3	Good 4	Excellent 5
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.

### Summary of Key Dates

The following table shows the key dates for the MMIP Grant.

Activity	Date
Present the RFP for BSCC Board approval	November 16, 2023
Release the RFP	November 17, 2023
Applicant Information Session #1	December 14, 2023
Letter of Intent Due to the BSCC	January 12, 2024
Applicant Information Session #2	January 25, 2024
<b>Proposals Due to the BSCC</b>	<b>March 15, 2024</b>
Proposal Rating Process and Development of Funding Recommendations	March to April 2024
BSCC Board Considers Funding Recommendations	July 11, 2024
<b>Grant Period Begins</b>	<b>August 1, 2024</b>
Mandatory New Grantee Orientation (Virtual)	August or September 2024 (TBD)
Grant Service Period Ends	December 31, 2027
Final Evaluation Report and Program Audit Due	June 1, 2028



## PART II: PROPOSAL INSTRUCTIONS

This section contains the necessary information for completing the Missing and Murdered Indigenous People (MMIP) Grant Program Proposal Package. The proposal and all required attachments are provided on the BSCC [MMIP website](#).

### Proposal Narrative and Budget Sections

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

	Rating Factor	Percent Value	Addressed In:
1	Project Need	15%	Proposal Narrative
2	Project Description	45%	
3	Project Organizational Capacity and Coordination	10%	
4	Project Evaluation and Monitoring	15%	
5	Project Budget	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 the Proposal Narrative, each Rating Factor has a character limit as shown below:

	Rating Factor	Total Characters	Approximate Microsoft Word Equivalent*
1	Project Need	4,474	Up to 2 (two) pages
2	Project Description	8,948	Up to 4 (four) pages
3	Project 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 portal includes a 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." Characters include all alpha/numeric characters, punctuation, and spaces. The BSCC Submittable portal will not allow applicants to submit the MMIP Proposal Narrative sections until they comply with all character limit requirements.

## Bibliography

Applicants may, but are not required to, upload 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 portal page. The bibliography may not exceed 2,218 total characters. In Microsoft Word, this is approximately one (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 [MMIP 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):

- Project Work Plan (Sample: Appendix D)
- Budget Attachment (Project Budget Table and Budget Narrative)
- Key Partner Commitment Form (Sample: Appendix F) – *if applicable*
- Grantee Assurance for Non-Governmental Organizations (Sample: Appendix G)
- Certification of Compliance with BSCC Policies on Debarment, Fraud, Theft, and Embezzlement (Sample: Appendix H)
- Governing Board or Tribal Council Resolution *Optional* (Sample: Appendix I) – *not required at time of submission; however, must be submitted if awarded grant funds.*

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

## Writing the Proposal Narrative

### Section 1: Project Need (Percent Value - 15%)

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>	
1.1	Please describe the need(s) of the community or communities that will be addressed by the Missing and Murdered Indigenous People (MMIP) Grant Program.
1.2	Identify local gaps in service that contribute to the need for the MMIP Grant Program.
1.3	<p>Please provide relevant local qualitative and/or quantitative data (e.g., local tribal data) with citations in support of the MMIP Grant Program need(s).</p> <ul style="list-style-type: none"><li>• If data supporting the need(s) is not formally documented, please speak to the concern(s) surrounding the lack of data related to the Project Purpose Area(s) identified above.</li><li>• Describe the process of how the applicant documents those ongoing concern(s).</li></ul>
1.4	<p>Please describe the process used and level of collaboration that was utilized to determine the need(s), including:</p> <ul style="list-style-type: none"><li>• If the applicant collaborated with other stakeholders (e.g., impacted populations, local tribes, tribal organizations, local law enforcement, community, public), please describe the stakeholders and/or partners, and</li><li>• The results of that collaboration.</li></ul>

## Section 2: Project Description (Percent Value - 45%)

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 provides a description that is pertinent to the intent of the grant. The elements that comprise this 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 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.	
2.1	<p>Please describe the proposed project that will address the need(s) discussed in the Project Need section above, to include:</p> <ul style="list-style-type: none"><li>• A description of the components of the proposed project.</li><li>• A description of the target area and/or population which will be the focus of the project, including how and why it was selected.</li><li>• If applicable, an estimate of how many individuals will be served and the process for determining which services/activities an individual/group will receive.</li></ul>
2.2	<p>Please describe the goals, objectives, and impact of the proposed project, making a connection to the intent of the MMIP Grant Program.</p> <ul style="list-style-type: none"><li>• The completed Work Plan (<b>Sample: Appendix D</b>) is appropriate for the proposed project and aligns with the need and intent of the MMIP Grant Program. The plan identifies the top goals and objectives (see <b>Appendix E</b> for definitions) and how these will be achieved in terms of the activities, responsible staff/partner agencies, process measures and outcome measures, data sources and start and end dates.</li></ul>
2.3	<p>Please describe the rationale for the proposed MMIP Grant Program which includes:</p> <ul style="list-style-type: none"><li>• How the target population/area will benefit from the program.</li><li>• What guidance, consultation, and/or considerations were used to determine the structure of the proposed program.</li><li>• An explanation of how the proposed strategy will achieve reductions in missing and murdered indigenous people.</li><li>• If evidenced-based, evidence-informed, promising, or innovative practices, interventions, and services are used, describe how.</li></ul>

**Section 3: Project Organizational Capacity and Coordination (Percent Value - 10%)**

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

<p><b>Project Organizational Capacity and Coordination:</b> The applicant described their organization’s ability to implement the proposed project. The elements that comprise this 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 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.</p>	
3.1	<p>Please describe the applicant’s ability to administer the MMIP Grant Program-related services to the local target area/population, to include:</p> <ul style="list-style-type: none"> <li>• The individual applicant’s (or multiple applicants', for collaborative proposals) current infrastructure for administering the proposed program.</li> <li>• How the proposed project will increase capacity to serve the target area/population, and/or improve the applicant’s infrastructure related to the intent of the MMIP Grant Program.</li> <li>• How subcontractors or partners agencies or organizations will contribute to the project. If partner agency (or agencies) are to be selected after the grant is awarded, then specify the process and criteria for selecting those partner agency (or agencies).</li> <li>• Include a Key Partner Commitment Form (<b>Sample: Appendix F</b>) for any 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. (Note: The applicant is not required to submit a Key Partner Commitment Form if the applicant has determined that an outside agency or organization is not critical to the launch or ongoing implementation of the proposed program.) (See page 12 for more information.)</li> </ul>
3.2	<p>Please provide a description of the timeline for the execution of the contract(s) and the implementation of services such that they are in place in a reasonable timeframe to support the project. Include a description of readiness to proceed.</p>
3.3	<p>Please describe the proposed outreach and community engagement efforts for the MMIP Grant Program-related services to include:</p> <ul style="list-style-type: none"> <li>• How people with lived experience or who are impacted contributed or will contribute to the project’s design, implementation, and evaluation process.</li> <li>• What methods will be used by the applicant to conduct outreach and engagement efforts.</li> <li>• If community engagement and outreach is not applicable to the proposed program, describe why.</li> </ul>
3.4	<p>Please describe how the applicant or lead tribal applicant (for regional partnerships) will ensure that the proposed program is implemented as intended. If outside technical assistance is required, describe the plan for obtaining outside technical assistance (i.e., subject matter expertise) to implement the proposed program as intended.</p>

## Section 4: Project Evaluation and Monitoring (Percent Value - 15%)

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

<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 this 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 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.	
4.1	Please describe the plan to determine the internal staff and/or external entity that will conduct the project evaluation and how monitoring activities will be incorporated in the various phases of the project (e.g., start-up, implementation, service delivery period).
4.2	Please identify the process measures and outcome measures that are quantifiable, including: <ul style="list-style-type: none"><li>• How the process measures and outcome measures are in line with the intent of the proposal, and</li><li>• How the process measures and outcome measures are in line with the objectives listed in the Work Plan (see <b>Sample: Appendix D</b> for definitions).</li></ul>
4.3	Please describe the plan collecting and evaluating data related to the process measures and outcome measures identified in 4.2. Describe a plan for entering into data sharing agreements, if necessary.

### Proposal Budget Instructions

As part of the proposal submission process, applicants are required to complete and upload a Proposal Budget Table and Budget Narrative (Budget Attachment) in the budget section of the BSCC Submittable portal. The Budget Attachment is provided on the BSCC [MMIP website](#).

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. Regardless of any ineligible costs that may need to be addressed post award, the starting budget for the reimbursement invoices and the total amount requested will be the figures used for the Standard Grant Agreement

Applicants are solely responsible for the accuracy and completeness of the information entered in the Proposal 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. **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

### Section 5: Project Budget (Percent Value – 15%)

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

<b>Project Budget:</b> The applicant provided a complete Budget Attachment (Proposal 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 in itself merit a high rating; rather, although each element is to be addressed (when applicable), 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	<p>Please provide complete and detailed budget information in each section of the MMIP Grant Program Budget Attachment that includes:</p> <ul style="list-style-type: none"><li>• For each section, a brief explanation justifying each expense.</li><li>• For each section, ensure expenses are appropriate for the grant's intent, the project's goals, and planned activities.</li></ul>

## PART III: APPENDICES

### Appendices

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This section includes the following appendices:

- Appendix A: Executive Steering Committee Members
- Appendix B: Federally Recognized Tribes in California by U.S. Department of Interior, Bureau of Indian Affairs as of March 1, 2023
- Appendix C: Senate Bill 104 (2023)
- Appendix D: Sample Project Work Plan **(REQUIRED)**
- Appendix E: Glossary of Terms
- Appendix F: Sample Key Partner Commitment Form **(REQUIRED, BUT ONLY IF APPLICABLE)**
- Appendix G: Sample Grantee Assurance for Non-Governmental Organizations **(REQUIRED)**
- Appendix H: Sample Certification of Compliance with BSCC Policies on Debarment, Fraud, Theft, and Embezzlement **(REQUIRED)**
- Appendix I: Governing Board or Tribal Council Resolution **(MAY BE INCLUDED IF READY AT TIME OF SUBMISSION; HOWEVER, MUST BE SUBMITTED IF AWARDED GRANT FUNDS)**



**Appendix A: Missing and Murdered Indigenous People Grant  
Executive Steering Committee (ESC)**

	Member	Title	Organization/Tribe
1.	Norma Cumpian, ESC Chair	Associate Director	Anti-Recidivism Coalition
2.	Merri Lopez-Keifer	Director	California Attorney General's Office of Native American Affairs
3.	Matt Hansen	Lieutenant	Red Bluff Police Department
4.	Hedi Bogda Hitchcock	Lawyer/Consultant	Leech Lake Band
5.	Walter Kurtz	Sergeant	Riverside County Sheriff's office
6.	Keely Linton-Gallardo	Director	Strong Hearted Native Women's Coalition
7.	Percilla Frizzell	Director	Sacred Generations
8.	Morning Star Gali	Project Director	Indigenous Justice
9.	Heather Hostler	Executive Director	California Legal Services
10.	Dr. Elena Hood	Director	Director, Intertribal Resource Center at UC San Diego
11.	Ricardo Torres	Secretary/Tribal Elder	Board Member for the Sacramento Native American Health Center

**Appendix B: Federally Recognized California Tribes**  
**U.S. Department of Interior, Bureau of Indian Affairs as of March 2023**

No.	TRIBE
1	Agua Caliente Band of Cahuilla Indians of the Agua Caliente Indian Reservation, California
2	Alturas Indian Rancheria, California
3	Augustine Band of Cahuilla Indians, California
4	Bear River Band of the Rohnerville Rancheria, California
5	Berry Creek Rancheria of Maidu Indians of California
6	Big Lagoon Rancheria, California
7	Big Pine Paiute Tribe of the Owens Valley
8	Big Sandy Rancheria of Western Mono Indians of California
9	Big Valley Band of Pomo Indians of the Big Valley Rancheria, California
10	Bishop Paiute Tribe
11	Blue Lake Rancheria, California
12	Bridgeport Indian Colony
13	Buena Vista Rancheria of Me-Wuk Indians of California
14	Cabazon Band of Mission Indians, California
15	Cachil DeHe Band of Wintun Indians of the Colusa Indian Community of the Colusa Rancheria, California
16	Cahto Tribe of the Laytonville Rancheria
17	Cahuilla Band of Indians
18	Campo Band of Diegueno Mission Indians of the Campo Indian Reservation, California
19	California Valley Miwok Tribe, California
20	Capitan Grande Band of Diegueno Mission Indians of California (Barona Group of Capitan Grande Band of Mission Indians of the Barona Reservation, California)

No.	TRIBE
21	Capitan Grande Band of Diegueno Mission Indians of California: Viejas (Baron Long) Group of Capitan Grande Band of Mission Indians of the Viejas Reservation, California
22	Cedarville Rancheria, California
23	Chemehuevi Indian Tribe of the Chemehuevi Reservation, California
24	Cher-Ae Heights Indian Community of the Trinidad Rancheria, California
25	Chicken Ranch Rancheria of Me-Wuk Indians of California
26	Cloverdale Rancheria of Pomo Indians of California
27	Cold Springs Rancheria of Mono Indians of California
28	Coyote Valley Band of Pomo Indians of California
29	Dry Creek Rancheria Band of Pomo Indians, California
30	Elem Indian Colony of Pomo Indians of the Sulphur Bank Rancheria, California
31	Elk Valley Rancheria, California
32	Enterprise Rancheria of Maidu Indians of California
33	Ewiiapaayp Band of Kumeyaay Indians, California
34	Federated Indians of Graton Rancheria, California
35	Fort Bidwell Indian Community of the Fort Bidwell Reservation of California
36	Fort Independence Indian Community of Paiute Indians of the Fort Independence Reservation, California
37	Fort Mojave Indian Tribe of Arizona, California & Nevada
38	Greenville Rancheria
39	Grindstone Indian Rancheria of Wintun-Wailaki Indians of California
40	Guidiville Rancheria of California
41	Habematolel Pomo of Upper Lake, California
42	Hoopa Valley Tribe, California
43	Hopland Band of Pomo Indians, California

No.	TRIBE
44	Iipay Nation of Santa Ysabel, California
45	Inaja Band of Diegueno Mission Indians of the Inaja and Cosmit Reservation, California
46	Ione Band of Miwok Indians of California
47	Jackson Band of Miwuk Indians
48	Jamul Indian Village of California
49	Karuk Tribe
50	Kashia Band of Pomo Indians of the Stewarts Point Rancheria, California
51	Kletsel Dehe Band of Wintun Indians
52	Koi nation of Northern California
53	La Jolla Band of Luiseno Indians, California
54	La Posta Band of Diegueno Mission Indians of the La Posta Indian Reservation, California
55	Lone Pine Paiute-Shoshone Tribe
56	Los Coyotes Band of Cahuilla and Cupeno Indians, California
57	Lytton Rancheria of California
58	Manchester Band of Pomo Indians of the Manchester Rancheria, California
59	Manzanita Band of Diegueno Mission Indians of the Manzanita Reservation, California
60	Mechoopda Indian Tribe of Chico Rancheria, California
61	Mesa Grande Band of Diegueno Mission Indians of the Mesa Grande Reservation, California
62	Middletown Rancheria of Pomo Indians of California
63	Mooretown Rancheria of Maidu Indians of California
64	Morongo Band of Mission Indians, California
65	Northfork Rancheria of Mono Indians of California
66	Pala Band of Mission Indians

No.	TRIBE
67	Paskenta Band of Nomlaki Indians of California
68	Pauma Band of Luiseno Mission Indians of the Pauma & Yuima Reservation, California
69	Pechanga Band of Indians
70	Picayune Rancheria of Chukchansi Indians of California
71	Pinoleville Pomo Nation, California
72	Pit River Tribe, California
73	Potter Valley Tribe, California
74	Quartz Valley Indian Community of the Quartz Valley Reservation of California
75	Quechan Tribe of the Fort Yuma Indian Reservation, California & Arizona
76	Ramona Band of Cahuilla, California
77	Redding Rancheria, California
78	Redwood Valley or Little River Band of Pomo Indians of the Redwood Valley Rancheria California
79	Resighini Rancheria, California
80	Rincon Band of Luiseno Mission Indians of the Rincon Reservation, California
81	Robinson Rancheria
82	Round Valley Indian Tribes, Round Valley Reservation, California
83	San Pasqual Band of Diegueno Mission Indians of California
84	Santa Rosa Band of Cahuilla Indians, California
85	Santa Rosa Indian Community of the Santa Rosa Rancheria, California
86	Santa Ynez Band of Chumash Mission Indians of the Santa Ynez Reservation, California
87	Scotts Valley Band of Pomo Indians of California
88	Sherwood Valley Rancheria of Pomo Indians of California

No.	TRIBE
89	Shingle Springs Band of Miwok Indians, Shingle Springs Rancheria (Verona Tract), California
90	Soboba Band of Luiseno Indians, California
91	Susanville Indian Rancheria, California
92	Sycuan Band of the Kumeyaay Nation
93	Table Mountain Rancheria
94	Tejon Indian Tribe
95	Timbisha Shoshone Tribe
96	Tolowa Dee-ni' Nation
97	Torres Martinez Desert Cahuilla Indians, California
98	Tule River Indian Tribe of the Tule River Reservation, California
99	Tuolumne Band of Me-Wuk Indians of the Tuolumne Rancheria of California
100	Twenty-Nine Palms Band of Mission Indians of California
101	United Auburn Indian Community of the Auburn Rancheria of California
102	Utu Utu Gwaitu Paiute Tribe of the Benton Paiute Reservation, California
103	Wilton Rancheria, California
104	Wiyot Tribe, California
105	Yocha Dehe Wintun Nation, California
106	Yuhaaviatam of San Manuel Nation
107	Yurok Tribe of the Yurok Reservation, California

## Appendix C: Senate Bill 104 (2023)

### SEC. 66.

*Item 5227-122-0001 of Section 2.00 of the Budget Act of 2023 is amended to read:*

5227-122-0001—For local assistance, Board of State and  
Community Corrections .....

Schedule:

- (1) 4945-Corrections Planning and Grant Programs  
.....

Provisions:

1. These funds shall be awarded by the Board of State and Community Corrections as competitive grants to federally recognized Indian tribes in California to support efforts to identify, collect case-level data, publicize, and investigate and solve cases involving missing and murdered indigenous people. The board shall consult with and include stakeholders from the indigenous community to inform the grant outreach process and the process to select and administer grants.
2. Grants should focus on activities including, but not limited to, developing culturally based prevention strategies, strengthening responses to human trafficking, and improving cooperation and communication on jurisdictional issues between state, local, federal, and tribal law enforcement in order to investigate and solve cases involving missing and murdered indigenous people. *Allowable expenditures may include reimbursement to eligible tribes for contracted services with local law enforcement agencies for staffing in support of eligible grant activities.*
3. Of the amount identified in this item, up to 5 percent shall be available to the Board of State and Community Corrections for transfer to Schedule (1) of Item 5227-001-0001 for costs to administer the grant programs. Funds transferred pursuant to this provision are available for encumbrance or expenditure until June 30, 2026.
4. Funds appropriated in this item are available for encumbrance or expenditure until June 30, 2026.
5. The Board of State and Community Corrections shall provide an initial report to the Legislature by December 1, 2023, and a final report by December 1, 2025, that includes, but is not limited to, information about the grant recipients, the allocation of funds, and applicable metrics and outcomes of the program.

[https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill\\_id=20210220SB154](https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=20210220SB154)

## Appendix D: Sample Project Work Plan

**Required Attachment: Applicants will be prompted to upload this document from the BSCC MMIP webpage to the BSCC Submittable portal.**

**Instructions:** Applicants must complete a Project Work Plan, uploaded from the BSCC [MMIP webpage](#), that identifies measurable goals and objectives, process and outcome measures, activities and services, responsible parties for those activities and services, data sources and estimated timelines. Completed plans should (1) identify the project's top goal(s) and objectives; (2) identify how the goal(s) will be achieved in terms of the activities, responsible staff/partners, and start and end dates, process and outcome measures; and (3) provide goal(s) and objectives with a clear relationship to the need and intent of the grant. The Project Work Plan must attempt to identify activities/services and estimate timelines for the entire grant term. A minimum of one goal and corresponding objectives, process measures, etc. must be identified.

<b>(1) Goal:</b>	>		
Objectives (A., B., etc.)	> [REDACTED]		
Process Measures and Outcome Measures:	> [REDACTED]		
Project activities that support the identified goal and objectives:	Responsible staff/partners:	Timeline	
		Start Date	End Date
> [REDACTED]	> [REDACTED]	> [REDACTED]	> [REDACTED]
List data and sources to be used to measure outcomes: >			

<b>(2) Goal:</b>	>		
Objectives (A., B., etc.)	> [REDACTED]		



Process Measures and Outcome Measures:	> [REDACTED]		
Project activities that support the identified goal and objectives:	Responsible staff/partners:	Timeline	
		Start Date	End Date
> [REDACTED]	> [REDACTED]	> [REDACTED]	> [REDACTED]
List data and sources to be used to measure outcomes: >			

<b>(3) Goal:</b>	>		
Objectives (A., B., etc.)	> [REDACTED]		
Process Measures and Outcome Measures:	> [REDACTED]		
Project activities that support the identified goal and objectives:	Responsible staff/partners:	Timeline	
		Start Date	End Date
> [REDACTED]	> [REDACTED]	> [REDACTED]	> [REDACTED]
List data and sources to be used to measure outcomes: >			

## Appendix E: Glossary of Terms

### **Case Management**

A collaborative process which assesses, plans, implements, coordinates, monitors, and evaluates the options and services required to meet an individual's health needs.<sup>3</sup>

### **Community-Based Organization**

For this RFP, a Community-Based Organization is an organization located in the State of California that has been determined by the IRS to have 501(c)(3) status (i.e., nonprofit).

### **Community Defined Evidence Practices**

A set of practices that communities have used and found to yield positive results as determined by community consensus over time. These practices may or may not have been measured empirically but have reached a level of acceptance by the community. Community defined evidence takes a number of factors into consideration, including a population's worldview and historical and social contexts that are culturally rooted. It is not limited to clinical treatments or interventions. Community Defined Evidence is a complement to Evidence Based Practices and Treatments, which emphasize empirical testing of practices and do not often consider cultural appropriateness in their development or application.<sup>4</sup>

### **Cultural Competence**

Cultural competency is a developmental process in which one achieves increasing levels of awareness, knowledge, and skills along a continuum, improving one's capacity to work and communicate effectively in cross-cultural situations. Strategies for practicing cultural competency include:

- Learning about your own and others' cultural identities
- Combating bias and stereotypes
- Respecting others' beliefs, values, and communication preferences
- Adapting your services to each patient's unique needs
- Gaining new cultural experiences

### **Cultural Humility**

Cultural humility is a reflective process of understanding one's biases and privileges, managing power imbalances, and maintaining a stance that is open to others in relation to aspects of their cultural identity that are most important to them.<sup>5</sup>

Strategies for practicing cultural humility include:

- Practicing self-reflection, including awareness of your beliefs, values, and implicit biases
- Recognizing what you don't know and being open to learning as much as you can
- Being open to other people's identities and empathizing with their life experiences
  - Acknowledging that the person is their own best authority, not you.
  - Learning and growing from people whose beliefs, values, and worldviews differ from yours.

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<sup>3</sup> Source: National Institute of Health

<sup>4</sup> National Latino Behavioral Health Association

<sup>5</sup> <https://thinkculturalhealth.hhs.gov/assets/pdfs/resource-library/clas-clc-ch.pdf>

## **Cultural Relevance**

For the RFP, culturally relevant programs incorporate an awareness and understanding of, as well as a capacity to honor, the specific tribal customs, traditions, and beliefs pertinent to the population being served. In a broader sense, cultural relevancy acknowledges the influence of the person's identity characteristics on the person's experience of the world and incorporates perspectives into the program's environment. These identity characteristics include racial/ethnic, gender, class, religion, educational, sexual orientation, gender identity, family heritage, disability, and any other identity the child communicates as important.

## **Evaluations (Process and Outcomes)**

### **Process Evaluation<sup>6</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>7</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:

- 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 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.

## **Evidence-based / Promising Practices**

Evidence-based practices are programs and strategies that have been found effective at improving outcomes, using rigorous scientific research methods. Programs and strategies may be evidence-based across all populations, or only for particular cultures and identities.

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<sup>6</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/njjec/publications/program-evaluation.pdf>

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

Promising practices are programs and strategies that have shown some positive results and potential for improving outcomes. They may have evidence from use in real-world settings, a strong theoretical framework, and/or expert opinion, but have not been fully replicated in scientific studies. Depending on the level of scientific evidence, these are sometimes referred to as “evidence-informed,” “research-supported,” or “emerging” practices.

### **Financial Audit**

A financial audit provides assurances that an organization’s financial statements are free of material misstatement based upon the application of generally accepted accounting principles.

### **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>8</sup>

Examples of goal statements:<sup>9</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>10</sup> Objectives detail the tasks that must be completed to achieve goals.<sup>11</sup> Descriptions of objectives in the proposals should include three elements:<sup>12</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>13</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 the terms of the mediation agreements they have worked out with their victims by program completion.

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<sup>8</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 .

<sup>9</sup> *Id.* at p. 4.

<sup>10</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-to-be-goals-objectives>.

<sup>11</sup> *Id.*; see *supra* fn 1.

<sup>12</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>13</sup> *Id.*

### **Human Trafficking**

Human Trafficking is a crime involving the exploitation of a person for labor, services, or commercial sex<sup>14</sup>.

### **Key Partner**

A Key Partner is an indispensable agency or entity that the grantee does not have direct control over, that will provide essential services for the grant project.

### **Trauma**

Trauma is an experience(s) that causes intense physical and psychological stress reactions. It can refer to a single event, multiple events, or a set of circumstances that is experienced by an individual as physically and emotionally harmful or threatening and that has lasting adverse effects on the individual's physical, social, emotional, cognitive, or spiritual well-being.

### **Trauma-Informed**

A Trauma-Informed approach is one in which all parties involved recognize and respond appropriately to the impact of traumatic stress designed to the individual needs and ensure their physical and psychological safety. Trauma-informed care is an organizational structure and system framework that involves understanding, recognizing, and responding to traumatic stress reactions and the effects of all types of trauma.

### **Qualitative Data**

Data/information that is based on written or spoken narratives. The purpose of qualitative data/information is to explain and gain insight and understanding of events through collection of narrative data/information.

### **Quantitative Data**

Data/information that is based on numbers and mathematical calculations. The purpose of quantitative data is to explain, predict, and/or control events through focused collection of numerical data.

### **Temporary Housing**

For this RFP, temporary housing includes reimbursement for hotel/motels stays up to but not exceeding 14-days. Reimbursement for hotel/motels stays must be approved by the BSCC in advance. If temporary housing is requested, it must have a link to a PPA or MMIP grant activities.

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<sup>14</sup> U.S. Department of Justice

## Appendix F: Sample Key Partner Commitment Form

### Missing and Murdered Indigenous People (MMIP) Grant Program

**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.*

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**Tribal Applicant(s):**

**Partner Organization or Agency:**

**Grant Service Period:** August 1, 2024 to June 1, 2028

**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:**

## Appendix G: Sample Criteria for Non-Governmental Organizations Receiving Subawards

**Required Attachment: Applicants will be prompted to upload this document from the BSCC [MMIP webpage](#) 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 subcontract at the time of submission, or if the name of the subcontract party is unknown. In either of these cases, the applicant should write “N/A” in the Name of Subcontracted 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 Missing and Murdered Indigenous People (MMIP) Grant Program Request for Proposals (RFP) includes requirements that apply to non-governmental organizations (NGOs)<sup>15</sup> providing services with grant funds. Grantees are responsible for ensuring that all contracted 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 Missing and Murdered Indigenous People Grant funds (as either a subgrantee or subcontractor) must:

- Have been duly organized, in existence, and in good standing for at least six (6) months prior to the effective date of its fiscal agreement with the BSCC or with the Missing and Murdered Indigenous People grantee;
  - 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 or the start date of the grantee subcontractor fiscal agreement;
- Be registered with the California Secretary of State’s Office, if applicable;
- Be registered with the Office of the Attorney General’s 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 Contracted Party” field and sign the document.

<sup>15</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.

**Missing and Murdered Indigenous People Grant Program  
Non-Governmental Organization Assurances**

**Name of Applicant:**

Name of Subcontracted 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 contract 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 MMIP 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>



**Appendix H:  
Sample Certification of Compliance with BSCC Policies on Debarment,  
Fraud, Theft and Embezzlement**

**Required Attachment: Applicants will be prompted to upload this document from the BSCC [MMIP webpage](#) to the BSCC Submittable 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 proposal submission 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>			
<small>(This document must be signed by the person who is authorized to sign the Grant Agreement.)</small>			
NAME OF AUTHORIZED OFFICER	TITLE	TELEPHONE NUMBER	EMAIL ADDRESS
STREET ADDRESS	CITY	STATE	ZIP CODE
APPLICANT'S SIGNATURE (e-signature acceptable)			DATE
X			

**Appendix I: Sample Governing Board or Tribal Council Resolution**

Before grant funds can be reimbursed, a grantee must either (1) submit a resolution from its Governing Board or Tribal Council 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.

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 Applicant Tribe)* desires to participate in the Missing and Murdered Indigenous People Grant Program funded through the California State Budget Act and administered by the Board of State and Community Corrections (hereafter referred to as the BSCC).

NOW, THEREFORE, BE IT RESOLVED that the *(insert title of designated official)* be authorized on behalf of the *(insert name of Governing Board or Tribal Council)* 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 Applicant Tribe)* 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 or Tribal Council)* 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: \_\_\_\_\_