



California Violence Intervention & Prevention (CalVIP) Grant BIDDERS' CONFERENCE

December 2021



Agenda

- ❖ **Introductions**
- ❖ **Overview of BSCC & ESC Process**
- ❖ **History of the CalVIP Grant**
- ❖ **Review Key Components of RFP**
- ❖ **Evaluation Requirements**
- ❖ **How to Submit a CalVIP Proposal**
- ❖ **Questions and Answers**

Introductions

- ❖ Katrina Jackson, Field Representative
- ❖ Ellice Ramm, Data Research Specialist
- ❖ Stephanie Birmingham, Associate Governmental Program Analyst
- ❖ Treisa Muhammad, Associate Management Auditor
- ❖ Ricardo Goodridge, Deputy Director
- ❖ Aaron Maguire, General Counsel

About the BSCC

- ❖ Independent Statutory Agency
- ❖ 13-Member Board
- ❖ Membership prescribed by statute



BSCC Divisions

- ❖ **County Facilities Construction (CFC)**
- ❖ **Facilities Standards and Operations (FSO)**
- ❖ **Standard Training and Corrections (STC)**
- ❖ **Corrections Planning and Grant Programs (CPGP)**
- ❖ **Data and Research**

Executive Steering Committee

- ❖ BSCC uses ESCs to inform decision-making related to Board's programs
- ❖ Diverse group of subject matter experts and stakeholders representing public and private sectors
- ❖ ESC Roster on page 71 of the RFP



ESC Responsibility

- ❖ Determined what the project should included to support the overall goal
- ❖ Determined what applicants must do to compete effectively for the grant funds
- ❖ Identified the factors that will be used to evaluate the proposals
- ❖ Will rate the proposals using transparent and fair measurement principles
- ❖ Will make funding recommendations to the Board

CONFLICT OF INTEREST/ESC MEMBERS

	Name	Title & Organizational Affiliation	From
1	Chief Andy Mills, Chair	Chief of Police, City of Palm Springs & 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	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

About CalVIP

- ❖ **Funded annually via Budget Act**
- ❖ **Added into statute with AB 1603**
 - ❖ **Defined CalVIP Purpose and Grant Requirements**
 - ❖ **Improve public health....**
 - ❖ **Used to support, expand, and replicate evidence-based violence reduction initiatives.....**

CalVIP Authorizing Legislation

- ❖ **State Budget Act of 2021 (SB 129)**
 - ❖ Funding increased
 - ❖ Maximum individual award: \$2M
 - ❖ 100% match

- ❖ **AB 1603**
 - ❖ Eligible applicants
 - ❖ Cities disproportionately impacted by violence and CBOs that serve them
 - ❖ City pass through requirement

Eligibility for CBOs

- ❖ Applies to grantees and subgrantees
- ❖ 501(c)(3) status is required
- ❖ Any CBO/NGO receiving CalVIP funds must meet these criteria
- ❖ Must submit Appendix C with proposal package and keep it updated throughout grant term
- ❖ Refer to RFP, page 6

Grant Period vs. Contract Term

- ❖ **Grant Period**

- ❖ July 1, 2022 to June 30, 2025

- With additional six months for:

- 1) Local Evaluation Report

- 2) Financial Audit

- ❖ **Contract Term:**

- ❖ July 1, 2022 to December 31, 2025

Funding Distribution

Applicants will compete in separate categories:

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 Residence of Cities Disproportionately Impacted by Violence	\$400,000	\$10,000,000
Total Funding Available for Competitive Grants:			\$209,650,000

IMPORTANT

- ❖ Do not request the maximum amount just because you can
- ❖ Collaborate with internal and external fiscal partners to map out your budget
- ❖ Be realistic and take start-up period into account
- ❖ Apply only for what you can reasonably spend AND match

Mandatory Requirements

❖ City Pass-through

- ❖ All city grantees must pass through at least 50 percent of the grant funds they receive.

❖ Match

- ❖ 100% match for all grantees
 - ❖ Cash
 - ❖ In-kind

About the Match Requirement

- ❖ Match does not have to come solely from the grantee
- ❖ Subcontractors or in-kind partners may contribute match
- ❖ Match contributions are treated like grant funds; must be tracked and reported in the same way
- ❖ For donated staff time, only actual time will count

Target Population

AB 1603 mandates that initiatives funded by the CalVIP grant shall be primarily focused on the small segment of the population that is identified as having the highest risk of

- ❖ perpetrating violence or
- ❖ being victimized by violence

Eligible Activities

CalVIP funds may be used to:

- ❖ support, expand and replicate
- ❖ evidence-based violence reduction strategies that seek to interrupt cycles of violence and retaliation

Examples of the types of strategies that may be funded can be found in the RFP

Other Eligible Expenditures

- ❖ CalVIP funds may be used to purchase meals or snacks, items or activities used as program incentives, and participant support items.
- ❖ Prior **written** approval from BSCC is required for the purchase of any of the items listed above.



*Evidence-based Practices
And
Project Evaluation Requirements*

RFP, Pages 11 & 15

Organizational Capacity & Coordination

- ❖ Applicants will be rated on how well they demonstrate they have experience, a staffing plan, and any partnerships necessary to implement proposed strategy.
- ❖ **Written Agreements from Key Partners**
 - ❖ Letter of Commitment

General Grant Requirements

- ❖ Grant Agreement, see Appendix F
- ❖ Board Resolution or other proof of signing authority required once awarded
- ❖ Supplanting is prohibited
- ❖ Be aware of travel restrictions
- ❖ Compliance monitoring visits by BSCC

RFP, Page 13

Invoicing & Reimbursement

- ❖ Monthly or quarterly
- ❖ Reimbursement-based: BSCC pays you in arrears for expenditures already incurred
- ❖ Must be able to carry operating costs for the first few months
- ❖ Reimbursement can take 30-60 days
- ❖ Check payment, no electronic reimbursement

RFP, Page 14

Audit Requirement

- ❖ Financial audit required for all grants
- ❖ Covers July 1, 2022 to June 30, 2025
- ❖ Due to BSCC December 31, 2025
- ❖ May budget up to \$25,000 in grant funds or use match, or a combination of both



RFP, Page 15

Quarterly Progress Reports

- ❖ Two parts: Narrative + data file
- ❖ Narrative piece to report implementation
- ❖ Data file to report outputs
- ❖ BSCC will work with you to develop progress report template unique to your project
- ❖ Separate, but related to, the Final Evaluation Report

RFP, page 15

Overview of the RFP Process

- ❖ **Technical Compliance Review**
- ❖ **Disqualification – see page 19**
- ❖ **ESC Rating Process**

RFP, pages 19-21

IMPORTANT

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
		Total:	100%	200

Scoring Rubric

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.

Key Dates

Activity	Date
Release Request for Proposals	November 19, 2021
Letter of Intent Due to the BSCC	January 7, 2022
Proposals Due to the BSCC	February 11, 2022
Proposal Rating Process	April-May 2022
Board Approves Funding Recommendations	June 9, 2022
Notice to Grantees	June 10, 2022
New Grants Begin	July 1, 2022
Mandatory New Grantee Orientation	August or September 2022

Proposal Narrative & Budget Guidelines

Review pages 24-28 carefully – this is the meat of the RFP:

- ❖ Proposal Narrative covers **Rating Factors 1-4**
- ❖ Budget Attachment covers **Rating Factor 5**

Instructions for how to submit a CalVIP Proposal

Immediately following page 73

CalVIP Proposal Package:

- ❖ Cover Sheet
- ❖ Proposal Checklist
- ❖ Applicant Information Form
- ❖ Proposal Narrative
- ❖ Project Work Plan
- ❖ Budget Attachment (Excel file)
- ❖ Appendix C
- ❖ Appendix E
- ❖ Appendix I
- ❖ Appendix K

Cover Sheet

- ❖ **Fill this out and include with proposal package.**

Proposal Checklist

- ❖ Fill this out and include with proposal package.
- ❖ Must be signed in blue ink by the official authorized to sign the application.
- ❖ Included with Proposal Package.

Applicant Information Form

- ❖ Review instructions carefully.
- ❖ Fill this out and include with proposal package.
- ❖ Must be signed in blue ink by the official authorized to sign the application.

Proposal Narrative

- ❖ Refer to pages 25-28 for what to include in each section.
- ❖ Use the pre-formatted template that is provided.
- ❖ May not exceed 12 pages.

Project Work Plan

- ❖ Instructions on page 72
- ❖ 1 page only
- ❖ Use the pre-formatted template that is provided

Budget Attachment

- ❖ Detailed instructions listed on the Instructions tab of the Excel workbook.
- ❖ The Budget Attachment may not exceed four (4) pages total.
- ❖ See page 28 for corresponding Rating Factors and Rating Criteria.

1. **Salaries and Benefits:** List the classification/title, percentage of time, salary or hourly rates, and benefits (if applicable) for every staff person from the Applicant agency that will be funded by the grant (please show the math behind the benefit calculations). Briefly describe their roles/responsibilities within the CalVIP Grant Program project. Include salaries and benefits for staff of the applicant ONLY. Salaries and benefits associated with partner agencies, subgrantees, or subcontractors should be included in the applicable line item (e.g. Professional Services, NGO Subcontracts, etc.).

2. **Services and Supplies:** Include and itemize all services and supplies to be purchased by the Applicant. Services and supplies purchased by partner agencies, subgrantees, or subcontractors must be included in the applicable line item (e.g. Professional Services, NGO Subcontracts, etc.).

Be advised: Meals, snacks, incentives and participant support items require separate and prior written approval by BSCC, even if included here.

3. **Health and Wellness:** Include and itemize all match fund contributions associated with the health and wellness of staff and/or subcontractors who will deliver services for this project. The amount must not exceed five percent of the total match funds.

4. **Professional Services or Public Agency Subcontracts:** List the names of any public agencies or professional consultants that will work on the project. Show the amount of funds allocated to each and itemize the services that will be provided. List any positions to be funded, including classification/title, percentage of time, salary or hourly rates, and benefits (if applicable).

5. **Non-Governmental Organization (NGO) Subcontracts:** List the names of all NGOs that will work on the project. Show the amount of funds allocated to each and itemize the services that will be provided. Include any positions to be funded, including classification/title, percentage of time, salary or hourly rates, and benefits (if applicable). If an NGO partner has not been selected as of the date of the submission of the application, identify the amount of grant funds that will be allocated and describe the services to be provided.

6. **Equipment and Fixed Assets:** Include grant funds associated with equipment and fixed assets purchased by the Applicant. Equipment and fixed assets are defined as nonexpendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. Items that do not meet this threshold should be included in the Services and Supplies category. Itemize all equipment and fixed assets to be purchased by the Applicant only. Equipment and fixed assets purchased by partner agencies, subgrantees or subcontractors must be included in the applicable line item.

Be advised: Equipment and fixed assets over \$5,000 require separate and prior written approval by BSCC, even if included here.

7. **Project Evaluation:** Applicants must dedicate a minimum of 5 percent with a maximum of 10 percent of the total grant funds requested for evaluation planning, oversight, and reporting activities. Include and itemize all grant fund costs associated with evaluation efforts for this project, even if they are associated with a subcontractor or consultant.

8. **Financial Audit:** Up to \$25,000 in grant funds may be allocated for the required financial audit. The audit provides assurances that an organization's financial statements are free of material misstatement based upon the application of generally accepted accounting principles. Match funds may also be used to cover or supplement the cost of the audit.

9. **Other (Travel, Training, Etc.):** Itemize all costs that do not fit into the categories listed above, including travel and training. Applicants should budget for three one-day trips to Sacramento for grantee team meetings. For this line item, include "other" costs for use by the Applicant only. Similar type costs allocated by NGOs, subgrantees or subcontractors must be included in the applicable line item.

Note: Out-of-state travel using grant funding is permissible in rare cases. The use of state funds for out-of-state travel is monitored very closely and granted only in limited cases. Out-of-state travel included in the proposed budget does not guarantee automatic approval; out-of-state travel requests require separate and written prior approval by the BSCC. Participant travel that exceeds \$100 per day requires separate and prior written approval by BSCC, even if included here.

10. **Indirect Costs:** Indirect costs are shared costs that cannot be directly assigned to a particular activity but are necessary to the operation of the organization and the performance of the project. For this grant program, indirect costs may be charged to grant funds using only one of the following options:

- An amount not to exceed ten percent (10%) of direct salaries and wages, either including or excluding benefits; or
- An amount not to exceed five percent (5%) of the actual total direct project costs, excluding equipment.

Note: If indirect costs beyond what are allowable for grant funds are being contributed as match, the applicant must maintain appropriate supporting documentation.

Required Appendices

All Applicants Required to Submit:

- ❖ Appendix C
- ❖ Appendix E
- ❖ Appendix I
- ❖ Appendix K

No other attachments are allowed

Proposals due: February 11, 2022

- ❖ One PDF file with Proposal Narrative and all required attachments.
- ❖ Budget Attachment in Excel. Do not submit the Budget Attachment as a PDF.

Submit by email to: CalVIP@bscc.ca.gov

Letter of Intent to Apply:

- ❖ Not required, but helps BSCC planning process
- ❖ Please submit by January 7, 2022
- ❖ See pages 2 of RFP

ANY
QUESTIONS
?

**Additional questions may be
submitted up until
January 28, 2022**

**BSCC will post final FAQ by
February 4, 2022**

**Submit additional questions to:
CalVIP@bscc.ca.gov**