



**California Violence Intervention and Prevention (CalVIP)  
Grant Program**

**Frequently Asked Questions (FAQs)**

**FINAL POSTING - Posted 1/10/18**

**(Questions 57-66 have been added since last posting on 12/19/17)**

- 1. Will the 2018 CalVIP grant be awarded at \$500,000 per year or \$500,000 to be spread across the two years?**  
The total grant award (any amount up to and including \$500,000) is for the entire 2-year grant period, not \$500,000 per year.
- 2. Will applicants be required to submit budgets with an equal amount of spending for each of the two years like the current CalGRIP grant? Will each year be treated as a separate grant award?**  
No, the CalVIP grant will be a one time, 2-year grant, i.e., each year will not be treated as a separate grant award. Applicants will submit one budget to cover the entire 2-year grant period and will not be required to spend grant funds across each year equally (e.g., \$250,000 in year one and \$250,000 in year two).
- 3. Who are the eligible applicants for the CalVIP Grant? Can a county district attorney's office or a local law enforcement task force apply?**  
Only California cities and community-based organizations are eligible to apply directly for the CalVIP grant. Other types of agencies or organizations may partner on the grant as a sub-grantee, but cannot be the applicant.
- 4. Can an individual non-profit organization apply for this grant?**  
Yes, for the purposes of CalVIP, an individual non-profit organization is considered to be a community-based organization. As per page 5 of the CalVIP RFP: "It is not necessary that community-based organization applicants be registered with 501(c)(3) status, but any non-governmental, community-based organization (CBO) wishing to apply must meet the criteria listed just below." Please review the criteria listed on page 5 of the CalVIP RFP.
- 5. Are city applicants required to pass-through a minimum amount of funds to one or more CBOs?**  
Yes, city applicants are required to pass-through a minimum of 50 percent of the grant funds requested to one or more CBOs. Please review the bottom of page 5 of the CalVIP RFP.
- 6. Are grant applicants allowed to work together under one application? That is, can multiple CBOs or cities work together within one grant application?**  
There is nothing that prohibits multiple cities or CBOs from working together within one application or from working with other private/public agencies, but the maximum

amount per grant is \$500,000 (i.e., applicants will not be able to “combine” grant amounts).

**7. Is it possible for a city and a CBO from the same city to be awarded separately?**

Yes, cities and CBOs apply individually and will be considered individually. As per page 5 in the CalVIP RFP: “There are no restrictions on the number of cities within a county that may apply for CalVIP funding, or on the number of CBOs within a city or county that may apply for CalVIP funding. Every applicant will be scored individually and independently.”

**8. Are letters of intent mandatory in the application process? When are they due and is there a format we must follow?**

Prospective applicants are strongly encouraged, but not required to submit Letters of Intent. Letters of Intent are due by December 15, 2017. Additional information and instructions can be found on page 2 of the CalVIP RFP.

**9. Although the proposal does not require Memoranda of Understanding or Letters of Agreement, will these documents be accepted and considered with the application?**

No, only those attachments listed on the CalVIP Proposal Checklist (page 23 of the RFP) will be accepted and considered. Attachments other than those listed on the checklist will not be considered.

**10. Would simulators that provide video-based scenarios to train staff on how to deescalate situations so they do not become violent be considered eligible items to be purchased with CalVIP grant funds?**

Please refer to the “Eligible Activities” and “Ineligible Grant Expenditures” sections on page 6 of the CalVIP RFP. CalVIP grant funds may not be used for the acquisition of real property, but there are no other restrictions on eligible items, activities or programs. The simulators you describe would be eligible items to be purchased with CalVIP grant funds.

**11. May CalVIP funding be used to enhance our computer crimes lab by funding construction within the police building, funding equipment costs, and funding training for computer crimes investigators?**

Please refer to the “Eligible Activities” and “Ineligible Grant Expenditures” sections on page 6 of the CalVIP RFP. CalVIP grant funds may not be used for the acquisition of real property, but there are no other restrictions on eligible items, activities or programs. The construction, equipment and training you describe would be eligible items to be purchased with CalVIP grant funds.

**12. What are some examples of in-kind matching funds we can list to qualify the match requirement?**

There are some examples of in-kind matching funds listed on page 8 of the CalVIP RFP. These include “donated office supplies, equipment, professional services and volunteer time.”

**13. Are grant funds provided in advance to grantees or will grantees need to submit invoices before being reimbursed?**

Please see page 12 of the CalVIP RFP. Grant funds are not provided in advance. Disbursement of grant funds occurs on a reimbursement basis for costs incurred during a reporting period. Grantees may choose to invoice on either a monthly or quarterly basis.

**14. Are Los Angeles based CBOs restricted from applying in the CBO category due to the exclusive City of Los Angeles' non-competitive allocation?**

No, community-based organizations that serve the City of Los Angeles are not restricted from applying. Please check page 5 of the CalVIP RFP for a list of criteria that non-governmental organizations must meet in order to receive CalVIP funds.

**15. Our city is not listed for potential CalVIP Preference Points--does BSCC expect to fund projects outside of the those receiving preference points?**

The BSCC cannot anticipate the results of the scoring of proposals. However, the preference point system was designed to give applicants that are disproportionately impacted by violence a slight advantage in the scoring, but not enough of an advantage to automatically earn a grant award. The Executive Steering Committee placed a much higher value on the rating factors of the proposal, as follows: Project Need at 35 percent; Project Description at 35 percent; Project Evaluation at 15 percent; and Project Budget at 15 percent.

**16. Although our city has a much smaller population, the crime ratio per 10,000 population is actually very high. Would this be a consideration, and will smaller jurisdictions be competitive under this grant?**

The criteria BSCC used to calculate crime rate was one crime per 100,000 population. This is the formula used to calculate crime rates by both the California Department of Justice and the Federal Bureau of Investigations. Smaller jurisdictions will be competitive under this grant. In fact, 24 of the 101 cities that qualified for preference points had populations of less than 10,000. Another 20 of the 101 cities that qualified for preference points had populations of less than 20,000.

**17. Are the members of CalVIP Coordinating and Advisory Council prohibited from receiving CalVIP funds? A few of the potential members belong to agencies that the City is looking to subcontract with to hire outreach workers/case managers if awarded BSCC CalVIP funds. Please advise.**

Applicants should consider state and local conflict of interest laws when selecting members of the CalVIP Coordinating and Advisory Council. Grantees are advised to consult with their agency's counsel regarding Government Code sections 1090 et seq., Government Code sections 81000 et seq. (the Political Reform Act), and for information on local ordinances and codes that may pertain to an individual's participation on the CalVIP Coordinating and Advisory Council.

**18. For CBOs wishing to apply as a stand-alone applicant, is an audit required in order to apply? If yes, how recent must the audit be?**

All grantees must have an audit completed at the conclusion of the grant. It is not a part of the application process. Please refer to page 12 of the CalVIP RFP:

All grantees are required to have an audit completed within 180 days following the completion of the grant period, as specified below. Reasonable and necessary extensions to the due date may be granted by the BSCC, if requested. A grantee that willfully fails to submit an audit as required may be deemed ineligible for future BSCC grant funds pending compliance with the audit requirements of this grant.

- CBO grantees: Must provide to the BSCC copies of reports generated from either: 1) a Single Audit, or “Subpart F Audit” (applicable to organizations that receive \$750,000 or more in federal awards in a given fiscal year) or 2) a Grant-Specific Audit. The audit must be performed by an external, independent auditor and cover the entire two-year grant period.
- City grantees: Must provide to the BSCC copies of reports generated from either: 1) the annual City/County Single Audit (as submitted to the State Controller’s Office), or 2) a Grant-Specific audit. The audit must cover the entire two-year grant period.

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

**19. Can a CBO apply to provide services to more than one city?**

Nothing in the RFP defines or sets limits on a service area for a CBO applicant. Therefore, yes, a CBO applicant could propose to provide services to more than one city in the context of a single application.

**20. On the CalVIP RFP there are forms that need to be filled in. Will the BSCC supply forms that can be filled in or do we have to recreate the forms?**

The BSCC does not supply the forms that are in the RFP. Most applicants either:

- 1) cut and paste the necessary forms and tables into a separate Word document, or
- 2) fill out the forms directly into the RFP, while deleting those pages that will not be a part of the proposal then re- save the document before sending in.

**21. We are a chartered center of a California State University, and we operate as a community-based organization (CBO). Are we eligible?**

Yes, all CBOs are eligible to apply for CalVIP funding.

**22. Is this grant specific to youth or adult population, also is there an age range?**

No, the State Budget Act does not specify any target age group.

**23. Can grant funds be used to pay housing costs for program participants?**

Please refer to the “Eligible Activities” and “Ineligible Grant Expenditures” sections on page 6 of the CalVIP RFP. CalVIP grant funds may not be used for the acquisition of real property, but there are no other restrictions on eligible items, activities or programs. Yes, funding may be used to pay housing costs for program participants.

**24. Is there a restriction on match coming from other state grants?**

As per page 44 of the BSCC Grant Administration Guide, “State and/or federal funds can be used to match other state and/or federal funds only if all of the following conditions have been met:

- The other funding source does not prohibit this practice as stated in 2 CFR § 200.306;
- The funds are to be used for identical activities (e.g., to augment the project); and
- The project obtains written approval from BSCC, or the terms of the program allow this practice.

**25. Can the match be distributed between all partners or does the applicant have to match the entire 100 percent?**

No, the applicant itself does not have to provide all of the required match. The match commitment may be distributed among any and all partners.

**26. Is there a limit on the amount of indirect costs that can be claimed?**

Please see the “Indirect Cost Rate Proposal (ICRP)/Administrative Overhead” section beginning on page 14 of the BSCC Grant Administration Guide. Grantees receiving BSCC funds for indirect costs must prepare an ICRP or an allocation plan to support indirect costs, and maintain it for review when requested...The indirect costs claimed must not exceed the rates outlined here:

- 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.

**27. Do CBOs have to pass through a certain amount of funding if they are working in conjunction with a city?**

No, there are no pass-through requirements for CBOs.

**28. Can the cost of the Single Audit be included in our grant application?**

Since the Single Audit is something an entity would be required to do regardless of whether they received CalVIP funds, the entire cost of the audit could not be charged to the grant, as this would constitute supplanting. If, however, CalVIP grant expenditures are going to be audited as a part of the Single Audit, it may be possible for a grantee to pay for a portion of the audit with grant funds. If this is the case, grantees will need to work with BSCC prior making a claim for reimbursement to determine what percentage of grant funds can be used.

**29. If a CBO provides services to numerous cities how do we set up our application?**

A CBO applicant should list all of the cities within which it plans to provide services, but please note that an applicant receives preference points only once.

**30. Is the CalVIP Work Plan a part of the review process?**

The CalVIP Work Plan (Attachment I) will not be scored separately, but it is a required part of the Project Description section.

**31. Are CBO applicants required to form a Coordinating and Advisory Council?**

No, only City applicants are required to form a Coordinating and Advisory Council.

**32. What procurement process are applicants required to follow?**

Please consult the “Contracts and Procurements” section starting on page 29 of the BSCC Grant Administration Guide, which states: “Governmental entities must comply with applicable procurement laws and policies for their jurisdiction when contracting for goods or procuring services.” It further states, “For CBOs and entities that are not units of government, contracts over \$50,000 require BSCC prior approval. Requests for approval must include the procedures that will be used to comply with section 7.B. below (Methods of Contracting and/or Procurement).”

**33. Can we dedicate more than 100 percent match toward the grant?**

Grantees can dedicate more than 100 percent match toward the grant project, however BSCC recommends that applicants not include any extra match in the official grant budget. Page 45 of the BSCC Grant Administration Guide states: “Projects are encouraged to budget only for the required match. What the Grantee specifies for the required match in the budget becomes part of the Grant Award. As part of the Grant Award, it is subject to all programmatic restrictions, audit requirements, and thus, it cannot be reduced by the Project once the grant proposal is approved.” Any match over and above the required amount may be tracked internally and recorded in the Final Evaluation Report.

**34. Does the ESC score the proposals as a group?**

Members of the ESC score the proposals individually using the sample scoring rubric included in the RFP. First, ESC members attend a Rater Training conducted by BSCC staff where they review the RFP guidelines and receive training in how to use the scoring forms. Once all scores are submitted, the ESC convenes for a final meeting at which they discuss and finalize scores as a group.

**35. Can you give an example of the preferred type/level of evidence needed to make the case that a program is proven to reduce violence?**

Pages 9-10 of the RFP cover the “Use of Effective Programs” guidelines. Examples provided on page 9 include: “For example, was the program you selected used by another jurisdiction with documented positive results? Is there published research on the program you are choosing to implement showing its effectiveness? Is the program being used by another jurisdiction with a similar problem and a similar target population?”

**36. After scoring will applicants be notified whether or not they are being recommended for funding?**

Applicants that will be recommended for funding at the April Board meeting will be notified prior to that date. All unsuccessful applicants will be notified after the Board has made final awards. Applicants that are not recommended for funding can request feedback from the BSCC.

**37. Would Institutional Review Board (IRB) approval be needed for a local evaluation of a program working with low-income youth?**

The BSCC does not require IRB approval for project evaluations. Grantees should check with their evaluator on any IRB requirements they may be subject to.

**38. Will CBO applicants be competing with both city applicants and CBO applicants or will they be scored separately?**

City applicants and CBO applicants respond to the same RFP, but are competing for separate pots of grant funds. They will not be competing against each other.

**39. If we apply for grant funds to expand or augment an existing program, can we use the existing programmatic funding as match?**

Yes, this would be allowable.

**40. Is there a stipulation that match funds must be for the same services in the same city? Or just the same services in the same region?**

Any cash or in-kind contributions claimed as match must be directly related to the grant-funded activities.

**41. Why does this grant have such odd start and end dates?**

These funds must be encumbered by June 30, 2018, so a July 1, 2018 start date is not possible. May 1, 2018 is the earliest date BSCC can award the funds. The funds revert on June 30, 2020. A two-year grant allows for maximum time in the field with a short liquidation period at the end.

**42. The RFP states that CalVIP grant funds may be used to “augment or expand” an existing program. Would this include the hiring of additional staff?**

Yes, expanding services could include the hiring of additional staff.

**43. Would intern time towards the grant be considered in-kind match?**

Intern time towards the match can be considered in-kind if they are unpaid interns. If they are paid interns, their time would count as cash match.

**44. Does any part of the grant that is evaluation related go in the Project Evaluation category of the budget?**

Yes, anything related to data collection or evaluation efforts should be placed in the Data Collection and Evaluation budget category.

**45. When would an equipment related item be a part of the services and supplies Budget category?**

If the per unit cost of an item is \$5,000 or more, it should be placed in the category Equipment/Assets, if a unit of equipment is under this amount it should be included in the Services and Supplies category.

**46. Who is required to turn in a resolution and when exactly is it due?**

Cities are required to turn in a governing board resolution; CBOs are not. The resolution is not due at the time of application, but must be submitted before any grant-related expenditures can be reimbursed.

- 47. Must cities identify the CBOs they will work with in their application? Our city will be required to administer a competitive RFP process to select our CBOs, so we will not be able to identify them at time of application.**

If an applicant has not yet identified the CBOs it will work with, that is not grounds for disqualification. The applicant should, however, respond to the RFP including as much information as possible, e.g. the roles and responsibilities of the CBO partners, what services they will be providing, how much grant funding will be allocated to them, etc. The grantee must advise BSCC once all CBO partners are identified.

- 48. Are applicants limited to working with only one target population?**

No, applicants may propose to work with more than one target population.

- 49. May a grantee use CalVIP funds to work with an incarcerated community?**

Yes.

- 50. Are community colleges eligible to apply?**

Only non-public entities qualify as community-based organizations (CBOs). If your community college is public, then it is not eligible to apply. If your community college has a non-profit foundation attached to it, however, the foundation could qualify as a CBO.

- 51. Does the Coordinating and Advisory Council member list (Attachment C) need to be signed by all parties prior to turning in a proposal? We are anticipating that it will be difficult to retrieve all the signatures on one document over the holidays.**

Be sure to list all the members of the Coordinating and Advisory Council on Attachment C and obtain as many signatures as possible on the document. Members that are unable to sign on the document may submit a separate signature and BSCC will accept it as an attachment to Attachment C. If you are unable to obtain one or more signatures, please add a footnote at the bottom of Attachment C explaining why they have not yet signed.

- 52. Can non-narrative elements of the proposal narrative such as a table, graph or flow chart be single-spaced?**

Yes, non-narrative elements of a proposal, such as a table, graph or flow chart or may be single-spaced and placed inside of the Proposal Narrative.

- 53. Are subcontractors of this grant allowed to charge administrative indirect cost? If so what is the percentage allowable?**

BSCC grantees are held to the indirect cost guidelines found on pages 14-17 of the BSCC Grant Administration Guide when determining their own claims for indirect costs. Grantees are not required to impose these guidelines on subcontractors or sub-grantees, but should maintain appropriate documentation to justify and support all indirect costs claimed by subcontractors or sub-grantees. Grantees may wish to consult their local procurement policies and procedures when setting indirect cost limits on organizations they subcontract with.



- 54. Regarding the 50 percent pass-through requirement, if a city requests \$100,000 from BSCC and the match is \$100,000 (cash and in-kind) for a total project cost of \$200,000 are we required to contribute \$50,000 or \$100,000 to community partners?**

Cities are required to pass through 50 percent of the grant funds only. If a city requests \$100,000 from BSCC, they would be required to pass through \$50,000 to one or more CBOs. It should be noted that the match does not have to come from the applicant itself, but can be contributed by project partners.

- 55. For purposes of eligibility, is a school district considered to be a “community-based organization?”**

No, for purposes of the CalVIP grant, a “community-based organization” must be a non-governmental entity. As a public entity, a school district would not qualify.

- 56. May a school district partner with a city as the lead applicant in order to seek funding?**

Yes, a school district may partner with either a city or a CBO in order to seek funding. The city or CBO would have to be the applicant and would have to agree to pass-through funds to the school district.

- 57. Referencing Part II, Items I. and K. on page 24 of the RFP: If an organization operates under the aegis of a “fiscal agent” that provides fiscal administration services for its activities, does utilization of the fiscal agency's staff meet the CalVIP requirement that the Financial Officer and Day-to-Day Fiscal Contact be “employees” of the Grantee?**

No, the Financial Officer and Day-to-Day Fiscal Contact must be employees of the grantee itself, they cannot be subcontracted employees.

- 58. Would the costs of per diem and hotel accommodations for staff to stay overnight in Sacramento the night before the Grantee Orientation be considered reasonable?**

Yes.

- 59. The font size in the pre-made forms provided in the RFP are in Ariel 11-point font. Do we have to increase them to 12-point or is the form exempt from font size requirements?**

The font size limitations apply only to the Proposal Narrative and Budget Narrative. They do not apply to the Project Work Plan or other pre-made forms.

- 60. What is the source of the CalVIP funding -- is it from federal funds, federal funds that have been delegated to the state, or originally state dollars?**

Funding for CalVIP comes from the State General Fund.

**61. In Question 52 above, you stated that non-narrative elements of a proposal, such as a table, graph or flow chart or may be single-spaced and placed inside of the Proposal Narrative. Can we also use a 10-point font inside these tables or charts?**

Yes, non-narrative elements of the proposal, such as tables, graphs or flow charts may be single-spaced and in 10-point font.

**62. Also for the Attachment H, CalVIP Project Work Plan – is it permitted to use single spacing and a 10-point font size to enable as complete a response as possible on the single page permitted?**

Yes, the CalVIP Project Work Plan may be single-spaced and in 10-point font. The format limitations apply only to the Proposal and Budget Narratives.

**63. When we entered the 150-word Project Summary into the CalVIP Applicant Information Form, it pushed half of Section J, Day-to-Day Program Contact, onto the next page. We moved the entire Section J onto the second page. Will this format adjustment be acceptable for submission?**

Yes, it is acceptable to move Section J onto the second page of the Applicant Information Form.

**64. In allocating match values for the time invested by institutional partners (i.e., school district, school police) to commit staff to participation in case conferences, training, referral protocols, or other project activities without charge to the project, would BSCC prefer to see these contributions within the Services, CBO Subcontracts, or Other line item categories?**

Match time invested by CBO partners should be placed in the CBO Subcontract line. Match time invested by public agency partners (such as the ones you have listed) should be placed in the Professional Services line. Match time invested by the grantee itself should go in the Salaries & Benefits line.

**65. Are City applicants required to submit Appendix B since 50 percent of awarded funds must be expended on CBO projects?**

Once grants are awarded, all grantees will be required to submit Appendix B. This document is not due at time of application. It is an attachment to the contract.

**66. Regarding eligibility criteria for non-governmental organizations, listed on page 5 of the RFP – do all of those criteria need to be in place by May 13, 2017, or only the first one, i.e. “duly organized, in existence and in good standing?”**

If your organization was duly organized, in existence, and in good standing as of May 13, 2017, it is eligible to apply for CalVIP grant funding. The other elements must be in place by the start date of the grant.