



# California Violence Intervention and Prevention (CaVIP) Grant Program

## REQUEST FOR PROPOSALS

### Eligible Applicants:

**Category 1 & 2:** California Cities Disproportionately Impacted by Violence and the Community-Based Organizations that Serve Them (see Table 1)

**Grant Service Period:** July 1, 2022 to June 30, 2025

**RFP Released:** November 19, 2021

**Letters of Intent Due:** January 7, 2022

**Proposals Due:** February 11, 2022



DRAFT

This page intentionally left blank

## Table of Contents

---

<b>PART I: GRANT INFORMATION</b> .....	<b>1</b>
Background Information .....	1
Contact Information.....	1
Proposal Due Date and Submission Instructions.....	1
Letters of Intent to Apply .....	2
Bidders' Conference.....	2
CalVIP Purpose .....	3
Eligibility to Apply .....	3
Eligible Community-Based Organizations .....	5
Grant Period.....	6
Funding Information .....	7
Match Requirement.....	8
Project Description .....	9
Using the Principles of Evidence-Based Practice .....	11
Reducing Racial and Ethnic Disparity.....	12
Organizational Capacity and Coordination .....	12
General BSCC Grant Requirements.....	13
BSCC Executive Steering Committee Process.....	18
Overview of the RFP Process .....	19
<b>PART II: PROPOSAL INSTRUCTIONS</b> .....	<b>23</b>
Proposal Narrative and Budget Guidelines.....	24
<b>PART III: APPENDICES</b> .....	<b>29</b>
Appendix A: BSCC's Crime Data Analysis .....	30
Appendix B: Eligible Cities for CalVIP Funding.....	31
Appendix C: Criteria for Non-Governmental Organizations Receiving BSCC Grant Funds.....	32
Appendix D: Glossary of Terms and Resources.....	34
Appendix E: Sample Letter of Commitment for Key Partners .....	43
Appendix F: Sample Grant Agreement.....	44
Appendix G: Sample Governing Board Resolution.....	65
Appendix H: Local Evaluation Plan & Local Evaluation Report.....	66
Appendix I: Certification of Compliance with BSCC Policies Regarding Debarment, Fraud, Theft and Embezzlement .....	70
Appendix J: CalVIP Executive Steering Committee.....	71
Appendix K: CalVIP Project Work Plan Instructions .....	72
<b>California Violence Intervention and Prevention (CalVIP) Grant Proposal</b> .....	<b>74</b>

## **CONFIDENTIALITY NOTICE**

All documents submitted as part of the California Violence Intervention and Prevention 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

---

Formerly known as the California Gang Reduction, Intervention & Prevention (CalGRIP) Grant Program, the State Legislature established the California Violence Intervention and Prevention (CalVIP) Grant Program in Fiscal Year (FY) 2017-18. CalVIP encouraged jurisdictions to develop local approaches that would meet the diverse needs of each community. In 2019, the CalVIP grant was codified as the Break the Cycle of Violence Act (Chapter 735, Statutes of 2019) and established the authority and duties of the Board of State and Community Correction (BSCC) to administer CalVIP, including the selection criteria for grants and reporting requirements to the Legislature.

Historically, CalVIP has received approximately \$9 million each year. In 2021, the state Budget Act provided a one-time augmentation of \$200 million across three fiscal years to enhance CalVIP (FY 2021-22, 2022-23, and 2023-24). In addition to this one-time increase, the BSCC anticipates CalVIP will continue to receive an annual \$9,000,000 allocation.<sup>1</sup> The total available funding through this CalVIP Request for Proposals (RFP) is \$209,650,000.<sup>2</sup>

### Contact Information

---

This RFP provides the necessary information to submit a CalVIP proposal to the BSCC. The BSCC staff cannot assist the applicant or its partners with the actual preparation of the proposal. Any technical questions concerning the RFP, the proposal process, or programmatic issues must be submitted by email to: [calvip@bscc.ca.gov](mailto:calvip@bscc.ca.gov).

The BSCC will accept and respond to written questions about this RFP until January 28, 2022. A frequently asked questions and answers (FAQs) document will be posted to the BSCC website and periodically updated through January 28, 2022.

### Proposal Due Date and Submission Instructions

---

Proposals must be received by **5:00 P.M. on Friday, February 11, 2022**. Applicants must ensure the proposal package is signed with a digital signature **OR** a wet blue ink signature that is then scanned with the completed proposal package. Email the complete proposal package to: [calvip@bscc.ca.gov](mailto:calvip@bscc.ca.gov).

A complete proposal package will include:

- One (1) Portable Document Format (PDF) file that contains the Proposal Narrative and all required attachments (see CalVIP Proposal Checklist).
- An Excel version of the Budget Attachment (Budget Tables and Budget Narrative). Do not submit the Budget Attachment in a PDF version.

**NOTE:** If the BSCC does not receive an email containing the complete proposal package by 5:00 p.m. (PST) on February 11, 2022, the proposal **will not** be considered for funding.

---

<sup>1</sup> Provided funding is appropriated in the FY 2022-23, and 2023-24 State Budget Acts.

<sup>2</sup> Provided funding is appropriated in the FY 2022-23, and 2023-24 State Budget Acts.

Applicants are strongly advised to submit proposals in advance of the due date and time to avoid disqualification.

## Letters of Intent to Apply

---

Applicants interested in applying for a CalVIP grant are asked (but not required) to submit a non-binding letter indicating their intent to apply. These letters will aid the BSCC in planning for the proposal evaluation process. Please submit the letter 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 applicant entity;
2. Name of a contact person; and
3. A brief statement indicating the applicant's intent to submit a proposal.

Failure to submit a Letter of Intent is not grounds for disqualification. Prospective applicants that submit a Letter of Intent and decide later not to apply will not be penalized. Please email a non-binding CalVIP Letter of Intent to Apply by **Friday, January 7, 2022**. Please identify the email subject line as "CalVIP Letter of Intent" and submit the letter to [calvip@bscc.ca.gov](mailto:calvip@bscc.ca.gov).

## Bidders' Conference

---

Prospective applicants are invited to attend a virtual Bidders' Conference. Attendance at the virtual Bidders' Conference is not a requirement. The purpose of the CalVIP Bidders' Conference is to answer technical questions from prospective bidders (applicants) and provide clarity on RFP instructions. Topics may include but are not limited to proposal submission instructions, information on evidence-based violence reduction initiatives, eligibility, funding, and an overview of the evaluation requirements. There is no preference given to applicants who attend the Bidders' Conference.

Bidder's Conference details are listed below:

### CalVIP Virtual Bidders' Conference

Friday, December 17, 2021, at 10:00 a.m.

Public access options for this meeting include:

#### Join by Zoom:

- <https://us02web.zoom.us/j/84924696594?pwd=WVlrcG9GVGJLVE1mcjdFalJUUnowZz09>
- Meeting ID: 849 2469 6594 | Passcode: 588976

#### Call In:

- 1-669-900-9128
- Meeting ID: 849 2469 6594 | Passcode: 588976

## CalVIP Purpose

---

Assembly Bill (AB) 1603 (Chapter 735, Statutes of 2019), also known as the Break the Cycle of Violence Act was signed by Governor Newsom on October 11, 2019. In pertinent part, AB 1603 codified the establishment of the CalVIP and defined its purpose as follows:

The purpose of CalVIP is to improve public health and safety by supporting effective violence reduction initiatives in communities that are disproportionately impacted by violence, particularly group-member involved homicides, shootings, and aggravated assaults.

CalVIP grants shall be used to support, expand, and replicate evidence-based violence reduction initiatives, including, without limitation, hospital-based violence intervention programs, evidence-based street outreach programs, and focused deterrence strategies, that seek to interrupt cycles of violence and retaliation in order to reduce the incidence of homicides, shootings, and aggravated assaults. These initiatives shall be primarily focused on providing violence intervention services to the small segment of the population that is identified as having the highest risk of perpetrating or being victimized by violence in the near future.

## Eligibility to Apply

---

Eligible applicants are cities that are “disproportionately impacted by violence” (see **Table 1** below) and community-based organizations that serve the residents of those cities.

(Pen. Code, § 14131, subd. (b).)

For city applicants, either the city itself or a department within the city may serve as the applicant.

Eligible applicants **may not** submit more than one proposal. However, any applicant may apply as a direct grantee and may also be a subgrantee on a maximum of **two** additional proposals. If an applicant intends to apply directly and is also a subgrantee on another proposal, the proposals **cannot** be duplicative and must fund separate and unique activities.

For purposes of the CalVIP grant program, a city is disproportionately impacted by violence if any of the following are true:

- (1) The city experienced 20 or more homicides per calendar year during two (2) or more of the three (3) calendar years immediately preceding the grant application.
- (2) The city experienced 10 or more homicides per calendar year and had a homicide rate that was at least 50% higher than the statewide homicide rate during two (2) or more of the three (3) calendar years immediately preceding the grant application.
- (3) The applicant otherwise demonstrated a unique and compelling need for additional resources to address the impact of homicides, shootings, and aggravated assaults in the applicant’s community.

(Pen. Code, § 14131, subd. (e).)



A “unique and compelling need,” as defined by the CalVIP ESC is:

- The city experienced five (5) or more homicides during two (2) or more of the three (3) years prior to the grant application.

See *Appendix A* for a description of the BSCC’s data analysis process.

Table 1 identifies the 53 cities that meet one (1) or more of the above three (3) criteria. See *Appendix B* for a list of eligible cities including population. **These cities and any community-based organization (CBO) that serves the residents of these cities are eligible to apply for CalVIP funding.** The CBO need not be physically located inside the city limits in order to be eligible.

Table 1. Cities Eligible to Apply for CalVIP Funding*				
	City	(1) 20 or more homicides per calendar year	(2) 10 or more homicides per calendar year	(3) 5 for more homicides per calendar year
1	Anaheim			X
2	Antioch			X
3	Bakersfield	X	X	X
4	Carson			X
5	Cathedral City			X
6	Chula Vista			X
7	Colton			X
8	Compton		X	X
9	Delano			X
10	El Cajon			X
11	El Monte			X
12	Fairfield			X
13	Fontana			X
14	Fresno	X	X	X
15	Gardena			X
16	Hayward			X
17	Hemet			X
18	Hesperia			X
19	Inglewood		X	X
20	Jurupa Valley			X
21	Lancaster			X
22	Long Beach	X		X
23	Los Angeles	X	X	X
24	Merced			X
25	Modesto			X



**Table 1. Cities Eligible to Apply for CalVIP Funding\***

26	Moreno Valley			X
27	Norwalk			X
28	Oakland	X	X	X
29	Ontario			X
30	Oxnard			X
31	Palm Springs			X
32	Palmdale			X
33	Pasadena			X
34	Perris			X
35	Pomona		X	X
36	Rancho Cordova			X
37	Redlands			X
38	Rialto			X
39	Richmond		X	X
40	Riverside			X
41	Sacramento	X	X	X
42	Salinas			X
43	San Bernardino	X	X	X
44	San Diego	X		X
45	San Francisco	X		X
46	San Jose	X		X
47	Santa Ana			X
48	Santa Maria			X
49	Stockton	X	X	X
50	Tracy			X
51	Turlock			X
52	Vallejo		X	X
53	Victorville			X
<b>* CBOs that serve the residents of these cities are also eligible to apply</b>				

### Eligible Community-Based Organizations

Community-based organizations (CBOs) eligible for CalVIP funding include any non-governmental organization that provides direct services to the community and meets the following eligibility criteria. Private individuals, independent contractors, professional grants management organizations, consulting firms, auditors, and evaluators may not apply directly for CalVIP funds (though they may be included as partners on a CalVIP grant project).

## **Eligibility Criteria for All Non-Governmental Organizations Receiving BSCC Grant Funds**

*Any non-governmental organization that receives CalVIP grant funds (as either a direct grantee, 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 CalVIP 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 a nonprofit and recognized by the Internal Revenue Service as a 501(c)(3) organization;
- Employ persons or volunteers that have a minimum of three (3) years of combined experience in implementing violence reduction strategies and have implemented these strategies within the past five (5) years;
- Be registered with the California Secretary of State's Office;
- Have an Employer Identification Number (EIN);
- Have a valid business license, if applicable;
- 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; and
- Have a physical address in the State of California. (An agent for service of process with a California address is insufficient.)

All applicants must submit Appendix C, *Criteria for NGOs that Receive BSCC Grant Funds* as part of the complete proposal package to document the compliance of any NGOs identified as partners in the proposal. All grantees must submit an updated Appendix C throughout the life of the grant agreement for any additional NGOs that may receive CalVIP 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.

### **Grant Period**

Successful proposals will be funded for a three-year grant project service period commencing on July 1, 2022 and ending on June 30, 2025.

However, an additional six (6) months (July 1, 2025, through December 31, 2025) will be included in the term of the contract for the sole purposes of:

- 1) Finalizing and submitting a required Local Evaluation Report, and
- 2) Finalizing and submitting a required financial audit.

The total grant agreement term will be July 1, 2022 to December 31, 2025.

## Funding Information

### Funding Distribution & Funding Thresholds

The total available funding through this CalVIP Request for Proposals is \$209,650,000.<sup>3</sup> This funding amount has been distributed across three (3) categories, as shown in Table 2 (below). Applicants within each category will compete independent of the other categories.

Applicants may apply for **any amount** up to and including the maximum grant amount in one (1) of the three (3) categories. Applicants 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.

Table 2. Funding Distribution and Maximum Grant Amounts			
Funding Categories		Maximum Grant Amount*	Available Funding
(1)	Cities Disproportionately Impacted by Violence	\$6,000,000	\$99,825,000
(2)	CBOs that Serve the Residents of Cities Disproportionately Impacted by Violence	\$6,000,000	\$99,825,000
(3)	Small Scope CBOs that Serve the Residents of Cities Disproportionately Impacted by Violence	\$400,000	\$10,000,000
<b>Total Funding Available for Competitive Grants</b>			<b>\$209,650,000</b>

\*Applicants may apply for any amount, up to and including the maximum grant amount.

### City of Los Angeles

The State Budget Act provides that \$2,000,000 be made available annually to the City of Los Angeles on a non-competitive basis. The City of Los Angeles is required to submit a proposal that meets the RFP requirements. (Note: CBOs serving residents within the City of Los Angeles are still eligible to apply separately under funding categories 2 and 3, as applicable.)

### Mandatory Pass-Through Requirement for City Applicants

Authorizing statute requires that all city grantees pass-through at least 50 percent (50%) of the grant funds they receive to at least one (1) of the following:

- Non-governmental, community-based organizations and/or

<sup>3</sup> Provided funding is appropriated in the FY 2022-23, and 2023-24 State Budget Acts

- Public agencies that are not law enforcement whose primary mission is violence prevention or community safety (e.g., Office of Violence Prevention, Office of Neighborhood Safety, etc.). Note: if the city designates this type of department or agency as the applicant entity, this requirement will be automatically met.

Funds paid to professional grants management organizations, consulting firms, auditors, and evaluators do not count toward meeting this pass-through obligation.

### **BSCC Funding Decisions**

Applicants will compete for funds within their applicable funding category (see Table 2). Once the proposals have been scored and ranked, BSCC will move down the ranked lists to fund all qualified applicants in each of the three (3) funding categories until all funds in that category are exhausted. Applicants that fall at the cut-off point may be offered a partial award if there are not sufficient remaining funds to make a full award.

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

- Funds remaining in Category (1), after all qualified applicants in that category have been fully funded, will be used to fund any additional qualified applicants in Category (2).
- Funds remaining in Category (2), after all qualified applicants in that category have been funded, will be used to fund any additional qualified applicants first in Category 3 and then Category (1).
- Funds remaining in Category (3), after all qualified applicants in that category have been funded, will be used to fund any additional qualified applicants in first Category (2) and then Category (1).

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

### **Match Requirement**

Authorizing statute requires all CalVIP grantees contribute a 100 percent (100%) match to all grant funds awarded. This match can be **cash or in-kind** or a combination of both.

#### **Grantees must maintain documentation to support all match that is claimed.**

Cash match, also known as hard match, is income from a source other than grant funds that is budgeted for the project. When used to augment the project, cash expenditures for items such as personnel, facilities, and supplies may be considered cash match, if not in violation of the prohibition on supplanting. Grantees must maintain documentation to support the claimed cash match.

Note: CalVIP funds cannot be used as match for another CalVIP grant.

In-kind match, also known as soft match, is the project's contribution of non-cash outlay of materials or resources to support a percentage of the BSCC's Grant Award activities. It may include non-cash outlay contributed by other public agencies and institutions, private organizations, and individuals. Examples include donated office supplies,

equipment, professional services, and volunteer time. In general, the value of in-kind contributions is determined by fair market value. Grantees must maintain documentation to support the claimed in-kind match.

Because in general, the value of in-kind contributions is determined by fair market value. If volunteer services are counted as in-kind contributions, additional measures should be followed to document the value of the services. Projects must document actual time worked by using a time reporting system and maintain documentation to support the claimed hourly pay rate of the volunteer services. The rate claimed should be comparable to the rates for paid employees performing similar duties. Published rates will not be allowed unless the grantee can provide evidence that the rates are comparable.

The documentation should include duty statements for the volunteer positions, and the comparable paid employee positions, and information regarding the hourly pay rates paid to those employees. The hourly volunteer rates used multiplied by the volunteer hours worked must total the dollar amount of the claimed in-kind contributions. This calculation and the other referenced documentation must be maintained as part of the accounting records.

## Project Description

### Target Population & Target Area

AB 1603 mandates that initiatives funded by the CalVIP grant program shall be “primarily focused on providing violence intervention services to the small segment of the population that is identified as having the highest risk of perpetrating or being victimized by violence in the near future.” (Pen. Code, § 14131, subd. (c).)

The applicant must describe how it will identify the target population, including the process used to ensure those individuals at highest risk are prioritized. The applicant must have a plan for reaching those individuals those individuals and providing appropriate interventions based on an individual’s needs. The target area for grant services should correspond to the target population.

### Eligible Activities for Funding

AB 1603 requires that CalVIP grants be used to support, expand and replicate evidence-based violence reduction strategies “that seek to interrupt cycles of violence and retaliation in order to reduce the incidence of homicides, shootings, and aggravated assaults.” (Pen. Code, § 14131, subd. (c).) Within that definition, applicants have some discretion in selecting a strategy or strategies that best fit the scope of the problem and the needs of the target community.

**Table 3. Examples of Evidence-based Strategies**

*Including but not limited to:*

❖ Cognitive Behavioral Therapy	❖ Hospital-Based Violence Intervention
❖ Collective Efficacy	❖ Intensive Case Management
❖ Diversion	❖ Mental Health Services
❖ Employment/Job Training	❖ Mentoring/Credible Messengers
❖ Focused Deterrence	❖ Street Outreach

Table 3 includes *examples* of the types of strategies that may be funded by this grant. The listed examples are not exhaustive nor are applicants required to implement them. Applicants may choose to incorporate components from several strategies to best fit the needs of the individuals targeted for services, including families and victims of violence. See *Appendix D, Glossary of Terms*, for descriptions of these strategies and other resources.

Regardless of the strategy or strategies selected, applicants must be able to explain why that strategy was chosen for the target population/target area and cite evidence that indicates the strategy is likely to “reduce the incidence of homicides, shootings and aggravated assaults.” (Pen. Code, §14131, subd. (f)(4).)

### Technical Assistance

Most of the strategies listed above require technical assistance in order to be implemented with fidelity to the model. To ensure grant funds are used efficiently and effectively, CalVIP grantees are strongly encouraged to obtain outside technical assistance (i.e., subject matter expertise) in implementing and monitoring the selected violence reduction strategy. If an applicant is expanding or enhancing an existing strategy, the applicant must be able to demonstrate a plan for ongoing monitoring and quality assurance.

### Other Eligible Grant Expenditures

The BSCC recognizes offering meals, incentives, and participant support items can help maximize participation among clients engaged in services. CalVIP grant funds may be used to purchase meals or snacks, items or activities used as program incentives, and participant support items, only if they are used to encourage program participation, reward participants who meet certain documented milestones, or celebrate program completion. In all cases, there must be a direct link to grant-funded activities.

Once the Grant Agreement is executed, explicit prior written approval from the BSCC is required for the purchase of any of the items listed above or for participant travel, even if these items were included in the original application’s proposed budget. Further, successful applicants will be required to maintain and provide detailed documentation for any meals, incentives, and travel purchased with match or grant funds. Discretion for final approval of any purchases under this section lies with the BSCC. Purchases should not be made until the BSCC approves the written request. The BSCC shall not be obligated to reimburse purchases made with CalVIP grant funds without prior approval.

### Ineligible Grant Expenditures

CalVIP grant funds may not be used for the following:

- Acquisition of real property/real estate
- Firearms, weapons, weapons systems, ammunition, or tactical training<sup>4</sup>
- High-tech surveillance or monitoring equipment and intelligence systems (e.g., shot spotter, gang database)
- “Scared Straight” type programs (see <https://crimesolutions.ojp.gov/>)

<sup>4</sup> Tactical training could include firearms, tactical movement, tactical combat and/or SWAT training.



For additional information on eligible and ineligible costs, refer to the *BSCC Grant Administration Guide*, found on the BSCC [website](#).

## **Using the Principles of Evidence-Based Practice<sup>5</sup>**

The BSCC is committed to supporting a focus on better outcomes in the criminal justice system and those involved in it. CalVIP grant funds must be used to support programs, practices, and strategies rooted in documented evidence showing they reduce violence while also considering the needs of the target communities and individual participants.

Applicants are therefore required to use data to drive conscientious decision-making in the development, implementation, and appraisal of their overall projects. Applicants should be able to demonstrate that their proposal is linked to the implementation of practices and strategies supported by data.

The extent to which an applicant can demonstrate that the strategy they have chosen has been shown to be effective at reducing violence will be evaluated as a part of the rating process. In developing a proposal, applicants should focus on the following three (3) basic principles:

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

For example, was the intervention or strategy selected by the project used by another entity with documented positive results? Is there published research/information on the chosen intervention that demonstrates its effectiveness? Is the intervention or strategy being used by another entity with a similar problem and similar target population?

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

For example, does this intervention or strategy provide for a way to monitor quality control or continuous quality improvement? If this intervention or strategy was implemented by another entity, are there procedures in place to ensure the model is being closely followed (so the project is more likely to achieve similar desired outcomes)?

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

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

Applicants are encouraged to develop an overall project that incorporates these principles and is tailored to fit the needs of the communities they serve. Plans to measure the effectiveness of a project should include the use of both qualitative and quantitative

---

<sup>5</sup> Lowenkamp and Latessa, 2003, Lowenkamp, 2003; Lowenkamp & Latessa, 2005a; Lowenkamp and Latessa, 2005b; Center for Criminal Justice Research and the Corrections Institute at the University of Cincinnati, Correctional Program Checklist Assessment.



data/information. While quantitative data/information is based on numbers and mathematical calculations, qualitative data/information is based on written or spoken narratives. The purpose of quantitative data/information is to explain, predict, and/or control events through focused collection of numerical data, while the purpose of qualitative data/information is to explain and gain insight and understanding of events through collection of narrative data/information.

## **Reducing Racial and Ethnic Disparity**

---

Research shows that youth and adults of color are significantly overrepresented in the criminal justice system in California.<sup>6</sup> BSCC supports efforts to reduce racial and ethnic disparities and encourages others to do the same. The BSCC has undertaken several activities to ensure that California addresses this concern including trainings. Applicants should, as relevant, describe how grant activities will impact youth of color who are subject to justice or child welfare system involvement.

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

## **Organizational Capacity and Coordination**

---

Applicants will be rated, in part, on how well they demonstrate they have the experience, a staffing plan, 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 award.

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 (to include racial/ethnic diversity, gender diversity, current or prior system involvement, etc.).

AB 1603 requires that applicants address how they will use grant funds to enhance coordination of existing violence prevention and intervention programs and minimize duplication of services. (Pen. Code, § 14131, subd. (f)(3).) Successful applicants are strongly encouraged to take stock of existing programs in order to identify those that might conflict with, compete with, or duplicate the strategy they are proposing to implement.

## **Written Agreements from Key Partners**

If the success of the proposed strategy relies on the participation of an outside agency or organization (i.e., an entity other than the applicant is to play a necessary or critical role in project implementation), the applicant must include a Letter of Commitment to

---

<sup>6</sup> Multiple studies confirm the disparities in the criminal and juvenile justice systems. The W. Haywood Burns Institute (<http://www.burnsinstitute.org/>) has worked extensively on this issue as has the National Council on Crime and Delinquency (NCCD) and the Center for Juvenile Justice Reform, Georgetown University (<https://cjjr.georgetown.edu/certificate-programs/reducing-racial-and-ethnic-disparities/>)  
Created Equal: Racial and Ethnic Disparities in the US Criminal Justice System (NCCD: Hartney/Vuong March 2009)

demonstrate that the outside agency is aware of the proposed partnership and agrees to participate.

Examples of necessary or critical roles played by outside entities could include:

- A source of referrals,
- The location where services will be delivered,
- Access to the target population,
- Data collection partner, etc.

A Letter of Commitment must include the name of the outside entity, be signed by the executive officer, department head, or other authorized representative, and be dated within three (3) months of CalVIP proposal submission. Outdated letters or letters that speak to a partnership or grant activities outside of the activities listed in the proposal, will not be accepted. See *Appendix E* for a sample Letter of Commitment for Key Partners.

## **General BSCC Grant Requirements**

---

### **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. See *Appendix F* for a sample BSCC Grant Agreement.

The Grant Agreement start date is expected to be July 1, 2022. Grant Agreements are considered fully executed only after they are signed by both the grantee and the BSCC and the BSCC is in receipt of all required attachments including documentation of signing authority. Work, services, and encumbrances cannot begin prior to the Grant Agreement start date. Any work, services and encumbrances that occur after the start date but prior to Grant Agreement execution may not be reimbursed. Grantees and all subgrantees are responsible for maintaining their Grant Agreement, all invoices, records, and relevant documentation for the life of the grant cycle plus three (3) years after the final payment under the contract.

### **Signing Authority**

Before the grant award can be finalized and funds awarded, a successful city applicant must submit either a resolution from its Governing Board that delegates authority to the individual authorized to execute the grant agreement or sufficient documentation indicating that the individual who signs the grant agreement has been vested with plenary authority to execute grant agreements (e.g., a municipal ordinance or city ordinance/charter delegating such authority to a city manager or department head).

Non-profit/501(c)(3) applicants or business entities with boards of directors must provide evidence that the person signing the grant agreement has signing authority, which may include articles of incorporation, bylaws, or a board resolution conferring authority to the signatory.

This documentation is not required at the time of proposal submittal, but applicants are advised that the grant agreement will not be fully executed, nor will any financial invoices

be processed for reimbursement until the required documentation has been received by the BSCC. A sample Governing Board Resolution can be found in *Appendix G*.

### **Invoicing**

Disbursement of grant funds occurs on a reimbursement basis for costs incurred during a reporting period. The State Controller's Office (SCO) will issue the warrant (check) to the individual designated on the Applicant Information Form as the Financial Officer for the grant. Grantees must submit invoices to the BSCC on either a monthly or quarterly basis through the online process no later than 45 days following the end of the invoicing period. (Grantees will make their choice between monthly or quarterly invoicing at the time they execute their contracts.)

Grantees must maintain adequate supporting documentation for all costs claimed on invoices. BSCC staff will conduct a desk review process which requires grantees to submit electronic documentation to support all grant funds claimed during the invoicing period. In addition, BSCC staff will conduct on-site monitoring visits that will include a review of documentation maintained as substantiation for project expenditures with grant funds.

Additional information about invoicing can be found in the *BSCC Grant Administration Guide*, located on the BSCC [website](#).

### **Reporting Match Contributions**

Reporting of the contribution of match obligations need not be made in exact proportion to the expenditure of grant funds. However, before the grant expires or is terminated, the match contribution must be equal to the amount of grant funds expended. Match contribution must be reported on the BSCC invoice, as the expenditures occur. Match funds and related contributions must also be identified in the accounting records (e.g., general ledger) and included within any grant-specific audit reports. Supporting documentation must be maintained for all match contributions.

Applicants shall budget only for the mandatory 100 percent (100%) match. The match amount specified in the project budget becomes part of the contractually obligated grant program. As part of the grant program, the match is subject to all fiscal, programmatic, and audit requirements and cannot be reduced or waived once the grant proposal is approved. In the event a funded project is unable to meet its contractual match obligation, all or a portion of the unmet match obligation may be deducted from reimbursement claims. In addition, the BSCC may seek reimbursement for any unmet match. Applicants should not request funds in excess of what that applicant is able to match.

Additional information about match requirements can be found in the *BSCC Grant Administration Guide*, located on the BSCC [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. CalVIP grant 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. When using outside funds as match, applicants must be careful not to supplant.

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.

### **Audit Requirements**

Grantees are required to provide the BSCC with a financial audit that covers the service delivery period of the grant (July 1, 2022 to June 30, 2025). The audit report will be due no later than December 31, 2025. The financial 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 audit may be reimbursed for actual costs up to \$25,000.

In addition, BSCC reserves the right to call for a program or financial audit at any time between the execution of the grant agreement and three (3) 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.

### **Quarterly Progress Reports**

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

### **Project Evaluation Requirements**

In addition to Quarterly Progress Reports, projects selected for funding will be required to submit to the BSCC:

- 1) A Local Evaluation Plan, due six (6) months post-award; and
- 2) A Final Local Evaluation Report, due six (6) months after the conclusion of project delivery.

See *Appendix D* for key definitions related to project evaluation.

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

Applicants must dedicate a minimum of five percent (5%) with a maximum of ten percent (10%) of the total grant funds requested for evaluation planning, oversight, and reporting activities.

## Local Evaluation Plan

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

## Final Local Evaluation Report

Following project service completion, grantees are required to complete a Local Evaluation Report (LER). The LER must be in a format prescribed by the BSCC. Within the LER, an Executive Summary must be included that adheres to the format prescribed by the BSCC specifically for the Executive Summary.

The purpose of the LER is to determine whether the overall project (including each individual component) was effective in meeting the goals laid out in the Local Evaluation Plan. To do this, the grantee must assess and document the effectiveness of the activities that were implemented within each individual project component. These activities should have been identified in the previously submitted LEP. More detailed instructions on the LER will be made available to successful applicants.

The BSCC may make public the LER from each grantee. Reports may be posted to the BSCC website and developed into a Summary Final Report submitted to the Legislature. If the grantee plans to publish the LER, it must be submitted to the BSCC for review prior to publication.

*Appendix H* contains preliminary Guidelines for how to complete the LEP and LER.

## Working with an Outside Evaluator

The BSCC intends to contract with a state university for a statewide evaluation of the impact of the violence prevention initiatives funded by the CalVIP grant program. The contractor is expected to: develop the research methodology for the statewide evaluation; design and develop instruments for collecting evaluation data from CalVIP 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 CalVIP grant program. As a condition of award, all CalVIP grantees agree to collect data requested by the outside evaluator (this may include a standardized QPR format with specified outcome measures and/or standard outcomes measures as a required component in each LEP and LER) and fully cooperate and share information within timelines set by the outside evaluator.

CalVIP applicants should include sufficient per diem and travel allocations in their Project Budget for project-related and evaluation personnel to attend up to two one-day meetings in Sacramento with the outside evaluator.



## Grantee Orientation Process

Following the start of the grant period, BSCC staff will conduct a mandatory Grantee Orientation (on a date to be determined later). 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, Day-to-Day Contact and (for cities) one Community Partner must attend. Grantees are also strongly encouraged to include their Evaluator.

If an in-person training is scheduled, Grant recipients may use CalVIP grant funds for travel-related expenditures such as airfare, mileage, meals, lodging, and other per diem costs. Applicants should include potential travel costs in the budget section of the proposal under the "Other" category for this single day event.

## Travel

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

### Units of Government

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

### Non-Governmental Organizations (NGOs)

An NGO receiving BSCC funds must use the State travel and per diem policy, unless the grantee's written travel policy is more restrictive than the State's, in which case it must be used. Reimbursement is allowed for the cost of commercial carrier fares, parking, bridge, and road tolls, as well as necessary taxi, bus, and streetcar fares. This policy applies equally to NGOs that receive grant funds directly from the BSCC and those that receive grant funds indirectly through a subcontract with another NGO that received a BSCC grant award.

### Out-of-State Travel

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

In addition, California prohibits travel, except under specified circumstances, to states that have been found by the California Attorney General to have discriminatory laws. The BSCC will not reimburse for travel to these states unless the travel meets a specific exception under Government Code section 11139.8, subdivision (c). For additional information, please see: <https://oag.ca.gov/ab1887>.

## Debarment, Fraud, Theft or Embezzlement

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

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

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

The 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 *Appendix I* certifying that they are in compliance with the BSCC's policies on debarment, fraud, theft and embezzlement.

## Compliance Monitoring Visits

The BSCC staff will monitor each project to assess whether the project is in compliance with grant requirements and making progress toward grant objectives. As needed, monitoring visits may also occur to provide technical assistance on fiscal, programmatic, evaluative, and administrative requirements.

For your reference, the Comprehensive Monitoring Visit checklist can be found on our [website](#).

## BSCC Executive Steering Committee Process

---

To ensure successful program design and implementation, the BSCC uses Executive Steering Committees (ESC) to inform decision making related to the Board's programs. The BSCC's ESCs are composed of subject matter experts, community partners, and interested parties representing both the public and private sectors. The BSCC makes every attempt to include a diverse representation on its ESCs, in breadth of experience, geography and demographics.

ESCs are convened and approved by the BSCC Board as the need arises to carry out specified tasks, including the development of RFPs for grant funds. Not only do the ESCs develop RFPs, but 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 CalVIP ESC includes a cross-section of subject matter experts on community engagement, prevention and intervention programs, law enforcement strategies, and rehabilitation and reentry, including individuals who have been impacted by the criminal justice system. A list of CalVIP ESC members can be found in *Appendix J*.

### Conflicts of Interest

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

## Overview of the RFP Process

---

### Confirmation of Receipt of Proposal

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

### Disqualification - PLEASE REVIEW CAREFULLY

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.

The following will result in disqualification:

- An electronic version of the complete proposal package is not received by 5:00 p.m. PST on February 11, 2022.
- Budget Attachment (Excel document) is incomplete, or the total amount included in the budget table does not match the requested amount included elsewhere in the application.
- Budget Attachment (Excel document) **exceeds 4 pages in length**.
- Proposal Package does not contain all the required section and attachments (e-signatures will be accepted in place of original signatures);
  - Coversheet – accurately completed
  - Proposal Checklist – filled out (i.e, all checkboxes checked)
  - Applicant Information Form – completed and signed
  - Proposal Narrative
  - 2022 CalVIP Budget Attachment (Excel document)
  - Letters of Commitments from Key Partners (if applicable, Appendix E)
  - Project Work Plan (Appendix K) (not to exceed 1 page)
- Applicant's funding request was more than \$6 million (for Funding Categories 1 and 2) or \$400,000 (for Funding Category 3).

- City Applicant did not indicate its intention to pass through at least 50 percent (50%) of any awarded funds to one or more CBOs and/or public agencies whose primary mission is violence prevention or community safety.

## Formatting

Applicants shall comply with the following formatting requirements:

- Proposal Narrative must meet the narrative formatting requirements below:
  - Arial 12-point font
  - One-inch margins on all four sides
  - 1.5-line spacing
- Proposal Narrative shall not exceed 12 numbered pages in length

Note: Proposals exceeding the page limit shall not automatically be disqualified. However, BSCC staff shall remove ALL pages in excess of the page limit before forwarding the proposal to the ESC for rating, which may negatively impact a proposal's score. If line spacing, formatting, or font size results in the inclusion of additional content in excess of prescribed page limits, excess pages shall be removed or the proposal may be disqualified. Illegible or unreadable proposals shall be disqualified.

## Proposal Rating Process

Unless disqualified, proposals will advance to the Proposal Rating Process. The 2021 CalVIP ESC members will read and score each proposal in accordance with the prescribed rating factors listed in the table below. The ESC members will base their scores on how well an applicant addresses the items listed under each rating factor within the Proposal Narrative and Budget. ESC member ratings, once submitted to the BSCC, will be final.

At the conclusion of this process, applicants will be notified of the funding recommendations. It is anticipated the BSCC Board will act on the recommendations at its meeting on June 9, 2022. Applicants and partners are not to contact members of the ESC nor 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 will be asked to address each of these factors as a part of their proposal. The CalVIP ESC assigned a percent value to each of the five *Rating Factors*, correlating to its importance within the overall project (see *Percent of Total Value* column).

CalVIP Rating Factors		Point Range	Percent of Total Value	Weighted Rating Factor Score
1	Description of Community Need	0 - 5	15%	30
2	Project Description	0 - 5	40%	80
3	Organizational Capacity and Coordination	0 - 5	20%	40
4	Project Evaluation and Monitoring	0 - 5	12%	24
5	Project Budget	0 - 5	13%	26
<b>Total:</b>			<b>100%</b>	<b>200</b>

Evaluators will rate an applicant's response in each of these categories on a scale of 0-5, according to the Six-Point Rating Scale shown below. Each rating factor then will be weighted according to the *Percent of Total Value* (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. There are no preference points available.

### 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.

### Scoring Threshold/Minimum Score

To be considered for funding, a proposal must meet a threshold of **50 percent (50%)**, or minimum proposal score of **100** 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: Organizational Capacity and Coordination, Description of Community Need, Project Budget, and finally Project Evaluation and Monitoring.

## Key Dates

The following table shows a timeline of key dates related to the CalVIP Grant.

Activity	Date
Release Request for Proposals	November 19, 2021
Bidders' Conference	December 17, 2021
Letter of Intent Due to the BSCC	January 7, 2021
<b>Proposals Due to the BSCC</b>	<b>February 11, 2022</b>
Proposal Rating Process and Development of Funding Recommendations	April-May 2022
BSCC Board Considers Funding Recommendations	June 9, 2022
Notices to Applicants	June 10, 2022
Grant Period Begins	July 1, 2022
Mandatory New Grantee Orientation	August or September 2022
Local Evaluation Plan Due	December 31, 2022
Grant Service Project Period Ends	June 30, 2025
Final Evaluation Report & Financial Audit Due and Grant Ends	December 31, 2025

## **PART II: PROPOSAL INSTRUCTIONS**

---

The following section contains pertinent information on how to complete the Request for Proposal package for the CalVIP Grant Program. Submittal instructions are included in Part I, page 6. The following items are included in Part II:

- Proposal Narrative and Budget Guidelines
  - Instructions for Proposal Narrative, Sections 1-4
  - CalVIP Budget Attachment, Section 5

**\*\*\*THE REQUEST FOR PROPOSAL PACKAGE CAN BE FOUND AT THE VERY END OF THIS ENTIRE DOCUMENT\*\*\***

DRAFT

## Proposal Narrative and Budget Guidelines

The five rating factors will be addressed in two separate parts, the Proposal Narrative and the Budget Attachment, as shown here:

Section	Rating Factor	Percent Value	Addressed In:
1	Description of Community Need	15%	Proposal Narrative
2	Project Description	40%	
3	Organizational Capacity and Coordination	20%	
4	Project Evaluation and Monitoring	12%	
5	Project Budget (Budget Tables & Narrative)	13%	Budget Attachment

### Instructions for Proposal Narrative

The Proposal Narrative should address the first four Rating Factors – Description of Community Need, Project Description, Organizational Capacity and Coordination, and Project Evaluation and Monitoring – using each of the section headers provided in the CalVIP Proposal Narrative template. The CalVIP Proposal Narrative template can be found at the end of this document (formatted in Arial 12-point font with one-inch margins on all four sides and at 1.5-line spaced). The Proposal Narrative **cannot exceed twelve (12) numbered pages in length**.

It is up to the applicant to determine how to use the total page limit in addressing each section, however as a guide, the percent of total point value for each section is listed next to each header.

**Do not include website links.** Charts, tables or graphs must meet the spacing and font requirements. Applicants *may* include a one-page bibliography containing citations, using either the Modern Language Association (MLA) or American Psychological Association (APA) style. The bibliography will not be counted toward the 12-page limit and formatting restrictions do not apply to the one-page bibliography.

The Proposal Narrative and 12-page limitation **does not** include the following mandatory items:

- Cover Sheet
- Proposal Checklist
- Applicant Information Form
- 1-Page Bibliography (optional)
- Budget Attachment
- 1-Page Project Work Plan
- Other required Attachments (see Proposal Checklist).

**Section 1: Description of Community Need (Percent of Total Value: 15%)**

Address the rating factor for Description of Community Need in narrative form as defined below. The response will be evaluated with a single rating based on a scale of 0-5.

<p><b>Description of Community Need: Description of Community Need:</b> The applicant described a community need that is pertinent to the intent of the grant program. The elements that comprise the Description of Community Need are listed below. Addressing each element does not in itself merit a high rating; rather, although each element is to be addressed (when applicable), it is the <u>quality of the response</u> to each that will be evaluated.</p>	
1.1	<p>Describe the need(s) in the target area and/or target population that contribute to the disproportionate impact of violence, primarily homicides, shootings, and aggravated assaults. This description of community need should include:</p> <ul style="list-style-type: none"> <li>• a description of existing violence in the targeted area.</li> <li>• identification of the primary factor(s) that contribute to the violence.</li> <li>• qualitative and quantitative data in support of the identified factor(s) (all data sources to be cited).</li> <li>• service gaps that are connected to the identified factor(s) and/or contribute to the violence.</li> </ul>
1.2	<p>Identify the target area and/or target population. This description should include, when appropriate:</p> <ul style="list-style-type: none"> <li>• how the target area and/or target population relate to the need(s) identified in 1.1.</li> <li>• the process the applicant used or will use to identify the target population, to include those individuals and their family members who are at highest risk of perpetrating violence or being victimized or affected by violence.</li> <li>• the total number of high-risk individuals projected to be served.</li> <li>• quantitative and qualitative data to explain why the target area and/or target population was selected (all data sources to be cited).</li> </ul>



## Section 2: Project Description (Percent of Total Value: 40%)

Address the rating factor for Project Description in narrative form as defined below. The response will be evaluated with a single rating based on a scale of 0-5.

<p><b>Project Description:</b> The applicant provided a description of the project that is related to the need(s) they described and the intent of the authorizing legislation. The elements that comprise the Project Description are listed below. Addressing each element does not in itself merit a high rating; rather, although each element is to be addressed, it is the <u>quality of the response</u> to each that will be evaluated.</p>	
2.1	<p>Describe the proposed evidence-based violence reduction strategy (per AB 1603). This description should include:</p> <ul style="list-style-type: none"> <li>• the relationship between the proposed strategy and the need(s), target area and/or target population identified in the Description of Community Need section.</li> <li>• a rationale to support the selection of the proposed strategy which includes relevant evidence or research supporting its use for reducing the incidence of homicides, shootings, and/or aggravated assaults within the target area and/or target population (may include evidence-based, evidence-informed, promising, data-driven, and/or innovative practices – see pages 11-12).</li> <li>• an explanation of how the proposed strategy will achieve reductions in violence without relying on mass incarceration, if applicable.</li> </ul>
2.2	<p>For project participants, describe:</p> <ul style="list-style-type: none"> <li>• the plan for identifying, accessing, and serving individuals from the target population who are eligible and appropriate for participation in the strategy.</li> <li>• plans to overcome any inability to access and/or serve those individuals.</li> <li>• the strategy/strategies for maintaining sustained engagement.</li> <li>• the plan for tailoring services to participants' needs; for example, risk/needs assessment.</li> </ul>
2.3	<p>Provide a Project Work Plan (Appendix K) that:</p> <ul style="list-style-type: none"> <li>• identifies the project's goal(s) and measurable objectives (see Appendix D for definitions) that are related to the community need(s) identified in 1.1.</li> <li>• identifies how the goal(s) will be achieved in terms of the activities, responsible staff/partners, and start and end dates.</li> <li>• is aligned with the proposed strategy.</li> </ul>

### Section 3: Organizational Capacity and Coordination (Percent of Total Value: 20%)

Address the rating factor for Organizational Capacity and Coordination in narrative form as defined below. The response will be evaluated with a single rating based on a scale of 0-5.

<p><b>Organizational Capacity and Coordination:</b> The applicant described their organization's ability to implement the proposed project. The elements that comprise the Organizational Capacity and Coordination section are listed below. Addressing each element does not in itself merit a high rating; rather, although each element is to be addressed (when applicable), it is the <u>quality of the response</u> to each that will be evaluated.</p>	
3.1	Describe the experience, current staffing, community support, and partnerships the lead agency will use to implement the proposed strategy. Include key partners' letters of commitment describing involvement aligned with the proposed strategy, if applicable. If staff and/or subcontractors are to be selected after the grant is awarded, then specify the process and criteria for selecting those staff and/or subcontractors.
3.2	Describe how the proposed violence reduction strategy/strategies will enhance coordination of existing violence prevention and intervention programs and minimize duplication of services (per AB 1603).
3.3	Describe a reasonable and realistic plan for training and supporting the staff and/or subcontractors who will deliver the proposed strategy to the target population, including your approach for supporting the overall wellbeing of staff; for example, providing mental health/counselling services, wellness activities, etc.
3.4	Describe the cultural competence of staff and subcontractors and how it is relevant to the proposed project. Include past and/or ongoing experience working with the target population.
3.5	Describe plans for involvement of individuals impacted by violence, including system-impacted and/or formerly/currently system-involved individuals, in the project's design, implementation, and evaluation process.
3.6	Describe a plan for obtaining outside technical assistance (i.e., subject matter expertise) to implement the proposed violence reduction strategy or explain how the lead agency will ensure that the proposed strategy is implemented as intended.

#### Section 4: Project Monitoring and Evaluation (Percent of Total Value: 12%)

Address the rating factor for Project Monitoring and Evaluation in narrative form as defined below. The response will be evaluated with a single rating based on a scale of 0-5.

<b>Project Evaluation and Monitoring:</b> The applicant described how it will monitor and evaluate the effectiveness of the proposed project. The elements that comprise the Project Monitoring and Evaluation section are listed below. Addressing each element does not in itself merit a high rating; rather, although each element is to be addressed, it is the <u>quality of the response</u> to each that will be evaluated.	
4.1	Describe the plan to determine the staff and/or entity that will conduct the project evaluation and how monitoring activities will be incorporated in the various phases of the project; for example, start-up, implementation, service delivery period, etc.
4.2	Identify the process and outcome indicators that are quantifiable and in line with the intent of the proposal and the objectives listed in the Work Plan.
4.3	Describe the preliminary plan for how to collect and evaluate baseline and outcome data related to the process and outcome indicators identified in 4.2. Describe a plan for entering into data sharing agreements, if necessary.

#### CalVIP Budget Attachment

#### Section 5: Project Budget (Percent of Total Value: 13%)

As part of the application process, applicants are required to submit the 2022 CalVIP Project Budget and Budget Narrative (Budget Attachment). A link to the Budget Attachment can be found at the end of this document, with the Request for Proposals instructions.

The following items are rated as a part of this section and must be addressed by the applicant in the Budget Attachment. The response will be evaluated with a single rating based on a scale of 0-5.

<b>Project Budget:</b> The applicant provided a complete Budget Attachment (Project Budget and Budget Narrative) for the proposed project. The elements against which the Budget Attachment will be rated are listed below. Addressing each element does not itself merit a high rating; rather, although each element is to be addressed, it is the quality of the response to each that will be evaluated.	
5.1	Provide complete and detailed budget information with language to support each budget category, as applicable. The expenses must be appropriate to the proposed strategy.
5.2	Demonstrate how the amount of grant funds requested is commensurate with the scope of the proposal and the demonstrated need(s) for these additional resources (per AB 1603).
5.3	Describe how the dollar-for-dollar match requirement will be met (either cash or in-kind) (per AB 1603).

## PART III: APPENDICES

---

DRAFT

## Appendix A: BSCC's Crime Data Analysis

---

In defining “disproportionately impacted by violence,” the CalVIP ESC used the definitions provided AB 1603. AB 1603 states that a city is considered to be disproportionately impacted by violence if any of the following are true:

1. The city experienced 20 or more homicides per calendar year during two or more of the three calendar years immediately preceding the grant application for which the Department of Justice has available data.
2. The city experienced 10 or more homicides per calendar year [during two or more of the three calendar years immediately preceding the grant application] and had a homicide rate that was at least 50 percent (50%) higher than the statewide homicide rate during two or more of the three calendar years immediately preceding the grant application for which the Department of Justice has available data.
3. An applicant otherwise demonstrates a unique and compelling need for additional resources to address the impact of homicides, shootings, and aggravated assaults in the applicant's community.

Under the definitions provided in criteria 1 and 2 from AB 1603, the BSCC identified 12 cities that were considered disproportionately impacted by violence and therefore eligible to apply for the grand funds.

After reviewing the number of homicides and homicide rates across California cities, the CalVIP ESC determined a city had a “unique and compelling need” if the city experienced 5 or more homicides per calendar year during two or more of the three calendar years immediately preceding the grant application for which the Department of Justice has available data.

Using this definition of “unique and compelling need,” the BSCC identified an additional 37 cities that were considered disproportionately impacted by violence. This brought the total number of cities eligible to apply for the general funds to 53.

The analysis of crime data was restricted to the 455 cities contained in both the California Department of Finance E-4 report (*Population Estimates for Cities, Counties, and the State, 2011-2021, with 2010 Census Benchmark*) and the Department of Justice's Open Justice report (*Crimes and Clearances with Arson – 1985-2020*).

The following 32 cities were not included in the analysis, as data was absent from one of the data bases used: Amador, Bear Valley, Blue Lake, Broadmoor, Calipatria, Colfax, Corte Madera, Half Moon Bay, Kensington, Lake Shastina, Larkspur, Lathrop, Live Oak, Loomis, Loyalton, Maricopa, Millbrae, Plymouth, Point Arena, Portola, Portola Valley, San Anselmo, San Carlos, San Joaquin, San Juan Bautista, Shasta Lake, Stallion Springs, Tehama, Trinidad, Wasco, Willows, and Woodside. Should one of these 32 cities submit a proposal, BSCC will contact that city directly and gather the relevant statistics to ascertain whether it qualifies for eligibility.

## Appendix B: Eligible Cities for CalVIP Funding

Table 2. Cities Eligible to Apply for CalVIP Funding*					
	City	Population	Option 1	Option 2	Option 3
1	Anaheim	357,059			X
2	Antioch	112,236			X
3	Bakersfield	394,328	X	X	X
4	Carson	92,121			X
5	Cathedral City	53,494			X
6	Chula Vista	273,384			X
7	Colton	54,051			X
8	Compton	98,447		X	X
9	Delano	53,110			X
10	El Cajon	103,576			X
11	El Monte	116,876			X
12	Fairfield	117,553			X
13	Fontana	211,519			X
14	Fresno	543,451	X	X	X
15	Gardena	60,732			X
16	Hayward	159,266			X
17	Hemet	84,391			X
18	Hesperia	95,834			X
19	Inglewood	110,925		X	X
20	Jurupa Valley	107,000			X
21	Lancaster	162,057			X
22	Long Beach	472,052	X		X
23	Los Angeles	3,975,234	X	X	X
24	Merced	88,261			X
25	Modesto	218,440			X
26	Moreno Valley	208,791			X
27	Norwalk	106,062			X
28	Oakland	432,327	X	X	X
29	Ontario	180,788			X
30	Oxnard	205,950			X
31	Palm Springs	47,509			X
32	Palmdale	156,910			X
33	Pasadena	145,061			X
34	Perris	78,575			X
35	Pomona	153,992		X	X
36	Rancho Cordova	78,333			X
37	Redlands	71,164			X
38	Rialto	102,813			X
39	Richmond	110,288		X	X
40	Riverside	328,766			X
41	Sacramento	513,626	X	X	X
42	Salinas	160,387			X
43	San Bernardino	217,935	X	X	X
44	San Diego	1,421,462	X		X
45	San Francisco	889,783	X		X
46	San Jose	1,041,466	X		X
47	Santa Ana	331,304			X
48	Santa Maria	107,205			X
49	Stockton	319,188	X	X	X
50	Tracy	95,861			X
51	Turlock	75,030			X
52	Vallejo	118,151		X	X
53	Victorville	127,518			X

## Appendix C: Criteria for Non-Governmental Organizations Receiving BSCC Grant Funds

The California Violence Intervention and Prevention (CalVIP) Grant Program Request for Proposals (RFP) includes requirements that apply to non-governmental organizations that receive funds under this grant. All grantees are responsible for ensuring that any contracted third parties continually meet these requirements as a condition of receiving CalVIP funds. The RFP describes these requirements as follows:

Any non-governmental organization that receives CalVIP grant funds (as either 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 CalVIP 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 a nonprofit and recognized by the Internal Revenue Service as a 501(c)(3) organization;
- Employ persons or volunteers that have a minimum of three (3) years of combined experience in implementing violence reduction strategies and have implemented these strategies within the past five (5) years;
- Be registered with the California Secretary of State's Office;
- Have an Employer Identification Number (EIN);
- Have a valid business license, if applicable;
- 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; and
- Have a physical address in the State of California. (An agent for service of process with a California address is insufficient.)

In the table below, provide the name of the Grantee and list all contracted parties.

### Grantee:

Name of Contracted 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"/>



Grantees are required to update this list and submit it to the 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 2021 CalVIP RFP. These records will be subject to the records and retention language found in Appendices A and C of the Standard Agreement.

Unless prior approval is obtained, the BSCC prohibits disbursement or reimbursement to any NGO 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.)			
NAME OF AUTHORIZED OFFICER	TITLE	TELEPHONE	
STREET ADDRESS	CITY	STATE	ZIP CODE
EMAIL ADDRESS			
SIGNATURE (Blue Ink or E-signature only)		DATE	
x			

## Appendix D: Glossary of Terms and Resources

---

### Case Management

The Commission for Case Manager Certification defines case management as a collaborative process that assesses, plans, implements, coordinates, monitors, and evaluates the options and services required to meet the client's health and human service needs. It is characterized by advocacy, communication, and resource management and promotes quality and cost-effective interventions and outcomes.

Case management is an area of specialty practice within the health and human services professions. Its underlying premise is that everyone benefits when clients reach their optimum level of wellness, self-management, and functional capability. Case management facilitates the achievement of client wellness and autonomy through advocacy, assessment, planning, communication, education, resource management and service facilitation. Based on the needs and values of the client, and in collaboration with all service providers, the case manager links clients with appropriate providers and resources throughout the continuum of health and human services and care settings, while ensuring that the care provided is safe, effective, client-centered, timely, efficient, and equitable. This approach achieves optimum value and desirable outcomes for all community partners and interested parties.

### Collective Efficacy

Social cohesion describes how residents think and feel about their neighborhood. Collective efficacy describes what residences are willing to do to improve their neighborhoods. Although social cohesion is the foundation of collective efficacy, at the core of collective efficacy are the willingness to intervene and the capacity for informal social control.

<https://nij.ojp.gov/topics/articles/collective-efficacy-taking-action-improve-neighborhoods>

### Cognitive Behavioral Therapy

According to the American Psychological Association, cognitive behavioral therapy (CBT) is a form of psychological treatment that has been demonstrated to be effective for a range of problems including depression, anxiety disorders, alcohol and drug use problems, marital problems, eating disorders, and severe mental illness. Numerous research studies suggest that CBT leads to significant improvement in functioning and quality of life. In many studies, CBT has been demonstrated to be as effective as, or more effective than, other forms of psychological therapy or psychiatric medications.

It is important to emphasize that advances in CBT have been made on the basis of both research and clinical practice. Indeed, CBT is an approach for which there is ample scientific evidence that the methods that have been developed actually produce change. In this manner, CBT differs from many other forms of psychological treatment.

CBT is based on several core principles, including:

1. Psychological problems are based, in part, on faulty or unhelpful ways of thinking.
2. Psychological problems are based, in part, on learned patterns of unhelpful behavior.
3. People suffering from psychological problems can learn better ways of coping with them, thereby relieving their symptoms and becoming more effective in their lives.

CBT treatment usually involves efforts to change thinking patterns. These strategies might include:

- Learning to recognize one's distortions in thinking that are creating problems, and then to reevaluate them in light of reality.
- Gaining a better understanding of the behavior and motivation of others.
- Using problem-solving skills to cope with difficult situations.
- Learning to develop a greater sense of confidence in one's own abilities.

CBT treatment also usually involves efforts to change behavioral patterns. These strategies might include:

- Facing one's fears instead of avoiding them.
- Using role playing to prepare for potentially problematic interactions with others.
- Learning to calm one's mind and relax one's body.
- Not all CBT will use all of these strategies. Rather, the psychologist and patient/client work together, in a collaborative fashion, to develop an understanding of the problem and to develop a treatment strategy.

CBT places an emphasis on helping individuals learn to be their own therapists. Through exercises in the session as well as “homework” exercises outside of sessions, patients/clients are helped to develop coping skills, whereby they can learn to change their own thinking, problematic emotions, and behavior.

CBT therapists emphasize what is going on in the person's current life, rather than what has led up to their difficulties. A certain amount of information about one's history is needed, but the focus is primarily on moving forward in time to develop more effective ways of coping with life.

### Cultural Competence

Cultural competence<sup>7</sup> is a set of congruent behaviors, attitudes, and policies that come together in a system, agency or among professionals and enable that system, agency, or those professions to work effectively in cross-cultural situations.

The word **culture** is used because it implies the integrated pattern of human behavior that includes thoughts, communications, actions, customs, beliefs, values and institutions of a racial, ethnic, religious, or social group. The word **competence** is used because it implies having the capacity to function effectively. Essential elements that contribute to a system's, institution's, or agency's ability to become more culturally competent include:

1. Valuing diversity
2. Having the capacity for cultural self-assessment
3. Being conscious of the dynamics inherent when cultures interact
4. Having institutionalized culture knowledge
5. Having developed adaptations to service delivery reflecting an understanding of cultural diversity

These five elements should be manifested at every level of an organization including policy making, administrative, and practice. In addition, these elements should be reflected in the attitudes, structures, policies, and services of the organization.

<sup>7</sup> Cross, T., Bazron, B., Dennis, K., & Isaacs, M., (1989). *Towards A Culturally Competent System of Care, Volume I*. Washington, DC: Georgetown University Child Development Center, CASSP Technical Assistance Center.

## Diversion<sup>8</sup>

In the context of criminal law, diversion refers to diverting an individual out of the criminal justice system by having them complete a diversion program rather than be incarcerated or serve another alternative sentence. Criminal charges are typically dropped when an individual successfully completes a diversion program. The purpose of a diversion program is to effect rehabilitation while avoiding the stigma of a criminal conviction.

A diversion program allows the individual to avoid prosecution by completing various requirements for the program. These requirements could include:

1. Education aimed at preventing future offenses by the offender,
2. Restitution to victims of the offense,
3. Completion of community service hours,
4. Avoiding situations for a specified period of time in the future that may lead to committing another such offense.

Diversion programs are usually only available to individuals charged with misdemeanors and nonviolent felonies involving drugs or alcohol. In some jurisdictions, diversion may be available to individuals charged with domestic violence, child abuse or neglect, traffic-related offenses, or even writing bad checks. Diversion programs are primarily governed by state laws, which vary by state.

## Evaluation: Process Evaluation versus Outcome Evaluation

### Process Evaluation<sup>9</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>10</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).

<sup>8</sup> Diversion Law and Legal Definition, US Legal, <https://definitions.uslegal.com/d/diversion/>

<sup>9</sup> Justice Research and Statistics Association, Juvenile Justice Evaluation Center. (2003, June). *Juvenile Justice Program Evaluation: An overview (Second Edition)* p. 7. Retrieved from [www.jrsa.org/pubs/juv-justice/program-evaluation.pdf](http://www.jrsa.org/pubs/juv-justice/program-evaluation.pdf)

<sup>10</sup> *Id* at pp. 7-8.

- Implementation of regular, ongoing community forums where law enforcement/community dialogue takes place.
- Changes in policies at the Lead Agency level to reflect procedural justice principles.

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

### **Focused Deterrence**

Focused deterrence strategies are problem-oriented strategies that follow the core principles of deterrence theory. The strategies target specific criminalized behavior committed by a small number of individuals identified as being high risk of committing or being involved in violence who are vulnerable to sanctions and punishment. These individuals are directly engaged and informed that continued violence and criminalized behavior will not be tolerated. Targeted individuals are also informed about how the criminal legal system (such as the police and prosecutors) may respond to continued criminalized behavior; mainly that all potential sanctions, or levers, will be applied. The deterrence-based message is reinforced through intense engagement of individuals, or groups of individuals (group or collective violence), who continue to create harm despite previous attempts to intervene. In addition to deterring violent behavior, the strategies also reward positive behavior change among targeted individuals by providing significant financial incentives for participation and positive behavior as a gateway to developing intrinsic motivation that arises from internal and not external rewards.

Focused deterrence strategies generally target youth and adults engaged in group violence. Many focused deterrence interventions have primarily targeted incidents of homicide and serious violence (criminalized activities that usually involve repeated violent behavior) in urban settings (Kennedy 2006).

The focused deterrence framework was developed in Boston during the 1990s. Operation Ceasefire (Boston) was a problem-oriented policing project to stop serious group violence by directly communicating to groups of individuals that violence would no longer be tolerated and was backed by harsh legal sanctions for those who continued to engage in or commit harm. At the same time, youth workers, probation and parole officers, and other community-based organizations offered services and resources to groups engaged in criminalized behaviors. While certain aspects of Ceasefire are beneficial, such as the targeted efforts, threats of or enacting harsh sanctions are not. CBOs should be prioritized in the response, and the response should be restorative and non-punitive.

At a general level, the approach of focused deterrence strategies should include the following:

1. Selecting a particular crime problem (such as homicide),
2. Convening an interagency working group that may include law enforcement, and prioritize social service, and community-based practitioners,
3. Developing a response to individuals or groups of individuals that uses a variety of sanctions (“pulling levers”) to stop continued violent behavior,
4. Focusing social services and community resources on target individuals identified by law enforcement, and

5. Directly and continually communicating with individuals to offer support and provide a better understanding of the implications of violence on individuals and communities.

For more information on focused deterrence, please review the links below:

1. <https://www.crimesolutions.gov/Practice Profile Details>
2. [National Network for Safe Communities – Group Violence Intervention: An Implementation Guide](#)
3. [National Network for Safe Communities – Custom Notifications](#)
4. [The National Network for Safe Communities – Drugs, Race, and Common Ground: Reflections on the High Point Intervention](#)

### Goal versus Objective

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>11</sup>

Examples of goal statements include:<sup>12</sup>

- To reduce the number of youth repeating criminalized behaviors.
- To divert youth who commit nonviolent crimes 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>13</sup> Objectives detail the tasks that must be completed to achieve goals.<sup>14</sup> Descriptions of objectives in the proposals should include three elements:<sup>15</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 include:<sup>16</sup>

- By the end of the program, youth suffering from addiction will recognize the long-term consequences of drug use.
  - To place eligible youth in an intensive healing program within two weeks of adjudication to ensure offender accountability and community safety.

<sup>11</sup> Justice Research and Statistics Association, Juvenile Justice Evaluation Center. (2003, June). *Juvenile Justice Program Evaluation: An overview (Second Edition)*. Retrieved from [www.jrsa.org/pubs/juv-justice/program-evaluation.pdf](http://www.jrsa.org/pubs/juv-justice/program-evaluation.pdf). See also New York State Division of Criminal Justice Services. *A Guide to Developing Goals and Objectives for Your Program*. Retrieved from <http://www.criminaljustice.ny.gov/ofpa/goalwrite.htm>.

<sup>12</sup> *Id.* at p. 4.

<sup>13</sup> National Center for Justice Planning. Overview of Strategic Planning. *Where Do We Want to Be? Goals and Objectives*. Retrieved from <https://web.archive.org/web/20180116031203/http://ncjp.org/strategic-planning/overview/where-do-we-want-be/goals-objectives>.

<sup>14</sup> *Id.*; see *supra* fn 1.

<sup>15</sup> Justice Research and Statistics Association, Juvenile Justice Evaluation Center. (2003, June). *Juvenile Justice Program Evaluation: An overview (Second Edition)* p. 5. Retrieved from [www.jrsa.org/pubs/juv-justice/program-evaluation.pdf](http://www.jrsa.org/pubs/juv-justice/program-evaluation.pdf)

<sup>16</sup> *Id.*



- To ensure that youth carry out all of the terms of the mediation agreements they have worked out with their victims by program completion.

### **Hospital-Based Violence Intervention Programs ([www.nnhvip.org](http://www.nnhvip.org))**

Hospital-based violence intervention programs (HVIPs) vary in the specifics of their design and scope, but typically include a brief intervention in the emergency department or at hospital bedside and post-discharge intensive community-based case management services. HVIP services are provided by culturally competent Violence Prevention Professionals who often also serve in a mentorship capacity. HVIPs are rooted in the philosophy that violence is preventable, and that violent injury offers a “teachable moment” and unique opportunity to break cycles of violence. HVIPs embrace a public health approach to violence prevention as they are grounded in data which indicate that victims of violence are at elevated risk for re-injury and violence perpetration. This model has been the subject of numerous peer-reviewed studies indicating promising impact on injury recidivism, criminal justice contact, and trauma symptoms. HVIPs are now a recommended practice by the federal government.

This strategy aims to (1) provide trained crisis intervention and long-term case management and mentoring home visits and follow-up assistance to youth who are hospitalized for violent injuries, on probation, or identified as being highly at risk for dropout or suspension from school, as well as to their family and friends; (2) prevent retaliatory violence and reduce the total number of youth injured by interpersonal violence; (3) reduce reentry into the hospital and the criminal justice system; (4) prevent dropout and suspension from school for violent incidents; (5) link youth with local resources that help them live nonviolent lifestyles; and (6) provide positive peer role models and promote positive alternatives to violence.

For more information on hospital-based intervention, please review the links below:

1. National Network of Hospital-based Violence Intervention Programs: [www.nnhvip.org](http://www.nnhvip.org)
2. [Key Components of Hospital-based Violence Intervention Programs](#)
3. The Health Alliance for Violence Intervention: [www.thehavi.org](http://www.thehavi.org)

### **Mentoring**

For more information on mentoring, please review the links below:

1. [The Center for Evidence-Based Mentoring](#)
2. [Mentor Resources and Publications](#)
3. [How to Start a Mentoring Program](#)

### **Principles of Effective Intervention**

During the past two decades, there has been renewed interest in examining correctional research. These efforts have been led by researchers such as Gendreau, Andrews, Cullen, Lipsey and others.<sup>17</sup> Much evidence has been generated, leading to the conclusion that many rehabilitation programs have, in fact, produced significant reductions in recidivism. The next critical issue became the identification of those characteristics most commonly associated with

---

<sup>17</sup> For a thorough review of this research, see Cullen, F.T. and B.K. Applegate. 1998. Offender rehabilitation: Effective correctional intervention. Brookfield, Vt.: Ashgate Dartmouth.

effective programs. Through the work of numerous scholars (Andrews et al., 1990<sup>18</sup>; Cullen and Gendreau, 2000<sup>19</sup>; Lipsey 1999<sup>20</sup>), several “principles of effective intervention” have been identified. These principles can be briefly categorized as the following:

- Assess Actuarial Risk/Needs
- Enhance Intrinsic Motivation
- Target Interventions
  - Risk Principle
  - Need Principle
  - Responsivity Principle
  - Dosage
  - Treatment Principle
- Skill Train with Directed Practice
- Increase Positive Reinforcement
- Engage Ongoing Support in Natural Communities
- Measure Relevant Processes/Practices
- Provide Measurement Feedback

### Street Outreach

Street outreach typically occurs inside the framework of a cooperative relationship with other agencies, including probation, law enforcement, social services, and schools. Outreach workers are referred to as “street” outreach workers because their work is not office-based or even institutional- or school-based, but occurs primarily in the targeted neighborhoods, at the street and home level. The model relies on the use of culturally appropriate staff that respond to shootings to prevent retaliation and detect and resolve conflicts that are likely to lead to shootings. They develop relationships with high risk individuals who are likely to engage in gun violence and link them with resources such as education and job training. Staff collaborates with neighborhood organizations and other community groups to organize neighborhood events and public education activities that promote a no-shooting message. The strategy aims to change behaviors, attitudes, and social norms directly related to gun violence.

#### **Example of Street Outreach: The Cure Violence Approach ([www.cvg.org](http://www.cvg.org))**

Cure Violence is an example of a street outreach model that is used around the country. The Cure Violence model was developed in 1995 by the Chicago Project for Violence Prevention, under the auspices of the University of Illinois at Chicago’s School of Public Health. Cure Violence takes a public health approach to stopping shootings and killings, focusing on interrupting violence and the transmission of norms that promote it.

Using a multi-pronged approach to prevent shootings involving youth and young adults from ages 14-25, the model relies on the use of culturally appropriate staff who respond to

<sup>18</sup> Andrews, D.A., I. Zinger, R.D. Hoge, J. Bonta, P. Gendreau and F.T. Cullen. 1990. Does correctional treatment work? A clinically relevant and psychologically informed meta-analysis. *Criminology* 28(3):369-404.

<sup>19</sup> Cullen, F.T. and P. Gendreau. 2000. Assessing correctional rehabilitation: Policy, practice, and prospects. In *Criminal justice 2000: Volume 3 – Policies, processes, and decisions of the criminal justice system*, ed. J. Horney, 109-175. Washington, D.C.: U.S. Department of Justice, National Institute of Justice.

<sup>20</sup> Lipsey, M.W. 1999. Can intervention rehabilitate serious delinquents? *The Annuals of the American Academy of Political and Social Science*, 564(2):142-166.



shootings to prevent retaliation and detect and resolve conflicts that are likely to lead to shootings. They develop relationships with high risk individuals who are likely to engage in gun violence and link them with resources such as education and job training. Staff collaborates with neighborhood organizations and other community groups to organize neighborhood events and public education activities that promote a no-shooting message. The strategy aims to change behaviors, attitudes, and social norms directly related to gun violence.

Cure Violence stops the spread of violence by using the methods and strategies associated with disease control:

### 1. Detecting and interrupting conflicts

Trained violence interrupters and outreach workers prevent shootings by identifying and mediating potentially lethal conflicts in the community and following up to ensure that the conflict does not reignite.

- a. Prevent Retaliations: Whenever a shooting happens, trained workers immediately work in the community and at the hospital to cool down emotions and prevent retaliations – working with the victims, friends and family of the victim, and anyone else is connected with the event.
- b. Mediate Ongoing Conflicts: Workers identify ongoing conflicts by talking to key people in the community about ongoing disputes, recent arrests, recent prison releases, and other situations and use mediation techniques to resolve them peacefully.
- c. Keep Conflicts ‘Cool’: Workers follow up with conflicts for as long as needed, sometimes for months, to ensure that the conflict does not become violent.

### 2. Identifying and treating the highest risk individuals

Trained, culturally-appropriate outreach workers work with the highest risk individuals to make them less likely to commit violence by meeting them where they are at, talking to them about the costs of using violence, and helping them to obtain the social services they need – such as job training and drug treatment.

- a. Access Highest Risk: Workers utilize their trust with high-risk individuals to establish contact, develop relationships, begin to work with the people most likely to be involved in violence.
- b. Change Behaviors: Workers engage with high-risk individuals to convince them to reject the use of violence by discussing the cost and consequences of violence and teaching alternative responses to situations.
- c. Provide Treatment: Workers develop a caseload of clients who they work with intensively – seeing several times a week and assisting with their needs such as drug treatment, employment, leaving gangs.

### 3. Mobilizing the community to change norms

Workers engage leaders in the community as well as community residents, local business owners, faith leaders, service providers, and the high risk, conveying the message that the residents, groups, and the community do not support the use of violence.

- a. Respond to Every Shooting: Whenever a shooting occurs, workers organize a response where dozens of community members voice their objection to the shooting.

- b. Organize Community: Workers coordinate with existing and establish new block clubs, tenant councils, and neighborhood associations to assist.
- c. Spread Positive Norms: Program distributes materials and hosts events to convey the message that violence is not acceptable.

### **System-Impacted**

Berkely Underground Scholars defines system-impacted as a person who is legally, economically, or familiarly affected in a negative way by the incarceration of a close relative. System-impacted also includes people who have been arrested and/or convicted without incarceration.

The 2021 CalVIP ESC further defined Indirectly and Directly System-Impacted as anyone who is directly affected by incarceration, the criminal legal system, community supervision and/or anyone who was involved with the youth foster care system.

DRAFT

## Appendix E: Sample Letter of Commitment for Key Partners

---

If the success of the proposed strategy relies on the participation of an outside agency or organization – that is, if an entity other than the applicant is to play a necessary or critical role in project implementation – the applicant must include a Letter of Agreement, Letter of Commitment or other signed written agreement to demonstrate that the outside agency is aware of the proposed partnership and agrees to participate.

[to be submitted on letterhead of the OUTSIDE ENTITY]

---

To: Board of State and Community Corrections  
Re: California Violence Intervention & Prevention (CalVIP) Grant  
Date: [must be within 3 months of proposal submission]

This letter is being submitted to document that [NAME OF THE OUTSIDE ENTITY] agrees to partner on the CalVIP grant proposal being submitted by [NAME OF APPLICANT].

As a part of this grant, [NAME OF OUTSIDE ENTITY] agrees to [DESCRIBE THE NATURE OF THE PARTNERSHIP, I.E. WHAT THE OUTSIDE ENTITY IS AGREEING TO DO, ETC.].

Signed by,

Name, Title

[must be the Executive Officer, Department Head or other Authorized Representative of the Outside Entity]

## Appendix F: Sample Grant Agreement

STATE OF CALIFORNIA DEPARTMENT OF GENERAL SERVICES

SCO ID: 5227-BSCCXXX22

**STANDARD AGREEMENT**

STD 213 (Rev 03/2019)

AGREEMENT NUMBER

**BSCC XXX- 22**

PURCHASING AUTHORITY NUMBER (If Applicable)

**BSCC-5227**

1. This Agreement is entered into between the Contracting Agency and the Contractor named below:

CONTRACTING AGENCY NAME

**BOARD OF STATE AND COMMUNITY CORRECTIONS**

CONTRACTOR NAME

**XXX**

2. The term of this Agreement is:

START DATE

**JULY 1, 2022**

THROUGH END DATE

**DECEMBER 31, 2025**

3. The maximum amount of this Agreement is:

**\$000,000.00**

4. The parties agree to comply with the terms and conditions of the following exhibits, attachments, and appendices which are by this reference made a part of the Agreement.

EXHIBITS	TITLE	PAGES
Exhibit A	Scope of Work	3
Exhibit B	Budget Detail and Payment Provisions	4
Exhibit C	General Terms and Conditions (04/2017)	4
Exhibit D	Special Terms and Conditions	4
Attachment 1*	California Violence Intervention & Prevention Grant Request for Proposals	*
Attachment 2	CalVIP Grant Proposal	xx
Appendix A	CalVIP Executive Steering Committee	1
Appendix B	Criteria for Non-Governmental Organizations Receiving BSCC Program Funds	2

\* This item is hereby incorporated by reference and can be viewed at: [http://www.bscc.ca.gov/s\\_cpqpcalvipgrant/](http://www.bscc.ca.gov/s_cpqpcalvipgrant/)

IN WITNESS WHEREOF, THIS AGREEMENT HAS BEEN EXECUTED BY THE PARTIES HERETO.

**CONTRACTOR**

CONTRACTOR NAME (if other than an individual, state whether a corporation, partnership, etc.)

**GRANTEE NAME**

CONTRACTOR BUSINESS ADDRESS

**XXX**

CITY

**XXX**

STATE

**XX**

ZIP

**XXX**

PRINTED NAME OF PERSON SIGNING

**XXX**

TITLE

**XXX**

CONTRACTOR AUTHORIZED SIGNATURE

DATE SIGNED

**STATE OF CALIFORNIA**

CONTRACTING AGENCY NAME

**BOARD OF STATE AND COMMUNITY CORRECTIONS**

CONTRACTING AGENCY ADDRESS

2590 Venture Oaks Way, Suite 200

CITY

Sacramento

STATE

CA

ZIP

95833

PRINTED NAME OF PERSON SIGNING

RICARDO GOODRIDGE

TITLE

Deputy Director

CONTRACTING AGENCY AUTHORIZED SIGNATURE

DATE SIGNED

## EXHIBIT A: SCOPE OF WORK

### 1. GRANT AGREEMENT – CALIFORNIA VIOLENCE AND INTERVENTION (CaVIP) GRANT

This Grant Agreement is between the State of California, Board of State and Community Corrections (hereafter referred to as BSCC) and **Grantee Name** (hereafter referred to as the Grantee or Contractor).

### 2. PROJECT SUMMARY AND ADMINISTRATION

- A. The purpose of the CaVIP Grant is to improve public health and safety by supporting effective violence reduction initiatives in communities that are disproportionately impacted by violence, particularly group-member involved homicides, shootings, and aggravated assaults (Penal Code Sec. 14131(b)).
- B. Grantee agrees to administer the project in accordance with Attachment 1: CaVIP Request for Proposals (incorporated by reference) and Attachment 2: CaVIP Grant Proposal, which are attached hereto and made part of this agreement.

### 3. PROJECT OFFICIALS

- A. The BSCC's Executive Director or designee shall be the BSCC's representative for administration of the Grant Agreement and shall have authority to make determinations relating to any controversies that may arise under or regarding the interpretation, performance, or payment for work performed under this Grant Agreement.
- B. The Grantee's project officials shall be those identified as follows:

**Authorized Officer** with legal authority to sign:

Name:     xxx  
 Title:     xxx  
 Address:   xxx  
 Phone:     xxx

**Designated Financial Officer** authorized to receive warrants:

Name:     xxx  
 Title:     xxx  
 Address:   xxx  
 Phone:     xxx  
 Email:     xxx

**Project Director** authorized to administer the project:

Name:     xxx  
 Title:     xxx  
 Address:   xxx  
 Phone:     xxx  
 Email:     xxx

- C. Either party may change its project representatives upon written notice to the other party.
- D. By signing this Grant Agreement, the Authorized Officer listed above warrants that he or she has full legal authority to bind the entity for which he or she signs.

### 4. DATA COLLECTION

Grantees will be required to comply with all data collection and reporting requirements as described in Attachment 1: CaVIP Request for Proposals and Attachment 2: CaVIP Grant Proposal.

## EXHIBIT A: SCOPE OF WORK

### 5. REPORTING REQUIREMENTS

- A. Grantee will submit quarterly progress reports in a format prescribed by the BSCC. These reports, which will describe progress made on program objectives and include required data, shall be submitted according to the following schedule:

#### Quarterly Progress Report Periods

1. July 1, 2022 to September 30, 2022
2. October 1, 2022 to December 31, 2022
3. January 1, 2023 to March 31, 2023
4. April 1, 2023 to June 30, 2023
5. July 1, 2023 to September 30, 2023
6. October 1, 2023 to December 31, 2023
7. January 1, 2024 to March 31, 2024
8. April 1, 2024 to June 30, 2024
9. July 1, 2024 to September 30, 2024
10. October 1, 2024 to December 31, 2024
11. January 1, 2025 to March 31, 2025
12. April 1, 2025 to June 30, 2025

#### Due no later than:

- November 15, 2022  
 February 15, 2023  
 May 15, 2023  
 August 15, 2023  
 November 15, 2023  
 February 15, 2024  
 May 15, 2024  
 August 15, 2024  
 November 15, 2024  
 February 15, 2025  
 May 15, 2025  
 August 15, 2025

#### B. Evaluation Documents

1. Local Evaluation Plan
2. Final Local Evaluation Report

#### Due no later than:

- January 3, 2023  
 December 31, 2025

#### C. Other

Financial Audit Report

#### Due no later than:

December 31, 2025

### 6. PROJECT RECORDS

- A. The Grantee shall establish an official file for the project. The file shall contain adequate documentation of all actions taken with respect to the project, including copies of this Grant Agreement, approved program/budget modifications, financial records and required reports.
- B. The Grantee shall establish separate accounting records and maintain documents and other evidence sufficient to properly reflect the amount, receipt, and disposition of all project funds, including grant funds and any matching funds by the Grantee and the total cost of the project. Source documentation includes copies of all awards, applications, approved modifications, financial records, and narrative reports.
- C. Personnel and payroll records shall include the time and attendance reports for all individuals reimbursed under the grant, whether they are employed full-time or part-time. Time and effort reports are also required for all subcontractors and consultants.
- D. The grantee shall maintain documentation of donated goods and/or services, including the basis for valuation.
- E. Grantee agrees to protect records adequately from fire or other damage. When records are stored away from the Grantee's principal office, a written index of the location of records stored must be on hand and ready access must be assured.
- F. All Grantee records relevant to the project must be preserved a minimum of three (3) years after closeout of the grant project and shall be subject at all reasonable times to inspection, examination, monitoring, copying, excerpting, transcribing, and auditing by the BSCC or

## EXHIBIT A: SCOPE OF WORK

designees. If any litigation, claim, negotiation, audit, or other action involving the records has been started before the expiration of the three-year period, the records must be retained until the completion of the action and resolution of all issues which arise from it or until the end of the regular three-year period, whichever is later.

### 7. CONFLICT OF INTEREST

- A. Existing law prohibits any grantee, subgrantee, partner or like party who participated on the CalVIP Executive Steering Committee (See Appendix A) from receiving funds from the CalVIP grants awarded under this RFP. Applicants who are awarded grants under this RFP are responsible for reviewing the CalVIP ESC membership roster (see Appendix A) and ensuring that no grant dollars are passed through to any entity represented by the members of the CalVIP ESC.
- B. In cases of an actual conflict of interest with an ESC member, the Board may revoke the grant award and legal consequences could exist for the parties involved, including, but not limited to, repayment of the grant award.

### 8. FINANCIAL AUDIT

Grantees are required to provide the BSCC with a financial audit no later than the end of the contract term, December 31, 2025. The financial audit shall be performed by a Certified Public Accountant or a participating county or city auditor that is organizationally independent from the participating county's or city's project financial management functions. Expenses for this final audit may be reimbursed for actual costs up to \$25,000.



## EXHIBIT B: BUDGET DETAIL AND PAYMENT PROVISIONS

### 1. INVOICING AND PAYMENTS (grantee to select monthly or quarterly)

- A. The Grantee shall be paid in monthly in arrears by submitting an invoice (Form 201) to the BSCC that outlines actual expenditures claimed for the invoicing period.

#### Monthly Invoicing Periods:

1. July 1, 2022 to July 31, 2022	<b>Due no later than:</b> September 15, 2022
2. August 1, 2022 to August 31, 2022	October 15, 2022
3. September 1, 2022 to September 30, 2022	November 15, 2022
4. October 1, 2022 to October 31, 2022	December 15, 2022
5. November 1, 2022 to November 30, 2022	January 15, 2023
6. December 1, 2022 through December 31, 2022	February 15, 2023
7. January 1, 2023 to January 31, 2023	March 15, 2023
8. February 1, 2023 to February 28, 2023	April 15, 2023
9. March 1, 2023 to March 31, 2023	May 15, 2023
10. April 1, 2023 to April 30, 2023	June 15, 2023
11. May 1, 2023 to May 31, 2023	July 15, 2023
12. June 1, 2023 to June 30, 2023	August 15, 2023
13. July 1, 2023 to July 31, 2023	September 15, 2023
14. August 1, 2023 to August 31, 2023	October 15, 2023
15. September 1, 2023 to September 30, 2023	November 15, 2023
16. October 1, 2023 to October 31, 2023	December 15, 2023
17. November 1, 2023 to November 30, 2023	January 15, 2024
18. December 1, 2023 to December 31, 2023	February 15, 2024
19. January 1, 2024 to January 31, 2024	March 15, 2024
20. February 1, 2024 to February 29, 2024	April 15, 2024
21. March 1, 2024 to March 31, 2024	May 15, 2024
22. April 1, 2024 to April 30, 2024	June 15, 2024
23. May 1, 2024 to May 31, 2024	July 15, 2024
24. June 1, 2024 to June 30, 2024	August 15, 2024
25. July 1, 2024 to July 31, 2024	September 15, 2024
26. August 1, 2024 to August 31, 2024	October 15, 2024
27. September 1, 2024 to September 30, 2024	November 15, 2024
28. October 1, 2024 to October 31, 2024	December 15, 2024
29. November 1, 2024 to November 30, 2024	January 15, 2025
30. December 1, 2024 to December 31, 2024	February 15, 2025
31. January 1, 2025 to January 31, 2025	March 15, 2025
32. February 1, 2025 to February 28, 2025	April 15, 2025
33. March 1, 2025 to March 31, 2025	May 15, 2025
34. April 1, 2025 to April 30, 2025	June 15, 2025
35. May 1, 2025 to May 31, 2025	July 15, 2025
36. June 1, 2025 to June 30, 2025	August 15, 2025

#### Final Invoicing Periods\*:

37. July 1, 2025 to July 31, 2025	<b>Due no later than:</b> September 15, 2025
38. August 1, 2025 to August 31, 2025	October 15, 2025
39. September 1, 2025 to September 30, 2025	November 15, 2025

## EXHIBIT B: BUDGET DETAIL AND PAYMENT PROVISIONS

40. October 1, 2025 to October 31, 2025	December 15, 2025
41. November 1, 2025 to November 30, 2025	January 15, 2026
42. December 1, 2025 to December 31, 2025	February 15, 2026

*\*Note: Project activity period ends June 30, 2025. The period of July 1, 2025 to December 31, 2025 is for completion of Final Local Evaluation Report and financial audit only.*

- B. The Grantee shall be paid in quarterly in arrears by submitting an invoice (Form 201) to the BSCC that outlines actual expenditures claimed for the invoicing period.

### Quarterly Invoicing Periods:

	<b>Due no later than:</b>
1. July 1, 2022 to September 30, 2022	November 15, 2022
2. October 1, 2022 to December 31, 2022	February 15, 2023
3. January 1, 2023 to March 31, 2023	May 15, 2023
4. April 1, 2023 to June 30, 2023	August 15, 2023
5. July 1, 2023 to September 30, 2023	November 15, 2023
6. October 1, 2023 to December 31, 2023	February 15, 2024
7. January 1, 2024 to March 31, 2024	May 15, 2024
8. April 1, 2024 to June 30, 2024	August 15, 2024
9. July 1, 2024 to September 30, 2024	November 15, 2024
10. October 1, 2024 to December 31, 2024	February 15, 2025
11. January 1, 2025 to March 31, 2025	May 15, 2025
12. April 1, 2025 to June 30, 2025	August 15, 2025

### Final Invoicing Periods\*:

	<b>Due no later than:</b>
13. July 1, 2025 to September 30, 2025	November 15, 2025
14. October 1, 2025 to December 31, 2025	February 15, 2026

*\*Note: Project activity period ends June 30, 2025. The period of July 1, 2025 to December 31, 2025 is for completion of Final Local Evaluation Report and financial audit only.*

- B. All project expenditures (excluding costs associated with the completion of the Final Local Evaluation Report and the financial audit) and all obligated match contributions must be incurred by the end of the grant project period, June 30, 2025, and included on the invoice due August 15, 2025. Project expenditures incurred after June 30, 2025 will not be reimbursed.
- C. The Final Local Evaluation Report is due to BSCC by December 31, 2025. Expenditures incurred for the completion of the Final Local Evaluation Report during the period of July 1, 2025 to December 31, 2025 must be submitted during the Final Invoicing Period(s), with the final invoice due on February 15, 2026. Supporting fiscal documentation will be required for all expenditures claimed on during the Final Invoicing Periods and must be submitted with the final invoice.
- D. The financial audit is due to BSCC by December 31, 2025. Expenditures incurred for the completion of the financial audit during the period of July 1, 2025 to December 31, 2025 must be submitted during the Final Invoicing Periods, with the final invoice due on February 15, 2026. Supporting fiscal documentation will be required for all expenditures claimed during the Final Invoicing Periods and must be submitted with the final invoice.
- D. Grantee shall submit an invoice to the BSCC each invoicing period, even if grant funds are not expended or requested during the invoicing period.

## **EXHIBIT B: BUDGET DETAIL AND PAYMENT PROVISIONS**

- E. Upon the BSCC's request, supporting documentation must be submitted for project expenditures. Grantees are required to maintain supporting documentation for all expenditures on the project site for the life of the grant and make it readily available for review during BSCC site visits. See Exhibit A. Scope of Work, Item 6. Project Records.

### **2. GRANT AMOUNT AND LIMITATION**

- A. In no event shall the BSCC be obligated to pay any amount in excess of the grant award. Grantee waives any and all claims against the BSCC, and the State of California on account of project costs that may exceed the sum of the grant award.
- B. Under no circumstance will a budget item change be authorized that would cause the project to exceed the amount of the grant award identified in this Grant Agreement.

### **3. BUDGET CONTINGENCY CLAUSE**

- A. This grant agreement is valid through CalVIP funding generated from the General Fund. The Grantee agrees that the BSCC's obligation to pay any sum to the grantee under any provision of this agreement is contingent upon the availability of sufficient funding granted through the passage of Assembly Bill 129 (Statutes of 2021, Chapter 21), also known as the California Budget Act of 2021. It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Grant Agreement does not appropriate sufficient funds for the program, this Grant Agreement shall be of no further force and effect. In this event, the BSCC shall have no liability to pay any funds whatsoever to Grantee or to furnish any other considerations under this Agreement and Grantee shall not be obligated to perform any provisions of this Grant Agreement.
- B. If CalVIP funding is reduced or falls below estimates contained within the CalVIP Request for Proposals, the BSCC shall have the option to either cancel this Grant Agreement with no liability occurring to the BSCC or offer an amendment to this agreement to the Grantee to reflect a reduced amount.
- C. If BSCC cancels the agreement pursuant to Paragraph 3(B) or Grantee does not agree to an amendment in accordance with the option provided by Paragraph 3(B), it is mutually agreed that the Grant Agreement shall have no further force and effect. In this event, the BSCC shall have no liability to pay any funds whatsoever to Grantee or to furnish any other considerations under this Agreement and Grantee shall not be obligated to perform any provisions of this Grant Agreement except that Grantee shall be required to maintain all project records required by Paragraph 6 of Exhibit A for a period of three (3) years following the termination of this agreement.

### **4. PROJECT COSTS**

- A. Grantee is responsible for ensuring that actual expenditures are for eligible project costs. "Eligible" and "ineligible" project costs are set forth in the July 2020 BSCC Grant Administration Guide, which can be found under Quick Links here:

[https://www.bscc.ca.gov/s\\_correctionsplanningandprograms/](https://www.bscc.ca.gov/s_correctionsplanningandprograms/)

The provisions of the BSCC Grant Administration Guide are incorporated by reference into this agreement and Grantee shall be responsible for adhering to the requirements set forth therein. To the extent any of the provisions of the BSCC Grant Administration Guide and this agreement conflict, the language in this agreement shall prevail.

- B. Grantee is responsible for ensuring that invoices submitted to the BSCC claim actual expenditures for eligible project costs.

## **EXHIBIT B: BUDGET DETAIL AND PAYMENT PROVISIONS**

- C. Grantee shall, upon demand, remit to the BSCC any grant funds not expended for eligible project costs or an amount equal to any grant funds expended by the Grantee in violation of the terms, provisions, conditions or commitments of this Grant Agreement.
- D. Grant funds must be used to support new program activities or to augment existing funds that expand current program activities. Grant funds shall not replace (supplant) any federal, state and/or local funds that have been appropriated for the same purpose. Violations can result in recoupment of monies provided under this grantor suspension of future program funding through BSCC grants.

### **5. PROMPT PAYMENT CLAUSE**

Payment will be made in accordance with, and within the time specified in, Government Code Chapter 4.5, commencing with Section 927.

### **6. WITHHOLDING OF GRANT DISBURSEMENTS**

- A. The BSCC may withhold all or any portion of the grant funds provided by this Grant Agreement in the event the Grantee has materially and substantially breached the terms and conditions of this Grant Agreement.
- B. At such time as the balance of state funds allocated to the Grantee reaches five percent (5%), the BSCC may withhold that amount as security, to be released to the Grantee upon compliance with all grant provisions, including:
  - 1) submittal and approval of the final invoice;
  - 2) submittal and approval of the final progress report; and
  - 3) submittal and approval of any additional required reports, including but not limited to the Final Local Evaluation Report and the financial audit.
- C. The BSCC will not reimburse Grantee for costs identified as ineligible for grant funding. If grant funds have been provided for costs subsequently deemed ineligible, the BSCC may either withhold an equal amount from future payments to the Grantee or require repayment of an equal amount to the State by the Grantee.
- D. In the event that grant funds are withheld from the Grantee, the BSCC's Executive Director or designee shall notify the Grantee of the reasons for withholding and advise the Grantee of the time within which the Grantee may remedy the failure or violation leading to the withholding.

**EXHIBIT B: BUDGET DETAIL AND PAYMENT PROVISIONS****7. PROJECT BUDGET**

<b>BSCC Budget Line Item</b>	<b>A. Grant Funds</b>	<b>B. Match</b>	<b>C. Total (A+B)</b>
1. Salaries and Benefits	\$0	\$0	\$0
2. Services and Supplies	\$0	\$0	\$0
3. Health and Wellness	\$0	\$0	\$0
4. Professional Services or Public Agency Subcontracts	\$0	\$0	\$0
5. Non-Governmental Organization (NGO) Subcontracts	\$0	\$0	\$0
6. Equipment/Fixed Assets	\$0	\$0	\$0
7. Project Evaluation	\$0	\$0	\$0
8. Financial Audit	\$0	\$0	\$0
9. Other (Travel, Training, etc.)	\$0	\$0	\$0
10. Indirect Costs	\$0	\$0	\$0
<b>TOTALS</b>	\$0	\$0	\$0

**EXHIBIT C: GENERAL TERMS AND CONDITIONS (04/2017)**

1. **APPROVAL:** This Agreement is of no force or effect until signed by both parties and approved by the Department of General Services, if required. Contractor may not commence performance until such approval has been obtained.
2. **AMENDMENT:** No amendment or variation of the terms of this Agreement shall be valid unless made in writing, signed by the parties and approved as required. No oral understanding or Agreement not incorporated in the Agreement is binding on any of the parties.
3. **ASSIGNMENT:** This Agreement is not assignable by the Contractor, either in whole or in part, without the consent of the State in the form of a formal written amendment.
4. **AUDIT:** Contractor agrees that the awarding department, the Department of General Services, the Bureau of State Audits, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. Contractor agrees to maintain such records for possible audit for a minimum of three (3) years after final payment, unless a longer period of records retention is stipulated. Contractor agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, Contractor agrees to include a similar right of the State to audit records and interview staff in any subcontract related to performance of this Agreement. (Gov. Code §8546.7, Pub. Contract Code §10115 et seq., CCR Title 2, Section 1896).
5. **INDEMNIFICATION:** Contractor agrees to indemnify, defend and save harmless the State, its officers, agents and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, suppliers, laborers, and any other person, firm or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this Agreement, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by Contractor in the performance of this Agreement.
6. **DISPUTES:** Contractor shall continue with the responsibilities under this Agreement during any dispute.
7. **TERMINATION FOR CAUSE:** The State may terminate this Agreement and be relieved of any payments should the Contractor fail to perform the requirements of this Agreement at the time and in the manner herein provided. In the event of such termination the State may proceed with the work in any manner deemed proper by the State. All costs to the State shall be deducted from any sum due the Contractor under this Agreement and the balance, if any, shall be paid to the Contractor upon demand.
8. **INDEPENDENT CONTRACTOR:** Contractor, and the agents and employees of Contractor, in the performance of this Agreement, shall act in an independent capacity and not as officers or employees or agents of the State.
9. **RECYCLING CERTIFICATION:** The Contractor shall certify in writing under penalty of perjury, the minimum, if not exact, percentage of post-consumer material as defined in the Public Contract Code Section 12200, in products, materials, goods, or supplies offered or sold to the State regardless of whether the product meets the requirements of Public Contract Code Section 12209. With respect to printer or duplication cartridges that comply with the requirements of Section 12156(e), the certification required by this subdivision shall specify that the cartridges so comply (Pub. Contract Code §12205).
10. **NON-DISCRIMINATION CLAUSE:** During the performance of this Agreement, Contractor and its subcontractors shall not deny the contract's benefits to any person on the basis of race, religious



## EXHIBIT C: GENERAL TERMS AND CONDITIONS (04/2017)

creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status, nor shall they discriminate unlawfully against any employee or applicant for employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status. Contractor shall insure that the evaluation and treatment of employees and applicants for employment are free of such discrimination. Contractor and subcontractors shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code §12900 et seq.), the regulations promulgated thereunder (Cal. Code Regs., tit. 2, §11000 et seq.), the provisions of Article 9.5, Chapter 1, Part 1, Division 3, Title 2 of the Government Code (Gov. Code §§11135-11139.5), and the regulations or standards adopted by the awarding state agency to implement such article. Contractor shall permit access by representatives of the Department of Fair Employment and Housing and the awarding state agency upon reasonable notice at any time during the normal business hours, but in no case less than 24 hours' notice, to such of its books, records, accounts, and all other sources of information and its facilities as said Department or Agency shall require to ascertain compliance with this clause. Contractor and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement. (See Cal. Code Regs., tit. 2, §11105.)

Contractor shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the Agreement.

11. **CERTIFICATION CLAUSES:** The CONTRACTOR CERTIFICATION CLAUSES contained in the document [CCC 04/2017](#) are hereby incorporated by reference and made a part of this Agreement by this reference as if attached hereto.
12. **TIMELINESS:** Time is of the essence in this Agreement.
13. **COMPENSATION:** The consideration to be paid Contractor, as provided herein, shall be in compensation for all of Contractor's expenses incurred in the performance hereof, including travel, per diem, and taxes, unless otherwise expressly so provided.
14. **GOVERNING LAW:** This contract is governed by and shall be interpreted in accordance with the laws of the State of California.
15. **ANTITRUST CLAIMS:** The Contractor by signing this agreement hereby certifies that if these services or goods are obtained by means of a competitive bid, the Contractor shall comply with the requirements of the Government Codes Sections set out below.
  - A. The Government Code Chapter on Antitrust claims contains the following definitions:
    - 1) "Public purchase" means a purchase by means of competitive bids of goods, services, or materials by the State or any of its political subdivisions or public agencies on whose behalf the Attorney General may bring an action pursuant to subdivision (c) of Section 16750 of the Business and Professions Code.
    - 2) "Public purchasing body" means the State or the subdivision or agency making a public purchase. Government Code Section 4550.
  - B. In submitting a bid to a public purchasing body, the bidder offers and agrees that if the bid is accepted, it will assign to the purchasing body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2 (commencing with Section 16700) of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, materials, or services by the bidder for sale



## EXHIBIT C: GENERAL TERMS AND CONDITIONS (04/2017)

to the purchasing body pursuant to the bid. Such assignment shall be made and become effective at the time the purchasing body tenders final payment to the bidder. Government Code Section 4552.

- C. If an awarding body or public purchasing body receives, either through judgment or settlement, a monetary recovery for a cause of action assigned under this chapter, the assignor shall be entitled to receive reimbursement for actual legal costs incurred and may, upon demand, recover from the public body any portion of the recovery, including treble damages, attributable to overcharges that were paid by the assignor but were not paid by the public body as part of the bid price, less the expenses incurred in obtaining that portion of the recovery. Government Code Section 4553.
- D. Upon demand in writing by the assignor, the assignee shall, within one year from such demand, reassign the cause of action assigned under this part if the assignor has been or may have been injured by the violation of law for which the cause of action arose and (a) the assignee has not been injured thereby, or (b) the assignee declines to file a court action for the cause of action. See Government Code Section 4554.

**16. CHILD SUPPORT COMPLIANCE ACT:** For any Agreement in excess of \$100,000, the contractor acknowledges in accordance with Public Contract Code 7110, that:

- A. The contractor recognizes the importance of child and family support obligations and shall fully comply with all applicable state and federal laws relating to child and family support enforcement, including, but not limited to, disclosure of information and compliance with earnings assignment orders, as provided in Chapter 8 (commencing with section 5200) of Part 5 of Division 9 of the Family Code; and
- B. The contractor, to the best of its knowledge is fully complying with the earnings assignment orders of all employees and is providing the names of all new employees to the New Hire Registry maintained by the California Employment Development Department.

**17. UNENFORCEABLE PROVISION:** In the event that any provision of this Agreement is unenforceable or held to be unenforceable, then the parties agree that all other provisions of this Agreement have force and effect and shall not be affected thereby.

**18. PRIORITY HIRING CONSIDERATIONS:** If this Contract includes services in excess of \$200,000, the Contractor shall give priority consideration in filling vacancies in positions funded by the Contract to qualified recipients of aid under Welfare and Institutions Code Section 11200 in accordance with Pub. Contract Code §10353.

**19. SMALL BUSINESS PARTICIPATION AND DVBE PARTICIPATION REPORTING REQUIREMENTS:**

- A. If for this Contract Contractor made a commitment to achieve small business participation, then Contractor must within 60 days of receiving final payment under this Contract (or within such other time period as may be specified elsewhere in this Contract) report to the awarding department the actual percentage of small business participation that was achieved. (Govt. Code § 14841.)
- B. If for this Contract Contractor made a commitment to achieve disabled veteran business enterprise (DVBE) participation, then Contractor must within 60 days of receiving final payment under this Contract (or within such other time period as may be specified elsewhere in this Contract) certify in a report to the awarding department: (1) the total amount the prime Contractor received under the Contract; (2) the name and address of the DVBE(s) that participated in the performance of the Contract; (3) the amount each DVBE received from the prime Contractor; (4)

**EXHIBIT C: GENERAL TERMS AND CONDITIONS (04/2017)**

that all payments under the Contract have been made to the DVBE; and (5) the actual percentage of DVBE participation that was achieved. A person or entity that knowingly provides false information shall be subject to a civil penalty for each violation. (Mil. & Vets. Code § 999.5(d); Govt. Code § 14841.)

- 20. LOSS LEADER:** If this contract involves the furnishing of equipment, materials, or supplies then the following statement is incorporated: It is unlawful for any person engaged in business within this state to sell or use any article or product as a “loss leader” as defined in Section 17030 of the Business and Professions Code. (PCC 10344(e).)

DRAFT

## EXHIBIT D: SPECIAL TERMS AND CONDITIONS

### 1. GRANTEE'S GENERAL RESPONSIBILITY

5. Grantee agrees to comply with all terms and conditions of this Grant Agreement. Review and approval by the BSCC are solely for the purpose of proper administration of grant funds and shall not be deemed to relieve or restrict the Grantee's responsibility.
- D. Grantee is responsible for the performance of all project activities identified in Attachment 1: CalVIP Request for Proposals Request for Proposals and Attachment 2: CalVIP Grant Proposal.
- E. Grantee shall immediately advise the BSCC of any significant problems or changes that arise during the course of the project.

### 2. GRANTEE ASSURANCES AND COMMITMENTS

- A. Compliance with Laws and Regulations  
This Grant Agreement is governed by and shall be interpreted in accordance with the laws of the State of California. Grantee shall at all times comply with all applicable State laws, rules and regulations, and all applicable local ordinances.
- B. Fulfillment of Assurances and Declarations  
Grantee shall fulfill all assurances, declarations, representations, and statements made by the Grantee in Attachment 1: CalVIP Request for Proposals Request for Proposals and Attachment 2: CalVIP Proposal, documents, amendments, approved modifications, and communications filed in support of its request for grant funds.
- C. Permits and Licenses  
Grantee agrees to procure all permits and licenses necessary to complete the project, pay all charges and fees, and give all notices necessary or incidental to the due and lawful proceeding of the project work.

### 3. POTENTIAL SUBCONTRACTORS

- A. In accordance with the provisions of this Grant Agreement, the Grantee may subcontract for services needed to implement and/or support program activities. Grantee agrees that in the event of any inconsistency between this Grant Agreement and Grantee's agreement with a subcontractor, the language of this Grant Agreement will prevail.
- B. Nothing contained in this Grant Agreement or otherwise, shall create any contractual relation between the BSCC and any subcontractors, and no subcontract shall relieve the Grantee of his responsibilities and obligations hereunder. The Grantee agrees to be as fully responsible to the BSCC for the acts and omissions of its subcontractors and of persons either directly or indirectly employed by any of them as it is for the acts and omissions of persons directly employed by the Grantee. The Grantee's obligation to pay its subcontractors is an independent obligation from the BSCC's obligation to make payments to the Grantee. As a result, the BSCC shall have no obligation to pay or to enforce the payment of any moneys to any subcontractor.
- C. Grantee shall ensure that all subcontractors comply with the eligibility requirements stated in the CalVIP RFP and described in Appendix B.
- D. Grantee assures that for any subcontract awarded by the Grantee, such insurance and fidelity bonds, as is customary and appropriate, will be obtained.
- E. Grantee agrees to place appropriate language in all subcontracts for work on the project requiring the Grantee's subcontractors to:
  - 1) Books and Records

## EXHIBIT D: SPECIAL TERMS AND CONDITIONS

Maintain adequate fiscal and project books, records, documents, and other evidence pertinent to the subcontractor's work on the project in accordance with generally accepted accounting principles. Adequate supporting documentation shall be maintained in such detail so as to permit tracing transactions from the invoices, to the accounting records, to the supporting documentation. These records shall be maintained for a minimum of three (3) years after the acceptance of the final grant project audit under the Grant Agreement and shall be subject to examination and/or audit by the BSCC or designees, state government auditors or designees, or by federal government auditors or designees.

### 2) Access to Books and Records

Make such books, records, supporting documentations, and other evidence available to the BSCC or designee, the State Controller's Office, the Department of General Services, the Department of Finance, California State Auditor, and their designated representatives during the course of the project and for a minimum of three (3) years after acceptance of the final grant project audit. The Subcontractor shall provide suitable facilities for access, monitoring, inspection, and copying of books and records related to the grant-funded project.

## 4. PROJECT ACCESS

Grantee shall ensure that the BSCC, or any authorized representative, will have suitable access to project activities, sites, staff and documents at all reasonable times during the grant period including those maintained by subcontractors. Access to program records will be made available by both the grantee and the subcontractors for a period of three (3) years following the end of the grant period.

## 5. ACCOUNTING AND AUDIT REQUIREMENTS

- A. Grantee agrees that accounting procedures for grant funds received pursuant to this Grant Agreement shall be in accordance with generally accepted government accounting principles and practices, and adequate supporting documentation shall be maintained in such detail as to provide an audit trail. Supporting documentation shall permit the tracing of transactions from such documents to relevant accounting records, financial reports and invoices.
- B. Grantees are required to provide the BSCC with a financial audit no later than the end of the contract term, December 31, 2025. The financial audit shall be performed by a Certified Public Accountant or a participating county or city auditor that is organizationally independent from the participating county's or city's project financial management functions. Expenses for this final audit may be reimbursed for actual costs up to \$25,000
- C. The BSCC reserves the right to call for a program or financial audit at any time between the execution of this Grant Agreement and three years following the end of the grant period. At any time, the BSCC may disallow all or part of the cost of the activity or action determined to not be in compliance with the terms and conditions of this Grant Agreement or take other remedies legally available.

## 6. 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 grantees that have been:

1. debarred by any federal, state, or local government entities during the period of debarment; or

## **EXHIBIT D: SPECIAL TERMS AND CONDITIONS**

2. convicted of fraud, theft, or embezzlement of federal, state, or local government grant funds for a period of three years following conviction.

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

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

All Grantees must have on file with the BSCC a completed and signed Certification of Compliance with BSCC Policies on Debarment, Fraud, Theft and Embezzlement (Required as Attachment E of the original Proposal Package).

### **7. MODIFICATIONS**

No change or modification in the project will be permitted without prior written approval from the BSCC. Changes may include modification to project scope, changes to performance measures, compliance with collection of data elements, and other significant changes in the budget or program components contained in Attachment 1: CalVIP Request for Proposals Request for Proposals and Attachment 2: CalVIP Proposal.

### **8. TERMINATION**

- A. This Grant Agreement may be terminated by the BSCC at any time after grant award and prior to completion of project upon action or inaction by the Grantee that constitutes a material and substantial breach of this Grant Agreement. Such action or inaction includes but is not limited to:
  - 1) substantial alteration of the scope of the grant project without prior written approval of the BSCC;
  - 2) refusal or inability to complete the grant project in a manner consistent with Attachment 1: CalVIP Request for Proposals Request for Proposals and Attachment 2: CalVIP Proposal, or approved modifications;
  - 3) failure to provide the required local match share of the total project costs; and
  - 4) failure to meet prescribed assurances, commitments, recording, accounting, auditing, and reporting requirements of the Grant Agreement.
- B. Prior to terminating the Grant Agreement under this provision, the BSCC shall provide the Grantee at least 30 calendar days written notice stating the reasons for termination and effective date thereof. The Grantee may appeal the termination decision in accordance with the instructions listed in Exhibit D: Special Terms and Conditions, Number 8. Settlement of Disputes.

### **9. SETTLEMENT OF DISPUTES**

- A. The parties shall deal in good faith and attempt to resolve potential disputes informally. If the dispute persists, the Grantee shall submit to the BSCC Corrections Planning and Grant Programs Division Deputy Director a written demand for a final decision regarding the disposition of any dispute between the parties arising under, related to, or involving this

## **EXHIBIT D: SPECIAL TERMS AND CONDITIONS**

Grant Agreement. Grantee's written demand shall be fully supported by factual information. The BSCC Corrections Planning and Grant Programs Division Deputy Director shall have 30 days after receipt of Grantee's written demand invoking this Section "Disputes" to render a written decision. If a written decision is not rendered within 30 days after receipt of the Grantee's demand, it shall be deemed a decision adverse to the Grantee's contention. If the Grantee is not satisfied with the decision of the BSCC Corrections Planning and Grant Programs Division Deputy Director, the Grantee may appeal the decision, in writing, within 15 days of its issuance (or the expiration of the 30-day period in the event no decision is rendered), to the BSCC Executive Director, who shall have 45 days to render a final decision. If the Grantee does not appeal the decision of the BSCC Corrections Planning and Grant Programs Division Deputy Director, the decision shall be conclusive and binding regarding the dispute and the Contractor shall be barred from commencing an action in court, or with the Victims Compensation Government Claims Board, for failure to exhaust Grantee's administrative remedies.

- B. Pending the final resolution of any dispute arising under, related to or involving this Grant Agreement, Grantee agrees to diligently proceed with the performance of this Grant Agreement, including the providing of services in accordance with the Grant Agreement. Grantee's failure to diligently proceed in accordance with the State's instructions regarding this Grant Agreement shall be considered a material breach of this Grant Agreement.
- C. Any final decision of the State shall be expressly identified as such, shall be in writing, and shall be signed by the Executive Director, if an appeal was made. If the Executive Director fails to render a final decision within 45 days after receipt of the Grantee's appeal for a final decision, it shall be deemed a final decision adverse to the Grantee's contentions. The State's final decision shall be conclusive and binding regarding the dispute unless the Grantee commences an action in a court of competent jurisdiction to contest such decision within 90 days following the date of the final decision or one (1) year following the accrual of the cause of action, whichever is later.
- D. The dates of decision and appeal in this section may be modified by mutual consent, as applicable, excepting the time to commence an action in a court of competent jurisdiction.

### **9. UNION ACTIVITIES**

For all agreements, except fixed price contracts of \$50,000 or less, the Grantee acknowledges that applicability of Government Code §§16654 through 16649 to this Grant Agreement and agrees to the following:

- A. No State funds received under the Grant Agreement will be used to assist, promote or deter union organizing.
- B. Grantee will not, for any business conducted under the Grant Agreement, use any State property to hold meetings with employees or supervisors, if the purpose of such meetings is to assist, promote or deter union organizing, unless the State property is equally available to the general public for holding meetings.
- C. If Grantee incurs costs or makes expenditures to assist, promote or deter union organizing, Grantee will maintain records sufficient to show that no reimbursement from State funds has been sought for these costs, and that Grantee shall provide those records to the Attorney General upon request.

**EXHIBIT D: SPECIAL TERMS AND CONDITIONS****10. WAIVER**

The parties hereto may waive any of their rights under this Grant Agreement unless such waiver is contrary to law, provided that any such waiver shall be in writing and signed by the party making such waiver.

DRAFT



**APPENDIX A to the Grant Agreement: CalVIP EXECUTIVE STEERING COMMITTEE ROSTER**

CalVIP Executive Steering Committee for Grant Cycle from July 1, 2022 to December 31, 2025

	Name	Title & Organizational Affiliation	From
1	Chief Andy Mills, Chair	Chief of Police, City of Santa Cruz & Board Member, BSCC	Santa Cruz
2	Stephen Lindley	Teacher, Lee V. Pollard High School	San Diego
3	Tina Curiel-Allen	Cal Crew Program Manager, Five Keys	Central Valley
4	Natasha Mejia	Policy Analyst, National Institute for Criminal Justice Reform	Oakland
5	Tina Rodriguez	Statewide Manager, Californians for Safety and Justice	Central Valley
6	Mike McLively	Senior Staff Attorney Gifford Law Center to Prevent Gun Violence	San Francisco
7	Gaynorann Siataga	Community Advocate, All Islanders Gather as One	San Francisco
8	Saun Hough	CA Partnership Manager, Californians for Safety and Justice	Los Angeles
9	Mark Slaughter	Supervising Attorney, Sacramento County Public Defender's Office	Sacramento
10	Jackie Reed	CEO, Women Initiating Success Envisioned Inc.	San Diego
11	Jessie Leavitt	Policy Analyst, State Bar of California & Senior corporate Counsel, NetScout Systems, Inc.	Oakland
12	Tim Kornegay	Director, LiveFree California	Los Angeles
13	Mary Roberts	State of CA Retiree, Administrative Office of the Courts	Oakland
14	Mona Cadena	Advocacy Director, Equal Justice USA	San Francisco
15	Amir Chapel	Policy Analyst, National Institute for Criminal Justice Reform	Marina
16	Keith Baker	Research Analyst/Co-Leader, Los Angeles County Department of Public Health	Los Angeles

## APPENDIX B to the Grant Agreement: Criteria for Non-Governmental Organizations Receiving BSCC Funds

The 2021-22 CalVIP Request for Proposals (RFP) includes requirements that apply to non-governmental, community-based organizations. Grantees are responsible for ensuring that all contracted third parties continually meet these requirements as a condition of receiving any CalVIP funds. The RFP describes these requirements as follows:

A non-governmental organization (as either a direct grantee or subgrantee or subcontractor) must meet the following criteria:

- Have been duly organized, in existence, and in good standing at least six months before entering into a fiscal agreement with the BSCC or with the CalVIP grantee;
- In either instance (applicant or subgrantee), 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 or subcontractor
- Be registered with the California Secretary of State's Office, if applicable;
- Have a valid business license, Employer Identification Number (EIN), or Taxpayer ID (if sole proprietorship);
- 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; and
- Have a physical address.

Non-Governmental Organizations (NGOs) include: community-based organizations (CBOs), faith-based organizations (FBOs), non-profit organizations/501(c)(3)s, evaluators (except government institutions such as universities), grant management companies and any other non-governmental agency or individual. Note: These criteria do not apply to government organizations (e.g. counties, cities, school districts).

Provide your agency name and in the table list information for all contracted parties.

### Grantee:

Name of Contracted 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"/>
			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 CalVIP RFP. These records will be subject to the records and retention language found in Appendices A and C of the Standard Agreement.

The BSCC will not 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.)			
NAME OF AUTHORIZED OFFICER	TITLE	TELEPHONE NUMBER	
STREET ADDRESS	CITY	STATE	ZIP CODE
EMAIL ADDRESS			
SIGNATURE X		DATE	

## Appendix G: Sample Governing Board Resolution

---

### California Violence Intervention and Prevention (CalVIP) Grant

WHEREAS the ***(insert name of Applicant Agency)*** desires to participate in the 2021 California Violence Intervention & Prevention funded through the California State General Fund 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)*** 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 Agency)*** agrees to ensure all matching funds required for the above grant are provided and abide by the terms and conditions of the Grant Agreement as set forth by the BSCC.

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

Ayes:

Notes:

Absent:

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

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

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

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

## Appendix H: Local Evaluation Plan & Local Evaluation Report

---

### California Violence Intervention & Prevention (CalVIP) Grant Preliminary Guidelines for the Local Evaluation Plan

The California Violence Intervention & Prevention (CalVIP) Request for Proposals requires each grantee to submit a Local Evaluation Plan (LEP) to ensure that projects funded by the BSCC can be evaluated to determine their impact and effectiveness. The LEP should be developed prior to service delivery by program staff using a collaborative process that involves all relevant project community partners and interested parties. Grantees are encouraged to identify a researcher who can assist in the collaborative process of developing the LEP and guide the local evaluation throughout the grant funding period. These guidelines were developed to assist grantees in creating a LEP that, at a minimum, addresses the information defined below.

Implementing practices and strategies that can be supported by data should be a consideration wherever possible. BSCC is responsible for verifying that grant money is spent efficiently and on effective programs. Data is just one mechanism by which to do that. Your data results may be used to add to the body of knowledge regarding what works with the target populations. Therefore, be cognizant to collect appropriate and consistent data.

BSCC will make public the LEP submitted by each grantee. Plans may be posted to the BSCC website and/or developed into a statewide summary report to be shared with the Administration, the Legislature, and the public.

---

#### Project Background

- Information essential to understanding the grantee's project.
- A description of how the project matches the theory behind its development.
- A description of the criteria used to determine participant eligibility.
- A description of the process for determining which intervention(s) and/or services a participant needs and will receive.
- A description of the project goals and measurable objectives identified in the proposal.

#### Evaluation Methods and Design

Describe the research design that will be used to *evaluate the conduct* (process evaluation<sup>21</sup>) and *the effectiveness* (outcome evaluation<sup>22</sup>) of the program. This section should include:

- A description of the research design for the process evaluation.
  - Document how the activities in the proposal will be carried out.

---

<sup>21</sup> See page 49 of the RFP for additional information on process and outcome evaluations.

<sup>16</sup> Ibid.

- Describe the process variables and how they will be measured and defined.
- Describe procedures ensuring that a program will be implemented to fidelity, when applicable.
- A description of the research design for the outcome evaluation.
  - Describe criteria for participant eligibility and comparison group(s), including the comparison group eligibility criteria.
  - Define outcome measures.
  - Describe measurement instruments, programs, and interventions.
  - Include a definition of successful program completion.
  - Provide a rationale for determining whether outcomes are due to the project and not some other factor(s) unrelated to the project.
- For both the process and outcome evaluation, describe what data will be collected, their data source(s), and data collection methods (tools used to collect the data, frequency, and who and where the data will be collected).
- If multiple types of interventions will be employed, describe how the separate effects on outcome variables of each type of the intervention will be determined, if possible. If not possible, explain how the results will be interpreted given that outcomes might be due to complex interactions among interventions.

### **A Logic Model**

Provide a visual representation of the project depicting the logical relationships between the input/resources, activities, outputs, outcomes and impacts of the project.

---

## **California Violence Intervention & Prevention (CalVIP) Grant Preliminary Guidelines for Local Evaluation Report**

The California Violence Intervention & Prevention (CalVIP) Request for Proposals requires each grantee to submit a 3-Year Local Evaluation Report (LER) to determine project results, document definitive evidence regarding the project's efficacy and overall impact and assess whether or not the project achieved its intended goals and objectives. The LER must be based on the Local Evaluation Plan (LEP) submitted at the start of the grant. Any modifications to the LEP must be explained. These guidelines were developed to assist grantees in writing a LER that at a minimum, addresses the required information defined below.

The LER will be the documentation for what your organization did with the support of grant funds. BSCC will use these reports to help verify that the grant money was invested wisely and to describe the impact the grant had on the participants. Assuming the projects have successful outcomes, other organizations may want to adopt the project strategies or interventions you have demonstrated to be effective. Therefore, the report should include enough information to allow other organizations to replicate them.

The BSCC will make public the LER submitted by each grantee. Reports may be posted to the BSCC website and/or developed into a statewide summary report to be shared with the Administration, the Legislature, and the public.

---

### **Executive Summary**

The Executive Summary should be a synopsis of the project explaining: the project purpose; goals and objectives, including the extent to which they were achieved; research design; major findings, including unintended outcomes (positive and negative); project accomplishments; barriers faced, how they were overcome; lessons learned; and conclusions.

### **Project Background**

- Information essential to understanding the grantee's project.
- A description of the criteria used to determine participant eligibility.
- A description of the process for determining which intervention(s) and/or services a participant needs and will receive.
- A description of the project goals and measurable objectives identified in the proposal.

### **Evaluation Method and Design**

- A description of the research design for the process evaluation.
  - Document how the activities in the proposal are being carried out.
  - Describe the process measures and how they are being measured and defined.
  - Describe the procedures ensuring that a program is being implemented to fidelity, when applicable.
- A description of the research design for the outcome evaluation.
  - Describe criteria for participant eligibility and comparison group(s), including the comparison group eligibility criteria.
  - Define outcome measures.
  - Describe measurement instruments, programs, and interventions.
  - Include a definition of successful program completion.
- For both the process and outcome evaluation, describe what data is being collected, their data source(s), and data collection methods (tools used to collect the data, frequency, and who and where were the data collected). Describe any difficulties in data collection, and how they may have influenced the results.

### **Evaluation Results and Discussion**

- Provide data related the process evaluation. Describe any changes that were made as a result of the process evaluation findings.
- Total number of participants (unduplicated) must be included.
  - Include basic demographic information of your participants (age, gender, race/ethnicity).
  - Include the number of individuals that received various services.
- Progress towards goals
  - Provide a summary of the degree to which these goals and objectives were achieved.



- Describe factors that affected the progress of project goals. This may include factors which resulted in achieving goals more quickly or impeded your progress. If there were factors that impeded your progress, describe how they were addressed.
- Report results of any analyses and provide a detailed explanation related to the project's performance over the course of the grant.
- Report results of any analyses and provide a detailed explanation of findings as it relates to any other additional outcome measures.
- Provide a clear interpretation of the results and lessons learned.

### **Conclusions and Recommendations**

- Discuss the effectiveness of different strategies employed.
- Make useful recommendations with specific guidance for what to replicate or do differently.

### **A Current Logic Model**

A visual representation, as of the date of the report, of the project depicting the logical relationships between the input/resources, activities, outputs, outcomes and impacts of the project.

### **Grantee Highlight**

A brief, one-page, visually appealing, highlight or success story that provides additional information related to the program's success over the last three years. This highlight may be included in a statewide report. You may include optional graphs, charts, or photos<sup>23</sup>. While every effort will be made to include these in a statewide report, inclusion in the report is not guaranteed.

---

<sup>23</sup> The BSCC will only accept photographs in which all persons depicted are over 18 years of age and have consented to both being photographed and to the use and release of their image. By submitting photographs to the BSCC, the submitter acknowledges that all approvals have been obtained from the subjects in the photograph(s) and that all persons are over 18 years of age. Further, by submitting the photographs, the submitter irrevocably authorizes the BSCC to edit, alter, copy, exhibit, publish or distribute the photographs for purposes of publicizing BSCC Grant Programs or for any other lawful purpose. All photographs submitted will be considered public records and subject to disclosure pursuant to the California Public Records Act.

## Appendix I: Certification of Compliance with BSCC Polices Regarding Debarment, Fraud, Theft and 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 (3) years following conviction.

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

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

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

- I/We are not currently debarred by any federal, state, or local entity from applying for or receiving federal, state, or local grant funds.
- I/We have not been convicted of any crime involving theft, fraud, or embezzlement of federal, state, or local grant funds within the last three (3) 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.

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

## Appendix J: CalVIP Executive Steering Committee

CalVIP Executive Steering Committee for Grant Cycle from July 1, 2022 to December 31, 2025

	Name	Title & Organizational Affiliation	From
1	Chief Andy Mills, Chair	Chief of Police, City of Santa Cruz & Board Member, BSCC	Santa Cruz
2	Stephen Lindley	Teacher, Lee V. Pollard High School	San Diego
3	Tina Curiel-Allen	Cal Crew Program Manager, Five Keys	Central Valley
4	Natasha Mejia	Policy Analyst, National Institute for Criminal Justice Reform	Oakland
5	Tina Rodriguez	Statewide Manager, Californians for Safety and Justice	Central Valley
6	Mike McLively	Senior Staff Attorney, Gifford Law Center to Prevent Gun Violence	San Francisco
7	Gaynorann Siataga	Community Advocate, All Islanders Gather as One	San Francisco
8	Saun Hough	CA Partnership Manager, Californians for Safety and Justice	Los Angeles
9	Mark Slaughter	Supervising Attorney, Sacramento County Public Defender's Office	Sacramento
10	Jackie Reed	CEO, Women Initiating Success Envisioned Inc.	San Diego
11	Jessie Leavitt	Policy Analyst, State Bar of California & Senior corporate Counsel, NetScout Systems, Inc.	Oakland
12	Tim Kornegay	Director, LiveFree California	Los Angeles
13	Mary Roberts	State of CA Retiree, Administrative Office of the Courts	Oakland
14	Mona Cadena	Advocacy Director, Equal Justice USA	San Francisco
15	Amir Chapel	Policy Analyst, National Institute for Criminal Justice Reform	Marina
16	Keith Baker	Research Analyst/Co-Leader, Los Angeles County Department of Public Health	Los Angeles

## **Appendix K: CalVIP Project Work Plan Instructions**

---

CalVIP applicants must complete a Project Work Plan. This Project Work Plan identifies measurable goals and objectives, activities and services, the responsible parties and a timeline (see template below).

Completed Project Work Plans should (1) identify the project's top goals and objectives; (2) identify how the top goals will be achieved in terms of the activities, responsible staff/partners, and start and end dates; and (3) provide goals and objectives with a clear relationship to the need and intent of the grant. Applicants must use the Project Work Plan provided within the Proposal Package at the end of this document.

This attachment cannot exceed one (1) page and does not count toward the twelve (12) numbered page limit for the Proposal Narrative. There are no margin, spacing or font restrictions for the Project Work Plan.

DRAFT

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

# California Violence Intervention and Prevention (CalVIP) Grant Proposal

---

## CalVIP Proposal Cover Sheet

**Submitted by:**

INSERT Name of Applicant

**Grant Dollars Requested:**

INSERT \$ Dollar Amount

**Date Submitted:**

INSERT Date of Submission to BSCC

## CalVIP Proposal Checklist

A complete proposal package for funding under the CalVIP Grant Program must contain the following items:

	Required Items:	X
1	Completed Cover Sheet (previous page)	<input type="checkbox"/>
2	CalVIP Proposal Checklist (this page) <ul style="list-style-type: none"> <li>Originally signed in blue ink by the authorized signatory or E-signature (no stamped signatures)</li> </ul>	<input type="checkbox"/>
3	Applicant Information Form <ul style="list-style-type: none"> <li>Originally signed in blue ink by the authorized signatory or E-Signature (no stamped signatures)</li> </ul>	<input type="checkbox"/>
4	Proposal Narrative <ul style="list-style-type: none"> <li>12 pages or fewer</li> <li>Optional: 1-page bibliography (not counted toward 12 pages)</li> </ul>	<input type="checkbox"/>
5	Budget Attachment (includes Budget Tables and Narrative) <ul style="list-style-type: none"> <li>4 pages or fewer</li> </ul>	<input type="checkbox"/>
<b>Required Attachments for All Applicants:</b>		
6	Letters of Commitment from Key Partners, if applicable (Appendix E)	<input type="checkbox"/>
7	Criteria for Non-Governmental Organizations Receiving BSCC Grant Funds (Appendix C) <ul style="list-style-type: none"> <li>Originally signed in blue ink or e-signed by the authorized signatory (no stamped signatures)</li> </ul>	<input type="checkbox"/>
8	Certification of Compliance with BSCC Policies on Debarment, Fraud, Theft and Embezzlement (Appendix I) <ul style="list-style-type: none"> <li>Originally signed in blue ink or e-signed by the authorized signatory (no stamped signatures)</li> </ul>	<input type="checkbox"/>
9	CalVIP Project Work Plan (Appendix K)	<input type="checkbox"/>
<b>Optional:</b>		
10	Governing Board Resolution (Appendix G) Note: The Governing Board Resolution or other documentation of signing authority is due prior to Grant Award Agreement, <u>not</u> at time of proposal submission.	<input type="checkbox"/>

I have reviewed this checklist and verified that all required items are included in this proposal packet. *Originally signed in blue ink or e-signed by the authorized signatory (no stamped signatures)*

X \_\_\_\_\_

*Applicant Authorized Signature (see Applicant Information Form, item P, next page)*

**\* Attachments other than those listed above will be removed from the proposal and not considered during the proposal evaluation process. \***



## Applicant Information Form: Instructions

---

- A. **Applicant:** Complete the required information for the city or community-based organization submitting the proposal. Indicate applicant type. For cities, the Applicant may be the city itself or a designated department or office. Check the appropriate box to indicate City or CBO.
- B. **Tax Identification Number:** Provide the tax identification number of the Applicant.
- C. **CBO Applicants ONLY – Location of Services:** Identify the city or cities where the CBO will provide services to residents. The city must be one of the 53 cities listed in Table 1 of the RFP.
- D. **CBO Applicants ONLY – Sub-Recipients:** CBOs are allowed to be a direct grantee and a subgrantee for up to two (2) other applications. List other applications where you are named as a sub-recipient.
- E. **Project Title:** Provide the title of the proposed project.
- F. **Name of Strategy (or Strategies) to be Implemented:** List the violence reduction strategy or strategies that will be implemented with the CalVIP funds (e.g. Focused Deterrence, Street Outreach, Hospital-Based Intervention, Mentoring, Case Management, etc.).
- G. **Project Summary:** Provide a summary (100-150 words) of the proposed project. Note: this information may be posted to the BSCC's website for informational purposes.
- H. **Key Partner Agencies:** List all key partner agencies (see page 14 of the RFP).
- I. **Type of Project to be Implemented:** Identify whether the project will be a NEW effort, an ENHANCEMENT of an existing effort (i.e. increased services provided to existing population) or an EXPANSION of an existing effort (i.e. additional individuals served).
- J. **Grant Funds Requested:** Enter the total amount of grant funds you are requesting.
- K. **Match Funds Committed:** Enter the total amount of match funds committed (must equal amount in item I).
- L. **City Applicants ONLY – Pass-Through Amount:** City applicants must enter the amount of grant funds that will be passed through to one or more CBO or public agencies or departments, other than law enforcement agencies or departments, that are primarily dedicated to community safety or violence prevention. Also enter the amount as a percentage (minimum 50%).
- M. **Project Director:** Provide the name, title, and contact information for the individual responsible for oversight and management of the proposed project. **This person must be an employee of the Applicant agency.**
- N. **Financial Officer:** Provide the name, title, and contact information for the individual responsible for fiscal oversight and management of the project. Typically, this is the individual that will certify and submit invoices. **This person must be an employee of the Applicant agency.**
- O. **Day-to-Day Project Contact:** Provide the name, title, and contact information for the individual who serves as the primary contact person for the grant. Typically, this individual has day-to-day oversight for the project.
- P. **Day-to-Day Fiscal Contact:** Provide the name, title and contact information for the individual who serves as the primary contact person for fiscal matters related to the grant. This may be the individual who prepares the invoices for approval by the Financial Officer.
- Q. **Authorized Signature:** Complete the required information for the person authorized to sign for the Applicant. This individual must read the assurances under this section, then sign and date in the appropriate fields

## CalVIP Applicant Information Form

<b>A. APPLICANT:</b>		<b>B. TAX IDENTIFICATION NUMBER:</b>	
NAME OF APPLICANT		TAX IDENTIFICATION #	
STREET ADDRESS	CITY	STATE	ZIP CODE
MAILING ADDRESS (if different)	CITY	STATE	ZIP CODE
APPLICANT TYPE: <input type="checkbox"/> COMMUNITY-BASED ORGANIZATION (CBO) <input type="checkbox"/> CITY			
<b>C. CBO APPLICANTS ONLY – LOCATION OF RESIDENTS RECEIVING SERVICES (MUST BE CITY OR CITIES LISTED IN TABLE 1):</b>			
<b>D. CBO APPLICANTS ONLY – LIST ANY APPLICATIONS WHERE YOU ARE NAMED AS A SUB-RECIPIENT</b>			
<b>E. PROJECT TITLE:</b>			
<b>F. STRATEGY TO BE IMPLEMENTED:</b>			
<b>G. PROJECT SUMMARY (100-150 words):</b>			
<b>G. KEY PARTNER AGENCIES (if applicable):</b>	Name:	Letter of Commitment:	<input type="checkbox"/>
	Name:	Letter of Commitment:	<input type="checkbox"/>
	Name:	Letter of Commitment:	<input type="checkbox"/>
	Name:	Letter of Commitment:	<input type="checkbox"/>
	Name:	Letter of Commitment:	<input type="checkbox"/>
	Name:	Letter of Commitment:	<input type="checkbox"/>
<b>H. TYPE OF PROJECT:</b>	<input type="checkbox"/> NEW	<input type="checkbox"/> ENHANCEMENT	<input type="checkbox"/> EXPANSION
<b>I. GRANT FUNDS REQUESTED:</b>	\$	<b>J. MATCH FUNDS:</b>	\$
<b>K. CITY APPLICANTS ONLY – PASS-THROUGH AMOUNT:</b>	\$		%
<b>L. PROJECT DIRECTOR:</b>			
NAME	TITLE	TELEPHONE NUMBER (direct line)	
STREET ADDRESS	CITY		
STATE	ZIP CODE	EMAIL ADDRESS	
<b>M. FINANCIAL OFFICER:</b>			
NAME	TITLE	TELEPHONE NUMBER (direct line)	
STREET ADDRESS	CITY		
STATE	ZIP CODE	EMAIL ADDRESS	

PAYMENT MAILING ADDRESS (if different)	CITY	STATE	ZIP CODE
<b>N. DAY-TO-DAY PROGRAM CONTACT:</b>			
NAME	TITLE	TELEPHONE NUMBER (direct line)	
STREET ADDRESS		CITY	
STATE	ZIP CODE	EMAIL ADDRESS	

<b>O. DAY-TO-DAY FISCAL CONTACT:</b>			
NAME	TITLE	TELEPHONE NUMBER (direct line)	
STREET ADDRESS		CITY	
STATE	ZIP CODE	EMAIL ADDRESS	

<b>P. AUTHORIZED SIGNATURE*:</b>			
By signing this application, I hereby certify I am vested by the Applicant with the authority to enter into contract with the BSCC, and the grantee and any subcontractors will abide by the laws, policies, and procedures governing this funding.			
NAME OF AUTHORIZED OFFICER	TITLE	TELEPHONE NUMBER	
STREET ADDRESS	CITY	STATE	ZIP CODE
EMAIL ADDRESS			
SIGNATURE (Blue Ink or E-signature only)			DATE

\* *Authorized Signature: Must be a representative with the authority to sign documents and obligate the applicant.*

## CalVIP Proposal Narrative

---

The Proposal Narrative section may not exceed **twelve (12) pages** total. See pages 25-28 for corresponding Rating Factors and Rating Criteria.

**1. Description of Community Need (Percent of Total Value: 15%)**

**2. Project Description (Percent of Total Value: 40%)**

**3. Organizational Capacity and Coordination (Percent of Total Value: 20%)**

**4. Project Evaluation and Monitoring (Percent of Total Value: 12%)**

DRAFT

## CalVIP Project Work Plan *(may not exceed one (1) page. See Appendix K for instructions)*

<b>(1) Goal:</b>			
Objectives (A., B., C...):	A. B. C.		
Project activities that support the identified goal and objectives	Responsible staff/ partners	Timeline	
		Start Date	End Date
1. 2. 3. 4.			
<b>(2) Goal:</b>			
Objectives (A., B., C...):			
Project activities that support the identified goal and objectives	Responsible staff/ partners	Timeline	
		Start Date	End Date
1. 2. 3. 4.			
<b>(3) Goal:</b>			
Objectives (A., B., C...):	A. B. C.		
Project activities that support the identified goal and objectives	Responsible staff/ partners	Timeline	
		Start Date	End Date
1. 2. 3. 4.			

## 5. Project Budget (Percent of Total Value: 13%)

As part of the CalVIP proposal package, applicants are required to submit the 2022 CalVIP Grant Project Budget and Budget Narrative (Budget Attachment). Detailed instructions for completing the Budget Attachment are listed on the Instructions tab of the Excel workbook:

To access the CalVIP Budget Attachment, [click here](#).

The Budget Attachment may not exceed **four (4) pages** total. See page 29 for corresponding Rating Factors and Rating Criteria.

Upon submission, the Budget Attachment will become “Section 5: Project Budget,” making up part of the official proposal. The Budget Attachment must be filled out completely and accurately. Applicants are solely responsible for the accuracy and completeness of the information entered in the Budget Attachment and are encouraged to double check all entries.

All project costs must be directly related to the objectives and activities of the proposed project. The Budget Attachment covers the entire grant period. For example, if you are requesting \$1 million (with a \$1 million match), the Budget Table must total to \$2 million, and the corresponding Narrative must explain how that \$2 million will be spent over the grant period.

Additional guidance on grant budgets can be found in the *BSCC Grant Administration Guide*, located on the BSCC [website](#).

---

## **Additional RFP Mandatory Documents**

---

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

Please see Appendix C

### **Letters of Commitment from Key Partners**

Please see Appendix D

### **Certification of Compliance with BSCC Policies on Debarment, Fraud, Theft and Embezzlement**

Please see Appendix I

DRAFT