

BOARD OF STATE AND COMMUNITY CORRECTIONS

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California Gang Reduction, Intervention and Prevention (CalGRIP) PROGRAM Fiscal Year 2013/2014

REQUEST FOR PROPOSALS: APPLICATION PACKET

Released August 8, 2013

***Applications due by 5:00 p.m., September 23, 2013
Submit Notice of Intent to apply by August 28, 2013***

In addition to the grant application, this Request for Proposals (RFP) packet includes important information about funding provisions, grant eligibility, and application submission requirements.

TABLE OF CONTENTS

CONTACT INFORMATION.....	1
PROPOSAL DUE DATE	1
PROJECT DESCRIPTION.....	1
BACKGROUND INFORMATION	2
EVIDENCE-BASED PROGRAMS, PRACTICES, AND STRATEGIES (EBP)	3
PROJECT OBJECTIVES	6
GRANT REQUIREMENTS.....	6
PREPARING THE PROPOSAL	8
APPLICATION INSTRUCTIONS.....	9
APPLICANT INFORMATION	9
PROPOSAL EVALUATION RATING FACTORS	11
PROPOSED BUDGET	14
APPENDIX	15

CONTACT INFORMATION

This Request for Proposals (RFP) provides the information necessary to prepare a proposal to the Board of State and Community Corrections (BSCC) grant funds for the California Gang Reduction, Intervention and Prevention (CalGRIP) Program.

The BSCC staff cannot assist the applicant with the actual preparation of the proposal. Any questions concerning the RFP, the proposal process, or programmatic issues must be submitted in writing, fax, or email to:

Leona LaRoche, Program Analyst
Corrections Planning and Programs Division
Fax Number: (916) 327-3317
Email: leona.larochelle@bscc.ca.gov

PROPOSAL DUE DATE

One original, and seven copies of the proposal must be received (**not just postmarked**) by the BSCC's, Corrections Planning and Programs Division by **5:00 p.m., on Monday September 23, 2013, at:**

Board of State and Community Corrections
Corrections Planning and Programs Division
600 Bercut Drive
Sacramento, CA 95811
Attn: Leona LaRoche, Program Analyst

Proposals received after 5:00 p.m. on the due date will be deemed ineligible.

PROJECT DESCRIPTION

The CalGRIP Program provides grants to cities using a local collaborative effort to reduce gang activity through the use of evidence-based prevention, intervention, and suppression activities. *(See page 3 for additional information regarding the use of evidence-based programs, practices, and strategies.)*

The State Budget Act authorizes the funding for the CalGRIP Program. For fiscal year (FY) 2013/2014, the CalGRIP Program appropriation is \$9,215,000 in State Restitution funds. Of that amount, \$1 million is allocated to the City of Los Angeles through a non-competitive Request for Application process, and the remaining \$8,215,000 is available to California cities through a competitive RFP process. At least two grants shall be awarded to cities with populations of 200,000 or less.

As part of the competitive RFP process the Board of State and Community Corrections shall give preference to applicants that incorporate a regional approach to anti-gang activities. Each city that receives a grant shall collaborate and coordinate with area jurisdictions and agencies, including the existing county juvenile justice coordination council, with the goal of reducing gang activity in the city and adjacent areas.

Each applicant shall use a coordinating and advisory council to prioritize the use of funds. Council membership shall include city officials, local law enforcement, including the county Sheriff, Chief Probation Officer, and District Attorney, local educational agencies, including school districts and the county office of education, and community-based, organizations. Faith-based organization may also be utilized.

Each city that receives the CalGRIP grant funds shall distribute at least 20 percent of the grant funds it receives to one or more community-based organization pursuant to the city's application. An Operational Agreement (OA) is required for each participating agency in the CalGRIP grant program (*appendix A*).

FUNDING

There is a total of \$8,215,000 in State Restitution funds for the CalGRIP Program, FY 2013/2014 competitive process. The grant period will begin on January 1, 2014, and end on December 31, 2015. The maximum allowable grant amount per the 2013 Budget Act (AB 110; Chapter 20, Statutes of 2013), is up to \$500,000.

Note: Applicants that received funding in January 2013 (with a grant period of January 1, 2013, through December 31, 2014) may apply for these funds. However, these applicants are **required** to complete and submit the "Concurrent Funding" form (see *appendix B*). This form is intended to show clear distinctions between existing funds and the use of any new funding. Applicants should only request the amount of funds needed to support the proposal and not base their request on the maximum allowable grant amount.

Match Requirement:

Funding for the FY 2013/2014 CalGRIP Program requires a dollar-for-dollar (100 percent) match (cash or in-kind) of the funds awarded to the recipient. The applicant will be required to meet the proportionate match as grant funds are used.

BACKGROUND INFORMATION

On May 25, 2007, Governor Arnold Schwarzenegger announced the creation of the CalGRIP initiative for the purpose of providing a comprehensive approach to addressing gang violence in California. The initiative provided funding for anti-gang grants to different state departments, including job training, education and intervention projects through the California Emergency Management Agency (CalEMA) and the Employment Development Department (EDD); an agreement with the Corrections Standards Authority (CSA) to spend \$1.1 million on anti-gang projects; and provided \$7 million to enable the California Highway Patrol (CHP) to help local jurisdictions suffering from gang violence.

On July 1, 2012, the BSCC assumed the responsibility of administering the CalGRIP grant program previously administered by the CalEMA. Also effective July 1, 2012, the BSCC became the lead state entity on adult and juvenile criminal justice policy and will be responsible for prioritizing state and federal funds, guiding local policy and programming, and providing technical assistance to local justice system stakeholders in their criminal justice realignment efforts.

EVIDENCE-BASED PROGRAMS, PRACTICES, AND STRATEGIES (EBP)

Evidence-based programs, practices, and strategies (EBP) represent a significant shift throughout the criminal justice field that places an emphasis on achieving measurable outcomes and making sure that the services that are provided and the resources that are used are actually effective. The BSCC is committed to supporting this focused shift in resources in support of better outcomes for the entire criminal justice system and for those involved in the system. There are numerous definitions of evidence-based practices, but for the purpose of this RFP, the following brief descriptions of evidence-based programs, practices, and strategies have been provided:

Evidence-Based Practice:

The term “evidence-based practice” refers to a program or strategy that has been evaluated through rigorous scientific study using experimental or quasi-experimental methods. There are two categories of evidence-based practices: brand name programs and strategies.¹ Evidence-based practices and principles are elements, which answer the questions to who, what and how, to increase effectiveness across a variety of programs. *Example:* youth development practices refer to who will be served, what program will be delivered, how programs are carried out.

Evidence-Based Program:

Evidence-based programs have been found to be effective based on the results of rigorous evaluations. A rigorous evaluation typically involves either an experimental design (i.e. as in a randomized controlled trial) or a quasi-experimental design. In an *experimental design*, people are randomly assigned to either the treatment group, which participates in the program, or the control group, which does not. After the program is completed, the outcomes of these two groups are compared. This type of research design helps ensure that any observed differences in outcomes between the two groups are the result of the program and not other factors.

Brand Name Programs are those developed by a single investigator or team over a number of years, proven effective through scientific study and careful replication. The advantages of using a brand name proven program include detailed training and implementation protocols available from the developer. These programs are specific and highly individualized, and come with a model to follow during implementation. *Examples:* Nurse Family Partnership, Functional Family Therapy, Life Skills Training, Project Toward No Drug Abuse, Big Brother/Big Sisters, Olweus Anti-Bullying Program. However; brand name programs are not tailored to individual settings, and altering programs can compromise effectiveness².

¹ Peter Greenwood, Ph.D. 'Preventing and Reducing Youth Crime and Violence: Using Evidence-Based Practices,' Jan 2010

² Peter Greenwood, Ph.D. 'Preventing and Reducing Youth Crime and Violence: Using Evidence-Based Practices,' Jan 2010

Evidence-Based Strategy:

Evidence-based strategies are general approaches to reducing crime and violence, such as, counseling or deterrence. When evaluating a strategy, investigators combine evaluations encompassing a general content area and measure the average size of an approach's effect on recidivism or other outcomes. An effective strategy offers the advantage of flexibility, namely the opportunity to build on an existing approach or to adapt to a particular setting or need. Examples of strategies that have been found to reduce recidivism, substance use, and antisocial behavior: High School Graduation; Cognitive Behavioral Therapy, Behavioral Programs; Case Management; Social Skills Training; Family Crisis Counseling, Job-Related Interventions³.

Successful implementation of EBP also involves a "system change approach" which entails improving the coordination of the interrelated parts of the justice delivery system as a whole so that tasks, functions and sub-units work effectively together and not at cross-purposes.

Evidence-Based Program Requirement:

Applicants are required to provide programs, practices, and strategies that have a demonstrated evidence-base and are appropriate for the target population. Applicants must identify the evidence-based program, practice, or strategy being proposed for implementation; identify and discuss the evidence that shows that it is effective; discuss the population(s) for which this resource has been shown to be effective; and show that it is appropriate for the proposed target population. It is the applicant's responsibility to demonstrate in the grant proposal that the proven strategies selected are supported by evidence. This documentation can be in the form of research or literature citation, or reference to an evidence-based assessment made by one of the organizations that reviews current research.

Additional Evidenced-Based Resources:

The websites provided below may be useful to applicants in the proposal development process. This is not an exhaustive list; it is offered only as a starting point for applicants to use in researching evidence-based programs, practices, and strategies.

Board of State and Community Corrections

<http://www.bscc.ca.gov/board/evidence-based-practices>

Gang and Youth Violence Policy - Dr. Peter Greenwood

<http://www.CalGRIP.ca.gov>

Office of Justice Programs

<http://www.CrimeSolutions.gov>

Blueprints for Violence Prevention

<http://www.colorado.edu/cspv/blueprints/index.html>

³ <http://www.calgrip.ca.gov/applications/ebp/?navid=168>

Substance Abuse and Mental Health Services Administration (SAMHSA) National Registry of Evidence-Based Programs and Practices
<http://www.nrepp.samhsa.gov>

Washington State Institute for Public Policy
<http://www.wsipp.wa.gov/>

Find Youth Information
<http://www.findyouthinfo.gov/>

Promising Practices Network
<http://www.promisingpractices.net/>

Relapse Prevention Approaches to Substance Abuse
<http://radar.boisestate.edu/pdfs/TAP8.pdf>

National Reentry Resource Center
<http://nationalreentryresourcecenter.org/>

National Institute of Corrections
<http://nicic.gov/Library/>

California Institute of Mental Health
<http://www.cimh.org/Initiatives/Evidence-Based-Practice/Implementation-Projects.aspx>

Coalition for Evidence-Based Policy
<http://coalition4evidence.org/>

Helping America's Youth
<http://guide.helpingamericasyouth.gov/programtool.cfm>

National Criminal Justice Association
<http://www.ncja.org/>

Office of Juvenile Justice and Delinquency Prevention Model Program Guide
<http://www.ojjdp.gov/mpg/>

Peabody Research Institute, Vanderbilt University, Director Mark Lipsey
<http://peabody.vanderbilt.edu/research/pri/publications.php>

University of Cincinnati, Effective Programs/Curricula Recommendations
<http://www.bscc.ca.gov/board/evidence-based-practices>

PROJECT OBJECTIVES

The purpose of the CalGRIP Program is to provide grants to California cities for gang prevention, intervention, and suppression activities. Applicants are encouraged to develop project activities designed to meet the unique needs of the specific area(s) and population(s) targeted. Projects may include a range of programs, services, and activities designed to reduce gang activity. All project goals and measurable objectives must be quantifiable in terms of measurable outcomes. Projects selected for funding will be required to define the variables that will be evaluated and outcomes that will be measured; participation criteria; report on the number of individuals receiving services; and how the services impacted those individuals or the target area(s). The Project Evaluation and Outcome component will be weighed heavier this year; please refer to the proposal evaluation rating factors section for further information.

Regional Approach:

Applicants will be scored on how appropriately they demonstrate their plan to incorporate a self-defined 'regional approach' in their particular area to anti-gang violence and activities. For the purpose of this RFP, regional approach is defined as one that incorporates multiple jurisdictions and/or multiple agencies or organizations that embrace the goal of reducing gang activity in the city and adjacent affected areas in the implementation of the project plan.

Coordinating and Advisory Council

Each Applicant city must establish a Coordinating and Advisory Council to prioritize the use of the funds. A list of the members of this coordinating and/or advisory council and their contact information **must** accompany the proposal.

The Coordinating and Advisory Council can be a new or an existing group, but a minimum must include:

- City officials
- Local law enforcement, including the Chief of Police, County Sheriff, and the Chief Probation Officer
- District Attorney
- Local educational agencies, school districts and the county Office of Education
- Community-Based Organizations (CBO)
- Faith-Based Organizations may also be utilized

GRANT REQUIREMENTS

ELIGIBLE APPLICANTS and NUMBER OF PROJECTS

Only California cities are eligible to apply. A city may not submit more than one proposal to BSCC for CalGRIP FY 2013/2014 funding. The proposed project can be a new and distinct project, or it can augment an existing project. Applicants with an existing project, in which funds were awarded on January 1, 2013, with the grant period ending on December 31, 2014, may apply for concurrent year funding, but must also fill out the Concurrent Funding form (*see Appendix B*) showing distinctions in the funding for each

grant period. The new grant funds must show an enhancement to the existing project or new project components. Community-Based Organizations (CBO) or Faith-Based Organizations cannot apply. However, the State budget requires cities to distribute at least 20 percent of the grant funds received to one or more CBOs; and faith-based organizations may be used.

The City of Los Angeles is **not** eligible to submit a proposal in response to this RFP. Los Angeles will be allocated funds separately under the CalGRIP Program.

Operational Agreements (OA) or Memorandum of Understanding (MOU): As part of the necessary collaboration that must occur for the CalGRIP Project to be successful, applicants must engage a wide range of stakeholders. OAs or MOUs should include: (1) a description of the agencies commitment to demonstrate a formal system of networking and coordination with other agencies and the applicant; (2) available project staff's names; (3) original signatures, titles, and the agency name for both parties; (4) effective grant performance period dates; and (5) the amount of state funds designated to the agencies. Signatures may be obtained after the proposal due date. A Sample OA form can be found in the Appendix A.

ELIGIBLE GRANT EXPENDITURES

Grant funds can be used to supplement existing funds dedicated to the project but may not replace (supplant) funds that have been appropriated for the same purpose. For information on eligible and ineligible costs refer to BSCC Grant Administration and Audit Guide, dated July 2012 <http://www.bscc.ca.gov/resources>.

REPORTING REQUIREMENTS

Quarterly Data Collection/Progress Reports: Grantees must have the ability to collect the specified output and outcome data and report it to the BSCC on quarterly progress reports during the term of the grant performance period. The report form and instructions will be available to grantees on the BSCC's website. Progress Reports will be due no later than 45 days following the end of each quarter.

Quarterly Invoices: Disbursement of grant funds occurs on a reimbursement basis for costs incurred during a reporting period. The State Controller's Office will issue the warrant (check) to the individual designated on the application form as the Financial Officer for the grant. Grantees must submit invoices online to the BSCC on a quarterly basis, no later than 45 days following the end of each quarter. Grantees must maintain adequate supporting documentation for all costs claimed on invoices. BSCC reserves the right to require a financial audit any time between the execution of the grant agreement and 60 days after the end of the grant period.

LOCAL EVALUATION

All grantees are required to submit a Local Evaluation Plan to the BSCC by April 30, 2014, and a final Local Evaluation by February 15, 2016. The Local Evaluation Plan can be submitted in either a narrative or bulleted format.

The purpose of the evaluation is to document the activities that were carried out by the project. The evaluation should describe the research design to be used to evaluate the conduct (process evaluation), and evaluate the effectiveness (outcome evaluation) of the project. The process evaluation will document the fact that all the activities described in the proposal actually occurred. The purpose of the outcome evaluation is to determine if the project worked in terms of achieving the project goals. Applicants are required to set aside up to ten percent of the grant funds for data collection and the development of the Local Evaluation. Applicants are encouraged to use a local university or a consultant to help develop the Local Evaluation for the project. The BSCC website offers a few resources to help develop the Local Evaluation. Resources can be located at the link below under the tab titled California Gang Reduction, Intervention and Prevention Program: <http://www.bscc.ca.gov/programs-and-services/cpp/services>

PREPARING THE PROPOSAL

The Proposal Sections I through VIII may not exceed a total of 20 pages (excluding attachments). Letters of Support are encouraged, but will not be factored into the total page count. Narrative Sections must be doubled spaced, single-sided pages, in Arial 12 point font, with one-inch margins on plain white 8 1/2" X 11" paper.

The applicant must submit **seven copies** of the proposal and one **original copy**. Copies of the proposal must be assembled separately and individually fastened in the upper left corner. Please do not bind proposals. Any costs incurred to develop and submit the proposal are entirely the responsibility of the applicant and shall not be charged to the State of California. It is the applicant's responsibility to demonstrate in the grant proposal that the strategies being proposed are proven strategies (see page 3 *EB Practices, Strategies*). Applications not citing their evidence will not be considered for funding.

The BSCC staff will review each proposal to determine if it meets all technical compliance requirements. The review will include verification of the following:

- Applicant is a California city
- Proposal contains all required information and signatures
- Minimum 100 percent local match requirement is satisfied
- Proposal meets all format requirements
- 20% of funds designated to CBO's is satisfied

To avoid having otherwise worthy proposals eliminated from consideration due to relatively minor and easily corrected errors/omissions, applicants will have an opportunity to respond to deficiencies identified during this review process and to make non-substantive changes that would bring the proposal into technical compliance. **Proposals that fail to meet all technical requirements will be excluded from further consideration for funding.**

SUMMARY OF KEY DATES

ACTIVITY	TIMELINE
Release Request for Proposals (RFP)	August 8, 2013
Notice of Intent due date (e-mail copy will be accepted)	August 28, 2013
Grant proposal due to BSCC	September 23, 2013
BSCC Board considers funding recommendations	November 14, 2013
New grantee orientation	TBD
New grants begin	January 1, 2014

APPLICATION INSTRUCTIONS

(Items A-I)

- A. **Applicant:** Complete the required information (including federal identification number) for the city submitting the proposal.
- B. **City Population:** Check the box that best identifies the population of your city.
- C. **Project Summary:** Provide a brief description (3-4 sentences) of the city's proposal for using the grant funds requested. Note: This information may be posted to the BSCC's website for informational purposes.
- D. **Grant Amount Requested:** Identify the amount of grant funds requested. The amount may not exceed \$500,000.
- E. **Name of Evidence-Based Program, Practice, or Strategy:** Provide the name of the program, practice, or strategy to be used.
- F. **Applicant Project Director:** Provide the required information for the individual with whom BSCC staff would work on a daily basis during the 24-month grant period.
- G. **Applicant Financial Officer:** Provide the required information for the individual who would approve invoices before the city submits them to the BSCC and be responsible for the overall fiscal management of the grant. Reimbursement checks are mailed to the Designated Financial Officer.
- H. **Applicant Day-to-Day Contact Person:** Provide the name of the person who will have day-to-day responsibility and working knowledge of the CalGRIP project.
- I. **Applicant's Agreement:** Provide a signature from the person authorized by the City Council to sign for the city. Typically, this would be the City Manager or City Mayor.

APPLICANT INFORMATION

A. APPLICANT CITY / CITY DEPARTMENT IMPLEMENTING THE GRANT			
			TELEPHONE NUMBER
/			
B. CITY POPULATION (check one)			
ABOVE 200,000		BELOW 200,000	
STREET ADDRESS	CITY	STATE	ZIP
MAILING ADDRESS	CITY	STATE	ZIP
C. PROJECT SUMMARY (brief 3 or 4 sentences describing the project)			D. GRANT AMOUNT REQUESTED
E. NAME OF EVIDENCE-BASED PROGRAM, PRACTICE, or STRATEGY PROPOSED			
F. APPLICANT PROJECT DIRECTOR			
NAME AND TITLE			TELEPHONE NUMBER
STREET ADDRESS			FAX NUMBER
CITY	STATE	ZIP	E-MAIL ADDRESS
G. APPLICANT FINANCIAL OFFICER			
NAME AND TITLE			TELEPHONE NUMBER
STREET ADDRESS			FAX NUMBER
CITY	STATE	ZIP	E-MAIL ADDRESS
H. APPLICANT DAY-TO-DAY CONTACT PERSON			
NAME AND TITLE			TELEPHONE NUMBER
EMAIL ADDRESS			
I. APPLICANT'S AGREEMENT			
By signing this application, the applicant assures that the grantee will abide by the laws, policies, and procedures governing this funding.			
NAME AND TITLE OF PERSON AUTHORIZED TO SIGN AGREEMENT			
APPLICANT'S SIGNATURE			DATE

MERIT REVIEW

The rating committee will review and rate each proposal that is found to meet all technical requirements. The rating factors that will be used and the maximum rating points allocated to each factor are shown below. Omission or lack of clarity for any section is likely to result in a reduction of allowable points. Following this rating process, the rating committee will forward funding recommendations to the BSCC Board which will act on the recommendations. It is currently anticipated that the BSCC Board will act on the recommendations at their meeting on November 14, 2013. **Applicants are not to contact members of the rating committee or the BSCC Board about their proposal.**

PROPOSAL EVALUATION RATING FACTORS	
EVALUATION FACTOR	MAXIMUM POINTS
Project Need	50
Project Description and Deliverables	200
Project Evaluation and Outcomes	200
Project Management and Readiness to Proceed	100
Capability and Qualifications to Provide Services	100
Cost Effectiveness and Budget Review	100
Collaboration/Regional Approach	200
Sustainability	50
TOTAL POINTS	1,000

Sections I - VIII below must be in Arial 12 point font, double spaced with 1 inch margins all the way around, and cannot total more than 20 pages in length. These 20 pages do not include the “Applicant Information” above, the “Proposed Budget” sections below, or any attachments, Operational Agreements, or Letters of Support.

Each rating factor will be evaluated regarding the extent to which a proposal adequately addresses the topics listed under the section titles below. If a sub-element doesn’t apply, the applicant should say so and state the reason.

SECTION I: PROJECT NEED (50 Points)

Provide a description of the following:

- 1.1 Need for the project, as supported with statistical information.
- 1.2 Impact of the gang activity on the city and surrounding communities.
- 1.3 Severity of the gang problem, including gang trends (e.g., number of gang members involved, gang-related crime rates, etc.), and any impediments standing in the way of dealing with such issues (e.g. lack of community-based organizations, partnerships, political issues, etc.)
- 1.4 Financial support needed to make changes/improvement to address gang issues.
- 1.5 City’s current efforts to address gang issues.

SECTION II: PROGRAM DESCRIPTION AND DELIVERABLES (200 Points)

Provide a description of the following:

- 2.1 Project goals and measurable objectives that will be implemented with the grant funds.
- 2.2 Specific evidence-based program(s), practices, strategies, that will be implemented with the grant funds.
- 2.3 How the proposed project will address the needs described in Section I.
- 2.4 Sequence of steps in the implementation of this project.
- 2.5 Specific risk/needs tools to be used to assess participants in this project.
- 2.6 Types of services provided to participant as part of this project.
- 2.7 Project scope, including the number of personnel involved and participants affected and/or served.

SECTION III: PROJECT EVALUATION AND OUTCOMES (200 Points)
(Required 10% minimum dedication of grant funds)

Provide a description of the following:

- 3.1 Methodology to be used for the process evaluation (documentation of project Activities.)
- 3.1 Methodology to be used for the outcome evaluation (strategy for determining project success/failure).
- 3.2 Process variables that will be evaluated (e.g. tracking of number of participants entered or left project, successful completions, services provided, and achievement indicators during project grant period, number of staff involved, etc.), and the outcomes that will be measured (e.g. increase/decrease in crime rates, recidivism, number of participants who have demonstrated decreased self-identification with gang involvement, etc.).
- 3.4 Participation criteria for those to receive services (e.g. gender, age, gang affiliation, etc.)
- 3.5 Project data to be collected (e.g. number of participants receiving services, number of arrests, number of participants entering a career/technical training program, etc.) and the method(s) that will be used to collect it (e.g. interviews, surveys, crime records, etc).
- 3.6 How evaluation results will be documented.
- 3.7 How evaluation information will be used for continuous project adjustments.

*Refer to local project evaluation guidelines provided on the BSCC website for evaluation terms and descriptions. <http://www.bscc.ca.gov/programs-and-services/cpp/services>

SECTION IV: PROJECT MANAGEMENT AND READINESS TO PROCEED (100 Points)

Provide a description of the following:

- 4.1 Planning process that resulted in the design of project.
- 4.2 Project management and oversight (manager structure, name of manager(s), list of services, etc.)
- 4.3 Management structure and decision-making processes of the project and how it will support the objectives and goals.

- 4.4 Readiness to provide services at beginning of the grant period (January 1, 2014), include timelines for the proposed project and all project activities.

SECTION V: CAPABILITY AND QUALIFICATIONS TO PROVIDE SERVICES (100 Points)

Provide a description of the following:

- 5.1 City's ability to conduct the proposed project.
- 5.2 City's experience and capability to conduct the project, including experience and capability of all the partners.
- 5.3 Staff and qualifications necessary to provide and manage services.
- 5.4 History of conducting and managing similar projects.

SECTION VI: COST EFFECTIVENESS AND BUDGET REVIEW (100 Points)

In addition to the line item budget, provide a brief narrative of the following:

- 6.1 Factors and reasons behind the budget allocations and funds requested, including the extent to which gang activity will be reduced if the proposed project achieves its goals.
- 6.2 Explanation of how budget costs will cover entire grant period.
- 6.3 Explanation of reasonableness of budget allocations.
- 6.4 Explanation of cost effectiveness.
- 6.5 Description of both direct and indirect costs.

SECTION VII: COLLABORATION/REGIONAL APPROACH (200 Points)

Provide a description of the following:

- 7.1 The regional approach to anti-gang activities used, including the project partners (e.g. agencies, contractors, stakeholders, private and/or public organizations, etc.).
- 7.2 The collaboration and coordination with the county juvenile justice coordination council with the goal of reducing gang activity in the city and adjacent areas.
- 7.3 Coordinating and Advisory Council, including the membership names of the Council (see RFP's Project Objectives on page 6 for required list of members): a description of the role(s) the Council had in developing the proposed project and how the Council prioritized the use of the funds.
- 7.4 The Community-Based Organization(s) in which 20 percent of grant funds are required to be dedicated. This should include a description of the collaboration; the credentials of the CBO(s); the involved personnel; justification for choice; and the value the CBO(s) adds to the proposed project, etc.
- 7.5 Current local community efforts to address gang prevention, intervention, and/or suppression.

SECTION VIII: SUSTAINABILITY (50 Points)

Provide a description of the following:

- 8.1 Plan for project sustainability beyond the two-year grant period.
- 8.2 City's history of sustaining similar projects.

PROPOSED BUDGET

Project costs must be directly related to the objectives and activities of the project. The budget must cover the entire two-year grant period.

BUDGET LINE ITEM TOTALS: Complete the following table for the grant funds being requested and corresponding 100% match. While recognizing that cities may use different line items in the budget process, the categories listed below are the ones that funded projects will use when invoicing the BSCC for reimbursement of expenditures. The twenty percent (20%) distributed to one or more CBOs must be identified under line-item number four: *CBO Contracts*.

Cash/In-kind Match Requirement

The required 100% cash/in-kind match amount must be identified in the line item budget and described in the budget summary below.

BUDGET SUMMARY: Complete the budget summary table below. Indicate the amount of grant funds, cash match and/or in-kind match, and total for each budget category. Report amounts in whole dollars. Grant funds should support direct services and minimize administrative costs.

All funds shall be used consistent with the requirements of the Grant Administration and Audit Guide July 2012: <http://www.bscc.ca.gov/resources>

LINE ITEM	GRANT FUNDS	CASH MATCH	IN-KIND MATCH	TOTAL
1. Salaries and Benefits				
2. Services and Supplies				
3. Professional Services				
4. CBO Contracts <i>(min. 20% of grant funds)</i>				
5. Indirect Costs				
6. Evaluation/Data Collection <i>(Min 10% of grant funds)</i>				
7. Fixed Assets/Equipment				
8. Other				
TOTAL				

LINE ITEM DETAIL: Provide a narrative detail in each category below to sufficiently explain how the grant funds and local match will be used based on the requested funds in the above table. Match funds may be expended in any line item and must be identified in their respective cash or in-kind dollar amounts. The 'other' category funds should be budgeted for travel purposes for one mandatory grantee briefing meeting (*to be held in Sacramento, date TBA*) as well as other travel.

1. **SALARIES AND BENEFITS:** Provide the number of staff and percentage of time, classification/title, hourly rates of all project staff and benefits.
2. **SERVICES AND SUPPLIES:** (e.g., office supplies, training costs; itemize the services/supplies)
3. **PROFESSIONAL SERVICES:** (e.g., contract with an expert consultant)
4. **COMMUNITY-BASED ORGANIZATIONS (CBO) CONTRACT:** Provide name of CBO, itemize nature of services that will be received and show state funds. Show hours and billing rates of all CBO staff.
5. **INDIRECT COSTS:** Indirect costs are allowable for the implementing agency **only**. Indirect costs are NOT allowable for services provided by contracted agencies, such as CBOs. This total may not exceed 10% of the grant funds, which does not include the match amount.
6. **EVALUATION/DATA COLLECTION:** (e.g. costs associated with collection of required data and evaluation plan)
7. **FIXED ASSETS/EQUIPMENT:** (e.g., computers, and other office equipment necessary to perform project activities)
8. **OTHER:** (e.g., travel expenses)

APPENDIX

- A. Operational Agreement Sample (*this is a sample only, no requirement to use*)
- B. Concurrent Funding form

**APPENDIX A
OPERATIONAL AGREEMENT**

This Operational Agreement stands as evidence that the (Applicant Agency) and the (Partnering Agency) intend to work together toward the mutual goal of providing maximum available assistance for crime victims residing in (Jurisdiction). Both agencies believe that implementation of the (Program) application, as described herein, will further this goal. Each agency agrees to participate in the program, if selected for funding, by coordinating/providing the following services:

The (Applicant Agency) project will closely coordinate the following services with the (Partnering Agency) through:

- Project staff being readily available to (Partnering Agency) for service provision through describe arrangements with the Agency:
- Regularly scheduled meetings (How often) between (persons/positions) to discuss strategies, timetables and implementation of mandated services.
 - Specifically:
 - List specific activities that will be undertaken between the two agencies or other specifics of the agreement.
- Effective Grant performance period dates
- Amount of State funds designated to the agency

We the undersigned, as authorized representatives of (Applicant Agency) and (Partnering Agency) do hereby approve this document.

Name and Title
Agencies Name

Date

Name and Title
Agencies Name

Date

APPENDIX B

CONCURRENT FUNDING

Applicants currently receiving funds for the 2013 and 2104 calendar year are allowed to apply for these funds. However, in order to ensure that funds are not paying for the same services during the concurrent year we are requiring that you provide a brief narrative description under each budget category describing the difference between your intended use of your current CalGRIP funds for calendar year 2014, versus how you intend to use these CalGRIP funds during this same year. This side-by-side information will be used by the rating committee for purposes of evaluating your proposal.

FY 2013/2014	FY 2014/2015
SALARIES AND BENEFITS	
SERVICES AND SUPPLIES	
PROFESSIONAL SERVICES	
CBO's CONTRACTS	
INDIRECT COSTS	
EVALUATION / DATA COLLECTION	
FIXED ASSETS / EQUIPMENT	
OTHER	