Byrne State Crisis Intervention Program (SCIP) – Cohort 2

Request for Proposals

Eligible Applicants:

California Cities and Counties

Grant Period: August 1, 2025, to September 30, 2027
(two years for service delivery and two months for evaluation)

RFP Released: February 13, 2025

Letters of Intent Due: March 21, 2025

Proposals Due: April 7, 2025

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CONFIDENTIALITY NOTICE:

All documents submitted as a part of the Byrne State Crisis Intervention Program Grant proposal are public documents and may be subject to a request pursuant to the California Public Records Act. The BSCC cannot ensure the confidentiality of any information submitted in or with this proposal.

(Gov. Code, §§ 6250 et seq.)

Part I: Grant Information

Questions about the Grant?

This Request for Proposals provides the information necessary to submit a proposal to the Board of State and Community Corrections (BSCC) for grant funds available through the federal Byrne State Crisis Intervention Program (Byrne SCIP).

The BSCC staff cannot assist the applicant or its partners with the preparation of a proposal. Any technical questions concerning the RFP, the proposal process, or programmatic issues must be submitted by email to: ByrneSCIP2@bscc.ca.gov.

The BSCC will accept and respond to written questions about this RFP until March 31, 2025. A Frequently Asked Questions (FAQs) document will be posted to the Byrne SCIP website and updated periodically through April 7, 2025.

Background and Purpose of the Grant

The BSCC is the designated state administering agency for the Byrne SCIP grant, which is federally funded through the Bureau of Justice Assistance (BJA).

The goal of the BSCC Byrne State Crisis Intervention Program funding is to develop a multipronged approach to **decreasing gun violence in California, supporting local jurisdictions in their efforts to improve firearms relinquishment procedures,** and supporting the enhancement of collaborative court programs that address behavioral health issues, with a focus on people who are at higher risk for gun violence.

This Request for Proposals (RFP) implements the pass-through funding for local jurisdictions required by the Byrne SCIP grant. The court-related aspects of the Byrne SCIP grant are addressed in a separate subaward unrelated to this RFP.

Federal Requirements

Byrne SCIP is authorized by the Bipartisan Safer Communities Supplemental Appropriations Act, 2022 (Pub. L. No. 117-159, 136 Stat. 1313, 1339); 28 U.S.C. 530C). If selected for funding, in addition to implementing the funded project consistent with the Office of Justice Programs (OJP) approved application, grantees must comply with all award requirements (including all award conditions), and applicable federal statutes and regulations.

BSCC Byrne SCIP Advisory Board Process

The BJA requires the establishment of a Crisis Intervention Advisory Board to inform and guide the implementation of the federal Byrne SCIP Grant. The BSCC established its Crisis Intervention Advisory Board on February 9, 2023. The Advisory Board includes the BSCC Board members and other subject matter experts, including additional representatives from prosecution, behavioral health, victim services, and legal counsel (see Appendix A). Advisory

Board members are not paid for their time but are reimbursed for travel expenses incurred to attend meetings. Please check the BSCC Byrne SCIP website for updated Byrne SCIP Advisory Board and Scoring Panel rosters.

Byrne SCIP Program and Budget Plan

The BJA requires states to develop a Program and Budget Plan for Byrne SCIP funding, which must be approved by the Advisory Board and the BJA. The Advisory Board approved an updated Program and Budget Plan, including the development of this RFP, on November 21, 2024. The plan was subsequently approved by BJA on December 9, 2024. The approved Program and Budget Plan is available on the Byrne SCIP website under the Byrne SCIP Advisory Board tab.

Byrne SCIP Scoring Panel

The BSCC will use a Scoring Panel process to complete the reading and rating of proposals, and to develop scoring recommendations for the Advisory Board. The scoring panel will submit grant award recommendations to the Advisory Board. The Advisory Board will then approve, reject, or revise those recommendations.

Conflicts of Interest

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

Proposal Due Date and Submission Instructions

The Byrne SCIP Grant Proposal Package submission is available through an online portal submission process. Applicants must submit proposals through the BSCC Submittable Application Portal by **5:00 p.m. (PST) on Monday, April 7, 2025** at which time the portal will close and no longer accept proposals.

Please allow sufficient time to begin and submit your proposal. Be advised that completing the proposal and uploading the required documents into the BSCC Submittable Application Portal may take a significant amount of time. If the BSCC does not receive a submission by **5:00 p.m. (PST) on April 7, 2025, the proposal **will not be considered for funding**. Applicants are strongly advised to submit proposals in advance of the due date and time to avoid disqualification.

Submission Instructions

READ THIS ENTIRE RFP DOCUMENT PRIOR TO INITIATING THE RFP PROCESS.

This RFP Instruction Packet contains all the necessary information to successfully complete and submit the Byrne SCIP Grant Proposal.

Proposals for the Byrne SCIP Grant must be submitted through the BSCC Submittable Application Portal. The BSCC Submittable Application Portal, Byrne SCIP Grant Application, and all required attachments are available on BSCC Byrne SCIP homepage.

The Byrne SCIP RFP is accessible by clicking the "Click here to Submit; Powered by Submittable" button located on the Byrne SCIP homepage. You will be prompted to create a free Submittable account and log-in (or sign into an existing account) prior to accessing the online RFP.

After an account is established, applicants may proceed with the submission process. As part of the online BSCC Submittable Application Portal process, applicants will be required to download several mandatory forms that must be completed, signed (if applicable), and uploaded at specific prompts within the BSCC Submittable portal prior to submission, to include:

1. Project Work Plan
2. Budget Attachment (Project Budget Table and Budget Narrative)
3. Grantee Assurance for Non-Governmental Organizations that Receive BSCC Funds as a Subcontractor
4. Certification of Compliance with BSCC Policies on Debarment, Fraud, Theft, and Embezzlement
5. Governing Board Resolution – Sample *(not required at time of application, but must be submitted prior to contract execution)*

****Note:** You must click the "Save Draft" button at the end of the proposal page to save any updates and/or changes you have made to your proposal prior to applying, each time you log in to your proposal. In addition, most of the fields within the RFP require information to be entered. Therefore, the system will not allow proposal submission if all mandatory fields are not completed. Once you have successfully submitted the proposal through the BSCC Submittable Application Portal, you will receive an email acknowledging your proposal has been received.

Having Technical Issues?

If you experience technical difficulties with submitting your proposal through the BSCC Submittable Application Portal, you should submit a Help Ticket through Submittable, as the BSCC does not control that site. Please also email the BSCC at ByrneSCIP2@bscc.ca.gov and/or call the BSCC main line at (916) 445-5073 and ask to speak to someone about the Byrne SCIP Grant. Be advised that applicants contacting the Submittable company and/or the BSCC on the due date may not receive timely responses.

Please allow sufficient time for Submittable and BSCC to provide technical assistance.

Planning to Apply? How to Submit a Letter of Intent

Applicants interested in applying for a Byrne SCIP grant are asked, but not required, to submit a non-binding letter indicating their intent to apply. These letters will aid the BSCC in planning for the proposal evaluation process.

There is no formal template for the letter. Please submit the letter in Microsoft Word or as a PDF and include the following information:

1. Name of the applicant city or county;
2. Name and title of a contact person; and
3. A brief statement indicating the applicant's intent to submit a proposal.

Please submit Letters of Intent via email to ByrneSCIP2@bscc.ca.gov by Friday, March 21, 2025. Please identify the email subject line as "Byrne SCIP Letter of Intent."

Failure to submit a Letter of Intent is not grounds for disqualification. In addition, prospective applicants that submit a Letter of Intent and decide later not to apply will not be penalized in the future.

Want to Learn More About the Byrne SCIP Grant?

Prospective applicants are invited, but not required, to attend a virtual **Grant Information Session**. Attendance at the virtual Information Session is not a requirement. The purpose of this Information Session is to answer technical questions from prospective 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 evaluation requirements. There is no preference given to applicants who attend the Grant Information Session. Details are listed below:

Byrne SCIP - Cohort 2
Grant Information Session

Wednesday, March 12, 2025 at 1:30 P.M.

Join Zoom Here

Or

Call In:
1-669-900-9128
Webinar ID: 819 6271 9300
Passcode: 475980

Grant Period

Proposals selected for funding will be under agreement with the BSCC for 26 months, from **August 1, 2025 to September 30, 2027.** This includes a two-year service delivery period starting on August 1, 2025 and ending on July 31, 2027. An additional two months (August 1, 2027 to September 30, 2027) will be included to finalize and submit the required Final Local Evaluation Report (described later in this RFP).

Table 1. A visual illustration of the grant agreement period is provided below:

Year 1 Service Delivery	Year 2 Service Delivery	Evaluation and Closeout
August 1, 2025 to July 31, 2026	August 1, 2026 to July 31, 2027	August 1, 2027 to September 30, 2027*
Implementation, service delivery and data collection.	Service delivery and data collection.	Completion of Final Evaluation Report.

* *Only expenses related to evaluation efforts may be incurred in this period. No new services should be delivered during the closeout period.*

Eligibility to Apply

Eligibility for Byrne SCIP funding is limited to California cities and counties.

County proposals must be approved by the Board of Supervisors or the Chief County Administrative Officer. City proposals must be approved by the City Council or City Manager.

To be approved, the completion and submission of the proposal must be authorized by an individual vested with the authority to enter into an agreement on behalf of the applicant city or county. Any staff member with a Submittable account can upload the application into the BSCC Submittable Application Portal. However, the system will ask for the address, email, phone number, name, and title of the "Authorized Officer." By completing this information, the applicant informs the BSCC that their Authorized Officer has read and understood the acknowledgement and has authorized the application.

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

Current Byrne SCIP grantee counties and cities are eligible to apply for Byrne SCIP Cohort 2 funding. However, the Cohort 2 proposal must designate a different Lead Public Agency (see below) than was designated for the current project. Additionally, the proposed project for Cohort 2 must be separate and substantively different than the current project.

Lead Public Agency

All applicants are required to designate a Lead Public Agency (LPA) to serve as the coordinator for all grant activities. The LPA must be a governmental agency with local authority within the

applicant city or county. The applicant may choose to fill the role of LPA itself, or it may designate a department, agency, or office under its jurisdiction to serve as the LPA.

The role of the LPA is to coordinate with local government agencies and non-governmental organizations to ensure successful implementation of the grant program. The LPA is responsible for data collection and management, invoices, meeting coordination (virtual and/or in-person), and will serve as the primary point of contact with the BSCC.

Eligibility Criteria for Non-Governmental Organization Subcontractors

Community-based organizations or other non-governmental organizations (NGOs) are not eligible to apply directly for Byrne SCIP grant funds but may receive funds as a subcontractor to a county or city grantee. NGOs receiving Byrne SCIP funds as a subcontractor must meet certain eligibility criteria. These can be found in Attachment C, *Criteria and Assurance for NGOs that Receive BSCC Grant Funds as a Subcontractor*.

All applicants will be asked to submit a completed Attachment C as part of the complete proposal package to document the compliance of any NGO that will receive grant funds as a subcontractor. This form must be submitted even if an applicant has not yet identified its NGO subcontractors, to provide assurance that the applicant is aware of these criteria. Please note that these criteria do not apply to subcontractors delivering professional services such as staff training, legal services, evaluation, organizational capacity building, accounting, bookkeeping, grants management, etc.

Once awarded, grantees must submit an updated Attachment C throughout the grant term any time a new NGO subcontractor is added to the project through a subcontract. The BSCC will not reimburse for costs incurred by NGOs that do not meet the BSCC's requirements.

Project Description

Activities Eligible for Funding

Applicants must propose activities, strategies, or programs that address a minimum of one of the following Byrne SCIP Program Purpose Areas (PPAs) **and** include one or more related Program Activity:

- PPA 1: Communication, Education, Outreach, and Public Awareness (related to Extreme Risk Protection Order (ERPO) laws and programs);
- PPA 2: Referrals to Community-based Services for People in Crisis;
- PPA 3: Funding for Law Enforcement Crisis Intervention Programs or Initiatives.

Programs/initiatives must have a direct connection to:

- The goal of reducing gun violence or improving firearms relinquishment procedures **AND;**
- Crisis intervention, which is focused on identifying risk and intervening before harm occurs. Programs/activities exclusively focused on response to crime in progress or already committed would not be considered crisis intervention.

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** section below).

Each of these PPAs includes allowable Program Activities. Applicants are restricted to proposals that address one or more of these three Byrne SCIP PPAs **and** include one or more related Program Activity (as shown in the following table):

Byrne SCIP PPA	Related Program Activities
PPA 1: Communication, education, outreach, and public awareness (related to Extreme Risk Protection Order (ERPO) laws and programs)	• Outreach to community members, stakeholders, municipal leaders, law enforcement agencies, and those engaging with at-risk individuals to raise public awareness about the value and public safety benefits of Extreme Risk Protection Order (ERPO) laws and programs, and promote the importance of effective implementation and enforcement, as well as program development and enhancement.

	• Development and distribution of ERPO fact sheets, brochures, webinars, television or radio engagement (e.g., advertisements, spotlights, etc.), and social media outreach (e.g., YouTube, Facebook, X, etc.) in order to execute the communication, education, and public awareness strategy.
	• Publication of best practices regarding ERPO programs.
Byrne SCIP PPA	**Related Program Activities**
PPA 2: Referrals to Community-based Services for People in Crisis	• Pre-arrest law enforcement and first responder deflection.
	• Assertive Community Treatment.
	• Behavioral threat assessment programs and related training.
	• Triage services, mobile crisis units (both co-responder and civilian only), and peer support specialists.
	• Suicide and crisis prevention and referral to services.
	• Technological supports such as smartphone applications to help families and patients navigate mental health and related systems and telehealth initiatives, including technology solutions for telehealth visits outside the hospital.
	• Behavioral health responses and civil legal responses to people in crisis, such as regional crisis call centers, crisis mobile team response, and crisis receiving and stabilization facilities for individuals in crisis.
	• Embedding social workers with law enforcement and co-responder programs.
	• De-escalation training for law enforcement, first responders and other justice practitioners.
	• Specialized training for individuals who serve or are families of individuals who are in crisis.
	• Related law enforcement-based programs, training, and technology, focused on crisis intervention for those at risk to themselves or others.

Byrne SCIP PPA	Related Program Activities
PPA 3: Funding for Law Enforcement Crisis Intervention Programs or Initiatives	• Development and or delivery of specialized training, including crisis response and intervention training (CRIT), and overtime for officers to attend such training.
	• Training for school resource officers on identifying youth at risk for firearm violence.
	• Supplies, equipment, technology, and training to safely secure, store, track, and return relinquished guns, such as gun locks and storage for individuals and businesses and software or other technologies to track relinquished guns.*
	• Gun safety training for community members.
	• Systems purchase or enhancement to facilitate service and/or tracking of ERPOs.
	• Technology, analysis, or information-sharing solutions for ensuring law enforcement, probation, prosecutors, the courts, and public defenders are informed when a prohibited person attempts to purchase a firearm.
	• Data collection, analysis, and strategic planning to address community gun violence.
	• Personnel, supplies, and other related costs for crisis intervention officers or co-responders.

***Note:** This includes guns relinquished through a variety of protective orders, including Gun Violence Restraining Orders (GVRO), Domestic Violence Restraining Orders (DVRO), Elder or Dependent Abuse Restraining Orders, and Civil Harassment Restraining Orders.

More information on ERPOs and definitions for some of the terms included in the PPA and Program Activities descriptions are available in Appendix B: Glossary of Terms.

Ineligible Grant Expenditures

Byrne SCIP funds may not be used to pay for any of the following items:

1. Construction
2. Prizes, rewards, entertainment, trinkets (or any type of monetary incentive)
3. Client stipends
4. Gift cards
5. Food and beverages
6. Unmanned aircraft systems (UAS), including unmanned aircraft vehicles (UAV) and all accompanying accessories to support UAS or UAV
7. Supplanting state or local funds

Eligible Grant Expenditures that Require Special Approval Post Grant Award

Once a Grant Agreement is executed, grantees must obtain explicit prior written approval from the BSCC for the purchase of any of the items listed below, ***even if these items were included in the original application's proposed budget.*** Please refer to the *BSCC Grant Administration Guide*, pages 28 - 35 for more information.

- Out of State Travel – page 27
- Program Incentives and Participant Support Items – pages 29-31
- Equipment/Fixed Assets (items costing $3,500 or more per unit) – pages 33-35

Grantees will be required to maintain and provide detailed documentation for any incentives/support items, travel, and equipment/fixed assets purchased with grant funds. Discretion for final approval of any purchases under this section lies with the BSCC. Purchases should not be made until the BSCC approves the written request. The BSCC shall not be obligated to reimburse purchases made with Byrne SCIP grant funds without prior approval.

For information on eligible and ineligible costs, refer to the *BSCC Grant Administration Guide*, found on the BSCC Correction Planning and Grant Programs website.

Funding Information

This RFP makes $11,246,714 available competitively from the federal Byrne SCIP awards for federal fiscal years (FFY) 2022/23 and 2024.

In accordance with the approved Program and Budget Plan, this RFP offers grants in two categories within which applicants will compete. Maximum funding thresholds have been established for each category so that projects of a smaller scope do not compete against projects of a larger scope.

1) **Small Scope:** Small scope projects are limited to requests of up to $500,000.

2) **Large Scope:** Large scope projects are limited to requests of up to $1,000,000.

Applicants will self-select into either the Small Scope or Large Scope category, depending on the scope of the project they plan to implement. Applicants may apply for any dollar amount up to and including the maximum grant amounts as shown above. Applicants are strongly encouraged to apply for only the amount of funding needed to implement the project for the entire 26-month grant period. Proposals will be scored, in part, on the reasonableness of the proposed budget.

An illustration of the funding categories, maximum grant awards, and total available funding by category is provided below:

Applicant Category	For Applicants Requesting:	Funds Allocated to this Category
1) Small Scope	Up to **$500,000** for the entire grant period.	$3,374,014
2) Large Scope	More than **$500,000** and up to **$1,000,000** for the entire grant period.	$7,872,700
	Total Funds Available:	**$11,246,714**

No Match Requirement

There is no match requirement for the Byrne SCIP Cohort 2 Grant.

Data Collection, Reporting and Evaluation Requirements

Projects selected for funding will be required to submit quarterly data into the federal Performance Management Tool (PMT) system and complete an evaluation of their grant-funded project that focuses on the achievement of the project's goals and objectives. Completion of the evaluation requires the submission of a Local Evaluation Plan (LEP) and Local Evaluation Report (LER). A summary of the PMT requirements, LEP, and LER follows.

The BSCC is committed to supporting a focus on better outcomes in the criminal justice system and for those involved in it. Applicants that seek funding through this grant process should use research and data driven decision-making in the development, implementation, and evaluation of their grant-funded projects. More detailed information and evaluation-related resources are available in Appendices C, D and E and will be made available to grantees during the grant term.

Performance Management Tool (PMT)

Federal reporting requirements for the PMT can be found in Appendix F.

Local Evaluation Plan

The purpose of the LEP is to ensure that the grantee has a plan in place at the beginning of the project to collect the data and information necessary to, at the conclusion of the grant period, report on the extent to which the project's goals and objectives, as included in the proposal, were achieved. The LEP is expected to include a detailed description of the data and information that will be collected for each goal and its associated objectives and detailed descriptions of the data management, analysis and reporting plans. The plan should be developed before the project starts or during project implementation before services or activities begin. Generally, modifications to the plan may occur during the grant period to address challenges or lessons learned. Appendix E provides the guidelines for the LEP. The LEP is due no later than December 31, 2025.

Local Evaluation Report

The purpose of the LER is to document the extent to which the project achieved its goals and objectives. Implementation of the LEP should ensure the grantee has the data and information necessary to do so. Appendix E provides the guidelines for the LER. The LER is due no later than September 30, 2027.

Recommendation for Data Collection and Evaluation Efforts

To ensure that grantees can comply with the BSCC's data collection and reporting requirements in a meaningful way that benefits the applicants, their communities, and the State of California, grantees are highly recommended to budget a minimum of five percent of the total grant award for data collection and evaluation efforts. These efforts include the resources necessary to comply with the reporting requirements of the PMT; develop and write the LEP; implement the LEP; and analyze data and write the required LER.

Applicants are also encouraged to use outside evaluators to ensure objective and impartial evaluations. Specifically, applicants are encouraged to partner with institutions of higher learning universities, state universities, community colleges, and other research entities.

In addition, applicants are strongly encouraged to identify research partners early on and include them in the development of the proposal, so that the goals and objectives listed in the Project Work Plan are measurable.

Research Involving Human Subjects

To the extent the local evaluation plan involves research in which either: (1) data is obtained through intervention or interaction with an individual or (2) identifiable private information is obtained from program participants, the local evaluation plan must comply with the requirements of 28 C.F.R. Part 46. This includes compliance with all Office of Justice Programs policies and procedures regarding the protection of human research subjects, including obtainment of Institutional Review Board approval, if appropriate, and subject informed consent. For additional information on whether 28 C.F.R. Part 46 applies to your local evaluation plan, please see: https://ojp.gov/funding/Apply/Resources/ResearchDecisionTree.pdf

Evaluation Dissemination

The BSCC may make public the Local Evaluation Plan and the Final Local Evaluation Report from each grantee. Reports may be posted to the BSCC website and/or developed into a Summary Final Report to be shared with the Administration, the Legislature, and the public.

Projects selected for funding are encouraged to make public (e.g., post online, disseminate, share at meetings) the Local Evaluation Report to the community and the grantee's Governing Board (e.g., Board of Supervisors, City Council, etc.). If the grantee plans to publish the Local Evaluation Report, it must be submitted to the BSCC for review prior to publication.

Additional BSCC Grant Requirements

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 BSCC Grant Agreement can be found on the Byrne SCIP website. The Grant Agreement start date is expected to be August 1, 2025. 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 are responsible for maintaining their Grant Agreement. Grantees, subgrantees, and subcontractors are responsible for maintaining all invoices, records, and relevant documentation for at least three (3) years after the final payment under the Grant Agreement.

Please note:
The BSCC may elect not to enter into a Grant Agreement with your organization if any of the following are true:

- Your organization had a BSCC grant terminated in the past three years.
- Your organization has overdue deliverables that have not been submitted (e.g., Final Local Evaluation Report).
- Your organization has unpaid financial obligations due to the BSCC.

Signing Authority

Before the grant award can be finalized and funds awarded, applicants must provide evidence that the person signing the grant agreement has signing authority, which may include a city council or board of supervisor resolution conferring authority to the signatory.

This documentation is not required at the time of proposal submittal, but applicants are advised that the grant agreement will not be fully executed, nor will any financial invoices be processed for reimbursement until the required documentation has been received by the BSCC.

Federal Award Conditions

Byrne SCIP is authorized by the Bipartisan Safer Communities Supplemental Appropriations Act, 2022 (Pub. L. No. 117-159, 136 Stat. 1313, 1339); 28 U.S.C. 530C). If selected for funding, in addition to implementing the funded project consistent with the Office of Justice Programs (OJP) approved application, grantees must comply with all award requirements (including all award conditions), and applicable federal statutes and regulations.

Please refer to the Sample Grant Agreement (available on the BSCC Byrne SCIP website) to review the Federal Fiscal Year 2022/2023 and 2024 federal award conditions. Federal conditions are subject to change with subsequent funding years.

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. Byrne SCIP 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.

Audit Requirements

Grantees are required to complete an audit annually for each fiscal year/audit period, or fraction thereof, for the entire grant period. Audit reports must be submitted to the BSCC within 30 days of the Grantee's receipt of the report or within nine months following the end of the audit period, whichever is earlier. 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.

The Grantee must provide to the BSCC copies of reports generated from either:

- Annual City/County Single Audit (as submitted to the State Controller's Office), or
- Program-specific audit.

The audit reports must cover the entire grant period. 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.

Any grantee that does not expend $1,000,000 or more in total federal awards during the fiscal year is exempt from Federal audit requirements for the fiscal year. However, grantees must keep and maintain the grant records and make them available for review or audit by appropriate officials of the Federal agency, pass-through agency (i.e., the Board of State and Community Corrections), and Governmental Accountability Office.

Grantee Orientation Process

Following the start of the grant period, BSCC staff will conduct a Grantee Orientation (August 2025, date to be determined). The purpose of this mandatory session is to review the program requirements, invoicing, and budget modification processes, data collection and reporting requirements, as well as other grant management and monitoring activities. Typically, the Project Director, Financial Officer, and Day-to-Day Contact must attend. Grantees are also strongly encouraged to include the individual tasked with Data Collection and Evaluation. Award recipients will be provided with additional details regarding the Grantee Orientation. **Applicants should budget for a possible 2-day trip to Sacramento for 3-5 key grant team members.**

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.

Non-Governmental Organizations (NGOs)

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

Units of Government

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

Out-of-State Travel

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

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:

- debarred by any federal, state, or local government entities during the period of debarment; or
- 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 Attachment D certifying that they are in compliance with the BSCC's policies on debarment, fraud, theft, and embezzlement.

Program Monitoring / Site Visits

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

For your reference, a Comprehensive Monitoring Visit checklist can be found on the Corrections Planning and Grants Program website.

Overview of the RFP Process

Confirmation of Receipt of Proposal

Upon submission of a proposal, applicants will receive a confirmation email generated by the Submittable Application portal stating that the proposal has been received.

Eligibility Screening

All proposals will undergo a technical compliance review before moving forward to the proposal rating process. Items that will result in disqualification are listed in the table below.

DISQUALIFICATION CRITERIA

PLEASE REVIEW CAREFULLY

The following will result in an automatic disqualification:

- Proposal submission is not received by **5:00 P.M. (PST) Monday, April 7, 2025.** *(Allow sufficient time to upload all required documents in the BSCC Submittable Application portal. Do not wait until the last minute!)*
- Proposal (with all required attachments) is not submitted via the BSCC Submittable portal. **Email submissions will not be accepted.**
- Applicant is not a California city or county.
- Proposal does not address required Program Purpose Areas.
- Budget Attachment (Excel attachment) is not submitted through the BSCC Submittable portal, is blank, or the total amount requested exceeds the maximum funding thresholds (see page 12).
- 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 Scoring Panel for the Proposal Rating Process, and therefore, will NOT be considered for funding.

Proposal Rating Process

Unless disqualified, proposals will advance to the Proposal Rating Process. Proposals will be evaluated in accordance with the BSCC's *Grant Proposal Evaluation Process* (link) and as described below. Scoring Panel members will read and assign ratings to each proposal in accordance with the prescribed rating factors listed in the table below. Scoring Panel members will base their ratings on how well an applicant addresses the criteria listed under each rating factor within the Proposal Narrative and Budget sections. Scoring Panel ratings, once submitted to the BSCC, will be final.

At the conclusion of this process, applicants will be notified of the Advisory Board's funding recommendations. It is anticipated that the Advisory Board will act on the recommendations at its July 2025 meeting. Applicants and their partners are not to contact members of the Byrne SCIP Grant Scoring Panel, the Byrne SCIP Advisory Board, or the BSCC Board to discuss proposals.

Note: Once the Byrne SCIP Advisory Board acts on the Scoring Panel's recommendations, awards will be contingent on BJA's approval of the subawards (grants), as required by the Byrne SCIP federal solicitation.

Rating Factors

The five (5) Rating Factors to 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 has been assigned to each of the five (5) Rating Factors, correlating to its importance within the overall project (see Percent of Total Value column).

Byrne SCIP Rating Factors		Point Range	Percent of Total Value	Weighted Rating Factor Score
1	Project Need	0 - 5	20%	40
2	Project Description	0 - 5	30%	60
3	Project Organizational Capacity and Coordination	0 - 5	25%	50
4	Project Data Collection & Evaluation	0 - 5	10%	20
5	Project Budget	0 - 5	15%	30
		Total:	**100%**	**200**

Scoring Panel members will rate an applicant's response to each Rating Factor on a scale from 0 to 5, according to the Six-Point Rating Scale shown below. Each rating factor then will be weighted according to the Percent of Total Value (determined by the Scoring Panel) 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 Total Score.

The maximum possible proposal score is **200**.

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.

Scoring Threshold/Minimum Score

A proposal must meet **a minimum scoring thresholds** to be considered for funding. A proposal must meet thresholds of **60 percent** (**60%)**, or minimum proposal total score of **120** total points.

BSCC Funding Decisions

Applicants will compete for funds within the applicable Applicant Category (see Funding Information and Thresholds on page 11-12). Once the proposals have been scored and ranked, BSCC will move down the ranked lists to fund all qualified applicants in each of the two (2) categories until all funds in that category are exhausted. Applicants that fall at the cut-off point may be offered a partial award if there are not sufficient remaining funds to make a full award.

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

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

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

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

Key Dates

The following table shows an estimated timeline of key dates related to the Byrne SCIP Grant Program.

Activity	Date
Release Request for Proposals	February 13, 2025
Grant Information Session (via Zoom) for Prospective Applicants	March 12, 2025
Letter of Intent Due to the BSCC *(not required)*	March 21, 2025
Proposals Due to the BSCC	**April 7, 2025**
Proposal Rating Process and Development of Funding Recommendations	April-July 2025
BSCC Board Considers Funding Recommendations	July 17, 2025
Notice to Grantees	July 17, 2025
Grant Period Begins	**August 1, 2025**
Mandatory New Grantee Orientation	August 2025 (TBD)
Grant Service Period Ends	July 31, 2027
Final Evaluation Report Due	September 30, 2027

PART II: Proposal Instructions

This document/section contains the necessary information for completing the Byrne SCIP Grant Program Application. The Application and all required attachments are provided on the BSCC website.

Proposal Narrative and Budget Sections

The five (5) 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	20%	Proposal Narrative
2	Project Description	30%	
3	Project Organizational Capacity and Coordination	25%	
4	Project Data Collection and Evaluation	10%	
5	Project Budget	15%	Proposal Budget (Excel Attachment)

Proposal Narrative Instructions

Applicants will complete the Proposal Narrative by accessing the BSCC Submittable Application Portal (see Submission Instructions beginning on page 3) and responding to a series of prompts.

The Proposal Narrative section must address Rating Factors 1-4, as listed in the table above. Within each section, address the Rating Criteria (found on the following pages) in a cohesive, comprehensive narrative format. Within the Proposal Narrative, 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 Data Collection and Evaluation	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 Byrne SCIP 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 in the BSCC Submittable Application portal. 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 completing the Proposal Narrative, the following attachments must be completed and uploaded in the identified fields in the BSCC Submittable Application Portal at the time of submission (except for Documentation of Signing Authority):

- Project Budget Attachment (Attachment A)
- Project Work Plan (Attachment B)
- Criteria and Assurance for NGOs that Receive BSCC Grant Funds as a Subcontractor (Attachment C)
- Certification of Compliance with BSCC Policies on Debarment, Fraud, Theft, and
- Embezzlement (Attachment D)
- Board Resolution or Documentation of Signing Authority (Attachment E) *(not required at time of application, but must be submitted prior to contract execution)*

Proposal Narrative Rating Factors

Section 1: Project Need (Percent Value – 20%)

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

Project Need: The applicant described a need that is pertinent to the intent of the grant. The elements that comprise this Rating Factor are listed below. Addressing each element does not in itself merit a high rating; 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.	
1.1	Describe the need(s) to be addressed and how the need(s) are related to one or more of the Byrne SCIP Grant Program Purpose Areas and corresponding program activities.
1.2	Identify the conditions or elements that contribute to the need (e.g., service gaps, accessibility, geographic location, etc.).
1.3	Provide relevant local qualitative and/or quantitative data with citations in support of the need(s).
1.4	Demonstrate a compelling justification for the grant funds.

Section 2: Project Description (Percent Value – 30%)

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

Project Description: The applicant described a project that is related to the identified need and the intent of the grant. The elements that comprise this Rating Factor are listed below. Addressing each element does not in itself merit a high rating; although each element is to be addressed (when applicable), it is the quality of the response to each that will be evaluated. The response will be evaluated with a single rating based on a scale of 0-5.	
2.1	Describe the proposed project that will address the need(s) discussed in the Project Needs section. The description should: • Describe the components of the proposed project that links to each PPA. • Describe the target area which will be the focus of the project, including how and why it was selected. • For projects serving participants, provide an estimate of how many individuals will be served and the process for determining which services/activities an individual/group will receive. • Address how the project will, if applicable, address the racial and ethnic disparities, violence, and/or recidivism (if any) identified in Project Need. • Address how the proposed project will, if applicable, incorporate trauma-informed care and be culturally informed, competent, and responsive. • Address how the proposed project will, if applicable, prioritize mental health needs and the avoidance of system involvement.

2.2	Complete the Project Work Plan (**Attachment B**), describing the top goals and objectives for the project (see **Appendix D** Evaluation Terms for definitions). Identify how these will be achieved in terms of the activities, responsible staff/partner agencies, timelines, and a list of the data elements to be collected. The goals and objectives must be related to the needs and intent identified for the Byrne SCIP grant.
2.3	For projects with participants, describe: • the target population (e.g., gender, age, offense history, criminogenic factors), including why and how it was selected. • the plan for identifying, accessing, selecting, and serving individuals from the target population who are eligible and appropriate for participation. • plans to overcome any inability to access and/or serve those individuals.
2.4	Describe the rationale for the proposed activities/services including research or other evidence indicating that the intended goals and objectives are likely to be achieved.

Section 3: Project Organizational Capacity & Coordination (Percent Value – 25%)
Within this section, address the criteria that define the Project Organizational Capacity and Coordination Rating Factor (see table below) in a cohesive, comprehensive, and concise narrative format.

Project Organizational Capacity and Coordination: The applicant described their organization's ability to implement the proposed project. The elements that comprise this Rating Factor are listed below. Addressing each element does not in itself merit a high rating; 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.	
3.1	Describe the applicant's ability to administer the proposed project. In the description include: • the staffing required and available to operate the project including staff qualifications and training. • the extent to which existing staff resources will be utilized. • project management and oversight to ensure the proposed project is implemented as intended.
3.2	Describe any partner agencies or coordination with other agencies necessary to implement the proposed project. If partners are to be selected after the grant is awarded, specify the process and criteria for selecting the partner agencies. The description of partners should include: • their involvement/role that is aligned with the proposed project. • their credentials, involved personnel, experience and capability to conduct the project, and the value the partners add to the proposed project. • the plan to coordinate with these partners.

3.3	Describe the timeline for the execution of contracts or memoranda of understanding with any partner agencies and the implementation of their involvement/role such that they are in a reasonable timeframe to support the project. Include a description of the readiness to proceed, if funded.
3.4	Describe the management structure and decision-making process for the proposed project.

Section 4: Project Data Collection and Evaluation (Percent Value – 10%)
Within this section, address the criteria that define the Project Data Collection and Evaluation Rating Factor (see table below) in a cohesive, comprehensive, and concise narrative format.

Project Data Collection and Evaluation: The applicant described how they will collect data and evaluate the effectiveness of the proposed project. The elements that are to comprise this Rating Factor are listed below. Addressing each element does not itself merit a high rating; although each element is to be addressed, it is the quality of the response to each that is to be evaluated. The response will be evaluated with a single rating based on a scale of 0-5.	
4.1	Describe the plan to determine the qualified internal staff and/or external partner or entity that will conduct the project evaluation and how monitoring activities will be incorporated in the various phases of the project; for example, start-up, implementation, service delivery period, etc.
4.2	Identify the data elements that will be collected to measure the extent to which the proposed project and the goals and objectives listed in the Project Work Plan are achieved.
4.3	Describe the preliminary plan for collecting the data elements identified in 4.2. Describe a plan for entering into data sharing agreements, if necessary.

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.

Project Budget: The applicant provided a complete Budget Attachment 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; although each element is to be addressed (when applicable), it is the quality of the response to each that will be evaluated. The response will be evaluated with a single rating based on a scale of 0-5.	
5.1	Provide complete and detailed budget information in each section of the Budget Attachment which: • includes an explanation justifying each expense. • ensures expenses are appropriate for the grant's intent, the project's goals, and planned activities.

As part of the application process, applicants are required to complete and upload a Proposal Budget and Budget Narrative (Byrne SCIP Budget Attachment) in the identified field on the BSCC-Submittable application page. The Byrne SCIP Budget Attachment is provided on the BSCC Byrne SCIP website.

Generally, once an award is approved by the Board, the proposed budget becomes the approved grant budget and will be incorporated in the Standard Grant Agreement. However, 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. In these situations, the revised grant budget will be used for the Grant Agreement.

Applicants are solely responsible for the accuracy and completeness of the information entered in the 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. Do not submit an annual budget; the Budget Table must cover the entire grant period.

For additional guidance related to grant budgets, refer to the BSCC Grant Administration Guide.

PART III: Appendices and Attachments

This section includes the following appendices and attachments:

- **Appendix A:** Byrne SCIP Advisory Board (for reference only)
- **Appendix B:** Glossary of Terms (for reference only)
- **Appendix C:** Using the Principles of Evidence-Based Practice (for reference only)
- **Appendix D:** Evaluative Terms (for reference only)
- **Appendix E:** Level One Evaluation Requirements (for reference only)
- **Appendix F:** Performance Management Tool (PMT) Requirements (for reference only)
- **Attachment A:** Byrne SCIP Project Budget and Budget Narrative **(REQUIRED)**
- **Attachment B:** Project Work Plan **(REQUIRED)**
- **Attachment C:** Criteria and Assurance for NGOs that Receive BSCC Grant Funds as a Subcontractor **(REQUIRED)**
- **Attachment D:** Certification of Compliance with BSCC Policies on Debarment, Fraud, Theft, and Embezzlement **(REQUIRED)**
- **Attachment E:** Governing Board Resolution or Other Proof of Signing Authority *(not required at time of application, but must be submitted prior to contract execution)*

Appendix A: Advisory Board Roster

Byrne State Crisis Intervention Program Advisory Board
Description and Membership Roster *(Updated November 2024)*

The California Board of State and Community Corrections (BSCC) established the State Crisis Intervention Program (SCIP) Advisory Board on February 9, 2023 to inform and guide the implementation of the federal Byrne SCIP grant. The Advisory Board consists of BSCC Board members and other subject matter experts, including additional representatives from prosecution, behavioral health, victim services, and legal counsel.

The BSCC appointed Linda Penner as the Advisory Board Chair and authorized her to appoint additional members as needed, consistent with the requirements of the Byrne SCIP federal grant program. The Advisory Board is convened in accordance with open-meeting laws and meetings are held in public locations that are noticed at least 10 days in advance.

Note: Where applicable, specific areas of expertise required by the Byrne SCIP solicitation are listed on the roster below in *italics* under the title of the Advisory Board members representing those fields.

	Name	Title	Organization/Agency	BSCC Board Member
1	Linda Penner (Chair)	Chair	Board of State and Community Corrections	√
2	Juan Avila	Chief Operating Officer *(Victim Services)*	Garden Pathways	
3	Norma Cumpian	Director, Women's Department *(Community)*	Anti-Recidivism Coalition	√
4	Brenda Grealish	Executive Officer, Council on Criminal Justice and Behavioral Health *(Behavioral Health)*	California Department of Corrections and Rehabilitation	
5	Kirk Haynes	Chief Probation Officer *(Law Enforcement)*	Fresno County	√
6	Jason Johnson	Director, Division of Adult Parole Operations *(Law Enforcement)*	California Department of Corrections and Rehabilitation	√
7	Jeffrey Macomber	Secretary *(Law Enforcement)*	California Department of Corrections and Rehabilitation	√
8	Nancy O'Malley	District Attorney (Retired) (*Prosecution)*	Alameda County	
9	Alan Slater	Chief Executive (Retired) *(Courts)*	Orange County Superior Court	
10	Eric Taylor	Sheriff-Coroner *(Law Enforcement)*	San Benito County	√
11	Eloisa Tuitama	Staff Counsel *(Legal Counsel)*	Board of State and Community Corrections	
12	Angeles D. Zaragoza	Attorney, Deputy Executive Director, Youth Programs *(Community)*	Los Angeles Room and Board	√

Appendix B: Glossary of Terms and Resources

Key Terms

Below are definitions and descriptors for key terms that are referenced throughout this RFP.

1. **Assertive Community Treatment:** Assertive Community Treatment (ACT) is a team-based treatment model that provides multidisciplinary, flexible treatment and support to people with mental illness 24/7. ACT is based around the idea that people receive better care when their mental health care providers work together. ACT team members help the person address every aspect of their life, whether it be medication, therapy, social support, employment or housing. ACT is mostly used for people who have transferred out of an inpatient setting but would benefit from a similar level of care and having the comfort of living a more independent life than would be possible with inpatient care. [1]

2. **Behavioral Health Deflection:** The practice by which law enforcement officers connect individuals, who otherwise would have been eligible for charges, to community-based treatment and/or services in lieu of arrest, thereby diverting them from the justice system into the community.[2]

3. **Extreme Risk Protection Order (ERPO):** An extreme risk protection order (ERPO) is a common-sense, effective measure to empower family members, health care providers, school officials, or law enforcement officers to petition a court to temporarily prevent a person from accessing firearms if they are found to be a danger to themselves or others.[3]

   In California, there are ten types of ERPOs:

   - Gun Violence Restraining Orders (GVRO)
   - Domestic Violence Restraining Orders (DVRO)
   - Elder or Dependent Abuse Restraining Orders
   - Civil Harassment Restraining Orders
   - Workplace Violence Restraining Order
   - Postsecondary School Violence Restraining Order
   - Juvenile Restraining Order
   - Emergency Protective Order to Protect Survivors (EPO-001)
   - Emergency Protective Order (EPO-002/ Emergency GVRO)
   - Criminal Protective Order

[1] National Alliance on Mental Health, *Types of Psychosocial Treatments*, Retrieved from https://www.nami.org/About-Mental-Illness/Treatments/Psychosocial-Treatments

[2] Bureau of Justice Assistance webinar, *Critical Elements for Implementing First Responder and Officer Referral Deflection Programs.* Retrieved from https://www.ojp.gov/events/critical-elements-implementing-first-responder-and-officer-referral-deflection-programs (presentation slides under "Access Recording and Presentation")

[3] Bureau of Justice Assistance, *BJA FY 2022 - 2023 Byrne State Crisis Intervention Program Formula Solicitation (O-BJA-2023-171458).*

For more information on types of ERPOs in California, please see the report titled *Pathways to Safety: California's Nine Court Protection Orders to Prevent Gun Violence* released by the California Department of Justice, Office of Gun Violence Prevention in June of 2024.

4. **Evidence-Based / Promising Practices**
   - Evidence-based practices are programs and strategies that have been found effective at improving positive or preventing negative 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 desired 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.

5. **Partner Agencies:** Collaborative partners on the project that include subcontractors, verbal referral agreements, organizations with whom you have a Memorandum of Understanding (MOU), governmental agencies with or without an official MOU. A partner agency may be an agency providing services or providing referrals.

6. **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.

7. **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.

Appendix C: Using the Principles of Evidence-Based Practice

The BSCC is committed to supporting a focus on better outcomes in the criminal justice system and for those involved in it. Applicants that seek funding through this grant process should use research and data driven decision-making in the development, implementation, and evaluation of their grant-funded projects.

The extent to which an applicant can demonstrate that the program and/or activities they have chosen has been shown to be effective will be evaluated as a part of the rating process. In developing a proposal, it may be helpful for applicants to consider the following questions:

1. **Is there evidence or data to suggest that the intervention or strategy is likely to work, i.e., produce a desired benefit?**
   For example, was the intervention or strategy selected by the project used by another entity with documented positive results? Is there published research/information on the chosen intervention that demonstrates its effectiveness? Is the intervention or strategy being used by another entity with a similar problem and similar target population?

2. **Once an intervention or strategy is selected, will you be able to demonstrate that it is being carried out as intended?**
   For example, does this intervention or strategy provide for a way to monitor quality control or continuous quality improvement? If this intervention or strategy was implemented by another entity, are there procedures in place to ensure the model is being closely followed (so the project is more likely to achieve similar desired outcomes)?

3. **Is there a plan to collect data that will allow for an appraisal of whether the intervention or strategy worked?**
   For example, will the intervention or strategy selected allow for the collection of data or other information so outcomes can be measured at the conclusion of the project? Are there or will there be processes in place to identify, collect, and analyze that data/information?

Applicants are encouraged to develop a project that incorporates these principles but is tailored to fit the needs of the communities they serve. Plans to measure the effectiveness of a project should include the use of both qualitative and quantitative data/information. While quantitative data/information is based on numbers and mathematical calculations, qualitative data/information is based on written or spoken narratives. The purpose of quantitative data/information is to explain, predict, and/or control events through focused collection of numerical data, while the purpose of qualitative data/information is to explain and gain insight and understanding of events through collection of narrative data/information.

Appendix D: Evaluative Terms

Goal versus Objective

Goals and objectives are necessary components of the Proposal, Project Work Plan, Local Evaluation Plan and Local Evaluation Report. These common terms are 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[3].

Examples of goal statements[4]:

- To reduce the number of people who commit serious and chronic offenses.
- To divert people from state correctional institutions for non-violent offenses.
- To restore the losses suffered by the victims of crimes.

Objectives are defined by statements of specific, measurable aims of program activities[4].

Objectives detail the tasks that must be completed to achieve goals[5]. Descriptions of objectives in the proposals should include three elements[5]:

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[6]:

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

Principles of Effective Intervention

During the past two decades, there has been renewed interest in examining correctional research. These efforts have been led by researchers such as Gendreau, Andrews, Cullen, Lipsey and others.[7] Much evidence has been generated, leading to the conclusion that many rehabilitation programs have, in fact, produced significant reductions in recidivism. The next critical issue became the identification of those characteristics most commonly associated with

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[4] *Id. at p. 4.*

[5] 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.

[6] *Id.*

[7] For a thorough review of this research, see Cullen, F.T. and B.K. Applegate. 1998. Offender rehabilitation: Effective correctional intervention. Brookfield, Vt.: Ashgate Darthmouth.

effective programs. Through the work of numerous scholars (Andrews et al., 1990[8]; Cullen and Gendreau, 2000[9]; Lipsey 1999[10]), several "principles of effective intervention" have been identified. These principles can be briefly categorized as the following:

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

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

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

[10] Lipsey, M.W. 1999. Can intervention rehabilitate serious delinquents? The Annuals of the American Academy of Political and Social Science, 564(2):142-166.

Appendix E: Level One Evaluation Requirement

Guidelines for the Local Evaluation Plan and Local Evaluation Report

BSCC has adopted new, less complicated evaluation requirements. For the Byrne SCIP grant program, the Board of State and Community Corrections (BSCC) requires grantees to complete what is now called a **Level One Evaluation** of their grant-funded project. A Level One Evaluation focuses on the achievement of the project's goals and objectives. The demonstration of completing this requirement requires the submission of two documents, a Local Evaluation Plan and a Local Evaluation Report. Both are described below.

- **Local Evaluation Plan (LEP)** – A written document that describes the data collection, management, and analysis and reporting plan that will be implemented to ensure that the achievement of the project's goals and objectives can and will be assessed. Ideally it should be developed before the project starts or during project implementation, before services or activities begin.

- **Local Evaluation Report (LER)** – A written document that provides the interpretation of various data elements intended to assess whether the project was successful in achieving its goals and objectives.

These guidelines identify the minimum required content that must be included within each document, respectively.

LOCAL EVALUATION PLAN (LEP)

Cover Page

The cover page provides a descriptive report title and identifies the grantee(s), author(s), project period, and funding source.

Project Overview

This section provides a concise overview of the project's activities, services, or interventions, emphasizing their relevance to the target population (if applicable). The information provided should focus on the essential information necessary to understand the project's goals and objectives (next section). It should not describe the need for the project. This section shall not exceed two (2) pages in length.

Data Collection Plan

For each of the project's goals and associated objectives, this section identifies the data elements, including their source and frequency of collection, that will be used to measure their achievement. To complete this section, first use the table template provided (see example below) to list each of the project's goals and associated objectives as documented in the grant agreement.[14] One table template should be used for each goal and its associated objectives.

Next, complete each table by listing, on separate rows, each distinct data element that will be collected to measure achievement toward the respective goal or its objective(s). For each data element, use the remaining columns to identify the data source, frequency of data collection, and the goal or objective that is the target. Definitions for these terms follow.

- *Data element* – a basic unit of information, or data, to be collected that has a unique meaning (e.g., gender, race, city, age, arrest date, graduation rate). Please note that the data elements must be logically related to the respective goal or objective it is intended to assess.
- *Data source* – the location from which the data element originates (e.g., intake form, case management system, standardized assessment, interview, focus group, MOU with partner agency).
- *Frequency of data collection* – defines how often the data element will be collected or pulled from the data source (e.g., at enrollment, at project/program exit/completion, every 6 months, annually, quarterly, during case management sessions, at course completion).
- *Target* – the goal or objective(s) that the data element is intended to assess.

Data Collection Plan for Goal 1 (Table Template)

Goal 1:				
Objective a:				
Objective b:				
Objective c:				
Objective d:				
	Data Elements	**Data Sources**	**Frequency of Collection**	**Target**
1.				☐Goal ☐Objective(s):
2.				☐Goal ☐Objective(s):
3.				☐Goal ☐Objective(s):

Data Management

- This section provides a concise description of the process that will be used to acquire, validate, store, protect, and monitor the data elements identified in the section(s) above. The description shall not exceed one page and should, at a minimum, include:
- Identification of who is responsible for implementing the data collection plan(s).
- Detail data sharing agreements with external partners, if applicable.
- How the data will be monitored throughout the duration of the project and adjustments, if needed, will be identified and made in a timely manner to the data collection plan(s).
- How incomplete or inconsistent data will be identified and corrected.
- Where the data will be stored and kept secure.

Data Analysis and Reporting

- This section provides a concise description of the process that will be used to analyze and present the data in a meaningful way. The description shall not exceed one page and should, at a minimum, include:
- Identification of who is responsible for analyzing the data.
- How the data will be used to determine achievement of the goal(s) or objective(s) (e.g., comparison between two points in time).

- The analytical tools that will be used (e.g., Excel, Sheets, SPSS, SAS, R).
- Identification of who is responsible for communicating the findings and writing the LER.

LOCAL EVALUATION REPORT

Cover Page
The cover page provides a descriptive report title and identifies the grantee(s), author(s), project period, and funding source.

Project Overview
This section provides a concise overview of the project's activities, services, or interventions, emphasizing their relevance to the target population (if applicable). The information provided should focus on the essential information necessary to understand the project's goals and objectives (next section). It should not describe the need for the project. This section shall not exceed two (2) pages in length.

Goal Achievements
For each of the project's goals, this section(s) should highlight the most important results and analyses of the data elements collected that describe the extent to which the goal was achieved. Follow the results with a brief narrative that provides necessary context to understand the findings. The report writer can decide the proper heading(s) for this section(s). That is, rather than "Goal Achievements" as a single heading and section, a heading that is appropriate for each goal and its achievement can be used to organize the report (e.g., "Recidivism was Reduced by 50 Percent", "85 Percent of Participants Actively Engaged in Treatment"). The goals and objectives of the project should be clearly provided either within the text of this section or by providing the data collection tables from the LEP as an appendix.[15]

Discussion
This section is the final portion of the report and provides a holistic description of the meaning, importance, and relevance of the achievements reported. The content may also include a discussion of limitations, challenges, recommendations for future projects, and lessons learned. This section shall not exceed one (1) page in length.

Grantee Highlight
This section provides the grantee an opportunity to share a brief, visually appealing highlight or success story that provides additional information related to the project's success over the grant cycle. Optional graphs, charts, or photos may be included.[16] This highlight may be included in a statewide report for the grant program. While every effort will be made to include these in a statewide report, inclusion in the report is not guaranteed. This section shall not exceed one (1) page in length.

Appendix (Optional)
The appendix(ices) may be provided to present the Data Collection table for each goal from the Local Evaluation Plan. Other content may be provided as appropriate.

Appendix F: Performance Management Tool (PMT) Requirements

BUREAU OF JUSTICE ASSISTANCE BYRNE STATE CRISIS INTERVENTION PROGRAM PERFORMANCE MEASURES QUESTIONNAIRE

The following pages outline general questions and performance measures for the Bureau of Justice Assistance (BJA) Byrne State Crisis Intervention Program (SCIP).

GOALS AND OBJECTIVES

On June 25, 2022, President Biden signed the Bipartisan Safer Communities Act of 2022 into law to reduce gun violence, save lives, and to make progress toward keeping guns out of dangerous hands. In signing the bill into law, the President noted that this historic act "invests in antiviolence programs that work — that work directly with the people who are most likely to commit these crimes or become victims of gun crimes."

An extreme risk protection order (ERPO) is a common-sense, effective measure to empower family members, health care providers, school officials, or law enforcement officers to petition a court to temporarily prevent a person from accessing firearms if they are found to be a danger to themselves or others (see the June 7, 2022 Statement of Administration Policy). In 2021, the Department of Justice released model legislation to help states create their own ERPO systems that could provide opportunities for such intervention before warning signs turn into tragedy. The Bipartisan Safer Communities Act also seeks to ensure that ERPO laws – commonly referred to as "red flag laws" – and programs are implemented in accordance with the Constitution and provide for adequate due process protections. Programs must ensure the accused has the right to an in-person hearing, the right to know opposing evidence, and the right to be represented by counsel at no expense to the government.

As authorized by the Bipartisan Safer Communities Act of 2022, Byrne SCIP provides formula funds to implement state crisis intervention court proceedings, ERPOs, and related programs or initiatives, including, but not limited to mental health courts, drug courts, veteran treatment courts, and ERPO programs that work to keep guns out of the hands of those who pose a threat to themselves or others.

Structure of the Questionnaire

The Byrne State Crisis Intervention Program (SCIP) questionnaire contains performance measures and narrative (goals and objectives) questions. Complete the performance measures in the BJA Performance Measurement Tool (PMT) four times per year to report on your activity during the prior 3 months, also known as a reporting period. Complete the goals and objectives questions twice each year.

Roles and Responsibilities for Completion

BJA's expectation is that the person completing these questions will know the status and progress of all aspects of your Byrne SCIP. Therefore, your agency's SCIP coordinator/grantee point of contact (POC), or another designated person with working knowledge of the SCIP project, should complete these questions on your SCIP initiative's behalf. Your agency should also consult with your research partner and other partner agencies to complete these responses.

Reporting Periods

In July and January of each year, you will be responsible for creating a report from the PMT that you upload into the Justice Grants System (JustGrants). This is the JustGrants report. During the non- submission reporting periods, you are encouraged to create reports for your records, but you will not upload them to JustGrants. Enter your responses to the questions that follow in the PMT at https://www.bjaperformancetools.org. For questions regarding the PMT, data entry, and system errors, contact the PMT Helpdesk via email at bjapmt@usdoj.gov.

If you have questions about your program, please contact your State Policy Advisor (SPA) at https://www.bja.gov/About/Contacts/ProgramsOffice.html.

GENERAL AWARD ADMINISTRATION

1. Is this the last reporting period for which the award will have data to report? *For example, all funds have been expended and the award is in the process of closing out in the Justice Grants System (JustGrants).*

   A. Yes/No (If Yes, answer the Semiannual Narrative Questions.)

GRANT ACTIVITY

2. Was there grant activity during the reporting period? There is grant activity when the grantee has obligated, expended, or drawn down grant funds to implement objectives proposed in the Bureau of Justice Assistance (BJA)-approved grant application. If Yes, the program becomes operational and should remain so until the grant closes out.

   A. Yes/No
   B. If No, select from the following responses:

Reason(s) for No Grant Activity During the Reporting Period	Select All That Apply
In procurement	☐
Project or budget not approved by agency, county, city, or state governing agency	☐
Seeking subcontractors (request for proposal stage only)	☐
Waiting to hire project manager, additional staff, or coordinating staff	☐
Paying for the program using prior federal funds	☐
Administrative hold (e.g., court case pending)	☐
Still seeking budget approval	☐
Waiting for partners or collaborators to complete the application	☐
Other, please explain: _____	☐

PARTNERSHIP ACTIVITIES

3. Have you established the required Crisis Intervention Program Advisory Board in place to help guide your program?
   A. Yes
   B. No
   C. If no, please explain what steps are being taken to establish an Advisory Board:
      _____

4. Indicate which Advisory Board participants are actively engaged with your grant-funded program. *Applicants must form a diverse board that includes, but is not limited to, representatives from law enforcement, the community, courts, prosecution, behavioral health providers, victim services, and/or legal counsel.*
   A. State law enforcement
   B. Local law enforcement
   C. Federal law enforcement (e.g., Federal Bureau of Investigation)
   D. State prosecutors
   E. Local prosecutors
   F. Federal prosecutors (e.g., Assistant U.S. Attorney)
   G. Attorneys General
   H. Judges
   I. Behavioral healthcare providers
   J. Victim services
   K. Schools, colleges, universities
   L. Community members
   M. Other, please explain:

PROGRAM REVIEW

5. Please identify which types of projects your program funding will support: *Select all that apply*.
   A. Specialized court-based programs such as drug, mental health, and veterans treatment courts, including those that specifically accept clients with firearm violations
   B. Extreme Risk Protection Order (ERPO) Programs
   C. Other related programs and initiatives

6. Please provide a brief description for each of the projects selected in Question 5.
   _____

7. Does your program include a researcher or a research partner? Where applicable, this can include state statistical analysis centers or in-house research capacity within your agency.
   A. Yes
   B. No *(skip to next section)*

8. Provide the primary point of contact (POC) for the researcher/research partner that your agency will be working with as part of Byrne SCIP. If there has been a change in the researcher/research partner POC, please update.
   A. Name: _____
   B. Contact information
      Agency name: _____
      Phone number: _____
      Email address: _____

CRISIS INTERVENTION PROGRAMS AND OTHER RELATED PROGRAMS AND INITIATIVES

9. Please identify which of the following crisis intervention program activities took place (or will take place) using program funds for either a new program or the enhancement of an existing program.

Program Activities	New Program	Existing Program
Gun violence courts that connect clients who are at risk to commit gun violence or become victims of gun violence in crisis with community resources.	☐	☐
Other specialty courts (e.g., drug, mental health, and veteran treatment courts) that place a new or special emphasis on clients who are at risk to commit gun violence or become victims of gun violence.	☐	☐
Technology or information sharing solutions for ensuring public safety/public health stakeholders such as law enforcement, probation, prosecutors, the courts, and public defenders are informed when a prohibited person attempts to purchase a firearm.	☐	☐
Development and implementation of validated gun violence risk assessment tools.	☐	☐
Assertive community treatment programs that provide case management, and navigation programs to connect at-risk individuals to crisis intervention services.	☐	☐
Triage services, mobile crisis units (both co-responder and civilian models), and peer support specialists.	☐	☐
Technological supports and/or telehealth initiatives (e.g., smartphone applications, teleconferencing) to help families and patients navigate mental health and related systems, technology solutions for telehealth visits outside the hospital.	☐	☐
Behavioral health responses and civil legal responses to support behavioral health responses to individuals in crisis (e.g., civil commitment treatment orders such as outpatient commitment or assisted outpatient treatment, establishment of guardians, confidentiality and the duty to protect others – not ERPO programs).	☐	☐
Other, please explain: _____	☐	☐

10. Please identify any additional crisis intervention program activities that took place (or will take place) using program funds for either a new program or the enhancement of an existing program.

11. As of October 2023, this question is no longer required as part of the performance measures. This question has been replaced by question 12.

12. Describe any measures taken to safeguard the constitutional rights of individuals subject to crisis intervention programs or initiatives implemented under this award.

13. Describe any assistance provided to subrecipients and other program stakeholders related to safeguarding the constitutional rights of individuals subject to crisis intervention programs or initiatives implemented under this award.

EXTREME RISK PROTECTION ORDERS

14. During the reporting period, were program funds used to carry out ERPOs?
    A. Yes
    B. No *(skip to next section)*

15. Indicate the type of ERPO activity funded: *Select all that apply*.
    A. Establishing New ERPO Program – Local
    B. Establishing New ERPO Program – State
    C. Establishing New ERPO Program – Tribal
    D. Enhancing ERPO Program – Local
    E. Enhancing ERPO Program – State

16. Enhancing ERPO Program – Tribal
    Please identify which of the following activities related to ERPO programs took place (or will take place) using program funds for either a new program or the enhancement of an existing program.

Program Activities	**New Program**	**Existing Program**
Planning and research regarding ERPO	☐	☐
Software or other technologies designed to track relinquished guns	☐	☐
Technology or risk assessment initiatives designed to support ERPO efforts	☐	☐
Development and/or delivery of specialized training for law enforcement officers	☐	☐
Development and/or delivery of training for judiciary and court staff on ERPO proceedings	☐	☐
Development and/or delivery of training for family members on ERPO	☐	☐
Development and/or delivery of training for prosecutors on ERPO	☐	☐
Development and/or delivery of training for fire, and medical, and first responders on ERPO	☐	☐
Development and/or delivery of training for business community, chambers of commerce and local/state human resources professionals	☐	☐
Development and/or delivery of training for school administrators on ERPO	☐	☐
Development and/or delivery of training for clergy and religious institutions	☐	☐
Outreach to the community, elected officials, and those engaging with at-risk individuals regarding ERPO program development, enhancement, and related initiatives	☐	☐
Development of training to assist community, law enforcement, behavioral health professionals, identify and respond to on-line threats, bullying, and other activity that may lead to gun violence	☐	☐
Media reports, interviews, or other public information regarding the grant-funded ERPO program	☐	☐
Publication of best practices regarding ERPO	☐	☐
Evaluation or assessment of existing ERPO activities	☐	☐
Other, please explain: _	☐	☐

17. Have standards, policies, or protocols for ERPO been developed?
    A. Yes
    B. No *(skip to question 19)*

18. If yes, select the staff that the ERPO standards, policies, and protocols were developed for. *Select all that apply*.
    A. Judiciary
    B. Law Enforcement
    C. Dispatchers
    D. Medical First Responders
    E. Behavioral Health Specialists
    F. Court Staff
    Other, please explain: _____

For questions 19 through 27, please provide the following information regarding ERPOs requested during the reporting period. Questions 20-24 only apply to court-based programs that are establishing or enhancing ERPO activities. If you are not a court-based ERPO project, you may skip questions 19-24.

19. Types of petitioners: *Select all that apply.*
    A. Not a court-based ERPO project *(skip questions 20-24)*
    B. Person related by blood, marriage, or adoption to the respondent
    C. Dating partner of the respondent
    D. Person who has a child in common with the respondent
    E. Domestic partner of the respondent
    F. Person who has a biological or legal parent-child relationship with the respondent
    G. Person who is acting or has acted as the respondent's legal guardian
    H. School administrators
    I. Law enforcement
    J. District attorneys
    K. Other, please explain:_____

20. The nature of the precipitating event: *Select all that apply.*
    A. The respondent made suicidal statements online.
    B. The respondent made threats of violence toward others.
    Other, please explain:_____

21. Number of petitions received by the program during this reporting period: _____

22. Number of petitions granted by the program during this reporting period: _____

23. Of the petitions granted, how many guns were removed? _____

24. Are local law enforcement, prosecutors, probation, behavioral health specialists, the court, and public defenders informed when a prohibited person attempts to purchase a firearm?
    A. Yes/No
    B. If Yes, please explain: _____

25. As of October 2023, this question is no longer required as part of the performance measures. This question has been replaced by question 26.

26. Describe any measures taken to safeguard the constitutional rights of individuals subject to ERPO programs or initiatives implemented under this award.

_____.

27. Describe any assistance provided to subrecipients and other program stakeholders related to safeguarding the constitutional rights of individuals subject to ERPO programs or initiatives implemented under this award.

_____.

TRAINING AND TECHNICAL ASSISTANCE

Training

28. Did the project provide or facilitate training for stakeholders (e.g., law enforcement, behavioral health providers, or court actors [prosecutors or judges]) during the reporting period?
    A. Yes
    B. No

29. If Yes, how many trainings were completed during the reporting period? _____

30. For each training completed during the reporting period, indicate: 1) the training topic, 2) the target audience, 3) the number of people trained, and 4) the name of the training provider. *Count each person once per training topic, regardless of how many times they attended the training. You may report five trainings per reporting period. If more than 5 trainings were completed during the reporting period, please submit a separate Excel spreadsheet listing those trainings.*

Training Topic	Date Delivered	Target Audience	Number of People Trained	Training Provider	Link to Media Coverage, Recording of Training, Materials, etc.	Training Format (Online, Conference, Meeting, Board of Directors Meeting, In Service)
[open text]	[month/day/year]	[open text]	[numeric]	[open text]	[insert link]	[open text]

31. Did the project provide or facilitate training to members of the public during the reporting period?
    A. Yes
    B. No

32. If Yes, how many trainings were completed during the reporting period? _____

33. For each training members of the public (e.g., friends and family) that was completed during the reporting period, indicate: 1) the training topic, 2) the target audience, 3) the number of people trained, and 4) the name of the training provider. *Count each person once per training topic, regardless of how many times they attended the training. You may report five trainings per reporting period. If more than 5 trainings were completed during the reporting period, please submit a separate Excel spreadsheet listing those trainings.*

Training Topic	Date Delivered	Target Audience	Number of People Trained	Training Provider	Link to Media Coverage, Recording of Training, Materials, etc.	Training Format (Online, Conference, Meeting, Board of Directors Meeting, In Service)
[open text]	[month/day/year]	[open text]	[numeric]	[open text]	[insert link]	[open text]

34. What outreach and training materials have you developed to support this initiative?

Format	Link	Topic	Target Audience
Webpages			
Social media outreach (e.g., YouTube, Facebook, X [formerly Twitter] etc.)			
Monographs			
Webinars			
Presentations (e.g., PowerPoint)			
Brochures			
Fact sheets			
Newsletter, email, or other bulletins			
Television or radio engagement (e.g., advertisements, spotlights, etc.)			
Other, please explain: _____			

Technical Assistance

35. Did project staff receive any technical assistance (TA) during the reporting period?
    A. Yes/No
    B. If Yes, how many separate technical assistance providers did you work with during the reporting period? _____

36. For each TA provider you interacted with during the reporting period, enter the following information. *The number of entries should equal the number you entered in question 29 (up to five per quarter. If more than 5, submit a separate Excel spreadsheet providing the TA provider information).*

Name of Provider	TA Topic	Number of Engagements	Satisfaction	Feedback on Your Encounters with This Provider
[Open Text]	[National Training and Technical Assistance Center drop down list]	[Positive whole number]	• Very satisfied • Satisfied • Neither satisfied nor dissatisfied • Dissatisfied • Very dissatisfied	[Open Text]

SEMIANNUAL NARRATIVE QUESTIONS

*In this module, you will identify the goals you hope to achieve with your funding. Once submitted, these goals cannot be changed without approval of your grant manager. Set **SMART** goals to clarify the scope of your priorities:*

- ***S**pecific*
- ***M**easurable*
- ***A**chievable*
- ***R**elevant*
- ***T**ime-bound*

If you have multiple goals, provide updates on each separately.

Answer the following questions every semiannual reporting period (January and July of each year), based on your grant-funded activities.

1. What were the top three accomplishments this program had during reporting period?

   _____

2. What were the top three goals you focused on during this reporting period and what progress did you make towards those goals?

   _____

3. List two problems/barriers you encountered within the reporting period that prevented you from reaching your goals or milestones? If you encountered no problems during this reporting period you may leave this blank.

   _____

4. Is there any assistance that BJA can provide to address any problems/barriers identified in question 3?
   A. Yes/No
   B. If Yes, explain: _____

5. Are you on track to complete your program fiscally and programmatically as outlined in your grant application?
   A. Yes/No
   B. If No, explain: _____

6. What are the three major activities planned for the next 6 months?

   _____

7. Based on your knowledge of the criminal justice field, are there any innovative programs/accomplishments that you would like to share with BJA with regard to this initiative?

   _____

THANK YOU FOR PARTICIPATING!

Attachment A: Project Budget

Required Attachment: Applicants will be prompted to upload this document from the BSCC Byrne SCIP website to the BSCC Submittable Application Portal.

This version is FOR REFERENCE ONLY. Do not use this version.

Instructions for How to Complete the Budget Attachment

This Budget Attachment is included in the official proposal and upon submission will be rated as such per the requirements set forth in the Request for Proposals (RFP). Applicants are solely responsible for the accuracy and completeness of the information entered into this budget workbook.

- Enter name of Applicant at the top of the Project Budget worksheet.
- Provide complete and detailed information in each line-item and narrative section of the Project Budget worksheet that includes:
  - Language supporting each expense.
  - Expenses that are tied to program goals and planned activities.
- Request funds in whole dollars only. Do not use decimals.
- Applicants are limited to the use of the budget line items listed. Applicants are not required to request funds for every line item. If no money is requested for a certain line item, enter $0 in the budget table and "N/A" in the corresponding narrative.
- The purpose of the narrative for each corresponding line item is to provide a narrative description of the item(s), and how the items and amounts requested will serve to meet the stated goals and objectives and planned activities of the project. **To start a new paragraph within a narrative cell, hold down the Alt key and then press Enter.**
- This workbook is protected. Applicants may only enter information in unshaded cells. All other cells in the Project Budget worksheet will auto populate based on the Applicant's entries.
- All funds must be used consistent with the requirements of the BSCC Grant Administration Guide, located on the BSCC website, including any updated version that may be posted during term of the grant agreement. The BSCC will notify grantees whenever an updated version is posted.

  Additionally, funds must be used consistent with US DOJ requirements and Part 200 Uniform Requirements (Title 2 of the Code of Federal Regulations) as described in the DOJ Grants Financial Guide, located at:

  https://www.ojp.gov/funding/financialguidedoj/overview

Budget Line-Item Instructions

1. **Salaries and Benefits:** List the classification/title, percentage of time, salary or hourly rates, and the benefits (if applicable) for every staff person from the applicant that will be funded by the grant. Applicants are encouraged to account for cost escalations and/or raises during the grant period when budgeting staffing costs. Within the corresponding narrative section, briefly describe their roles/responsibilities within the grant program.

   NOTE: Include salaries and benefits for staff of the Applicant only. Salaries and benefits associated with subcontractors should be included in the applicable line item (e.g., Professional Services, NGO Subcontractors, etc.).

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

   Be advised: Incentives and participant support items require separate and prior approval by BSCC, even if included here. Also please review the list of items Ineligible for reimbursement on Page 10.

3. **NGO Subcontractors:** 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 a community 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.

4. **Professional Services/Independent Contractors:** List the names of any professional consultants or independent contractors that will work on the project (e.g., evaluators, accountants, bookkeepers, staff trainers, technical assistance providers). 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. **Public Agency Subcontractors:** List the names of any public agencies 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).

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 **$3,500** 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 subcontractors must be included in the applicable line item (e.g., Professional Services, NGO Subcontracts, etc.).

   Note: Equipment and fixed assets over **$3,500** included in the proposed budget does not guarantee automatic approval; such purchases require separate and prior approval by BSCC.

7. **Other (Travel, Training, etc.):** Itemize all costs that do not fit into the categories listed above, including travel and training. **At a minimum, applicants should budget for one 2-day trip to Sacramento for 3-5 key grant team members.** For this line item, include "other" costs for use by the Applicant agency only. Similar type costs allocated by subcontractors must be included in the applicable line item (e.g., Professional Services, NGO Subcontracts, etc.).

   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. Justification for out-of-state travel undergoes a high level of review and scrutiny and approval is 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 prior approval by the BSCC.

8. **Indirect Costs:** Indirect costs are shared costs that cannot be directly assigned or identified to a particular activity but are incurred and necessary to the operation of a grantee organization and the performance of the project. Indirect cost guidelines can be found in the BSCC Grant Administration Guide, located on the BSCC website. Examples of indirect costs include, but are not limited to, rent and utilities, office supplies, administrative salaries and fringe benefits (such as managerial, clerical, accounting, human resources, and information technology).

   For the Byrne State Crisis Intervention Program, indirect costs may be charged to grant funds using only one of the following two options:

   - If the applicant organization has a federally approved indirect cost rate, the applicant may claim indirect costs up to the organization's federally approved indirect cost rate. Organizations may not request more than their federally approved rate and will be required to submit their federally approved rate documentation in order to receive reimbursement.

   - If the applicant organization does not have a federally approved indirect cost rate, the applicant may use the Federal De Minimis 15% of their Modified Total Direct Costs (calculated as total direct costs, minus equipment, plus up to the first $50,000 of each subcontract).

   In the Indirect Costs Narrative section please identify the types or categories of expenses that will be supported by the indirect costs rate and what record keeping process will be used to provide source documentation. Note: A project cost must be consistently treated as either a direct or indirect cost, i.e., it cannot be included in both categories. For example, rent for office space cannot be included as a direct cost and also be included in the methodology used to calculate indirect costs.

State Crisis Intervention Program (SCIP) Project Budget and Budget Narrative	
Name of Applicant:	

Note: This top table will auto-populate based on the information entered in the sections below.

Budget Line Item	Grant Funds
1. Salaries and Benefits	$0
2. Services and Supplies	$0
3. NGO Subcontractors Providing	$0
4. Professional Services/Independent Contractors	$0
5. Public Agency Subcontractors	$0
6. Equipment/Fixed Assets	$0
7. Other (Travel, Training, etc.)	$0
8. Indirect Costs	$0
TOTAL:	**$0**

1. Salaries and Benefits		
Title	(% FTE **or** Hourly Rate) & Benefits	**Grant Funds**
Example (Hourly): Fiscal Manager	$60/hour x 10 hours/month x 3 years = $21,600 + benefits @ 22% = $4,752	$26,352
Example (FTE): Counselor	.25 FTE @ $60,000 x 3 years = $45,000	$45,000
Example (FTE): Housing Navigator	1.00 FTE @ $75,000 (Year 1) + @ $80,000 (Year 2) + @ $85,000 (Year 3) + benefits @ 25% = $60,000	$300,000
	TOTAL:	**$0**

Salaries and Benefits Narrative: *Provide a brief description for each position to address their role on the grant project.*

2. Services and Supplies

Description of Services or Supplies	Calculation for Expenditure	**Grant Funds**
Example: Supportive service items (bus passes, gas cards, etc.)	$350 x 50 participants	$17,500
	TOTAL:	**$0**

Services and Supplies Narrative: *Provide a brief description for each item that explains how it will be used toward fulfilling grant objectives.*

3. Non-Governmental Organization (NGO) Subcontracts

Name of NGO Subcontractor	Calculation for Expenditure	**Grant Funds**
Example: Private Industrial Council	Training Class $450 x 25 participants	$11,250
	TOTAL:	**$0**

NGO Subcontracts Narrative: *List each NGO subcontractor that will be providing direct services. Provide a brief description of the services that will be provided.*

4. Professional Services/Independent Contractors		
Description of Subcontract	Calculation for Expenditure	**Grant Funds**
Example: XYZ Evaluation Services	$XXXX per month for data collection and evaluation services	
	TOTAL:	**$0**

Professional Services/Independent Contractors Narrative: *List each Professional Services/Independent Contractors (includes evaluators, accountants, bookkeepers, grants management, training, technical assistance, etc.). Provide a brief description of the services that will be provided.*

5. Public Agency Subcontracts		
Name of Public Agency	Calculation for Expenditure	**Grant Funds**
Example: River County Behavioral Health Services	0.75 FTE Behavioral Health Specialist @ 100,000 = $75,000 x 3 years = $225,000 + 30% benefits =	$292,500
	TOTAL:	**$0**

Public Agency Subcontracts Narrative: *List each public agency that will receive grant funds. Provide a brief description of the services that will be provided.*

6. Equipment/Fixed Assets (Items costing $3,500 or more *per item*; see #5 in the instructions)		
Description of Equipment/Fixed Asset	Calculation for Expense	**Grant Funds**
Example: Purchase of Vehicle	Toyota Prius @ Market Value	$50,000
	TOTAL:	**$0**

Equipment/Fixed Assets Narrative: *List any equipment or fixed assets that will be purchased with grant funds and provide a brief description for each item that explains how it will be used toward fulfilling grant objectives.*

7. Other (Travel, Staff Training, etc.)

Description	Calculation for Expense	Grant Funds
Example: Staff Trainings	$500/per training x 5 staff	$2,500
	TOTAL:	**$0**

Other (Travel, Staff Training, etc.) Narrative: *Provide a brief explanation for how each item listed above will contribute toward fulfilling grant objectives. Please budget for one 2-day trip to Sacramento for 3-5 key grant team members.*

8. Indirect Costs

For this grant program, indirect costs may be charged using only **ONE** of the two options below:		Grant Funds
• If the applicant **does not have** a federally approved indirect cost rate, the applicant may claim indirect costs using the Federal De Minimis, 15% of Modified Total Direct Costs (calculated as 15% multiplied by total direct costs, minus equipment, plus up to the first $50,000 of each subcontract)	$0	$0
• If the applicant **has** a federally approved indirect cost rate, may claim indirect costs up to the organization's federally approved indirect cost rate.	$0	$0
Please see Instructions tab for additional information regarding Indirect Costs. If the amount exceeds the maximum allowed and/or turns red, please adjust it to not exceed the line-item limit noted. **TOTAL:**		**$0**

Indirect Costs Narrative:

Attachment B: Project Work Plan

REQUIRED ATTACHMENT: You will be prompted to upload this document to the BSCC-Submittable Application.

Instructions: Applicants must complete a Project Work Plan using the format below. Provided goals and objectives must have a clear relationship to the need and intent of the grant. The Project Work Plan must attempt to identify activities/services and estimate timelines for the entire grant term. A minimum of one goal and corresponding objectives must be identified. Completed plans should identify:

1. the project's top goals and objectives.
2. how the goal(s) will be achieved in terms of the activities/services, responsible staff/partners, and the timelines.
3. a list of the data elements to be collected.

Please cut and paste into a Word document. Expand cells as necessary.

(1) Goal:	>		
Objectives (A., B., etc.)	A.> B. C.		
Project activities and services that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
1.> 2. 3.	1.> 2. 3.	1.> 2. 3.	1.> 2. 3.
List the data elements that will be used to measure the extent to which the goal and its objectives are achieved. See Appendix E for the definition of a data element. >			

(2) Goal:	>		
Objectives (A., B., etc.)	A.> B. C.		
Project activities and services that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
1.> 2. 3.	1.> 2. 3.	1.> 2. 3.	1.> 2. 3.
List the data elements that will be used to measure the extent to which the goal and its objectives are achieved. See Appendix E for the definition of a data element. >			

(3) Goal:	>		
Objectives (A., B., etc.)	A.> B. C.		
Project activities and services that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
1.> 2. 3.	1.> 2. 3.	1.> 2. 3.	1.> 2. 3.
List the data elements that will be used to measure the extent to which the goal and its objectives are achieved. See Appendix E for the definition of a data element. >			

Attachment C: Criteria and Assurance for Non-Governmental Organizations that Receive BSCC Grant Funds as a Subcontractor

Required Attachment: Applicants will be prompted to upload this document from the BSCC Byrne SCIP website to the BSCC Submittable Application Portal.

The Byrne SCIP RFP includes requirements that apply to non-governmental organizations **that receive BSCC grant funds as subcontractors**. Grantees are responsible for ensuring that all subcontracted third parties continually meet these requirements as a condition of receiving any Byrne SCIP funds. The RFP describes these requirements as follows:

Any non-governmental organization that receives Byrne SCIP funds must:

- Have been duly organized, in existence, and in good standing at least six (6) months prior to the start date of the applicant's Grant Agreement with BSCC.

  Note: Non-governmental organizations that have recently reorganized or have merged with other qualified non-governmental organizations 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 applicant's Grant Agreement with BSCC.

- Be registered with the California Secretary of State's Office, if applicable.

- Have a valid business license, Employer Identification Number (EIN), and/or Taxpayer ID (if sole proprietorship).

- Have any other state or local licenses or certifications necessary to provide the services requested (e.g., facility licensing by the Department of Health Care Services), if applicable.

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

Name of Grantee:

Name of Subcontracted Third Party	Address	Email / Phone	Meets All Requirements
			Yes ☐ No ☐
			Yes ☐ No ☐
			Yes ☐ No ☐
			Yes ☐ No ☐

See next page for signature block.

Grantees are required to update this list and submit it to BSCC any time a new third-party subcontract 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 Byrne SCIP RFP. These records will be subject to the records and retention language found in Appendices A and C of the Standard Agreement.

The BSCC will not reimburse for costs incurred by any third party that does not meet the requirements listed above and for which the BSCC does not have a signed grantee assurance on file.

A signature below is an assurance that all requirements listed above have been met.

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 (**verified e-signature is acceptable**) X			DATE

Attachment D: Certification of Compliance with BSCC Policies Regarding Debarment, Fraud, Theft, and Embezzlement

Required Attachment: Applicants will be prompted to upload this document from the BSCC Byrne SCIP website to the BSCC Submittable Application Portal.

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

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

Furthermore, the BSCC requires grant recipients to provide an assurance that there has been no applicable debarment, disqualification, suspension, or removal from a federal, state, or local grant program on the part of the grantee at the time of 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 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 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 (**verified e-signature is acceptable**) **X**			DATE

Attachment E: Governing Board Resolution or Other Proof of Signing Authority

NOT REQUIRED AT TIME OF SUBMISSION

Instructions: Before the grant award can be finalized and funds awarded, applicants must provide evidence that the person signing the grant agreement has signing authority, which may include articles of incorporation, bylaws, or a board resolution conferring authority to the signatory.

Below is assurance language that should be included in a Governing Board resolution submitted to the Board of State and Community Corrections.

SAMPLE GOVERNING BOARD RESOLUTION

WHEREAS the ***(insert name of Applicant Agency)*** desires to participate in the 2024 Byrne State Crisis Intervention Program Grant administered by the Board of State and Community Corrections (hereafter referred to as the BSCC).

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

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

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

Ayes:

Noes:

Absent:

Signature: _____ Date: _____

Typed Name and Title: _____

ATTEST: Signature: _____ Date: _____

Typed Name and Title: _____