



Missing and Murdered Indigenous People Grant Program

Proposal Instruction Packet

Release Date: April 14, 2023

Letter of Intent due: May 15, 2023

Proposals Due: June 23, 2023



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PART I: GRANT INFORMATION

Background Information

The State Budget Act of 2022 (Senate Bill 154, Chapter 43, Statutes of 2022) established the Missing and Murdered Indigenous People Grant Program. Funding is available to federally recognized Indian tribes in California to support efforts to identify, collect case-level data, publicize, and investigate and solve cases involving missing and murdered indigenous people.

Contact Information

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

The BSCC staff cannot assist the applicant or its partners with the preparation of the proposal. Any questions concerning this RFP, the proposal process, or the submission process must be submitted by email to: mmip@bscc.ca.gov.

The BSCC will accept and respond to written questions until June 13, 2023. A frequently asked questions and answers (FAQs) document will be posted to the [BSCC website](#) and periodically updated through June 16, 2023.

Proposal Due Date and Submission Instructions

Missing and Murdered Indigenous People Grant Program proposals must be received by **5:00 P.M. (PST) on Friday, June 23, 2023**.

Submission Instructions

Applications for the Missing and Murdered Indigenous People Grant Program must be submitted through the BSCC-Submittable Application portal. The BSCC-Submittable Application portal, Missing and Murdered Indigenous People Grant Program Application, and all required attachments are available on the [BSCC website](#).

To apply for this funding opportunity, applicants must create a free Submittable account OR use an existing Submittable account when prompted. After an account is established, applicants may proceed with the application process. As part of the submission process, applicants will be required to download mandatory forms that must be completed, signed, and uploaded to the BSCC-Submittable Application portal. All required documents are available on the [BSCC website](#).

The BSCC-Submittable Application will not allow submissions after 5:00 p.m. (PST) on June 23, 2023. Please allow sufficient time to begin and submit your application. If the BSCC does not receive a submission by 5:00 p.m. (PST) on June 23, 2023, the proposal

will not be considered for funding. Applicants are strongly advised to submit proposals well in advance of the due date and time to avoid disqualification.

Once you have successfully submitted your application and all required attachments, you will receive an email acknowledging your application has been received. If you experience challenges with your submission, please email the BSCC at: mmip@bscc.ca.gov. Be advised that applicants contacting the BSCC at the close of the submission due date/time may not receive timely responses. Please allow sufficient time for BSCC staff to provide technical assistance.

Virtual 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 this 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, eligibility, funding, and an overview of the rating factors. Bidders' Conference details are listed below:

Missing and Murdered Indigenous People Grant Program

Virtual Bidders' Conference

Friday, May 12, 2023, at 10:00 A.M.

Public access options for this meeting include:

Join by Zoom:

- <https://us02web.zoom.us/j/83642750491?pwd=VW0vNDB2MGtacFZlUzhFN2NlWVm96QT09>
- Meeting ID: 836 4275 0491| Passcode: 109448

Call In:

- 1-669-900-9128
- Meeting ID: 836 4275 0491| Passcode: 109448

Notice of Intent to Apply

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

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

1. Name of the 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 your non-binding Letter of Intent to Apply by Monday, May 15, 2023. Please identify the email subject line as “MMIP Letter of Intent” and submit the letter to: mmip@bscc.ca.gov.

Executive Steering Committee

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 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 Missing and Murdered Indigenous People ESC includes representation from native organizations, community-based organizations, legal services, and state and local law enforcement agencies. A list of ESC members can be found in Appendix A.

Conflicts of Interest

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

Description of the Grant

The Missing and Murdered Indigenous People Grant Program was established in Senate Bill 154 (SB 154) (Appendix B). Per SB 154:

Funds shall be awarded by the Board of State and Community Corrections as competitive grants to federally recognized Indian tribes in California to support efforts to identify, collect case-level data, publicize, and investigate and solve cases involving missing and murdered indigenous people. The board shall consult with and include stakeholders from the indigenous community to inform the grant outreach process and the process to select and administer grants.

Grants should focus on activities including, but not limited to, developing culturally based prevention strategies, strengthening responses to human trafficking, and improving cooperation and communication on jurisdictional issues between state, local, federal, and tribal law enforcement in order to investigate and solve cases involving missing and murdered indigenous people.

The purpose of this grant is to fund proposals from federally recognized Indian tribes in California that support efforts to identify, collect case-level data, publicize, and investigate and solve cases involving missing and murdered indigenous people. In support of these efforts, each applicant will develop a Project Work Plan that identifies measurable project goals, objectives, and commensurate timelines (Appendix C). Additional information on these terms (i.e., goals and objectives) and other definitions referenced in this RFP are available in the Glossary of Terms (Appendix D)

Eligibility to Apply

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

Eligible applicants **may not** submit more than one (1) proposal for funding consideration.

Eligible Activities

Applicants must propose activities, strategies, or programs that address a minimum of one (1) of the following Program Purpose Areas (PPAs):

- PPA 1: Culturally Based Prevention Strategies
- PPA 2: Strengthening Responses to Human Trafficking
- PPA 3: Improving Cooperation and Communication on Jurisdictional Issues

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

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

Missing and Murdered Indigenous People Grant Program Purpose Areas (PPA)

PPA 1: Culturally Based Prevention Strategies

Culturally based prevention strategies are vast, varied, and have different meanings to the impacted tribal communities. For the purposes of this PPA, eligible activities, strategies, or programs, include but are not limited to:

- Missing and murdered indigenous people outreach and awareness campaigns.

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

PPA 2: Strengthening Responses to Human Trafficking

Human trafficking is a crime involving the exploitation of a person for labor, services, or commercial sex. For the purposes of this PPA, eligible activities, strategies, or programs, include but are not limited to:

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

PPA 3: Improving Cooperation and Communication on Jurisdictional Issues

Improved cooperation and communication between Indian tribes and state and local governments may aid in the identification and investigation of cases involving missing and murdered indigenous people. For the purposes of this PPA, eligible activities, strategies, or programs, include but are not limited to:

- Education programs on Public Law 83-280 and the rights of Indian tribes.
- Programs that promote collaboration and coordination between tribal police, tribal courts, and their non-tribal counterparts on cases involving missing and murdered indigenous people.
- Programs that promote deputization agreements.
- Programs that support coordination with local justice systems and Indian tribes.
- Legal clinics that offer training on the development of MOUs and formal agreements between Indian tribes and state and local governments.

Grant Period

Proposals selected for funding will be under agreement from October 1, 2023 to June 1, 2028 with the BSCC. The grant agreement service period covers October 1, 2023 and ends on December 31, 2027. However, an additional six (6) months (January 1, 2028, to June 1, 2028) will be included in the term of the grant agreement for the sole purposes of finalizing and submitting a required Local Evaluation Report and finalizing and submitting a required financial audit. A visual illustration of the grant agreement period is provided below:

October 1, 2023 to June 1, 2028

Implementation	Service Delivery	Service Delivery	Service Delivery	Service Delivery	Data Evaluation / Closeout
Up to 6-Months	Year 1	Year 2	Year 3	Year 4	Up to 6-Months
October 1, 2023 - April 1, 2024	Start Date - December 31, 2024	January 1, 2025 - December 31, 2025	January 1, 2026 - December 31, 2026	January 1, 2027 - December 31, 2027	January 1, 2028, - June 1, 2028
<p>Implementation period for hiring, procurement, and other activities that facilitate a timely start.</p> <p>Grantees who <u>do not need</u> the full implementation period can begin service delivery at any time once under contract.</p>	Service delivery and data collection	Service delivery and data collection	Service delivery and data collection	Service delivery and data collection	<p>Data analysis and evaluation period to analyze data gathered during the service delivery period.</p> <p>Only expenses incurred for evaluation efforts may be incurred in this period.</p>

Written Agreement from Key Partners

If the success of the applicant's proposed activity, strategy, or program relies on the participation of an outside agency or organization (i.e., an entity other than the applicant), the applicant must include a Letter of Commitment. Letter(s) of Commitment should reflect that the outside agency or organization is aware of the proposed project, is committed to ensuring the success of the project, and agrees to participate.

Examples of key roles played by outside entities could include the following:

- Referral Sources
- Data Collection Partnerships

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 the proposal submission to the BSCC. Outdated letters or letters that speak to a partnership or grant activities outside of the activities listed in this proposal, will not be accepted. See Appendix F for a sample Letter of Commitment.

A Letter of Commitment is not required if the applicant has determined that an outside agency or organization is not critical to the launch or ongoing implementation of the proposed program.

Criteria for Non-Governmental Organizations

Applicants for the Missing and Murdered Indigenous People Grant Program may elect to

partner, contract, or establish agreements with non-governmental organizations (NGOs)¹ in the implementation of their program. All NGOs must adhere to terms described below.

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

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

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

All applicants must complete, sign, and submit the BSCC *Grantee Assurance for Non-Governmental Organizations* (Appendix G). Once under contract, grantees must submit an updated *Grantee Assurance for Non-Governmental Organizations* throughout the life of the grant agreement for any additional NGOs that receive funds through subcontracts after awards are made. The BSCC will not reimburse for costs incurred by NGOs that do not meet the BSCC's requirements.

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

Organizational Capacity and Coordination

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

Funding Information

This RFP makes \$11,400,000² available competitively to federally recognized Indian tribes in California.

Funding Categories

Recognizing that Indian tribes have different capacities, resources, and needs, there are two categories within which applicants will compete. An applicant may apply in either the Small or Large Scope Category. This means Small Scope Projects will compete against other Small Scope Projects and Large Scope Projects will compete against other Large Scope Projects for funding.

The maximum an applicant may apply for is up to \$440,000 in the Small Scope category OR up to \$1,000,000 in the Large Scope category. Applicants may apply for any dollar amount up to and including the maximum grant amount identified in each category. An illustration of the funding categories, maximum grant award, and total available funding by category is provided below:

Funding Categories	Maximum Grant Award*	Total Available Funding
Small Scope	Up to \$440,000	\$4,400,000
Large Scope	Up to \$1,000,000	\$7,000,000
Total Funding Available for Competitive Grants:		\$11,400,000

***NOTE:** The Grant Award must cover the entire grant period. For example, if an applicant requests and is awarded \$400,000 that amount must last from October 1, 2023 to June 1, 2028.

Funding Decisions

Applicants will compete for funds within the Small or Large Scope Category. Proposals

² Provided funding is appropriated in the FY 2023-2024 and 2024-25 State Budget Acts

will be scored, ranked, and a ranked list of all scored proposals will be generated. The BSCC will move down the ranked lists to fund all qualified applicants, who meet the Minimum Scoring Threshold, in each of the two funding categories until all funds in that category are exhausted. Applicants that fall at the cut-off point may be offered a partial award if there are not sufficient remaining funds to make a full award.

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

- Funds remaining in the Small Scope Category after all qualified applicants in that category have been fully funded, will be used to fund any additional qualified applicants in the Large Scope Category.
- Funds remaining in the Large Scope Category after all qualified applicants in that category have been fully funded, will be used to fund any additional qualified applicants in the Small Scope Category.

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

Eligible Funding Activities

Missing and Murdered Indigenous People Grant Program funds must address at least one (1) Program Purpose Areas (PPAs) as identified in the Eligible Activities section. To support efforts to identify, collect case-level data, publicize, and investigate and solve cases involving missing and murdered indigenous people, eligible expenses for this RFP include, but are not limited to, the following:

- Alert Notifications Systems (Amber Alerts, Feather Alerts)
- Billboard, Online, and Print Advertising
- Burial Costs/Costs Connected to the transfer of Human Remains
- Case Management Systems
- Cultural Supplies and Materials
- Computers/Laptops/Tablets
- Contracts with Private Investigators, Legal Advocates, Subject Matter Experts
- Databases
- DNA testing
- Identification and cataloging of missing and murdered indigenous people remains consistent with the practices and approaches identified by the [California Native American Heritage Commission](#)
- Independent Autopsies
- Mentoring
- Participant Support Items (see [BSCC Grant Administration Guide](#), Pages 27-29)
- Search and Rescue Efforts
- Telephone and Text and Message Tip Lines

All proposed expenses must have a link to the Missing and Murdered Indigenous People Grant Program as described in the authorizing legislation and this RFP.

Match Requirement

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

Data Collection, Reporting, and Evaluation Requirements

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

Required Set-Aside for Evaluation Efforts

Grantees applying for funding in the Small Scope Category may budget a minimum of \$10,000 and up to \$25,000 in grant funds for data collection and evaluation efforts, including the development of the Local Evaluation Plan and Local Evaluation Report. Grantees applying for funding in the Large Scope Category may budget a minimum of \$25,000 and up to \$50,000 in grant funds for data collection and evaluation efforts, including the development of the Local Evaluation Plan and Local Evaluation Report

Local Evaluation Plan

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

The Local Evaluation Plan should describe the evaluation design or model that will be used to evaluate the effectiveness of the project component(s), with the project goals and the project objectives clearly stated. Applicants should also address process and outcome evaluations. Once submitted, any modifications to the Local Evaluation Plan must be approved in advance by the BSCC. More detailed instructions on the Local Evaluation Plan will be made available to successful applicants. The Local Evaluation Plan is due no later than April 1, 2024.

Local Evaluation Report

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

To do this, the grantee must assess and document the effectiveness of the activities that

were implemented within each individual project component. These activities should have been identified in the previously submitted Local Evaluation Plan. More detailed instructions on the Local Evaluation Report will be made available to successful applicants. The Local Evaluation Report is due no later than June 1, 2028.

General Grant Requirements

Audit Requirements

Grantees are required to provide the BSCC with a financial audit that covers the service delivery period of the grant (October 1, 2023 - December 31, 2027). The audit report will be due no later than June 1, 2028. The financial audit shall be performed by a Certified Public Accountant. Expenses for the final audit may be reimbursed for actual costs up to \$25,000.

In addition, the 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.

BSCC Grant Agreement

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

The Grant Agreement start date is expected to be October 1, 2023. 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.

Debarment, Fraud, Theft or Embezzlement

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

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

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

BSCC also requires that all grant recipients include, as a condition of award to a subgrantee or subcontractor, a requirement that the subgrantee or subcontractor will provide the same assurances to the grant recipient. If a grant recipient wishes to consider a subgrantee or subcontractor that has been debarred or convicted, the grant recipient must submit a written request for exception to the BSCC along with supporting documentation. All applicants must complete an assurance certifying they are compliant with the BSCC's policies on debarment, fraud, theft, and embezzlement (Appendix H).

Governing Board or Tribal Council Resolution

Successful applicants will be required to submit a Resolution from their Governing Board or Tribal Council before the grant award can be finalized and funds awarded. A signed resolution is not required at the time of proposal submission, but applicants are advised that no financial invoices will be processed for reimbursement until the Governing Board or Tribal Council Resolution has been received by the BSCC. A sample Governing Board Resolution can be found in (Appendix I).

Grantee Orientation

Following the start of the grant period, BSCC staff will conduct a Virtual Grantee Orientation (October 2023, date to be determined). The purpose of this mandatory session is to review the program requirements, invoicing and budget modification processes, data collection and reporting requirements, as well as other grant management and monitoring activities. Typically, the Project Director, Financial Officer, and Day-to-Day Contact must attend. Grantees are also strongly encouraged to include the individual tasked with Data Collection and Evaluation. Award recipients will be provided additional details regarding the Grantee Orientation, in October 2023.

Invoices

Disbursement of grant funds occurs on a reimbursement basis for costs incurred during a reporting period. The State Controller's Office (SCO) will issue the warrant (check) to the individual designated 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 an online process no later than 45 days following the end of the invoicing period. Grantees will make their choice between monthly or quarterly invoicing prior to grant agreement execution.

Grantees must maintain adequate supporting documentation for all costs claimed on invoices. BSCC staff will conduct a desk review, which requires grantees to submit electronic documentation to support all grant funds claimed during the invoicing period.

In addition, BSCC staff may conduct on-site monitoring visits that include a review of documentation maintained as substantiation for project expenditures with grant funds. Additional information about invoicing can be found in the [BSCC Grant Administration Guide](#).

Monitoring

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

Quarterly Progress Reports

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

Supplanting

Supplanting is the deliberate reduction in the amount of federal, state, or local funds being appropriated to an existing program or activity because grant funds have been awarded for the same purposes. Supplanting is strictly prohibited for all BSCC grants. Missing and Murdered Indigenous People Grant Program funds shall be used to support new program activities or to augment or expand existing program activities but shall not be used to replace existing funds. It is the responsibility of the grantee to ensure that supplanting does not occur. The grantee must keep clear and detailed financial records to show that grant funds are used only for allowable costs and activities.

Travel

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

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

Grantees and NGOs must use the California State travel and per diem policy, unless the Grantee's written travel policy is more restrictive than the State's, in which case it must be used. Reimbursement is allowed for the cost of commercial

carrier fares, parking, bridge, and road tolls, as well as necessary taxi, bus, and streetcar fares.

- **Out-of-State Travel**

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

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>.

Overview of the RFP Process

Confirmation of Receipt of Proposal

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

Disqualification

Disqualification - **PLEASE REVIEW CAREFULLY**



The following will result in an automatic disqualification:

- Submission is not received by 5:00 P.M. (PST) on Friday, June 23, 2023
- Applicant does not meet the Eligibility Criteria
- Application, and all required attachments, are not submitted via the BSCC-Submittable Application portal
- Budget Attachment is incomplete (e.g., impacted fields are not completed)
- Funding request exceeds allowable amount in the Small or Large Scope category
- Attachment(s) are illegible
- Attachment(s) will not open or the file(s) are corrupted

NOTE: Disqualification means that the proposal will not move forward to the Executive Steering Committee for the Proposal Rating Process, and, therefore, will NOT be considered for funding.

Proposal Rating Process

Unless disqualified, proposals will advance to the ESC for funding consideration. Proposals will be evaluated in accordance with the BSCC's *Grant Proposal Evaluation Process* ([link](#)) and as described below. The ESC will read and assign ratings to each

proposal in accordance with the prescribed rating factors listed in the table below. ESC members will base their ratings how well an applicant addresses the criteria listed under each rating factor within the Proposal Narrative and Budget Sections. ESC ratings, once submitted to the BSCC, will be final.

At the conclusion of this process, applicants will be notified of the Board's funding recommendations. It is anticipated that the Board will act on the recommendations at its meeting on September 14, 2023. Applicants and their partners are not to contact members of the ESC or the BSCC Board to discuss proposals.

Rating Factors

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

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

Raters will rate an applicant's response to each Rating Factor on a scale from 0 to 5, according to the Six-Point Rating Scale on the following page. For each Rating Factor, the rating value received is then weighted according to the "Percent of Total Value" column (determined by the ESC) associated with the Rating Factor to arrive at the final Weighted Rating Factor Score. The Weighted Rating Factor Scores are then added together for a final overall proposal score. The maximum possible proposal score is 200.

Minimum Scoring Threshold

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

In the event two proposals have identical proposal scores, the tie will be resolved by evaluating the individual Rating Factor scores of the two proposals, starting with the highest weighted Rating Factor (in this case, the Project Description score). If an identical score occurs on this Rating Factor, Rating Factor Scores will be used in the following

order based on the descending weight valued until the tie is broken Project Need, Project Budget, Project Evaluation and Monitoring, and Project Organizational Capacity and Coordination.

Six Point Rating Scale

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

Summary of Key Dates

The following table shows the key dates for the Missing and Murdered Indigenous People Grant Program.

Activity	Date
Present the RFP for BSCC Board approval	April 13, 2023
Release the RFP	April 14, 2023
Bidders' Conference	May 12, 2023
Letter of Intent Due to the BSCC	May 15, 2023
Proposals Due to the BSCC	June 23, 2023
Proposal Rating Process and Development of Funding Recommendations	July-August 2023
BSCC Board Considers Funding Recommendations	September 14, 2023
Notices to Applicants	September 15, 2023
Grant Period Begins	October 1, 2023
Mandatory New Grantee Orientation	October 2023

PART II: PROPOSAL INSTRUCTIONS

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

Proposal Narrative and Budget Sections

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

	Rating Factor	Percent Value	Addressed In:
1	Project Need	15%	Proposal Narrative
2	Project Description	45%	
3	Project Organizational Capacity and Coordination	10%	
4	Project Evaluation and Monitoring	15%	
5	Project Budget	15%	Proposal Budget

Proposal Narrative Instructions

Applicants will complete the Proposal Narrative by accessing the BSCC-Submittable application portal and responding to a series of prompts. The Proposal Narrative must address the Project Need, Project Description, Project Organizational Capacity and Coordination and Project Evaluation and Monitoring Rating Factors. Please do not include website links, charts, tables or, graphs when responding.

Each Rating Factor has a character limit as shown below:

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

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

Character Counter

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

Bibliography

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

Required Attachments

In addition to addressing the Proposal Narrative criteria, the following attachments must be completed and uploaded in the identified fields in the BSCC-Submittable application portal at the time of submission:

- Project Work Plan (Appendix C)
- Letter(s) of Commitment (Appendix F)
- Grantee Assurance for Non-Governmental Organizations (Appendix G)
- Certification of Compliance with BSCC Policies on Debarment, Fraud, Theft, and Embezzlement (Appendix H)
- Governing Board or Tribal Council Resolution *Optional* (Appendix I)

Proposal Narrative Rating Factors

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

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

<p>Project Need: The applicant described a need that is pertinent to the intent of the grant. The elements that comprise the Project Need Rating Factor are listed below. Addressing each element does not in itself merit a high rating; rather, although each element is to be addressed (when applicable), it is the quality of the response to each that will be evaluated. The response will be evaluated with a single rating based on a scale of 0-5.</p>	
1.1	Please describe the need(s) to be addressed by the Missing and Murdered Indigenous People Grant Program.

1.2	<p>Please demonstrate how the need(s) is related to one or more Program Purpose Area(s) (PPA):</p> <ul style="list-style-type: none"> • PPA 1: Culturally Based Prevention Strategies • PPA 2: Strengthening Responses to Human Trafficking • PPA 3: Improving Cooperation and Communication on Jurisdictional Issues
1.3	<p>Identify local gaps that contribute to the need for the Missing and Murdered Indigenous People Grant Program</p>
1.4	<p>Please provide relevant local qualitative and/or quantitative data (e.g., local tribal data) with citations in support of the Missing and Murdered Indigenous People Grant Program need(s).</p> <ul style="list-style-type: none"> • If data supporting the need(s) is not formally documented, please speak to the concern(s) surrounding the lack of data related to the Project Purpose Area(s) identified above. • Describe the process of how the applicant documents those ongoing concern(s).
1.5	<p>Please describe the process used and level of collaboration that was utilized to determine the need(s), including:</p> <ul style="list-style-type: none"> • If the applicant collaborated with other stakeholders (e.g., impacted populations, local tribes, tribal organizations, local law enforcement, community, public), please describe the stakeholders and/or partners, and • What the results were of that collaboration.

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

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

<p>Project Description: The applicant provides a description that is pertinent to the intent of the grant. The elements that comprise the Project Description Rating Factor are listed below. Addressing each element does not in itself merit a high rating; rather, although each element is to be addressed (when applicable), it is the quality of the response to each that will be evaluated. The response will be evaluated with a single rating based on a scale of 0-5.</p>	
2.1	<p>Please describe the proposed project that will address the need(s) discussed in the Project Need section above. The description should include:</p> <ul style="list-style-type: none"> • A description of the components of the proposed project that links to each Program Purpose Area, as applicable. • Describe the target area and/or population which will be the focus of the project, including how and why it was selected. • If applicable, provide an estimate of how many individuals will be served and the process for determining which services/activities an individual/group will receive.

2.2	<p>Please describe the proposed program goals, objectives, and impact that includes the relationship to the need and intent of the Missing and Murdered Indigenous People Grant Program.</p> <ul style="list-style-type: none"> The completed Work Plan (Appendix C) is appropriate for the proposed project, Program Purpose Area(s) and aligns with the need and intent of the Missing & Murdered Indigenous People Grant Program. The plan identifies the top goals and objectives (see Appendix D for definitions) and how these will be achieved in terms of the activities, responsible staff/partner agencies, process measures and outcome measures, data sources and start and end dates.
2.3	<p>Please describe the rationale for the proposed Missing and Murdered Indigenous People Grant Program which includes:</p> <ul style="list-style-type: none"> How the target population/area will benefit from the program. What guidance, consultation, and/or considerations were used to determine the structure of the proposed program. An explanation of how the proposed strategy will achieve reductions in Missing & Murdered Indigenous People. If evidenced-based, promising, informed, or innovative practices, interventions, and services are used, describe how.

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

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

<p>Project Organizational Capacity and Coordination: The applicant described their organization's ability to implement the proposed project. The elements that comprise the Project Organizational Capacity and Coordination Rating Factor are listed below. Addressing each element does not in itself merit a high rating; rather, although each element is to be addressed (when applicable), it is the quality of the response to each that will be evaluated. The response will be evaluated with a single rating based on a scale of 0-5.</p>	
3.1	<p>Please describe the applicant's ability to administer the Missing and Murdered Indigenous People Grant Program-related services to the local target area/population, including:</p> <ul style="list-style-type: none"> What the applicant's current infrastructure is for administering the proposed program. How the proposed project, if funded, will increase capacity to serve the target area/population, and/or improve the applicant's infrastructure related to the intent of the Missing and Murdered Indigenous People Grant Program. Providing key partners' letters of commitment describing involvement aligned with the proposed project, if applicable. If partner agency(ies) are

	to be selected after the grant is awarded, then specify the process and criteria for selecting those partner agency(ies).
3.2	Please provide a description of the timeline for the execution of the contract(s) and the implementation of services such that they are in place in a reasonable timeframe to support the project. Include a description of readiness to proceed, if funded.
3.3	<p>Please describe the proposed outreach and community engagement efforts for the Missing and Murdered Indigenous People Grant Program-related services to include:</p> <ul style="list-style-type: none"> • How people with lived experience or who are impacted contribute to the project's design, implementation, and evaluation process. • What methods are used by the applicant to conduct outreach and engagement efforts. • If community engagement and outreach is not applicable to the proposed program, describe why.
3.4	Please describe how the lead agency will ensure that the proposed program is implemented as intended. If outside technical assistance is required, describe the plan for obtaining outside technical assistance (i.e., subject matter expertise) to implement the proposed program as intended.

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

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

Project Evaluation and Monitoring: The applicant described how it will monitor and evaluate the effectiveness of the proposed project. The elements that comprise the Project Evaluation and Monitoring Rating Factor are listed below. Addressing each element does not in itself merit a high rating; rather, although each element is to be addressed (when applicable), it is the quality of the response to each that will be evaluated. The response will be evaluated with a single rating based on a scale of 0-5.	
4.1	Please describe the plan to determine the internal staff and/or external or partner entity that will conduct the project evaluation and how monitoring activities will be incorporated in the various phases of the project (e.g., start-up, implementation, service delivery period).
4.2	<p>Please identify the process measures and outcome measures that are quantifiable, including:</p> <ul style="list-style-type: none"> • How the process measures and outcome measures are in line with the intent of the proposal, and • How the process measures and outcome measures are in line with the objectives listed in the Work Plan (see Appendix D for definitions).

4.3	Please describe the plan collecting and evaluating data related to the process measures and outcome measures identified in 4.2. Describe a plan for entering into data sharing agreements, if necessary.
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Proposal Budget Instructions

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

Applicants should be aware that budgets will be subject to review and approval by the BSCC staff to ensure all proposed costs listed within the budget narrative are allowable and eligible for reimbursement. Regardless of any ineligible costs that may need to be addressed post award, the starting budget for the reimbursement invoices and the total amount requested will be the figures used for the Standard Grant Agreement.

Applicants are solely responsible for the accuracy and completeness of the information entered in the Proposal Budget Table and Budget Narrative. Detailed instructions for completing the Budget Attachment are listed on the Instructions tab of the Excel workbook. All project costs must be directly related to the objectives and activities of the project. The Budget Table must cover the entire grant period.

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

Proposal Budget Rating Factor

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

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

<p>Project Budget: The applicant provided a complete Budget Attachment (Proposal Budget Table and Budget Narrative) for the proposed project. The elements against which the Budget Attachment will be rated are listed below. Addressing each element does not in itself merit a high rating; rather, although each element is to be addressed (when applicable), it is the quality of the response to each that will be evaluated. The response will be evaluated with a single rating based on a scale of 0-5.</p>	
5.1	<p>Please provide complete and detailed budget information in each section of the Missing and Murdered Indigenous People Grant Program Budget Attachment that includes:</p> <ul style="list-style-type: none"> • For each section, a brief explanation justifying each expense. • For each section, ensure expenses are appropriate for the grant's intent, the project's goals, and planned activities.

PART III: APPENDIXES

Appendixes

This section includes the following appendixes:

- Appendix A: Executive Steering Committee Members
- Appendix B: Senate Bill 154
- Appendix C: Project Work Plan
- Appendix D: Glossary of Terms
- Appendix E: Federally Recognized Tribes in California by U.S. Department of Interior, Bureau of Indian Affairs as of March 1, 2023
- Appendix F: Letter(s) of Commitment
- Appendix G: Grantee Assurance for Non-Governmental Organizations
- Appendix H: Certification of Compliance with BSCC Policies on Debarment, Fraud, Theft, and Embezzlement
- Appendix I: Governing Board or Tribal Council Resolution

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

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

Appendix B: Senate Bill 154

5227-122-0001—For local assistance, Board of State and Community Corrections	4,000,000
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Schedule:

4945-Corrections Planning and Grant (1) Programs	4,000,000
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Provisions:

These funds shall be awarded by the Board of State and Community Corrections as competitive grants to federally recognized Indian tribes in California to support efforts to identify, collect case-level data, publicize, and investigate and solve cases involving missing and murdered indigenous people. The board shall consult with and include stakeholders from the indigenous community to inform the grant outreach process and the process to select and administer grants.

- 1.

Grants should focus on activities including, but not limited to, developing culturally based prevention strategies, strengthening responses to human trafficking, and improving cooperation and communication on jurisdictional issues between state, local, federal, and tribal law enforcement in order to investigate and solve cases involving missing and murdered indigenous people.

- 2.

Of the amount identified in this item, up to 5 percent shall be available to the Board of State and Community Corrections for transfer to Schedule (1) of Item 5227-001-0001 for costs to administer the grant programs. Funds transferred pursuant to this provision are available for encumbrance or expenditure until June 30, 2025.

- 3.

Funds appropriated in this item are available for encumbrance or expenditure until June 30, 2025.

- 4.

The Board of State and Community Corrections shall provide an initial report to the Legislature by December 1, 2023, and a final report by December 1, 2025, that includes, but is not limited to, information about the grant recipients, the allocation of funds, and applicable metrics and outcomes of the program.

- 5.

https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=202120220SB154

Appendix C: Project Work Plan

Applicants must complete a Project Work Plan. This Project Work Plan identifies measurable goals and objectives, process and outcome measures, activities and services, responsible parties for those activities and services, data sources and estimated timelines. Completed plans should (1) identify the project's top goals and objectives; (2) identify how the goal(s) will be achieved in terms of the activities, responsible staff/partners, and start and end dates, process and outcome measures; and (3) provide goals and objectives with a clear relationship to the need and intent of the grant. As this grant term is for four (4) years, the Project Work Plan must attempt to identify activities/services and estimate timelines for the entire grant term. A minimum of one goal and corresponding objectives, process measures, etc. must be identified.

Applicants must use the Project Work Plan provided below. You will be prompted to upload this document to the BSCC-Submittable Application.

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

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

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

Appendix D: Glossary of Terms

Case Management

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

Community-Based Organization

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

Community Defined Evidence Practices

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

Cultural Competence

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

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

Cultural Humility

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

Strategies for practicing cultural humility include:

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

³ Source: National Institute of Health

⁴ National Latino Behavioral Health Association

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

- Learning and growing from people whose beliefs, values, and worldviews differ from yours.

Cultural Relevance

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

Evaluations (Process and Outcomes)

Process Evaluation⁶

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 Evaluation⁷

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

Examples of outcome measures include:

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

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

⁶ Justice Research and Statistics Association, Juvenile Justice Evaluation Center. (2003, June). Juvenile Justice Program Evaluation: An overview (Second Edition) p. 7. Retrieved from <http://www.jrsa.org/njjec/publications/program-evaluation.pdf>

⁷ Id at pp. 7-8.

Evidence-based / Promising Practices

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

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

Financial Audit

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

Goals and Objectives

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

In proposals, goals are defined by broad statements of what the program intends to accomplish, representing the long-term intended outcome of the program.⁸

Examples of goal statements:⁹

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

Objectives are defined by statements of specific, measurable aims of program activities.¹⁰ Objectives detail the tasks that must be completed to achieve goals.¹¹ Descriptions of objectives in the proposals should include three elements:¹²

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:¹³

⁸ Justice Research and Statistics Association, Juvenile Justice Evaluation Center. (2003, June). *Juvenile Justice Program Evaluation: An overview (Second Edition)*. Retrieved from <http://www.jrsa.org/njjec/publications/program-evaluation.pdf>. See also New York State Division of Criminal Justice Services. *A Guide to Developing Goals and Objectives for Your Program*. Retrieved from .

⁹ *Id.* at p. 4.

¹⁰ National Center for Justice Planning. Overview of Strategic Planning. *Where Do We Want to Be? Goals and Objectives*. Retrieved from <http://ncjp.org/strategic-planning/overview/where-do-we-want-be-goals-objectives>.

¹¹ *Id.*; see *supra* fn 1.

¹² Justice Research and Statistics Association, Juvenile Justice Evaluation Center. (2003, June). *Juvenile Justice Program Evaluation: An overview (Second Edition)* p. 5. Retrieved from <http://www.jrsa.org/njjec/publications/program-evaluation.pdf>.

¹³ *Id.*

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

Human Trafficking

Human Trafficking is a crime involving the exploitation of a person for labor, services, or commercial sex¹⁴.

Letters of Commitment

A Letter(s) of Commitment should reflect that an outside agency or organization (i.e., an entity other than the applicant) is aware of the proposed project, is committed to ensuring the overall success of the project and agrees to participate.

Trauma

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

Trauma-Informed

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

Qualitative Data

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

Quantitative Data

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

Temporary Housing

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

¹⁴ U.S. Department of Justice

**Appendix E: Federally Recognized California Tribes
U.S. Department of Interior, Bureau of Indian Affairs**

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

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

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

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

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

No.	TRIBE
108	Yuhaaviatam of San Manuel Nation
109	Yurok Tribe of the Yurok Reservation, California

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Appendix F: Letter(s) of Commitment

If the success of the applicant's proposed activity, strategy, or program relies on the participation of an outside agency or organization (i.e., an entity other than the applicant), the applicant must include a Letter of Commitment. Letter(s) of Commitment should reflect that the outside agency or organization is aware of the proposed project, is committed to ensuring the success of the project, and agrees to participate.

[To be submitted on letterhead of the OUTSIDE ENTITY]

To: Board of State and Community Corrections
 Re: The Missing and Murdered Indigenous People Grant Program
 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 Missing and Murdered Indigenous People Grant Program 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 G: Grantee Assurance for Non-Governmental Organization

The Missing and Murdered Indigenous People Grant Program Request for Proposals (RFP) includes requirements that apply to non-governmental organizations (NGOs)¹⁵ providing services with grant funds. Grantees are responsible for ensuring that all contracted third parties continually meet these requirements as a condition of receiving funds. The RFP describes these requirements as follows:

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

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

Completing the NGO Assurance (Following Page)

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

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

¹⁵ For the purposes of this RFP, NGOs include nonprofit and for-profit community-based organizations, faith-based organizations, evaluators (except government institutions such as universities), grant management companies, and any other non-governmental agency or individual.

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

Name of Applicant:

Name of 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"/>

*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 RFP. 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.

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 Only)			DATE

Appendix H: Certification of Compliance with BSCC Policies on 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 years following conviction.

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

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

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

I/We are not currently debarred by any federal, state, or local entity from applying for or receiving federal, state, or local grant funds.

I/We have not been convicted of any crime involving theft, fraud, or embezzlement of federal, state, or local grant funds within the last three years. We will notify the BSCC should such debarment or conviction occur during the term of the Grant contract.

I/We will hold subgrantees and subcontractors to these same requirements.

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

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 Only)			DATE
X			

Appendix I: Governing Board or Tribal Council Resolution

Before grant funds can be reimbursed, a grantee must either (1) submit a resolution from its Governing Board or Tribal Council that delegates authority to the individual authorized to execute the grant agreement or (2) provide sufficient documentation indicating that the prospective grantee has been vested with plenary authority to execute grant agreements.

Below is assurance language that, at a minimum, must be included in the resolution submitted to the Board of State and Community Corrections. Applicants are encouraged (but not required) to submit the resolution with their application.

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

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

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

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

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

Ayes:
Notes:
Absent:
Signature: _____ Date: _____

Typed Name and Title: _____

ATTEST: Signature: _____ Date: _____

Typed Name and Title: _____