



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

March 2020



Agenda

- 1. Welcome & Introductions**
- 2. Overview of BSCC & ESC Process**
- 3. Overview of CalVIP Grant**
- 4. Review Components of RFP**
- 5. Video Presentation**
- 6. Continue Review of RFP**
- 7. Evaluation Requirements**
- 8. How to Submit a CalVIP Proposal**

About the BSCC

- ❖ Reports to the Governor's Office
- ❖ Organized under a Board made up of 13 members
 - *Appointed by the Governor, Legislature & Judicial Council*
- ❖ Not affiliated with CDCR
- ❖ Provides statewide leadership on local corrections

Executive Steering Committee

- ❖ **BSCC uses ESCs to inform decision-making related to Board's programs**
- ❖ **Diverse group of subject matter experts and stakeholders representing public and private sectors**
- ❖ **Overview of the ESC's role in CalVIP**
- ❖ **ESC Roster located in Appendix C (page 37) of RFP**

About CalVIP

- ❖ **Funded annually via Budget Act**
- ❖ **Added into statute with AB 1603**
- ❖ **Purpose:** “Improve public health and safety by supporting effective violence reduction initiatives in communities... disproportionately impacted by violence, particularly group-member involved homicides, shootings and aggravated assaults.”

FY 2019-20 State Budget Act

- ❖ **Total \$30 million in General Fund:**
 - \$1m non-competitive grant to L.A.
 - \$3m set-aside for small cities
 - \$1.5m to BSCC for admin/evaluation
- ❖ **\$24.5 for all other applicants**
 - Cities disproportionately impacted by violence
 - CBOs that serve them

Grant Period vs. Contract Term

Grant Period:

July 1, 2020 to June 30, 2023

With additional six months for:

- 1) Local Evaluation Report
- 2) Financial Audit

Contract Term: July 1, 2020 to
December 31, 2023

RFP, page 6

Eligibility to Apply

Three categories:

- 1) Cities disproportionately impacted by violence**
- 2) CBOs that serve those cities**
- 3) Small cities (pop < 40,000) disproportionately impacted by violence**

RFP, pages 5-8

Eligibility (1 of 3)

**Cities disproportionately
impacted by violence:**

29 Cities

(listed in Table 1 of RFP, page 6)

Eligibility (2 of 3)

Community-Based Organizations (CBOs) that serve the residents of the 29 cities disproportionately impacted by violence

(listed in Table 1 of RFP, page 6)

Eligibility (3 of 3)

**Cities with population of
40,000 or less also
disproportionately impacted
by violence**

66 cities

(listed in Table 2 of RFP, page 7)

Eligibility for CBOs

- Applies to grantees and subgrantees
- 501(c)(3) status not necessary
- Refer to **RFP, page 8**
- Any CBO/NGO receiving CalVIP funds must meet these criteria
- Must submit Appendix B with proposal package and keep it updated throughout grant term

Funding Distribution

Applicants will compete in separate categories:
RFP, page 9

Table 3. Funding Distribution and Maximum Grant Amounts

Funding Categories		Maximum Grant Amount	Available Funding
(1)	29 Cities in Table 1	\$1,500,000	\$12,250,000
(2)	CBOs that Serve the Residents of the 29 Cities in Table 1	\$1,500,000	\$12,250,000
(3)	66 Select Cities with Population of 40,000 or Less, in Table 2	\$600,000	\$3,000,000
Total Funding Available for Competitive Grants:			\$27,500,000

Award Caps

For Categories 1 & 2: Maximum of \$1,500,000

**For Category 3:
Maximum of \$600,000**

- *For the entire grant period; not per year.*
- *Applicants may apply for any amount up to the maximum.*

IMPORTANT

- **Do not request the maximum amount just because you can**
- **Spend some time with your fiscal team mapping out your budget**
- **Be realistic and take start-up period into account**
- **Apply only for what you can reasonably spend AND match**

Mandatory Pass-Through for Cities

All city grantees must pass through at least 50 percent of the grant funds they receive to one or more of the following:

- Non-governmental, community-based organizations and/or
- Public agencies that are not law enforcement whose primary mission is violence prevention or community safety (e.g. Office of Violence Prevention, Office of Neighborhood Safety, etc.).

RFP, page 10

100% Match Requirement

- **Cash or in-kind or a combination of both.**
- **Cash match is income from a source other than grant funds budgeted for the project.**
Examples: salaries & benefits, equipment, supplies, indirect costs, etc.
- **In-kind match is non-cash outlay of materials or resources that support grant activities.**
Examples: donated supplies, donated meeting space, donated staff or volunteers.

RFP, page 10

About the Match Requirement

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

Target Population

AB 1603 mandates that initiatives funded by the CalVIP grant shall be primarily focused on:

the small segment of the population that is identified as having the highest risk of

- **perpetrating violence or**
- **being victimized by violence**

RFP, page 11

Eligible Activities

CalVIP funds may be used to:

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

Examples of the types of strategies that may be funded can be found in the RFP, Table 4, page 11

Special Video Presentation

*Following the evidence: how to
successfully and sustainably
reduce urban violence*

**Thomas Abt, Senior Fellow
Council on Criminal Justice**

Other Eligible Expenditures

- **CalVIP funds may be used to purchase meals or snacks, items or activities used as program incentives, and participant support items.**
- **Prior approval from BSCC is required for the purchase of any of the items listed above or for participant travel that exceeds \$100 per day.**

RFP, page 12

Additional Requirements for Cities

- *Agreement to Collaborate & Coordinate with Existing Resources: Appendix G*
- *Coordinating & Advisory Council: Appendix H*

RFP, page 15



Evidence-Based Practice, & Project Evaluation Requirements

RFP, pages 13 & 15-16

USING PRINCIPLES OF EVIDENCE-BASED PRACTICE

- ◆ **What does this mean?**
 - ◆ **Project strategies should use data-driven decision-making practices during development, implementation, and appraisal**

PRINCIPLES OF EVIDENCE-BASED PRACTICE

1. **Is there evidence or data to suggest that the intervention/strategy is likely to work?**
 - Used previously with positive results
 - Published research showing it's effective
 - Similar strategy used by another project

PRINCIPLES OF EVIDENCE-BASED PRACTICE

2. Once an intervention/strategy is selected, will you be able to demonstrate that it is being carried out as intended?
 - Quality control monitoring
 - Strict procedure to make sure a previously-used model is followed
 - Have a plan to make necessary corrections

PRINCIPLES OF EVIDENCE-BASED PRACTICE

3. Is there a plan to collect data that will allow for an appraisal of whether the intervention strategy worked?
- Does the strategy selected allow for collection of data/other info to measure outcomes?
 - Are there processes in place to identify, collect, and analyze that data/info?

EVIDENCE-BASED PRACTICES – IN YOUR APPLICATION

- ◆ **Describe your plan to measure program effectiveness**
 - ◆ **Qualitative data**
 - ◆ Written and/or spoken narratives
 - ◆ Can be used to explain/gain insight and understanding of events
 - ◆ **Quantitative data**
 - ◆ Numbers and mathematical calculations
 - ◆ Can be used to explain, predict, and/or provide statistical controls for analyses

PROJECT EVALUATION REQUIREMENTS

- ◆ **Local Evaluation Plan (LEP)**
 - ◆ Due 6 months post-award:
December 31, 2020
- ◆ **Local Evaluation Report (LER)**
 - ◆ Due 6 months post-project conclusion:
December 31, 2023
- ◆ **Quarterly Progress Report (QPR)**
 - ◆ Discussed later

PROJECT EVALUATION REQUIREMENTS

- ◆ **What does all this mean for you right now?**
 - ◆ **Intervention strategy**
 - ◆ How will you measure overall success?
 - ◆ How will you show the project was effective?
 - ◆ **Goals/Objectives**
 - ◆ How will you determine goal progress?
 - ◆ **Data Collection**
 - ◆ Will you need to establish partnerships?

Organizational Capacity & Coordination

Written Agreements from Key Partners

If the success of the proposed strategy relies on the participation of an outside agency or organization, the applicant must include:

- Letter of Agreement
- Letter of Commitment
- other signed written agreement

RFP, page 14

General Grant Requirements

- *RFP, Pages 17-20*
- **Grant Agreement, see Appendix J**
- **Board Resolution or other proof of signing authority required once awarded**
- **Supplanting is prohibited**
- **Be aware of travel restrictions**
- **Compliance monitoring visits by BSCC**

Invoicing & Reimbursement

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

RFP, pages 17-18

NEW Audit Requirement

- Financial audit required for all grants
- Covers July 1, 2020 to June 30, 2023
- Due to BSCC December 31, 2023
- May budget up to \$25,000 in grant funds or use match, or a combination of both

RFP, pages 18-19

Quarterly Progress Reports

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

RFP, page 19

Overview of the RFP Process

- ❖ **Technical Compliance Review**
- ❖ **Disqualification – see page 21**
- ❖ **ESC Rating Process**

RFP, pages 21-22

Key Dates

Activity	Date
Release Request for Proposals	February 14, 2020
Letter of Intent Due to the BSCC	March 13, 2020
Proposals Due to the BSCC	April 10, 2020
Proposal Rating Process	April-May 2020
Board Approves Funding Recommendations	June 11, 2020
Notice to Grantees	June 2020
New Grants Begin	July 1, 2020
Mandatory New Grantee Orientation	August 2020

IMPORTANT

CalVIP Rating Factors

		Point Range	Percent of Total Value	Weighted Rating Factor Score
1	Description of Community Need	1 - 5	15%	30
2	Project Description	1 - 5	35%	70
3	Organizational Capacity and Coordination	1 - 5	20%	40
4	Project Evaluation and Monitoring	1 - 5	15%	30
5	Project Budget	1 - 5	15%	30
		Total:	100%	200

Scoring Rubric

Poor 1	Fair 2	Satisfactory 3	Good 4	Excellent 5
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.

Proposal Narrative & Budget Guidelines

**Review pages 25-29 carefully –
this is the meat of the RFP:**

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

Instructions for how to submit a CalVIP Proposal

Immediately following page 86

CalVIP Proposal Package:

1. Cover Sheet
2. Proposal Checklist
3. Applicant Information Form
4. Proposal Narrative
5. Project Work Plan
6. Budget Attachment (separate Excel file)
7. Appendix B
8. Appendix F
9. Appendix L

City Applicants must also include:

10. Appendix G

11. Appendix H

1. Cover Sheet

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

2. Proposal Checklist

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

3. Applicant Information Form

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

4. Proposal Narrative

- Refer back to pages 25-29 for what to include in each section.
- Use the pre-formatted template that is provided.
- May not exceed 12 pages.

5. Project Work Plan

- **Instructions on page 86.**
- **1 page only**
- **Use the pre-formatted template that is provided.**

6. Budget Attachment

- Detailed instructions listed on the Instructions tab of the Excel workbook.
- The Budget Attachment may not exceed **four (4) pages total**.
- See page 29 for corresponding Rating Factors and Rating Criteria.

Budget Attachment Instructions

Project Budget (Table and Narrative)

2019 CalVIP Grant Program - RFP Budget Attachment Instructions

This Budget Attachment is Section 5. Project Budget of 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.

Formatting the Budget Attachment: Applicants are limited to **4 pages** for the entire Budget Attachment. You may expand or shrink the narrative sections within the Excel spreadsheet to achieve the desired number of pages. For example, if you are not requesting equipment, you may delete the extra spaces within that section (once you have entered \$0 in the budget table and "N/A" in the corresponding narrative. Font size must be 10pt or larger.

- ▶ Enter the name of the Applicant at the top of the Project Budget worksheet.
- ▶ The maximum amount for which any single applicant in Category 1 or 2 may apply is \$1,500,000. The maximum amount for which any city in Category 3 may apply is \$600,000. Applicants are encouraged to request only the amount of funds needed to support their proposal and the amount that can be justified with supporting documentation/information. All applicants must build their proposal, objectives, activities, timelines, and budget information for all three years and six months of the grant cycle.
- ▶ Request funds in whole dollars only. Do not use decimals.
- ▶ Match Requirement: By statute, the CalVIP Grant requires a 100 percent match on all grant funds awarded. The match amount may be met through cash or in-kind contributions.
- ▶ 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.
- ▶ This workbook is protected. Applicants may only enter information in unshaded cells. All other cells in the Project Budget worksheet will auto populate based the Applicant's entries.
- ▶ 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.
- ▶ 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.

Budget Line Item Instructions

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

7. - 11. Required Attachments

All Applicants:

- 7. Appendix B
- 8. Appendix F
- 9. Appendix L

City Applicants Only:

- 10. Attachment G
- 11. Appendix H

No other attachments are allowed!

Proposals due: April 10, 2020

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

Submit by email to:

CalVIP-3@bscc.ca.gov

Letter of Intent to Apply:

- **Please submit by March 13, 2020**
- **Not required, but helps BSCC planning process**
- **See pages 1-2 of RFP**

ANY
QUESTIONS
?

**Additional questions may be
submitted up until
March 27, 2020**

**BSCC will post final FAQ by
April 3, 2020**

**Submit additional questions to:
CalVIP-3@bscc.ca.gov**